## FOREIGN PRODUCERS'/EXPORTERS' QUESTIONNAIRE

#### **CERAMIC TILE FROM INDIA**

This questionnaire must be received by the Commission by May 3, 2024

See last page for instructions regarding how to file this questionnaire.

The information called for in this questionnaire is for use by the United States International Trade Commission in connection with its countervailing and antidumping duty investigations concerning ceramic tile from India (Inv. Nos. 701-TA-720 and 731-TA-1688 (Preliminary)). The information requested in the questionnaire is requested under the authority of the Tariff Act of 1930, title VII.

Name of firm \_\_\_\_\_

Address			
Website			
Has your firm pro	Has your firm produced or exported ceramic tile (as defined on next page) at any time since January 1, 2021?		
□ <b>NO</b> (S	ign the certification below and promptly return	only this page of the questionnaire to the Commiss	sion)
YES (C	Complete all parts of the questionnaire, and retu	urn the entire questionnaire to the Commission)	
Data reported i	n this questionnaire relate to (Check or	ne):	
		IA	
	nnaire via the Commission <i>Drop Box</i> b v/qportal. (PIN: TILE). See last page fo		
	CERTIFICAT	ION	<del></del>
wledge and belief and uns of this certification provided in this Commission on the same and endersigned, acknown ceeding or other procees sonnel (a) for developing the sand evaluations in the sand evaluations in the sand endix 3; or (ii) by U.S. g	understand that the information submitted I also grant consent for the Commissions questionnaire and throughout this proces or similar merchandise.  I ledge that information submitted in restraints may be disclosed to and used: (i) I gor maintaining the records of this or a relating to the programs, personnel, and	questionnaire is complete and correct to a subject to audit and verification by the con, and its employees and contract person eeding in any other import-injury proceeding sponse to this request for information and aby the Commission, its employees and Office related proceeding, or (b) in internal investing operations of the Commission including annel, solely for cybersecurity purposes. I und	Commission. By anel, to use the gs conducted by throughout this es, and contractigations, audits, under 5 U.S.C.
me of Authorized Official	Title of Authorized Official	 Date	
nature	Phone	Email address	

#### PART I.—GENERAL INFORMATION

**Background.**--This proceeding was instituted in response to a petition filed on April 19, 2024, by Coalition for Fair Trade in Ceramic Tile. Countervailing and/or antidumping duties may be assessed on the subject imports as a result of these proceedings if the Commission makes an affirmative determination of injury, threat, or material retardation, and if the U.S. Department of Commerce ("Commerce") makes an affirmative determination of subsidization and/or dumping. Pertinent information to this proceeding is available at:

Questionnaires: <a href="https://usitc.gov/reports/active\_import\_injury\_questionnaires">https://usitc.gov/reports/active\_import\_injury\_questionnaires</a>.

Other case information: <a href="https://ids.usitc.gov/case/8192/investigation/8554">https://ids.usitc.gov/case/8192/investigation/8554</a>

<u>Ceramic tile products ("ceramic tile")</u> covered by these investigations ("subject merchandise") is ceramic flooring tile, wall tile, paving tile, hearth tile, porcelain tile, mosaic tile, flags, finishing tile, and the like (hereinafter ceramic tile). Ceramic tiles are articles containing a mixture of minerals including clay (generally hydrous silicates of alumina or magnesium) that are fired so the raw materials are fused to produce a finished good that is less than 3.2 cm in actual thickness. All ceramic tile is subject to the scope regardless of end use, surface area, and weight, regardless of whether the tile is glazed or unglazed, regardless of the water absorption coefficient by weight, regardless of the extent of vitrification, and regardless of whether or not the tile is on a backing. Subject merchandise includes ceramic tile with decorative features that may in spots exceed 3.2 cm in thickness and includes ceramic tile "slabs" or "panels" (tiles that are larger than 1 meter<sup>2</sup> (11 ft.<sup>2</sup>)).

Subject merchandise includes ceramic tile that undergoes minor processing in a third country prior to importation into the United States. Similarly, subject merchandise includes ceramic tile produced that undergoes minor processing after importation into the United States. Such minor processing includes, but is not limited to, one or more of the following: Beveling, cutting, trimming, staining, painting, polishing, finishing, additional firing, or any other processing that would otherwise not remove the merchandise from the scope of the investigation if performed in the country of manufacture of the in-scope product.

Subject merchandise is provided for in the Harmonized Tariff Schedule of the United States (HTSUS) under the following subheadings of heading 6907: 6907.21.1005, 6907.21.1011, 6907.21.1051, 6907.21.2000, 6907.21.3000, 6907.21.4000, 6907.21.9011, 6907.21.9051, 6907.22.1005, 6907.22.1011, 6907.22.1051, 6907.22.2000, 6907.22.3000, 6907.22.4000, 6907.22.9011, 6907.22.9051, 6907.23.1005, 6907.23.1011, 6907.23.2000, 6907.23.3000, 6907.23.4000, 6907.23.9011, 6907.23.9051, 6907.30.1005, 6907.30.1011, 6907.30.1051, 6907.30.2000, 6907.30.3000, 6907.30.4000, 6907.30.9011, 6907.30.9051, 6907.40.1005, 6907.40.1011, 6907.40.1051, 6907.40.2000, 6907.40.3000, 6907.40.4000, 6907.40.9011, and 6907.40.9051. Subject merchandise may also be provided for under subheadings of headings 6914 and 6905: 6914.10.8000, 6914.90.8000, 6905.10.0000, and 6905.90.0050. The HTSUS subheadings are provided for convenience and customs purposes only. The written description of the scope of this investigation is dispositive.

<u>Porcelain ceramic tile</u>--Impervious ceramic tile with a water absorption coefficient not exceeding 0.5 percent by weight, as measured by the ASTM C373 test method, regardless of clay composition, surface texture, or whether unglazed or glazed.

<u>Floor ceramic tile</u>--Ceramic tile, regardless of clay composition, surface texture, or whether glazed or unglazed, being specifically designed for durability and slip resistance, suitable for covering interior floor surfaces and for exterior walkways. Floor ceramic tile is classified under Porcelain Enamel Institute (PEI) rating categories of PEI Class II (interior residential and commercial wall, and residential bathroom floor applications) through PEI Class V (all residential floors and commercial floors). Any tile meeting this questionnaire's definitions of both floor ceramic tile and wall ceramic tile should be classified as floor ceramic tile.

<u>Wall ceramic tile</u>--Ceramic tile, regardless of clay composition, surface texture, or whether glazed or unglazed, being specifically designed for covering vertical surfaces, not otherwise required to meet the slip-resistance requirements for floor ceramic tile. Wall ceramic tile is classified under Porcelain Enamel Institute (PEI) rating category PEI Class I (residential and commercial wall applications only). Any tile meeting this questionnaire's definitions of both floor ceramic tile and wall ceramic tile should be classified as floor ceramic tile.

<u>Mosaic ceramic tile</u>--Porcelain or non-porcelain ceramic tile pieces; produced by either pressing or extruding; with a facial surface area not larger than twelve square inches (77.4 square centimeters); and prearranged, either with or without pieces of non-ceramic materials (stone, glass, metal, etc.), to form a decorative pattern on a mesh backing as either sheets or strips.

**Reporting of information**.--If information is not readily available from your records, provide carefully prepared estimates. If your firm is completing more than one questionnaire (i.e., a producer, importer, purchaser and/or foreign producer questionnaire), you need not respond to duplicated questions.

<u>Confidentiality</u>.--The commercial and financial data furnished in response to this questionnaire that reveal the individual operations of your firm will be treated as confidential by the Commission to the extent that such data are not otherwise available to the public and will not be disclosed except as may be required by law (see 19 U.S.C. §1677f). Such confidential information will not be published in a manner that will reveal the individual operations of your firm; however, general characterizations of numerical business proprietary information (such as discussion of trends) will be treated as confidential business information only at the request of the submitter for good cause shown.

<u>Verification</u>.--The information submitted in this questionnaire is subject to audit and verification by the Commission. To facilitate possible verification of data, please keep all files, worksheets, and supporting documents used in the preparation of the questionnaire response. Please also retain a copy of the final document that you submit.

**Release of information**.--The information provided by your firm in response to this questionnaire, as well as any other business proprietary information submitted by your firm to the Commission in connection with this proceeding, may become subject to, and released under, the administrative protective order provisions of the Tariff Act of 1930 (19 U.S.C. § 1677f) and section 207.7 of the Commission's Rules of Practice and Procedure (19 CFR § 207.7). This means that certain lawyers and other authorized individuals may temporarily be given access to the information for use in connection with this proceeding or other import-injury proceedings conducted by the Commission on the same or similar merchandise; those individuals would be subject to severe penalties if the information were divulged to unauthorized individuals.

<u>Valid number error messages.</u>—If you are completing this form in a country that uses periods (".") to delineate multiples of 1000 (e.g., one million would appear as \$1.000.000 rather than \$1,000,000), you may be unable to enter in numbers greater than 999 in numeric form fields. The solution to this data entry issue is to temporarily change your operating system's number formatting to be consistent with the U.S. number formatting system while you complete this form. Detailed instructions on how to resolve this issue is provided at the end of this questionnaire and is available upon request from **Nitin Joshi** (202-708-1669, <a href="mailto:nitin.joshi@usitc.gov">nitin.joshi@usitc.gov</a>).

I-1. Reporting requirements.--Please report below the actual number of hours required and the cost to your firm of completing this questionnaire for use by the Office of Management and Budget.

Hours	Dollars

Public reporting burden for this questionnaire is estimated to average 30 hours per response, including the time for reviewing instructions, gathering data, and completing and reviewing the questionnaire.

We welcome comments regarding the accuracy of this burden estimate, suggestions for reducing the burden, and any suggestions for improving this questionnaire. Please provide such comments to the Office of Investigations, <a href="mailto:import\_injury@usitc.gov">import\_injury@usitc.gov</a>.

I-2. <u>Establishments covered</u>.--Provide the name and address of establishment(s) covered by this questionnaire.

"Establishment"Each facility of a firm in India involved in the production or export of ceramic
tile, including auxiliary facilities operated in conjunction with (whether or not physically
separate from) such facilities. Firms operating more than one establishment in India should
combine the data for all establishments into a single report.

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"Related firm" —A firm that your firm solely or jointly owned, managed, or otherwise controlled; a firm that solely or jointly owned, managed, or otherwise controlled your firm; and/or a firm that was solely or jointly owned, managed, or otherwise controlled by a firm that also solely or jointly owned, managed, or otherwise controlled your firm.

I-3.	Related producersDoes your firm or any related firm produce, have the capability to produce,
	or have any plans to produce ceramic tile in the United States or other countries?

No	Yes	If yes, please name the firm(s) and country(ies) below and, if U.S. producer(s), ensure that they complete the Commission's producer questionnaire.

I-4. Related U.S. importers.--Does your firm or any related firm import or have any plans to import ceramic tile into the United States?

No	Yes	If yes, please name the firm(s) below and ensure that they complete the Commission's importer questionnaire.

- I-5. <u>Stock symbol information.</u>— If your firm or any of the entities reported in questions I-2 through I-4 are publicly traded in the United States, please specify the stock exchange and trading symbol (including American Depository Receipts, if applicable): \_\_\_\_\_.
- I-6. <u>External counsel.</u>-- If your firm or parent firm is represented by external counsel in relation to this proceeding, please specify the name of the law firm and the lead attorney(s).

Law firm:	
Lead attorney(s):	

I-7. <u>U.S. importers</u>.--Please provide the names, contacts, telephone numbers, and e-mail addresses of the <u>TEN</u> largest U.S. importers of your firm's ceramic tile since January 1, 2021.

	Importer's name	Contact person	Email	Telephone	Share of your firm's 2023 U.S. exports (%)
1					
2				N.	
3				N.	
4				N.	
5					
6					
7					
8					
9					
10					

#### PART II.--TRADE AND RELATED INFORMATION

Email Telephone

Further information on this part of the questionnaire can be obtained from Nitin Joshi (202-708-1669, nitin.joshi@usitc.gov). **Supply all data requested on a <u>calendar-year</u> basis**.

II-1.	<b>Contact inform</b>	nationPlease identify the responsible individual and the manner by which			
	Commission st	Commission staff may contact that individual regarding the confidential information submitted			
	in part II.				
	Name				
	Title				

II-2a. <u>Changes in operations.</u>—Please indicate whether your firm has experienced any of the following changes in relation to the production of ceramic tile since January 1, 2021.

		If checked, please describe the nature, timing / duration, and impact on operations of any such reported changes as well as the business reasons for them; leave completely blank if not applicable
	Plant openings	
	Plant closings	
	Prolonged shutdowns	
	Production curtailments	
	Relocations	
	Expansions	
	Acquisitions	
	Consolidations	
	Weather-related or force majeure events	
	Other (e.g., revised labor agreements,	

## **Business Proprietary**

Foreign Producers' Questionnaire – Ceramic Tile (Preliminary)

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technology)	

II-2b.	COVID-19 pandemic. — Has the COVID-19 pandemic or have any government actions taken to
	contain the spread of the COVID-19 virus resulted in changes in your firm's supply chain
	arrangements, production, and shipments (including exports to the United States) relating to
	ceramic tile? In your response, please discuss the duration and timing of any such changes as
	they relate to your firm's operations.

No	Yes	If yes, describe these changes including the impact over time on the (a) supply chain and (b) production and shipments with respect to ceramic tile.

II-2c. Anticipated changes in operations.--Does your firm anticipate any changes in the character of its operations or organization (as noted above) relating to the production of ceramic tile in the future?

No	If yes, supply details as to the likely timing, nature, and significance of such anticipated changes and describe the underlying assumptions and business reasons for them.

II-3a. Production using same machinery.--Please report your firm's production of products using the same equipment, machinery, or employees as used to produce ceramic tile, and the combined capacity (both installed and practical capacity) on this shared equipment, machinery, or employees in the periods indicated.

"Installed overall capacity" – The level of production that your establishment(s) could have attained, assuming your firm's optimal product mix, and based solely on existing capital investments, i.e., machinery and equipment that is in place and ready to operate. This capacity measure does <u>not</u> take into account other constraints to production such as existing workforce constraints, availability of raw materials, or downtime for maintenance, repair, and clean-up. This capacity measure is sometimes referred to as "nameplate" or "theoretical" capacity.

"Practical overall capacity" – The level of production that your establishment(s) could reasonably have expected to attain, taking into account your firm's actual product mix over the period. This capacity measure is based on not only existing capital investments, i.e., machinery and equipment that is in place and ready to operate; but also non-capital investment constraints, such as (1) normal operating conditions, including normal downtime for maintenance, repair, and cleanup; (2) your firm's existing in place and readily available labor force; (3) availability of material inputs; and (4) any other constraints that may have limited your firm's ability to produce the reported products. Importantly, this capacity measure is the maximum "practical" production your firm could have achieved without hiring new personnel or expanding the number of shifts operated in the period.

"Practical ceramic tile capacity" – The level of production of ceramic tile that your establishment(s) could reasonably have expected to attain. The same assumptions apply to this capacity measure as for practical overall capacity, but only includes the portion of practical overall capacity allocated to the production of ceramic tile based on the actual product mix experienced over the period.

"Production" – All production in your establishment(s) in India, including production consumed internally within your firm and production for another firm under a toll agreement.

Takes into account	Installed overall capacity	Practical overall capacity	Practical ceramic tile capacity
Existing capital investments	Yes	Yes	Yes
Product mix	Yes	Yes	Yes
Normal downtime, maintenance, repair and clean-up	No	Yes	Yes
Existing labor force	No	Yes	Yes
Availability of material inputs	No	Yes	Yes
Actual number of shifts and hours operated	No	Yes	Yes
Limited to ceramic tile	No	No	Yes

#### II-3a. Production using same machinery.—Continued

Quantity (in thousands of square feet)			
	Calendar year		
Item	2021	2022	2023
Capacity measures: Installed overall capacity <sup>1</sup>			
Practical overall capacity <sup>12</sup>			
Practical <i>Ceramic tile</i> capacity <sup>3</sup>	0	0	0
Production of: Ceramic tile <sup>3</sup>	0	0	0
Other products <sup>4</sup>			
Subtotal, all out-of-scope products	0	0	0
Total production using same machinery or workers	0	0	0

<sup>&</sup>lt;sup>1</sup> Data reported for both "installed overall" and "practical overall" capacity should each individually be greater than data reported for total production (last line). Additionally, data reported for "installed overall" capacity should be greater than "practical overall" capacity in every period.

Please identify	/ these products:	
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II-3b. **Operating parameters.--**The *practical* overall capacity reported in II-3a is based on the following operating parameters:

Hours per week	Weeks per year

<sup>&</sup>lt;sup>2</sup> Please provide details in your response to the question on capacity constraints in question II-3d below that explain the differences reported between "installed" and "practical" overall production capacities.

<sup>&</sup>lt;sup>3</sup> Data entered in question II-9 for this indicator will populate here.

<sup>&</sup>lt;sup>4</sup> Data reported for practical ceramic tile capacity should be greater than the data reported for production of ceramic tile in each period, if not revise prior to submission to the Commission. Additionally, if your firm reports the production of no other products on the same machinery and using the same workers as ceramic tile then "practical overall" and "practical ceramic tile" capacity measures should be equal to each other.

firm's were l report but wa	practical overall capacity over the pending over different periods report ted practical overall capacity. If a cort	ase describe the constraint(s) that set the limit(s) on your eriod reported in question II-3a. If different constraints ed, please specify when each constraint was limiting your estraint was not actually binding over the period reported estalled capacity level, indicate at what level it would have
	traint ck as many as appropriate)	<b>Description</b> (If checked, please describe the details, timing, and dure of the constraint; leave completely blank if not applicable
	Production bottlenecks	
	Existing labor force	
	Supply of material inputs	
	Fuel or energy	
	Storage capacity	
	Logistics/transportation	
	Other constraints (list the specific constraints in the description field)	
and th procu	ne additional actions that would be n	e describe and quantify the amount of time it would take eeded (e.g., hiring new workers, expanding shifts, upply, etc.) for your firm to be able to fully utilize the d in II-3a.

Product	shifting.—	
		nable to switch production (capacity) between ceramic tile and other products ame equipment and/or labor?
	Yes	If yes—(i.e., have produced other products or are able to produce other products) Please identify other actual or potential products.
No		production, realist and the production production

II-5.	Capacity checklistPlease check that the capacity numbers reported in question II-3a follow the
	Commission's relevant definitions for capacity.

ltem	√ if Yes
Are all three capacity measures reported based on <u>currently installed machinery</u> <u>and equipment</u> (i.e., the reported capacity level would not require additional capital investments in order to achieve)?	
Are practical overall capacity and practical ceramic tile capacity measures reported based on <u>existing labor force</u> (i.e., the reported capacity level would not require hiring additional production related workers or adding shifts)?	
Are practical overall capacity and practical ceramic tile capacity measures based on the actual availability of material inputs?	
Do both practical overall capacity and practical ceramic tile capacity measures account for <i>normal downtime, maintenance, repair and clean-up</i> activities?	
Does the difference between practical overall capacity and practical ceramic tile capacity equal the portion of practical overall capacity that is dedicated to the production of out-of-scope products?	

Note: If your firm is not able to answer "yes" to any of the above criteria as it relates to your firm's reported capacity levels, please revise your capacity numbers to be in conformance with the appropriate definition prior to submission to the Commission.

- II-6. **Share of sales.**--What percentage of your firm's total sales in its most recent fiscal year was represented by sales of ceramic tile? \_\_\_\_\_ percent.
- II-7a. Firm's estimated share of production in India.--Please estimate the percentage of total production of ceramic tile in the country specified on the certification page accounted for by your firm's production in 2023. \_\_\_\_\_ percent.
- II-7b. <u>Firm's estimated share of exports from India.</u>--Please estimate the percentage of total exports to the United States of ceramic tile from the country specified on the certification page accounted for by your firm's exports in 2023. \_\_\_\_\_ percent.
- II-8. <u>Third country trade actions</u>.--Is the ceramic tile exported by your firm subject to antidumping/countervailing duty/safeguard findings, remedies, or proceedings?

No	Yes	If yesList the products(s), countries affected, and the date of such findings/remedies/proceedings.

II-9. <u>Trade data</u>.--Report your firm's capacity, production, shipments, and inventories related to the production of ceramic tile in your establishment(s) in India during the specified periods. Do not include resales of ceramic tile that your firm did not produce in this question; those data to the degree they are exported to the United States should only be reported in question II-10.

<u>Do not submit data by manufacturing facility if they are in the same country.</u> If your firm has multiple manufacturing establishments within one country, you are required to combine data for those establishments within one foreign producer questionnaire response.

"Shipments"--Shipments of products produced in your establishment(s) in India. Quantities reported should be net of returns.

"Home market commercial shipments" -- Shipments, other than internal consumption and transfers to related firms, within India.

"Home market internal consumption/transfers to related firms"--Shipments made to related firms in India, including product consumed internally by your firm.

"Export shipments"--Shipments to destinations outside of the country indicated on page 1 (India), including shipments to related firms.

"Inventories" -- Finished goods inventory, not raw materials or work-in-progress.

Note: As requested in Part I of this questionnaire, please keep all supporting documents/records used in the preparation of the trade data, as Commission staff may contact your firm regarding questions on the trade data. The Commission may also request that your company submit copies of the supporting documents/records (such as production and sales schedules, inventory records, etc.) used to compile these data.

#### II-9. **Trade data.**--Continued.

	Quantity (	in thousands of	square feet)			
	Calendar year			Projections <sup>1</sup>		
Item	2021	2022	2023	2024	2025	
Practical ceramic tile capacity <sup>2</sup> (A)						
Beginning-of-period inventories (B)						
Production <sup>2</sup> (C)						
Home market shipments: Internal consumption/ transfers (D)						
Commercial shipments (E)						
Export shipments: to the United States (F)						
to all other markets (G) <sup>3</sup>						
Total exports (H)	0	0	0	0	0	
Total shipments (I)	0	0	0	0	0	
End-of-period inventories (J)						
<sup>1</sup> Explain the basis of your firm's	projections:					

<sup>&</sup>lt;sup>2</sup> Report your firm's practical ceramic tile capacity consistent with the definitions and instructions included in question II-3a.

<sup>&</sup>lt;sup>3</sup> Identify your firm's principal other export markets: \_

II-9. <u>Trade data</u>.--Continued.

RECONCILIATION OF SHIPMENTS, PRODUCTION, AND INVENTORY.--Generally, the data reported for the end-of-period inventories (i.e., line J) should be equal to the beginning-of-period inventories (i.e., line B), plus production (i.e., line C), less total shipments (i.e., lines D, E, F, and G). Please ensure that any differences are not due to data entry errors in completing this form, but rather actually reflect your firm's records; and also provide any likely explanations for any differences (e.g., theft, loss, damage, record systems issues, etc.) if they exist.

		Actual perien		Projections	
	Calendar year C		Calendar	Calendar year	
Item	2021	2022	2023	2024	2025
B + C - D - E - F - G - J = should equal zero ("0") or provide an					
explanation. <sup>1</sup>	0	0	0	0	0
<sup>1</sup> Explanation if the calculated fields above are returning values other than zero (i.e., "0") but are nonetheless accurate:					

II-10. <u>Exports to the United States not produced by your firm</u>.--Report your firm's exports to the United States of ceramic tile that was produced in India but not by your firm during the specified periods. Note these data should <u>not</u> be included in question II-9.

Quantit	y (in thousand	s of square feet)		
Actual experience		Projections		
Calendar year		Calendar year		
2021	2022	2023	2024	2025
	ı	Actual experie Calendar ye	Calendar year	Actual experience Proje  Calendar year Calend

II-11.	Other explanationsIf your firm would like to further explain a response to a question in Part II
	for which a narrative box was not provided, please note the question number and the
	explanation in the space provided below. Please also use this space to highlight any issues your
	firm had in providing the data in this section, including but not limited to technical issues with
	the MS Word questionnaire.

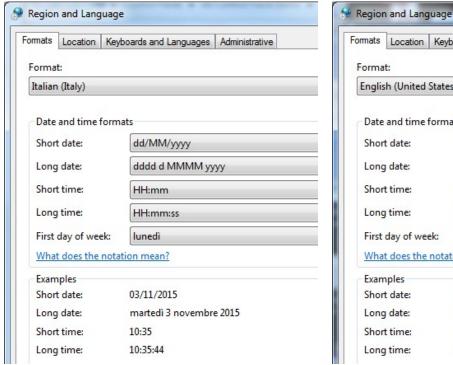
Correcting Valid number error messages. -- If you are completing this questionnaire in a country that uses periods (".") to delineate multiples of 1000 (e.g., one million would appear as \$1.000.000 instead of as \$1,000,000), you may be unable to enter in numbers greater than 999 in numeric form fields. This issues stem from your computer number formatting setting (e.g., not the MS Word document itself, but the computer from which you are opening up the document). In the United States commas (,) delineate multiples of 1000 and periods (.) delineate fractions less than one. Many EU countries use the reverse where multiples of 1000 are delineated with periods (.) and fractions less than one are delineated with commas (,). This questionnaire is prepared in the United States with the U.S. number formatting. When this formatting interacts with a computer set to EU number formatting, we believe this may cause this issue.

The solution to this data entry issue is to temporarily change your operating system's number formatting to be consistent with the U.S. number formatting system while you complete the questionnaire.

To temporarily change your computer's number settings to U.S. settings, please do the following (for Microsoft Windows Operating system):

- START
- Control Panel
- Region and Language (under Clock, Language, and Region category)
- Format tab
- Change the Format from your existing one (e.g., "Italian (Italy)") to "English (United States)" (see screen shots below)

When you do this the number "twelve million dollars and thirty five cents" would change from \$12.000.000,35 (Italy format) to \$12,000,000.35 (U.S. format), and then there will be no conflict with the USITC foreign producer questionnaire form. When you finish reporting the data then you can close the questionnaire and switch back to your country settings.





# **HOW TO FILE YOUR QUESTIONNAIRE RESPONSE**

This questionnaire is available as a "fillable" form in MS Word format on the Commission's website at:

https://usitc.gov/reports/active import injury questionnaires.

**Please do not attempt to modify the format or permissions of the questionnaire document**. Please submit the completed questionnaire using one of the methods noted below. If your firm is unable to complete the MS Word questionnaire or cannot use one of the electronic methods of submission, please contact the Commission for further instructions.

• <u>Upload via Commission's secure submission portal</u>.— The questionnaire must be uploaded in two formats: (1) a Microsoft Word 97-2003 document; and (2) a PDF copy of the complete questionnaire with a signature on the first page. Please include any attachments at the end of the PDF (e.g., APO certification, additional comments, etc.).

• E-mail. — E-mail the MS Word questionnaire to <a href="mail.">nitin.joshi@usitc.qov</a>; include a PDF copy of the complete questionnaire with a signature on the first page. Submitters are strongly encouraged to encrypt nonpublic documents that are electronically transmitted to the Commission to protect your sensitive information from unauthorized disclosure. The USITC secure submission portal and the Electronic Document Information System (EDIS) use Federal Information Processing Standards (FIPS) 140-2 cryptographic algorithms to encrypt data in transit. Submitting your nonpublic documents by a means that does not use these encryption algorithms (such as by email) may subject your firm's nonpublic information to unauthorized disclosure during transmission. If you choose a non-encrypted method of electronic transmission, the Commission warns you that the risk of such possible unauthorized disclosure is assumed by you and not by the Commission.

**If your firm** did not produce or export this product, please fill out page 1, print, sign, and submit a scanned PDF copy via the Commission's secure submission portal or email.

**Parties to this proceeding.**— If your firm is a party to this proceeding, it is required to serve a copy of the completed questionnaire on parties to the proceeding that are subject to administrative protective order (see 19 CFR § 207.7). A list of such parties may be obtained from the Commission's Secretary (202-205-1802). A certificate of service must accompany the completed questionnaire you submit (see 19 CFR § 207.7). Service of the questionnaire must be made in paper form.