

CRANE STATISTICS COMMITTEE
STATISTICAL REPORTING PROGRAM
PROCEDURAL MANUAL

Updated and Approved 9/2008

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CSC GENERAL POLICY

1. This Reporting Manual is to be reviewed annually and updated when necessary.
2. As revised pages to the Reporting Manual are issued, they will supersede previously published pages. However, motions reported in minutes published subsequent to the Manual issuance date prevail and such modifications will be incorporated as revised pages are issued.
3. It is the responsibility and obligation of statistics recipients to treat data as proprietary information and such data is not to be divulged to any agency outside their membership category except for those within their corporate structure. Members within the corporate structure receiving copies of statistics must be made aware of this policy and comply with it. The AEM office will stamp "Confidential" on all statistical reports, and it is recommended that company-generated reports utilizing these data also be identified as "Confidential" information.
4. Statistical reporting, with product lines and categories defined herein, will be based on both shipments and retail sales.
5. Expansion of reporting programs which include additional product lines or extensions of reporting in current product lines will be in accordance with CSC policy.

CSC DISCLOSURE POLICY

1. Three manufacturers must offer a machine for sale into a category for release of data in the size classification. This test will be made on the basis of the current Model Identification Chart.
2. If disclosure exists in a particular classification, the affected reporters will be contacted, and a decision will be made either to combine the classification with the next smaller or larger classification, or to suppress the classification.

CSC STATISTICAL POLICY

CSC will follow the policy as directed in the AEM Policy and Procedure Manual, revised and approved October, 2008.

(SEE AEM POLICY AND PROCEDURE MANUAL)

INTRODUCTION

The intent of this Booklet is to establish a complete set of Rules and Guidelines for the Statistical Reporting Program now in use by CSC members. The standardization of terminology and reporting criteria will ensure consistency in the output data furnished each member company.

STATEMENT OF PURPOSE

Upon direction of the Crane Statistics Committee:

1. To provide member companies with the most timely, useful and accurate statistics possible within legal parameters.
2. To establish liaison with, advice and petition applicable government statistical agencies regarding matters pertinent to improvements in statistical reporting.
3. To contact, consult and cooperate with manufacturers and associations to design and implement a compatible worldwide base for the gathering of statistical data within those legal parameters applying to the countries involved.
4. To establish liaison and cooperate with similar committees for the expansion and improvement of statistical programs.

MEMBERSHIP AND ORGANIZATION

- a. Membership is open to AEM members who are manufacturers of products (whole machines) included within the scope of CSC. Requests for membership in CSC should be forwarded to the AEM office, which is to submit the request to the CSC Executive Committee for review prior to any action being taken on the request by the CSC Bureau. Questions of eligibility must be submitted to the AEM Statistics Executive Committee for resolution.
- b. Recognition of a parent company or corporation membership entity as opposed to a division or subsidiary thereof will be at the discretion of the CSC Bureau and in accordance with AEM policy.

MEMBERSHIP AND ORGANIZATION *(continued)*

- c. Meetings will be planned on a semi-annual basis with additional meetings or telephone conferences as necessary:

1. The AEM office is to be notified at least thirty days in advance of a scheduled meeting.
 2. A simple majority of statistical members should be present. If the meeting pertains to a specific product line, a simple majority of members representing that product line should be present.
- d. Officers of the Crane Statistical Committee:
1. Officers of the Crane Statistical Committee will consist of a Chairman and a Vice-Chairman serving two-year terms commencing on the first meeting of the calendar year.
 2. The Chairman and Vice-Chairman of the Crane Statistical Committee will be elected by the CSC Membership.
 3. Subcommittee organization is at the discretion of the Crane Statistical Committee Chairman.
- e. Company Representation: Each member company may appoint one official representative to the Statistical Committee. It is recommended an alternate be designated to serve in the absence of the primary committee member.
- f. Voting:
1. Voting on matters pertaining to statistics is limited to one vote per member company.
 2. An adoption of a motion is by simple majority of those present on all issues, given that a quorum is in attendance.
 3. Voting on a specific product line is limited to participants of that product line.
- g. All CSC members must participate in the North American shipments program, the North American retail sales program and the worldwide shipments reporting program.

DISTRIBUTION OF PRODUCT LINE REPORTS

1. Reports will not be published until 100% of all reporters' data within each product type has been received.
2. Reports are to be available to a single designated individual. This will be the Crane Statistical Committee Representative unless otherwise specified.
3. Consolidated CSC reports will only be distributed to participants in each program. However, members may elect to receive U.S./Canada totals and geographic region totals on all CSC product lines upon request and acknowledgement of the fee schedule, provided that the member is reporting all of its products which are within the scope of CSC.
4. Members marketing products for another manufacturer may only receive product line reports for the geographic area(s) in which they report and are the marketing agent.
5. Companies may only receive CSC domestic shipments and retail sales reports for any time frame in which they participated in the CSC domestic programs. The AEM office will handle distribution of the consolidated CSC reports.
6. Distribution of special reports, such as County, Customer Type/First Use, and other special reports, is limited to the participants in these programs.

QUALIFICATIONS OF NON-REPORTERS TO PURCHASE DATA

No data will be offered for sale or given to companies not reporting in CSC. Upon request for statistical data, AEM staff will affirm that the data are not available.

CRITERIA FOR STATISTICAL REPORTING

This book should be used by all company personnel involved with the compilation of data and completion of input forms for the CSC statistical reporting program.

When completing input, please note the following items:

1. Members must report all product lines within the scope of CSC which they manufacture and/or market.
2. Companies participating in the worldwide shipments program and marketing products in the U.S. and/or Canada must also participate in the CSC sales reporting program.
3. Companies participating in the U.S./Canada retail sales reporting program must also participate in the CSC worldwide shipments reporting programs and all applicable annual retail sales reports.
4. New reporters will begin reporting shipments and retail sales at the beginning of the year with the January report or at the mid-year Model Identification Chart update in July. New reporters joining the program in July must report all shipments and retail sales for January through June, as one report, to be included in the July reports. This will ensure correct year-to-date totals on the July reports.
5. Report only new machine shipments and retail sales. This includes machines sold, leased or rented. Do not report machines that have been reconditioned or resold.
6. Machines should be reported in the size classifications as listed on the current Model Identification Chart.
7. Under "Federal Government" report only units that are sold by the manufacturer directly to a Federal Government agency. Report dealer/distributor retail sales to Federal Government agencies as detailed in the appropriate state/province, not as retail sales to Federal Government. Such machines should also be reported as shipments to dealer/distributor.
 - a. Government agencies reported would include, but are not limited to: The Department of Interior, Bureau of Indian Affairs, U.S. Military (Army, Air Force, Marines, Navy), U.S. Forestry Service, etc.

CRITERIA FOR STATISTICAL REPORTING (continued)

- b. Agencies not to be reported under Federal Government include, but are not limited to: county governments, state highway departments, municipalities or special jurisdictions such as airports, etc.
8. Report shipments of basic machines according to expected end-use. A machine shipped without an attachment, but which will be equipped by the user with an attachment, should be reported in accordance with base machine type (i.e., lattice boom crawler crane or wheel crane, etc.) and by attachment which will be installed.
9. Shipments of upper works only should be reported as a wheeled or crawler unit in accordance with expected end-use.
10. All data should be submitted to the vendor no later than the date noted on the AEM Statistics website.
 - a. If you are able to submit your data earlier than the due date, please do so.
 - b. If a due date falls on a weekend, your report will be due the following Monday.
 - c. Companies should call the AEM office if they know their report will be delayed past the due date.
11. REVISION POLICY: Revisions are only to be reported for the current and immediate past calendar years for any machines which are returned to the manufacturer or which are otherwise changed (either the category it was reported in or the destination). Revisions prior to the last calendar year should not be reported.

DEFINITION OF TERMS

Consistency of statistical reporting by CSC member companies and subsequent output data furnished by CSC requires a common understanding of the various terms used. This section, therefore, is devoted to "Definition of Terms" commonly encountered in statistical reporting.

1. **CRANE**: A mechanical lifting device equipped with hoists, wire ropes and sheaves that can be used both to lift and lower materials; it also has a movable boom, and is mounted on a revolving superstructure.

LATTICE BOOM MACHINES

A machine shall be classified as lattice boom whether crane, clamshell/grapple, dragline, magnet or log loader if:

1. It has a continuous revolving superstructure;
2. The boom is primarily designed for lifting the load or work tool by wire rope;
3. The attachment consists of a lattice boom (with the exception of the different log loader attachment such as heel boom);
4. The lattice boom, itself, is raised and lowered by wire rope, and;
5. Extensions of the lattice boom consist of center boom sections.

HYDRAULIC MACHINES

1. A machine shall be classified as a **HYDRAULIC CRANE** if:
 - a. It has a continuous revolving superstructure;
 - b. The boom is primarily designed for lifting the load or work tool by wire rope; and,
 - c. The boom can be extended, retracted, raised and lowered hydraulically.

DEFINITION OF TERMS (continued)**TOWER CRANE**

1. **TOWER CRANES**: are used in applications where space is constrained, very high building sites or any application where up and lower lifting capability is desired. Tower Cranes lift construction material and place the material at the point of use. Tower Cranes in general include a vertical tower with a horizontal, offset, or luffing jib and a counterweight. Fixed and offset jibs usually have a trolley through which a load carrying cable moves the load along the jibs length. The operator, on larger Tower Cranes, is located above the work site providing superior visibility. The jib rotates 360 degrees creating a large working area.

BASIC MACHINES

1. **CRAWLER**: a crane consisting of a rotating superstructure with a power plant, operating machinery, and boom, mounted on a base and equipped with crawler treads for travel. Its function is to lift, lower, and swing loads at various radii.
2. **TRUCK CRANE (Class CRHM)**: a crane consisting of a rotating superstructure, operating machinery, and operator's station and boom, mounted on a crane carrier equipped with axles and rubber-tired wheels for travel, a power source(s), and having separate stations for driving and operating. Its function is to lift, lower, and swing loads at various radii. There is no payload available for the Truck Crane. Truck Cranes generally can be driven on highways and roads to get to the work area.
3. **ROUGH TERRAIN CRANE (Class CRHO)**: a crane consisting of a rotating superstructure, operating machinery, and boom, mounted on a crane carrier equipped with axles and rubber-tired wheels for travel, a power source, and having a single control station for driving and operating. Its function is to lift, lower, and swing loads at various radii. RT cranes generally can only be driven off-highway on unimproved areas to get to the work area.
4. **ALL TERRAIN CRANE (Class CRAT)**: a crane consisting of a rotating superstructure, operating machinery, and boom, mounted on a crane carrier equipped with axles and rubber-tired wheels for travel, a power source, and having a single control station for driving and operating. Its function is to lift, lower, and swing loads at various radii. AT cranes generally can be driven on highways and roads to get to the work area and also be driven off-highway on unimproved areas to get to the work area.

5. BOOM TRUCK (Class TA01): a crane consisting of a rotating superstructure (center post or turntable), boom, operating machinery, and one or more operator's stations mounted on a frame attached to a commercial truck chassis, usually retaining a payload hauling capability, whose power source usually powers the crane. Its function is to lift, lower, and swing loads at various radii. Shipment from manufacturer's locations can be either mounted on a truck chassis or partially assembled for future mounting on a truck chassis.

6. HAMMERHEAD TOWER CRANE (Class CRHH): have their tower and horizontal jib and counter jib assembled from sections. The tower extends above the jib to which suspension cables or bars supporting the jib and counter jib are attached. These Tower Cranes are assembled on-site in one to three days depending on the height and can increase in height with the construction project.

7. LUFFING BOOM TOWER CRANE (Class CRLB): have a tower and an angled jib assembled from sections. The A-Frame extending well above the mast houses a multi-reeved bridle to which suspension cables or bars supporting the jib are attached. Unlike other Tower Cranes there is no trolley to control the load. This movement is controlled by the angle of the jib. These cranes are assembled on-site in two to three days and can increase in height with the construction project.

8. SELF ERECTING TOWER CRANE (Class CRSE): can have detachable or permanently affixed axles, or transported via tractor/trailer. The near vertical masts are of a bi-fold, or telescopic design. Their jib sections unfurl via ropes, linkages, hydraulic cylinders or any combination thereof. Self-erecting Cranes can be assembled on site in a few hours. Applications include residential and small to medium commercial construction.

PRODUCT SIZE AND CLASS CODES

LATTICE BOOM MACHINES

SIZE CODE

1. CRAWLER CRANES	Class Code <u>CRLC</u>
15 thru 40 metric tonnes	T40
41 thru 45 metric tonnes	T45
46 thru 50 metric tonnes	T50
51 thru 55 metric tonnes	T55
56 thru 100 metric tonnes	T100
101 thru 185 metric tonnes	T185
186 thru 247 metric tonnes	T247
248 thru 299 metric tonnes	T299
300 thru 399 metric tonnes	T399
400 thru 499 metric tonnes	T499
500 thru 599 metric tonnes	T599
600 thru 699 metric tonnes.....	T699
700 thru 799 metric tonnes.....	T799
800 thru 899 metric tonnes.....	T899
900 thru 999 metric tonnes.....	T999
1000 metric tonnes and over.....	T1000+

HYDRAULIC CRANES

SIZE CODE

1. ROUGH TERRAIN CRANES.....	Class Code <u>CRHO</u>
Thru 9.9 metric tonnes	T9.9
10.0 thru 16.9 metric tonnes	T16.9
17.0 thru 24.9 metric tonnes	T24.9
25.0 thru 29.9 metric tonnes	T29.9
30.0 thru 34.9 metric tonnes	T34.9
35.0 thru 39.9 metric tonnes	T39.9
40.0 thru 49.9 metric tonnes	T49.9
50.0 thru 65.9 metric tonnes	T65.9
66.0 thru 80.9 metric tonnes	T90.9
81.0 thru 110.9 metric tonnes	T110.9
111.0 thru 139.9 metric tonnes	T139.9

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140.0 thru 199.9 metric tonnes	T199.9
200.0 thru 299.9 metric tonnes	T299.9
300.0 metric tonnes & over	300+

2. TRUCK CRANES..... Class Code CRHM

Thru 9.9 metric tonnes	T9.9
10.0 thru 16.9 metric tonnes	T16.9
17.0 thru 24.9 metric tonnes	T24.9
25.0 thru 29.9 metric tonnes	T29.9
30.0 thru 34.9 metric tonnes	T34.9
35.0 thru 39.9 metric tonnes	T39.9
40.0 thru 49.9 metric tonnes	T49.9
50.0 thru 65.9 metric tonnes	T65.9
66.0 thru 80.9 metric tonnes	T90.9
81.0 thru 110.9 metric tonnes	T110.9
111.0 thru 139.9 metric tonnes	T139.9
140.0 thru 199.9 metric tonnes	T199.9
200.0 thru 299.9 metric tonnes	T299.9
300.0 metric tonnes & over	300+

3. ALL TERRAIN CRANES..... Class Code CRAT

Thru 9.9 metric tonnes	T9.9
10.0 thru 16.9 metric tonnes	T16.9
17.0 thru 24.9 metric tonnes	T24.9
25.0 thru 29.9 metric tonnes	T29.9
30.0 thru 34.9 metric tonnes	T34.9
35.0 thru 39.9 metric tonnes	T39.9
40.0 thru 49.9 metric tonnes	T49.9
50.0 thru 65.9 metric tonnes	T65.9
66.0 thru 80.9 metric tonnes	T90.9
81.0 thru 110.9 metric tonnes	T110.9
111.0 thru 139.9 metric tonnes	T139.9
140.0 thru 199.9 metric tonnes	T199.9
200.0 thru 299.9 metric tonnes	T299.9

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300.0 thru 399.9 metric tonnes	T399.9
400.0 metric tons & over	400+

- 4. BOOM TRUCKS Class Code TA01
 - Less than 120.5 thousand Ft/Lbs T120.5
 - 120.5 to 170.0 thousand Ft/Lbs T170.0
 - 170.0 to 240.0 thousand Ft/Lbs T240.0
 - 240.0 to 340.0 thousand Ft/Lbs T340.0
 - 340.0 to 500.0 thousand Ft/Lbs T500.0
 - 500 thousand Ft/Lbs and over500.0 +

TOWER CRANES.....SIZE CODE

- 1. HAMMERHEAD TOWER CRANES Class Code CRHH
 - Thru 60 metric tonnesT60
 - 61 thru 100 metric tonnesT100
 - 101 thru 200 metric tonnesT200
 - 201 thru 300 metric tonnesT300
 - 301 thru 500 metric tonnesT500
 - 501 thru 600 metric tonnesT600
 - 601 thru 800 metric tonnesT800
 - 801 thru 1500 metric tonnes T1500
 - 1501 metric tonnes & over1501+

- 2. LUFFING BOOM TOWER CRANES.....Class Code CRLB
 - Thru 200 metric tonnesT200
 - 201 thru 400 metric tonnesT400
 - 401 thru 500 metric tonnesT500
 - 501 metric tonnes & over501+

- 3. SELF ERECTING TOWER CRANES.....Class Code CRSE

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Thru 16 metric tonnesT16
16 thru 20 metric tonnesT20
21 thru 30 metric tonnesT30
31 thru 40 metric tonnesT40
41 thru 60 metric tonnesT60
61 thru 100 metric tonnesT100
100 metric tonnes & over100+

CSC REPORTING PROGRAMS

The following is an overview of the various reporting programs for lattice boom machines and hydraulic cranes.

1. **Monthly Shipments**: Report all worldwide shipments from all sources, including licensees, joint ventures, subsidiaries and all other manufacturing/marketing arrangements, by country of destination.

Shipments for the U.S. and Canada should be reported by state and province.

Refer to the section of this booklet marked "Country Codes" for a complete listing of states, provinces and countries, as well as reporting codes.

This report is due according to the dates listed on the AEM website.

- a. Report units and whole U.S. dollar value (omitting cents) of new machine shipments.

For reporting purposes, Dollar Value is defined as Dealer Net Cost, in U.S. Dollars, after identifiable discounts and incentives.

When reporting the dollar value of cranes, report the price of the entire unit, whether or not the entire machine is manufactured by your company.

Dollar values for Boom Trucks should be for the crane only and not include the chassis or the truck.

- b. **Company Stock**: Report all new, unused machines in the United States and Canada that have not been sold, rented or leased as of the last day of the month. Include machines that are on consignment. (*Hydraulic Reporting*)
- c. **Dealer Stock**: Report all new, unused machines in the possession of dealers in the U.S. and Canada that have not been sold, rented or leased as of the last day of the month. Include new machines on floor plan terms. Include machines invoiced to dealers/distributors but not yet shipped from the factory. (*Hydraulic Reporting*)
- d. **Gross Orders Booked**: Report all orders placed and acknowledged by the manufacturer for shipment in the U.S. and Canada. Include orders for any new machines which are for a rental or lease fleet. (*Hydraulic Reporting*)
- e. **Total Cancellations**: Report all order cancellations received by the member during the report month which were reported as gross orders in prior periods. (*Hydraulic Reporting*)

- f. It is strongly encouraged to report shipments by model and serial number to reduce the chance of duplication or double reporting.

MANUFACTURERS SHIPMENTS

1. New and unused units will be considered shipped when invoiced.
2. Units shipped to company trans-shipment pools, staging areas or assembly points are not to be reported until such time as they are invoiced.

MARKET SEGMENTS

1. From all manufacturing sources in the world (including marketing agreements, licensees, subsidiaries and joint ventures) to:
 - a. United States (by state)
 - b. U.S. Federal Government
 - c. Canada (by province)
 - d. Canadian Federal Government
2. From all manufacturing sources in the world (including marketing agreements, licensee, subsidiaries and joint ventures) to: All destinations of the world (refer to Appendix II in the International section of this Manual for current listing of continents and countries). [ISO Regions of the world (Lattice program).]
3. A manufacturer reporting units into another association which is part of an international exchange with CSC, should establish controls to prevent double-reporting of units and to ensure complete reporting of data.
4. Companies involved in marketing agreements should establish procedures to ensure complete reporting of data and to prevent double-reporting of units.
5. Models designed specifically for use by the Federal Government should be reported into the retail sales and shipments programs under "Federal Government."

SHIPMENTS REPORTING (INPUT)

Report all new machine shipments in the appropriate section of the AEM Statistics Processing Center website. The due date for CSC shipment reports is listed on the AEM Statistics website.

1. Enter appropriate month and year.

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2. Enter appropriate class code. The class code is the type of machine, i.e. crawler crane, hydraulic crane, etc. The class codes may be found in the "Product Code" section of this Booklet.
3. Enter appropriate size. The size is the actual capacity of a particular machine.
4. Enter appropriate region code corresponding to the final destination (location of first use, if known, or dealer/distributor) of the shipment. Region codes may be found in the "Country Codes" section of this booklet.
5. Enter correct number of units shipped corresponding to each region entered.
6. Enter net invoice value for each unit or units within each region. Round-off to the nearest whole U.S. Dollar and do not enter dollar signs.

NOTE: Entries may be in any sequence within the respective class and size codes. Likewise, states or provinces may be repeated, if desired, to reflect individual unit shipments as long as the corresponding regional codes, unit numbers and values are correct.

7. Report attachments in accordance with established criteria.
8. Enter appropriate company stock in accordance with established criteria.
9. Enter appropriate dealer stock in accordance with established criteria.
10. Enter appropriate gross orders booked in accordance with established criteria.
11. Enter appropriate total cancellations in accordance with established criteria.

RETAIL SALES REPORTING (INPUT)

Report all retail sales on the appropriate section of the AEM Statistics Processing Center website. Due date of each monthly report is listed on the AEM Statistics website.

1. The definition of a retail sale, which is to be used for CSC statistical reporting, is:
 - a. The first time transfer of possession of a new, unused and previously unsold machine from a distributor or manufacturer to an end-use customer at point of first use, either for his own use or as a rental or lease machine. A machine entering a distributor's rental fleet, therefore, constitutes a retail sale if it no longer is available for sale as a new, unused machine.
 - b. Demonstration of a new machine does not constitute a retail sale.
2. The geographic breakdown will include each of the 50 United States and the provinces of Canada.
3. The product breakdown is to be identical to the format used for the CSC shipments reporting program.
4. Retail sales data will be consolidated and distributed on a monthly basis.
5. Retail sales data will be reported as units only.
6. Models designed specifically for use by the Federal Government should be reported into the retail sales and shipments programs under "Federal Government."

PROCEDURES

1. Enter your company code.
2. Enter the appropriate month, and year for which the report is being made, not the date the form is filled out.
3. Enter appropriate class code and size code.
4. Enter appropriate region code corresponding to the final destination (location of first use) of the retail sale by State, Province or Federal Government.
5. Enter correct number of units retailed corresponding to each region entered.

TABLE OF REPORTING CODES - U.S./CANADA PROGRAM

Definition of U.S. Reporting Areas
and Reporting Codes

Unless noted, each state includes all counties of the state.

Report Code	State/Definition
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland

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MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NJ	New Jersey
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas

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UT	Utah
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming
DC	District of Columbia
ZFG	U.S. Federal Government

A DEFINITION OF PROVINCES FOR PCSA U.S./CANADA REPORTING PROGRAMS

CANADA

Report Code	Province
ALB	Alberta
BCO	British Columbia (Including Vancouver Island and Queen Charlotte Islands)
NBR	New Brunswick (Including Grand Manan Island & Campobello Island)
NWF	Newfoundland (Including Labrador)
NWT	Northwest Territories (Including Franklin, Keewatin & MacKenzie)
NVS	Nova Scotia (Including Cape Breton Island)
ONT	Ontario
QUE	Quebec (Including Magdalen Island & Anticosti Island)
SAS	Saskatchewan
YUK	Yukon
MAN	Manitoba
PEI	Prince Edward Island
CFG	Canadian Federal Government

REPORTING PROCEDURES - DOMESTIC PROGRAM
MODEL IDENTIFICATION CHART

Reporters will submit by December 15 of each year, a listing of models for the size classifications in which they will be reporting for the coming year. Prior to release of the January report, a complete model chart will be reviewed with the disclosure rule being tested in each reporting cell as required by policy. A complete, update Model Identification Chart will be issued prior to the January report.

- a. The listing of models on the Model Identification Chart is the basis for members' receipt of statistical data and the determination of disclosure. For member information and convenience, non-member models are included where they are known.
- b. Reporters will identify commercially available new models and the phase-out of existing models on a timely basis with the publication of a mid-year Model Identification Chart in July of each year (issued prior to the July report). The accurate listing of models is the responsibility and obligation of each member.

List all models manufactured on a worldwide basis (including marketing agreements, licensees, subsidiaries and joint ventures) and shipped to the United States and Canada. The Model Chart will identify the production source, by country, of each reporter's models. The name of the producing company will be listed for each source on the Model Chart.

- c. To be listed in the published Model Identification Chart, models must be commercially available during the first quarter of the year, or a member may specify the given model and the planned introduction date for units available after the first quarter.
- d. Members electing not to identify new models in advance must notify the AEM office as the new models become commercially available.
- e. Models designed specifically for use by the Federal Government should be identified as (G) on the Model Chart, and these models will not be used to determine disclosure.
- f. Models to be deleted from the Chart due to discontinuation should remain on the Chart, with a (P), and be reported until they are no longer commercially available. Upon such discontinuation, AEM must be notified in writing.

**REPORTING PROCEDURES - DOMESTIC PROGRAM MODEL IDENTIFICATION
CHART** *(continued)*

- g. It is requested that for model changes occurring other than at mid-year, or year-end, the AEM office be notified so as to inform members of these changes with the issuance of the next monthly report.

- 2. Disclosure Rule:
 - a. The only disclosure test is that three manufacturers must report into a category for release of data in the size classification. This test will be made on the basis of the current model chart.
 - b. If disclosure exists in a particular classification, this classification will be combined with the next smaller classification and so identified. Departure from this rule (i.e., suppression or combination with the next larger size) can be accomplished by approval of the affected reporters.