

(If change in address, please correct)

Please complete and mail reports to address in heading by the 15th of the month succeeding the quarter covered. See reverse for further instructions.

PRODUCT CLASSIFICATION	(Col. 1) TOTAL MANUFACTURED (Pounds)	(Col. 2) QUANTITY INVOICED TO DOMESTIC CUSTOMERS (Pounds)	(Col. 3) QUANTITY INVOICED FOR EXPORT PURPOSES (Pounds)
SNUFF:			
1. Dry			
2. Moist			
SMOKING TOBACCO:			
1. Pipe			
2. Roll your own - Cigarette cut			
CHEWING TOBACCO:			
1. Plug			
a. Firm			
b. Moist			
2. Twist or roll			
3. Loose leaf			

SIGNATURE	TITLE	DATE
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Nature of Report:

Since repeal of the Federal excise tax on snuff, smoking, and chewing tobacco in 1965, responsibility for collecting statistics on these products has passed from the Treasury Department to the Department of Agriculture at the request of the industry. Reports are now requested on a quarterly basis instead of monthly. Individual reports are kept strictly confidential and only national totals are published. The reports cover regular calendar quarters: January-March, April-June, July-September, and October-December.

Instructions:

Who is to Report - Only manufacturers are requested to submit reports. Firms having more than one factory may file separate reports for each, but a combined report is preferred.

(Col. 1) Manufactured - Please report the total pounds of each class of product manufactured in domestic factory(s) during the past quarter, including production of test brands and custom production for private individuals, small retail outlets, mail order houses, and institutions. If you have subsidiary companies or do work for another manufacturer who also reports to us, both firms should reach agreement on the proper reporting method to avoid any duplication or omission.

(Col. 2) Invoiced to Domestic Customers - Please report total pounds of each class of product sold to domestic customers during the past quarter for consumption within the United States, including Government installations. Include invoiced shipments of test brands and custom production for private individuals, small retail outlets, mail order houses, and institutions. Imported brands are not to be included in this schedule.

If you have subsidiary companies or do work for another manufacturer who also reports to us, both firms should reach agreement on the proper reporting method to avoid any duplication or omission. Sample and gratis shipments to dealers and brands in test markets should also be included.

(Col. 3) Export Purposes - Please report total pounds of each class of product "exported" during the past quarter, including shipments to Puerto Rico and U.S. possessions, for use as ships stores, and armed forces overseas. Do not include blended cigarette strips or cut cigarette cut tobacco exported for use in the manufacture of cigarettes.

SPECIAL INSTRUCTIONS FOR SMOKING TOBACCO - Pipe tobacco is that smoking tobacco blended and processed primarily for use in pipes. Roll-your-own is that smoking tobacco especially cut and processed primarily for use in roll-your-own cigarettes usually marketed with a packet of papers enclosed. Bulk tobacco to be used in the manufacture of cigarettes, either domestic or foreign, should not be reported.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0004. The time required to complete this information collection is estimated to average .5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The data are used for publication of national totals for the manufacture and sales of snuff, smoking, and chewing tobacco.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.