

# Virginia Trade Adjustment Assistance (TAA) Manual

A CONSOLIDATED RESOURCE GUIDE FOR NAVIGATORS

Virginia Trade Navigators  
VIRGINIA EMPLOYMENT COMMISSION

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## Virginia Trade Adjustment Assistance Manual Summary

The Trade Adjustment Assistance (TAA) Program is a federal program that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. In 2018, Virginia implemented a Trade Navigator Model with six Navigators working within assigned Workforce Areas around the state. The Trade Navigator Model, which began in Oregon in 2015, is a comprehensive staffing strategy that has resulted in substantial increases in petition filings and TAA participant volumes in states where it was adopted. Navigators work as a team of data diggers, layoff bloodhounds and researchers to identify trade impacted firms, file petitions on behalf of the workers, and facilitate receipt of TAA Program benefits and delivery of reemployment services to trade impacted workers.

Navigators invest in relationships with our Workforce Partners by providing training about the Trade Navigator model, attending meetings with partners, developing On-The-Job (OJT) training opportunities for trade impacted workers and being accessible and available to questions and referrals.

The purpose of this manual is to provide user-friendly guidance for conducting research and filing a petition. Navigators transform research, information, and data that tells a story for trade impacted workers. The manual is accompanied by the Navigator Checklist, which is a step-by-step guide to help file a quality petition. Following the tips in the manual does not guarantee a certification from the U.S. Department of Labor (DOL). DOL ultimately makes the decision on whether a petition is certified or denied.





## Start with a Lead & Gather Information

Leads for a potential trade impact can come from a variety of places and people. The lead represents a launching point for research. Navigators research and gather information to support claims for trade impact on worker separations.

In this section, there are lists of resources that Navigators use when conducting research. While this list is not exhaustive, the goal is to provide examples of the resources available and for you to **Think Differently** about how to efficiently and effectively use resources out there to help support filing a petition.



## INTERNAL RESOURCES & REFERRALS FROM PARTNERS

**TABLE 1. BUILD RELATIONSHIPS WITH OUR PARTNERS**

Relationships Help Generate Leads and Referrals	
American Job Center (AJC)	AJC partners have access to dislocated workers and job seekers. Train partners to <b>Think Differently</b> about trade and how extending TAA benefits to dislocated workers, if found eligible, can provide additional income and job services support.
Business Services Team (BST) Meetings	Great opportunity to learn from and network with area workforce partners. Provides an opportunity to meet community business contacts, update about Trade, and learn about potential OJT opportunities. These meetings also provide opportunities to meet with fellow state employees from various social service agencies and community colleges.
Rapid Response	Rapid Response (RR) teams work with employers and employee representatives to quickly maximize resources to minimize disruptions associated with job loss. State Rapid Response Coordinators will receive WARN notices from employers. DOL maintains a <u>database for RR Coordinators</u> .
Workforce Partners	Build and nurture relationships with workforce partners who share common ground: Dislocated workers. Train partners to <b>Think Differently</b> about trade and how extending TAA benefits to dislocated workers, if found eligible, can provide additional income and job services support.

**TABLE 2. MAKE THE MOST OF LOCAL DATA**

<b>Turn Local Data into a Lead</b>	
Chamber of Commerce	A local Chamber of Commerce provides information about area business communities and the opportunity to network, collaborate, and partner with businesses. Chamber directories can be a valuable source for company contact information and description of business services.
Labor Market Information	State and local labor market information provides an estimate of an area's labor force, employment, unemployment, and unemployment rate. Employment data can be presented by industry (e.g., NAICS), occupation, and wage for a set period of time (e.g., monthly, quarterly, or annually) for counties, cities, and Metropolitan Statistical Areas. Data can help identify industry and company trends and focus research on NAICS codes to discover potential trade impact. The information helps build a foundation to understand companies and industries within your state.
State Workforce System	State Workforce Systems contain valuable information about employers and workers. Contact information for company officials can be used to confirm layoffs and be included in Section 6 of the petition. Company information can also include NAICS codes. Refine searches for workers who have registered and logged in within the timeframe of the layoffs. Information provided about roles and job titles can help identify worker groups.
Unemployment Data	Use unemployment insurance (UI) data to generate a Lack of Work (LOW) list to show companies that have had layoffs in the previous week. Use the LOW list to study trends over time or connect layoffs with industry issues. Contact employers or workers to gather layoff information for potential trade impact. Also, a conversation starter with workforce partners from BST meetings.
Worker Adjustment and Retraining Notification (WARN)	The WARN Act requires companies to provide written notice of at least 60 calendar days in advance of plant closing and mass layoffs. If the criteria is met and employer submits a WARN notice to the state Rapid Response Coordinator. The WARN notice will have the affected location, number of impacted staff and their job titles, dates of closure or layoff, and company contact information to include a listed company official.

## EXTERNAL RESOURCES & RESEARCH

**TABLE 3. NETWORKING AND SOCIAL MEDIA RESOURCES**

<b>Website</b>	<b>Research for Trade Impact</b>
<a href="#">Facebook</a> , <a href="#">Instagram</a> and <a href="#">Twitter</a>	Review company pages for employer contact information, job postings, product or service advertisements, staff photos, and videos of operations. Read posts from workers or customers for possible helpful information. Union social media pages may have info about layoffs. Third-party offshore companies may have information for or photos of the companies that contract with them. Can be an additional source to include in research.

Website	Research for Trade Impact
<a href="#">Indeed</a> and <a href="#">Glassdoor</a>	Read employee reviews of the company. Employee reviews can have information about layoffs.
International Job Search Platforms	<a href="#">Indeed - India</a> , <a href="#">Indeed - Philippines</a> , <a href="#">Naukri - India</a> , and <a href="#">Jobs - Ireland</a> are examples of international job sites to use to research job openings in other countries. A referral from a worker about jobs going to a foreign country and then finding examples of those jobs posted in that country can be valuable research.
<a href="#">LinkedIn</a>	Research general business information, look up company officials and employees; check for job postings.
<a href="#">State TAA Coordinators</a>	DOL maintains a database of state TAA & TRA Coordinators.
<a href="#">National TAA Petition Workgroup</a>	State-led, peer-to-peer group with a focus on discussing petition filing best practices and innovations.

TABLE 4. LEADS ABOUT LAYOFFS

Website	Research for Trade Impact
<a href="#">Am I Next?</a>	A blog dedicated to news about layoffs and closures. Sign up for daily updates emailed to your Inbox.
<a href="#">Daily Job Cuts</a>	A website dedicated to layoffs, who's hiring, and closings. Links will lead to websites like local news, <a href="#">bizjournals.com</a> , and other media outlets.
<a href="#">The Layoff</a>	A discussion board with news, rumors, and speculation about layoffs at companies. Use the Search Tool to narrow your focus to a specific company.

TABLE 5. DATA FOR ARTICLE PETITIONS

Website	Research for Trade Impact
<a href="#">DataWeb</a>	Access trade data from 1989 to present with this web-based tool. Use when researching increased imports [Harmonized Tariff Schedule (HTS), North American Industry Classification System (NAICS), and North American Industry Classification System (NAICS) Standard International Trade Classification (SITC)] for article petitions. You can download results in an Excel spreadsheet.
<a href="#">Import Genius</a>	Search import/export records for a company. Enter company name in search and get access to limited supply chain data like top trading partners, ports, and bill of lading. For

Website	Research for Trade Impact
	research, copy and paste information into a Microsoft Word document or select Print and Save As a PDF. More information is available to paid subscribers.
<a href="#">Import Monitoring Tool</a>	Monitor changes in U.S imports by tariff line using Harmonized Tariff Schedule or HTS codes with trade partners for the past eight quarters.
<a href="#">Panjiva</a>	Search global trade data for a company. Click Search in top menu and enter company name. Access to limited supply chain data like top countries and regions for trade, sample bills of lading (HTS codes, port information, and shipper and consignee information). For research, copy and paste information into a Microsoft Word document or select Print and Save As a PDF. More information is available to paid subscribers.

TABLE 6. STATE AND FEDERAL GOVERNMENT SOURCES

Website	Research for Trade Impact
<a href="#">Electronic Document Information System</a> (EDIS)	The USITC keeps all documents related to an investigation in a searchable online database. Register and then create a login. There is a lot of information here but there can also be information valuable for your petition research. For example, even if the ITC determines an industry has not been injured, there could be import data and supporting research for an article petition.
<a href="#">Federal Register</a>	The <i>Federal Register</i> is The Daily Journal of the U.S. Government. Search by industry or government agency. The site has suggested searches as well.
<a href="#">U.S. International Trade Commission</a> (USITC)	First, a complaint is filed. Then, based on information and procedure rules, the USITC will start an investigation. If the investigation determines that an industry has been injured, OTAA notifies TAA Coordinators via email, and then petitions can be filed based on confirmation of layoffs.
<a href="#">International Trade Administration</a> (ITA)	Search by industry, country, or region to learn about trade data and analysis. For example, the <a href="#">ITA Manufacturing Industry Tracker</a> is a data tool that shows monthly key economic indicators for NAICS manufacturing industries; and the <a href="#">U.S. Goods Trade with Global Partners</a> ranks U.S. trade partners based on percentage change.
<a href="#">Petitions &amp; Determination Data</a>	Downloadable Data on Petitions provides detailed petition data for determined petitions. Download this robust Excel document, and sort it by State, Article, or Determination to use past petition for current research.
<a href="#">TAA Petition Search</a>	Search by petition number, company, or by state to research previously filed petitions and determinations.

Website	Research for Trade Impact
<a href="#">U.S. Securities and Exchange Commission</a> (SEC)	Use EDGAR to search for latest SEC filings such as 8-K (unscheduled filing after major events that interest shareholders), 10-K (annual report filed within 90 days of company's fiscal year), and 10-Q (quarterly scheduled filing for first three quarters). Public companies that are listed on an exchange (e.g., NYSE) or private companies that have more than \$10 million file reports with the SEC.
<a href="#">WARN</a>	The WARN Act requires companies to provide written notice of at least 60 calendar days in advance of plant closing and mass layoffs. If the criteria is met and employer submits a WARN notice to the state Rapid Response Coordinator. The WARN notice will have the affect location, number of impacted staff and their job titles, dates, and a company contact. There is no national database for WARN notices. Search individual states for WARN notices postings.

TABLE 7. INDUSTRY SITES

Website	Research for Trade Impact
<a href="#">CSIMarket</a>	Enter the company name in the Search. Then select Suppliers on the second-level navigation bar. Select Suppliers by Company's Segments. It's a valuable tool for finding upstream suppliers and downstream producers.
Company Websites	Company websites are valuable tools for research. Annual reports, press releases, and news articles are just some examples of valuable information. Company websites are often where companies like to brag!
<a href="#">Dun &amp; Bradstreet</a>	Search by company for information such as company profile, industry, location, type (Parent, Subsidiary, and Independent) website, address, key principal, company description, industry.
<a href="#">Seeking Alpha</a>	Search by publicly traded company for valuable financial information such as press releases, transcripts of earnings calls, and quarterly SEC filings.
<a href="#">Thomas</a>	Search for suppliers by industry. Has valuable information under Industry Insights. Has a free subscription to the company's <a href="#">Industrial Manufacturing Newsletter</a> .

## EMPLOYER AND WORKER INTERVIEWS

### THINK DIFFERENTLY

Talking with workers is an important part of research. **Think Differently** about questions and answers. Sometimes interviews will give you information that you did not know you needed. Be open to letting people talk and be an effective listener. Please go to the Appendix for a Think Differently Partner Referral Form.

### IDENTIFY COMPANY LOCATION AND WORKER GROUP

Part of a Navigator's research involves identifying the specific worker group and physical location of the impacted workers. These are important for Sections 3 and 4 of the Petition.

### SPEAK WITH AND LISTEN TO WORKERS

If you are able to connect with and interview workers, be mindful of your general audience. The average trade affected worker is over 40, and they may have invested many years working in their industry, if not exclusively for that company. They have time invested in observing and analyzing what is going on around them and often are willing to share that knowledge. Many workers need to talk and rationalize what is happening. Let them talk; your job is to listen. Remind workers that what they tell you is confidential.

#### General Contact Information

- Company name where separation occurred
- Products or services at site and parent company name and location
- Name, address, and website of companies (i.e., staffing agencies) that supplied leased workers
- Do they have contact information (address, email, and phone number) for company officials such as the Human Resources Manager, Plant Manager, Site Operator, etc.?

#### Specific Trade Information about the Layoff and the Company

- How did they learn of their layoff?
- Were they given a reason for their layoff?
- Have they or other workers been laid off or had their hours reduced in the past year?
- Were they given a projected return to work date?
- Is their company doing business in other countries?
- Have they noticed changes, such as workers visiting from another country?
- Have they trained workers from other countries in the past year? Which countries?
- Has the company recently been sold or merged with another?
- Have they had a change in materials coming into the facility?
- Do they compete with products/services from other countries? If yes, who and/or what?
- What businesses compete with them?
- Has there been a change in demand or production? Change in sales?
- Has company management traveled out of the country in the past year?

End the conversation with an open-ended question like – do you have anything to add? Make sure they have your contact information in case they want to provide additional information. Encourage them to give your contact information to other workers if they would like to talk.

## INTERVIEW EMPLOYERS

If you're able to get in contact with a company official, use the recommended techniques below when you're interviewing them. Human Resources professionals are a good place to start, and if they are not able to answer, they can direct you to someone who is. Section 6 of the petition requires two company contacts, with one being familiar with sales, production, employee numbers, and import/export activity. Examples of those who would be familiar with that information include Plant Managers, Chief Financial Officers, President, or Corporate Attorney. The DOL Investigator will send a Business Data Request (BDR) to complete as part of the investigation. Please go to the Appendix for a sample BDR.

### Recommended Interview Techniques

- **Do not be accusatory.** Show empathy and sympathy. The company contact may be also a trade impacted worker.
- **Ask open-ended questions.** Avoid simple Yes or No questions. Open-ended questions allow officials more space to answer and you may get more information because of it.
- **Promise confidentiality.** The petition and determination are published on DOL's website, but DOL treats all information obtained from firms and other suppliers as confidential.
- **Explain the incentives.** Use this as a chance to educate about TAA! Remind employers that TAA is a federally funded program that benefits trade impacted workers and at no additional cost to employers. By participating in this process, the employer is demonstrating their concern for and interest in the welfare of their workers.
- **Power of Silence.** People feel a need to fill the silence in the conversation. Have control over the pace of the conversation. A quiet break in the conversation may give you valuable information.
- **Be courteous.** Show appreciation for the employer's time and information. After the interview, send an email thanking them for their cooperation and extend the offer for to contact you with additional information.

Not all employers will want to speak with you, and in some cases, they may not be allowed to. The company official may say that the layoffs are not trade related. Look beyond euphemistic terms and reasons for layoffs. Words like **reorganization, restructuring, transition of responsibilities, resource optimizing, globalization strategy** and others often signal layoffs due to a shift in business services or manufacturing operations to or an increase in imports from offshore or nearshore locations. You can file the petition without speaking with employers.

**IMPORTANT:** DOL ultimately makes the determination if a worker group has been trade impacted by conducting a thorough investigation and then making a decision to certify, deny, or terminate a petition.



## Petition Paths: Article, Service & ITC Determination

The TAA Program assists trade impacted workers who are facing the shock of permanent job loss due to foreign competition or trade. The program serves a diverse worker base, especially assisting workers from marginalized communities or in vulnerable positions from all industries. The Navigator's important objective is to find out if a layoff has resulted from trade impact and file a quality petition that will result in certification for the worker to receive individual Trade benefits to which they may be entitled.

The petition type or classification will determine the path the Navigator takes for research and fact-finding that will hopefully lead to certification: whether an **Article** was produced, a **Service** provided or an **ITC Determination** issued. Certification will result if DOL finds that the reason for the job loss meets several foreign trade **criteria** established by statute.





## WORKER GROUP ELIGIBILITY AND LOSS DUE TO FOREIGN TRADE

For workers to be eligible to apply for TAA Program benefits and services, they must be part of a group of workers that was the subject of a petition filed with and certified by DOL. Worker Group Eligibility requires that a significant number or proportion of the workers in the workers' firm, or a subdivision of the firm, have become totally or partially separated, or are threatened to become totally or partially separated due to "foreign trade" criteria. Leased or staffing agency workers do not have to be identified separately. Partial separation is defined as hours of work and wages being reduced to less than 80% of a worker's weekly average.

## FOREIGN TRADE CERTIFICATION BASIS

There are several criteria for DOL petition certification that must be met:

### Increased Imports

Sales or production (or both) of the firm has decreased "absolutely"

- Sales or production (or both) of the firm has decreased "absolutely," and imports have increased, and the increase in imports of like or directly competitive products contributed "importantly" to the workers' separation or threat of separation and to the decline in the sales or production of the firm.

### Shifts to a Foreign Country

Shifted production of same or similar articles out of the US

- Employer admission or other evidence that the worker's firm has shifted production of same or similar articles out of the US and that shift contributed "importantly" to the workers' separation or threat of separation. Job losses are related to a change in location of production.

### Acquisition from a Foreign Country

Acquired articles or services from a foreign country

- The workers' firm has acquired articles or services from a foreign country and the acquisition contributed "importantly" to the workers' separation or threat of separation.

### Secondary Supplier or Downstream Producer

Supplier or producer to a firm that has a worker group certified

- The workers' firm is a supplier or a downstream producer to a firm that employed a group of workers who already had a Petition certified by DOL. Supply or production is related to the article or service that was the basis for certification.

### ITC Determination

Determination of serious injury, market disruption, or material injury

- A U.S. industry has been deemed injured by the U.S. International Trade Commission (ITC) in an affirmative determination of serious injury or threat thereof. Affirmative determination is published in the *Federal Register*.

**IMPORTANT:** If import competition is the reason for loss of work, research should show that imports of the products made at the affected firm have increased in the past two years and that those products are similar to those made at the plant. You must also show that increased imports "contributed importantly" to the loss of jobs and the decline in sales and/or production at the affected firm. Imports do not have to be the ONLY cause of job losses or declining sales or production, but they should be a significant factor.

## ARTICLE PETITION

### DESCRIPTION OF THE ARTICLE MANUFACTURED AT THE SUBJECT FIRM

To help identify the North American Industry Classification System (NAICS) code for the firm, start with what the company produces. Each company has an assigned code. These were adopted in 1997 to create a North American standard with Canada and Mexico. They replaced the Standard Industrial Classification (SIC) System. These codes are self-assigned to identify a company's primary business activity. For more information visit <https://www.naics.com/what-is-a-naics-code-why-do-i-need-one/>

Use an internet search engine to look for the NAICS code searching specifically for the company name, location and NAICS. Location is important because larger companies produce different items in different locations. A NAICS code Internet search will list sites such as [naics.com](https://www.naics.com/). The codes will appear like 332431, Metal Can Manufacturing.

### Detailed Information

Location Type	Branch
Annual Revenue Estimate	\$100 to 500 million
Employees	100 to 249
SIC Code	3411, Metal Cans
NAICS Code	332431, Metal Can Manufacturing
Business Categories	Can Manufacturers in Winchester, VA Can Manufacturers Metal Cans, Nsk

**FIGURE 1. NAICS CODE WEBSITE**

Identify the Harmonized Tariff Schedule (HTS) or (HS) for the articles produced. <https://hts.usitc.gov/current> (Do not download this document. It is better to create a shortcut or save to Browser Favorites because the information is updated on a regular basis.)

## HARMONIZED TARIFF SCHEDULE SEARCH

Harmonized Tariff Schedule  
(2021 Basic Revision 7)

Search View Export Feedback

HTS Search

Search "natural gas" liquefied

HTS Search capability maybe blocked or impeded by ad-blockers. To use this feature, you will need to allow HTS Search in your ad blocking software, or disable it.

NOTICE: For the list of tariff numbers for additional duties on goods that are products of China, please click [HERE](#).

U.S. International Trade Commission  
500 E Street, SW  
Washington, DC 20436  
202.205.2000 : TDD 202.205.1810

Readers & Viewers  
Software Updates  
• What's new (11/05/2015)

Tariff Help  
• Ask a Tariff Question  
• Frequently Asked Questions  
• Learn about the HTS  
Other Government Links

Customs & Border Protection  
• Basic Importing Info  
• Rulings/Legal Decisions  
• Intellectual Property Rights  
• CBP Info Center

Policy & Guidance  
• Accessibility  
• Disclaimer  
• FOIA  
• Privacy Policy  
• Open Data

Contact Us  
• Contact USITC  
• OIG Hotline  
• Careers

FIGURE 2. HTS SEARCH

HTS Codes help government officials identify the goods that are being imported and exported across a country's borders. The HTS code for the US is a 10-digit import classification system that is specific to the country. Use the Search function to locate the correct HTS code. Type the product produced by the company. Often you will need to experiment with the site to find what you are looking for unless a company official will provide the exact code. For products with a multi word description use quotations: "Natural Gas".

FIGURE 3. HTS SEARCH RESULTS

Harmonized Tariff Schedule  
(2021 Basic Revision 7)

Search View Export Feedback

Search 271111

Search Results : 1

Heading/ Subheading	Stat Suf fix	Article Description	Unit of Quantity	Free
2711.11.0000		Natural gas		
2711		Petroleum gases and other gaseous hydrocarbons:		
		Liquefied:		
2711.11.00	00	Natural gas	m³	Free
2711.12.00		Propane	m³	Free
	10	Propane with a minimum purity of 90 liquid volume percent	m³	
	20	Other	m³	
2711.13.00		Butanes	m³	Free
	10	Butanes with a purity of 90 liquid volume percent or more, but less than 95 liquid volume percent	m³	
	20	Other	m³	
2711.14.00		Ethylene, propylene, butylene and butadiene		Free
	10	Ethylene	kg	
	20	Propylene	kg	
	30	Butadiene	kg	

## IMPORT DATA TOOLS: DATAWEB & IMPORT MONITORING TOOL

The DataWeb and Import Monitoring Tools Guides (Appendix) offer more details on use of these helpful investigative resources to identify import activity and impact and how they can be used to develop a quality petition. The National TAA Petition Workgroup maintains a [Resources Page](#) on Workforce GPS for these resources. Please go to the Appendix for DataWeb and Import Monitoring Tool Tip Sheets.

### HOW TO IDENTIFY TRADE IMPACT FOR AN ARTICLE PETITION

#### Research Subject Firm, Parent Company, Affiliates, Branches, or Subsidiaries

- Have they acquired articles that are like or directly competitive with articles produced by the subject firm?
- Have they imported any finished products that incorporate an article like or directly competitive with the article(s) produced by the workers at the subject firm?
- Have they shifted that work to another country or countries, or is a shift in production to another country scheduled?
- Have they contracted to have the article produced outside the United States?
- Have they experienced a decline in sales caused by customers purchasing non – U.S. manufactured articles rather than the articles produced by the subject firm?
- Have they experienced a decline in sales to a customer located outside the United States?

#### Review Recent Activities at the Subject Firm

- Have workers' wages and/or hours been reduced?
- Has the subject firm ceased operating or is a shutdown/closure scheduled?
- Has the subject firm lost bids for contracts to supply an article for the firm in the past two years? If possible provide the following:
  - Name of the firm or agency that was awarded the contract.
  - Description of the service for which the contract was awarded.
  - Contact at the firm where the contract was awarded.

**dataweb.usitc.gov**

THE PREMIER SOURCE OF FREE U.S. TRADE & TARIFF DATA.

To use [DataWeb](#), first create an account. You will log in using the username and password. Save data queries or download Excel spreadsheets. The website is recommended for use with Google Chrome.



United States  
International Trade Commission

No login required to use the [Import Monitoring Tool](#). Only HTS codes can be searched and data requests cannot be saved or downloaded.

#### Services Related to Article Production

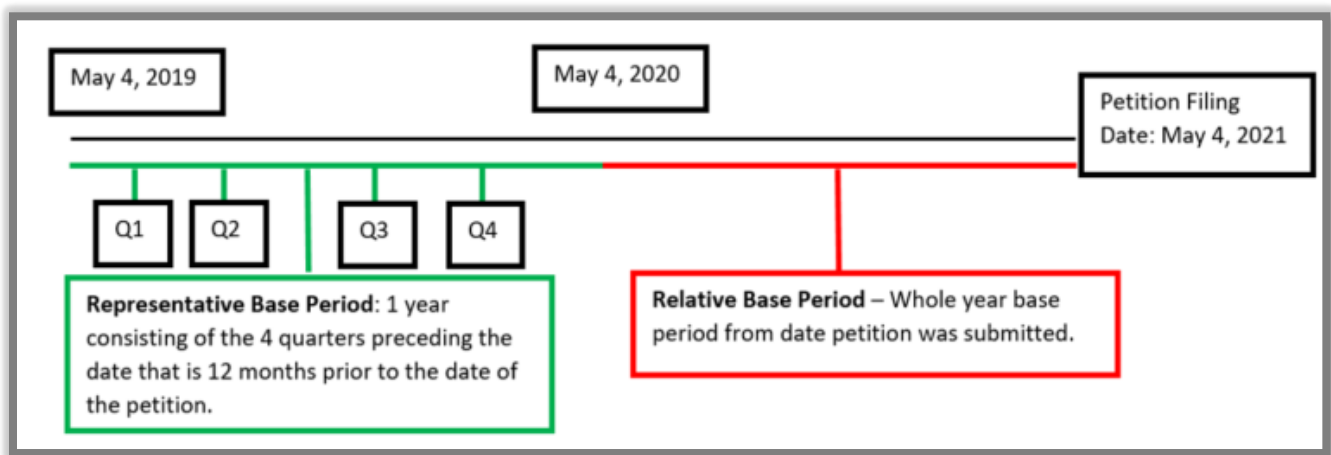
Workers can provide a service for a location that manufactures an article. For example, accounting services for a company that manufactures engines. This is important because the NAICS code will reflect manufacturing of Articles produced, but the petition will represent workers providing a Service.

## Research Import and Shipping Data Records on Global Supply Chains & Trends

- Helps identify international companies (e.g., suppliers) that trade with U.S. companies
- Identifies flow of raw materials and components: Product lines and volumes
- Helps with analyzing economic health of companies and potential impacts (e.g., increase in imports could be a possible indicator of a company's economic health)
- Helps identify what countries are buying products similar to the United States
- Identifies ports which helps facilitate movement of goods after coming into the United States (e.g., potential costs related to shipping and transport)
- Identifies HTS codes listed on the bill of lading (or other import information) which helps Navigators efficiently use DataWeb and the Import Monitoring Tool with the correct codes
- Helps identify and analyze trends over time (e.g., emerging markets, growing markets, country/region's economic health)

## Imports: Time Period Consideration

For all types of petitions, the DOL considers a specific time period to determine trade impact due to increased imports: the 4 quarters immediately preceding the date that is 12 months prior to the date of the petition (Representative base period). They compare the imports of the year that led up to the petition (1 year relative base period) with import data from the representative base period to measure import increases for Trade impact.



**FIGURE 4. RELATIVE & REPRESENTATIVE BASE PERIODS**

## SERVICE PETITION

Shift of services shows employer admission or other evidence provided by the petitioner that a location out of the U.S. is providing the same or similar service.

Describe the service(s) provided by the subject firm and the service line(s) that are being offshored. Examples include claims processing (mortgage, insurance, etc.), types of customer service (telecom, utility, health insurance, and IT/Technical service and support).

- Identify the North American Industry Classification System (NAICS) code for the firm.
- Identify possible location(s) of the offshored service either by the subject firm or a competitor.  
List the suspected competitor country or location of outsourcing/offshoring: ex. China, India, Mexico.

## HOW TO IDENTIFY TRADE IMPACT FOR SERVICE PETITIONS

### Research Subject Firm, Parent Company, Affiliates, Branches, or Subsidiaries

- Have they imported or acquired services that are like or directly competitive with services produced by the subject firm?
- Have they shifted work to another country or countries or is a shift of services to another country scheduled?
- Have they contracted with another firm to have this service supplied outside the United States?
- Have they experienced a loss of contract to a company that is providing services outside the United States?
- Have they experienced a decline in services to a customer located outside the United States?

### Review Recent Activities at the Subject Firm

- Is more than one service provided by the subject firm?
- How many workers were, or will be, separated?
- When did, or will, the separation occur?
- Has the subject firm ceased operating or is a shutdown/closure scheduled?
- Have workers' wages and/or hours been reduced?
- Has the subject firm lost bids for contracts to supply a service for the firm in the past two years? If possible provide the following:
  - Name of the firm or agency that was awarded the contract
  - Description of the service for which the contract was awarded
  - Contact at the firm where the contract was awarded

***The secondary firm cannot be certified unless the primary firm is already TAA certified.***

**Aurora Flight Sciences manufactured aircraft parts for Boeing, certified #95935 and #95914. Aurora Flight Sciences is a top tier, upstream supplier to Boeing and was impacted by that primary firm's layoffs.**

## SECONDARY IMPACT

TAA services may be expanded to secondary workers of businesses or suppliers to the primary company, firm or petitioning workers who filed a certified TAA petition.

- The workers' firm is a supplier or downstream producer to a firm that employed a group of workers who received a certification of eligibility and
- Such supply, production or service is related to the article or service that was the basis for certification
- The workers' firm is a supplier and the component parts it supplied to the primary, certified firm accounted for at least 20% of the production or sales of the workers' firm
- A loss of business by the workers' firm with the primary firm contributed importantly to the workers' separation or threat of separation

Secondary impact can be upstream or downstream. For Secondary impact petitions, it is important to describe the business relationship with the primary, certified firm. Include the TAA Petition Number for the Primary Certified Firm.

Upstream

A firm that produces and supplies directly to another firm component parts for articles, or services, used in the production of articles or in the supply of services, as the case may be, that were the basis for a certification of eligibility.

A firm that performs additional, value-added production processes or services directly for another firm for articles or services with respect to which a group of workers in such other firm has been certified and provides value-added production processes or services include final assembly, finishing, testing, packaging, or maintenance or transportation services.

Downstream



## ITC DETERMINATION

[The United States International Trade Commission \(USITC\)](#) is a Federal agency that investigates matters of trade. They investigate whether or not, and to what extent, unfair trade practice harms U.S. businesses. If the investigation results in a final affirmative determination of material injury or threat of injury to a U.S. industry, the ITC determination can be the basis for a trade petition filing.

DOL has [Frequently Asked Questions dedicated to ITC-related Petitions](#).

## NOTIFICATION OF ITC DETERMINATION

The Office of Trade Administration (OTAA) sends notification to all states, company officials, Governor's offices (affected states only) and Unions with the subject: "Notification of Option to File TAA petition due to ITC Determination" and the named injured industry. The Notification Letter provides a list of affected companies with city and state locations, the ITC-related petition filing deadline, the ITC investigation title and numbers and *Federal Register* publication date, volume and page numbers. It further informs the states that workers who are totally or partially separated from employment may be **automatically** certified as eligible to apply for benefits under the Trade Adjustment Assistance (TAA) Program if a TAA petition is filed on their behalf.

## WRITING A PETITION FOR AN ITC DETERMINATION

ITC-related petitions are filed on the standard petition form and have the same required data elements as a regular petition. However, Section 5 Trade Effects on Separations should specify, "This worker group is subject to ITC injury based on notification from USDOL" and include the ITC Investigation number(s) and product description provided in the notification. Petitioners are encouraged to include the notification letter as an attachment to their ITC-related petition.

Also, a company official and associated phone number and email address can be found in the Excel workbook that is sent in the notification email.

### Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

#### Section 5. Trade Effects of Separations\*

1. To the best of your knowledge, please summarize below the reasons why you believe that foreign trade importantly to worker separations that have occurred, may occur, or are threatened to occur at the worker within Sec. 4a and 4b) as articulated under Sec. 222 of the Act or summarize the reasons you are requesting existing and active certification. (*Examples: Articles have been/is being shifted to a foreign country; acquired from a foreign country; firm and/or customer imports of articles from a foreign country; loss of business employed a worker group now determined to be eligible to apply for TAA.*)

This worker group is subject to injury based on notification from USDOL/ITC Investigation 701TA556 and 731TA1311 involving Truck and Bus Tires from China. The determination was published in the Federal Register Vol. 84, No. 33 on February 19, 2019.

FIGURE 5. TRADE EFFECTS OF SEPARATIONS

## DIFFERENCES BETWEEN ITC AND REGULAR PETITIONS

First, ITC-related petitions only cover workers who have been separated fully or partially from employment. Unlike other types of petitions, **the investigation of an ITC-related petition does not consider workers who are threatened with separation.** If there have been no separations, **DO NOT FILE!**

*Before an ITC expires, if the worker group is still having layoffs you can file a regular petition but you must file at least 90 days before an ITC petition expires.*

Second, the eligibility period for ITC-related petitions is shorter than for regular petitions. Except in the case of prior certifications or multiple *Federal Register* notices, **the ITC eligibility period is exactly two years:** from one year prior to publication of the ITC decision in the *Federal Register* through one year after publication. The certification period for regular petitions are typically at least three years because the certification period begins on the impact date, which is the date one year before the petition date (with certain exceptions), and usually ends two years after the certification date.

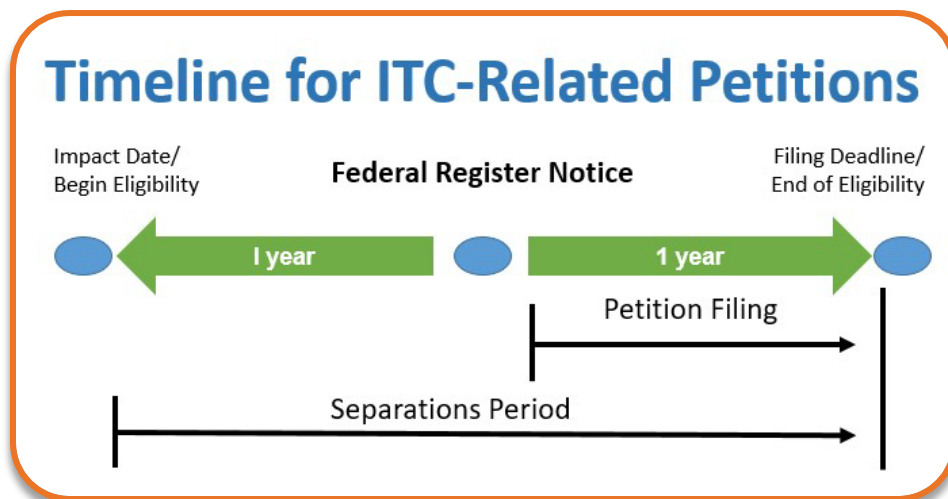


FIGURE 6. TIMELINE FOR ITC-RELATED PETITIONS



FIGURE 7. TIMELINE FOR REGULAR PETITIONS



## File the Petition

Filing a quality petition is the culmination of all the conversations and research that you have conducted toward assisting the trade-affected worker. A quality petition is one that gives a complete picture of the Who, What, When, Where, Why and How. This is your opportunity to wrap up all the information that you have gathered to inform the investigator why you believe specific group of workers is eligible for Trade Adjustment Assistance.

This segment is divided into six sections which correspond to the information requested in each section of the TAA petition for Trade Adjustment Assistance for Workers. It is imperative to thoroughly complete each section to the best of your ability to have a quality petition. Although completing a petition does not guarantee certification, a quality petition is an important step toward determining trade impact.

*Disclaimer: For petitions filed on or after July 1, 2021, certification criteria has changed. Service sector petitions and ITC Determinations are no longer direct paths to certification. Please review <https://www.dol.gov/agencies/eta/tradeact> for more information.*



## SECTION 1 – PETITIONER INFORMATION

Items (a) through (f) contain fields for the petitioner's demographic information. For (b) Title: a title must be provided for all petitioners except two workers. Please go to the Appendix for a sample TAA Petition Form. For (g) Petitioner Type: At least one petitioner type must be checked. Note the following for petitioner types:

- Two Workers – must report to same location
- American Job Center – someone serving in a local capacity
- State Workforce Office – working at a state-level, including but not limited to state Rapid Response or unions contracted by state to file
- Union Official – must provide union name
- Other Duly Authorized Representative – of such workers (e.g., lawyer or other representative)

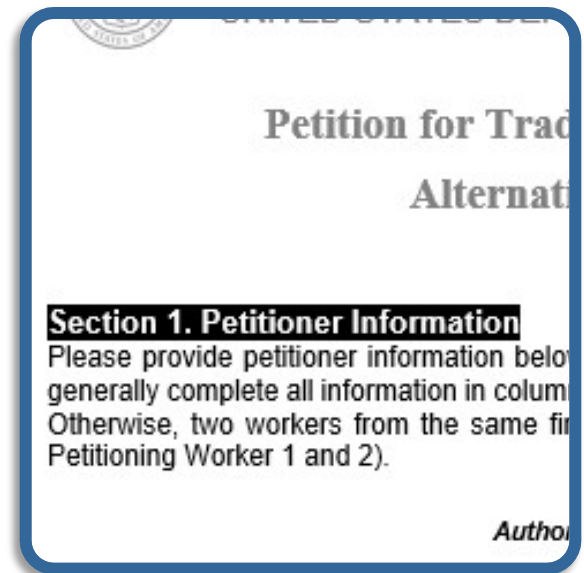


FIGURE 8. PETITIONER INFORMATION

## SECTION 2 – ATTESTATION OF INFORMATION

This section required the petitioner(s) to affirm that to the best of their knowledge and belief, the information provided in the petition is true, correct and complete in accordance with 29 CFR 90.11 (b).

Petitions filed without the proper signature (a), name (b) and signature date (c) will be returned.

- Valid signature can be ink or /s/ is acceptable (/s/ is automatically inserted on online petition)
- Signature and date must be within 30 days of filing

## SECTION 3 – FIRM EMPLOYING THE GROUP OF WORKERS

Employer Firm: The information provided in (a) through e) should be for the company headquarters, if available. Otherwise, section 3 and 4 should be the same (stating the location for the group of separated workers).

## SECTION 4 – GROUP OF WORKERS

For (a) through (g): This is the physical location where the worker group (on whose behalf the petition is being filed) reports whether on site or virtual.

- If the worker group is employed by a staffing agency, then items (a) through (c) should identify the staffing agency
- If there is more than one location, attach additional pages with Section 4 completed for each physical location of the worker group

(d): For the number of workers separated, there must be a minimum of two workers to form a worker group

(e): Layoffs must be no more than one year prior to date of petition

(f): If there is an official name, (e.g., IT Division, Finance Department, etc.) for the specified worker group at the work address listed this should be provided. If there is not an official name for the worker group, provide as much descriptive detail as possible (e.g., coders, accounts payable, research development, etc.). For investigative purposes, this information is used to help in working with the company official to hone in on the worker group when a worker description is missing, too vague, or incorrect.

## SECTION 5 – TRADE EFFECTS OF SEPARATIONS

### Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

#### Section 5. Trade Effects of Separations\*

1. To the best of your knowledge, please summarize below the reasons why you believe that foreign trade contributed importantly to worker separations that have occurred, may occur, or are threatened to occur at the workers' firm (identified within Sec. 4a and 4b) as articulated under Sec. 222 of the Act as summarized the reasons you are requesting to amend as

**FIGURE 9. TRADE EFFECTS OF SEPARATIONS**

Clearly state why you are filing this petition with the understanding that this will be the investigator's first encounter/engagement with it.

- **For a Service or Article Petition:**
  - Provide detailed information on the reason that foreign trade has contributed to the layoff; it needs to be a quality summary statement so the additional information furnished could be explored to uncover additional questions/direction by an analyst. Best practice: Include, if applicable, the Why (trade impact), What (imports/shift) Where (foreign country), and How (trained workers from another country, workers said official in town hall meeting said production was moving, etc.)
  - Summarize the reason/s if requesting an amendment on an existing or active certification.
  - See Appendix for examples of quality Section 5 statements for service or article petitions.
- **For an ITC Petition:** your Section 5 statement should include the ITC investigation number, items causing import injury and date it is published in the *Federal Register* (e.g., "The worker group is subject to ITC injury based on notifications from USDOL; No. 731-TA-1455 and 1457 involving Polyethylene Terephthalate (PET) sheets from Korea and Oman published in the *Federal Register* on September 10 2020").

Attach all additional pages of supporting documents or research that back up your claims for the reasons for worker separation and potential trade impact (e.g., WARN notice, DataWeb import data, news articles, etc.). For an ITC petition, it is encouraged to attach the ITC notification letter. Include the specific number of pages attached (vs. files). Please go to the Appendix for examples of Section 5 Petition Statements.

## SECTION 6 – COMPANY CONTACT INFORMATION

Provide complete contact information for two company officials with at least one official who is familiar with the operations of the company/firm. Note: Company contact information can often be found on WARN notice, ITC letter, news article about layoff, worker layoff letter, or previous TAA petitions. Give the contact's work/company email address, not their personal email (or OTAA may question official's validity).

#### Correct Company Official

This is one of the MOST important data points on a valid petition for investigative purposes. The correct company official(s) need to be able to verify:

- Worker group description
- Sales, production, imports and customer information
- Employment numbers

## WHAT HAPPENS AFTER FILING



**Confirmation of Submission:** The petition, along with any supplemental attachments, will be reviewed by OTAA to determine if it is valid within two business days of receipt. OTAA will send email confirmation containing name and contact information of the TAA Investigator. If additional information is needed, you will be contacted. Consequently, if you learn additional information, share with the investigator. Remember we are working on the same team toward a common goal: assisting trade impacted workers.

**Investigation:** After accepting a complete and valid petition, OTAA will initiate an investigation to determine whether the group of workers covered by the petition meets the group eligibility requirements of the Trade Act. This investigation may include contacting the workers' firm to collect data, contacting customers of the workers' firm, the petitioners, unions, state workforce agencies, or other sources of relevant information as needed. The steps required to complete an investigation vary according to the circumstances specific to the worker's firm.

- **Business Data Request:** Most information is collected from the firm through the Business Data Request form (BDR). This form, which must be completed by the workers' firm (referred to as "the subject firm"), requires the subject firm to provide information on employment levels, sales, production, and activity related to imports of articles or services, and shifts from the United States to a foreign country of the production or acquisition of articles and supply or acquisition of services. The BDR can be viewed here: [https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/ETA-9043a-Business\\_Data\\_Request.pdf](https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/ETA-9043a-Business_Data_Request.pdf)

**Decision on TAA Petitions:** The U.S. Department of Labor will notify the petitioner, the company, and the state agency of its final decision regarding TAA certification.

- **Certification of a Petition:** When the investigation establishes that a group of workers meets the group eligibility criteria, OTAA will issue an affirmative determination or certification of worker group eligibility to apply for TAA Program benefits and services. The certification will include the name of the firm or appropriate subdivision at which the trade-affected workers covered by the certification have been employed (which need not be limited to the unit specified in the petition), and may identify the worker group by name and specifies the beginning and ending dates. Generally, the certification covers all members of the worker group who are separated or threatened with separations during the period beginning one year before the petition was filed and ending two years after the date of the certification.
  - Once a petition is certified, to begin the individual application process, workers identified by the employer will be notified by mail of the certification and how to apply for Trade Act benefits.
- **Denial of a Petition:** If, after investigation, OTAA determines that the group of workers does not meet the criteria for eligibility, OTAA will issue a negative determination or denial. The denial will include the name of the firm or appropriate subdivision at which the workers covered by the denial have been employed (which need not be limited to the unit specified in the petition), and may identify the worker group by name.

- **Administrative Reconsideration:** Determinations on TAA petitions are published in the *Federal Register*, the official daily publication for Rules, Proposed Rules, and Notices of Federal organizations. Petitioners may request administrative reconsideration from OTAA by filing an Application for Reconsideration via form [ETA-9185](#). Reconsideration requests must be filed with OTAA within 30 days of being published in the *Federal Register*.
- **Judicial Review:** A worker, group of workers, certified or recognized union, or authorized representative of such worker or group may commence a civil action for review of the determination by filing a complaint with the United States Court of International Trade (USCIT) within 60 days after the date of publication of the notice of a final determination in the Federal Register, as provided under sec. 284 of the Act (19 U.S.C. 2395).

Requests for judicial review must be filed in accordance with the rules of the USCIT and must be filed with the Case Management Supervisor, U.S Court of International Trade, One Federal Plaza, New York, New York 10007, (212) 264-1611.

**More information** on Certification, Denials or Administrative Reconsideration can be viewed here:

<https://www.dol.gov/agencies/eta/tradeact/petitioners/petition-process>

#### Helpful Resources for Filing a TAA Petition:

- File a petition online at: <https://www.etareports.doleta.gov/petition/index.cfm?reset=true>
- Training and Employment Notice (TEN) 23-14 provides instructions for filing a petition: [https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/Tips\\_for\\_Compliant\\_Efficient\\_Petition\\_Filing.pdf](https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/Tips_for_Compliant_Efficient_Petition_Filing.pdf)
- <https://www.dol.gov/agencies/eta/tradeact/petitioners/instructions>
- <https://www.doleta.gov/tradeact/petitioners/FAQ.cfm>

## Appendix

### THINK DIFFERENTLY PARTNER REFERRAL FORM



#### Partner Referral to Trade Navigator



The staff of Virginia Employment Commission's Trade Act and Workforce Partners will:

- **Think Differently**, broader, and globally when talking with dislocated workers for the potential of Trade Act eligibility.
- Collaborate with partners in acting quickly to assist workers impacted by layoffs.
- Evaluate and engage all employers for potential Trade Act petitions based on this referral.
- Trade Navigators will file a Trade Act Petition if research shows potential trade impact.

Questions to consider when talking with a recently displaced worker or employers:

- Is the company doing business in other countries? If yes, where?
- Has the company recently been sold or purchased by another company that does the same or similar type of work? If yes, who?
- Do they compete with products/services from other countries? If yes, who and/or what?
- Does the worker know the name(s) of their competitors? If yes, who?
- Has the worker trained replacement workers based in other countries prior to the layoff? If yes, what countries?
- Has the worker or co-workers traveled to other countries to train workers? If yes, what countries?

Name: \_\_\_\_\_

Job Seeker# (VAWC State ID): \_\_\_\_\_

Job Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor/Human Resources: \_\_\_\_\_

Company Address: \_\_\_\_\_

What did they produce or service did they provide? \_\_\_\_\_

Date of Layoff: \_\_\_\_\_

Number of affected workers (estimate): \_\_\_\_\_

**Please submit this form and direct questions to your area Trade Navigator.**

Rev. 9.10.2021



## BUSINESS DATA REQUEST (BDR)



EMPLOYMENT AND TRAINING ADMINISTRATION  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022  
Compliance Date: [DATE]

## BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

## Instructions for Completing this Form

A petition for Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) for Workers has been filed on behalf of a group of workers at [WORKERS' FIRM NAME], [CITY], [STATE]. By law (19 U.S.C. 2273(a)), a determination on the petition must be made within 40 calendar days following the filing date of the petition. The Secretary of Labor is authorized to obtain the information requested in this survey through subpoena if the firm fails to comply with this request (19 U.S.C. 2272(d)(3)(B) and 2321). Your assistance in expeditiously completing this form is necessary for the U.S. Department of Labor (Department) to determine whether these workers may be eligible to apply for federal benefits. Complete and return this form no later than [Insert date here].

**Background.** The Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) for Workers program (TAA/ATAA Program) is authorized under Title II of the Trade Act of 1974, as amended (19 U.S.C. § 2271 et seq.) ("the Act"). The TAA program provides workers who have been adversely affected by foreign trade with opportunities to obtain skills, credentials, resources, and support necessary to become reemployed. The TAA/ATAA Program offers the following services to eligible workers: employment and case management services, training, out of area job search and relocation allowances, income support, as well as, additional benefits for workers age 50 or older to find reemployment and additional support. Filing a petition is the first step in qualifying for TAA/ATAA Program benefits and services. In response to a filing, the Department conducts an investigation to determine whether foreign trade was an important cause of the workers' job loss or threat of job separation. After the investigation, the Department issues a determination regarding the worker group's eligibility to apply for TAA/ATAA Program benefits and services. A state workforce representative will notify workers in a certified worker group of the determination, at which time the individual worker may apply for eligibility of benefits and services at a local American Job Center. Additional information is available on our website at [www.dol.gov/agencies/eta/tradeact/](http://www.dol.gov/agencies/eta/tradeact/).

**Completing Form.** Individuals are only required to respond to this information request if the form displays a valid Office of Management and Budget (OMB) control number. Type or print legibly and complete all sections. If there is no quantity or value for a field in a section on this form, enter "zero," "0," or "None." Include any relevant information not covered in this form on a separate sheet of paper and/or attach other supporting documents when submitting this form to the Department. If you have any difficulty completing this form, or have questions, contact [Insert investigator name here].

**Confidentiality.** All information submitted under this request will be used to determine whether the criteria for certification of the workers covered by the petition have been satisfied. The Department will protect the confidentiality of the information you provide to the full extent of the law, in accordance with the Act, 19 U.S.C. 2272 (d)(3)(C); the Trade Secrets Act, 18 U.S.C. 1905; the Freedom of Information Act, 5 U.S.C. 552(b)(4); Executive Order 12600 (52 F.R. 23781, June 25, 1987); Executive Order 13392 (70 F.R. 75373, December 19, 2005); Presidential Memorandum for the Heads of Executive Departments and Agencies Concerning the Freedom of Information Act (74 F.R. 4683, January 21, 2009); and Attorney General Holder's Memorandum for Heads of Executive Departments and Agencies Concerning the Freedom of Information Act (March 19, 2009), available at <https://www.usdoj.gov/ag/foia-memo-march2009.pdf>. Information (on the form and attachments) which your firm would like to be considered as confidential must be placed in brackets and accompanied with a justification for such designation.

**Public Burden Statement.** This collection of information is mandatory (19 U.S.C. 2272(d)(3)(B) and 2321). Public reporting burden for this collection is estimated to average 4 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Trade Adjustment Assistance, Room N-5428, 200 Constitution Ave., N.W., Washington, DC 20210 (Paperwork Reduction Project 1205-0342).

Report the number of hours and costs to your firm for completing this form.

Hours: \_\_\_\_\_ Cost in Dollars: \_\_\_\_\_

Page 1

For more information, visit our website at [www.dol.gov/agencies/eta/tradeact/](http://www.dol.gov/agencies/eta/tradeact/)

ETA-9043 – Business Data Request  
Revision Date: 7/2021



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022  
Compliance Date: [DATE]

### BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

### Affirmation of Information

A qualified representative of your firm is required to complete this request because a petition for a determination of eligibility to apply for TAA/ATAA benefits and services has been filed on behalf of workers employed or previously employed by your firm.

Information from the firm is needed in order to determine if the worker group can be certified as having been impacted by foreign trade under the Act. Knowingly making a false statement of a material fact, knowing it to be false or knowingly failing to disclose a material fact on this form, is a Federal offense (19 U.S.C. § 2316). By signing below, you agree to the following statement:

"Under penalty of law, I declare that to the best of my knowledge and belief the information I have provided on this form is true, correct, and complete."

NAME OF COMPANY OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ALTERNATE NUMBER: \_\_\_\_\_

### Additional Company Contacts

Provide contact information for individuals who may be contacted with supplemental questions, if different from the company official signing the affirmation.

#### Primary Contact 1

#### Primary Contact 2

a) Name of Company Official	_____	_____
b) Title	_____	_____
c) Business Address	_____	_____
d) E-mail Address	_____	_____
e) Phone Number	_____	_____
f) Alternative Number	_____	_____





**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342

Expiration Date: 09/30/2022

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Phone: 202-693-[XXXXX] – Fax: 202-693-3986/3585/3584

### Part I

#### A. FIRM INFORMATION

Provide the official name of the firm and its location (the subject of the investigation). Any corrections or clarification to the group articulated within the header should be reconciled here.

(1) Workers' Firm Name: \_\_\_\_\_ Department and/or Division \_\_\_\_\_  
Address: \_\_\_\_\_  
Website: \_\_\_\_\_

(2) Provide the names and addresses of all companies supplying staffed workers to supplement the firm's workforce during the period from [DATE] to [DATE], describe their functions, and identify whether the staffed workers performed these functions on-site or off-site.

\_\_\_\_\_  
\_\_\_\_\_

(3) Since [DATE], have the workers' wages been reported under another corporate name? Yes ☐ No ☐

(a) If Yes, explain why:

\_\_\_\_\_  
\_\_\_\_\_

(b) Provide the corporate name(s) under which their wages were reported:

\_\_\_\_\_

#### B. ORGANIZATIONAL STRUCTURE

(1) Describe the organizational structure of the workers' firm, including, but not limited to, the parent company, affiliates and subsidiaries.  
(Attach any existing diagrams of organizational structure and any website address providing information on the organizational structure.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) If there are other subdivision(s) within the firm manufacturing articles that are like or directly competitive with the articles manufactured where the subject workers are/were employed, provide a list of location(s), including the city, state, and country, where these activities are performed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022  
Compliance Date: [DATE]

## BUSINESS DATA REQUEST

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WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXXX] – Fax: 202-693-3986/3585/3584

### C. ACTIVITIES OF THE WORKERS' FIRM

- (1) Provide a detailed description of the activities performed by the workers' firm identified within Part I A.(1) and provide specifics regarding what articles are produced, as applicable.

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- (2) Who are the direct-users of the activities performed by the workers' firm and what is the next step in production, if any?

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- (3) Explain how the activities of the worker's firm intersect with the nature of the parent company's business (i.e., does the workers' firm supply services in support of production for the parent company, does the workers' firm produce a component for the parent company, does the workers' firm supply transportation services for the company company?)

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- (4) What is the relationship between the workers' firm and the affiliated entities/locations (identified within Part I B.(2)?

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- (5) Identify the North American Industry Classification System (NAICS) code(s) for the workers' firm and the Harmonized Tariff Schedule (HTS) code for the articles produced, if known. Refer to the following websites: NAICS: <https://www.census.gov/eos/www/naics/> and HTS: <https://hts.usitc.gov/>.

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- (6) Does any part of the workers' firm engage in any of the following activities related to the oil and gas industry: *Oilfield and Natural Gas Drilling, Oilfield and Natural Gas Pumps, Oilfield and Natural Gas Seismic and Geological Services, Oilfield and Natural Gas Mud Services*?

Yes ☐ No ☐

- (7) Are the outputs identified within Part I C.(3) directly incorporated by the firm, an affiliated location, and/or the end-user/consumer?

Yes ☐ No ☐

If yes, identify the finished article(s), next stage of production, and the entity engaged in this next stage of production.

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**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022  
Compliance Date: [DATE]

## BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

- (8) If more than one article is produced at the workers' firm, are workers separately identifiable by article produced? Yes ☐ No ☐  
If yes, explain. (Example: Workers are cross trained to produce articles A and B and do/can switch between operations, as needed or as scheduled; the workers are individually identified as workers who produce article A and workers who produce article B, and they are not interchangeable.)

### Part II

#### A. PETITIONER'S ALLEGATION(S)

Address the allegation(s) made by petitioner(s). See attached petition.

### Part III

#### A. EMPLOYMENT OF THE WORKERS' FIRM

- (1) Provide the number of workers (including staffed and remote workers) employed by the workers' firm (identified within Part I, A.1.) during the stated period of time identified in the table below.

Identify Article(s) Produced (identified within Part I, C.(3)):

Total # of workers employed on [DATE]

Total # of workers 50 years of age or older employed during [DATE] through [DATE]

- (2) How many workers (including staffed and remote workers) were separated (*involuntary* and *voluntary*) at the workers' firm between [DATE] and [DATE]?

Total # of workers separated between [DATE] and [DATE]





**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342

Expiration Date: 09/30/2022

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### BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

- (3) Provide the number of worker separations (including staffed workers and remote workers) at the workers' firm that are planned or expected after [DATE] below:

Total # of worker separations planned/expected after [DATE]

- (4) Have both wages and hours of workers (including staffed workers and remote workers) within the workers' firm been reduced by at least 20% since [DATE]? Yes ☐ No ☐

(a) If yes, provide the number of workers that had their wages and hours reduced by at least 20% at the workers' firm:

Total # of workers wages and hours reduced

- (5) Explain the reasons for these actual or expected separations and/or the 20% reduction in wages and hours. *(Attach additional information and/or narratives as necessary.)*

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- (6) If you believe the effects of foreign trade have contributed importantly to these separations and/or to the 20% reduction in wages and hours, describe why. *(Attach additional information and/or narratives as necessary.)*

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- (7) Do the workers of the workers' firm possess skills that are easily transferable to other jobs within the region? Yes ☐ No ☐

- (8) Have the activities of the workers within the workers' firm totally ceased? Yes ☐ No ☐

(a) If yes, date operations ceased: \_\_\_\_\_ (b) Is the cessation of operations permanent? Yes ☐ No ☐

Explain the reason(s) for the cessation of operations.

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- (9) Has the facility shutdown? Yes ☐ No ☐

(a) If yes, date of shutdown: \_\_\_\_\_ (b) Is the shutdown permanent? Yes ☐ No ☐

Explain the reason(s) for the shutdown.

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**EMPLOYMENT AND TRAINING ADMINISTRATION**  
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Compliance Date: [DATE]

### BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

#### B. SALES OF THE WORKERS' FIRM

Report the workers' firm's sales data for the articles (identified within Part I C.(3)) for the periods provided in the table. Below the table, provide the applicable unit of measurement. If more than one article is produced at this location, reproduce this page and complete the page for each article, as applicable.

Identify Article(s) Produced (identified within Part I, C.(3)):

	[DATE] to [DATE]	[DATE] to [DATE]
Total Sales in US Dollar		
Total Sales in Quantity		

Measurement of quantities provided. (Example: units, kilograms, pounds, tons, etc.)

#### C. PRODUCTION OF THE WORKERS' FIRM

Report the workers' firm's production data for the articles (identified within Part I C.(3)) for the periods provided within the table. Below the table, provide the applicable unit of measurement. If more than one article is produced at this location, reproduce this page and complete the page for each article, as applicable.

Identify Article(s) Produced or Service(s) Supplied (identified within Part I, C. (3)):

	[DATE] to [DATE]	[DATE] to [DATE]
Total Production in US Dollar		
Total Production in Quantity		

Measurement of quantities provided. (Example: units, kilograms, pounds, tons, etc.)

#### D. EXPORT SALES OF THE WORKERS' FIRM

Report the workers' firm's export data for the articles (identified within Part I C. (3)) for the periods provided within the table. Below the table, provide the applicable unit of measurement. If more than one article is produced at this location, reproduce this page and complete the page for each product, as applicable.

Identify Article(s) Produced (identified within Part I, C.(3)):

	[DATE] to [DATE]	[DATE] to [DATE]
Total Exports in US Dollar		





**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

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Compliance Date: [DATE]

## BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

Total Exports in Quantity		
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Measurement of quantities provided. (Example: units, kilograms, pounds, tons, etc.) \_\_\_\_\_

## PART IV

### A. IMPORTS OF THE FIRM

Report the import data for the articles (identified within Part I C. (3)), as well as like or directly competitive articles, by the firm (identified within Part I B.(1)) for the periods provided within the table. Below the table, provide the applicable unit of measurement. **If more than one article is produced at this location, reproduce this page and complete the page for each product, as applicable.**

Identify Article(s) Produced (identified within Part I, C.(3)):

	[DATE] to [DATE]	[DATE] to [DATE]
Total Workers' Firm Imports in US Dollar		
Total Workers' Firm Imports in Quantity		
Total Firm-wide Imports in US Dollar		
Total Firm-wide Imports in Quantity		

Measurement of quantities provided: \_\_\_\_\_  
(Example: units, kilograms, pounds, tons, etc.)

Country(s) of import origination: \_\_\_\_\_

(1) Are imports of like or directly competitive articles likely to increase? Yes ☐ No ☐

If "Yes," identify the article(s) to be imported, when the imports will begin (if known), and provide a brief narrative of the plan or scheduled.

### B. FINISHED ARTICLE IMPORTS OF THE FIRM

Report the import data for finished articles (identified within Part I, C.(9)) containing components parts that are like or directly competitive with the articles identified within Part I, C.(3) by the firm in the production of the finished articles within for the periods provided within the table. Below the table, provide the applicable unit of measurement. **If more than one article is produced at this location, reproduce this page and complete the page for each article, as applicable.**

Identify Article(s) Produced (identified within Part I, C.(9)):



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

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Expiration Date: 09/30/2022  
Compliance Date: [DATE]

**BUSINESS DATA REQUEST**

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXXX] – Fax: 202-693-3986/3585/3584

	[DATE] to [DATE]	[DATE] to [DATE]
Total Workers' Firm Imports of Finished Articles in US Dollar		
Total Workers' Firm Imports of Finished Articles in Quantity		
Total Firm-wide Imports of Finished Articles in US Dollar		
Total Firm-wide Imports of Finished Articles in Quantity		

Measurement of quantities provided: \_\_\_\_\_  
(Example: units, kilograms, pounds, tons, etc.)

Country(s) of import origination: \_\_\_\_\_

**C. SHIFTS/CONTRACTING BY THE WORKERS' FIRM**

Report the non-import data for the firm's articles (identified within Part I C.(3)), as well as like or directly competitive articles by the firm (identified within Part I B.(1)) for the periods provided within the table. Below the table, provide the applicable unit of measurement. Non-import data includes, but is not limited to, shift in production/operations to another country, contracting with another entity to have production occur in another country, and increasing reliance on existing operations in another country while decreasing reliance on existing domestic operations. If more than one article is produced at this location, reproduce this page and complete the page for each product, as applicable.

Identify Article(s) Produced (identified within Part I, C.(3)):

	[DATE] to [DATE]	[DATE] to [DATE]
Shift in Production in US Dollar		
Shift in Production in Quantity		

Measurement of quantities provided: \_\_\_\_\_  
(Example: units, kilograms, pounds, tons, etc.)

Country(s) to which production shifted: \_\_\_\_\_

- (1) Has the workers' firm shifted activities such that the article will be produced outside the United States?

Yes ☐ No ☐

(a) If yes, provide the date of that the shift began/will begin: \_\_\_\_\_

(b) Describe the arrangement of the shift. (i.e., procurement of equipment, acquisition of a facility, signing of contracts, etc.)



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

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Expiration Date: 09/30/2022  
Compliance Date: [DATE]

### BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

	[DATE] to [DATE]	[DATE] to [DATE]
Acquisition of Production in US Dollar		
Acquisition of Production in Quantity		

Measurement of quantities provided: \_\_\_\_\_  
(Example: units, kilograms, pounds, tons, etc.)

Country(s) in which production was contracted: \_\_\_\_\_

(2) Has the workers' firm contracted to have the article produced outside the United States? Yes ☐ No ☐

(a) If yes, provide the date the contract began: \_\_\_\_\_

(b) Provide the date the contract ends: \_\_\_\_\_

(c) Describe the arrangement of the contract (i.e., where will the articles be provided?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PART V

#### A. SALES TO CUSTOMERS

For each article identified within Part I, C.(3), produced/supplied by the workers' firm (identified within Part I A), provide a list of reoccurring customers that individually account for at least 20% of the workers' firm's sales. Report the workers' firm's data for the period stated within the table. Reproduce and attach additional sheet(s) as necessary.

If the worker's firm solely operates under a contract environment where revenue is generated by a bid-by-bid basis, skip this section and complete Part V, C.

Identify Article(s) Produced (identified within Part I, C.(3)):

		[DATE] to [DATE]	[DATE] to [DATE]
(1) Customer Name:			
Ship to Address:			
Customer Official:			
Customer Official Address:			
Phone:	Fax:		
Email:			





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Compliance Date: [DATE]

### BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

(2) Customer Name:			
Ship to Address:		Dollars	
Customer Official			
Customer Official			
Address:		Quantity	
Phone:			
Fax:			
Email:			
(3) Customer Name:			
Ship to Address:		Dollars	
Customer Official			
Customer Official			
Address:		Quantity	
Phone:			
Fax:			
Email:			
(4) Customer Name:			
Ship to Address:		Dollars	
Customer Official			
Customer Official			
Address:		Quantity	
Phone:			
Fax:			
Email:			
(5) Customer Name:			
Ship to Address:		Dollars	
Customer Official			
Customer Official			
Address:		Quantity	
Phone:			
Fax:			
Email:			

### B. SALES TO CUSTOMERS

For each article identified within Part I, C.(3) produced by the workers' firm, (identified within Part I A, provide a list of domestic customers which constitute reoccurring customers which represent the majority of the decline in workers' firm's sales. Report the workers' firm's data for the period stated within the table. Reproduce and attach additional sheet(s) as necessary.

If the worker's firm operates solely under a contract environment where revenue is generated by a bid-by-bid basis, skip this section and complete Part V, C.

Identify Article(s) Produced (identified within Part I, C.(3)):

[DATE] to [DATE] [DATE] to [DATE]



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022  
Compliance Date: [DATE]

### BUSINESS DATA REQUEST

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

(1) Customer Name:		Dollars		
Ship to Address:				
Customer Official:				
Customer Official Address:				
Phone:		Quantity		
Email:				

(2) Customer Name:		Dollars		
Ship to Address:				
Customer Official:				
Customer Official Address:				
Phone:		Quantity		
Email:				

(3) Customer Name:		Dollars		
Ship to Address:				
Customer Official:				
Customer Official Address:				
Phone:		Quantity		
Email:				

(4) Customer Name:		Dollars		
Ship to Address:				
Customer Official:				
Customer Official Address:				
Phone:		Quantity		
Email:				

(5) Customer Name:		Dollars		
Ship to Address:				
Customer Official:				
Customer Official Address:				
Phone:		Quantity		
Email:				

### C. LOST BIDS / CONTRACTS



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

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Expiration Date: 09/30/2022  
Compliance Date: [DATE]

**BUSINESS DATA REQUEST**

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

Did the workers' firm lose bids for contracts to produce articles identified within Part I, C(3), during the period from [DATE] to [DATE]?  
Yes ☐ No ☐

If yes, list the major projects for which the workers' firm submitted unsuccessful bids during the period referenced above. **Reproduce and attach sheet(s), if needed, to provide information for major contracts lost.**

(1) Contracting Firm: \_\_\_\_\_  
Project Manager Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Project Identification: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Amount of Bid: \_\_\_\_\_ Period of Performance: \_\_\_\_\_ Date of Award: \_\_\_\_\_  
Awardee (if known): \_\_\_\_\_

(2) Contracting Firm: \_\_\_\_\_  
Project Manager Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Project Identification: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Amount of Bid: \_\_\_\_\_ Period of Performance: \_\_\_\_\_ Date of Award: \_\_\_\_\_  
Awardee (if known): \_\_\_\_\_

(3) Contracting Firm: \_\_\_\_\_  
Project Manager Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
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**BUSINESS DATA REQUEST**

PETITION NUMBER: TA-W-[NUMBER]  
WORKERS' FIRM NAME: [NAME OF WORKER GROUP]  
WORKERS' FIRM LOCATION: [FULL ADDRESS]

Contact the U.S. Department of Labor: [INVESTIGATOR NAME] – Email: [EMAIL]@dol.gov  
Phone: 202-693-[XXXX] – Fax: 202-693-3986/3585/3584

Project Identification:		
Project Description:		
Amount of Bid:	Period of Performance:	Date of Award:
Awardee (if known):		
(4) Contracting Firm:		
Project Manager Name:		
Address:		
Phone:	Fax:	Email:
Website:		
Project Identification:		
Project Description:		
Amount of Bid:	Period of Performance:	Date of Award:
Awardee (if known):		



## DATAWEB TIP SHEET

### Entering a Data Request in DataWeb

Go to <https://dataweb.usitc.gov/>, click **Data Request** or **Imports for Consumption** and enter log in information.

1. Select Trade Flow and Classification System (NAICS or HTS). You'll enter the codes in Step 4 Commodities.
2. Select Data. Customs Value was selected for this example. For multiple selections, hold down CTRL key and select with mouse.

**STEP 1 TRADE FLOW AND CLASSIFICATION SYSTEM**

TRADE FLOW: Imports For Consumption

CLASSIFICATION SYSTEM: HTS Items

**STEP 2 DATA AND YEARS**

DATA TO REPORT: Customs Value

The first and second units of measurement for quantity data vary from year to year in some cases. DataWeb query results always show the most recent units of measure. For more information, go to [Commodity Translation Tool](#) and click on "Download all commodity translations in a single file".

In DataWeb, Click any of these links to learn more about that section.

Select Date Form and Years.

- Note: In order to Display Percent Change Column in Other Column Options at bottom, you must select multiple years. For multiple selections, hold down CTRL key and select with mouse.
- Note: If selecting Year to Date, make sure to select it in the drop-down as well.
- Note: Select Quarterly if you want to compare data with Import Monitoring Tool.

**STEP 3**

DATA FORMAT: Actual

YEARS: 2021 (year-to-date), 2020, 2019, 2018, 2017

TIMEFRAME AGGREGATION: Annual - Year-to-Date



## 3. Select Countries.

- Note: For **Use All Countries**, select **Display Countries Separately**.

**STEP 3 COUNTRIES**

☒ Use All Countries
 ☐ Select Individual Countries
 ☐ Select Country Groups

You are currently using **All Countries**. Any selections that have been made under Select Individual Countries and Select Country Groups will be ignored.

**COUNTRY AGGREGATION:**

☒ Display Countries Separately
 [Read more about COUNTRY AGGREGATION](#)

☐ Select Country Aggregation  
☐ Aggregate All Countries Together  
☐ Display Countries Separately

- Note: For **Select Individual Countries**, type name or select from list. You can also create a group if you're looking at specific countries that may not be in the same list under Country Groups.

**STEP 3 COUNTRIES**

☐ Use All Countries
 ☒ Select Individual Countries
 ☐ Select Country Groups

You are currently using **Select Individual Countries**. Any selections that have been made under Select Country Groups will be ignored.

Select the individual country/countries for your data request:

**COUNTRY NAME:**

☒ France

**Selected Countries**

France

Create Group

**COUNTRY AGGREGATION:**

☒ Aggregate All Countries Together
 [Read more about COUNTRY AGGREGATION](#)

- Note: For a **System Country Group**, select Group and then click **Show Countries**.

**STEP 3 COUNTRIES**

☐ Use All Countries
 ☐ Select Individual Countries
 ☒ Select Country Groups

You are currently using **Select Country Groups**. Any selections that have been made under Select Individual Countries will be ignored.

Select the country group(s) for your data request: Clear Selection Hide Countries

**YOUR COUNTRY GROUPS:**

**SYSTEM COUNTRY GROUPS:**

EUG2 (2007-2013)  
 EUG2 (2013-2020)  
 FTAA  
 PTAS

**Countries in Selected Groups**

Austria  
 Belgium  
 Bulgaria  
 Croatia  
 Cyprus  
 Czech Republic  
 Denmark  
 Estonia  
 Finland  
 France

The list of countries in a System Country Group will appear after you select Show Countries. You can also select Hide Countries after you've looked at the list.

- Under **Select Individual Commodities**, enter the NAICS or HTS Code and click Verify.
  - Note: The code you enter here should match the type of Classification System you selected in Step 1: Trade Flow and Classification System.

**STEP 4 COMMODITIES**

☐ Use All Commodities
 ☒ Select Individual Commodities
 ☐ Select Commodity Groups

You are currently using **Select Individual Commodities**. Any selections that have been made under Select Commodity Groups will be ignored.

**IMPORTANT NOTICE:** Be advised when entering overlapping product coverage (e.g. 76, 7601) or formatting commodity numbers with periods when deaggregating may return results which are double-counted. This is a known issue and will be resolved in a future version of DataWeb.

Please enter a comma-separated list of commodity codes. You may also choose from a list of commodities.

Type NAICS or HTS codes on this line.

180632 Verify

**Validated Commodities** Remove All

180632 CHOCOLATE AND OTHER COCOA PREPARATIONS IN BLOCKS, SLABS OR BARS, WEIGHING 2 KG OR LESS, NOT FILLED Remove

Create Group

**COMMODITY AGGREGATION:**

Aggregate All Commodities

Make sure this is the correct commodity.

- Note: If you need to verify a commodity's code, select **Choose from a List of Commodities**. The drop-down list has the chapter number and name. After you select a chapter, you'll see a list of validated commodities. Click **Add** for the correct commodity and it will be added to the box next to the green check mark.

Please enter a comma-separated list of commodity codes.  
You may also [choose from a list of commodities](#).

☒ 32212
 Verify

CHAPTER	32   MANUFACTURING, PART 2	LEVEL	NAIC-5
	Select Chapter		
3200	11   AGRICULTURE AND LIVESTOCK PRODUCTS		<span>Add</span>
3209	21   OIL, GAS, MINERALS AND ORES		<span>Add</span>
	31   MANUFACTURING, PART 1		
32091	32   MANUFACTURING, PART 2		<span>Add</span>
	33   MANUFACTURING, PART 3		
32092	51   PUBLISHERS' COMMODITIES		<span>Add</span>
	91   WASTE AND SCRAP		
32099	92   USED OR SECOND-HAND MERCHANDISE		<span>Add</span>
	93   USED OR SECOND-HAND MERCHANDISE		
322	98   GOODS RETURNED (EXPORTS FOR CANADA ONLY)		<span>Add</span>
	99   OTHER SPECIAL CLASSIFICATION PROVISIONS		
3221	PULP, PAPER & PAPERBOARD MILL PRODUCTS		<span>Add</span>
3228	PULP MILL PRODUCTS		<span>Add</span>
3229	PAPER MILL PRODUCTS		<span>Remove</span>
3229	PAPERBOARD MILL PRODUCTS		<span>Add</span>
3222	CONVERTED PAPER PRODUCTS		<span>Add</span>

**Validated Commodities**
Remove All

32212	PAPER MILL PRODUCTS	<span>Remove</span>
-------	---------------------	---------------------

Note: If you're selecting multiple commodities, select **Display Commodities Separately** and make sure you have selected the correct Commodity Aggregation Level. To learn more, click the links on the web page.

**COMMODITY AGGREGATION:**
⚙️
🌐
Display Commodities Separately
 Read more about COMMODITY AGGREGATION

**COMMODITY AGGREGATION LEVEL:**
⚙️
🌐
NAIC-5
 Read more about COMMODITY AGGREGATION LEVEL

**DESCRIPTION DISPLAY FORMAT:**
⚙️
🌐
Don't Display Description
 Read more about DESCRIPTION DISPLAY FORMAT

In DataWeb,  
Click any of  
these links to  
learn more  
about that  
section.

- Note: For Steps 5, 6, and 7, leave as is unless you have to make any modifications.

## STEP 5 PROGRAMS

☒ Use All Programs

☐ Select Individual Programs

You are currently using **All Programs**. Any selections that have been made under Select Individual Programs will be ignored.



### IMPORT PROGRAM AGGREGATION:

☒ Aggregate All Import Programs Together

[Read more about  
IMPORT PROGRAM AGGREGATION](#)

## STEP 6 RATE PROVISION CODES

☒ Use All Provision Codes

☐ Select Individual Provision Codes

You are currently using **All Provision Codes**. Any selections that have been made under Select Individual Provision Codes will be ignored.



### PROVISION CODE AGGREGATION:

☒ Aggregate all Rate Provision Codes Together (Default)

[Read more about  
PROVISION CODE AGGREGATION](#)

## STEP 7 DISTRICTS

☒ Use All Districts

☐ Select Individual Districts

☐ Select District Groups

You are currently using **All Districts**. Any selections that have been made under Select Individual Districts and Select District Groups will be ignored.



### DISTRICT AGGREGATION:

☒ Aggregate All Districts Together

[Read more about  
DISTRICT AGGREGATION](#)

## STEP 8 REPORT LAYOUT

### Column Order

Column ordering unavailable:

No disaggregations selected

### Column Sort Order

Column sorting options unavailable:

No disaggregations selected

### Other Column Options

Only available for multi-annual timeframes.



Display Percent Change Column

Select Display Percent Change Column if you selected multiple years in Step 2: Data and Years.

[Read more about DISPLAY PERCENT CHANGE](#)

- Note: Click **I'm not a robot**, complete Captcha and then **View Results**.

### Rows



Show All

[Read more about NUMBER OF SUBTOTAL RECORDS](#)



Downloading data: Combine rows onto one sheet

[Read more about DOWNLOADING DATA OPTION](#)

Successful completion of reCAPTCHA is required to either run or download query results.

Download Data

View Results

☐ I'm not a robot



## Data Options

After results are displayed, you can select **Edit Request** to make changes, **Save Request** for future viewing online, or **Download Data** to download an Excel Worksheet (.xlsx). All of the parameters you selected for this Data Request will be on the first tab of the Excel Worksheet called Query Parameters. What you selected for Data to Report in Step 2 will be on the other tabs in the Worksheet.



## IMPORT MONITORING TOOL TIP SHEET

### U.S. Import Monitoring Tool

To access, go to <https://dataweb.usitc.gov/>, scroll to Trade Data Reports, and click U.S. Import Monitoring Tool ([https://www.usitc.gov/import\\_monitoring.htm](https://www.usitc.gov/import_monitoring.htm)). Bookmark for quick access.

### What Is the Import Tool?

It's a web-based tool to monitor changes in U.S. Imports for Consumption by tariff line for the latest eight quarters. Tariff lines are designated by eight-digit codes in the U.S. Harmonized Tariff Schedule (HTS). See <https://hts.usitc.gov/current>.

### Why Use the Tool

The Tool is a good first step when gathering research for an article petition. It's not as robust as DataWeb – it's preset for imports for consumption only, only uses HTS codes (not NAICS), limits time to latest eight quarters, and does not allow you to save searches. However, there's no login required and no Captchas to complete. It's a good starting off point. If you need more information on a tariff line, go to Dataweb next.

### How to Use the Tool

1. When you initially access the Import Tool, you'll see the Top 100 Tariff lines arranged in descending order from largest Absolute Value Change to the smallest. Each tariff line will have an HTS Description and the eight-digit code. The Change Abs (\$) column is the difference between the latest two quarters. Note: All these values are in U.S. Dollars.

Country Detail Quantity Detail

HTS	Details	Change (%)	Change Abs (\$)	Q1 2021	Q4 2020	Q3 2020
HTS Description: Petroleum oils and oils from bituminous minerals, crude, testing under 25 degrees A.P.I.						
2709.00.10	C <sup>+</sup> Q <sup>+</sup>	23.96	2,719,130,621	14,069,480,042	11,350,349,421	10,654,970,280
HTS Description: Petroleum oils and oils from bituminous minerals, crude, testing 25 degrees A.P.I. or more						
2709.00.20	C <sup>+</sup> Q <sup>+</sup>	40.03	2,306,680,350	8,069,057,218	5,762,376,868	5,875,652,356
HTS Description: Immunological products, put up in measured doses or in forms or packings for retail sale						
3002.15.00	C <sup>+</sup> Q <sup>+</sup>	13.33	1,007,829,626	8,567,989,176	7,560,159,550	7,727,917,453
HTS Description: Medicaments nesoi, in dosage form and packed for retail						
3004.90.92	C <sup>+</sup> Q <sup>+</sup>	5.93	980,924,104	17,513,882,105	16,532,958,001	17,225,294,238
HTS Description: Light oil motor fuel from petroleum oils and bituminous minerals (other than crude) or preps. 70%+ by wt. from petroleum oils						
2710.12.15	C <sup>+</sup> Q <sup>+</sup>	55.52	901,929,322	2,526,353,981	1,624,424,659	2,009,623,500

2. To learn more about the U.S.'s trading partners, click the + next to the C for Country detail and see the countries listed for that HTS code. When the list is expanded the blue + will change to a red -. Click the red line to close the list.

HTS Description: Avocados, fresh or dried

0804.40.00		50.41	246,534,867	735,613,743	489,078,876
	Country	Change (%)	Change Abs	Q1 2021	Q4 2020
	Mexico	50.30	240,522,953	718,695,943	478,172,990
	Dominican Republic	76.78	7,122,741	16,400,014	9,277,273
	Peru	0.00	263,933	263,933	0
	Uganda	0.00	0	0	0
	Haiti	0.00	0	0	0
	China	0.00	0	0	0
	New Zealand	0.00	0	0	0
	Canada	-100.00	-35,532	0	35,532
	Colombia	-47.63	-230,853	253,853	484,706
	Chile	-100.00	-1,108,375	0	1,108,375

3. To learn more about the quantity for an HTS code, click the + next to the Q for Quantity. The values presented are a sum of all imports in terms of quantity for that HTS code. There might be more than one quantity listed for a code. See the examples below.

HTS Description: Tomatoes, fresh or chilled, entered from Nov. 15 thru the last day of Feb. of the following year

0702.00.60		52.83	189,123,803	547,126,900	358,003,097
	Unit	Change (%)	Change Abs	Q1 2021	Q4 2020
	KG	59.55	141,087,582	378,013,516	236,925,934

HTS Description: Parts nesoi, used solely or principally with spark-ignition internal-combustion piston engines for vehicles of head 8701

8409.91.50		13.39	128,425,219	1,087,695,238	959,270,019
	Unit	Change (%)	Change Abs	Q1 2021	Q4 2020
	KG	24.18	17,651,392	90,645,350	72,993,958
	NO	11.91	705,808	6,633,782	5,927,974

## Abbreviations for Units of Quantity

Abbreviations	Quantity
BBL	Barrels
CAR	Carat
CKG	Content Kilogram
CM2	Square Centimeters
CGM	Content Gram
CTN	Content Metric Ton
CYK	Clean Yield Kilogram
DOZ	Dozen
DPC	Dozen Pieces
DPR	Dozen Pair
DS	Doses
FBM	Fiber Meter
GBQ	Gigabecquerels
GCN	Gross Containers
GM	Gram
GRL	Gross Lines
GRS	Gross
HUN	Hundreds
JWL	Jewel
KG	Kilogram
KM3	Cubic Kilometers
KTS	Kilogram Total Sugars
L	Liters
LM	Linear Meters
M	Meters
M2	Square Meters
M3	Cubic Meters
MBQ	Megabecquerels
MWH	Megawatt Hours
NO	Number
ODE	Ozone Depletion Equivalent
PCS	Pieces
PFL	Proof Liter
PK	Pack
PRS	Pairs
SQ	Square
T	Metric Tons
THM	Thousand Meters
THS	Thousand
X	No First Unit Of Qty

## Search by HTS Code

1. Enter the 8-digit HTS code (with no periods). Select Search. Note: You can make your specific HTS search more general by entering a 6-digit HTS code. See example below with Tomatoes.

U.S. Imports for Consumption by Indicated Quarters

Enter HTS chapter, heading, or subheading: 07020060

Country

Country Detail Quantity Detail

HTS	Details	Change (%)	Change Abs (\$)	Q1 2021	Q4 2020	Q3 2020	Q2 2020	Q1 2020
HTS Description: Tomatoes, fresh or chilled, entered from Nov. 15 thru the last day of Feb. of the following year								
0702.00.60		52.83	189,123,803	547,126,900	358,003,097	25,035		556,312,000

U.S. Imports for Consumption by Indicated Quarters

Enter HTS chapter, heading, or subheading: 070200

Country

Country Detail Quantity Detail

HTS	Details	Change (%)	Change Abs (\$)	Q1 2021	Q4 2020	Q3 2020	Q2 2020	Q1 2020
HTS Description: Tomatoes, fresh or chilled, entered from Nov. 15 thru the last day of Feb. of the following year								
0702.00.60		52.83	189,123,803	547,126,900	358,003,097	25,035		556,312,000
HTS Description: Tomatoes, fresh or chilled, entered during July 15 to Aug. 31 in any year								
0702.00.40		0.00	0			330,775,836		
HTS Description: Tomatoes, fresh or chilled, entered during Mar. 1 to July 14, or the period Sept. 1 to Nov. 14 in any year								
0702.00.20		-26.20	-82,425,411	232,152,791	314,578,202	293,608,369	682,407,839	270,179,465

## Search by Country

1. Type the country by name or select it from the drop-down menu then press Search.

Country

Ch

Search

Chad

Chile

China

Christmas Island

Q4 2020

Valid Between

15,665,803,2



## TAA PETITION FORM



EMPLOYMENT AND TRAINING ADMINISTRATION  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022

## Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

### INSTRUCTIONS FOR COMPLETING THE FORM

**Background.** The TAA for Workers program (TAA Program) is authorized under Title II of the Trade Act of 1974, as amended (19 U.S.C. § 2271 et seq.) (the Act). The TAA Program provides workers who have been adversely affected by foreign trade with opportunities to obtain skills, credentials, resources, and support necessary to become reemployed. The TAA Program offers the following benefits and services to eligible workers: employment and case management services, training, out of area job search and relocation allowances, income support through Trade Readjustment Allowances, and the Alternative Trade Adjustment Assistance benefit for workers aged 50 or older who find qualifying reemployment. Filing a petition is the first step in qualifying for TAA Program benefits and services. In response to the filing of a Petition, the Department of Labor (Department) conducts an investigation to determine whether foreign trade contributed importantly to the workers' job separation or threat of job separation. After the investigation, the Department determines worker group eligibility to apply for TAA Program benefits and services. A state workforce agency representative will notify workers in a certified group of the determination, at which time the individual workers may apply for benefits and services at a local American Job Center. For a worker to be eligible for benefits and services, the worker must be part of a worker group that has been certified under a petition filed with the Department. Additional information is available on our website at: [www.dol.gov/agencies/eta/tradeact/](http://www.dol.gov/agencies/eta/tradeact/)

**Filing Instructions.** A petition for certification of eligibility to apply for adjustment assistance for a group of workers must be filed simultaneously with the Secretary of Labor and with the Governor of the State in which such workers' firm is located. Information provided on the petition form will be used for the purposes of determining worker group eligibility, and providing notice to the general public that the petition has been filed and whether the worker group is eligible to apply for TAA Program benefits and services. A valid petition form, including attachments, is treated as a public document.

Amendments to active existing TAA certifications will be investigated based on the information provided by the petitioner(s) on the TAA petition form. If the petitioners would like the Department to consider whether an amendment to an existing certification is appropriate, the petitioners should include in the petition any information they would like considered and can include a statement that they believe that an amendment would be appropriate. Identifying a petition as an amendment request does not preclude or limit a full investigation of the petition.

#### Who May File a Petition?

- A group of two or more workers from the same firm; a union or other duly authorized representative of such workers; the firm(s) of such workers; American Job Center operators or partners, including State workforce officials, employment security agencies, or dislocated worker unit and rapid response team members.

#### How to File a Valid Petition:

- The following information must be completed for a petition to be considered valid: (1) the name and contact information for each petitioner; (2) the name of the firm employing the group of workers; (3) the address of the location(s) where the group of workers who have been totally or partially separated or threatened with separation report to work (for a remote worker, the address of the location to which they report); (4) the name and contact information of an official within the employer firm or an individual authorized to provide information regarding the operation of the workers' firm; (5) the article produced by the workers' firm; (6) the actual or approximate date on which total or partial separations are threatened to occur or did occur; (7) the actual or estimated total number of workers who have been or may be separated; and (8) every petition shall be signed and dated by at least two individuals of the petitioning group, or by an official of a certified or recognized union or other duly authorized representative, or by a representative of one of the organizations listed in the Who May File a Petition section above. Required items are indicated on the Petition Form with an asterisk (\*).

#### How to File a Petition with the U.S. Department of Labor:

There are three methods to file a petition with the Department. Please submit the petition using only one of the methods below; submitting the same petition using multiple methods will not speed the investigation process and may slow the process.

- The most effective way to file a Petition is to complete the Petition form online at [www.dol.gov/agencies/eta/tradeact/](http://www.dol.gov/agencies/eta/tradeact/).  
**FILING ONLINE IS STRONGLY ENCOURAGED; OR**
- Fax the completed Petition form to (202) 693-3584, (202) 693-3585, (202) 693-3986; **OR**
- Mail the completed Petition form to:  
U.S. Department of Labor  
Office of Trade Adjustment Assistance  
200 Constitution Ave N.W., Room N-5428

Page 1 of 5

For more information, visit our website at [www.dol.gov/agencies/eta/tradeact/](http://www.dol.gov/agencies/eta/tradeact/)

ETA-9042  
Revision Date: 7/2021



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022

**Petition for Trade Adjustment Assistance (TAA) for Workers and  
Alternative Trade Adjustment Assistance (ATAA)**

Washington, D.C. 20210

**To File with the State TAA Coordinator or the State Dislocated Worker Unit or State Workforce Agency (SWA):**

- Use the contact information below to find the appropriate SWA filing address. If this Petition includes worker separations in different states, copies of this completed Petition Form must be filed with each state with worker separations.

**Toll-Free Helpline:** 1-877-US2-JOBS (TTY) 1-877-889-5627  
**Internet:** <https://www.dol.gov/agencies/eta/tradeact/contact/states>, OR  
<https://www.careeronestop.org/>

**For Filing Assistance:**

- A worker may contact their local American Job Center or their State Dislocated Worker Unit or State Workforce Agency for assistance in preparing a Petition or to request submission of a petition on the workers' behalf. The contact information can be obtained using the telephone numbers or internet addresses provided above. For any questions about filing a Petition, a petitioner may also contact the Office of Trade Adjustment Assistance hotline number at (888) 365-6822.

**To Check on Filing Status:**

- To check the status of your petition, please visit: [www.dol.gov/agencies/eta/tradeact/](http://www.dol.gov/agencies/eta/tradeact/)

**Public Burden Statement.** Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is required to obtain or maintain benefits (19 U.S.C. 2271). Public reporting burden for this collection is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and a potential review by a state official. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden of this collection, to the U.S. Department of Labor at the address provided above (Paperwork Reduction Project 1205-0342).



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022

**Petition for Trade Adjustment Assistance (TAA) for Workers and  
Alternative Trade Adjustment Assistance (ATAA)**

**Section 1. Petitioner Information**

Please provide petitioner information below. A company, state workforce, American Job Center, union or duly authorized official will generally complete all information in column 1 (Note: a union official completing this petition form should provide the name of the union.) Otherwise, two workers from the same firm completing this Petition Form must fill in both columns 2 and 3 (with the headings for Petitioning Worker 1 and 2).

	Authorized Petitioner	Petitioning Worker 1	Petitioning Worker 2
a) Name*			
b) Title			
c) Street Address*			
City*			
State, Zip Code*			
d) Phone – Main*			
e) Phone – Alternate			
f) E-Mail			
g) Petitioner Type:	<input type="checkbox"/> Company Official <input type="checkbox"/> American Job Center <input type="checkbox"/> Other Duly Authorized Representative	<input type="checkbox"/> Two Workers <input type="checkbox"/> Union Official Union Name:	<input type="checkbox"/> State Workforce Office

**Section 2. Attestation of Information**

The information you provide on this petition form will be used for the purposes of determining worker group eligibility and providing notice to petitioners, workers, and the general public that the petition has been filed and subsequently whether the worker group is determined to be eligible to apply for TAA benefits and services. Knowingly making a false statement of a material fact knowing it to be false or knowingly failing to disclose a material fact on this form is a Federal offense (19 U.S.C. § 2316). For the petition to be valid, the petitioner(s) listed in Section 1 – Petitioner Information must sign and date below, attesting to the fact that they are authorized to file a petition.

	Authorized Petitioner	Petitioning Worker 1	Petitioning Worker 2
a) Signature*			
b) Name (Print)*			
c) Date of Petition*			



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
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**Petition for Trade Adjustment Assistance (TAA) for Workers and  
Alternative Trade Adjustment Assistance (ATAA)**

**Section 3. Firm Employing the Group of Workers**

Please provide information on the firm employing the group of workers on whose behalf the petition is being filed. Complete items (a) – (e) regarding the employing firm.

Employer Firm

- a) Name of Employer Firm\* \_\_\_\_\_
- b) U.S. Headquarters Street Address\* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- City\* \_\_\_\_\_
- State\*, Zip Code\* \_\_\_\_\_
- c) Phone \_\_\_\_\_
- d) Website \_\_\_\_\_
- e) Describe the article produced or service supplied by this firm\* \_\_\_\_\_  
 \_\_\_\_\_

**Section 4. Group of Workers**

Please provide information on the location where the group of workers (who are filing the petition or on whose behalf the petition is being filed) report to work or physically work. Workers may apply only on behalf of workers at the same location at which both petitioning workers' are employed. A company official may apply on behalf of workers at any location at which the company employs a group of workers. A union may apply only on behalf of workers at a location where the union represents bargaining unit workers. A duly authorized representative may apply only on behalf of the workers at the same location at which the worker(s) who the petitioner represents are employed.

If you choose to file on behalf of a group of workers at more than one location, please attach additional sheets as necessary.

- a) Name of Firm\* \_\_\_\_\_
- b) Street Address\* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- City\* \_\_\_\_\_
- State\*, Zip Code\* \_\_\_\_\_
- c) Phone\* \_\_\_\_\_
- d) How many workers have been or may be separated?\* \_\_\_\_\_
- e) When did worker separations occur or when are separations threatened to occur? (Estimated date may be listed if exact date is not known.)\* \_\_\_\_\_
- f) Work activities of the group of workers on whose behalf the petition is filed.\* \_\_\_\_\_
- g) Indicate if and when the location has closed or will be closing. \_\_\_\_\_  
 \_\_\_\_\_





**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342  
Expiration Date: 09/30/2022

**Petition for Trade Adjustment Assistance (TAA) for Workers and  
Alternative Trade Adjustment Assistance (ATAA)**

**Section 5. Trade Effects of Separations\***

1. To the best of your knowledge, please summarize below the reasons why you believe that foreign trade contributed importantly to worker separations that have occurred, may occur, or are threatened to occur at the workers' firm (identified within Sec. 4a and 4b) as articulated under Sec. 222 of the Act or summarize the reasons you are requesting to amend an existing and active certification. (Examples: Articles have been/is being shifted to a foreign country; acquisition of articles from a foreign country; firm and/or customer imports of articles from a foreign country; loss of business with a firm that employed a worker group now determined to be eligible to apply for TAA.)

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2. If you possess any additional information or documents that you believe may assist in the determination of whether the group of workers is eligible for TAA benefits, submit that information as an attachment to the Petition Form. Check the box below if you have attached any additional information or supporting documents.



I have attached

(# of pages) of additional information or supporting documents.

**Section 6. Company Contact Information**

Provide contact information for one or more company officials, one of whom should be a supervisor of the group of workers or someone authorized to provide information regarding the group of workers' firm. (Example: Legal counsel, bankruptcy trustee, etc.). Either separately or together, these officials should be familiar with the operations of the group of workers' firm.

	Official 1	Official 2
a) Name of Official*	<hr/>	<hr/>
b) Title of Official*	<hr/>	<hr/>
c) Official's Firm Name	<hr/>	<hr/>
d) Address*	<hr/>	<hr/>
e) Phone – Main*	<hr/>	<hr/>
f) Phone – Alternate	<hr/>	<hr/>
g) Fax	<hr/>	<hr/>
h) E-mail	<hr/>	<hr/>

## SECTION 5 PETITION STATEMENTS

### Section 5 Statements for Article Petitions

The following examples have been taken from certified petitions which used import data to show trade effects on separated workers. Petition numbers have been included for reference to look up the entire petition on the DOL website: [https://www.doleta.gov/tradeact/petitioners/taa\\_search\\_form.cfm](https://www.doleta.gov/tradeact/petitioners/taa_search_form.cfm)

TAA Petition Number	State	Trade Effects	Certified Petition Criteria Met
96600	VA	Kinyo is consolidating the locations of NYC/Kinyo and Kinyo to the Virginia Beach location due to an increase in imports over the past 18 months.	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
96671	OR	Increased imports directly competing with high pressure industrial pipe fitting produced at the firm, affecting workers, sales, and production.	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
96650	OR	PCT provides complex titanium case products for aerospace and is a downstream supplier for Boeing, cert 95914B, citing the issue of the production of aircraft parts and engineering in foreign countries. Import parts for aircraft have directly affected operations.	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
96696	MI	Mahle Ber located out of Strattford Germany purchased Kehin's HVAC business. Mahle Ber already produces like or similar products which were produced at Keihin's Capac facility, these products are being imported from China and Germany. The purchasing of Keihan's HVAC business in conjunction with similar products produced outside of/and imported to the United States by Mahle Bar contributed directly to the closure of the Keihin Capac facility.	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
96080	MI	The world's largest solar market, China, placed tariffs on imports of polysilicon that reached upwards of fifty-seven percent causing a sharp decrease in Hemlock Semiconductor's exports, directly leading to workforce reductions within the company	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
95805	CO	The plant is closing in March 2021 to move production of boxed chocolates to other plants in Texas and Kansas. The reason that this plant is closing and production is moving is due a decrease on profits due to imported chocolate from Europe and Ferrero Roche, which recently started manufacturing boxed chocolates in Italy which are direct competition for Russell Stover.	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly

TAA Petition Number	State	Trade Effects	Certified Petition Criteria Met
95277	VA	Reduction in orders placed for US made product due to increased imports from China to the US of Mattresses and Mattress Components.	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
96072	CT	Company sales and/or production has declined and increased imports have contributed to the decision to close the Norwich, CT, plant	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
95380	IN	Increased foreign imports of same and similar enamelware (Graniteware) from Cinsa in Mexico and increased imports of stainless steel kitchenware from India has made the company no longer economically viable in the market.	Employment, Decreased Sales or Production, Increased Imports, and Contributed Importantly
96507	VA	Workers at Howmet producing turbojets, turbo propellers and gas turbines have been impacted by imports of like or similar products. According to workers, they also produce products for Boeing (petition number 95,935FF.txt ) and Rolls Royce (96037.pdf)	Employment, Shift/Acquisition, and Contributed Importantly
95839	TX	The current economic downturn, fluctuation in production, and changes in the supply of oil in the world market are causing a change in the oil pricing, decreasing production, and cancelation of oil products. This is impacting the US oil industry and economy. The company is claiming the economic downturn and increase in imports are reducing the price of oil at a significant rate, which has led to staff reductions.	Employment, Shift/Acquisition, and Contributed Importantly
95996	NY	Products are imported from Asia (China, Hong Kong & Taiwan). Fabric and design have also been moved overseas in an effort for the company to be more competitive with their foreign competition.	Employment, Shift/Acquisition, and Contributed Importantly
96024	VA	The permanent loss of employment and plant closure is related to the increase in imports of like or similar cast steel abrasive product as produced at the facility and a shift in production to Canada.	Employment, Shift/Acquisition, and Contributed Importantly
96073	TX	The workers claim the current market conditions and high import levels of steel is impacting the company's production and therefore they are experiencing layoffs	Employment; Shift/Acquisition; and Contributed Importantly

## NAVIGATOR CHECKLIST

### Trade Adjustment Assistance Navigator Checklist

Use this Navigator Checklist as a guide to file a quality petition for Trade Adjustment Assistance (TAA). The TAA Manual follows the same steps as this checklist so you can reference the corresponding sections for explanations and resources to accomplish each task.

*Disclaimer: For petitions filed on or after July 1, 2021, certification criteria has changed. Service sector petitions and ITC Determinations are no longer direct paths to certification. Please review <https://www.dol.gov/agencies/eta/tradeact> for more information.*

Steps to File a Quality Petition	
<input type="checkbox"/>	Gather information from leads and referrals: Speak with local workforce partners and gather data from local resources.
<input type="checkbox"/>	Research for trade impact: Use previous petition data, WARNs, and online resources.
<input type="checkbox"/>	Speak with Workers to gather information on the company, worker group, and trade impact (Refer to questions on page 7 the in manual).
<input type="checkbox"/>	Contact company official(s); Remember that you will need two company contacts for the petition.
<input type="checkbox"/>	Research evidence of trade impact specific to the article/service provided by the worker group. For an article petition, look at import data specific to the NAICS or HTS code of the article produced.
<b>All of the information that you have obtained will now be used to complete each section of the TAA Petition (Online petition filing is preferred). To complete the form:</b>	
<input type="checkbox"/>	Petitioner needs to complete their demographic information and sign.
<input type="checkbox"/>	Provide the information for the corporate headquarters of the firm employing the trade affected workers.
<input type="checkbox"/>	Provide information about the worker group: Layoff date, number of workers, location, and title/division.
<input type="checkbox"/>	Provide a statement on the trade effects of separations: <u>For an article or service petition</u> , write a thorough statement utilizing the information you have obtained through your research. <u>For an ITC petition</u> , include the ITC investigation number, description of items causing import injury and the date is published in the <i>Federal Register</i> .
<input type="checkbox"/>	Attach additional documents to support your research.
<input type="checkbox"/>	Provide complete contact information for two company officials with at least one official who is familiar with the operations of the company/firm.
<input type="checkbox"/>	Submit TAA Petition (online preferred or by email) and save confirmation email.
<input type="checkbox"/>	Reply to the DOL Investigator once they reach out to you regarding your petition.
<input type="checkbox"/>	Send the investigator any additional pertinent information or documents, even after you have submitted the petition.

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