

## **MSCI Metals Activity Report Survey**

### **Participation Requirements and Data Submission Policy**

Can you provide data no later than 12:00 PM Central Standard Time of the 8th business day each month?

MSCI member companies submitting data to the Metals Activity Report data program are part of an industry-wide effort to publish timely, accurate and economically significant information to the metals industry and other interested parties, including the Federal Reserve Board. Becoming a survey participant is a decision that should not be taken lightly. Participating in the monthly Metals Activity Report survey brings additional information to your company along with significant responsibilities. MSCI wishes to publish industry data that is best in class so participation requires a significant commitment from your company in terms of data accuracy, consistency and timeliness.

1. **New Participants:** Requests to participate in the survey process are handled on a first in, first out basis. New companies are added semi-annually in January and July and should complete and submit their shipments, inventory, and on order history no later than the 8th working day of December or June. For companies wanting to join in 2016 you must submit shipments and inventory data starting with January 2013 and ending with the current month. If companies cannot submit all of history for “on order data” you are asked to submit as much as possible. New companies are added to the reports only after submitting their history in a timely fashion and then only after the appropriate statistical analysis has been completed by McCoy, Scott and Company so that the Metals Activity Report maintains a high level of data integrity.
2. **Accurate company data input,** submitted on the appropriate input documents, is due by 12:00 PM Central Standard Time of the 8th business day of each month. Failure to submit data beyond the due date may result in the company being excluded from that month’s reports. This means the company will not receive individual company reports for the month for which their data is late. If a company is late for 3 consecutive months they will be asked to leave the program.
2. **Completed surveys** must be accurate, submitted on a timely basis and follow the data submission policies published by MSCI and McCoy, Scott and Company. Failure to submit data to the program in this manner can cause errors in industry reporting, late distribution of reports and increase the cost of the MSCI data program.
3. **Data** must be submitted on the input spreadsheet from McCoy Scott & Company. The workbook output is encrypted and fully automated in order to ensure accuracy in data capture. If the proper input documents and procedures are not used, the Metals Activity Reports may be delayed and MSCI incurs additional costs.

4. One individual must be designated as having overall responsibility for data submission each month. In the event that the primary data contact may be unavailable, companies must also have at least one additional person who is trained in data collection, verification and familiar with submission procedures for the company's data. Companies who do not report their data consistently each month risk being removed from the survey.

6. To maintain consistency in the sample, companies must notify McCoy, Scott and Company should the company purchase another service center whose data will then appear in their monthly input. Divesting of a company or piece of business that affects a company's monthly data must also be reported to McCoy, Scott and Company.

Assuming the above conditions have been met, companies submitting data by December 8th will receive their first company reports in February containing January data. Companies submitting data in June will receive their first company reports in August for July data. All Metals Activity Report survey data is collected by McCoy Scott & Company, an economics consulting and strategic planning firm based in Lisle, Illinois. Each company's survey responses will be kept in the strictest confidence. At no time will individual company data be revealed to anyone outside the reporting company. Only aggregate industry data is published on the monthly Metals Activity Reports.

### **Metals Activity Report General Definitions**

Total shipments: total distributor shipments in tons\*, including tons shipped due to toll processing, customer processing or brokerage activity during the reporting month. Shipment data must not include shipments to other metals distributors. ONLY shipments to non-distributors should be included.

Owned Shipments: distributor shipments in tons\* from owned inventories.

Total Inventory: total tons of owned inventory in country as of the last day of the reporting month.

On Order: total tons a distributor has on order from suppliers (producers or mills) as of the last reporting day of the month.

Reporting Period: The Metals Activity report program assumes that companies report their shipments on a calendar month basis. If that is not the case the company needs to inform MSCI and McCoy Scott & Company.

\*Note: for M.A.R. reporting tons are expressed in Net or English tons, not metric tons.

Product Category Definitions			
PRODUCT NAME	PRODUCT CODE	DESCRIPTION	SPECIFICATIONS
Cold Finished Carbon & Alloy Bars	CBCR	Cold finished bars produced to referenced specifications and grades. A bar that has been drawn, turned, turned and polished or ground and polished; Cold-Finished, Cold-Drawn, Stress-Relieved Carbon Steel Bars Subject to Mechanical Property Requirements.	ASTM A-108 and or ASTM A-311, grades AISI 10XX, 11XX and 12XX.
Hot Rolled SBQ Bars	CBSB	Special quality carbon and alloy steel bars produced to referenced specifications and grades and are special quality due to more stringent end-use requirements. These bars have minimal surface imperfections and controlled chemistry.	ASTM A-576 or ASTM A-675. SBQ bars, grades AISI 10XX, 11XX, 12XX and 15XX.
Hot Rolled Carbon Bars	CBHR	Low carbon general purpose carbon and alloy steel bars that offer excellent formability and weld-ability. These bars are produced to referenced specifications and grades. These bars are used in structural and miscellaneous actions: Carbon Structural Steel, High-Strength Carbon-Manganese Steel of Structural Quality, Merchant Quality, M-Grades, High-Strength Low-Alloy Columbium-Vanadium Structural Steel Bars.	ASTM A-36, A-529, A-575, A-663 or A-572
Hot Rolled Alloy Bars	CBAL	Hot rolled alloy steel bars produced to referenced specifications and grades. These bars provide good surface hardness and can be heat treated for better machine-ability. Includes alloy steel bolting materials for high-temperature applications, standard grade alloy steel bars, hot-wrought alloy steel bars, quenched and tempered alloy steel bars.	ASTM A-193 Grade B7, A-322, A-370 and A-434 Class BB through BD. Grades AISI 41XX, 43XX, 51XX and 86XX.
<b>Carbon Steel Bars</b>	<b>CB</b>	<b>Sub-Total</b>	
Hot Rolled Sheet, SMP, & Coil	CFHR	Flat hot rolled products with widths 74 inches or less and thickness less than 0.505 inches.	

Cold Rolled Sheet & Coil	CFCR	Cold rolled flat products with widths of 24 inches (600 mm) or more and thickness of 0.0142 inches (0.361 mm) or more. Cold rolled strip of thickness less than 0.187 inches (4.75 mm) and width over 1/2 inches but less than 24 inches (600 mm).	
Coated Sheet & Coil	CFSC	Galvanized sheet and strip and all other metallic coated hot rolled sheets and strip.	
<b>Carbon Steel Flat Rolled</b>	<b>CF</b>	<b>Sub-Total</b>	
Carbon Plate	CP	Discrete and Cut-To-Length Plate from Wide Coils. Discrete mill plate 8 inches and wider of thickness 0.187 inches (4.75 mm) or greater, and wide coiled strip mill plate greater than 74 inches in width. Includes circles, flame cut plates, floor plates, sketch plates, universal plates, strip mill plates. Hot rolled coils of thicknesses < .505 in widths up to 74" are typically produced on similar hot strip mill equipment. While traditional carbon nomenclature allows for a "strip mill plate" designation, it is more accurate to reserve plate category reporting to wide (>74") coiled strip mill plate based on the production equipment and the further processing of wide coils creating cut-to-length plate.	
Wide Flange Beams	CSWF	Carbon structural H Shapes only of size 80 millimeters (3.2 inches) and up.	
Other Structural	CSAO	Carbon structural angles, beams or channels of any shape other than H shapes, and that are of size 80 millimeters (3.2 inches) and greater.	
<b>Carbon Steel Structural</b>	<b>CS</b>	<b>Sub-Total</b>	

Drawn Over Mandrel (D.O.M.)	CTDM	Carbon and alloy tube of referenced quality. Cold-Drawn butt weld carbon steel mechanical tubing; Electric-Resistance-Welded Carbon and Alloy Steel Mechanical Tubing	ASTM A-512 & ASTM A-513, Type 5 and Type 6 (All Sizes); A512-96(2005); A513-00
Structural Tubing	CTST	Carbon and alloy structural tube of referenced quality and type. All sizes - rounds and shapes; ROPS (Rollover Protection Steel); cold-formed welded and seamless carbon steel structural tubing in rounds and shapes; hot-formed welded and seamless carbon steel structural tubing.	ASTM A-500; A-501; CSA G40.21-50W; ROPS, A500-01a; A501-01
Pressure Tubing	CTPT	Carbon and alloy pressure pipe and tubing of referenced quality. Seamless carbon steel pipe for high-temperature service; steel line pipe, Black, Plain End, Laser Beam Welded; Seamless Cold-Drawn Low-Carbon Steel Heat-Exchanger and Condenser Tubes; Seamless and Welded Steel Pipe for Low-Temperature Service; Seamless Ferritic Alloy-Steel Pipe for High-Temperature Service.	ASTM A-106 (1-1/2 inch Nom. and smaller); ASTM A-179, ASTM A-214, J-524, J-525; ASTM A-333, ASTM A-335; A106-02a; A1006/A1006M-00; A179/A179M-90a (2001); A333/A333M-99 A335/A335M-02.
Standard Pipe	CTSP	Carbon and alloy pipe of referenced quality. Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless; Pipe, Steel, Electric-Fusion (Arc)-Welded (Sizes NPS 16 and Over.)	ASTM A53 (All sizes); ASTM A106 (2 inch Nom. & larger); ASTM A134, ASTM A-135, ASTM A-211; A53/A53M-02; A134-96(2001) (Sizes NPS 16 and Over)
Other Welded	CTOW	Carbon and alloy pipe of referenced quality. Electric-Resistance-Welded Carbon and Alloy Steel Mechanical Tubing.	ASTM A-513 Type 1 & 2 (All sizes, rounds and shapes); A513-00
Seamless Mechanical	CTSM	Carbon and alloy pipe and tube of referenced quality, seamless carbon and alloy steel mechanical tubing.	ASTM A-519 (all sizes); A519
<b>Carbon Steel Pipe &amp; Tube</b>	<b>CT</b>	<b>Sub-Total</b>	
<b>Carbon Steel</b>	<b>C</b>	<b>Metal Sub-Total</b>	

Stainless Sheet, Coil & Strip	SF	Cold rolled stainless coil and sheet under 3/16 inches in thickness.	
Stainless Rod, Bar, Shapes	SB	All long stainless products with the exception of pipe and tube (rounds, squares, hexes, extrusions, angle.)	
Stainless Plate	SP	All stainless plate mill plate, discrete plate, and coil mill plate with dimensions 3/16 and over in thickness.	
Stainless Pipe & Tube	ST	All seamless and welded stainless pipe & tube; all sizes of seamless and welded austenitic stainless steel pipes; seamless austenitic steel pipe for high-temperature central-station service; seamless and welded austenitic stainless steel tubing for general service use. Seamless ferritic and austenitic alloy-steel boiler, super-heater, and heat-exchanger tubes. Electric-fusion-welded austenitic chromium-nickel alloy steel pipe for high-temperature service. All sizes of welded ornamental/structural grade pipe & tubing; welded austenitic steel boiler, super-heater, heat-exchanger, and condenser tubes; and welded stainless steel mechanical tubing.	
<b>Stainless Steel</b>	<b>S</b>	<b>Metal Sub-Total</b>	
Heat Treated Aluminum Sheet	AFHT	Heat treated hot rolled or cold rolled aluminum sheet in any width from 0.006 to 0.249 inches in thickness in the referenced categories.	Category series 2XXX, 6XXX and 7XXX
Non-Heat Treated Aluminum Sheet	AFOT	Non-heat treated hot rolled or cold rolled aluminum sheet in any width from 0.006 to 0.249 inches in thickness in the referenced bare or painted categories.	Bare Series 1XXX, 3XXX and 5XXX; painted or anodized Series 1XXX, 3XXX and 5XXX

<b>Aluminum Sheet &amp; Coil</b>	<b>AF</b>	<b>Sub-Total</b>	
Aluminum Plate	AP	Hot rolled, cold rolled, or cast aluminum plate in any width that is 0.250 inches and above in thickness in the referenced heat treated and non-heat treated categories:	Heat Treated Series 2XXX, 6XXX and 7XXX; Non-Heat Treated Series 1XXX, 3XXX and 5XXX; Cast.
Aluminum Rod, Bar, Wire	AB	Round, hex, rectangular, and square aluminum rod, bar and wire. Other shapes should be reported in extruded shapes category. Extruded plate should be reported as bar.	
Aluminum Pipe & Tubing	AT	Hollow aluminum bar, square and rectangular aluminum tubing.	
Aluminum Extruded Shapes	AS	Rolled or Structural aluminum shapes not reported as round, hex, rectangular or square rod bar or wire. Shapes are the result of heated aluminum billets that have been through an extrusion press.	
<b>Aluminum</b>	<b>A</b>	<b>Metal Sub-Total</b>	

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Hot Rolled SBQ Bars	CBSB	Special quality carbon and alloy steel bars produced to referenced specifications and grades and are special quality due to more stringent end-use requirements. These bars have minimal surface imperfections and controlled chemistry.	ASTM A-576 or ASTM A-576-15XX.

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Hot Rolled Alloy Bars	CBAL	Hot rolled alloy steel bars produced to referenced specifications and grades. These bars provide good surface hardness and can be heat treated for better machine-ability. Includes alloy steel bolting materials for high-temperature applications, standard grade alloy steel bars, hot-wrought alloy steel bars, quenched and tempered alloy steel bars.	ASTM A-193 Grade B7, Grades AISI 41XX, 43XX
<b>Carbon Steel Bars</b>	<b>CB</b>	<b>Sub-Total</b>	
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Structural Tubing	CTST	Carbon and alloy structural tube of referenced quality and type. All sizes - rounds and shapes; ROPS (Rollover Protection Steel); cold-formed welded and seamless carbon steel structural tubing in rounds and shapes; hot-formed welded and seamless carbon steel structural tubing.	ASTM A-500; A-501; CS
Pressure Tubing	CTPT	Carbon and alloy pressure pipe and tubing of referenced quality. Seamless carbon steel pipe for high-temperature service; steel line pipe, Black, Plain End, Laser Beam Welded; Seamless Cold-Drawn Low-Carbon Steel Heat-Exchanger and Condenser Tubes; Seamless and Welded Steel Pipe for Low-Temperature Service; Seamless Ferritic Alloy-Steel Pipe for High-Temperature Service.	ASTM A-106 (1-1/2 inch and Over); A-133; A-524, J-525; ASTM A-333; A179/A179M-90a (200
Standard Pipe	CTSP	Carbon and alloy pipe of referenced quality. Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless; Pipe, Steel, Electric-Fusion (Arc)-Welded (Sizes NPS 16 and Over.)	ASTM A53 (All sizes); A-133; ASTM A-135, ASTM A-200 and Over)
Other Welded	CTOW	Carbon and alloy pipe of referenced quality. Electric-Resistance-Welded Carbon and Alloy Steel Mechanical Tubing.	ASTM A-513 Type 1 & 2
Seamless Mechanical	CTSM	Carbon and alloy pipe and tube of referenced quality, seamless carbon and alloy steel mechanical tubing.	ASTM A-519 (all sizes);
<b>Carbon Steel Pipe &amp; Tube</b>	<b>CT</b>	<b>Sub-Total</b>	
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<b>Stainless Steel</b>	<b>S</b>	<b>Metal Sub-Total</b>	
Heat Treated Aluminum Sheet	AFHT	Heat treated hot rolled or cold rolled aluminum sheet in any width from 0.006 to 0.249 inches in thickness in the referenced categories.	Category series 2XXX, 6
Non-Heat Treated Aluminum Sheet	AFOT	Non-heat treated hot rolled or cold rolled aluminum sheet in any width from 0.006 to 0.249 inches in thickness in the referenced bare or painted categories.	Bare Series 1XXX, 3XXX and 5XXX
<b>Aluminum Sheet &amp; Coil</b>	<b>AF</b>	<b>Sub-Total</b>	
Aluminum Plate	AP	Hot rolled, cold rolled, or cast aluminum plate in any width that is 0.250 inches and above in thickness in the referenced heat treated and non-heat treated categories:	Heat Treated Series 2X 3XXX and 5XXX; Cast.
Aluminum Rod, Bar, Wire	AB	Round, hex, rectangular, and square aluminum rod, bar and wire. Other shapes should be reported in extruded shapes category. Extruded plate should be reported as bar.	
Aluminum Pipe & Tubing	AT	Hollow aluminum bar, square and rectangular aluminum tubing.	

Aluminum Extruded Shapes	AS	Rolled or Structural aluminum shapes not reported as round, hex, rectangular or square rod bar or wire. Shapes are the result of heated aluminum billets that have been through an extrusion press.	
<b>Aluminum</b>	<b>A</b>	<b>Metal Sub-Total</b>	