

APPENDIX P
CODING PROCEDURES

P-1. General Coding Procedures.

a. In general the encoding procedure requires a detailed knowledge of the ports and waterways of the U.S., both coastal and inland, including controlling depths of the statistical stretches of each waterway. Skill is required to classify commodities and apply conversion factors on unit weight provided by vessel operators.

b. The alphabetic information on the VORs is assigned code numbers: vessel, type, port, dock, commodity, district, elements drafts, operator, service, and alternates. The numeric dates, and net tons are not coded unless figures need to be rounded off.

c. Beginning with calendar year 1990 each data record is assigned a unique identification number (ID). The ID consists of several items of information which enables one to determine the date the VOR line item was coded, who coded the data line, and a sequence number that relates to the original source document.

e.g. ID = 01 - Jan - 92 C JLD 001001

01 - Jan - 92: This is the date the line was coded
in ORACLE format

C: Identifies the source of the coding

C = contractor

W = WCSC

0 = Ohio River Division

F = Foreign (Census)

A = Automated Report

X = Other Sources

JLD: Coded by Jane Lucille Doe

001001: Sequence number that relates to original
source document

d. The data are entered into a data base for edit, review, analysis, and further processing.

P-2. Codes.

a. Corps of Engineers District Codes. Each Corps district is assigned a WCSC code which is used in the processing of VORS. The statistics are compiled by Corps project and port areas and sequenced within the publications by Corps districts. The district code is also part of the unique operator code assigned by WCSC based upon the domicile of the vessel operating company.

These codes are defined below:

01	New England	21	Pittsburgh	35	Kansas City
03	New York	22	Buffalo	36	Seattle

05	Jacksonville <u>1</u> /	23	Detroit	37	Portland
07	Philadelphia	24	Duluth	38	Alaska
08	San Juan	26	Chicago	39	San Francisco
09	Baltimore	27	St. Paul	40	Sacramento
11	Norfolk	28	Rock Island	41	Los Angeles
12	Wilmington	29	St. Louis	42	Pac Ocean Div
13	Charleston	30	Memphis	43	Omaha
14	Savannah	31	Vicksburg	44	Walla Walla
15	Jacksonville <u>2</u> /	32	New Orleans	45	Tulsa
16	Mobile	33	Galveston		
17	Nashville	34	Little Rock		
18	Louisville				
20	Huntington				

1/Atlantic Region
2/Mississippi Valley Gulf Coast Region

b. Location and Dock Codes.

(1) In order to encode the narrative information presented on ENG Form 3925, 3925B or, an authorized automated equivalent, the WCSC has devised location and dock codes to represent locations and facilities where commodities are handled. The location code is a five digit code. The first two digits indicate major geographic areas of the United States. The remaining three digits indicate a serial number for a given location, waterway, or mile station.

e.g. 00001-14999 defines the Atlantic Region
15000-67999 defines the Mississippi Valley-Gulf Coast Region (MV-GC)
70000-79999 defines the Great Lakes Region
80000-99999 defines the Pacific Region

(2) The dock code consists of three digits, and designates the dock, wharf, or pier within the location.

c. Port/Waterway Codes.

The WCSC assigns a unique four digit code to each port or waterway for which statistics are compiled. The port/waterway (P/W) code may represent a single location code or a group of location codes which define a port area or a waterway. The P/W codes are assigned such that the first character of the code will identify the region of the country where said port or waterway is located.

e.g., OXXX, 1XXX and 5XXX indicate the Atlantic Region
2XXX and 6XXX indicate the Mississippi Valley-Gulf Coast Region
3XXX and 7XXX indicate the Great Lakes Region
4XXX and 8XXX indicate the Pacific Region

d. Commodity Codes.

(1) The commodity classification system used in the waterborne commerce statistics program is taken from the Standard Industrial Trade Classification (SITC), Revision 3, which conforms to the Harmonized Commodity Description and Coding System (HS). Using SITC, Rev. 3, allows direct comparisons with U.S. imports and exports as well as with commodity movements of other countries.

(2) Statistics for the commodity "Salt" code 27830 at ports and on waterways in the Great Lakes System, Mississippi River System, and Gulf Coast Harbors and Waterways tend to reveal the operations of individual shippers. Accordingly, statistics on salt will not be published in Parts 2 and 3 of Waterborne Commerce of the United States and for the domestic traffic in Part 5 of that publication. The tonnages of salt will be combined with the tonnage of Non-Metallic Minerals NEC, commodity code 4900.

P-3. Administrative Forms.

a. The Commercial Statistics Transfer Sheet, ENG Form 3925, used to facilitate data entry operations and is prepared from the vessel operation report using the codes assigned to the various elements.

(1) Vessel Code Index Card, ENG Form 3927.

(a) A vessel code index card or an authorized automated equivalent must be kept for every vessel for which reports are collected, with the exception of fishing craft and small (under 5 NRT) boom boats used in local logging operations.

(b) The vessel code index card (ENG Form 3927) carries a complete description of the vessel, the vessel code, the operator's name and code, etc. It also provides spaces to show the last location of the vessel on which reports have been received; the latter spaces are used for reporting control of coastwise and lakewise vessels.

(2) The Commercial Statistics Transfer Sheet, ENG Form 3929. This form is used to facilitate data entry operations and is prepared from the vessel operation report using the codes assigned to the various elements.