



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

# **IA ACCESS**

Handbook on Electronic Filing Procedures  
Import Administration  
International Trade Administration  
U.S. Department of Commerce

Version 2.1

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## 1. Record of Changes

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.0	06/02/2011	Release 1 Handbook
1.1	10/27/2011	<p>Added guidance for documents on CD</p> <p>Added more acceptable data and video file formats</p> <p>Changes in “Document Acceptance”</p> <p><i>Note: See Table of Contents for current section numbers and page locations.</i></p>
2.0	6/14/2012	<p>Inserted guidance on filing classified information.</p> <p>Clarification in “Bracketing Not Final or One Day Lag Rule Documents” to note that documents submitted on second day must be submitted in their entirety.</p> <p>Added IA websites to “Deadline for Electronic Document Filing”.</p> <p>Added yellow separator sheet preference to “Bulky Document Submissions” and “Definitions”.</p> <p>Modified “Allowable Document Types” to clarify that .xlsx is not an allowable document format.</p> <p>Stylistic and grammatical changes throughout.</p> <p>Clarified filing requirements in event of “Technical Failure”.</p> <p>Updated link for parties to download IA ACCESS Technical Failure Manual Submission Cover Sheet.</p> <p><i>Note: See Table of Contents for current section numbers and page locations.</i></p>
2.1	11/08/2012	<p>Inserted language in Section O. and P. to further clarify e-filer responsibility to produce a copy of the on-screen electronic confirmation or email receipt as evidence of a successful filing.</p>

## 2. **Introduction**

This Handbook provides instructions for persons who wish to file documents electronically with the United States Department of Commerce, International Trade Administration, Import Administration, (“the Department”) pursuant to 19 CFR §§ 351.103(c) and 351.303(b) of the Department’s regulations addressing electronic filing.

All official electronic filings made to the Department must be made using its electronic system called “Import Administration AD and CVD Centralized Electronic Service System”, or IA ACCESS. Therefore, no other electronic submissions – such as submissions made by facsimile machine or electronic mail – will be accepted.

In event of a conflict between the Tariff Act of 1930, as amended (“the Act”), the Department’s regulations, and this Handbook, the applicable provisions of the Act and the Department’s regulations shall govern. This Handbook is designed to be read in conjunction with the Department’s regulations, 76 FR 39263 (“Final Rule”) and the IA ACCESS External User Guide. This Handbook does not alter or waive any provisions governing the filing of documents with entities and/or persons other than the Department.

## 3. **Electronic Filing Procedures**

### A. **User Accounts**

Persons wishing to file a document on the official record of an Antidumping Duty (“AD”) or Countervailing Duty (“CVD”) proceeding must become a registered E-File user of IA ACCESS. Persons wishing to file documents with the Department need to register in IA ACCESS only once, regardless of the number of proceedings in which the person may be involved. A single account may be used to file documents in any number of AD or CVD proceedings and may also be used to view or download available documents. For more information about document access, please refer to “5. Access to Documents”. To register as an E-Filer, the user must go to the IA ACCESS website at: <http://iaaccess.trade.gov> and fill out and submit a registration form. The applicant must agree to the Terms of Use of the website. The registration form will require the applicant to identify his/her name, title, work affiliation, password and security questions, which are used to identify the registrant and to assist in identifying the registrant for password recovery. Applicants must select their applicable association in the “Firm/Organization Name” drop down field. If the proper affiliation is not listed, select “Others” from the list and enter the Firm or

Organization name in the field below it. The designated e-mail address must be a functioning official business e-mail address used by the individual responsible for the filing. Once the registration form is completed and submitted, the registration request will be reviewed and processed. Notice of approval or denial of a registration will be sent to the designated e-mail address within 48 business hours.

The user name and firm/organization associated with the registered E-File user will be recorded with the documents filed in IA ACCESS.

Note: registration in IA ACCESS does not satisfy the registered user's obligation under 19 CFR § 351.103(d) to enter an appearance as a representative of an interested party in an AD or CVD proceeding.

Registered E-File users may authorize another person to file a document with the Department using the registered user's account. However, the registered user assumes responsibility for all use of his/her user account. The registered user and all parties who participate in the preparation of, or are signatories to, a submitted document shall retain responsibility for any duties or obligations associated with the document. Registered users must comply with applicable rules governing the protection and disclosure of business proprietary information pursuant to 19 CFR §§ 351.304, 351.305 and 351.306. A document filed using the registered user's IA ACCESS user account will be deemed to be signed by that registered user for the purposes of IA ACCESS. However, this does not satisfy the signature requirements for certifications and administrative protective order ("APO") applications.

Should the E-File user account be compromised, the registered user should change the password immediately and notify the Department of the breach and period of compromise by contacting the IA ACCESS Help Desk. If the registered user has disclosed his or her user account password to an employee of the registered user's organization, such as a paralegal, legal assistant or other employee assisting with filings who subsequently leaves the organization, it is the registered user's responsibility to change the password to the account at the time the employee leaves the firm. Unless there is a perceived breach of confidentiality, the registered user is not required to inform the Department of the departure.

The IA ACCESS Help Desk will periodically monitor the activity of registered user accounts to protect the IA ACCESS system from malicious activity. Should unexpected account activity arise, the Help Desk may deactivate the account and contact the registered user. In the event that a registered user changes his or her organization affiliation, or no longer requires the account, the registered user must

contact the IA ACCESS Help Desk to update or deactivate the account, as appropriate.

Registered users are required to keep the account information up to date. All registered users must update the account information at least once each calendar year. Email reminders will be issued to those users who have not updated account information over the course of a calendar year. Accounts may be deactivated if the email reminders are returned as undeliverable, or if the account is not updated within a 12-month period and reminders are ignored. Should an account be deactivated, a registered user may contact the IA ACCESS Help Desk to reactivate the account.

## **B. Assistance**

The IA ACCESS Help Desk is available to all registered users and the public from Monday through Friday, from 8:30 a.m. to 5:00 p.m., Eastern Time, on business days at (202) 482-3150 or [ia\\_access@trade.gov](mailto:ia_access@trade.gov).

The Help Desk can provide general information about IA ACCESS and assistance to users who are having trouble using the website. The Help Desk can provide information about the status of the IA ACCESS system should technical problems with the website arise. The Help Desk may also assist users with password reset or other technical problems. The Help Desk cannot extend document due dates or provide guidance concerning the content of a document. The Help Desk cannot provide information about the status of an AD/CVD proceeding. All questions relating to an AD/CVD proceeding, including extension requests must be directed to the AD/CVD Office responsible for the proceeding.

## **C. Document Security Classification**

All submitters must adhere to the document classifications outlined in 19 CFR § 351.303(b)(4). Every document must include the proper security classification in the case “cluster” information at the top right hand part of the document. See 19 CFR § 351.303(b)(4) of the regulations for a complete description of the allowable classifications below.

Allowable document classifications:

“Public Document” - All information contained in the document is public and may be viewable by the public.

“Public Version” - A version of a document in which all of the business proprietary information (“BPI”) within brackets has been removed and the

remaining information is viewable by the public. The removed business proprietary information is replaced with a public summary, where applicable.

“Business Proprietary Document – May Be Released Under APO” - This business proprietary document contains single-bracketed BPI for which a party agrees to release under APO. The proprietary information remains within brackets in the document.

“Business Proprietary Document – May Not Be Released Under APO” - This document may contain both single and double-bracketed BPI, but the submitter does not agree to the release of the double-bracketed information under APO. In this document, the information inside the single and double brackets is included.

“Business Proprietary/APO Version – May Be Released Under APO” - This document contains single-bracketed BPI. The submitter must omit the double-bracketed BPI from this version because this version will be released under APO.

Assigning the incorrect security classification to a document containing BPI may result in an APO violation and/or the public disclosure of BPI. There is no process for submitters to independently recall an incorrectly filed document. If you realize that you have uploaded a document under the incorrect security classification, or the document itself is incorrectly labeled, you must contact the IA ACCESS Help Desk immediately for assistance. If the error involves BPI and may result in an APO violation and/or public disclosure of BPI, you must also contact the APO/Dockets Unit.

#### **D. Submitting Business Proprietary and Accompanying Public Version Documents**

IA ACCESS assigns each document a barcode number which is displayed at the top of the electronic confirmation page for electronic submission or top of the cover sheet for manual submissions. IA ACCESS uses the barcode number to link a public version to the corresponding business proprietary document. A registered user filing a public version will be required to input the barcode number of the corresponding business proprietary document at the time of filing the public version. Therefore, submitters must properly file the business proprietary document before submitting the public version of a document.

Similarly, submitters must file the “Business Proprietary Document – May Not Be Released Under APO” document prior to submitting the corresponding public version or version that will be released under APO.

## E. Submitting Classified Information

Although the official record of an antidumping or countervailing duty proceeding may contain classified information in accordance with 19 CFR § 351.104(a) of the regulations, Classified information, or information that has not been specifically declassified, whether obtained from a public website such as Wikileaks or other information sources, shall not be submitted to IA ACCESS under any circumstances. Submitters must bring the information to the attention of the case analyst prior to submission. A waiver must be obtained from the case analyst and the information must be submitted manually.

## F. Document Type

All filers must file documents and data in accordance with 19 CFR § 351.303. IA ACCESS will only accept documents and data files in the formats listed in the attached **Appendix 1**.

For all submissions, a document type must be selected from the drop down menu of the IA ACCESS submission form. In all cases, submitters should consider the primary purpose of the document when selecting the appropriate document type from the dropdown menu. For example, if the document being submitted is part of a questionnaire response, “Response” should be selected as the document type. An exception applies for database submissions. When a database is submitted, the document type “Data” must be selected. If the submission is a database which is being submitted with a cover letter file explaining the circumstances of the database submission, the document and database may be submitted together using the document type “Data.” The document type “Letter” should not be selected because the database is what is being submitted to the Department.

**Special Instructions for Petitions.** It is essential that filers of petitions obtain a user account in IA ACCESS prior to submitting a petition. Petition filers must also contact the APO Unit in advance of the filing to obtain case assignment information.

When filing a petition, filers must select the segment “INV – Investigation” when filling out the IA ACCESS submission form.

Document Type for petition should be “Petition”. The one day lag rule does not apply to a petition. A business proprietary document and public version must be filed on the same day in their final form.

## G. Bracketing Not Final or One Day Lag Rule Documents

A business proprietary document for which bracketing is not final for one business day after date of filing must be filed on the due date. Each page must be labeled “Bracketing of Business Proprietary Information Is Not Final For One Business Day After Date of Filing,” in accordance with 19 CFR § 351.303(d)(2)(v) and the procedures described in the regulations. When completing the submission form in IA ACCESS, submitters must check the box labeled “Bracketing Not Final”. On the next business day, the final document - whether corrected or not - must be filed in its entirety (not just the changed pages) as a new document in IA ACCESS.

## **H. Documents**

Documents that are 500 pages or less in length must be filed electronically in a searchable portable document format (“PDF”). Documents that exceed 500 total pages may be filed manually in accordance with 19 CFR § 351.303(b)(2) and following the procedures described in this document under the heading “Bulky Document Submissions”.

The maximum individual file size allowable is four megabytes (4 MB). For documents larger than 4 MB, users may subdivide such documents into smaller sub-files, each less than 4 MB, and file them as a group. Each sub-file grouping may contain up to 5 files of up to 4 MB each, totaling no more than 20 MB for the group. If necessary, a document may be submitted in multiple groupings of 5 files until the document has been submitted in its entirety.

Large documents should be subdivided in a way that reflects the logical progression of the document(s). For example, each exhibit or group of smaller exhibits may be submitted individually or together as one file that is less than 4 MB. Files must be uploaded in sequential order as they appear in the larger document. (Do not upload Volume 3 before Volume 2, or add Exhibit 2 before Exhibit 1 in a file, for example.)

Whenever possible, users should select a Document Title that concisely describes the submitted document. For example, when submitting the exhibits to a questionnaire response, users should select the Document Type “Response” and sample document titles include: “Section A Exhibits 1-2”, “Supplemental Section A”, “Admin. Review Request” and so on.

## **I. Document Formats**

All documents must be submitted as searchable PDFs. Documents submitted in other formats such as Microsoft Word, WordPerfect, etc. will not be accepted.

The Department requires all submitted documents to be searchable. Documents converted to PDF from word processed texts, or text-based PDF files will automatically be text searchable. PDF documents that are scanned or otherwise converted to PDF from images, or image-based PDF files, must be scanned or converted in such a way that they are searchable. This requirement includes highly formatted brochures, photographs or diagrams that should also be made to be text searchable. The optical character recognition (“OCR”) function is available on scanners, and PDF conversion software usually includes the OCR capability. Failure to convert a PDF into a text searchable document will result in the rejection of your submission.

Each page of an electronically filed document must be in letter-sized format (8½ by 11 inch pages when printed). Text should be legible.

When users prepare a PDF for filing, follow these guidelines to consolidate a document into smaller, and thus fewer, submitted files and to enhance the usability of your document:

- a. Create a PDF from a native electronic file format (*e.g.*, MS Word (.doc), Wordperfect (.wpd), etc.); if you must scan a document, select the OCR scanning setting,
- b. Set the resolution for scanning to PDF to 300 dpi whenever possible to produce readable images without producing unnecessarily large files,
- c. Create the PDF using the Adobe Acrobat or similar tools.

Instructions for how to create searchable small size PDF files are available in the Help section of the IA ACCESS website at: <http://iaaccess.trade.gov>.

PDF documents must comply with the following requirements:

- a. Use newer versions of Adobe Acrobat (Version 8 or higher). You are not required to use Adobe products; other similar tools can be used.
- b. Do not attach embedded files to your electronic documents for filing: this includes all comments, form actions, JavaScript actions, external cross references, Internet hyperlinks, embedded sounds or other multimedia.
- c. Website content or information referenced from an internet website must be included in the submitted document.
- d. Do not password protect the PDF document; set the document security setting to “None” or “No Security”.

## **J. Document Compression**

The Department encourages you to “compress” the PDF files. Compressing the files allows you to fit more pages in a 4MB file, resulting in fewer overall files being uploaded. Instructions for how to create and compress PDF files are available in the Help section of the IA ACCESS website at: <http://iaaccess.trade.gov>.

## **K. Public Versions of Documents and Databases**

When redacting BPI from a document, users should use a redaction procedure that completely removes the words within the brackets. Merely changing the font color of the bracketed information is not an acceptable redaction procedure. A BPI document must be redacted prior to conversion to a PDF document.

Public versions of databases must contain brackets around the summarized or redacted information and the database must be submitted in PDF format.

## **L. Certifications**

The Department’s regulations at 19 CFR § 351.303(g) has been revised to include new requirements for certifications that must accompany a submission of factual information to the Department in AD/CVD proceedings. *See* 76 FR 7491 (February 10, 2011). This interim final rule requires that hand-written signatures accompany the submission. Therefore, in order to comply with this rule and electronic submission, the signed certification pages must be included within the document that is electronically submitted.

## **M. Databases, or Data Files**

Databases or data files less than 20MB in size must be electronically submitted under the “Data” document type. Because the page count is a mandatory field for uploaded documents and data files, please input the number zero in the Page Count field when submitting a data file.

We recognize that in some situations a database is associated with another document, such as a questionnaire response. In these instances, the database should be submitted separately from the associated document using the “Data” document type selection. The submitter should input the barcode of the associated document in the Comments field of the data submission form so that the database can be linked to its associated document in IA ACCESS.

In accordance with 19 CFR § 351.303(b)(2)(ii)(A), database files that are greater than the data file size limit of 20 MB must be filed manually on CD-ROM or DVD with a cover sheet generated in IA ACCESS and submitted by the due date (see Manual

Filing Procedures, below). If a separate letter with information pertaining to the data accompanies a database, the letter should be manually submitted with the CD-ROM or DVD and an IA ACCESS cover sheet. One IA ACCESS cover sheet must be filed with the manually submitted CD-ROM or DVD, however, if more than one file is contained on the CD or DVD, an IA ACCESS generated separator sheet must be printed for each additional file so that all files in the submission are identified and share one barcode.

Submit BPI database files in their native format. Do not convert BPI databases into PDF unless the information is used for illustrative purposes in the text of a document, or the database is a public version. Refer to the Department's request for information for guidance on the most appropriate database formats. A list of database formats that will be accepted by the IA ACCESS system is available in **Appendix 1** of this Handbook.

#### **N. Where to E-File**

Users may electronically file documents at the website <http://iaaccess.trade.gov> following the instructions on the site, external user guide and in this document.

#### **O. Document Receipt**

Upon completion of the electronic transmission of a document using IA ACCESS, users will be provided with an on-screen electronic confirmation page. A courtesy email notice of electronic receipt will also be sent to the email address of the submitter. Therefore, if a legal assistant submits the document using the IA ACCESS account of the representing attorney, the electronic receipt will be emailed to the attorney's registered email account. If the on-screen electronic confirmation page does not appear or the submitter does not receive an electronic email notification of successful submission, then the submitter must assume that the transmission was not successful and the documents were not properly submitted. The user should attempt to complete a successful transmission a second time. If the user suspects that a technical problem may be preventing a successful submission, he/she should contact the IA ACCESS Help Desk for additional information and assistance. The submitter is responsible for producing a copy of the on-screen electronic confirmation page or the email notice of electronic receipt as proof of a successful document submission.

#### **P. Document Acceptance**

An electronic submission confirmation page, email receipt or stamped document for a manual submission establishes the date and time (as applicable) the document was successfully submitted in IA ACCESS or delivered to APO/Dockets. The AD/CVD Office responsible for the proceeding determines whether the submission is timely and otherwise properly filed. If a submission is later rejected, submitters will promptly receive a memo from the Department stating the reason for such rejection and subsequent actions that the submitter should take for the retention or destruction of the submitted information, as appropriate. Therefore, unless the submitter receives communication from the Department that a document has been rejected, the submitter should assume that the document, for which a user received an on-screen electronic confirmation or email receipt, was successfully submitted and accepted. Print or electronically save (e.g. PDF) the on-screen confirmation page for personal record keeping.

The inability of any submitter to adhere to the guidance in this Handbook may result in the rejection of a document. All questions or concerns about the information contained in this Handbook should be directed to the IA ACCESS Help Desk.

#### **Q. Deadline for Electronic Document Filing**

When a deadline is imposed on the filing of a document, the Department will consider the document timely filed electronically only if it is received in its entirety by IA ACCESS by the time and date specified. For deadlines identified as “close of business,” 5:00 p.m., Eastern Time on the day the document is due will apply. Prior to that time, you may electronically submit documents to IA ACCESS at any time of the day and on any day of the week (including weekends and holidays). Users should allow ample time to complete a filing. The filing time and date are determined at the time the submission is complete, not at the time the submission process begins. Therefore, we do not recommend starting any filing after 4:00 p.m. on a business day.

You should preserve a copy of the on-screen confirmation page or email notice of electronic receipt for your records to confirm the date and time of electronic submission in case there is any question about the timeliness of the submission. IA ACCESS may be occasionally unavailable for routine maintenance. When maintenance is anticipated, a notice and schedule will be posted on the IA ACCESS and Import Administration websites (<http://iaaccess.trade.gov> and <http://www.trade.gov/ia>, respectively). We will do our best to schedule routine maintenance during non-business hours.

## R. Technical Failures

The Department will declare the IA ACCESS system to be unavailable due to a technical failure on a given day if the website <http://iaaccess.trade.gov> is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour between 12:00 noon and 4:30 p.m. Eastern time, or if the system is unable to accept filings for any duration of time between 4:31 p.m. and 5:00 p.m. Eastern time. Should a technical failure occur on the due date, the submitter may manually file two copies of the document in the APO/Dockets Unit or manually file a request for extension of the due date. Any electronic submissions that are postponed due to a technical failure of the IA ACCESS system may not be made without having first obtained an extension of the due date from the applicable AD/CVD Office. The Department will provide notice of any technical failures on its Help Desk line and on IA's website at <http://www.trade.gov/ia>.

Filers who manually file a document due to a technical failure must fill out a cover sheet that can be printed from the IA website at: <http://ia.ita.doc.gov/download/ia-access/home.html> and follow the procedures below in Section 4. Manual Submission Procedures, as appropriate.

## S. Improperly Filed Documents

If you discover that the labeling of the document you filed is incorrect, you should contact the IA ACCESS Help Desk to receive information about the procedures to follow to resubmit a replacement document or otherwise correct the error. If the error involves BPI and may result in an APO violation and/or public disclosure of BPI, you must also contact the APO/Dockets Unit immediately.

## 4. Manual Filing Procedures

### A. Manual Submission Procedures

If an allowable exemption applies under 19 CFR § 351.303(b) and a document or database may be submitted manually, a cover sheet must be generated in IA ACCESS and placed on top of the document, CD-ROM or DVD, as appropriate. Manual submissions missing a cover sheet will be rejected. As noted in "Databases, or Data Files" above, a cover sheet must accompany the CD-ROM or DVD. If more than one file is contained on the CD-ROM or DVD, IA ACCESS separator sheets must be provided for each additional file, so that all files are identified and share one barcode for the data submission. Only one copy of the document, CD-ROM or DVD need be filed except in the case of a bulky document, which requires two copies. (Note: In the event of a qualifying technical failure by the IA ACCESS System, two copies of all manual submissions are required.) Manual submissions must be

received to the APO/Dockets Unit in Room 1870 of the main Commerce building by any applicable deadline, and between the hours of 8:30 a.m. and 5:00 p.m. Eastern time.

## **B. Bulky Document Submissions**

Documents that contain 500 or more 8½ by 11 pages may be filed manually. Database files are not part of a bulky document submission and should not be counted in the page count to qualify a document as a bulky document.

The Department will scan and submit the bulky document into IA ACCESS. Therefore, in addition to the requirements stated in 19 CFR § 351.303(b)(3), when making a bulky document submission, submitters must do the following:

- Place an IA ACCESS generated cover sheet on top of the submission.
- Place IA ACCESS generated separator sheets, used for all bulky document submissions, at the beginning of all subsequent exhibit groupings that contain no more than 500 pages, or other natural breaks in the submission that are no more than 500 pages in length. If there are no natural breaks, the separator sheets must be placed every 500 pages.
- It is recommended to use a non-white paper (preferably yellow) for separator sheets.
- Submit high quality, legible prints.
- Submit the unbound hard copy, with the separator sheets, in the order requested by the Department.

Two identical hard copies including cover sheet and separator sheet(s) are required when submitting a bulky document; one set will be used by the Department to manually scan the document into IA ACCESS, and the additional set will be used by the Department as a guide in the event that problems occur in the scanning process.

## **C. Manual Filing Receipt**

For all manual submissions, the completion and display of the IA ACCESS cover sheet does not relieve the submitter of his or her obligation to manually submit the document to the Department's APO/Dockets Unit during business hours (adhering to any applicable deadline times) on the due date or the next business day if the due date falls on a holiday or weekend, according to the procedures set forth above and in the regulations for manual submissions.

Manual submissions must be delivered in their entirety to the APO/Dockets Unit, Room 1870 of the main Commerce building by any applicable deadline, or between the hours of 8:30 a.m. and 5:00 p.m. Eastern time.

5. **Access to Documents**

The second phase of IA ACCESS, to begin August 13, 2012, will allow users to access public documents and public versions of BPI documents . Public documents and public versions of BPI documents will be available on IA ACCESS once they are approved for release by the Department. Access to these documents will require users to log-in with an authorized E-Filer or Guest User IA ACCESS user name and password. E-File users should log in using their E-File user name and password and do not require a separate Guest User account. Anyone wishing solely to view or download the public documents or public versions must register as a Guest User.

All public documents and public versions submitted in IA ACCESS will remain available to the public in the Central Records Unit ("CRU"), Public File Room, in Room 7046 of the main Commerce building between 8:30 a.m. and 5:00 p.m. Eastern time, Monday through Friday on business days. For a printing fee, users may print documents from computers connected to IA ACCESS in the CRU. To facilitate storage of electronic documents in portable media, approved one time use CD-ROMs and thumb drives may be purchased from the CRU.

## 6. **Definitions**

APO – Administrative Protective Order.

Barcode – Unique numeric code used to identify a submission.

Business Day – A day that the Department is open for business: Monday through Friday, excluding Federal Holidays.

Cover Sheet – The IA ACCESS generated page that contains the barcode and other information to identify the submission. It must be placed on top of all manual submissions.

Document – In the IA ACCESS system, the information being submitted. For purposes of the Department’s regulations, a document is synonymous with a submission, defined below.

Document Title – The name of the document. Ex: “Section A Exhibits 1-3”.

Document Type – Describes the document being filed. Examples include: letter, brief, response, petition, etc.

Electronic Submission – Document electronically filed in IA ACCESS includes the IA ACCESS submission form and the attached files. When applicable, a submission includes multiple sub-files identified by a common barcode.

IA ACCESS – Import Administration Antidumping and Countervailing Duty Centralized Electronic Service System.

Manual Submission – Paper document or CD-ROM/ DVD that is submitted to APO/Dockets Unit with IA ACCESS cover sheet and any separator sheets, as necessary, identified by common barcode.

Optical Character Recognition (OCR) – The electronic translation of scanned images into machine encoded text. It is used to make it possible to edit the text of a document or search for a word or phrase in a document.

Portable Document Format (PDF) - An open standard document format originally developed by Adobe Systems in 1993 that is used for representing documents in a manner independent of application software, hardware, and operating systems.

Separator Sheet – Unique page generated in IA ACCESS to be inserted by the submitter in logical breaks of no more than 500 pages for documents submitted using the bulky document exception. It is recommended to use a non-white paper (preferably yellow) for separator sheets. Once a cover sheet or separator sheet is generated, an option to create new or additional separator sheets with a barcode will be available.

Submission – The entirety of what is transmitted to the Department identified by a common barcode.

Submission Form – The IA ACCESS document information form that must be filled out when submitting a document. The information requested in the form identifies the AD/CVD segment and determine the metadata, or keywords, to be associated with the document being submitted.

Sub-File – An electronic file that represents a portion of a larger file. A file that is too large to be submitted in IA ACCESS as one file (more than 4MB) may be subdivided into smaller files, or sub-files, and submitted together as a group.

## Appendix 1: Allowable Document Types

### Document Files:

.pdf - Portable Document Format

### Data Files:

.accdb - Data (MS Access)

.csv - Comma Separated Values

.dat - Data

.dbf - dBase

.log - SAS log file

.lst - SAS output file

.mda - Data (MS Access)

.mdb - Database (MS Access)

.prn - Printer Text File

.SAS - SAS Program

.sas7bcat - SAS System file catalog

.sas7bdat - SAS System data set

.sas7bndx - SAS System index

.sas7bview - SAS Data Set View

.sas7mdb - SAS System multidimensional database

.SD2 - Version 6 SAS dataset

.txt - Text File

.xls - MS Excel

.xlsx - MS Excel new format

zip - Compressed Archive File

### Video Files:

.mp4 - MPEG-4

.mpg - MPEG 1 System Stream

.wmv - Windows Media File