Form EIA-7A
Users Manual

Annual Survey of Coal Production and Preparation

Document Number: 001

Version: 1.0

April 2015

Document History

Number	Date	Section	Description
1	April 2015		Document initiation

Primary POC: **JenAlyse Arena**
Phone: **(202) 586-4866**
Email: **jenalyse.arena@eia.gov**

Document Changes/Maintenance POC:

Primary POC: **JenAlyse Arena**
Phone: **(202) 586-4866**
Email: **jenalyse.arena@eia.gov**

Project References:

- Coal Internet Data Collection (CIDC) User's Manual, September 2007

Content

Figures

1.   General System Overview

1.1 System Overview

The Form EIA-7A (EIA-7A), "Annual Survey of Coal Production and Preparation" collects data on coal production operations, locations, productive capacities, coalbeds mined, recoverable reserves, and disposition (volumes and revenues received). For coal preparation, information collected includes operations, locations, productive capacity, disposition, and coal prepared. The information is disseminated in EIA reports and analyses used by Congress, State and local officials, public- and private-sector analysts, and the general public. Respondents are all U.S. coal mining companies that owned a mining operation which produced 25,000 or more short tons of coal during the report year. All anthracite mines that produced 10,000 or more short tons of coal during the reporting year must also submit the EIA-7A. Standalone facilities (e.g., preparation plant/tipple/loading dock/train loadout) that worked 5,000 or more hours during the report year must also submit this form

Data from the Form EIA-7A appear in the various EIA publications and are used in coal industry analyses and in short-term modeling efforts. Currently, there are approximately 971 respondents for the Form EIA-7A.

The EIA-7A data are submitted electronically through the Internet Data Collection (EIA7A-IDC) application. This application is a web-based front end for the survey Form EIA-7A and provides an efficient and effective method for submitting respondent data via the internet. Upon submission, the EIA database is immediately updated with the respondent's current cycle data.

The EIA7A-IDC also performs three types of data editing as the respondents enter and submit their survey responses. The first type of edit is form validation which prevents the user entering incorrect or invalid data and/or data format. The second type of edit is a tier one edit. These edits are performed at the data field level and do not allow respondent to leave the data field until the data meet the edit criteria.

Data errors are indicated with an informative message describing the type of error made. The third type of edit is a tier two edit. These edits are performed at the form level and their resolution is described in Section 4 of this document. The application allows users to save partially completed forms and submit their data during the specified time that the survey is open. Also, it provides a printer-friendly version of the on-line submission. When the response is received by EIA, an e-mail notification will be sent to the respondent indicating that their submission was successful.

Users of the EIA7A-IDC are classified as either survey form respondents or EIA survey staff (Survey Administrators.) Survey Administrators have greater access and capabilities within the system. They are able to query data, select current and past survey cycles, and select from all survey forms that have been submitted by survey form respondents. Survey form respondents are restricted to only latest open survey cycle and only the companies for which they are responsible for filing.

1.2 Project References

- Coal Internet Data Collection (CIDC) User's Manual, September 2007
- EIA Continuity of Operations Plan, December 21, 2005

1.3 Authorized Use Permission

Only users authorized by the system point of contact (POC) are allowed to use the EIA7A-IDC. Users requiring access should contact the POC (see Section 1.4).

1.4 Point of Contact

Primary POC:	JenAlyse Arena
Phone:	(202) 586-4866
Email:	jenalyse.arena@eia.gov

1.5 Organization of Manual

This manual is organized into four major parts. These parts are:

- General Information – overview, references, POC

- System Summary – configuration, processing flows, access levels

- Getting Started – EIA SSO

- Using System – data entry, data editing, error correction

1.6 Acronyms and Abbreviations

Acronyms and abbreviations used in this document include:

- CIPSEA   Confidential Information Protection and Statistical Efficiency Act
- COOP   Continuity of Operations
- CUFS   Consolidated Unified Frame System
- EIA   Energy Information Administration
- ERUS   Office of Electricity, Renewables & Uranium Statistics
- Form EIA-7A   Annual Survey of Coal Production and Preparation
- EIA7A-IDC   Form EIA-7A Internet Data Collection Application
- FAQs   Frequently Asked Questions
- CIDC   Coal Internet Data Collection
- POC   Point of Contact
- SSL   Secure Socket Layering
- SSO   Single Sign On System

2. System Summary

2.1 System Configuration

The Form EIA-7A is developed Java Development Kit 1.5. It resides on a web application server in the EIA Network Infrastructure. The system can be access via most popular web browsers and uses secure socket layer (SSL) at 128 bits for data transfer. The system is integrated with the Consolidated Unified Frame System (CUFS) for respondent information and survey cycle management, and the external Single Sign On System (SSO) for access and execution control.

2.2 Processing Flows

The system is executed from SSO (described in Section 3). Through SSO, internal users and survey respondents are brought to the main SSO processing page which lists the survey systems that they have been authorized to access. CUFS and the CUFS Administrator control the survey cycle availability, read and write protection, and user access. (See CUFS User Guide for detailed explanation.) Selecting a survey from the main SSO processing page opens the corresponding processing system. For the EIA7A- IDC system, the user can then select the MSHA id, mine name, and survey cycle for which they want to submit data.

2.3 Contingencies

In the event of a major infrastructure failure, the EIA7A-IDC will function under EIA's Continuity of Operations (COOP) procedures as a core practice.

3. Getting Started

3.1 Logging In, Registration, SSO Profile Maintenance

Access to the EIA7A-IDC is controlled by the external Singles Sign On system (SSO). When a new user is identified, either internal or survey respondent, their contact information is entered into CUFS which triggers two emails to provide the requisite log on credentials. The first email contains a mail id. The second contains a secret code (Password) and instructions to establish an SSO user id and register for access to the EIA7A-IDC using the mail id and secret code. The CUFS procedures are documented in the CUFS User Guide.

After registration, the EIA7A-IDC is accessed by logging on to SSO which displays the EIA SSO welcome page and clicking on the EIA-7A link.

1. Enter the following URL into a web browser address box to bring up the EIA SSO Welcome page shown in Figure 1: https://signon.eia.doe.gov/ssoserver/login.

    (The minimum computer requirements to run SSO are Internet Explorer (IE) 7.0 or higher or Mozilla Firefox 2.0 or higher with SSL 128K, Cipher Strength of 128-Bit, accept Cookies enabled and Java enabled.)

Figure 1. Single Sign-On Welcome Screen

2. Enter the user ID and secret code (Password) in the appropriate text boxes, then click Logon or press the Enter key to display the IDC Welcome Screen, Figure 2.

    Procedures for maintaining your SSO registration information including changing your secret code or Password, email address and/or phone number are described on the SSO Welcome Page, IDC Welcome Page and are also described in the Frequently Asked Questions (FAQs) linked from the SSO Welcome Page.

    You can exit SSO by clicking the logout button located on top banner of the IDC survey page or by closing you browser.
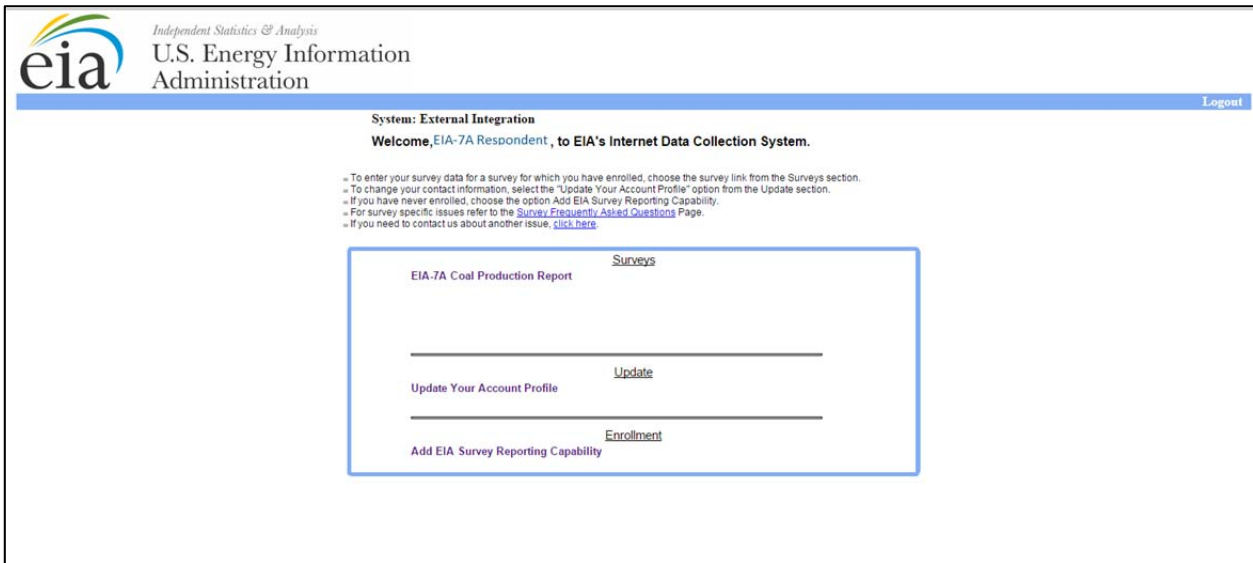
Figure 2. EIA-7A Coal Production Report Home Page Survey Selection

Figure 3. EIA-7A IDC Home Page Menu

4. Using the EIA-7A IDC System

4.1 General Navigation Information

After logging on the application from SSO, the first page (as seen by all user levels) is the EIA7A-IDC home page. Any user can return to this page at any time by selecting **Home**. **Home** is an option at the top of all pages within the EIA7A-IDC system or application. Other options presented on the top of all EIA7A- IDC pages are **Help** and **Logout**.

Selecting **Help** opens another window (shown in Figure 4. Help Menu) from which the user may obtain survey level help; see Figure 4. Survey level help includes the survey form and instructions, FAQs, and the IDC users guide.
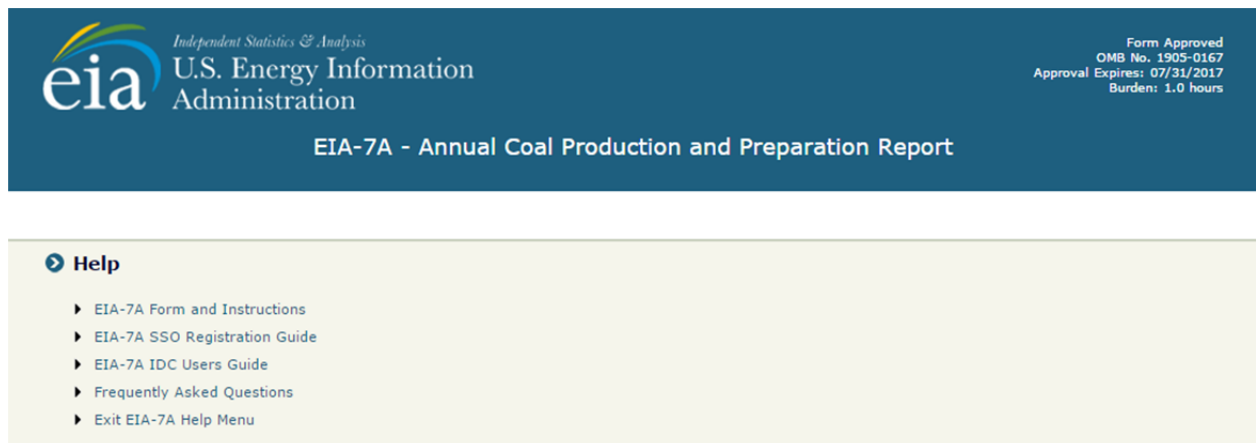
Figure 4. EIA-7A IDC Help Menu

Selecting **Logout** closes the EIA7A-IDC application and returns the user to SSO. Selecting **Logout, WILL NOT SAVE** current entries on the screen. Before logging out, the user must click the **Save** button ![Save] if the entries are to be saved.

Cancel, **Save** and **Save/Continue** buttons are located at the bottom of each data entry page.

When the ![Cancel] button is clicked, the following message box is displayed to ensure that the user wants to proceed.
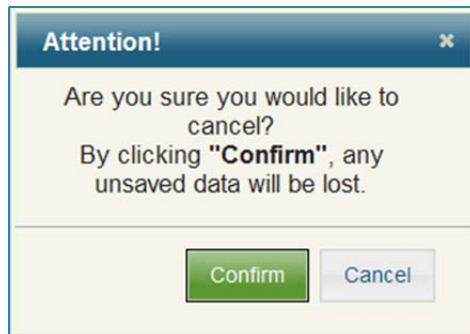
Clicking **Confirm** returns the user to the current screen with all data fields returned to their original values. Clicking **Cancel** returns the user to the current screen with all the data field changes intact.

When the **Save** button ![Save] is clicked, all data field changes are saved, and the user can then navigate to any section of the form or click the ![Edit Data] button to revise entries made.

> **NOTE: Navigating away from the current page without saving cancels any changes that were made.**

The **Save/Continue** button ![Save/Continue] saves all data field changes and navigates to the next input screen.

If any of the required fields are not completed when the ![Save] or the ![Save/Continue] button is clicked, a message will be display and the field will be highlighted in red ☐. This data field must be completed before the page may be saved.

4.2 Home Page

The Welcome Screen (Figure 3) is displayed for both survey respondents and internal users.

The survey respondents select the company or mining operation they wish to file the survey for from the "MSHA ID (Mine Operation/Name)" drop down list by clicking on the down arrow and then selecting the operation from the drop down list. Only operations within the survey that are linked to or associated with the survey respondent appear on the drop down list. Data are only available for the latest open survey cycle. If data for the current period have been submitted, the data are only available for review. You will need to contact the Form EIA-7A Survey Manager if you need to change your data (see Section 1.4 for point of contact).

NOTE: You will need to contact the Form EIA-7A survey manager if you need to change/correct the data that has been submitted. Once the data is submitted through the IDC portal, the respondent cannot make any further changes to the data.

Figure 5. Select Reporting Year and Mining Operation

Click the **Next** button [Next] to proceed to the data entry screens.

4.3 Data Entry

The banner on all data entry pages contains the user name, reporting mine ID number, reporting year, mine name, preparer's name and the user's role.

Data Entry consists of areas (tabs) for the user to enter data. The tabs presented are dependent on the type of operation responding: Mine Only, Preparation Plant Only, or Co-Located Mine and Preparation Plant.

Coal Mine Only tabs:

Preparation Plant Only tabs:

Co-Located Mine and Preparation Plant tabs:

Figure 6. Type of Mining Operation Tabs

The first tabs correspond to the items of the form. The final tab is for data submission:

Tab 1. Part 1: Preparer Contact Information
   1) Section 1: Preparer Contact Information
   2) Section 2: Preparer's Supervisor Information

Tab 2. Part 2: Mine Ownership Information
   1) Section 1: Name and Location of Mine
   2) Section 2-3: Company Contact
   3) Section 4: Status Change

Tab 3. Part 3: Mine Operation Information
   1) Section 1: Name and Address of Operating Company
   2) Section 2-3: Company Operating Mine
   3) Section 4-8: Kind of Mining Operation
   4) Section 9: Union Identification
   5) Section 10-11: Mining Location

Tab 4. Part 4: Preparation Plants/Tipples/Loading Docks/Train Loadouts
   1) Section 1: Ending Coal Stocks
   2) Section 2: Coal Consumption
   3) Section 3: Coal Origin
   4) Section 4: Coal Input, Output and Refuse
   5) Section 5: Coal Processing Capacity

Tab 5. Part 5: Underground or Surface Mines
   1) Section 1: Annual Mine Production Capacity
   2) Section 2: Coalbeds Mined
   3) Section 3-5: Recoverable Reserves
   4) Section 6: Disposition
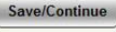
Tab 6: Comments

Tab 7: Submit
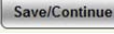
Refer to the EIA-7A form (http://www.eia.gov/survey/form/eia_7a/form.pdf) for instructions on completing the survey questions.

4.3.1 Part 1: Preparer Contact Information

The opening screen for the EIA-7A IDC displays the first tab, Part 1: Preparer Contact Information, shown in Figure 7.

There are two sections to Part 1. Each can be reviewed by selecting from the drop down revealed when the Part 1 tab is rolled-over or navigated through by clicking the Save/Continue button at the bottom of each screen.

Figures 7 and 8 display the Preparer and Supervisor contact information screens. If the entries presented on a screen need to be updated, click the Edit Data button to make the fields editable. Several of the Identification fields are required (see Figures 7 and 8 for required fields). If any of these are empty or left blank when the Save button or the Save/Continue button is clicked, they will be highlighted in red and must be completed before the page may be saved.

Part 1. Section 1: Preparer Contact Information

Figure 7. Part 1. Section 1: Preparer Contact Information

Part 1. Section 1 (Figure 7) displays contact information about the preparer of the survey response. If changes are required, click the [Edit Data] button and complete the information required.

The [Save] button saves the entry and the user can then navigate to any section of the form.

The [Save/Continue] button saves all data field changes and navigates to the next section.

If there were no changes to the Preparer Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

Part 1. Section 2: Preparer's Supervisor Information

Figure 8. Part 1. Section 2: Preparer's Supervisor Information

Part 1. Section 2 (Figure 8) displays the preparer's supervisor information. If changes are required, click the [Edit Data] button and complete the information.

The [Save] button saves the entry and the user can then navigate to any section of the form. The [Save/Continue] button saves all data fields changes and navigates to the next Section, Part 2: Mine Ownership Information (see Figure 9).

If there were no changes to the Preparer's Supervisor Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

4.3.2 Part 2: Mine Ownership Information

Part 2. Section 1: Name and Location of Mine

Figure 9. Part 2. Section 1: Name and Location of Mine

Part 2. Section 1 (Figure 9) displays name and location of the mining operation. If changes are required, click the [Edit Data] button and complete the information required (see Figure 9 for required field). Only the Mine Name may be changed by the preparer.

The [Save] button saves the entry and the user can then navigate to any section of the form. The [Save/Continue] button saves all data field changes and navigates to the next section of Part 2.

If there were no changes to the Name and Location of Mine, the user can navigate to other sections of the form by selecting a different tab and section at the top of the page.

Part 2. Section 2-3: Company Contact

Figure 10. Part 2. Section 2-3: Company Contact

Part 2. Section 2-3 (Figure 10) displays the company name and location. If changes are required, click the `Edit Data` button and complete the information required (see Figure 10 for required field).

The `Save` button saves the entry and the user can then navigate to any section of the form. The `Save/Continue` button saves all data field changes and navigates to the next section of Part 2.

Figure 11. Part 2. Section 2-3: Ceased Operations
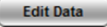
If the mine ownership did change (Figure 11), press the [Edit Data] button and check "Yes" for mine ownership change. The preparer will be required to enter the date the company that owns the mining operation ceased operations. After the date is entered you can press the [Save] button or the [Save/Continue] button which will take you to Section 4 of Part 2.

If the company did not cease operations, the user can navigate to other sections of the form by selecting a different tab and section at the top of the page.

Part 2. Section 4: Status Change

Figure 12. Part 2. Section 4: Status Change

Part 2. Section 4 (Figure 12) displays the company ownership status change. If changes in ownership have occurred, click the Edit Data button to select the "The company was sold or merged during the reporting year" option and complete the information requested that appears, Figure 13.

If there were no ownership changes, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

Figure 13. Part 2. Section 4: New Company Information

If the company was sold or merged, click the [Edit Data] button to select the "The company was sold or merged during the reporting year" option and complete the information requested that appears, Figure 13.

The [Save] button saves the entry and the user can then navigate to any section of the form. The [Save/Continue] button saves all data field changes and navigates to the next tab, Part 3. Section 1.
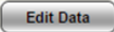
If there were no ownership changes, the user can navigate to other sections of the form by selecting a different tab at the top of the page.
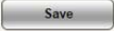
4.3.3 Part 3: Mine Operation Information

Part 3. Section 1: Name and Address of Operating Company

Figure 14. Part 3. Section 1: Name and Address of Operating Company

<u>Part 3. Section 1</u> (Figure 14) displays operating company contact information. If changes are required, click the ⬚Edit Data button and complete the information.

The ⬚Save button saves the entry and the user can then navigate to any section of the form. The ⬚Save/Continue button saves all data field changes and navigates to Section 2 of Part 3.

If there were no operating company contact changes, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

Part 3. Section 2-3: Company Operating Mine

Figure 15. Part 3. Section 2: Company Operating Mine

Part 3. Section 2 (Figure 15, 16, 17) displays type of operating company contact information. The screen displayed depends on the type of company selected. If there are no changes to the type of company information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the [Edit Data] button and complete the required information. If Operating Subsidiary or Contractor operating type is selected, an additional section (Section 3) will drop down for Parent Company Information or Contractee Information to be input (see Figures 16, 17).

The [Save] button saves the entry and the user can then navigate to any section of the form is desired. The [Save/Continue] button saves all data field changes and navigates to the next section, Part 3: Section 4-8 Kind of Mining Operation.

Figure 16. Part 3. Section 2-3: Operating Subsidiary Parent Company

Figure 17. Part 3. Section 2-3: Contractor and Contractee

Part 3. Section 4-8: Kind of Mining Operation

Part 3. Sections 4-8 (Figure 18, 19, 20, 21) The screen displayed depends on the type of mining operation responding. If there are no changes to the type of mining operation information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the [Edit Data] button and complete the required information. The Kind of Mining Operation cannot be changed by the respondent. If a change is required, please email the change to EIA-7A@eia.gov.

The [Save] button saves the entry and the user can then navigate to any section of the form. The [Save/Continue] button saves all data field changes and navigates to Part 3. Section 9: Union Identification.

Figure 18. Part 3. Section 4-8: Kind of Mining Operation for Underground Mine and Preparation Plant (Combo Facility)

Co-Located Underground Mine and Preparation Plant/Tipple: (Figure 18) At least one type of underground mine must be selected and the shares of production method must sum to 100%. If not, when the [Save] or [Save/Continue] button is clicked, the following message will be displayed.

At least one type of preparation plant operation must be selected. If not, the following message will be displayed.

See definitions of underground mine types: http://www.eia.gov/tools/glossary/index.cfm?id=U

Figure 19. Part 3. Section 4-8: Kind of Mining Operation for Surface Mine Only

Surface Mine Only: (Figure 19) At least one type of surface mine must be selected and the shares of production method must sum to 100%. If not, when the [Save] or [Save/Continue] button is clicked, the following message will be displayed.

> **Type and Share by Production Method for Surface Mines**
> Please make sure that at least one type of surface mine is selected and the percent total of shares by production method is 100%.

See definitions of surface mine types: http://www.eia.gov/tools/glossary/index.cfm?id=S

Figure 20. Part 3. Section 4-8: Example of Auger Production Method for Surface Mine

Auger Production: (Figure 20) Choosing Auger, Highwall Mine or Punch causes the IDC to open another section to Part 3. Sections 4-8. When choosing Auger, Highwall Mine or Punch the preparer will be required to fill in the County, State and Mining Dates for each operation during the reporting year.

Lines must be added for each share of production in the reporting year. Coal mined from the same location should be reported on one line. An exception is made if the location was mined under different MSHA ID's.
Select the number of lines to be added from the dropdown and click the [Add] button.

Figure 21: Part 3. Section 4-8 – Kind of Mining Operation for Preparation Plant Only

Preparation Plant/Tipple Only: (Figure 21) At least one type of preparation plant operation must be selected. If not, the following message will be displayed.

Part 3. Section 9: Union Identification

Figure 22. Part 3. Section 9: Union Identification

Figure 23. Part 3. Section 9: Union Name Selection

Part 3, Section 9 (Figure 23) displays type of union information. If there were no changes to the union information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the [Edit Data] button and complete the required information fields. If the mining operation is unionized, the Yes button should be clicked and a union name must be provided before the data can be saved. If no name is provided, the following message is displayed.

The [Save] button saves the entry and the user can then navigate to any section of the form. The [Save/Continue] button saves all data field changes and navigates to the next section of Part 3.

Part 3. Section 10-11: Mining Location

Figure 24. Part 3. Section 10-11: Mining Location

Part 3. Section 10-11 (Figure 24) collects information about the physical location of the mining operation. If there are no changes to the location information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the [Edit Data] button and complete the required information fields.

The Longitude and Latitude cells must be completed and at least one method must be selected before the data may be saved. If no method is selected, the following message will be displayed.

If GPS, USGS, or Other method is selected, at least one datum type must be selected (see Figure 24.)

The [Save] button saves the entry and the user can then navigate to any section of the form.
The [Save/Continue] button saves all data field changes and navigates to the next section.

4.3.4 Part 4: Preparation Plants/Tipples/Loading Docks/Train Loadouts

Figure 25. Part 4. Section 1-5: Coal Preparation Data Entry

Part 4. Section 1-5 (Figure 25) is used to collect information for mine operations that include a preparation plant or tipple which crushes, screens, or mechanically cleans coal. To enter the coal preparation data, click on tab Part 4 and the data input boxes will automatically become available to input.

Section 3: Proportion of Coal by Type of Mining is a breakdown of the quantity of coal prepared type of mine (e.g. underground or surface).

> **NOTE:** The sum of the percentages must equal 100%. If not, an error message will be displayed.

Section 4: Processing Statistics include the quantity of raw coal processed at the plant during the reporting period (input), the quantity of coal after processing (output), and the quantity of refuse material after processing.

Section 5: Hourly Raw Feed Capacity is the maximum amount of raw coal that the reporting operation could process during one hour.

> **NOTE:** All editable fields on this screen are required.

4.3.5 Part 5: Underground or Surface Mines

Part 5. Section 1: Annual Mine Production Capacity

Figure 26. Part 5. Section 1: Annual Mine Production Capacity

Part 5. Section 1 (Figure 26) collects information on annual mine production capacity during the reporting period. To enter or change the capacity quantity, click the [Edit Data] button and complete the required information fields.

Annual Mine Production Capacity (short tons) is the maximum amount of coal that the mining operation could have produced during the year with the existing mining equipment in place, assuming that the labor and materials sufficient to utilize the equipment were available, and that the market existed for the maximum coal production. Enter the value for the operation's annual capacity.

NOTE: Annual production **should not exceed** the Annual Production Capacity.

Annual mine production capacity is a required field and must completed. If no quantity is entered, an error message will be displayed.

The [Save] button saves the entry and the user can then navigate to any section of the form.

The [Save/Continue] button saves the entry and navigates to the next section of Part 5.

Part 5. Section 2: Coalbeds Mines

Figure 27. Part 5. Section 2: Coalbeds Mined Data Entry

Part 5. Section 2 (Figure 27) collects information on the coalbeds mined by this operation. To enter or change the capacity quantity, click the [Edit Data] button.

To enter information for the coalbed(s) mined for this operation, lines must be added for each coalbed mined in the reporting year. Coal mined from the same bed should be reported on one line. An <u>exception</u> is made if the <u>same bed</u> was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness and percentage of the coalbed in the different mining locations. Rank of coal will be populated automatically. Lines may be added one at a time, or the user may add multiple lines. Select the **number of lines** to be added from the dropdown and click the [Add] button.

When lines are added, data may be entered to the screen (see Figure 27).

NOTE: When lines are added to the screen, the user must click the `Save` button or `Save/Continue` button before navigating to a different screen. The `Save` button must also be clicked before adding lines if data have been enter on existing lines or the data will be lost.

If coalbeds need to be removed, check the box next to the corresponding line number then click the `Delete` button.

Clicking the `Save` button saves the data and returns to the Coalbeds tab displaying the data entered (Figure 28). If the data for the coalbeds needs to be revised, click the `Edit Data` button to return to the Coalbeds Mined Data Entry Screen (Figure 27).

Figure 28. Part 5. Section 2: Coalbeds Mined

The [Save/Continue] button saves the data entered and navigates to the next section.

(1) Name of Coalbed is the name for the bed being mined. Select the name of the appropriate coal bed from the drop down list. The list of bed names in the dropdown consists of all the coal beds in the State in which the mine is located. Type the first few characters to filter the list to a manageable number of bed names matching the characters typed. If the name of the bed does not exist in the list, type the full name and proceed to the next field to add the bed name to the list.

(2) Share of Total Mine Production (%) Enter the percentage or share of production this bed provides.

(3) Average Thickness (inches) Enter the average thickness of the coalbed in inches.

NOTE: The sum of the shares of production must equal 100%. An error message will be display if the [Save] or [Save/Continue] button is clicked and the percentages or shares do not sum to 100%.

Name of Coalbed, **Average Thickness**, and **Share of Total Production** are required fields. If any is left blank and error message is displayed and the blank field is highlighted.

Coal Bed Code and Rank of Coal are populated automatically when the coalbed name is selected. If a new coalbed is entered, these fields will remain blank and the EIA staff will enter the information.

Part 5. Section 3-5: Recoverable Reserves

Figure 29. Part 5. Section 3-5: Recoverable Reserves

Part 5. Section 3-5 (Figure 29) collects information the recoverable reserves remaining at the operation at the end of the reporting year. To enter or change the capacity quantity, click the [Edit Data] button.
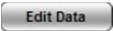
Section 3: Heat (Btu) Content is the average heat content of the produced coal. On the EIA-7A we are asking for an average Btu, an individual at the mine location should be able to access Btu values on shipping receipts. An average of the Btu values from coal shipped is an acceptable response.

Section 4: Recoverable Reserves (short tons) is the estimated tonnage representing remaining coal reserves at this mine at the end of the reporting year that can be recovered (mined) in the future. Exclude coal left in place after mining. Report to the level of accuracy known, assuming today's prices and equipment currently owned and operable. If the recoverable reserves quantity has increased or decreased by more than 40% from the prior year's response, please explain the change in the comments tab..

Section 5: Recovery Percentage is the recovery rate used to estimate reserves at this mine. Report the mining recovery rate to the nearest whole percent. Minable coal tonnage multiplied by the mining recovery rate should equal the level of recoverable coal reserves.

All three fields are required fields and must be completed. If no heat content, recoverable reserves and percentage of recovery are entered, error messages will be displayed.

Part 5. Section 6: Disposition

The Part 5 tab is used to collect information on the disposition of coal produced during the reporting period. To enter or change the values reported, click the [Edit Data] button at the top of the Disposition screen to display the Disposition Data Entry Screen (Figure 30).

Open Market Sales (6A) Quantity is quantity of coal sold to all buyers except captive market sales and coal for export. Examples of Open Market Sales include sales to other coal mining companies, wholesale or retail coal dealers or brokers, employees, and all consumers.

Open Market Sales (6A) Value is the revenue value of the quantity of coal sold to all buyers except captive market sales and coal for export. Examples of Open Market Sales include sales to other coal mining companies, wholesale or retail coal dealers or brokers, employees, and all consumers.

> **NOTE:** If there is an open market quantity reported, an open market value must be reported and if there is an open market value reported, an open market quantity must be reported.

Captive Market Sales (6B) Quantity is the quantity of coal sold to, or transferred for the use of, the parent company or a subsidiary of the parent company.

Captive Market Sales (6B) Value is revenue value of the quantity of coal sold to, or transferred for the use of, the parent company or a subsidiary of the parent company.

> **NOTE:** If there is a captive market quantity reported, a captive market value must be reported and if there is a captive market value reported, a captive market quantity must be reported.
>
> An error message will be displayed if one field is reported and the other left blank.

Export Coal (6C) is the total amount of coal exported outside the U.S. during the reporting calendar year. The total coal export quantity reported here should be the same quantity as reported to the IRS for exemption from the Black Lung Excise Tax. Report the quantity and total revenue (or value) for total metallurgical coal exports and non-metallurgical coal exports.

Coal Consumed to Operate this Mine (6D) is the amount of coal this mine used in order to operate during the reporting year.

> **NOTE:** If the mine used more than 10% of coal produced to operate this mine an edit flag will occur that will require comment.

Beginning Coal Stocks (6E) is prefilled from the value reported as **Ending Coal Stocks (6F)** in the prior reporting period. **This field is locked.** If the prefilled number is incorrect, enter a positive or negative adjustment value. Also explain the adjustment in the Comments tab.

Ending Coal Stocks (6F) is the amount of coal stocks held at this mine at the end of the reporting period including adjustments. Do not include pit inventory in coal stocks. Coal stocks are defined as coal that has been mined and stored awaiting shipment or transfer to a user. Pit inventory is coal in place which has been surveyed or prepared for mining. Include any coal stocks held at this mine or off-site at the end of the report year.

> **NOTE:** This is a required field. An error message will be displayed if a quantity is not reported (Figure 30.) Ending stocks must be a zero or a positive integer.

Independent Statistics & Analysis

eia U.S. Energy Information
Administration

Home | Help | Search | Logout

Form Approved
OMB No. 1905-0167
Approval Expires: 07/31/2017
Burden: 1.0 hours

EIA-7A - Annual Coal Production and Preparation Report

| Part 1 | Part 2 | Part 3 | Part 4 | Part 5 | Comments | Submit |

| User | Mine Id | Reporting Year | Mine Name | Preparer Name | Role |

❯ Part 5: Underground or Surface Mines

❯ 6: During the reporting year, what is the disposition of the Coal produced at this mine?

Note:
- Items 6A + 6B + 6C + 6D + (6F -6E) = Total annual coal production as reported to MSHA.
Exclude:
- Coal Purchased from other mines.

	Quantity (short tons)	Total Revenue or Value (dollars)
6A. Open Market Sales.		
- **Include** sales of coal to other coal mining companies, wholesale or retail coal dealers or brokers, and all consumers.		
- **Exclude** captive market sales (7B) and export coal sales (7C).		
What was the quantity and total revenue from **metallurgical coal** open market sales during the reporting year?	☐	☐
What was the quantity and total revenue from **non-metallurgical coal** open market sales during the reporting year?	☐	☐
Total Quantity and Total Revenue from Open Market Sales	☐	☐
6B. Captive Market Sales.		
- **Include** Sales of coal to, or transfers of coal for the use of, the parent company or a subsidiary of the parent company.		
What was the quantity and total revenue from **metallurgical coal** captive market sales during the reporting year?	☐	☐
What was the quantity and total revenue from **non-metallurgical coal** captive market sales during the reporting year?	☐	☐
Total Quantity and Total Revenue from Captive Market Sales	☐	☐
6C. Export Coal.		
- **Include** The total amount of coal exported outside the U.S. during the reporting calendar year from this mine.		
Note: For exemption from the black lung excise tax, producers are required to report to the IRS the amount of export coal. The total coal export quantity reported on this form should be the same quantity as reported to the IRS.		
What was the quantity and total revenue from **metallurgical coal** exported during the reporting year?	☐	☐
What was the quantity and total revenue from **non-metallurgical coal** exported during the reporting year?	☐	☐
Total Quantity and Total Revenue from Export Coal Sales	☐	☐
6D. Coal Consumed to Operate This Mine.		
- **Exclude** coal consumed to generate electricity that is sold to the grid	☐	
6E. Beginning Coal Stocks.		
Include any adjustments in the amount of coal stocks held at this mine at the beginning of the reporting year.		
Exclude pit inventory in coal stocks. Pit inventory is coal in place which has been surveyed or prepared for mining.		
Last year's total ending stocks reported to EIA	☐	
If there is a downward adjustment to last year's total ending stocks reported to EIA, enter a negative number, otherwise, enter a positive number to indicate an upward adjustment. Explain in Comments.	☐	
Total Beginning Stocks for this Mine	☐	
6F. Ending Coal Stocks.		
Include any coal stocks held at this mine or off-site at the end of the reporting year.		
Exclude pit inventory in coal stocks. Pit inventory is coal in place which has been surveyed or prepared for mining.		
What amount of coal stocks was held **on-site** at this mine at the end of the reporting year?	Ending Stocks must be zero or a positive integer. The quantity of ending stocks must equal the sum of stocks held at mine and remote stocks held off-site.	
What amount of coal stocks was being held **off-site** at remote locations at the end of the reporting year?	☐	
Total Ending Stocks for this mine	☐	
Total Production = A + B + C + D + (F - E))		
Please review your total Estimated Annual Production. Provide a comment in the Comments section if this tonnage does not equal the total annual production (sum of 4 quarters) you reported to MSHA on Form 7000-2,"Quarterly Mine Employment and Coal Production".	☐	

[Cancel] [Save] [Save/Continue]

Figure 30. Part 5. Section 6: Disposition

Coal Stock held-off-site at remote locations (6G) is the total amount of coal stocks from this operation that were produced during the year and are being held at off-site locations. These locations include coal export terminals; coal river docks; and/or any other remote locations.

Total Production is automatically calculated using the following equation:

+ Open Market Sales Quantity **(6A)**
+ Captive Market Sales Quantity **(6B)**
+ Total Met + Non-Met Exports   **(6C)**
+ Coal Consumed to Operate this Mine **(6D)**
+ Change in stocks (Ending – Beginning) **(6F-6E)**

NOTE: The calculated Total Production should equal the total annual production (sum of 4 quarters) reported to MSHA on Form 7000-2,"Quarterly Mine Employment and Coal Production for this operation. Provide an explanation in the Comments section if these tonnages do not match.

If coal Open Market sales reported in **6A** were to wholesale or retail coal dealers or brokers, please provide the coal purchasers' information in the space provided.

Lines may be added one at a time, or the user may add multiple lines. Select the **number of lines** to be added from the dropdown and click the [Add] button.

When lines are added, data may be entered to the screen.

NOTE: When lines are added to the screen, the user must click the [Save] button or [Save/Continue] button before navigating to a different screen. The [Save] button must also be clicked before adding lines if data have been enter on existing lines or the data will be lost.

If lines need to be removed, check the box next to the corresponding line number then click the [Delete] button

4.3.6 Comments

Users can navigate directly to the Comments screen by selecting the Comments tab at the top of the screen. The user may provide information that will help explain their data or provide additional details about their submission (Figure 31).
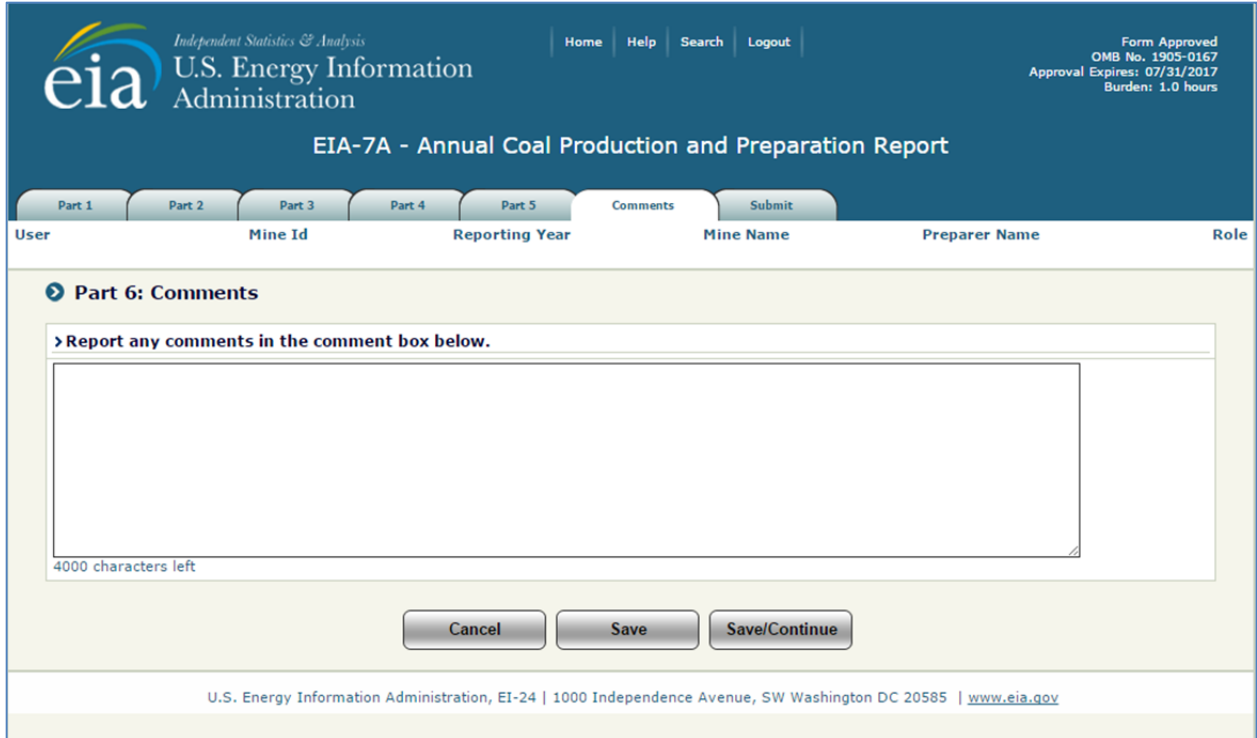

Figure 31. Comments Section: Comments

Comments are saved by selecting the save button ⟨Save⟩ at the bottom of the screen. The ⟨Save/Continue⟩ button navigates to the Submit tab (Figure 32).

4.3.7 Submit

After completing the data entry, the data are submitted from the Submit screen. This screen may be accessed by clicking on the Submit tab. When the user clicks the Submit tab, the tier two edits are performed.

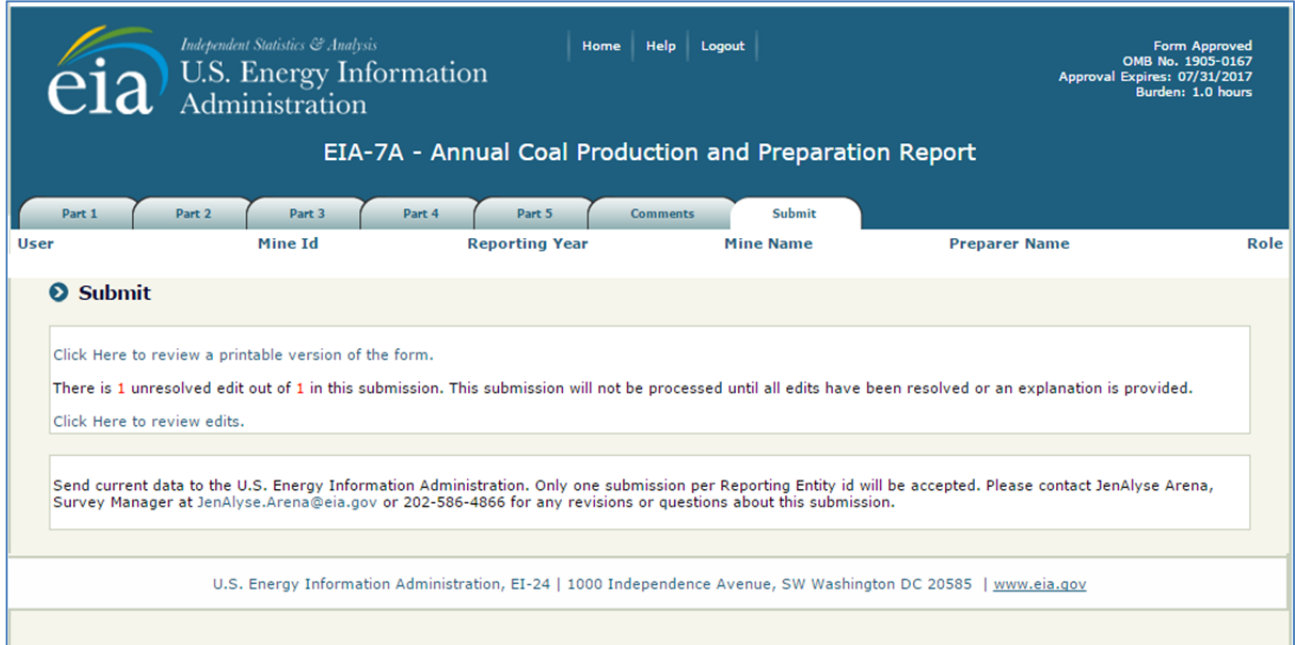If there are errors within the submission, the user is notified (Figure 32.)

Figure 32. Submit Screen with Errors

From this screen, the user may printable version of their submission, complete with all the data currently entered, by clicking on the link **Click Here to review a printable version of the form.** A formatted version of the form will be displayed in a separate window which may be reviewed and printed through the browser print function.

The number of unresolved edits is displayed in red. The user must click on the link **Click Here to review edits** to review the unresolved edits. This brings up the Edit Report screen in a new window (see Figure 33).

The survey respondent may either override the warning errors by entering a detailed explanation in the corresponding comment box, or correct the data by clicking on the link to the data cell, **Click Here**. The user will be prompted to close the Edit Report window.

Respond **Yes** to close the window; respond **No** to leave the window open to refer to as the data are revised.

When the user uses the link **Click Here to Review Edits**, control returns to the section of the form that requires revision. Once each revision is made, REMEMBER to click the ⬚ **Save** ⬚ or ⬚ **Save/Continue** ⬚ button at the bottom of the screen to save any/all changes.

Figure 33. Edit Report Screen

The survey respondent repeats this process until all errors are resolved.

After all edits are resolved, the **Submit** screen is displayed (see Figure 34), and the respondent can finalize and submit the data by clicking on the **Submit** button. Again, the user may generate a printable version of their final submission **before** submitting, and/or complete with all the data currently entered, by clicking on the link **Click Here to review a printable version of the form.**

To submit at a future time, use the link **Click Here** to return to the Home Page.

When the **Submit** button is clicked and submission is successful, the Submission Accepted Screen is displayed (see Figure 35).

Once the survey is submitted, if the survey respondent logs back in, only the printable version of the form will be displayed, and the data may only be reviewed, but not changed. If further changes are required, please contact the Survey Manager (see Item 1.4: Point of Contact).

Figure 34. Submit Tab

Figure 35. Final Submission Screen