

TIPS SHEET FOR FORM EIA-861

CONTACTS:

- Email correspondence from EIA will go to the “Contact Name” email. Make any email address changes or updates here.

SCHEDULE 1: IDENTIFICATION

- Please contact the Help Desk at CNEAFhelpcenter@eia.doe.gov or phone 1-202-287-1333 to update Line 1, “Legal Name of Industry Participant”.

SCHEDULE 2, PART A: GENERAL INFORMATION

- If updating Line 3, Control Area Operator, double click in the Operator Name field for a list of valid Operators.
- Only use whole numbers when completing summer and winter peak data (Line 6).

SCHEDULE 2, PART B: ENERGY SOURCES AND DISPOSITION

- Total Sources and Disposition (Lines 10 and 17) MUST be equal.
- Only use a positive number in line 16, “Total Energy Losses”

SCHEDULE 2, PART C: CUSTOMER SERVICE PROGRAMS

- Green Pricing programs allow customers to purchase power generated from renewable resources and pay for renewable energy development.
- Net Metering Programs allow customers to sell excess power they generate back to the electrical grid to offset consumption.

SCHEDULE 4, PARTS A, B, and C: RETAIL SALES

- Schedule 4, Total Revenue, when summed for all states on parts A, B, and C must equal the total retail revenue reported on Schedule 3, line 1.
- Schedule 4, Total Megawatthours, when summed for all states on parts A and B only, must equal the total megawatthours reported on Schedule 2, part B, line 11.

SCHEDULE 5: DEMAND SIDE MANAGEMENT

- Small utilities, under 150,000 MWh in Schedule 2, part B lines 11 and 12 combined, only need to complete Incremental Effects data and Total Cost data.

ERROR LOG

- Please run the error log after completing the form.
- Record a comment when using the Override function.