

## Quarterly Coal Consumption and Quality Report, Manufacturing Plants

**Please read the instructions provided before completing this form.**

**I. Identification.** The shaded area below is reserved for preprinted information. Please make any corrections in the space to the right of the shaded area.

**Plant Location:**  
**Contact:**  
**Company:**  
**Plant:**  
**Street Address:**  
**City, State, ZIP:**

A. If the preprinted information below is incorrect, please provide the correct contact name, company, address, telephone number, fax number, and email address for the Company that owns this plant in the space to the right of the shaded area.

**Company:**  
**Contact:**  
**Street Address:**  
**City, State, ZIP:**  
**Telephone Number:**  
**Fax Number:**  
**Email Address:**

B. If the preprinted information below is incorrect, please provide the correct name, title, telephone number, fax number, and email address of the company representative who can answer questions regarding the information provided on this form. Please make any corrections in the space to the right of the shaded area.

**Contact:**  
**Title:**  
**Telephone Number:**  
**Fax Number:**  
**Email Address:**

C. Please report the primary product manufactured at this plant: \_\_\_\_\_

**II. Coal Receipts, Consumption, and Stocks.** *Please read Section G of the Instructions before completing this section. Do not include coal used to produce coke. Do not include coal synfuel receipts/consumption at this plant.*

A. The majority of coal receipts at this plant (please check one):  Bituminous  Subbituminous  Lignite  Anthracite  Waste Coal

B	Ending Stocks Previous Quarter (short tons)
C	Total Quantity Received During Quarter <sup>1</sup> (short tons)
D	Quantity of Coal Consumed During the Quarter (short tons)
E	Adjustments <sup>2</sup> (short tons)
F	Stocks at the End of the Quarter (short tons)
G	Total Cost of Coal Received on a C.I.F. Basis (dollars)

<sup>1</sup>This number should match the the value in Section IV, Item G, Total.

<sup>2</sup>Use the space provided in Section V. Explanatory Remarks to clarify the reason for any entry in this space (e.g, sales to other companies, transfers to other coal-using facilities owned by your corporation, reassessment of stocks, stock losses, etc.).

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**III. Electric Power Generation.** Does this plant have a coal-fired electric generating capacity of 1 megawatt or greater?  
 Yes     No

**IV. Coal Quality and Primary Transportation Mode.** Please refer to Section G of the Instructions for the correct State and Transportation Codes. If you do not have enough space below, please list additional receipts on another sheet of paper.

A. Origin of Coal (State or Country)	B. Quantity Received (short tons)	C. Primary Transportation Mode <sup>3</sup>	D. Btu (Per pound by weight as received)	E. Sulfur (Percent by weight to the nearest 0.01%)	F. Ash (Percent by weight to the nearest 0.01%)
<b>G. TOTAL</b>		-	-	-	-

<sup>3</sup>Multiple shipments originating from a single State but using different transportation modes should be listed separately.

**V. Explanatory Remarks.** Please record any explanatory remarks below. Include explanations for sudden price changes and shifts in consumption.

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**VI. Point of Contact**

Name	Title	Date
Telephone Number	Fax Number	Email Address

## Instructions for Completing Form EIA-3, "Quarterly Coal Consumption and Quality Report, Manufacturing Plants"

**A. PURPOSE** This survey collects data related to coal consumption at U.S. manufacturing plants. Information on coal consumption, stocks, and receipts (quantity and cost) is collected to provide Congress with basic statistics concerning coal consumption, stocks, prices, and quality (coal rank) as required by the Federal Energy Administration Act of 1974 (FEAA) (P.L. 93-275) as amended. These data appear in the *Quarterly Coal Production Report*, the *Monthly Energy Review*, the *Annual Energy Review*, the *State Energy Price and Expenditure Reports*, and the *State Energy Data Report*. In addition, the Energy Information Administration uses the data for coal demand analyses and in short-term modeling efforts which produce forecasts of coal demand and prices requested by Congress. The forecast data appear in the *Short-Term Energy Outlook* and the *Annual Energy Outlook*.

**B. WHO MUST SUBMIT** Form EIA-3 must be submitted by all manufacturing facilities that consume in excess of 1000 short tons of anthracite, bituminous coal, subbituminous coal, or lignite for uses other than coke production during a one-year period. This definition includes facilities such as synfuel plants, which use coal as feedstock. A one-year period is defined to be the current reporting quarter and the previous three reporting quarters. This requirement includes all facilities using coal for gasification/liquefaction and coal used for feedstock. A separate EIA-3 form must be submitted for each manufacturing plant consuming the coal. Submit completed form(s) to EIA and retain a copy for your files.

**C. WHEN TO SUBMIT** Form EIA-3 must be submitted no later than 30 days after the end of the reporting quarter. The reporting quarters are as follows: **First Quarter**, January 1 - March 31; **Second Quarter**, April 1 - June 30; **Third Quarter**, July 1 - September 30, **Fourth Quarter**, October 1 - December 31. The respective due dates are May 1, August 1, November 1, and February 1.

**D. WHERE TO SUBMIT** Form EIA-3 should be returned in the business reply envelope provided to:

Energy Information Administration, EI-52  
Mail Station: BG-076, FORSTL  
U.S. Department of Energy  
Washington, DC 20585  
Attn: EIA-3

Requests for further information or additional forms should be directed to the address above or submitted by telephone to (202) 287-1743.

**E. SANCTIONS** The timely submission of Form EIA-3 by those required to report is mandatory under section 13(b) of the Federal Energy Administration Act (FEAA) as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine not more than \$5,000 per day for each willful violation. Civil action may be enforced to prohibit reporting violations and may result in the granting of a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements. **Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United State any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.**

### F. DEFINITIONS:

**CIF:** Cost including insurance, freight, and taxes (i.e., the delivered cost at the plant).

**Manufacturing Plant:** A plant engaged in the mechanical or chemical transformation of materials or substances into finished or semi-finished materials or products.

**Primary Product:** The type of output or merchandise of the manufacturing plant.

**Primary Transportation Mode:** The method used to transport coal over the majority of the distance from the distributor's location to the consumer's location.

### G. GENERAL INSTRUCTIONS

1. Complete all data applicable to this plant.
2. Do not report coal used to produce coke. Do not include synthetic coal receipts/consumption.
3. Report quantities in whole short tons (e.g., 2,000 pounds) and cost rounded to the nearest whole dollar.

### Instructions for Section II - Coal Receipts, Consumption, and Stocks:

**A.** Please indicate which type of coal best characterizes the majority of coal received at this unit. Please check only one box.

**B. Ending Stocks Previous Quarter.** In the event that the preprinted number is inaccurate, use the adjustment section either to add or subtract the number of short tons that will make your prior quarter ending stocks number accurate (e.g., if the preprinted number is 500 tons low, put +500 in the adjustment section).

**C. Total Receipts During the Quarter** is the quantity of all coal received.

**D. Quantity of Coal Consumed** is the number of tons of coal used either in a manufacturing process or to produce synthetic coal.

**E.** The **Adjustments** section is used to report a change in stocks during the quarter due to any stock losses, reassessments, transfers to or from other plants owned by this company, or sales of coal stocks to other companies. Enter a "+" or "-" to indicate whether the adjustment is an addition or reduction to your facility's stocks. Any entry in this space requires an explanation, which can be given in Section V. Explanatory Remarks.

**F. Stocks at the End of the Quarter.** This number is calculated by taking ending stocks previous quarter, adding quantity of coal received, subtracting quantity of coal consumed, and adding or subtracting any adjustment value (see proof below).

**G. Total Cost of Coal Received** should include insurance, freight, and taxes (i.e., the delivered cost at the plant).

To check the accuracy of the data reported, use the following proof:

	(Ending stocks previous quarter)
+	(Receipts this quarter)
-	(Consumption this quarter)
+/-	(Adjustment)
=	(Ending stocks this quarter)

## Instructions for Completing Form EIA-3, "Quarterly Coal Consumption and Quality Report, Manufacturing Plants," continued

### Instructions for Section IV - Coal Quality and Transportation Mode:

**A. State or Country of Origin** If coal is of domestic origin, enter State Code. If it is imported, enter code for the country of origin. Select from the following State and Foreign Country Origin Codes:

AL - Alabama	KS - Kansas	NM - New Mexico	UT - Utah	MX - Mexico
AK - Alaska	EKY - Kentucky, Eastern	ND - North Dakota	VA - Virginia	CL - Columbia
AR - Arkansas	WKY - Kentucky, Western	OH - Ohio	WA - Washington	VZ - Venezuela
AZ - Arizona	LA - Louisiana	OK - Oklahoma	NWV - West Virginia, North	ID - Indonesia
CO - Colorado	MD - Maryland	PA - Pennsylvania	SWV - West Virginia, South	AS - Australia
IL - Illinois	MS - Mississippi	TN - Tennessee	WY - Wyoming	OT - Other (Specify) :
IN - Indiana	MO - Missouri	TX - Texas	CN - Canada	
IA - Iowa	MT - Montana			

**B. Quantity Received** Report all quantities of coal received in whole short tons (e.g., 2,000 pounds).

**C. Transportation Mode** Please indicate which method, to the best of your knowledge, was primarily used to deliver coal to your manufacturing facility.

TR = Truck
RR = Railroad
BG = Barge
OT = Other (e.g., Great Lakes and tidewater barges and colliers, slurry pipelines, conveyors, and tramways.)

**D. Btu** Enter the Btu per pound for each type of coal.

**E. Sulfur** Enter sulfur content (column e) in terms of percent sulfur by weight for each type of coal. Show to the nearest 0.01%.

**F. Ash** Enter the ash content (column f) in terms of percent ash by weight for each type of coal. Show to the nearest 0.01%.

**G. Total** The sum of coal receipts listed in column B.

**Instructions for Section V - Explanatory Remarks:** Use this area to explain any adjustments to stock data, notify EIA of plant closures, or otherwise explain significant changes in the data as compared to previous quarterly trends (e.g., buying steam rather than producing it during summer months to account for a substantial drop in coal receipts).

**Instructions for Section VI - Point of Contact:** The individual responsible for compiling this data and who can answer any questions about the data should sign and date the form, certifying that the information provided is true and correct to the best of his/her understanding.

**H. BURDEN** Public reporting burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Statistics and Methods Group, EI-70, Forrestal Building, 1000 Independence Ave., SW, Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. Respondents are not required to file this report unless it contains a valid Office of Management and Budget (OMB) control number.

**I. DISCLOSURE OF INFORMATION.** The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the FEAA requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE), to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The name, address, and location (state or county) of the responding company will be released upon request in the form of a full or partial list of respondents for this coal data collection survey.

The other information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.