

# Frequently Asked Questions for Form EIA-860

## (Revised December 2020)

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# GENERAL

## What does EIA use this information for?

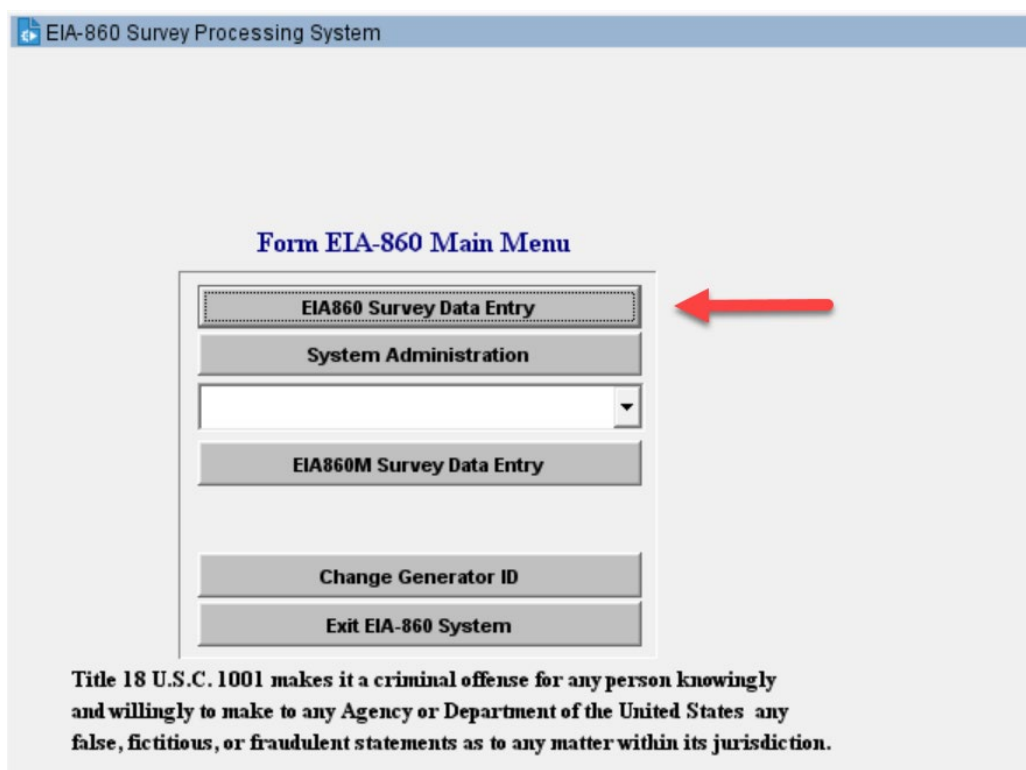
EIA's mission is to collect, analyze, and disseminate independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. The data from this form appear in EIA publications and public databases. EIA publishes these data in the *Electric Power Annual*, *Electric Power Monthly*, and *Preliminary Monthly Generator Inventory*. The data collected on this form are used to monitor the current status and trends of the electric power industry and to evaluate the future of the industry.

## Where can I find the Form EIA-860 Annual survey?

Sign in to the EIA Single Sign On Login System using the following URL:

<https://signon.eia.doe.gov/ssoserver/login>.

You can access the Annual EIA-860 through the Form EIA-860 link. First, click on EIA-860 Annual, and you will see the Form EIA-860 main menu. From there, click the EIA860 Survey Data Entry button.



**Form EIA-860 Main Menu**

- EIA860 Survey Data Entry
- System Administration
- [Dropdown Menu]
- EIA860M Survey Data Entry
- Change Generator ID
- Exit EIA-860 System

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 States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

# ASSISTANCE COMPLETING THE FORM

## Who should the survey contact and the supervisor of the survey contact be?

The survey contact should be the primary contact person responsible for submitting the survey.

The supervisor of the survey contact should be the direct supervisor of the survey contact and should act as a secondary contact person in case the survey contact is not responsive or does not submit the EIA survey by the due date.

We also need a secondary contact person in case we have questions and the primary contact person is unavailable. A supervisor contact is preferred, but if there is no supervisor, please provide information for someone else who can answer our questions in the event we cannot reach the primary contact person.

### **Some of my contact information has changed. How do I update that?**

If an existing contact person's information (telephone, name, title, etc.) changes, send an email with the updates to survey staff at [EIA-860@eia.gov](mailto:EIA-860@eia.gov). Reference the entity/utility ID number so we may locate your contact information in the system.

### **Why does the error remain after I corrected the issue?**

If you provided an error override comment, the issue will remain even after changing the data. Therefore, first double check the line/question with the issue, and if your initial input was inaccurate, update the data and re-run the edit check. If the edit error remains after updating the data or your data were initially input correctly, provide comments on the edit errors and resubmit your Form EIA-860. EIA will contact you by phone or email if you need to provide additional information.

### **What do I put for an override comment?**

Your comments should explain why the data differ in the manner outlined in each error message. Many times, there is a reasonable explanation for why the data are outside of the set criteria, and, if the explanation is sufficiently clear, we will likely not need to ask you follow up questions. "Data is correct" is not an acceptable answer, and EIA will contact you for further explanation.

### **Why can't I submit the survey?**

If you are having trouble submitting the form, you have likely not filled out a required data field. Review the error log on your form for any data issues that have been flagged in your Form EIA-860.

Schedule 1 | 2 | 3A | 3B | 3B Cont. | 3C | 4 | 5A/B | 6A | 6A Cont | 6B | 6C | 6D | 6E | 6F | 6G | Schedule 7 | **Error-log**

U.S. Department of Energy  
Energy Information Administration

**ANNUAL ELECTRIC GENERATOR REPORT**

Form Approval  
OMB No. 1905-0129  
Approval Expires 05/31/2023

Operator ID: [ ] Operator Name: [ ]  
Reporting as of December 31 Year: [ ]

Run EIA-860 Edits **EIA-860 Error Log**

Facility	Generator	Schedule	Part	Line	Equipment ID	Error Num	Error Description/Override Comment/EIA Comment	Field Value	Error Type	Override
-	-	6	A	2	EW+1+++	6100	Report the retirement date (MM-YYYY) if the equipment retired or is expect		W	<input type="checkbox"/> <input checked="" type="checkbox"/>
-	-	6	A	2	EW+3+++	6100	Report the retirement date (MM-YYYY) if the equipment retired or is expect		W	<input type="checkbox"/> <input checked="" type="checkbox"/>
-	-	6	A	2	SN+++3+	6100	Report the retirement date (MM-YYYY) if the equipment retired or is expect		W	<input type="checkbox"/> <input checked="" type="checkbox"/>
-	-	6	A	2	EW+2+++	6100	Report the retirement date (MM-YYYY) if the equipment retired or is expect		W	<input type="checkbox"/> <input checked="" type="checkbox"/>

### I am a new respondent and cannot access prior year information

The EIA Internet Data Collection system is designed for user confidentiality. If an entity updates its respondents, the new respondents will not be able to view prior years filling records. If these records are required, contact survey staff at [EIA-860@eia.gov](mailto:EIA-860@eia.gov).

### I already submitted my EIA-860 survey. Why am I being contacted about a pending survey(s)?

There can be several explanations to this. To ensure that your survey has been submitted, log into the EIA Internet Data Collection system and check if the submission status has been changed from “Not Submitted” to “Submitted”. Another explanation may be that the EIA-923 has been submitted and not the EIA-860.

**SUBMIT** Last Update Date: 11/09/2020 12:18:46  Data Accepted? **Submission Status/Date:** Not Submitted **Instructions**

**PROD** Previous Cycle Next Cycle Create New Record Remove Record PRINT RCR Save Exit

Schedule 1 | 2 | 3A | 3B | 3B Cont. | 3C | 4 | 5A/B | 6A | 6A Cont | 6B | 6C | 6D | 6E | 6F | 6G | Schedule 7 | Error-log

U.S. Department of Energy  
Energy Information Administration  
Form EIA-860 2020

**ANNUAL ELECTRIC GENERATOR REPORT**

Form Approval  
OMB No. 1905-0129  
Approval Expires 05/31/2023

### If I have noticed an error in my data after my initial submission, how can I change it?

While the reporting cycle is open, the listed preparer can log in and make any changes. If you cannot make changes when logging in you can either send an email with the corrected information to survey staff at [EIA-860@eia.gov](mailto:EIA-860@eia.gov), or if you’ve been working with a specific survey staff, you can contact him/her directly.

## **Can multiple people be on the survey Internet Data Collection system at the same time?**

No. If multiple people are logged in to the same survey at the same time, this will cause an error and impede you from saving and submitting your data. Only one person should have access to the survey at a time.

## **Can I still submit my annual form after the due date?**

Yes, the annual form is open for submission after the due date. After the due date, you will receive an email regarding that your form is due. You are still required to complete the EIA-860. You must submit your form immediately or reach out to survey staff for assistance by sending an email to [EIA-860@eia.gov](mailto:EIA-860@eia.gov) or call or send an email to a survey manager listed in the EIA-860 survey form instructions.

Note: The timely submission of Form EIA 860 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93 275), as amended. Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation.

# **SCHEDULE 1**

## **How do I update the information of the reporting entity?**

If the name and address of the reporting entity in Schedule 1 changes, send an email with updates to survey staff at [EIA-860@eia.gov](mailto:EIA-860@eia.gov). Include information such as if the reporting entity is a new entity that will be in charge of reporting or if this is a change in the existing entity's name and address. EIA will review the information and update this data, as needed. If EIA has questions regarding this change, we will contact you.

## **What if I cannot find all the entities or plant(s) that I'm responsible for?**

If you were recently changed to be the preparer, a possible reason you are not able to see certain entities/utilities under your login is because they are under the prior preparer's login. Usernames are assigned one per person and linked to one email per person. If you recently were changed to be the preparer, you cannot use the prior person's credentials to login as you must create your own login username. You should have received an email with steps on how to create your own login username. Contact [EIA-860@eia.gov](mailto:EIA-860@eia.gov) if you have not so we can resend this information over to you.

Another possibility is that the entity or plant is being reported by a preparer of another entity or the plant has not yet been added to the EIA-860 survey. Contact [EIA-860@eia.gov](mailto:EIA-860@eia.gov) with the entity and plant information, so we can find or add the entity or plant to the survey.

### **Is the entity address different from the plant address?**

The plant address refers to a plant's physical location. Whereas the entity address is the address of the company reporting the EIA-860 data. This is the address where EIA would send hard copy letters if required.

### **Can the secondary or supervisory contact log in and submit the survey form?**

No. Only the preparer has the access to log in to, modify, and submit the survey form.

### **We listed a new preparer. Can this new preparer keep using the same user id as the previous preparer?**

No. The user id is linked to the preparer's email. The new preparer will have to create a new user id.

## **SCHEDULE 2**

### **How do I know if a proposed generator or plant is too early to file?**

EIA considers a proposed generator that is sufficiently advanced in planning as having secured three of the following four milestones:

1. location,
2. financing,
3. key permits, and
4. power purchase agreement (PPA).

Additionally, the proposed generators should be expected to begin commercial operations within:

- 10 years for plants primarily fueled by coal and nuclear energy; or
- 5 years for plants primarily fueled by energy sources other than coal or nuclear energy.

When three of the four milestones are met and the expected commercial operation date is within the above thresholds, respondents are required to complete the EIA-860 form. You may download the Microsoft Excel form from the [EIA website](#) and send the completed form as an attachment in an email to [EIA-860@eia.gov](mailto:EIA-860@eia.gov).

### **How can I see all the plants that I'm responsible for reporting?**

To view all the plants reported under the entity listed in Schedule 1, go to Schedule 2. You can then use the scrollbar to the right to view each of the plants under the reporting entity.

### **How can I add new plants to the EIA-860 survey?**

New plants cannot be added through the EIA Internet Data Collection system. In order to add a new plant, download the form from the [EIA website](#) and email the completed form to [EIA-860@eia.gov](mailto:EIA-860@eia.gov). Once the review process is completed and the plant is added to the system, EIA will send you an email notification with the plant code assigned to the new plant.

### **How long will it take for me to get my plant code after sending my filing?**

It usually takes between two to four days for a plant to be approved but if you need it sooner please let EIA know and we can expedite the process for you.

### **My company recently purchased/sold the power plant. Do I have to inform EIA about this transaction?**

Yes, you need to inform EIA about the transaction, so the facility can be transferred to the new owner or entity to ensure continuity in reporting requirements for the facility. Inform EIA by sending an email to [EIA-860@eia.gov](mailto:EIA-860@eia.gov) and include information such as the previous and new entity (and associated utility IDs) and a new point of contact for the facility. EIA will confirm the purchase and transfer the facility to a new entity.

### **The plant was purchased/sold during the reporting year. Do I still need to provide data and submit?**

If the date of purchase occurred during the reporting year, typically the new operator or owner will be responsible to submit the form. Since the EIA-860 is a snapshot as of the last day (December 31) of the reporting year, whoever is the operator or owner at that time will be responsible to provide the most up to date data.

### **What do I report in Line 15 "Does this facility have energy storage capabilities?"**

Only answer yes if this facility uses any of these capabilities to store excess electrical generation: batteries, pumped storage, thermal storage supporting electrical generation, flywheels, and compressed air.

## **SCHEDULE 3**

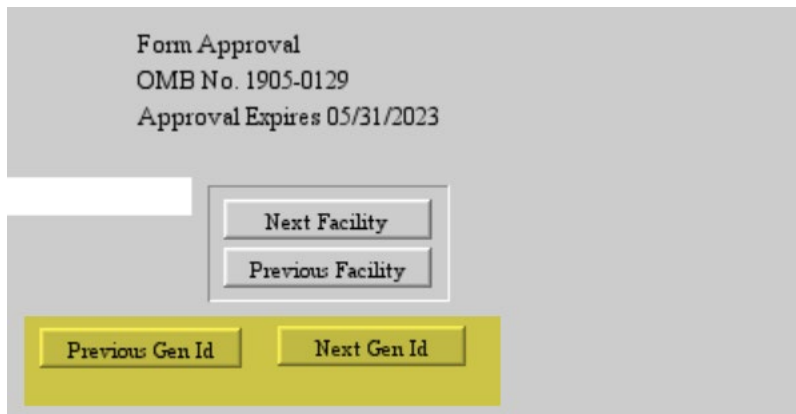
### **Do I have to fill out every question on the EIA-860 form?**

No. You are required to complete the questions related to your generators. The EIA-860 form was designed to capture different types of prime movers. Certain questions may only be relevant to specific prime movers. The EIA-860 survey form and instructions will describe which questions are required for specific prime movers.

### **My plant has more than 3 generators. Why can I only view three generators at one time? How do I view the rest of the generators?**

Toward the right side of Schedule 3B and 3C, you will see the "Previous Gen Id" and "Next Gen Id" buttons.





You may click these buttons to view the data for a plant's multiple generators.

### **What should the generator ID be?**

The generator ID should be a five character alphanumeric name that best represents the generator. Once the generator ID has been published in an EIA publication, it cannot be changed. Make sure you report a permanently identifying generator ID. EIA does not allow generator ID changes to ensure continuity in historical and current data.

### **Can I change generator IDs? Can I change boiler or associated equipment IDs?**

No, once these IDs have been published in an EIA publication, these IDs cannot be changed.

### **How can I update the nameplate information?**

Send an email to [EIA-860@eia.gov](mailto:EIA-860@eia.gov) and provide the plant ID, generator ID and a photograph of the physical nameplate that details the generator's alternating current nameplate capacity. If a photograph is not available, provide regulatory or engineering documentation that shows the generator's nameplate capacity. EIA will update the nameplate capacity on your behalf.

### **What does COD mean?**

COD means "commercial operation date", which is the date that a generator begins or plans to begin commercial operation. EIA-860 only requires the month and year of actual or expected commercial operation date.

### **Do I need to report portable generators?**

Do not report the portable generators in EIA-860. Only report the generators permanently located within a facility.

### **Do I need to report behind-the-meter (BTM) systems in EIA-860?**

Respondents are required to report behind-the-meter (BTM) electricity generating systems in a facility with a total capacity threshold of 1.0 megawatts in alternating current or more, unless the facility the BTM systems resides in is not connected to the local or regional electric power grid and does not have the ability to draw power from or deliver power to the grid.

### **When is a generator considered to be retired?**

A generator is retired when it is no longer in service and is not expected to be returned to service after previously being commercially operational and producing electricity.

If the generator is planned for retirement, a planned derate of the total capacity of that generator should not be reported in the same month that it is planned to retire.

### **Can I remove a generator or plant that has been retired from the EIA-860 survey?**

No. Generators or plants that have been retired from commercial operation will be kept on the survey to maintain historical continuity in the data.

### **If I'm replacing a generator with another generator, can I consider this as an uprate?**

No. If you are planning on replacing a generator, you should report a retirement for the existing generator and add a new proposed generator with a unique generator ID.

### **Are batteries/energy storage considered generators? Do batteries/energy storage need to be reported on the EIA-860 survey?**

EIA views energy storage assets as generators for reporting purposes. Energy storage has the capability to not only charge and take power from the grid as a load, but also discharge power into the grid as a generator. According to EIA-860 instructions, a facility is required to report generators, including energy storage, on the EIA-860 if the facility's total nameplate capacity is above one megawatt in alternating current, is connected to the local or regional electric power grid, and has the ability to draw power from or deliver power to the grid.

### **Why is the status of a generator from the EIA-860 annual form different than the status I previously reported in the EIA-860 monthly form?**

The status reported in the EIA-860 annual form should reflect the status of the generator on December 31 of the reporting year. If a generator becomes operational after the annual form reporting year and is reported in the EIA-860 monthly form, this operational status will not be reflected in the annual form until the new reporting cycle opens at the end of the year.

### **Can I use the OS or OA status for a generator that is in development?**

No. OS or OA status describe a generator that already went into commercial operation but was not used for some or all of the reporting period and is not expected to be returned to service in the next calendar year (OS) or was not used for some or all of the reporting period and is not expected to be returned to service in the next calendar year (OA).

### **In Schedule 3, Part A, Line 5, why can't I answer that the combustion turbine component of a combined cycle system have duct burners?**

Although gas turbines are the source of combustion air for duct burners, the duct burning capability ultimately increases the heat input to the downstream heat recovery steam generator

(HRSG). Therefore, for EIA-860 reporting purposes, EIA associates duct burners with the steam turbine component of combined cycle systems (CA). In addition, based on Schedule 3, Part A data (i.e. plant's total nameplate capacity of steam electric generators and duct firing capability), we determine what boiler and the associated equipment information the combined cycle plant has to report in Schedule 6.

### **The seasonal capacity of one of my generators will be increasing or decreasing. How do I record this on my form?**

Click on the tab labeled "schedule 3B Cont." on your form. In schedule 3B Cont., you will find a section for capacity uprate and derate. If the uprate or derate will occur within the next 10 years, report the new seasonal capacities as well as the completion date of the uprate or derate.

### **I don't see my wind turbine manufacturer and/or model listed. Do I leave it blank?**

If you don't find your wind turbine manufacturer and/or model, please contact survey staff at [EIA-860@eia.gov](mailto:EIA-860@eia.gov).

## **SCHEDULE 4**

### **The reporting entity in Schedule 1 is the sole owner of a generator. Do I have to list this in Schedule 4?**

If the reporting entity is the sole owner of the generator then you are not required to repeat the owner's name again in schedule 4.

Only the generators that are jointly owned with another entity (J) or wholly owned by an entity other than the respondent (W), as reported in Schedule 3, Part A, line 4, are required to complete Schedule 4. In Schedule 4, each generator that reported J or W ownership must complete all questions including the percentage owned, totaling 100 percent. To input ownership details for different generators, select the generator in Schedule 3, Part A, then navigate back to Schedule 4. Repeat this process for each relevant generator.

### **Can I list a person as an owner in Schedule 4?**

Ownership information in Schedule 4 has to be associated with an entity, it cannot be associated with a person or individual. If a generator is owned by an individual then we'll list the name of the company the person is associated with.

## **SCHEDULE 5**

### **Why am I unable to open Schedule 5?**

Schedule 5 is only required if a generator (other than coal or nuclear generators) starts commercial operation during the reporting year.

## **SCHEDULE 6**

**In Schedule 6, Part A, if I don't have any associated equipment to add, do I leave it blank or do I put in "NONE"?**

If your plant does not have associated equipment, leave Schedule 6, Part A blank. If you input "NONE", EIA assumes that there is an equipment with an ID of "NONE".

## **SCHEDULE 7**

**I have a note or a comment I want to include on the form. Where do I put this?**

Click on the tab labeled "Schedule 7" on your form. Schedule 7 includes text boxes for inputting any comments regarding your form. If the reporting entity has multiple plants, generators and associated equipment, please make sure the comment indicates which generator or plant is being referred to in your comment.