

Information Session for the EIA Respondent Portal Quarterly Survey of Industrial, Commercial & Institutional Coal Users (EIA-3)



Tuesday, September 14, 2021

Thursday, September 16, 2021

U.S. Energy Information Administration

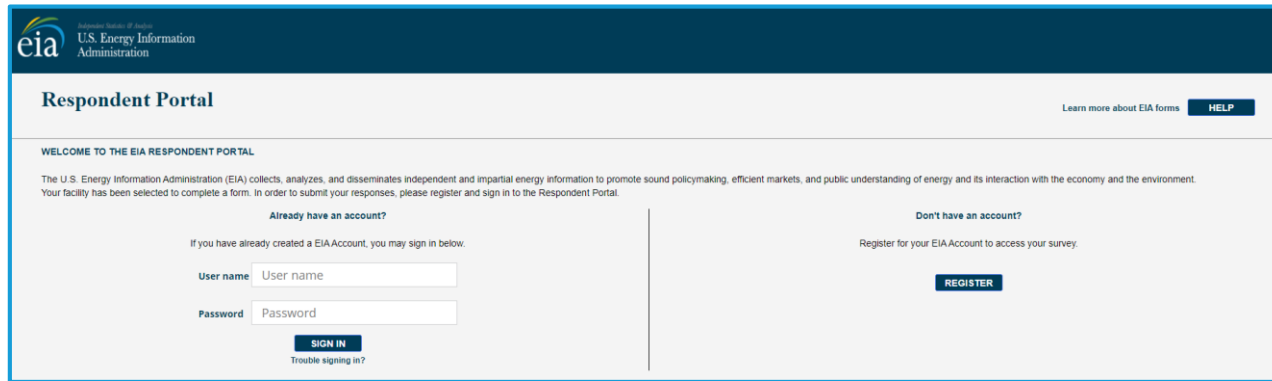
Office of Energy Statistics



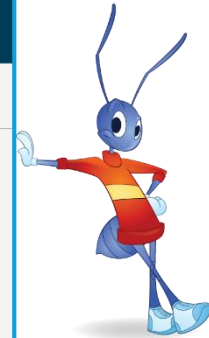
Agenda

This presentation addresses the following:

- What's new & why
- How to register for and use the new EIA Respondent Portal
- How to sign in, navigate and submit the webform, including data validation
- Timeline for registering and reporting
- Ask questions and get answers



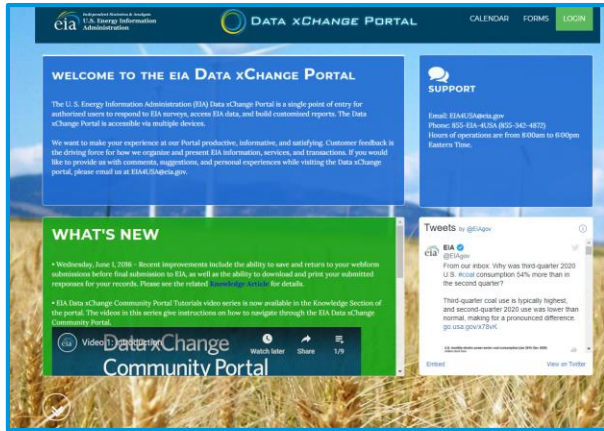
The screenshot shows the EIA Respondent Portal interface. At the top left is the EIA logo and the text "U.S. Energy Information Administration". The main heading is "Respondent Portal" with a "HELP" button to the right. Below the heading is a welcome message: "WELCOME TO THE EIA RESPONDENT PORTAL" and a paragraph explaining that the user's facility has been selected to complete a form. There are two main sections: "Already have an account?" which includes a "SIGN IN" button and a link for "Trouble signing in?"; and "Don't have an account?" which includes a "REGISTER" button. The "SIGN IN" section has input fields for "User name" and "Password".



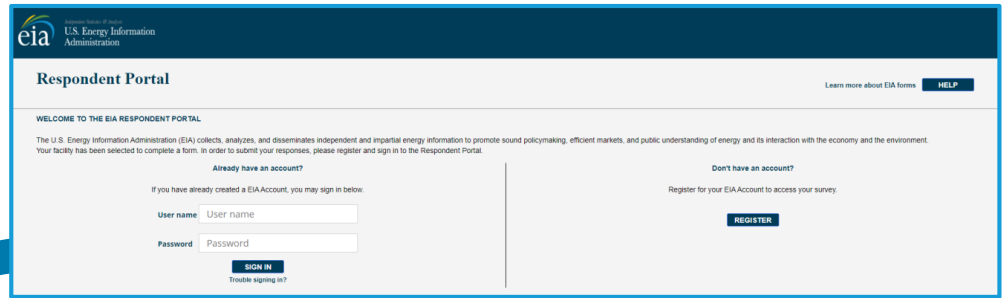
What's New and Why?

EIA has developed a **new** Respondent Portal to submit your EIA-3 form via a webform.

EIA Data xChange Portal (Current)



New Respondent Portal (Webform launches Oct. 1 for 3rd Quarter data)



Why the New Portal?

- ✓ New interface - same look on survey form
- ✓ More user friendly; reduced respondent burden
- ✓ Respondent has more control in data validation
- ✓ More secure transmission of data

For reference, respondents can download the form and instructions at <https://www.eia.gov/survey/>

How to Access the EIA Respondent Portal

Access Instructions

All respondents must register for an account in the EIA Respondent Portal to access the EIA-3 webform. Respondents will receive a one-time email with a new Entity ID that will appear in the Respondent Portal. Once registered, respondents can use the **Sign In** section of this page.

- Follow the link to EIA's online reporting system which will be provided
- First time users click on the **Register** button
- Please use the **Google Chrome** internet browser
- Use this link to access the EIA Respondent Portal: <https://survey.eia.gov>



Respondent Portal

Learn more about EIA forms [HELP](#)

WELCOME TO THE EIA RESPONDENT PORTAL

The U.S. Energy Information Administration (EIA) collects, analyzes, and disseminates 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. Your facility has been selected to complete a form. In order to submit your responses, please register and sign in to the Respondent Portal.

Already have an account?

If you have already created a EIA Account, you may sign in below.

User name

Password

SIGN IN

[Trouble signing in?](#)

Don't have an account?

Register for your EIA Account to access your survey.

REGISTER



Registration via the EIA Respondent Portal

Access Instructions

Enter the information provided to you via the invitation email to register:

- Email
- First and last name
- Entity ID
- Phone
- Company name

***Note: Please include all contact information provided in the invitation email, including Entity ID. We recommend using the copy/paste function to avoid mistakes.**

Optional information includes your job title and manager's identification information.

Click on the radial button yes/no to indicate if you are responsible for submitting data on behalf of your company.

Independent Statistics & Analysis
U.S. Energy Information Administration

[RETURN TO RESPONDENT PORTAL](#)

Email *
eiatesting.mod61@yahoo.com

First name *
Cynthia

Last name *
Sirk

Entity ID
55555911

Phone *
240-298-6819

[Cancel](#) [Register](#)

Independent Statistics & Analysis
U.S. Energy Information Administration

[RETURN TO RESPONDENT PORTAL](#)

Company Name *
EIA Training Company

Job Title
Office Manager

Manager's Full Name
John Doe

Manager's Email
johndoe@yahoo.com

Manager's Phone No
240-298-6820

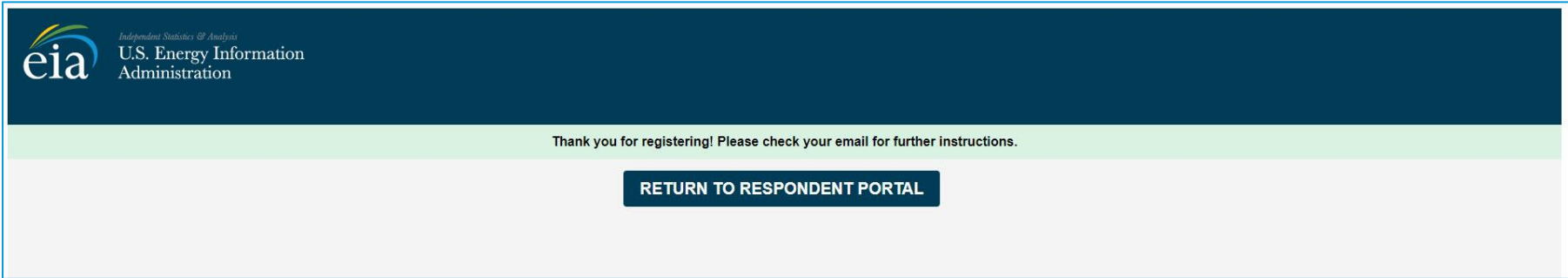
Are you responsible for submitting data on behalf of your company?
 Yes
 No

[Cancel](#) [Register](#)

Registration via the EIA Respondent Portal

Access Instructions

Once the registration information has been entered, and the information matches what EIA has on file for your company, EIA will send an email with instructions for accessing the Respondent Portal.



Registration via the EIA Respondent Portal

Access Instructions

Note: if the contact information entered on the registration page does not match the information provided in the invitation email, an EIA Customer Care Team member will contact you via email with instructions to obtain access to the Respondent Portal.



Thank you for providing this information. You will receive an email from no-reply@eia.gov once our Customer Care Team reviews the information provided.

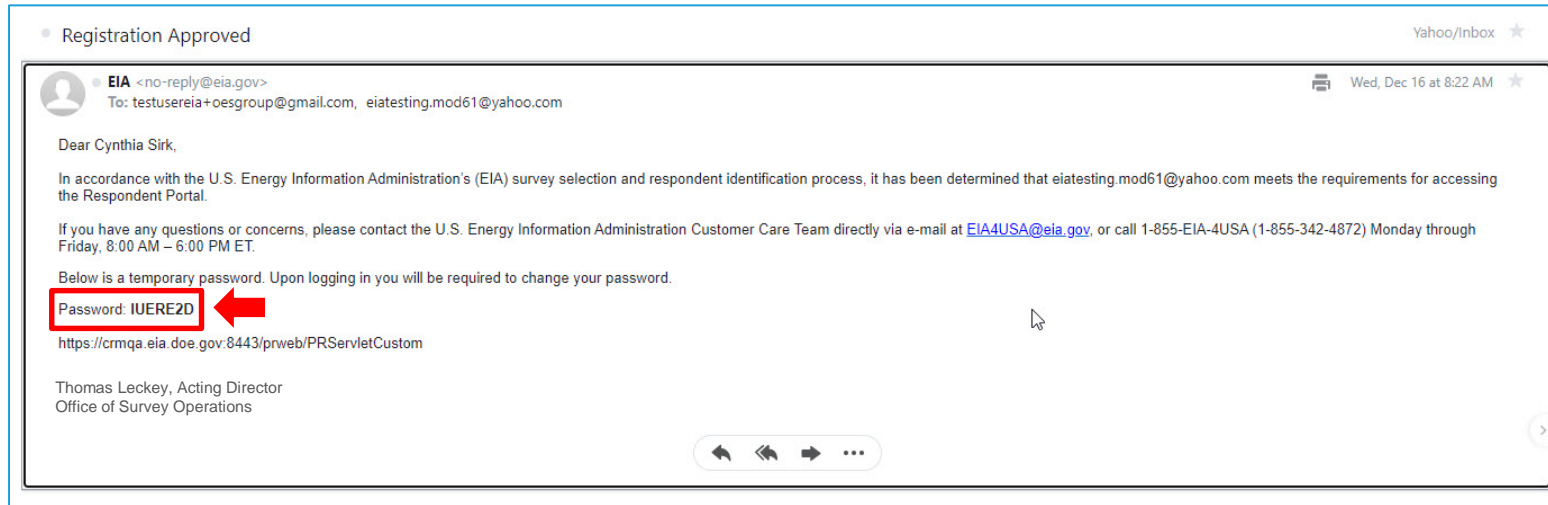
If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team directly via e-mail at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

[RETURN TO RESPONDENT PORTAL](#)

Registration via the EIA Respondent Portal

Access Instructions

Respondents will receive an email that confirms their registration approval with a temporary password and instructions on how to proceed. Once this email is received, return to the Respondent Portal to continue the registration process.



Registration via the EIA Respondent Portal

Access Instructions

On the Respondent Portal landing page, enter your email address as the **User Name** and the temporary password provided in the registration approval email.

Click **Sign In** to continue the registration process. If you have any problems with your password, click on the **Trouble Signing in?** link for instructions to reset your password.

The screenshot shows the EIA Respondent Portal landing page. At the top left is the EIA logo with the text "Independent Statistics of America" and "U.S. Energy Information Administration". The main heading is "Respondent Portal". On the right, there is a link "Learn more about EIA forms" and a "HELP" button. Below the heading, it says "WELCOME TO THE EIA RESPONDENT PORTAL" and provides a brief description of the EIA's mission. The page is divided into two columns. The left column is for users who "Already have an account?" and includes a "User name" field with "john.doe@yahoo.com", a "Password" field with masked characters, a "SIGN IN" button, and a "Trouble signing in?" link. A red arrow points to the "SIGN IN" button. The right column is for users who "Don't have an account?" and includes a "REGISTER" button.

Registration via the EIA Respondent Portal

Access Instructions

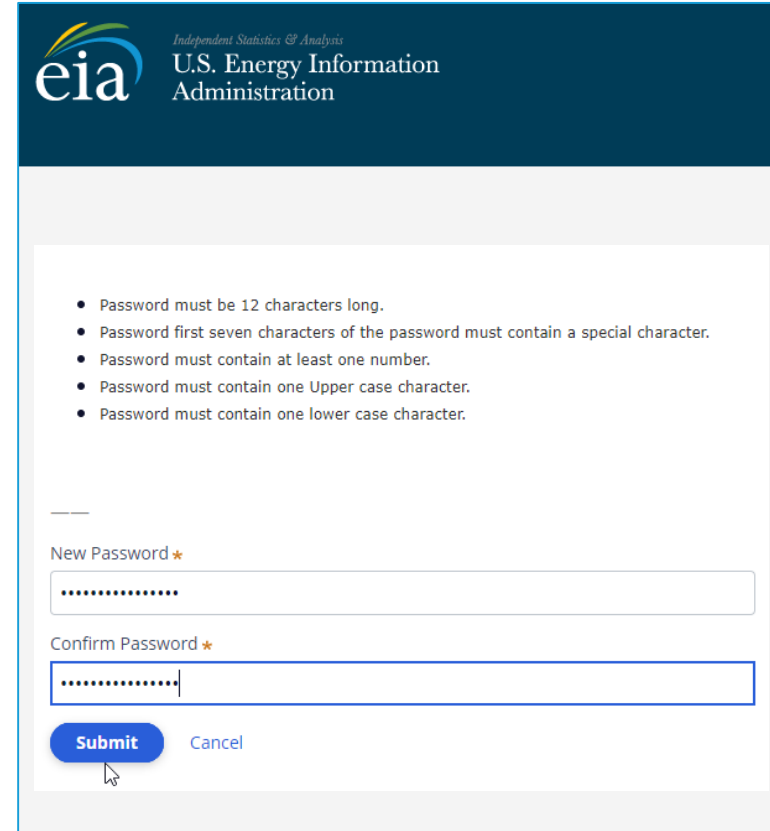
You will be required to reset your temporary password to a permanent one that meets the EIA security requirements. Click **Submit** to continue the registration process.

Once you have created a new password, you will receive a confirmation screen as follows:

Your password has been successfully changed!

[RETURN TO RESPONDENT PORTAL](#)

Click on the **Return to Respondent Portal** link to log in once more with your User name (email address) and new password to proceed to your EIA-3 webform.



The screenshot shows the EIA Respondent Portal interface. At the top left is the EIA logo with the tagline "Independent Statistics & Analysis" and "U.S. Energy Information Administration". Below the logo is a list of password requirements:

- Password must be 12 characters long.
- Password first seven characters of the password must contain a special character.
- Password must contain at least one number.
- Password must contain one Upper case character.
- Password must contain one lower case character.

Below the list are two input fields: "New Password *" and "Confirm Password *", both containing masked characters. At the bottom are "Submit" and "Cancel" buttons. A mouse cursor is pointing at the "Submit" button.

Registration via the EIA Respondent Portal with Two-Factor Authentication

Access Instructions

After your successful log in with a permanent password, EIA will send a one-time passcode via email. Enter the eight-digit passcode and click on **Verify One Time Passcode** to proceed to your EIA-3 webform.

Note: this passcode expires within five minutes. If you mistype the code or pass the five-minute activation period, simply click on the Resend button and check your email for a new passcode. **This two-factor authentication step will be required for log in each time you access the Respondent Portal.**

Enter the One-Time passcode sent to this email address:
e****@yahoo*.com .

One Time Passcode *

Verify One Time Passcode

Resend One Time Passcode

Cancel

A note about two-factor authentication: *The cybersecurity threat landscape is constantly changing and evolving. Cyber-attacks are becoming more sophisticated and require network and system defenders to deploy more advanced protection capabilities. Two-factor authentication is one such capability that decreases risk of compromise by creating additional complexity for the attacker to compromise a system.*

Registration via the EIA Respondent Portal

Access Instructions

The final step to access the EIA-3 webform is to view and agree to EIA's Warning Privacy and Security Notice. Respondents can read the Rules of Behavior by clicking on the link provided then click on the **Agree** button to proceed.



Legal Notice

**** For Official Use Only ****

WARNING PRIVACY, AND SECURITY NOTICE

This is a Federal computer system and is the property of the United States Government. Users have no explicit or implicit expectation of privacy.

With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies both domestic and foreign. By using this system, the user consents to lawful interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

Rules of Behavior

I abide by the following rules of behavior [Rules of Behavior](#)

AGREE

DISAGREE

Accessing Your EIA-3 Webform

My Dashboard

My Dashboard is a landing page that allows the respondent to (1) navigate to forms that need to be filed, (2) view completed surveys and (3) compose and/or view any messages between the respondent and EIA.

The Dashboard will present the number of cycles needing to be filed, the number of completed surveys, and any messages to the Respondent. To begin filing EIA-3 data via the webform, click on the **To Do** button.

The screenshot displays the 'My Dashboard' interface. On the left is a navigation menu with 'To Do', 'Completed Surveys', 'Messages', and 'Contact EIA'. The main content area shows three blue buttons: 'To Do: 3' (highlighted with a red box), 'Completed Surveys: 1', and 'Messages: 0'. The top right of the dashboard includes a dropdown menu for 'EIA Training Company: Washington, DC' and a 'Refresh list' button.

Accessing Your EIA-3 Webform

My Dashboard

Note: If you submit multiple reports, use the drop down arrow to navigate.

Clicking on the desired name populates the **My Dashboard** landing page allowing access to the **To Do**, **Completed Surveys**, and **Message** links for each entity.

The screenshot displays the EIA-3 Respondent Portal interface. The top header includes the EIA logo, the text "Independent Statistics & Analysis U.S. Energy Information Administration", and "Respondent Portal". On the left, a navigation sidebar contains links for "To Do", "Completed Surveys", "Messages", and "Contact EIA". The main content area is titled "My Dashboard" and features three large blue buttons: "To Do: 8", "Completed Surveys: 0", and "Messages: 0". On the right side, a dropdown menu is open, listing several entities: "EIA Training - Coal Coking Plant: WASHINGTON, DC", "EIA Training - Coal Coking Plant: WASHINGTON, DC", "EIA Training - Coal Consumer: WASHINGTON, DC", "EIA Training - Coal Gasification Plant: WASHINGTON, DC", "EIA Training - Coal Liquefaction Plant: WASHINGTON, DC", and "EIA Training - Coal Refining Plant: WASHINGTON, DC". A red circle highlights the dropdown arrow icon on the top item, and a mouse cursor is positioned over the "EIA Training - Coal Consumer: WASHINGTON, DC" option. A small tooltip with the number "5555978" is visible next to the selected option.

Accessing Your EIA-3 Webform

My To Do

The **To Do** tab provides a link to the webform(s) your company is required to file.

Click on the Entity ID number (hyperlinked in blue) to access the EIA-3 webform.

The screenshot displays the EIA Respondent Portal interface. The top navigation bar includes the EIA logo, 'Independent Statistics & Analysis U.S. Energy Information Administration', 'Respondent Portal', and a dropdown menu for 'EIA Training - Coal Consumer: WASHINGTON, DC'. The left sidebar contains navigation options: 'To Do' (highlighted with a red box), 'Completed Surveys', 'Messages', and 'Contact EIA'. The main content area is titled 'My To Do' and 'All Open Survey Submissions'. It features a table with the following data:

ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Last updated by	Last Updated Time
S-21060	EIA-3	WASHINGTON, DC	July - September, 2022	Not Started	October 31, 2022	RespondentSurveyWB	August 25, 2021 9:00:51 AM EDT
S-21056	EIA-3	WASHINGTON, DC	October - December, 2022	Not Started	January 31, 2023	RespondentSurveyWB	August 25, 2021 9:00:45 AM EDT
S-21052	EIA-3	WASHINGTON, DC	January - March, 2023	Not Started	April 30, 2023	RespondentSurveyWB	August 25, 2021 8:59:46 AM EDT

A red arrow points to the ID 'S-21052' in the table. A 'Refresh list' button is located in the top right corner of the table area.

Best Practices Using the EIA-3 Webform

Browser



Google Chrome is the best option for optimal portal and webform performance. Other browsers will work; however, some visibility issues may occur.

Navigation



Click on the EIA logo at the top of any screen to return to the EIA Respondent Portal Dashboard at any time

Navigation



Back

Utilize the back button **within** the webform rather than your browser's back button. This button is located at the bottom of each screen.

Print



Print

Utilize the print button **within** the webform rather than your browser's print function. This button is located at the bottom of each screen.

Advantages of using the EIA-3 Respondent Portal & Webform



Accessibility

- Ability to access current cycles, enter data, and view previous submissions (beginning with the Q3 cycle)



Data Validation

- Webform contains interactive edits
- Exception Dashboard allows for data review and error resolution



Account Security

- Access to data and submissions only allowed by registered users

Sections of the EIA-3 Form to File based on Type of Operation

All EIA-3 respondents will file Sections 1, 2, 3 and 4.

The Respondent Portal enables only the Sections that are required for your type of operation.

Coal Consumer	Complete Sections 1, 2, 3 and 4. Complete Section 9 (Comments) if applicable.
Coal Coking Plant	Complete Sections 1, 2, 3, 4 and 5. Complete Section 9 (Comments) if applicable.
Coal Gasification Plant	Complete Sections 1, 2, 3, 4 and 6. Complete Section 9 (Comments) if applicable.
Coal Liquefaction Plant	Complete Sections 1, 2, 3, 4 and 7. Complete Section 9 (Comments) if applicable.
Coal Refining Plant	Complete Sections 1, 2, 3, 4 and 8. Complete Section 9 (Comments) if applicable.

Filing the EIA-3 Webform – Section 1 Respondent Identification

Section 1

Section 1 contains pre-loaded respondent identification information.

If you need to change any of the information in Section 1, you must contact EIA for assistance.

Email: eia4usa@eia.gov
Phone: 1-855-EIA-4USA
(1-855-342-4872)

Click **Continue** to proceed.

(5-21052) **IN PROGRESS** **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (January - March, 2023) OMB No. 1905-0167 Expiration Date: 08/31/2023 Burden: 1.25 Hours

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Preview

Section 1: Respondent Identification

Reporting Period:	January - March, 2023
Company Name:	EIA Training - Coal Consumer
Doing Business As:	—
Location:	WASHINGTON, DC

Cancel Print Continue


Filing the EIA-3 Webform – Section 2 Company and Site Information

Section 2

Section 2 captures

- NAICS code
- Product description
- Primary product and/or services
- Status of a coke oven, coal-fired electric generating nameplate capacity, information on use of other fuels for co-firing, and carbon capture equipment

Use the **Continue** button to proceed to the next section.

(S-21052) **IN PROGRESS**  **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (January - March, 2023) OMB No. 1905-0167 Expiration Date: 08/31/2023 Burden: 1.25 Hours

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Preview

Section 2: Company and Site Information

1) Provide the North American Industry Classification System (NAICS) code and a brief product description of the company's primary products and/or services.

NAICS Code: 322 - Paper Manufacturing
Product description: Paper product manufacturing

2) Does this site operate a coke oven? No

3) Which of the following options best describes your company's primary product and/or services? Manufacturing Facilities (Skip to 5)

5) Does this site have a coal-fired electric generating nameplate capacity of 1MW or greater? No

6) Does this site use another fuel for co-firing? No

6A) Additional Fuel Source and Heat Content

Additional Fuel Source			Heat Content of Fuel		
Type of Fuel	Quantity	Unit of Measurement	Heat Content	Unit of Measurement	
Natural Gas	10000	Million cubic feet	1000	BTU/cubic foot	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Wood Waste	2000	Pounds	9000	BTU/lb	<input type="button" value="Remove"/>

7) Does this site have carbon capture equipment? No

Section Comments


Question 3 is pre-populated and cannot be edited. Contact EIA if incorrectly coded.

Filing the EIA-3 Webform – Data Entry

A Note on Data Entry

As you enter data on the webform, edits will flag in addition to the full-form edits once all data are entered and submitted.

In this example, the respondent chose the NAICS code from the drop down menu and skipped the product description by mistake. Notice the red text under the empty data field (Value cannot be blank). If the respondent clicks Continue, a warning will appear on screen before advancing to the next Section.

(S-21056) **IN PROGRESS**  **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (October - December, 2022) OMB No. 1905-0167 Expiration Date: 08/31/2023 Burden: 1.25 Hours

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Preview

Section 2: Company and Site Information

1) Provide the North American Industry Classification System (NAICS) code and a brief product description of the company's primary products and/or services.

NAICS Code

Product description
Value cannot be blank

2) Does this site operate a coke oven?

3) Which of the following options best describes your company's primary product and/or services?

5) Does this site have a coal-fired electric generating nameplate capacity of 1MW or greater? Yes No

6) Does this site use another fuel for co-firing? Yes No

7) Does this site have c


surveyuat.eia.gov says
Please correct flagged fields before submitting the form!


Back Print **Continue** **OK**

Filing the EIA-3 Webform – Section 3 Coal Consumption and Cost at this Site

Section 3

Section 3 captures information on consumption and cost of coal. Ending coal stocks are auto-calculated based on information entered in Question 1. Use the adjustment field to make any necessary changes to ending coal stocks outside of known coal receipts and coal consumed.

Note: As you enter data on the webform, respondents can hover over the Tool Tips icon () to assist with helpful information and guidance. Pop up screens will appear with helpful hints.



(S-21052) **IN PROGRESS**  **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (January - March, 2023) OMB No. 1905-0167 Expiration Date: 08/31/2023 Burden: 1.25 Hours

✓ Section 1 ✓ Section 2 **Section 3** Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Preview


Section 3: Coal Consumption and Cost at this Site

Please note that Ending Coal Stocks from Previous Quarter are pre-filled from the prior quarters Ending Coal Stocks value.

1) Report the following disposition at this site during the reporting quarter:

Ending Coal Stocks from Previous Quarter	<input type="text" value="1240"/>	short tons
Quantity of Coal Received During Quarter 	+	<input type="text" value="1500"/> short tons
Section 4 Table 1 requires at least one Coal Receipt when this value is greater than 0.		
Quantity of Coal Consumed During Quarter	-	<input type="text" value="1750"/> short tons
Adjustments 	+/-	<input type="text" value="0"/> short tons
Ending Coal Stocks	=	<input type="text" value="990"/> short tons

2) What was the cost of the coal received at this site during the reporting quarter?

Total Cost of Delivered Coal Received During Quarter 	\$	<input type="text" value="242500.00"/>
--	----	--

3) Did this site receive coal from a broker during the reporting quarter?

Yes
 No

Section Comments

Filing the Webform – Section 4 Characteristics of Coal Receipts at this Site

Section 4

Section 4 captures characteristics of coal receipts for the reporting quarter. They include purchase information, coal characteristics and logistics. Where applicable, drop down menus are provided. Tool tips (ⓘ) are hover features to view hints for reporting certain fields.

Click on the **Enter Receipt** button to capture all the data entered. Once complete, click on the **Continue** button to proceed to the next Section applicable to your operation.

The screenshot shows the EIA-3 Quarterly Survey webform for Section 4. The page title is "EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users (January - March, 2023)". The form is titled "Section 4: Characteristics of Coal Receipts at this Site".

Instructions:

- Enter a separate entry for coal shipment from each mine at the site.
- Multiple shipments received from one MSHA ID can be combined into one entry as long as Coal Rank is the same.
- Input the computed weighted average for heat, sulfur, ash, and mercury content.

Note: You must click the 'Enter Receipt' button after completing each coal shipment. If you have data in the table below and do not click 'Enter Receipt', this data will be deleted when clicking 'Continue' or 'Back' or 'Submit'.

1) What are the characteristics of the coal receipts at this site during the reporting quarter?


The form is divided into three main sections:


- Purchase Information:**
 - Origin of Coal: State or Country (Dropdown menu: KY—Kentucky, Eastern)
 - Quantity of Coal Received from this Origin: short tons (Input: 800)
 - MSHA ID of Coal Mine: View Hints for this Section ⓘ (Input: 1516520). The length of this value must be 7 characters. Please enter a leading 0 if necessary.
 - Rank of Coal: (Dropdown menu: Bituminous (BIT))
 - Is this a Spot-Market or Contract Purchase?: View Hints for this Section ⓘ (Dropdown menu: Spot-Market Purchase)
- Coal Characteristics:**
 - Heat Content: (Input: 15100) BTU per pound
 - Sulfur Content: Percent by weight to nearest 0.01% (Input: 0.79) %
 - Ash Content: Percent by weight to nearest 0.01% (Input: 7.63) %
 - Mercury Content: View Hints for this Section ⓘ (Input: 0.020) ppm
- Logistics:**
 - Commodity Cost / Short Ton: (Report Cost of Coal Only) View Hints for this Section ⓘ (Input: 83.31) Dollars per short ton
 - Average Cost of Delivered Coal / Short Ton: (Report Commodity Cost + Insurance, Freight, and Taxes) View Hints for this Section ⓘ (Input: 134.56) Dollar per short Ton
 - Primary Mode of Transportation from Mine within United States (Longest Leg): View Hints for this Section ⓘ (Dropdown menu: BG - Barge)
 - Secondary Mode of Transportation from Mine within United States (Second Longest Leg): View Hints for this Section ⓘ (Dropdown menu: TR - Truck)

Buttons: Back, Enter Receipt, Print, Continue.

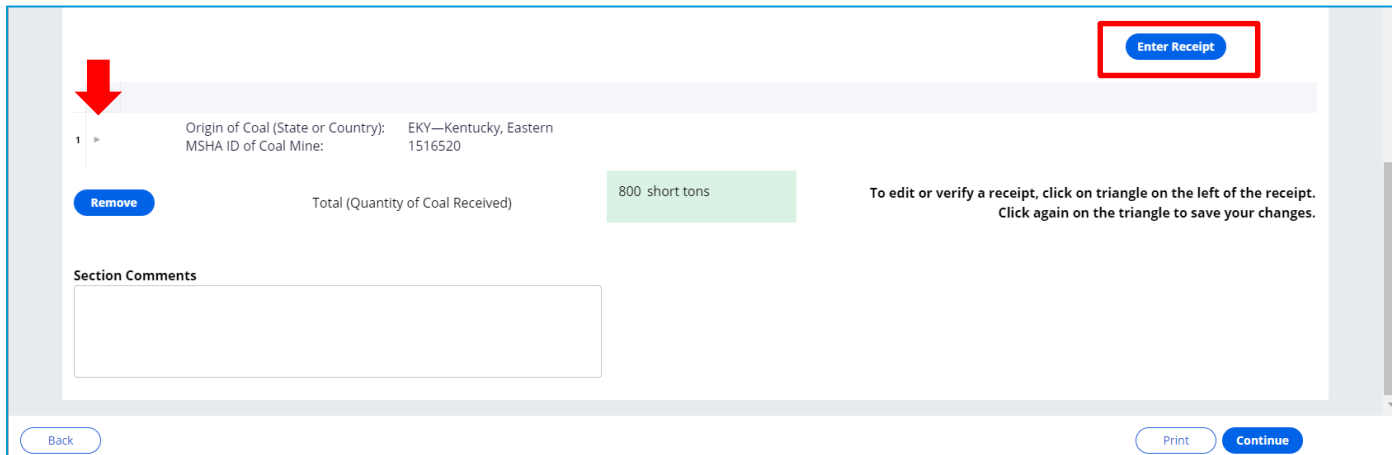
Filing the Webform – Section 4 Characteristics of Coal Receipts at this Site


Section 4


For each receipt entered, be sure to use the  button.

Once you have entered a receipt, the data entered in Section 4 will collapse into a numbered row. To expand and view the content of that receipt, click on the right pointing triangle () next to the row number.

The total quantity of coal received (green data field) is an auto-calculated field based on the receipts entered in Section 4.






1  Origin of Coal (State or Country): EKY—Kentucky, Eastern
MSHA ID of Coal Mine: 1516520

 Total (Quantity of Coal Received) 800 short tons

Section Comments

To edit or verify a receipt, click on triangle on the left of the receipt.
Click again on the triangle to save your changes.

Filing the Webform – Section 5 Coking Plants

Section 5

This section is enabled only for those respondents who operate coking plants.

Once complete, click on the **Continue** button to proceed to the next Section applicable to your operation.

(S-21055) **IN PROGRESS**

eia **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (October - December, 2022) OMB No. 1905-0167 Expiration Date: 08/31/2023 Burden: 1.25 Hours

Section 1 Section 2 Section 3 Section 4 **Section 5** Section 6 Section 7 Section 8 Section 9 Preview

Section 5: Coking Plants

This section is enabled by selecting Coking Plant in Section 2, Question 4.

Please note that Ending Stocks from Previous Quarter fields in the table below have been pre-filled with the Stocks End of Quarter values from last quarter.

Scroll down to view all fields

1) Are you reporting for a coking plant? Yes

2) What were the coke and breeze production, distribution, and ending stocks at this coking plant during the reporting quarter?

	Coke	Breeze
Ending Stocks from Previous Quarter	<input type="text"/> short tons	<input type="text"/> short tons
Production	+ <input type="text"/> short tons	+ <input type="text"/> short tons
Quantity Consumed by your Company	- <input type="text"/> short tons	- <input type="text"/> short tons
Quantity of Domestic Sales	- <input type="text"/> short tons	- <input type="text"/> short tons


Back Print Continue

Filing the Webform – Section 6 Gasification Plants

Section 6

This section is enabled only for those respondents who operate gasification plants.

Once complete, click on the **Continue** button to proceed to the next Section applicable to your operation.

(S-21061) **IN PROGRESS**  **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (July - September, 2022) Expiration Date: 08/31/2023 Burden: 1.25 Hours

Section 1 ✓ Section 2 ✓ Section 3 ✓ Section 4 ✓ Section 5 Section 6 Section 7 Section 8 Section 9 Preview

Section 6: Gasification Plants


This section is enabled by selecting Gasification Plant in Section 2, Question 4.

1) Are you reporting for a gasification plant? Yes

2) Does this gasification plant gasify coal in-situ? * Yes No

3) What was the distribution of the gasified coal produced at this gasification plant during the reporting quarter?

Report States Served by the Pipeline	How much of that gasified coal was distributed or sold?	Type of Customer ⓘ	
			<input type="button" value="Add"/>

 No items

Total — thousand cubic feet

4) What was the average heat content of the gasified coal produced at this gasification plant during the reporting quarter? BTU per cubic foot


Scroll down to view all fields

Filing the Webform – Section 7 Liquefaction Plants

Section 7

This section is enabled only for those respondents who operate liquefaction plants.

Once complete, click on the **Continue** button to proceed to the next Section applicable to your operation.

(S-21062) **IN PROGRESS**  **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (July - September, 2022) Expiration Date: 08/31/2023 Burden: 1.25 Hours


Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 **Section 7** Section 8 Section 9 Preview

Section 7: Liquefaction Plants

This section is enabled by selecting Liquefaction Plant in Section 2, Question 4

1) Are you reporting for a liquefaction plant? Yes

2) What was the distribution of the liquefied coal produced at this liquefaction plant during the reporting quarter?

State or Country where the Liquefied Coal went to	Quantity Distributed or Sold to each State or Country	Type of Customer ⓘ	Primary Mode of Transportation from Plant ⓘ	Secondary Mode of Transportation from Plant ⓘ	Add
 No items					

Total short tons


3) What was the average sulfur content as a percentage of the liquefied coal produced at this liquefaction plant during the reporting quarter? %

4) What was the average heat content of the liquefied coal produced at this liquefaction plant during the reporting quarter? BTU per barrel

5) What were the byproducts of the liquefied coal produced at this liquefaction plant during the reporting quarter?

[Back](#) [Print](#) [Continue](#)

Scroll down to view all fields




Filing the Webform – Section 8 Coal Refining Plants

Section 8

This section is enabled only for those respondents who operate coal refining plants.

Once complete, click on the **Continue** button to proceed to the next Section applicable to your operation.

(S-19559) **IN PROGRESS**  **EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users** (April - June, 2022) OMB No. 1905-0167 Expiration Date: 08/31/2023 Burden: 1.25 Hours

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 **Section 8** Section 9 Preview

Section 8: Coal Refining Plants

This section is enabled by selecting Coal Refining Plant in Section 2, Question 4

Please note that Ending Refined Coal Stocks from Previous Quarter in the table below have been pre-filled with the Refined Coal Stocks at End of Quarter values from last quarter.

1) Are you reporting for a coal refining plant? Yes

2) What was the disposition of the refined coal stocks at this coal refining plant during the reporting quarter?

Ending Refined Coal Stocks from Previous Quarter	<input type="text"/>	short tons
Refined Coal Produced	+ <input type="text"/>	short tons
Quantity of Refined Coal Consumed	- <input type="text"/>	short tons
Quantity of Refined Coal Sold	- <input type="text"/>	short tons
Other Adjustments	+/- <input type="text"/>	short tons
Refined Coal Ending Stocks	= <input type="text"/>	short tons

Scroll down to view all fields

Filing the Webform – Section 9 Overall Comments

Section 9

Enter any overall comments pertaining to any data entered thus far, especially explanation for why operations were higher or lower than usual.

If you have questions and/or comments that require a reply, do not use this comment section. We recommend using the **Message** feature so that the EIA Customer Care Team can follow up directly.

Once complete, click on the **Continue** button to proceed to the Preview screen.


The screenshot displays the EIA-3 webform interface. At the top, the title is "EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users (January - March, 2023)". The form ID is "(S-21052)" and it is marked "IN PROGRESS". The EIA logo is visible. On the right, the OMB No. is 1905-0167, the Expiration Date is 08/31/2023, and the Burden is 1.25 Hours. A progress bar at the top shows sections 1 through 8 completed with checkmarks, and Section 9 is currently active. Below the progress bar, the heading "Section 9: Overall Comments" is followed by a large, empty text input box. At the bottom of the form, there are three buttons: "Back", "Print", and "Continue".

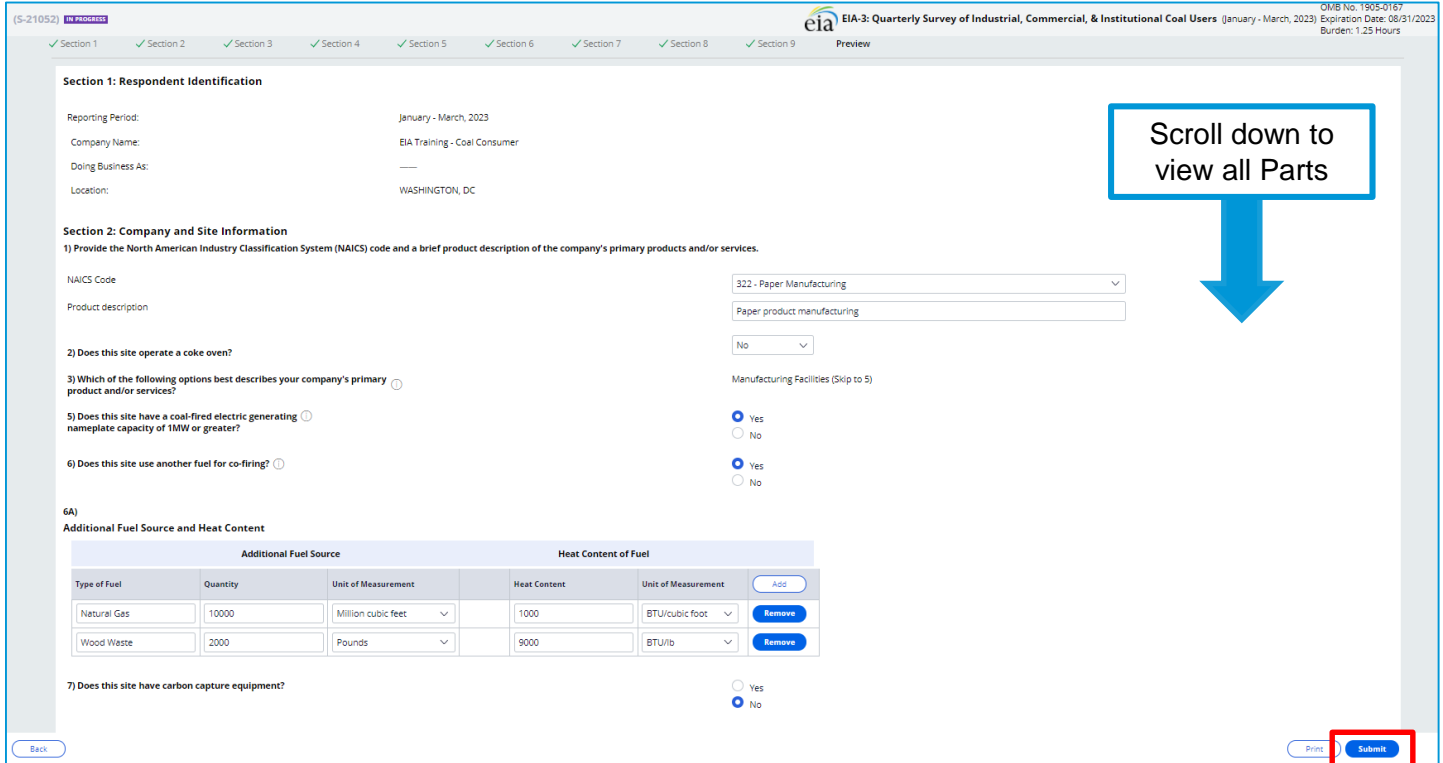
Preview Section

Preview

The Preview section provides a summary of all information entered for the entire webform. Scroll down the page to review all data entered. Make changes if needed, then click on the **Submit** button.

Clicking **Submit** will cause the EIA-3 submission to be checked for potential errors and submitted to EIA.

Use the  button to print a copy of the entire form.



(S-21052) **IN PROGRESS**

Section 1 ✓ Section 2 ✓ Section 3 ✓ Section 4 ✓ Section 5 ✓ Section 6 ✓ Section 7 ✓ Section 8 ✓ Section 9 ✓

Section 1: Respondent Identification

Reporting Period: January - March, 2023
Company Name: EIA Training - Coal Consumer
Doing Business As: —
Location: WASHINGTON, DC

Section 2: Company and Site Information

1) Provide the North American Industry Classification System (NAICS) code and a brief product description of the company's primary products and/or services.

NAICS Code: 322 - Paper Manufacturing
Product description: Paper product manufacturing

2) Does this site operate a coke oven? No

3) Which of the following options best describes your company's primary product and/or services? Manufacturing Facilities (Skip to 5)

5) Does this site have a coal-fired electric generating nameplate capacity of 1MW or greater? Yes

6) Does this site use another fuel for co-firing? Yes

6A) Additional Fuel Source and Heat Content

Additional Fuel Source			Heat Content of Fuel		
Type of Fuel	Quantity	Unit of Measurement	Heat Content	Unit of Measurement	
Natural Gas	10000	Million cubic feet	1000	BTU/cubic foot	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Wood Waste	2000	Pounds	9000	BTU/lb	<input type="button" value="Add"/> <input type="button" value="Remove"/>

7) Does this site have carbon capture equipment? No

Scroll down to view all Parts

Using the Exception Dashboard

Exception Dashboard

Once the EIA-3 form is submitted, the system will apply edit validation rules to the data. If there are errors, a **Review Errors** banner will appear. Click **Close** to continue. This will return the respondent to the Preview tab.

The system will provide a list of potential errors found within the data submission via the **Exception Dashboard**.

The screenshot shows the EIA-3 Respondent Portal interface. At the top, there is a navigation bar with the EIA logo and the text "U.S. Energy Information Administration Respondent Portal". The main content area displays an "Exception Dashboard" banner with the text "Errors without Override: 2". Below the banner, there is a table with columns for "Location of Error", "Error Description", and "Override Comment". One error is listed: "Section 4: Characteristics of Coal Receipts at this Site. (- Heat Content)" with the description "Coal Heat Content must be within the range for its given state code and coal type". A "Review Errors" modal is open, displaying the text: "Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error." and a "Close" button. A red arrow points from the "Close" button in the modal to the "Close" button in the Exception Dashboard banner.

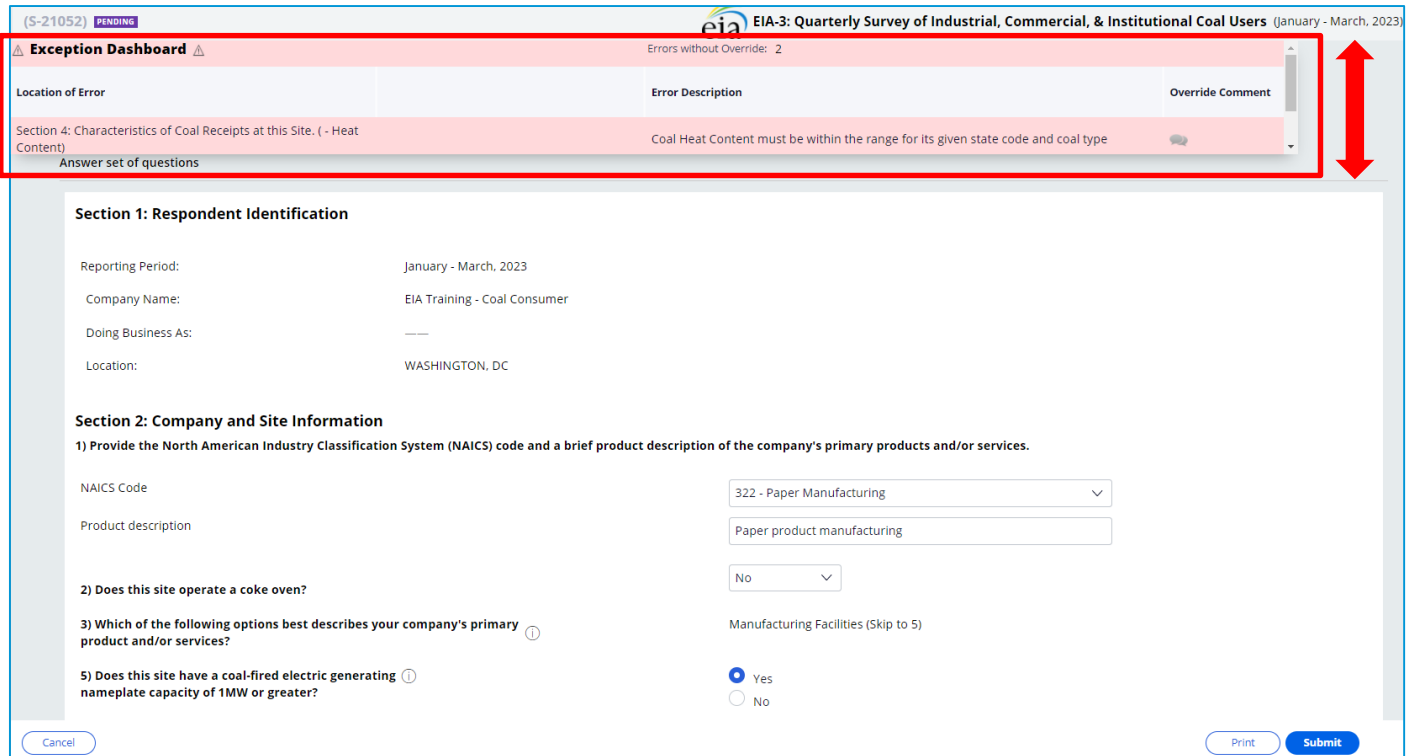
This is a close-up of the "Review Errors" modal. It contains the text: "Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error." and a "Close" button. A red arrow points to the "Close" button.


Using the Exception Dashboard


Exception Dashboard


The **Exception Dashboard** provides a list of any flagged edits found in the data submission, the location, a description, and an option to enter an override comment (if allowed).

The Exception Dashboard is a scrollable banner found at the top of the page. Use the scroll bar on the far right to view all potential errors.



(S-21052) **PENDING**  EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users (January - March, 2023)

Exception Dashboard  Errors without Override: 2

Location of Error	Error Description	Override Comment
Section 4: Characteristics of Coal Receipts at this Site. (- Heat Content)	Coal Heat Content must be within the range for its given state code and coal type	

[Answer set of questions](#)

Section 1: Respondent Identification

Reporting Period: January - March, 2023

Company Name: EIA Training - Coal Consumer

Doing Business As: —

Location: WASHINGTON, DC


Section 2: Company and Site Information


1) Provide the North American Industry Classification System (NAICS) code and a brief product description of the company's primary products and/or services.

NAICS Code: 322 - Paper Manufacturing

Product description: Paper product manufacturing

2) Does this site operate a coke oven? No

3) Which of the following options best describes your company's primary product and/or services?  Manufacturing Facilities (Skip to 5)

5) Does this site have a coal-fired electric generating nameplate capacity of 1MW or greater?  Yes No

[Cancel](#) [Print](#) [Submit](#)

Using the Exception Dashboard

EXAMPLE 1: DATA OUT OF RANGE

In this example, the respondent entered a heat content value outside of an acceptable range for the given state and coal type.

The Exception Dashboard identified this error and the actual data field in Section 4 also describes the error flag in red text.

Once the error is fixed by entering valid data, click **Submit** and the exception dashboard error will disappear.

(S-21052) **PENDING** EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users (January - March, 202

Exception Dashboard Errors without Override: 2

Location of Error	Error Description	Override Comment
Section 4: Characteristics of Coal Receipts at this Site. (- Heat Content)	Coal Heat Content must be within the range for its given state code and coal type	

1 Origin of Coal (State or Country): EKY—Kentucky, Eastern
MSHA ID of Coal Mine: 1516520

Purchase Information Coal Characteristics Logistics

Origin of Coal
State or Country: EKY—Kentucky, Eastern

Quantity of Coal Received from this Origin
short tons: 800

MSHA ID of Coal Mine
View Hints for this Section ①
1516520
The length of this value must be 7 characters.
Please enter a leading 0 if necessary.

Rank of Coal
Bituminous [BIT]

Is this a Spot-Market or Contract Purchase?

Heat Content
15100
Coal Heat Content must be within the range for its given state code and coal type
BTU per pound

Sulfur Content
Percent by weight to nearest 0.01%
0.79 %

Ash Content
Percent by weight to nearest 0.01%
7.63 %

Mercury Content
View Hints for this Section ①
Parts per million on a dry basis to nearest .001
0.020 ppm

Commodity Cost / Short Ton (Report Cost of Coal Only)
View Hints for this Section ①
Dollars per short ton
\$ 83.31

Average Cost of Delivered Coal / Short Ton (Report Commodity Cost +Insurance, Freight, Land, Taxes)
Dollar per short Ton
\$ 134.56

Primary Mode of Transportation from Mine within United States (Longest Leg)
View Hints for this Section ①
BG - Barge

Secondary Mode of Transportation from Mine within United States (Second Longest Leg)
View Hints for this Section ①

Cancel Print Submit

Using the Exception Dashboard

EXAMPLE 1: HOW TO OVERRIDE

In some cases, the data entered are valid even though they were flagged on the exception dashboard.

To override an edit, click on the speech bubble (🗨️) on the exception dashboard line. Enter the reasoning for why the data are correct in the Override Comment field and click **submit**.

Once the override is accepted, the exception dashboard will convert the row error from pink to yellow.

(S-21052) **PENDING** EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users (January - March, 2023) Errors without Override: 2

Exception Dashboard

Location of Error	Error Description	Override Comment
Section 4: Characteristics of Coal Receipts at this Site. (- Heat Content)		
Purchase Information	Coal Characteristics	Logistics
Origin of Coal State or Country EKY—Kentucky, East	Heat Content 15100 Coal Heat Content must be within the range for its given state code and coal type BTU per pound	Commodity Cost / Short Ton (Report Cost of Coal Only) View Hints for this Section Dollars per short ton \$ 83.3

Comment for Error Override ✕

You may override the selected error if you provide a comment:

Location of Error	Error Description
Section 4: Characteristics of Coal Receipts at this Site. (- Heat Content)	Coal Heat Content must be within the range for its given state code and coal type

Override Comment:

This value is accurate. The coal from this mine was partially mixed but the lab results we received match what we have reported.

Cancel Submit

Using the Exception Dashboard

EXAMPLE 1: HOW TO OVERRIDE

Notice the flagged error with an override comment is now yellow. The error has been addressed with a comment.

Also, notice that once the edit is cleared, the receipt data collapses and is labeled as receipt 1 in the left margin. To edit any data entered for a receipt, click on the triangle (▶) to expand the data fields.

(S-21052) PENDING

eia EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users (January - March, 2023)

Section 4: Characteristics of Coal Receipts at this Site. (- Heat Content) Coal Heat Content must be within the range for its given state code and coal type

Section 4: Characteristics of Coal Receipts at this Site. (Total (Quantity of Coal Received) -) Total (Quantity of Coal Received) in Section 4 must equal Quantity of Coal Received During Quarter in Section 3

1 ▶ Origin of Coal (State or Country): EKY—Kentucky, Eastern
MSHA ID of Coal Mine: 1516520

2 ▶ Origin of Coal (State or Country): SWV—West Virginia, Southern
MSHA ID of Coal Mine: 4609125

Remove Total (Quantity of Coal Received) 1490 short tons

To edit or verify a receipt, click on triangle on the left of the receipt. Click again on the triangle to save your changes.

Section Comments

Section 5: Coking Plants
This section is enabled by selecting Coking Plant in Section 2, Question 4.

Cancel Print Submit

Using the Exception Dashboard

EXAMPLE 2: FIXING AN ERROR THAT CANNOT BE OVERRIDEN

In the second example, the respondent has reported data that cannot be overridden. The total quantity of coal received reported in Section 4 for receipts must equal the quantity of coal received as reported in Section 3.

1	▶	Origin of Coal (State or Country): MSHA ID of Coal Mine:	EKY—Kentucky, Eastern 1516520
2	▶	Origin of Coal (State or Country): MSHA ID of Coal Mine:	SWV—West Virginia, Southern 4609125

Section 4 receipts totaled 1,490 short tons

Total (Quantity of Coal Received) 1490 short tons

To edit or verify a receipt, click on triangle on the left of the receipt. Click again on the triangle to save your changes.

Section 4: Characteristics of Coal Receipts at this Site. (Total Quantity of Coal Received) -)

Total (Quantity of Coal Received) in Section 4 must equal Quantity of Coal Received During Quarter in Section 3

Section 3: Coal Consumption and Cost at this Site

Please note that Ending Coal Stocks from Previous Quarter are pre-filled from the prior quarters Ending Coal Stocks value.

1) Report the following disposition at this site during the reporting quarter:

Ending Coal Stocks from Previous Quarter short tons

Quantity of Coal Received During Quarter short tons

Quantity of Coal Consumed During Quarter short tons

Adjustments short tons

Ending Coal Stocks short tons

Section 3 Quantity of Coal Received = 1,500 short tons

Section 4 Table 1 requires at least one Coal Receipt when this value is greater than 0.

= 990 short tons

Cancel Print Submit

Using the Exception Dashboard

EXAMPLE 2: FIXING AN ERROR THAT CANNOT BE OVERRIDEN

To correct this error, revise the quantity of coal received during this quarter in Section 3 to 1,490. The respondent also enters an adjustment of 10 short tons and has added an explanation for the adjustment.

Then click the **Submit** button to re-edit the data.

(S-21052) PENDING

eia EIA-3: Quarterly Survey of Industrial, Commercial, & Institutional Coal Users (January - March, 2023)

Section 4: Characteristics of Coal Receipts at this Site. (- Heat Content) Coal Heat Content must be within the range for its given state code and coal type

Section 4: Characteristics of Coal Receipts at this Site. (Total (Quantity of Coal Received) -) Total (Quantity of Coal Received) in Section 4 must equal Quantity of Coal Received During Quarter in Section 3

Section 3: Coal Consumption and Cost at this Site

Please note that Ending Coal Stocks from Previous Quarter are pre-filled from the prior quarters Ending Coal Stocks value.

1) Report the following disposition at this site during the reporting quarter:

Ending Coal Stocks from Previous Quarter short tons

Quantity of Coal Received During Quarter short tons

Quantity of Coal Consumed During Quarter short tons

Adjustments short tons

Explain Adjustments

Section 4 Table 1 requires at least one Coal Receipt when this value is greater than 0.


Form EIA-3 Submission



Review & Submit

When the submission passes all edits, the respondent will see the green banner indicating that the submission was successfully received.

At this stage, if you need to re-submit the survey with revised data, use the button [Re-Submit Survey](#) under the green banner.

If you have revisions to prior quarters, please contact the EIA Customer Care Team for assistance.

 Your submission for the production month of January - March, 2023 was received on August 30, 2021 at 9:44 AM.

 EIA-3 (S-21052)	Re-Submit Survey	Urgency 0	Deadline ---	Status Resolved-Accepted	
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Section 1: Respondent Identification

Reporting Period: January - March, 2023

Company Name: EIA Training - Coal Consumer

Doing Business As: ---

Location: WASHINGTON, DC

Section 2: Company and Site Information

1) Provide the North American Industry Classification System (NAICS) code and a brief product description of the company's primary products and/or services.

NAICS Code: 322 - Paper Manufacturing

Product description: Paper product manufacturing

2) Does this site operate a coke oven? No

3) Which of the following options best describes your company's primary product and/or services? Manufacturing Facilities (Skip to 5)

5) Does this site have a coal-fired electric generating nameplate capacity of 1MW or greater? Yes

Navigating the Respondent Portal – Completed Surveys

My Completed Surveys

Once a form is successfully submitted to EIA, the **Completed Surveys** tab will populate with a list of all resolved and accepted survey submissions.

Access to Surveys submitted using the Webform

Use the **Completed Surveys** tab to access surveys previously submitted via the webform but may require revision. Click on the blue ID hyperlink to access the webform, print and re-submit as needed.

The screenshot shows the Respondent Portal interface. At the top left is the EIA logo and the text 'Independent Statistics & Analysis U.S. Energy Information Administration'. To the right of the logo is the text 'Respondent Portal'. On the far right of the top bar is a dropdown menu showing 'EIA Training - Coal Consumer: WASHINGTON, DC' and a 'CS' icon. Below the top bar is a sidebar with navigation options: 'To Do', 'Completed Surveys' (highlighted with a red box), 'Messages', and 'Contact EIA'. The main content area is titled 'My Completed Surveys' and contains a 'Resolved Survey Submissions' table. A red arrow points to the ID 'S-21052' in the first row of the table. A 'Refresh list' button is located in the top right corner of the main content area.

ID	Entity ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Submission ID	Submitted By	Submitted Time
S-21052	55555978	EIA-3	WASHINGTON, DC	January - March, 2023	Resolved-Accepted	April 30, 2023	1753546	eiatesting.mod61@yahoo.com	8/30/21 9:44 AM

Navigating the Respondent Portal - Messages

Messages

The Messages tab will house all correspondence between the respondent and EIA.

To send a message to EIA, click on the **New Message** button to compose a message.

The screenshot displays the Respondent Portal interface. The top navigation bar includes the EIA logo, the text 'Respondent Portal', and a dropdown menu for 'EIA Training Company: Washington, DC'. The left sidebar contains navigation options: 'To Do', 'Completed Surveys', 'Messages' (highlighted with a red box), and 'Contact EIA'. The main content area is titled 'My Messages' and features a 'New Message' button (indicated by a red arrow). Below this, there are three sections: 'All Open Messages', 'All Open Messages Pending with EIA', and 'Resolved Messages'. Each section contains a table with columns for 'ID', 'Message Initiated', 'Message Subject', and 'Last Updated'. Below each table is a message icon and the text 'Work queue is empty'.

Navigating the Respondent Portal - Messages

Messages

To send a message to EIA, click on the button

New Message

This function will initiate a secure message to EIA's support staff. The subject and message fields are required. Respondents can use the **Add** button to send attachments if necessary.

Click the **Send Message** button and a tracking number will be provided for the successful transmission of your message.

Initiate Messaging (ME-7002)

Subject *

Resubmissions

Message *

How can I modify a previously submitted form?

Add

- Attach A Note
- Attach file(s)
- Attach a link

Attachments

Time Description Operator Attachment type Delete

No matching data was found.

Displaying 0 records

Cancel Send Message

✓ You have successfully submitted your Message. Your message tracking number is ME-4001.

Close

Navigating the Respondent Portal – Contact EIA

Contact EIA

Contact information is provided for respondent support via mail, phone and email.

The screenshot shows the Respondent Portal interface. The top navigation bar includes the EIA logo (Independent Statistics & Analysis, U.S. Energy Information Administration), the text 'Respondent Portal', and a dropdown menu for 'EIA Training Company: Washington, DC' with a green 'ET' indicator. A left sidebar contains navigation options: 'To Do', 'Completed Surveys', 'Messages', and 'Contact EIA'. The 'Contact EIA' option is highlighted with a red box and a mouse cursor. The main content area is titled 'Contact EIA' and displays the following information:

- [U.S. Energy Information Administration](#)
- U.S. Energy Information Administration
1000 Independence Ave., SW
Washington, DC 20585
- 855.342.4872
EIA4USA@eia.gov
- Hours of operation are from 8:00 AM to 6:00 PM Eastern Time

Recap

- ✔ Respondents are encouraged to register for the new EIA Respondent Portal **now** with instructions provided in the invitation email sent this week
- ✔ EIA will launch the new EIA Respondent Portal on October 1st for the 3rd Quarter collection cycle
- ✔ For any resubmissions or revisions to previous quarters, please contact the EIA Customer Care Team for assistance:
Email: EIA4USA@eia.gov
Phone: 1-855-EIA-4USA (1-855-342-4872)

Benefits of Using the Webform

- ✓ The new webform incorporates more data validation edits allowing respondents to submit more accurate data with less follow up
- ✓ The webform is a more secure method of transmission and ensures that only registered users submit data for your company
- ✓ Respondents can easily access and revise data in one central location
- ✓ Respondents can communicate securely and directly with EIA

Quarterly Survey of Industrial, Commercial & Institutional Coal Users (EIA-3) Information Session

Thank you for joining our Information Session today!

If you have further questions, please contact us at:

- Email: EIA4USA@eia.gov
- Phone: 1-855-EIA-4USA (1-855-342-4872)
- Link to the new EIA Respondent Portal: <https://survey.eia.gov>