

## **B. Collections of Information Employing Statistical Methods**

### **1. Description of the Survey Plan**

The notice of reporting requirements and options for reporting will be sent to approximately 20 companies comprising the universe of U.S. geothermal heat pump manufacturers. Potential respondents will be identified from existing mailing lists; DOE and EIA databases; the Air-conditioning and Refrigeration Institute; Edison Electric Institute; and Geothermal Heat Pump Consortium membership directories; other heating and cooling industry/multi-manufacturer directories; trade publications; State listings of geothermal heat pump manufacturers; and personal inquiries.

### **2. The Sampling Methodology and Estimating Procedures**

There is no sampling methodology because the entire universe is being surveyed.

### **3. Maximizing the Response Rate**

The EIA will use standard procedures to conduct the data collection. An introductory letter signed by an EIA official will be sent to the owner/manager of each U.S. geothermal heat pump manufacturer identified by EIA. Respondents will be offered a choice of reporting options including secure file transfer and Internet data collection to improve timeliness, accuracy and ease of reporting. Follow-up procedures consist of: (1) email reminder to all companies that do not return completed survey forms two weeks before the form due date specified in the introductory letter, (2) a second email reminder to companies that do not respond two weeks after the form due date, and (3) warning letter signed by an EIA official to all companies that do not respond within the six-week period specified in the introductory letter.

Standard imputation procedures have not been developed because of previous 100 percent response rates.

### **4. Test Procedures**

Standard test procedures have not been necessary because this survey form has been in use and respondent companies did not indicate any problems with the survey.

### **5. Questions**

Questions regarding the Form EIA-902 may be directed to Fred Mayes of the Department of Energy, Energy Information Administration, at (202) 287-1750. The EIA Forms Clearance Officer is Kara Norman at (202) 287-1902.