

Appendix C
**Revised Electric Power Cover Letters,
Forms, and Instructions**

- Form EIA-411, “Coordinated Bulk Power Supply Program Report”
- Form EIA-826, “Monthly Electric Sales and Revenue with State Distributions Report”
- Form EIA-860, “Annual Electric Generator Report”
- Form EIA-860M, “Monthly Update to the Annual Electric Generator Report”
- Form EIA-861, “Annual Electric Power Industry Report”
- Form EIA-923, “Power Plant Operations Report”



Subject: United States Department of Energy – EIA Annual Data Collection, Form EIA-411

Dear Respondent:

The Energy Information Administration’s (EIA), Internet Data Collection (IDC) system is now ready for the North American Electric Reliability Corporation (NERC) to report the annual electric data for the year 2007. The NERC is required to file **Form EIA-411, “Coordinated Bulk Power Supply Program Report”** for all regions. The data are due no later than April 30, 2008 to the NERC who will submit the regional reports to the EIA by July 15, 2008. The EIA electric surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275). Non-respondents and late filers are subject to financial penalties. The EIA encourages NERC to file all data using the IDC system.

If the NERC staff are currently registered in the IDC system for secure electronic access with a Single Sign-On (SSO) account, they can login to the IDC system at: <https://signon.eia.doe.gov/ssoserver/login> and enter their User ID and Password to access the Form EIA-411 survey. If staff are registered and have forgotten their password, but know the User ID, they can reset their password. Log on to the IDC system at the website listed above. Type the User ID and click on [Forgot Your Password](#). Follow the prompts and you will be allowed to reset your password. Please pay special attention to the password rules and be sure to record the new password. If the NERC staff needs assistance resetting the password, please call the Help Center at (202) 586-9595 or contact us via e-mail at: cneafhelpcenter@eia.doe.gov. The Form EIA-411 will not be available for use by individual respondents; only corporate NERC headquarters can file this information.

If staff from the NERC is not registered, please contact the CNEAF Help Center at (202) 586-9595 or via e-mail. Please choose only one method of contact for the CNEAF Help Center, either telephone or e-mail. Please do not do both.

Edits have been built into the IDC system to assist the NERC in providing accurate data. In order to successfully submit the forms, the NERC staff must run the edits and address the warning messages for all flagged data by either correcting and/or commenting on each of the flagged data elements. Please go to the Error Log and click on the “Run EIA-411 Edits” button. Once you have corrected and/or commented on the appropriate edit flags, you should be able to submit your data by pressing the “Submit” button. If your data are accepted you should receive a message stating that your data have been successfully sent with the current date.

The timely submission of Form EIA-411 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. The government may bring a civil action to prohibit reporting violations, which may result in 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 States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

Your cooperation is greatly appreciated.

Sincerely,

XXXXXXXXXX
Survey Manager
Electric Power Division
Office of Coal, Nuclear, Electric and Alternate Fuels
Energy Information Administration



Subject: United States Department of Energy – EIA Annual Data Collection, Form EIA-826

Dear Respondent:

The Energy Information Administration’s (EIA), Internet Data Collection (IDC) system is now ready for you to report your electric data for the year 2008. You are required to file **Form EIA-826, “Monthly Electric Sales and Revenue with State Distributions Report.”** The survey is due no later than 30 calendar days following the close of the reporting month. For example, if reporting data for February, the survey is due on March 30, 2008. The EIA electric surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275). Non-respondents and late filers are subject to financial penalties. The EIA encourages you to file your data using our IDC system.

If you are currently registered in the IDC system for secure electronic access with a Single Sign-On (SSO) account, you can login to the IDC system at: <https://signon.eia.doe.gov/ssoserver/login> and enter your User ID and Password to access your EIA surveys. If you are registered and have forgotten your password, but know the User ID, you can reset your password. Log on to the IDC system at the website listed above. Type your User ID and click on [Forgot Your Password](#). Follow the prompts and you will be allowed to reset your password. Please pay special attention to the password rules and be sure to record your new password. If you need assistance resetting your password, please call the Help Center at (202) 586-9595 or contact us via e-mail at: cneafhelpcenter@eia.doe.gov.

If you are not registered, please contact the CNEAF Help Center at (202) 586-9595 or via e-mail. Please choose only one method of contact for the CNEAF Help Center, either telephone or e-mail. Please do not do both.

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The timely submission of Form EIA-826 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. The government may bring a civil action to prohibit reporting violations, which may result in 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 States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

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Sincerely,

XXXXXXXXXX
Survey Manager
Electric Power Division
Office of Coal, Nuclear, Electric and Alternate Fuels
Energy Information Administration



Subject: United States Department of Energy – EIA Annual Data Collection, Form EIA-860

Dear Respondent:

The Energy Information Administration's (EIA), Internet Data Collection (IDC) system is now ready for you to report your annual electric data for the year 2007. You are required to file **Form EIA-860, "Annual Electric Generator Report."** The survey is due no later than February 15, 2008. The EIA electric surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275). Non-respondents and late filers are subject to financial penalties. The EIA encourages you to file your data using our IDC system.

If you are currently registered in the IDC system for secure electronic access with a Single Sign-On (SSO) account, you can login to the IDC system at: <https://signon.eia.doe.gov/ssoserver/login> and enter your User ID and Password to access your EIA surveys. If you are registered and have forgotten your password, but know the User ID, you can reset your password. Log on to the IDC system at the website listed above. Type your User ID and click on [Forgot Your Password](#). Follow the prompts and you will be allowed to reset your password. Please pay special attention to the password rules and be sure to record your new password. If you need assistance resetting your password, please call the Help Center at (202) 586-9595 or contact us via e-mail at: cneafhelpcenter@eia.doe.gov.

If you are not registered, please contact the CNEAF Help Center at (202) 586-9595 or via e-mail. Please choose only one method of contact for the CNEAF Help Center, either telephone or e-mail. Please do not do both.

Edits have been built into the IDC system to assist you in providing accurate data. In order to successfully submit your forms, you must run the edits and address the warning messages for all flagged data by either correcting and/or commenting on each of the flagged data elements. Please go to the Error Log and click on the "Run EIA-860 Edits" button. Once you have corrected and/or commented on the appropriate edit flags, you should be able to submit your data by pressing the "Submit" button. If your data are accepted you should receive a message stating that your data have been successfully sent with the current date.

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. The government may bring a civil action to prohibit reporting violations, which may result in 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 States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

Your cooperation is greatly appreciated.

Sincerely,

XXXXXXXXXXXX

Survey Manager
Electric Power Division
Office of Coal, Nuclear, Electric and Alternate Fuels
Energy Information Administration



Subject: United States Department of Energy – EIA Annual Data Collection, Form EIA-860M

Dear Respondent:

The Energy Information Administration’s (EIA), Internet Data Collection (IDC) system is now ready for you to report your electric data for the year 2008. You may be required to file **Form EIA-860M, “Monthly Update to the Annual Electric Generator Report.”** Respondents who are required to complete this form are all Form EIA-860 (“Annual Electric Generator Report”) respondents who have indicated in a previous filing to EIA that they either (a) have a proposed new generator scheduled to start commercial operation within the next 12 months, or (b) have an existing generator scheduled for retirement within the next 12 months, or (c) have an existing generator with a major modification scheduled for completion within 1 month. The status information provided on the Form EIA-860M should be the status of the generator as of the end of the reporting period. The report is due by the 15th day of the month following the data reporting period. The EIA electric surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275). Non-respondents and late filers are subject to financial penalties. The EIA encourages you to file your data using our IDC system.

If you are currently registered in the IDC system for secure electronic access with a Single Sign-On (SSO) account, you can login to the IDC system at: <https://signon.eia.doe.gov/ssoserver/login> and enter your User ID and Password to access your EIA surveys. If you are registered and have forgotten your password, but know the User ID, you can reset your password. Log on to the IDC system at the website listed above. Type your User ID and click on [Forgot Your Password](#). Follow the prompts and you will be allowed to reset your password. Please pay special attention to the password rules and be sure to record your new password. If you need assistance resetting your password, please call the Help Center at (202) 586-9595 or contact us via e-mail at: cneafhelpcenter@eia.doe.gov.

If you are not registered, please contact the CNEAF Help Center at (202) 586-9595 or via e-mail. Please choose only one method of contact for the CNEAF Help Center, either telephone or e-mail. Please do not do both.

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The timely submission of Form EIA-860M 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. The government may bring a civil action to prohibit reporting violations, which may result in 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 States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

Your cooperation is greatly appreciated.

Sincerely,

XXXXXXXXXXXX
Survey Manager
Electric Power Division
Office of Coal, Nuclear, Electric and Alternate Fuels
Energy Information Administration



Subject: United States Department of Energy – EIA Annual Data Collection, Form EIA-861

Dear Respondent:

The Energy Information Administration's (EIA), Internet Data Collection (IDC) system is now ready for you to report your annual electric data for the year 2007. You are required to file **Form EIA-861, "Annual Electric Power Industry Report."** The survey is due no later than April 30, 2008. The EIA electric surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275). Non-respondents and late filers are subject to financial penalties. The EIA encourages you to file your data using our IDC system.

If you are currently registered in the IDC system for secure electronic access with a Single Sign-On (SSO) account, you can login to the IDC system at: <https://signon.eia.doe.gov/ssoserver/login> and enter your User ID and Password to access your EIA surveys. If you are registered and have forgotten your password, but know the User ID, you can reset your password. Log on to the IDC system at the website listed above. Type your User ID and click on [Forgot Your Password](#). Follow the prompts and you will be allowed to reset your password. Please pay special attention to the password rules and be sure to record your new password. If you need assistance resetting your password, please call the Help Center at (202) 586-9595 or contact us via e-mail at: cneafhelpcenter@eia.doe.gov.

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The timely submission of Form EIA-861 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. The government may bring a civil action to prohibit reporting violations, which may result in 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 States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

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Sincerely,

XXXXXXXXXXXX
Survey Manager
Electric Power Division
Office of Coal, Nuclear, Electric and Alternate Fuels
Energy Information Administration



Subject: United States Department of Energy – EIA Annual Data Collection, Form EIA-923 (Annual)

Dear Respondent:

The Energy Information Administration’s (EIA), Internet Data Collection (IDC) system is now ready for you to report your annual electric data for the year 2007. You are required to annually file **Form EIA-923, “Power Plant Operations Report.”** The survey is due no later than March 30, 2008. The EIA electric surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275). Non-respondents and late filers are subject to financial penalties. The EIA encourages you to file your data using our IDC system.

If you are currently registered in the IDC system for secure electronic access with a Single Sign-On (SSO) account, you can login to the IDC system at: <https://signon.eia.doe.gov/ssoserver/login> and enter your User ID and Password to access your EIA surveys. If you are registered and have forgotten your password, but know the User ID, you can reset your password. Log on to the IDC system at the website listed above. Type your User ID and click on [Forgot Your Password](#). Follow the prompts and you will be allowed to reset your password. Please pay special attention to the password rules and be sure to record your new password. If you need assistance resetting your password, please call the Help Center at (202) 586-9595 or contact us via e-mail at: cneafhelpcenter@eia.doe.gov.

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The timely submission of Form EIA-923 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. The government may bring a civil action to prohibit reporting violations, which may result in 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 States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

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Sincerely,

XXXXXXXXXXXX
Survey Manager
Electric Power Division
Office of Coal, Nuclear, Electric and Alternate Fuels
Energy Information Administration



Subject: United States Department of Energy – EIA Annual Data Collection, Form EIA-923 (Monthly)

Dear Respondent:

The Energy Information Administration's (EIA), Internet Data Collection (IDC) system is now ready for you to report your electric data for the year 2008. You are required to file a monthly **Form EIA-923**, "Power Plant Operations Report." The survey is due no later than the last day of the month following the reporting period. The EIA electric surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275). Non-respondents and late filers are subject to financial penalties. The EIA encourages you to file your data using our IDC system.

If you are currently registered in the IDC system for secure electronic access with a Single Sign-On (SSO) account, you can login to the IDC system at: <https://signon.eia.doe.gov/ssoserver/login> and enter your User ID and Password to access your EIA surveys. If you are registered and have forgotten your password, but know the User ID, you can reset your password. Log on to the IDC system at the website listed above. Type your User ID and click on [Forgot Your Password](#). Follow the prompts and you will be allowed to reset your password. Please pay special attention to the password rules and be sure to record your new password. If you need assistance resetting your password, please call the Help Center at (202) 586-9595 or contact us via e-mail at: cneafhelpcenter@eia.doe.gov.

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Sincerely,

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Survey Manager
Electric Power Division
Office of Coal, Nuclear, Electric and Alternate Fuels
Energy Information Administration