

Sample E-Mail or Letter Notifications to Respondents

EIA notifies survey respondents by e-mail of their obligation to file natural gas data collection forms. A sample e-mail notification message for the Form EIA-757, Schedule A is shown below.

Sample EIA-757 letter/e-mail notification for Schedule A:

OMB Number 1905-NEW
Energy Information Administration
1000 Independence Ave., S.W., EI-44
Washington, DC 20585

Name
Company
Address
City, State, Zip Code

Dear Respondent:

Your plant or facility has been selected to participate in the Energy Information Administration's (EIA) EIA-757, "Natural Gas Processing Plant Survey, "Baseline Report," Schedule A." This schedule is being used to collect information on plant characteristics, operations and operator contacts.

Your response to this survey is essential for EIA to prepare accurate and timely information about natural gas processing plants.

The survey will be mandatory pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. 522, the Department of Energy regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy; to any Committee of Congress, the Government Accountability Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any non-statistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large

respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

You are required to report only for the facility identified in this letter. If you have received more than one letter identifying separate facilities, you must respond separately for each facility.

The survey will be conducted (specify frequency of reporting).

Every completed form is due to EIA by XX pm on (specify reporting requirement). The completed form can be returned by: fax (202-586-xxxx) or email (#####@eia.doe.gov) or mail (list address) or telephone to (202-586-xxxx).

If you have any questions, or need assistance in completing the form, please contact Lejla Alic at 202-586-0858 or Lejla.Alic@eia.doe.gov.

We appreciate your participation in this important energy information program.

Sincerely,

(Signature)

Energy Information Administration

EIA notifies survey respondents by e-mail of their obligation to file natural gas data collection forms. A sample e-mail notification message for the Form EIA-757, Schedule B is shown below.

Sample EIA-757 letter/e-mail notification:

OMB Number 1905-NEW
Energy Information Administration
1000 Independence Ave., S.W., EI-44
Washington, DC 20585

Name
Company
Address
City, State, Zip Code

Dear Respondent:

Your plant or facility has been selected to participate in the Energy Information Administration's (EIA) EIA-757, "Natural Gas Processing Plant Survey, "Emergency Status Report," Schedule B." This schedule is being used to collect information on the operating status of natural gas processing plants following EVENT X.

Your response to this survey is essential for EIA to prepare accurate and timely assessments of the amount of natural gas and liquids that has been affected by EVENT X.

The survey will be mandatory pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. 522, the Department of Energy regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy; to any Committee of Congress, the Government Accountability Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any non-statistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

You are required to report only for the facility identified in this letter. If you have

received more than one letter identifying separate facilities, you must respond separately for each facility.

The survey will be conducted (specify frequency of reporting).

Every completed form is due to EIA by XX pm on (specify reporting requirement). The completed form can be returned by: fax (202-586-xxxx) or email (#####@eia.doe.gov) or telephone to (202-586-xxxx).

If you have any questions, or need assistance in completing the form, please contact Lejla Alic at 202-586-0858 or Lejla.Alic@eia.doe.gov.

We appreciate your participation in this important energy information program.

Sincerely,

(Signature)

Energy Information Administration