

# QUARTERLY COAL REPORT SCHEDULE Q (Instructions)

## A. PURPOSE

This survey collects coal distribution data from U.S. coal mining companies and wholesale and retail coal dealers, including brokers. Information on coal production and stocks is collected to provide Congress with basic statistics concerning the origin, method of transportation, consumer use, and destination of U.S. coal, as required by the Federal Energy Administration Act of 1974 (FEAA) (P.L. 93-275) as amended.

These data appear in the Quarterly Coal Report, the Monthly Energy Review, and the State Energy Data Report. In addition, the Energy Information Administration uses the data for coal transportation related analysis and in short and mid-term models (i.e., the Short-Term Integrated Forecasting System (STIFS), the Intermediate Future Forecasting System (IFFS)). The forecast data appear quarterly in the Short-Term Energy Outlook and the Annual Energy Outlook publications.

## B. WHO MUST SUBMIT

Form EIA-6 Schedule Q shall be submitted by all companies in the 50 United States and the District of Columbia that produced 30,000 or more short tons of coal during the year defined by the current reporting quarter and the previous three reporting quarters. In addition, a form shall be submitted by all non-producing coal companies (distributors) that average 10,000 or more short tons of coal stocks per quarter. These companies include wholesale coal dealers (including brokers), and retail coal dealers. Companies that take custody (physical possession) of the coal and transport but never own the coal need not report.

## C. WHEN TO SUBMIT

Form EIA-6 Schedule Q shall be submitted no later than one month after the close of each reporting quarter. The reporting quarters are January - March 31, April 1 - June 30, July 1 - September 30, and October 1 - December 31. The respective due dates are May 1, August 1, November 1, and February 1.

## D. DEFINITIONS

Coal-producing regions:

- Appalachian Region. Consists of Alabama, Georgia, Eastern Kentucky, Maryland, North Carolina, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia.
- Interior Region (with Gulf Coast). Consists of Arkansas, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Mississippi, Missouri, Oklahoma, Texas, and Western Kentucky.
- Western Region. Consists of Alaska, Arizona, Colorado, Montana, New Mexico, North Dakota, Utah, Washington, and Wyoming.

## E. GENERAL INSTRUCTIONS

Report coal production and stocks for each state your company has produced coal during the reporting quarter and has stocks of coal originating in that state. Complete all data items on the form applicable to your operation. All figures should be rounded to the nearest whole number. Report all tonnage in short tons (2,000 pounds). Blanks will be interpreted as zeros; therefore it is not necessary to enter a "not applicable" (NA) or dashes or zeroes where you have no data to report.

## F. [Intentionally left blank.]

## G. SANCTIONS

The timely submission of Form EIA-6 Schedule Q data 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 civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each willful 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 a civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

## H. DISCLOSURE OF INFORMATION

The information reported on these forms 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. §552, the DOE 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 Energy Information Administration to provide company-specific data to other Federal agencies when requested for official use. The information reported on these forms may also be made available, upon request, to another component of the Department of Energy (DOE); 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 nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are applied to the statistical data published from survey information to ensure that the risk of disclosure of identifiable information is very small.

Upon request specific to any of the forms, the name, address, and location (state or zip code) of the responding companies will be released in the form of a full or partial list of respondents.