

# Weekly Coal Monitoring Report Coke Plants (Instructions)

## A. PURPOSE

Form EIA-4, mandatory by law, is designed to provide the sales and volume data necessary during periods of supply disruption for "fully informed monitoring and policy guidance" by the U.S. Department of Energy's Energy Information Administration (EIA) in accordance with Section 13 of the Federal Energy Administration Act of 1974 (FEAA) (P.L. 93-275) as amended.

The data collected will be used in the compilation of public statistical reports, with the primary efforts providing for continual monitoring of coal production, consumption, and distribution for coal-related analysis, including energy/environmental studies, energy policy and implementation of mandated coal programs.

## B. WHO MUST SUBMIT

Form EIA-4 will be sent to a selected sample of plants that consume bituminous, subbituminous, and lignite coal. Each sample plant that has been selected and notified by the Energy Information Administration (EIA) must provide a telephone response during the survey.

## C. WHEN TO SUBMIT

A telephone call will be made to collect the data on this form, beginning each Monday during each week of the coal supply disruption.

## D. DEFINITIONS

**Short Ton** – A unit of weight equal to 2,000 pounds.

**Report Week** – A calendar week beginning at 12:01 A.M. on Sunday and ending at midnight on Saturday.

## E. GENERAL INSTRUCTIONS

A separate report must be submitted for each plant owned by a firm. All data are to be reported in whole numbers. Fractions or decimals should be rounded to the nearest whole number.

If you have any questions or need assistance in completing the forms, please call the Office of Coal, Nuclear, Electric and Alternate Fuels on (202) 586-2800.

## F. SPECIFIC INSTRUCTIONS

VI.A. Enter the total amount of all types of coal in the plant on the first day of the report week. This question should not be answered after the first collection period.

VI.B. Enter the total amount of all coal received during the report week.

VI.C. Enter the total amount of coal consumed at the plant, during the report week.

VI.D. Enter the total amount of coal in the plant at the end of the report week.

VII.A. Enter the total amount of coke stocks in the plant at the beginning of the report week. This question should not be answered after the first collection period.

VII.B. Enter the total quantity of coke stocks in the plant at the end of the report week.

## G. SANCTIONS

The timely submission of Form EIA-4 by those required to report is mandatory under section 13(b) of the Federal Energy Administration Act (FEAA) 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 not more than \$5,000 per day for each willful violation. Civil action may be enforced to prohibit reporting violations and may result in the granting of 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.

## 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.