

# Weekly Coal Monitoring Report Coal Burning Utilities and Independent Power Producers (Instructions)

## A. PURPOSE

Form EIA-20, 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-20 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

**Burn Days:** The number of days the station could continue to operate by burning coal already on hand, assuming no additional deliveries of coal and an average consumption rate using the most likely dispatching option.

**Coal Delivered:** Coal which has been delivered from the coal supplier to any site belonging to the electric power company.

**Consumption:** The quantity of coal burned for the generation of electric power (in short tons) including fuel used for maintenance of standby service.

**Megawatt hour:** Equal to one megawatt of power supplied to or taken from an electric circuit steadily for one hour. Used for maintenance of standby service.

**Net Generation:** Gross generation less megawatt hours consumed out of gross generation for station use or auxiliary equipment.

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

**Stock:** Coal which is stored at all of your company sites for future use (in short tons).

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

**Generating Capacity:** The total of manufacturer's generator nameplate ratings at the end of the reporting week, exclusive of auxiliary or house units. Where a generator nameplate shows two or more ratings, use the maximum rating.

## E. GENERAL INSTRUCTIONS

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

1. Enter the month, day, and year of the reporting week.
2. Enter the control number which has been assigned to the reporting firm by the DOE. If the reporting firm does not presently have a control number, the DOE will assign one.
3. Enter the legal name of the reporting firm.
4. Enter the complete address of the reporting firm, including zip code. Enter the state abbreviation and zip code in the appropriate boxes, entering one digit or letter per box. Use the official United States Postal Service abbreviations when entering the state abbreviation.
5. Enter, as indicated, the requested information in the boxes provided.

## G. SANCTIONS

The timely submission of Form EIA-20 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 for each violation, or a fine of not more than \$5,000 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.