

U.S. Department of Energy U.S. Energy Information Administration Form EIA-826 (2011)	MONTHLY ELECTRIC SALES AND REVENUE WITH STATE DISTRIBUTIONS REPORT INSTRUCTIONS	Form Approved OMB No. 1905-0129 Approval Expires: 12/31/2013 Burden: 1.6 hours
PURPOSE	Form EIA-826 collects information from electric utilities, energy service providers, and distribution companies that sell or deliver electric power to end users. Data collected on this form includes sales and revenue for all end-use sectors (residential, commercial, industrial, and transportation). The data from this form appear in the following EIA publications: <i>Electric Power Monthly</i> , <i>Monthly Energy Review</i> , and <i>Annual Energy Review</i> . The data collected on this form are used to monitor the current status and trends of the electric power industry and to evaluate the future of the industry.	
REQUIRED RESPONDENTS	The Form EIA-826 is a mandatory report for all investor owned electric utilities, all energy service providers, and other selected electric utilities and distribution companies that sell or distribute electric power to end users on a monthly basis. The Form EIA-826 is a statistical sample of respondents chosen from the respondent frame of the Form EIA-861, "Annual Electric Power Industry Report."	
RESPONSE DUE DATE	Monthly data are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period. For example, if reporting for July, survey is due on August 31.	
METHODS OF FILING RESPONSE	<p>Submit your data electronically using EIA's secure e-filing system. This system uses security protocols to protect information against unauthorized access during transmission.</p> <ul style="list-style-type: none"> • If you have not registered with EIA's Single Sign-On system, send an email requesting assistance to: EIA-826@eia.gov. • If you have registered with Single Sign-On, log on at https://signon.eia.gov/ssoserver/login. • If you are having a technical problem with logging into the e-filing system or using the e-filing system, please contact the e-file Help Desk for further information. Contact the Help Desk at: <p style="text-align: center;">Email: CNEAFhelpcenter@eia.gov.</p> <p style="text-align: center;">Phone: 202-586-9595</p> • If you need an alternate means of filing your response, contact the Help Desk. <p>Retain a completed copy of this form for your files.</p>	
CONTACTS	<p>Internet System Questions: For questions related to the e-filing system, see the help contact information immediately above.</p> <p>Data Questions: For questions about the data requested on Form EIA-826, contact the Survey Manager:</p> <p style="text-align: center;">Charlene Harris-Russell Telephone Number: (202) 586-2661 FAX Number: (202) 287-1959 Email: Charlene.Harris-Russell@eia.gov</p>	

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GENERAL INSTRUCTIONS

Monthly data are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period.

1. Enter zero for States without revenue, megawatthours, or number of customers to report for a particular sector. **Do not leave these data fields blank.**
2. Submit revisions to data previously reported as soon as possible after the error or omission is discovered. Do not wait until the next reporting month's form is due to send resubmission(s). A new submission must be completed for each revised page.
3. If you are unable to make a revision through the E-filing system because the monthly data file has been locked, please email your revisions to www.eia-826@eia.gov.
4. Respondents should coordinate the information submitted on the Form EIA-861, "Annual Electric Power Report," and the Form EIA-826 to ensure consistency.
5. Count each meter as a separate customer in cases where commercial franchise or residential customer-buying groups have been aggregated under one buyer representative. The customer counts for public-street and highway lighting should be one customer per community.

ITEM-BY-ITEM INSTRUCTIONS

SCHEDULE 1. IDENTIFICATION

1. **Survey Contact:** Verify contact name, title, telephone number, fax number, and email address.
2. **Supervisor of Contact Person for Survey:** Verify for the supervisor of the survey contact, the name, title, telephone number, fax number and email address.
3. **Report For:** Verify all information, including Company Name, Company Identification Number, and reporting month and year for which data are being reported. These fields cannot be revised online. Contact EIA if corrections are needed.

If any of the above information is incorrect, revise the incorrect entry and provide the correct information. Provide any missing information.

SCHEDULE 2. SALES TO ULTIMATE CUSTOMERS

SCHEDULE 2. PART A. SALES TO ULTIMATE CUSTOMERS – FULL SERVICE - ENERGY AND DELIVERY SERVICE (BUNDLED)

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold and delivered (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by State and customer class category for whom your utility provided both energy and delivery service. For public street and highway lighting, count all poles in a community as one customer. Note: For sales to customer groups using brokers or aggregators, continue to count each customer separately. For instance, count a group of franchised commercial establishments aggregated through a single broker as separate customers (as reported in prior years). Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in which the electric sales occur.

SCHEDULE 2. PART B. SALES TO ULTIMATE CUSTOMERS – ENERGY-ONLY SERVICE (WITHOUT DELIVERY SERVICE)

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by State and customer class category for which your company provided only the electricity consumed, where another electric company provided delivery services, including, for example, billing, administrative support, and line maintenance. Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in which the electric sales occur. Submit a

complete list of the “**Names of Transmission and Distribution Companies Within each State providing Delivery Service for Electricity Delivered to an end use customer**”. Do not use acronyms. Submit this list in January of each year or the first month in which you began reporting the EIA-826. In subsequent months of the reporting year only revise the list with newly active/inactive companies for the month being reported. This list of companies will aid the EIA in matching up sales and delivery service in each State.

**SCHEDULE 2. PART C. SALES TO ULTIMATE CUSTOMERS –
DELIVERY-ONLY SERVICE (AND ALL OTHER CHARGES)**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours delivered (to the nearest .001 MWh), and number of customers for sales of electricity to ultimate customers in your service territory by State and customer class category for which your company provided energy delivery services, where another electric entity or Power Marketer supplied the electricity. Do not provide delivery service provided on behalf of another delivery company or utility which would be defined as a sale for resale. Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in which the electric sales occur. Submit a complete list of the “**Names of Companies (primarily Power Marketers) Within the State for which Electricity is Delivered to an end use customer**”. Do not use acronyms. Submit this list in January of each year or the first month in which you began reporting the EIA-826. In subsequent months of the reporting year only revise the list with newly active/inactive companies for the month being reported. This list of companies will aid the EIA in maintaining a current list of entities doing business in each State.

**SCHEDULE 2. PART D. SALES TO ULTIMATE CUSTOMERS –
BUNDLED SERVICE BY RETAIL ENERGY PROVIDERS OR ANY POWER MARKETER THAT
PROVIDES “BUNDLED SERVICE.”**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold and delivered (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by State and customer class category for whom your company provided both energy and delivery service. For public street and highway lighting, count all poles in a community as one customer.

Note: For sales to customer groups using brokers or aggregators, continue to count each customer separately. For instance, count a group of franchised commercial establishments aggregated through a single broker as separate customers (as reported in prior years). (Note: Texas Retail Energy Providers (REPs) should include delivery revenues.) Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in which the electric sales occur.

SCHEDULE 2, PARTS A-D

1. For column a, **Residential**, enter the revenue, megawatthours, and number of customers for residential (household) purposes. For the residential class, do not duplicate the customer accounts due to multiple metering for special services (e.g., water heating, etc.). Show Revenue and Megawatthours Sold to the nearest 0.001 value.
2. For column b, **Commercial**, enter the revenue, megawatthours, and number of customers for commercial purposes. Show Revenue and Megawatthours Sold to the nearest 0.001 value.
3. For column c, **Industrial**, enter the revenue, megawatthours, and number of customers for industrial purposes. Show Revenue and Megawatthours Sold to the nearest 0.001 value.
4. For column d, **Transportation**, enter the revenue, megawatthours, and number of customers for electric energy supplied for transportation purposes. Show Revenue and Megawatthours Sold to the nearest 0.001 value.

5. For column e, **Total**, enter, for each State, the sum of the revenue, megawatthours, and number of customers entered for residential, commercial, industrial, and transportation sales. Show Revenue and Megawatthours Sold to the nearest 0.001 value.
6. Previously reported "public street and highway lighting" data should now be included in the commercial sector. Irrigation data should now be included in the industrial sector.
7. Attach additional sheet(s), if required.
8. Refer to the Glossary for the definition of selected terms.

SCHEDULE 3.

SCHEDULE 3, PART A. GREEN PRICING

Green Pricing programs allow electricity customers the opportunity to purchase electricity generated from renewable resources and to pay for renewable energy development. Renewable resources include solar, wind, geothermal, hydroelectric power, and wood. These programs are voluntary where customers pay an additional fee to purchase electricity generated from renewable sources. Renewable Energy Certificates (RECs), also known as green certificates, green tags, or tradable renewable certificates, represent the environmental attributes of the power produced from renewable energy projects and are sold separately from the electricity commodity. Customers can buy RECs even if they do not have access to green power through their local utility or a competitive electricity marketer. They can also purchase RECs without having to switch electricity suppliers.

Line 1: Report the Total Green Pricing Revenue for customers in each customer class. Revenue should be reported in thousands of dollars to the nearest .001 (for example, \$1,299 would be reported as 1.299 thousand dollars). Revenue should include revenue from the green pricing program plus the price of the electricity purchased.

Example: For 1000 kWh of electricity sales, if the normal price for electricity is \$0.10 per kWh:

- a) An entity sells Green Energy in blocks of \$5.50 per 100 kWh block:
Total cost = (1,000kWh x \$0.10/kWh) + ((\$5.50/100kWh block) x (10 blocks of 100 kWh))
= \$100.00 + \$55.00
= \$155.00
- b) Alternatively, an Entity which sells Green Energy for a premium of \$0.02 per kWh:
Total cost = (1,000kWh x \$0.10/kWh) + ((\$0.02/kWh) x (1,000kWh))
= \$100.00 + \$20.00
= \$120.00

Line 2: Report the Total Green Pricing Sales, the total amount of megawatthours purchased by customers for each green pricing customer class (for example, 1,299 kWh would be reported as 1.299 MWh).

Line 3: Report the Total Green Pricing Customers, the number of customers who purchased green power for each customer class. The sales volumes and the number of customers should not exceed the values reported in Schedule 2, Parts A, B, or D.

Line 4: Report the revenue from RECs for each customer class in thousand of dollars to the nearest tenth. This revenue must not exceed the Total Green Power Revenue reported in line 1 above.

Line 5: Report the sales from RECs in megawatthours for each customer class. This amount should not exceed the Total Green Pricing Sales reported in line 2 above,

The Total for each customer class will automatically sum for the electronic online e-file system.

SCHEDULE 3, PART B. NET METERING

Net Metering tariff arrangements permit a facility, typically generating electricity from a renewable resource, (using a meter that reads inflows and outflows of electricity) to sell any excess power it generates over its load requirement back to the electrical grid, typically at a rate equivalent to the retail price of electricity.

For net metering applications of 2 MW nameplate capacity or less, report the installed net metering capacity by State, customer class and technology. Report net metering data by sector and technology type for each state. Capacity should be reported in MW as AC load capable. Example: 8 kW should be 0.008 MW. Capacities should not exceed limits set up by each state. Please provide this capacity in MW, to the nearest 0.001 MW by technology. Do not report for net metering applications larger than 2 MW.

If the data is available, enter the amount of electric energy sold back to the utility (**MWh**) through the net metering application. Report the number of net metering customers by customer class. If you are unable to utilize the e-file system which creates the totals automatically; then provide the **Totals** for net metering megawatthours, installed net metering capacity and customers by State, customer class and technology. Complete all lines for Schedule 3, Part B.

SCHEDULE 3, PART C. ADVANCED METERING

This schedule should only include customers from Schedule 2 Part A or Part C.

Standard (Electric) Meters are electromechanical or solid state meters measuring aggregated kWh where data are manually retrieved over monthly billing cycles for billing purposes only. Standard meters may also include functions to measure time-of-use and/or demand with data manually retrieved over monthly billing cycles.

Automated Meter Reading (AMR): Meters that collect data for billing purposes only and transmit this data **one way**, usually from the customer to the distribution utility. Aggregated monthly kWh data captured on these meters may be retrieved by a variety of methods including drive-by vans with short-distance remote reading capabilities and communication over a fixed network such as a cellular network.

Enter the state and report the total number of AMR meters by sector. The number of AMR meters may be equal to but not exceed the number of customers on Schedule 2.

Advanced Metering Infrastructure (AMI): Meters that measure and record usage data at a minimum, in hourly intervals, and provide usage data to both consumers and energy companies at least once daily. Data are used for billing and other purposes. Advanced meters include basic hourly interval meters and extend to real-time meters with built-in **two-way** communication capable of recording and transmitting instantaneous data.

Enter the state and report the total number of AMI meters by sector.

For AMI meters that are only being used as AMR, report meters as AMR.

Energy Served through AMI (MWh) should be entered in megawatthours for customers served.

If the data is available, enter the amount of electric energy sold back to the utility (MWh) through the net metering application.

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SCHEDULE 4. MERGERS AND/OR ACQUISITIONS

If a merger or acquisition has occurred during the reporting period, report those newly-acquired corporate entities whose operations are now included in this report.

SCHEDULE 5. COMMENTS

Explanations of entries or other comments may be provided in the comment section.

GLOSSARY	The glossary for this form is available online at the following URL: http://www.eia.gov/glossary/index.html
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SANCTIONS	<p>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.</p>
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REPORTING BURDEN	<p>Public reporting burden for this collection of information is estimated to average 1.6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue S.W., Forrestal Building, Washington, D.C. 20585-0670; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503. A person is not required to respond to the collection of information unless the form displays a valid OMB number.</p>
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PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION	<p>The information reported on Form EIA-826 will be treated as non-sensitive and may be publicly released in identifiable form, except as noted below.</p> <p>The information reported on SCHEDULE 2 PARTS B and D, and SCHEDULE 3 PART A on Form EIA-826 will be protected and not disclosed for nine (9) months after the end of the reporting year to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the Department of Energy (DOE) regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. After nine (9) months from the end of the reporting year this information will be considered non-sensitive and may be publicly released in identifiable form. All other information reported on Form EIA-826 are considered public information and may be publicly released in company identifiable form.</p> <p>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 (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.</p> <p>Disclosure limitation procedures are applied to the sensitive statistical data published from SCHEDULE 2, PARTS B and D, and SCHEDULE 3 PART A on Form EIA-826 relating to Revenue, Megawatthours Sold, and Number of Customers until nine (9) months after the end of the reporting year to ensure that the risk of disclosure of identifiable information is very small until then.</p>
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