



**Form EIA-861S**  
**ANNUAL ELECTRIC POWER INDUSTRY**  
**REPORT (SHORT FORM)**  
**INSTRUCTIONS**

**Year: 2013**  
**Form Approval: OMB No. 1905-0129**  
**Approval Expires: 10/31/2013**  
**Burden: .75 Hours**

<p><b>PURPOSE</b></p>	<p>Form EIA-861S collects information on the status of selected electric power industry participants involved in the sale, and distribution of electric energy in the United States. 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.</p>
<p><b>REQUIRED RESPONDENTS</b></p>	<p>The Form EIA-861S is to be completed by all electric utilities with annual retail sales in the prior year of 100,000 megawatt-hours or less, with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. A respondent has retail sales of unbundled service;</li> <li>2. A full set of data is required from the respondent to ensure that statistical estimates for a state/sector are of acceptable quality;</li> <li>3. A respondent reports in aggregate under the Tennessee Valley Authority (TVA) or WPPI Energy.</li> </ol> <p>Utilities for which any of the exceptions apply must complete the long version of the EIA-861 survey.</p> <p>Note that respondents can only complete one type of Annual Electric Power Industry Report, either the EIA-861 or the EIA-861S, but not both.</p> <p>Also note that responses are collected at the business (operating) level (not at the holding company level).</p> <p>Once every five years and in lieu of the short form, all entities that normally complete the EIA-861S will be required to complete the EIA-861. This is necessary to acquire the data needed to maintain the accuracy of the statistical imputation procedure used to estimate data not collected on the EIA-861S. As currently scheduled this requirement will not come into play for the first time until 2017.</p>
<p><b>RESPONSE DUE DATE</b></p>	<p>Submit the completed Form EIA-861S to the EIA by April 30th, following the end of the prior calendar year.</p>
<p><b>METHODS OF FILING RESPONSE</b></p>	<p>Submit your data electronically using EIA's secure internet data collection system (e-file). This system uses security protocols to protect information against unauthorized access during transmission.</p> <ul style="list-style-type: none"> <li>• If you have not registered with EIA's Single Sign-On system, send an email requesting assistance to: <a href="mailto:EIA-861@eia.gov">EIA-861@eia.gov</a>.</li> <li>• If you have registered with Single Sign-On, log on at <a href="https://signon.eia.gov/ssoserver/login">https://signon.eia.gov/ssoserver/login</a></li> <li>• If you are having a technical problem with logging into e-file or using e-file contact the Help Desk for further information. Contact the Help Desk at:</li> </ul> <p>Email: <a href="mailto:EIASurveyHelpCenter@eia.gov">EIASurveyHelpCenter@eia.gov</a></p> <p>Phone: 202-586-9595</p> <ul style="list-style-type: none"> <li>• If you need an alternate means of filing your response, contact the Help Desk.</li> </ul> <p><b>Please retain a completed copy of this form for your files.</b></p>



**CONTACTS**

**Internet System Questions:** For questions related to e-file, see the help contact information immediately above.

**Data Questions:** For questions about the data requested on Form EIA-861S, contact the Survey Manager, preferably by email at [EIA-861@eia.gov](mailto:EIA-861@eia.gov).

Jorge Luna-Camara  
202-586-3945

Stephen Scott  
202-586-5140

FAX Number: 202-287-1938

**GENERAL INSTRUCTIONS**

1. If your entity has retail sales that could be reported in Schedule 4 Part B or Part C or Part D of the FORM EIA-861L (long form), then you cannot use the 861S. You should email [EIA-861@eia.gov](mailto:EIA-861@eia.gov) or call one of the contacts listed above.
2. Report energy values in megawatthours. One megawatthour equals 1,000 kilowatthours. To convert kilowatthours to megawatthours, divide by 1,000 and round to the nearest whole number. For example, sales of 5,245,790 kilowatthours should be reported as 5,246 megawatthours.
3. Report in whole numbers.

**SCHEDULE 1. IDENTIFICATION**

1. **Survey Contact:** Verify contact name, title, email address, telephone number, fax number.
2. **Supervisor of Contact Person for Survey:** Verify the contact's supervisor's name, title, address, telephone number, fax number and email address. **Supervisor contact must be different than the survey contact.**
3. **Report For:** Verify all information, including entity name, entity identification number, and reporting year for which data are being reported. These fields cannot be revised online. Contact EIA if corrections are needed.
  - i. If any of the above information is incorrect, revise the incorrect entry and provide the correct information. Provide any missing information.

**Entity and Preparer Information**

4. **Legal Name of Entity:** Enter the legal name of the entity for which this form is being prepared.
5. **Current Address of Entity's Principal Business Office:** Enter the complete address, excluding the legal name, of the entity's principal business office (i.e., headquarters, main office, etc.).
6. **Preparer's Legal Name:** Enter the legal name of the company, which prepares this form, if different from the **Legal Name of Entity**.



7. **Current Address of Preparer's Office:** Enter the address to which this form should be mailed, if different from the **Current Address of Entity's Principal Business Office.**

## SCHEDULE 2. PART C. GREEN PRICING

**Green Pricing Programs are Voluntary Retail Programs. They DO NOT include mandatory wholesale purchases of RECS to meet state Renewable Portfolio Standards.**

**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 or other biofuels.

These programs are **voluntary**. Retail Customers pay an additional fee to purchase electricity generated from renewable sources. In addition, Renewable Energy Certificates (RECs), also known as green certificates, green tags, or tradable renewable certificates representing the environmental attributes of power produced from renewable energy projects may be purchased and incorporated into Green Pricing Programs.

**Select "Yes" or "NO" to indicate whether you had voluntary Retail Green Pricing programs during the reporting year.**

## SCHEDULE 2. PART D. NET METERING

**Net Metering** tariff arrangements permit a facility, 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.

**If your company's net metering program included any individual facilities with a nameplate capacity of 2 MW capacity or less during the reporting year, select "YES."**

**If your company either (a) had no net metering program during the reporting year, or (b) all the individual facilities in program had a nameplate capacity greater than 2 MW, select "NO."**



**SCHEDULE 4. PART A. SALES TO ULTIMATE CUSTOMERS.**  
**FULL SERVICE – ENERGY AND DELIVERY SERVICE (BUNDLED)**

Enter the reporting year revenues in thousands of dollars, megawatt hours of retail sales of electricity to ultimate customers, and number of customers in total by state. Note if you had energy only sales or delivery only sales then you cannot submit the short form and need email [EIA-861@eia.gov](mailto:EIA-861@eia.gov) for further help

**SCHEDULE 5. MERGERS AND/OR ACQUISITIONS**

Select “YES” or “NO” to indicate whether your company engaged in these activities during the reporting year.

**SCHEDULE 6. DEMAND-SIDE MANAGEMENT INFORMATION**

Demand-side management (DSM) programs are designed to modify patterns of electricity usage, including the timing and level of electricity demand.

Company-administered programs DSM programs DO NOT INCLUDE changes in energy and load attributable to:

- 1) Non-participants (e.g., customers known as free-riders, who would adopt program-recommended actions even without the program);
- 2) Government-mandated energy-efficiency standards that legislate improvements in building and appliance energy usage;
- 3) Natural operations of the marketplace (e.g., reductions in customer energy usage due to higher prices); and
- 4) Weather and business-cycle fluctuations.

Check “YES” in the space provided if your company administered Demand-Side Management Programs as described above; otherwise select “NO.”

**SCHEDULE 6. PART C. Time-Based Rate Programs (Dynamic Rates)**



1. Please indicate, by checking “YES” or “NO”, whether your company currently operates any time-based rate programs, e.g., real-time pricing, critical peak pricing, variable peak pricing and time-of-use rates administered through a tariff

If you select “YES,” report by state and sector the number of customers in time-based rate programs.

#### **SCHEDULE 6. PART D. ADVANCED METERING**

1. **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.
2. **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.
3. **Advanced Metering Infrastructure (AMI; often referred to as “smart meters”)**: Meters that have the capability to measure and record usage data at hourly or shorter intervals, and have the capability to 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.
4. Energy Served through AMI (MWh) should be entered in megawatthours for customers served.

Select “YES” or “NO” to indicate whether you operated an AMR system during the reporting year. If you select “YES,” report by state and sector the number of AMR meters

Select “YES” or “NO” to indicate whether you operated an AMI system during the reporting year. If you select “YES,” report by state and sector the number of AMI meters and the energy served via AMI.



<b>GLOSSARY</b>	The glossary for this form is available online at the following URL: <a href="http://www.eia.gov/glossary/index.html">http://www.eia.gov/glossary/index.html</a>
<b>SANCTIONS</b>	The timely submission of Form EIA-861S 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. <b>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.</b>
<b>REPORTING BURDEN</b>	Public reporting burden for this collection of information is estimated to average 0.75 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 U.S. Energy Information Administration, <b>Office of Survey Development and Statistical Integration</b> , EI-21 Forrestal Building, 1000 Independence Avenue S.W., 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.
<b>PROVISIONS REGARDING DISCLOSURE OF INFORMATION</b>	Information reported on Form EIA-861S will be treated as public information and may be publicly released in identifiable form.