



U.S. Department of Energy
Washington, DC 20585

March 15, 2013

Dear *Company Contact Name*:

The U.S. Energy Information Administration (EIA) is pleased to announce that reporting for the mandatory survey **Form EIA-886 Annual Survey of Alternative Fueled Vehicles** under OMB Number 1905-0191 for 2012 is online at <https://eiaweb.inel.gov>. This web-enabled reporting system is an important component in the Federal Government's collective efforts to promote an electronic government that improves efficiency and customer service through the use of information technology.

Form EIA-886 collects information from two distinct groups: 1) organizations that "make available" alternative fueled vehicles (suppliers), and 2) organizations that use alternative fueled vehicles (AFVs) and/or alternative transportation fuels (users). Regarding confidentiality of information, disclosure limitation procedures are applied to the statistical data published from the EIA-886 supplier data regarding vehicles "planned to be made available in the following calendar year." This ensures that the risk of disclosure of identifiable information is very small. For all other data published from this form, disclosure limitation procedures are not applied.

Your organization was identified as a possible supplier and/or user of AFVs and has therefore been granted access to the EIAWEB online reporting system to fulfill your reporting obligation. Public reporting burden for this collection of information is estimated to average four hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

To access the system, follow these steps:

1. **Log on to <https://eiaweb.inel.gov>**
2. **Enter your current email address in the User ID prompt field**
3. **Enter the password (password is cAsE sEnSiTiVe):**

An online help system and links to download the paper Form EIA-886 and Instructions are available through the EIAWEB system. The information collected on this form by the EIA will be used to provide Congress with a measure of the extent to which the objectives of the Energy Policy Act of 1992 are being achieved.

Although reporting via the online reporting system is preferred, EIA understands that internet capabilities are not always available for data submission; therefore, we have enclosed a copy of the Form EIA-886 for your organization to file via mail or fax. Please refer to page 1 of the instructions for mail/fax information.

Please provide the EIA-886 information to EIA by May 15, 2013.

If you have questions, please contact my assistant, Michelle Kirby at (208) 526-4273.
Thank you for your cooperation.

Sincerely,

Cynthia Amezcua
Form EIA-886 Survey Manager
U.S. Energy Information Administration