

Dear EIA-3 Respondent:

The U.S. Energy Information Administration (EIA) **will conclude** conducting the EIA-3, “Quarterly Survey of Non-Electric Sector Coal Data” survey for 2nd quarter 2014 data shortly. It is essential for you to respond to this survey by July 31, 2014 in order for EIA to prepare accurate and timely reports.

To log-in for the survey, visit: <https://signon.eia.doe.gov/ssoserver/login>.

If you are a new user, please take note of your Mail ID: [PRIMARYCONTACTID]. You may have received or will receive another e-mail from EIA's Office of Information Technology providing you with a Code and the instructions to complete the validation process in the Internet Data Collections system.

If you are **no longer** the person submitting the EIA-3 form, then please provide the following information in a reply email to EIA-3@eia.gov:

Name of New Preparer:

New Preparer's Address:

New Preparer's telephone #:

New Preparer's email address:

The data collected from the EIA-3 will appear in the Annual Coal Report, Quarterly Coal Report, Monthly Energy Review, and State Energy Profiles. In addition, the EIA uses the data for coal demand analyses and in short-term modeling efforts, which produce forecasts of coal demand that may be presented to Congress. The forecast data appear in the Short-Term Energy Outlook and Annual Energy Outlook as well.

Response to this survey is **mandatory** and required pursuant to 15 U.S.C., Sections 764(b), 772(b) and 790a of the Federal Energy Administration Act of 1974. EIA estimates that the average reporting burden for this survey is 1.25 hours. For Form EIA-3, the information reported 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 non-statistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are applied to the cost data reported in Parts 3 and 4 to ensure that the risk of disclosure of identifiable information is very small. Disclosure limitation procedures are not applied to the other aggregate statistical and quantity data published from this survey. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

Please keep a copy of your survey responses for your records. If you have any questions, or need assistance in responding to this survey, **please send an email to** EIA-3@eia.gov. Again, thank you for your cooperation in responding to this survey request so that EIA can provide timely and accurate information.

Sincerely,

Tejasvi Raghuv
Industry Economist and Survey Manager
Coal Statistics Team
U.S. Energy Information Administration