

## EIA Questionnaire on Reporting Preferences of Survey Respondents

*The Energy Information Administration (EIA) is evaluating options to standardize the various reporting methods we currently use to collect survey data. This survey will help us better understand your technology capabilities and preferences. Thank you for taking our survey. Your feedback is valuable.*

(If this content is for the pop-up survey, a pop-up message can appear after the respondent completes the survey and clicks the submit button, for example “Thank you for you participating in our survey.” However, we have ample time to finalize the wording while OMB reviews the survey questions and the other clearance documents, for approval.)

### **Question 1. What features are important to you when you complete/submit an EIA survey form?**

*(Please choose all that apply)*

1. Ability to save an electronic copy of the completed survey form.
2. Ability to print a copy of the survey report.
3. Ability to save entries before the survey is completed and return later to finalize it.
4. Ability to have more than one person in your company enter data on the same survey form, either simultaneously or in sequence.
5. Ability to revise erroneous data entries after a survey has been submitted to EIA.
6. Ability to submit data using technology, such as industry-standard web browsers or spreadsheet programs.
7. Confidence that business sensitive data will be securely transmitted to EIA.
8. Other (*Open ended- Please specify*)

### **Question 2. For the purpose of reporting data to EIA, do you have access to the following technology?**

**Choose all that apply?**

1. Computer [Y or N]

2. Internet connection [Y or N]
3. Printer [Y or N]
4. Document scanner (e.g., fax machine) [Y or N]

**Question 3. How do you currently submit your information to EIA?**

*(Please select all that apply)*

1. Use an Internet browser to manually enter the data into web pages (e.g., “web form”)
2. Use a survey form in a PDF document → follow-up question How do you complete the PDF document? (chose one)
  - a. Manually on your computer and then transmit the file to EIA
  - b. Use your company’s IT system(s) and then transmit the file to EIA
3. Use a survey form in an Excel document → follow-up question How do you complete the Excel document? (chose one)
  - a. Manually on your computer and then transmit the file to EIA
  - b. Use your company’s IT system(s) and then transmit the file to EIA
4. Use business-to-business technology. Your company’s IT system outputs a data file in a standard format (e.g., XML, CSV, etc.), but not in an Excel or a PDF document, that is uploaded to an EIA system. This process involves minimum or no manual intervention by EIA.
5. Use a paper copy to manually complete the survey form and then mail, fax, or scan the document to EIA
6. Participate by telephone

**Question 4. Regardless of how you currently submit your survey form to EIA, what is your preference for each of the following reporting methods?**

Please rate your preference on a scale of 1-10, 1 being the least preferred method and 10 being the most preferred method. *(If they rate the preference 4 or below, meaning not a preferred method, we ask a follow-up open-ended question “How can EIA make this reporting method more preferable to you?”)*

*(Please rate each method)*

1. Use an Internet browser to manually enter the data into web pages (e.g., “web form”) [1 2 3 4 5]
2. Use a survey form in a PDF document [1 2 3 4 5]

3. Use a survey form in an Excel document [1 2 3 4 5]
4. Use business-to-business technology (Your company's IT system outputs a data file in a standard format (e.g., XML, CSV, etc.), but not in an Excel or a PDF document, that is uploaded to an EIA system. This process involves minimum or no manual intervention by EIA.) [1 2 3 4 5]
5. Use a paper copy to manually complete the survey form and then mail, fax, or scan the document to EIA [1 2 3 4 5]
6. **By Telephone** [1 2 3 4 5]
7. **Smartphone Application**, such as using your smartphone to enter data into a form that is delivered electronically [1 2 3 4 5]

**Question 5. For the survey submission methods that you prefer least, is there anything EIA could do to make reporting more preferable?**

*(Open ended- Please specify)*

**Question 6. Anything else you want to tell us about the current method(s) you report your information to EIA or what you would like to see in the future?**

*(Open ended- Please specify)*