

Dear EIA-3 Respondent,

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-3, “*Quarterly Survey of Industrial, Commercial, & Institutional Coal Users.*” Your report was due to EIA by the 31st of July and is now considered late.

The data collected from Form EIA-3 is used to collect basic statistics concerning coal consumption, prices, quantity, and stocks. These data 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. Your company’s mandatory participation will continue into the future unless this site is an operating coke plant or uses 1,000 short tons or less of anthracite, bituminous, subbituminous, lignite, or refined coal during the sum of the current reporting quarter and the previous three reporting quarters. EIA estimates that the average reporting burden for this survey is 1.25 hours per response. The information reported on Form EIA-3 will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under 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.

If you are a new user and require assistance or if you are no longer the person submitting Form EIA-3, then please contact the U.S. Energy Information Administration Customer Care Team immediately at 1-800-EIA4USA (1-800-342-4872) or email EIA4USA@eia.gov.

EIA has a legal mandate to carry out a central, comprehensive, and unified energy data and information program. All persons owning or operating facilities or business premises who are engaged in any phase of energy supply shall make available to the Administrator such information and periodic reports. By law the EIA Administrator has the authority to conduct mandatory information collections and obtain the information by issuing subpoenas, conducting physical inspections or by other means identified in 15 U.S.C. 779.

EIA needs you to report the requested information on Form EIA-3. If you continue to refuse to file your report, EIA will request further action to compel the production of all information, documents, reports, records, and accounts needed to complete the reporting requirements for your company. If you have any questions, or need assistance in responding to this survey, please contact the U.S. Energy Information Administration Customer Care Team immediately via e-mail at EIA4USA@eia.gov, or call 1-855-EIA4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

Sincerely,

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U.S. Energy Information Administration