

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*” for the second quarter. This is a reminder that the Q2 2017 data submission is **due on July 31, 2017**.

Please log into the U.S. Energy Information Administration Data xChange Community Portal to access the campaign and submit your data. The campaign can be accessed from the U.S. Energy Information Administration Data xChange Community Portal Home or Campaign tab. For instructions on how to submit your data, select the Knowledge tab and type in EIA-3 and you will find Information Session materials that include YouTube Videos, Power Point presentations and Frequently Asked Questions.

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 via e-mail at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov), or call 1-855-EIA4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

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.

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](mailto: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