



Independent Statistics & Analysis

U.S. Energy Information
Administration

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

Month XX, 2018

OMB Approval No. 1905-0169

Dear Manufacturer,

In **MONTH YYYY**, we notified you of your **mandatory** participation in our 2018 Manufacturing Energy Consumption Survey (MECS). We now ask that you **access, complete, and submit your report by MM DD, YYYY**.

The MECS is the Federal Government's only systematic survey that gauges energy impacts on various parts of the manufacturing sector. It measures energy consumption and related manufacturing characteristics and behaviors; provides industry, policymakers, and the public with unbiased and accurate data; and evaluates manufacturing demands in the face of rising energy prices and national security concerns. Because your establishment represents other establishments of similar size and kind of business, it is essential that your company responds to ensure reliable and unbiased estimates of manufacturing energy consumption. Please note this survey is best completed by a Plant Manager or Operations Manager.

Based on previous iterations of the MECS, we have found that respondents prefer to answer the MECS using our online reporting system, Centurion. This reporting method is fast, reliable, and secure. We ask that individuals most familiar with the establishment's energy systems and operations, such as a Plant Manager or Operations Manager, complete the MECS. This person can complete the survey by:

1. Going to www.census.gov/econshelp/mecs. Click on the Centurion link.
2. Enter the given "User Name" and "User Password" found to the right of the label above and click "Submit."
3. Click the button of the respective establishment you want to complete.
4. Click "Start Form."

EIA estimates it will take approximately 9.2 hours to complete your survey, but may take less time if it's completed on-line using the Centurion online reporting system. Instructions on how to complete your 2018 MECS are located on the yellow flier enclosed with this letter.

If you have questions concerning the MECS, please go to www.census.gov/econshelp/mecs to access on-line services, find answers about the survey, and get tips on how to use Centurion. If you cannot find an answer on the help site, call 1-800-528-3049, Monday through Friday between 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

Remember, this survey is **mandatory** under 15 U.S.C. §772. EIA is required to conduct this survey pursuant to 42 U.S.C. §7135(i). **Failure to respond may result in fines and other penalties under 15 U.S.C. §797.** Under 13 U.S.C. §9, your report to the Census Bureau may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. No data are published that could reveal the identity or activities of any specific individual or firm. Further, copies retained in respondents' files are immune from legal process.

On behalf of the Census Bureau and the U.S. Energy Information Administration, thank you very much for your assistance in this important project.

Sincerely,

Nick Orsini
Chief, Economic Reimbursable Division
U.S. Census Bureau

Thomas Leckey
Director, Office of Energy Consumption & Efficiency Statistics
U.S. Energy Information Administration

Please reply to: U.S. Census Bureau, 1201 East Tenth Street, Jeffersonville, IN 47134-0001.