

Dear EIA-3 Respondent:

The U.S. Energy Information Administration (EIA) is conducting the EIA-3, “*Quarterly Survey of Industrial, Commercial, & Institutional Coal Users.*” It is essential for you to respond to this survey by July 31, 2017 in order for EIA to prepare accurate and timely reports.

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 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.

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. 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.

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 contact the U.S. Energy Information Administration Customer Care Team 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. Again, thank you for your cooperation in responding to this survey request so that EIA can provide timely and accurate information.

Sincerely,

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U.S. Energy Information Administration