



Independent Statistics & Analysis

U.S. Energy Information Administration

Date:

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<City>, <State> <Zip Code>

Dear <Mr./Ms. Respondent Name>,

This letter is to notify you that your company is identified by the U.S. Energy Information Administration (EIA) as required to report on Form EIA-860 *Annual Electric Generator Report*.

The data collected from the EIA-860 provides information on the status of existing electric generating plants and associated equipment in the United States, and those scheduled for initial commercial operation within 5 or 10 years as applicable. These data are essential for EIA to perform analyses and projections that are relied upon by the U. S. Congress to prepare for legislative actions, by the U.S. Department of Energy to set policy, and by the electric power industry to analyze supply, economic, and reliability conditions. The data appears in a number of EIA publications, such as the *Annual Energy Outlook*, the *Electric Power Annual*, and the *Annual Energy Review*. The data will also be used in other EIA products, such as the *State Energy Data System* and for EIA forecast models.

Based on information gathered by EIA, you have been identified as the initial point of contact for providing information needed to complete Form EIA-860 survey. If you are the appropriate contact, please confirm by emailing us at EIA-860@eia.gov. If you are not the appropriate contact, please forward the appropriate person's contact information to EIA-860@eia.gov and we will contact them directly.

Response to this survey is **mandatory** 15 U.S.C. §772(b). Your company's mandatory participation will continue annually unless otherwise stated by EIA. EIA estimates that the average reporting burden for this survey is approximately 16.0 hours per response. The following information reported on Form EIA-860 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:

- All information associated with the "Survey Contact" and the "Supervisor of Contact Person for Survey" on Schedule 1
- Information reported for the data element "Tested Heat Rate" on Schedule 3, Part B, Generator Information – Existing Generators
- All data reported on Parts A and B of Schedule 5, Generator Cost Information

All other information reported on Form EIA-860 will be treated as non-sensitive and may be publicly released in identifiable form.

Sincerely,

EIA-860 Survey Manager

EIA-860@eia.gov

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