



Independent Statistics and Analysis  
**U.S. Energy Information Administration**

OMB No: 1905-0209  
 Exp. Date: 11/30/2024

Dear <Respondent>,

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. [Company] has been selected by EIA as a respondent to Form EIA-63C, the “Densified Biomass Fuel Report”.

Form EIA-63C estimates the densified biomass fuel consumption in the United States, as well as production, sales, and inventory at state, regional, and national levels as required by 10 CFR 205.308 and 205.325. These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and response to this survey is mandatory under the FEA Act. EIA estimates that the average reporting burden for this survey is 1.4 hours.

The data collection cycle for EIA-63C [cycle] will begin on [open date] and data are due on [due date].

Based on information gathered by EIA, you have been identified as the initial point of contact for providing information needed to complete the EIA-63C form. If you are not the appropriate contact, please forward the appropriate person's contact information to EIA4USA@eia.gov and we will contact them directly.

You have the option to submit your data using two methods of submission. You may log into the U.S. Energy Information Administration [Respondent Submission Portal](#), select the appropriate survey cycle from the Respondent Submission Portal **Home** or **To Do** tab, and submit your data.

In order to register for the EIA Respondent Portal, please continue to the portal [here](#). **NOTE:** Please use Google Chrome browser to access the portal. Click the "**REGISTER**" button on the right side of the screen and copy and paste the information below into the corresponding fields in the registration page. Once completed, click the "**REGISTER**" button. You will then receive a temporary password email, which will provide further instructions to set up your password.

Email:	
First Name:	
Last Name:	
Entity ID:	
Phone:	

You can also access the EIA-63C form [here](#) in order to submit via secure file transmission. Please include the company identification number below in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-63C [Instructions](#) page for information on how to submit your data or general information.

If you have any questions or concerns, 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-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.

Sincerely,

Joseph Wilson  
Director, Office of Survey Operations  
U.S. Energy Information Administration  
U.S. Department of Energy