

Heads Up Email

[PRIMARYCONTACTNAME],

Beginning in January 20xx, the U.S. Energy Information Administration (EIA) will conduct its annual uranium survey, Form EIA-858 Uranium Marketing Annual Survey. Response to this survey is mandatory and required pursuant to 15 U.S.C. 772(b), Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93 275) as amended. The Form EIA-858 is used to collect data to update the Uranium Marketing Annual Report.

When the Form EIA-858 survey opens in January, you will receive an email to log on to the EIA Single Sign On Login System to access the EIA Internet Data Collection System and EIA-858 Uranium Marketing Annual Survey to submit your EIA-858 data for calendar year 20xx. The due date will be xxxx xx, 20xx.

Sincerely,

Survey Opening Email

[PRIMARYCONTACTNAME],

The U.S. Energy Information Administration (EIA) is conducting its annual uranium survey, Form EIA-858, Uranium Marketing Annual Survey. It is essential for you to respond to this survey by xxx xx, 20xx in order for EIA to prepare accurate and timely reports.

The Form EIA-858 is used to collect data to update the Uranium Marketing Annual Report at <http://www.eia.gov/uranium/marketing/>. The audience for these data includes Congress, other Executive Branch agencies, the nuclear and uranium industry, and the public in general.

The timely submission of Form EIA-858 by those required to report is mandatory under 15 U.S.C. 772 (b). In accordance with 15 U.S.C. 797, failure to respond may result in a civil penalty of not more than \$10,949 each day for each violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements. The items RESPONDENT IDENTIFICATION Company Name and OTHER PARTY NAME (Item 1.A.), and SELLER'S NAME (Item 3.B.) on Form EIA858 will be considered public information and may be publicly released in company or individually identifiable form. All other information you provide on Form EIA-858 will be used for statistical purposes only and is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. Every EIA employee, as well as every agent, is subject to a jail term, a fine, or both if he or she makes public

ANY identifiable information you reported

If you are a new user and require assistance, or if you are no longer the person submitting the Form EIA-858, please contact us immediately using the contact information provided below.

Please logon to the EIA Single Sign-On Login System to access the EIA Internet Data Collection System and EIA-858, Uranium Marketing Annual Survey to submit your EIA-858 data for calendar year 20xx.

1. Go to: <https://signon.eia.doe.gov/ssoserver/login>
2. Enter your Userid

If you forgot your userid, go to the link "Forgot your Userid?"

3. Enter your Password

If you forgot your password, go to the link "Forgot your password?"

4. Click the Logon button

You will go to the EIA Internet Data Collection System webpage and the EIA-858 Uranium Marketing Annual Survey under Surveys.

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 me on (202) 586-xxxx or by e-mail at xxx@eia.gov. Again, thank you for your cooperation in responding to this survey request so that EIA can provide timely and accurate information.

Sincerely,

Survey Overdue Email

[PRIMARYCONTACTNAME],

The U.S. Energy Information Administration (EIA) is conducting its annual uranium survey, Form EIA-858, Uranium Marketing Annual Survey. The Form EIA-858 is used to collect data to update the Uranium Marketing Annual Report at <http://www.eia.gov/uranium/marketing/>. The audience for these data includes Congress, other Executive Branch agencies, the nuclear and uranium industry, and the public in general.

Our records indicate that you have not yet submitted your Form EIA-858 data. The timely submission of Form EIA-858 by those required to report is mandatory under 15 U.S.C. 772 (b). In accordance with 15 U.S.C. 797, failure to respond may result in a civil penalty of not more than \$10,949 each day for each violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

If you are a new user and require assistance, or if you are no longer the person submitting the Form EIA-858, please contact us immediately using the contact information provided below.

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If you forgot your password, go to the link "Forgot your password?"

4. Click the Logon button

You will go to the EIA Internet Data Collection System webpage and the EIA-858 Uranium Marketing Annual Survey under Surveys.

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 me by e-mail at xxxx@eia.gov. Again, thank you for your cooperation in responding to this survey request so that EIA can provide timely and accurate information.

Sincerely,

Survey Reminder Email

RESPONDENTIDNAME.(,)]

[PRIMARYCONTACTNAME],

This is a reminder that the U.S. Energy Information Administration (EIA) is conducting its annual uranium survey, Form EIA-858, Uranium Marketing Annual Survey. It is essential for you to respond to this survey by xxx xx, 20xx in order for EIA to prepare accurate and timely reports.

The Form EIA-858 is used to collect data to update the Uranium Marketing Annual Report at <http://www.eia.gov/uranium/marketing/>. The audience for these data includes Congress, other Executive Branch agencies, the nuclear and uranium industry, and the public in general.

The timely submission of Form EIA-858 by those required to report is mandatory under 15 U.S.C. 772 (b). In accordance with 15 U.S.C. 797, failure to respond may result in a civil penalty of not more than \$10,949 each day for each violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

If you are a new user and require assistance, or if you are no longer the person submitting the Form EIA-858, please contact us immediately using the contact information provided below.

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1. Go to: <https://signon.eia.doe.gov/ssoserver/login>
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3. Enter your Password

If you forgot your password, go to the link "Forgot your password?"

4. Click the Logon button

You will go to the EIA Internet Data Collection System webpage and the EIA-858 Uranium Marketing Annual Survey under Surveys.

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 me on (202) 586-xxxx or by e-mail at xxxx@eia.gov. Again, thank you for your cooperation in responding to this survey request so that EIA can provide timely and accurate information.

Sincerely,

New Respondent Email

[RESPONDENTIDNAME..(,)]

[PRIMARYCONTACTNAME],

The U.S. Energy Information Administration (EIA) is conducting its annual uranium survey, Form EIA-858, Uranium Marketing Annual Survey. It is essential for you to respond to this survey by xxxx xx, 20xx in order for EIA to prepare accurate and timely reports.

The Form EIA-858 is used to collect data to update the Uranium Marketing Annual Report at <http://www.eia.gov/uranium/marketing/>. The audience for these data includes Congress, other Executive Branch agencies, the nuclear and uranium industry, and the public in general.

Response to this survey is mandatory and required pursuant to 15 U.S.C. 772(b), Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93 275) as amended. Your company's mandatory participation will continue into the future unless your company ceases to be involved in the (domestic) U.S. uranium industry. EIA estimates that the average reporting burden for this survey is fifteen hours per response.

If you are a new user and require assistance, or if you are no longer the person submitting the Form EIA-858, please contact us immediately using the contact information provided below.

How to register for an EIA SSO Userid?

(EIA SSO Registration Guide is attached, see pages 1-3)

1. Open your web browser and type in the following url: <https://signon.eia.doe.gov/ssoserver/login>
2. Select the Register for a Userid link at the bottom of the Login page.
3. Provide the basic contact information requested. All information with the exception of phone extension is required.
4. Select a Userid, Password, Security Question and Answer.
5. Press the Submit button at the bottom of the page.
6. If you get any error messages (text highlighted in red), make the corrections and press the Submit button again.
7. After successfully registering for an SSO Userid, you will see a Registration Completed page. Press the Login Now link which will take you back to the Login page.
8. Before logging in, bookmark this page, it is the one that you will be using from now on to do your reporting.

This is the first e-mail (of two e-mails) that contains your Mail ID which is found below.

Mail ID: [PRIMARYCONTACTID]

You will receive or may have received another e-mail from EIA's Office of Information Technology, providing you with a Code and the instructions to complete the registration process. The Mail ID and the Code will enable you to validate yourself on the EIA-858 Internet Data Collection System.

How to register for the surveys on which I have been asked to report?

(EIA SSO Registration Guide is attached, see pages 4-7)

1. Using your new Userid and Password, log in to the EIA SSO system.
2. On the EIA Applications and Functions page, select the link Add EIA Survey Reporting Capability.
3. On the Register for EIA Surveys page, provide the Mail ID that is above.
4. In the Code box, type in the Code that was sent to you by EIA in a separate email.
5. Press the Submit button at the bottom of the page.
6. The EIA Applications and Functions page will reconfigure to list the surveys to which you now have access. When you want to submit your report now or in the future, you will select the survey from this list.

Once you have completed this, you will be able to access the EIA-858 Uranium Marketing Annual Survey to submit your EIA-858 data for calendar year 20xx. The due date is XXXX XX, 20xx.

For assistance and questions, please contact me on (202) 586-XXXX or by email at XXX@eia.gov or EIA-858@eia.gov. Thank you for your cooperation with this survey.

Sincerely,