

Dear [PRIMARYCONTACTNAME],

This is a reminder notice in regards to the EIA-7A Annual Coal Production and Preparation Survey. The EIA-7A survey is due today, Monday, April 3, 2023.

All coal mining companies that owned a mining operation which produced 25,000 or more short tons of coal during the reporting year must submit form EIA-7A, except for anthracite mines. All anthracite mines that produced 10,000 or more short tons during the reporting year must submit form EIA-7A. Standalone facilities (e.g., preparation plant/tipple/loading dock/train loadout) that worked 5,000 or more hours must also submit this form.

The EIA-7A Annual Coal Production and Preparation Survey is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) as amended (codified at 15 U.S.C. 772). Failure to comply may result in criminal fines, civil penalties, and other sanctions as provided by the law.

User ID: [SSOUSERID]

Please submit your data today April 3, 2023, by accessing EIA's secure e-filing system at <https://signon.eia.doe.gov/ssoserver/login>.

Please let us know if you are no longer the primary contact or believe that you have received this message in error.

If there is a site you need to complete an EIA-7A survey for and it is not assigned to your account, please contact [EIA-7A@eia.gov](mailto:EIA-7A@eia.gov).

If you are a new preparer and need to register for a User ID to access the e-filing system, please see directions below or contact us as soon as possible so we can assist you.

#### NEW RESPONDENTS:

As a preliminary step, you will need to register for a secure EIA Single sign-on (SSO) account to access the e-filing system. [http://www.eia.gov/survey/form/eia\\_7a/registration\\_guide.pdf](http://www.eia.gov/survey/form/eia_7a/registration_guide.pdf)

If you already respond to another EIA survey and have an SSO account, you do not need to register again. If you are using the e-filing system for the first time and are not registered for an SSO account,

please go to the website listed above and click on, 'register for a UserID'. Follow the prompts to complete the registration process.

The SSO registration is a two-step process. The first step requires you to create a User ID and Password. The second step links your User ID to the surveys that you need to file. This step will require you to have a Mail ID and Secret Code. The Mail ID is listed below. The Secret Code should have been sent to you in a separate email earlier today. The Mail ID and Secret Code will be used only once and for the sole purpose of completing the registration process. You need to complete both steps in order to access Form EIA-7A. Please note that the e-filing system recognizes your registration only after you complete a login.

Mail ID: [PRIMARYCONTACTID]

If you are an existing respondent but have forgotten your password, or if you are not responsible for the submission this year, it is important that you email us the new contact information. Please address your inquiries to [EIA-7A@eia.gov](mailto:EIA-7A@eia.gov).

Your cooperation is greatly appreciated.

Alannah Creswell

Form EIA-7A Coal Team

U.S. Energy Information Administration

[Alannah.Creswell@eia.gov](mailto:Alannah.Creswell@eia.gov)

202-586-2898