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Annual Opening Letter

<date>

<name>

The U.S. Energy Information Administration (EIA) has opened the 2025 data collection cycle for the EIA-860. Submit your data electronically by <due date> through EIA's secure e-filing system at <https://signon.eia.doe.gov/ssoserver/login>.

You are assigned as the primary contact for the entity(ies) at the bottom. If you are no longer the primary contact, believe that you have received this message in error, or have forgotten your User ID please email EIA-860@EIA.GOV.

NOTICE:

In the past some respondents had trouble accessing individual surveys after logging into EIA's secure e-filing system. These problems are usually associated with Java not being properly configured. If you are not able to access Form EIA-860 after logging into EIA's secure e-filing system, please contact EIA-860@EIA.GOV.

Schedule 2, Line 13 – Owner of Transmission and/or Distribution Facilities has a prepopulated dropdown menu. If blank use available options or contact EIA-860@EIA.GOV.

Schedule 3B, line 25 & 26 – Manufacturer and Model of Wind Turbines has a prepopulated dropdown menu. If blank use available options or contact EIA-860@EIA.GOV.

Schedule 3B, line 40-43 – Owner of battery storage systems are requested to ensure that the use cases, including primary use case, and relationships to other generators are properly reported.

EIA's secure e-filing system allows users to print their completed surveys to a .pdf file for future reference. In the past some respondents have had trouble using this print feature.

Most printing issues have been related to internet browser pop-up blockers not allowing the .pdf form to initialize. For assistance please contact EIA-860@EIA.GOV.

The following link contains a tutorial video on how to navigate the online survey

<https://www.youtube.com/watch?v=bqn1O0byPjE>

Your cooperation is greatly appreciated.

Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

EIA records indicate you are the contact for the following entities:

<Entity and contact data>

<EIA Logo>

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This message is for the designated recipient only and may contain confidential, privileged or proprietary information. If you have received it in error, please notify the sender immediately and delete the original and any copy or printout. Unintended recipients are prohibited from making any other use of this e-mail. Although we have taken reasonable precautions to ensure no viruses are present in this e-mail, we accept no liability for any loss or damage arising from the use of this e-mail or attachments, or for any delay or errors or omissions in the contents which result from e-mail transmission.

Annual 860 Reminder Letter

<Date letter is run>

<Name>

This is a reminder that the Energy Information Administration's (EIA) Form EIA-860 Annual Electric Generator Report' is due <date due> for the entity(ies) listed at the bottom of this email.

Please ensure that you take the proper steps to submit on time. If you feel that you have already submitted and received this notice in error, please notify EIA-860@EIA.GOV as soon as possible to verify the survey submission.

Please note that you can check the submission status of your report on the form itself. Look up from the tab for schedule 7 and you will see Submission Status/Date this shows you whether the form was submitted and the time and date it was submitted.

To ensure that you do not encounter any access problems before reaching the due date, please log on the E-file system at <https://signon.eia.doe.gov/ssoserver/login> as soon as possible.

The following link contains a tutorial video on how to navigate the online survey <https://www.youtube.com/watch?v=bqn1O0byPjE>

If you're receiving a Java error, please update your settings and refer to the attached document.

If you're already in communication with an analyst or have already contacted EIA-860@EIA.GOV, please disregard this email.

Please note that you may receive a similar email reminder regarding the EIA-923 - Power Plant Operations Report and/or the EIA-861 - Annual Electric Power Industry Report.

For more information regarding these surveys, please visit the following link
- <https://www.eia.gov/survey/>.

We are periodically experiencing problems with the print function. EIA is currently working to have this remedied, please try again periodically if you experience this issue.

Your cooperation is greatly appreciated.

Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

EIA records indicate you are the contact for the following entities:

<Entity and contact data>

<EIA Logo>

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Annual Late Letter 1

<Date letter is run>

<Name>

According to EIA records, the <year> EIA-860 Annual Electric Generator Report has not been submitted for the entities listed at the bottom of this email.

You are listed as the contact for these entities. We request that you submit the survey as soon as possible, as it was due on <due date>. If you have already submitted your data or are currently working with or have emailed EIA staff, please disregard this notice.

Please note that you can check the submission status of your report on the form itself. Look up from the tab for schedule 7 and you will see Submission Status/Date this shows you whether the form was submitted and the time and date it was submitted.

The e-filing system can be accessed through the EIA's Single Sign On website at: <https://signon.eia.doe.gov/ssoserver/login>.

If you're receiving a Java error, please update your settings and refer to the attached document.

Please contact EIA-860@EIA.GOV for immediate assistance if you are unable to sign in, view your form, or are not properly registered with the system.

Your cooperation is greatly appreciated.

Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

EIA records indicate you are the contact for the following entities:

<Entity and contact data>

<EIA Logo>

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Annual Late Letter 2 onward

<Date letter is run>

<Name>

According to EIA records, the <year> EIA-860 Annual Electric Generator Report has not been submitted for the entities listed at the bottom of this email for which you are assigned as <type of contact person>. We request that you submit the survey immediately, as it was due on <date due>.

Please note that this is not the same as the EIA-923 Power Plant Operations Report. **If you have already submitted your data or are working with EIA staff to resolve a technical matter, please disregard this notice.**

Please note that you can check the submission status of your report on the form itself. Look up from the tab for schedule 7 and you will see Submission Status/Date this shows you whether the form was submitted and the time and date it was submitted.

EIA Electric Surveys are a mandatory collection under the authority of the Federal Energy Administration Act of 1974 (P.L. 93-275), as amended. *Escalation of a non-response may result in financial penalties not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal 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. Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

Please contact EIA-860@EIA.GOV to resolve any pending issues.

Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

EIA records indicate you are the contact for the following entities:

<Entity and contact data>

<EIA Logo>

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Monthly Opening Letter

<Date letter is run>

<Name>

The <Month and Year> EIA-860 Monthly is now open for the entity(ies) listed at the bottom of this email.

Please submit your data electronically for the <Month and Year> EIA-860M **is due by** <due date> through EIA's secure e-filing system at <https://signon.eia.doe.gov/ssoserver/login>.

The EIA-860 Monthly is different from the EIA-860 Annual. If you have indicated in a previous filing to EIA that they have either one of the following:

1) a proposed new generator scheduled to start commercial operation within the subsequent 12 months, (2) an existing generator scheduled to retire from service within the subsequent 12 months, or (3) an existing generator with a proposed modification scheduled for completion within one month of the reporting period (month), you were pulled into the EIA-860 Monthly frame.

For questions about the data required or submitting the form, please contact us at EIA-860M@eia.gov.

Additional survey resources such as instructions, FAQs, and E-file links can be found at <http://www.eia.gov/survey/>.

An online tutorial on how to navigate the EIA-860M can be found on the following link: <https://www.youtube.com/watch?v=-iaRqg10qRY> .

UPDATES TO EIA-860M SCHEDULE 2

For all facilities that are planned, or under construction, please be sure that the generator 'Status Code' located in Schedule 2, Line 1, accurately reflects the status of the site.

Note that the EIA has multiple codes for the pre-construction, construction, and post-construction process. Those codes are as follows:

CN - Planned new generator has been canceled

IP - Planned new generator indefinitely postponed, or no longer in resource plan

P - Planned for installation but regulatory approvals not initiated; Not under construction

L - Regulatory approvals pending. Not under construction but site preparation could be underway

T - Regulatory approvals received. Not under construction but site preparation could be underway

U - Under construction, less than or equal to 50 percent complete (based on construction time to date of operation)

V - Under construction, more than 50 percent complete (based on construction time to date of operation)

TS- Construction complete, but not yet in commercial operation (including low power testing of nuclear units)

OP- Operating - in service (commercial operation) and producing some electricity

OT - Other (specify in SCHEDULE 4. COMMENTS)"

Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

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Monthly Reminder Letter

<Date letter is run>

<Name>

This is a reminder that your <Month and Year> EIA-860 Monthly for the entity(ies) listed at the bottom **is due by** <due date>

Please submit your data electronically for the EIA-860M through EIA's secure e-filing system at <https://signon.eia.doe.gov/ssoserver/login>.

For questions about the data required or submitting the form, please contact EIA-860M@EIA.GOV.

Additional survey resources such as instructions, FAQs, and E-file links can be found at <http://www.eia.gov/survey/>.

*****UPDATES TO EIA-860M SCHEDULE 2*****

Note: For all facilities that are planned, or under construction, please be sure that the generator 'Status Code,' located in Schedule 2, Line 1, accurately reflects the status of the site.

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Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

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Monthly Late letter

<Date letter is run>

<Name>

The U.S. Energy Information Administration (EIA) has not received the <Month and Year> data for the 'Form EIA-860 Monthly' for the entities listed at the bottom of this e-mail. **The form was due on** <due date>. Submission of the form is required immediately.

Please submit your data electronically for the <Month and Year> EIA-860M through EIA's secure e-filing system at <https://signon.eia.doe.gov/ssoserver/login> .

The timely submission of Form EIA-860M by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (P.L. 93-275).

Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation.

For questions about the data required or submitting the form, please contact EIA-860M@EIA.GOV.

Additional survey resources such as instructions, FAQs, and E-file links can be found at <http://www.eia.gov/survey/>.

*****UPDATES TO EIA-860M SCHEDULE 2*****

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TS- Construction complete, but not yet in commercial operation (including low power testing of nuclear units)

OP- Operating - in service (commercial operation) and producing some electricity

OT - Other (specify in SCHEDULE 4. COMMENTS)"

If you need assistance or have questions regarding the new format of the EIA-860M please contact EIA-860M@EIA.GOV

The website for accessing the EIA-860M is <https://signon.eia.doe.gov/ssoserver/login>. The website also provides information on how you can retrieve your password if you have forgotten it.

Thank you for your time and cooperation in submitting timely, accurate data to the U.S. Energy Information Administration.

Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

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