

Visual Guide for the EIA-3 Internet Data Collection (IDC) Form

Login by entering the following address in an Internet Browser or by clicking on the hyperlink in this guide:

<https://signon.eia.doe.gov/ssoserver/login>

When the Single Sign-On (SSO) window opens enter your Userid and Password.

energy information administration
Welcome to the EIA Single Sign On Login System
All Internet Data Collection applications are unavailable from Saturday at 6:00pm until Sunday at 12:00am.

Userid:
Password:

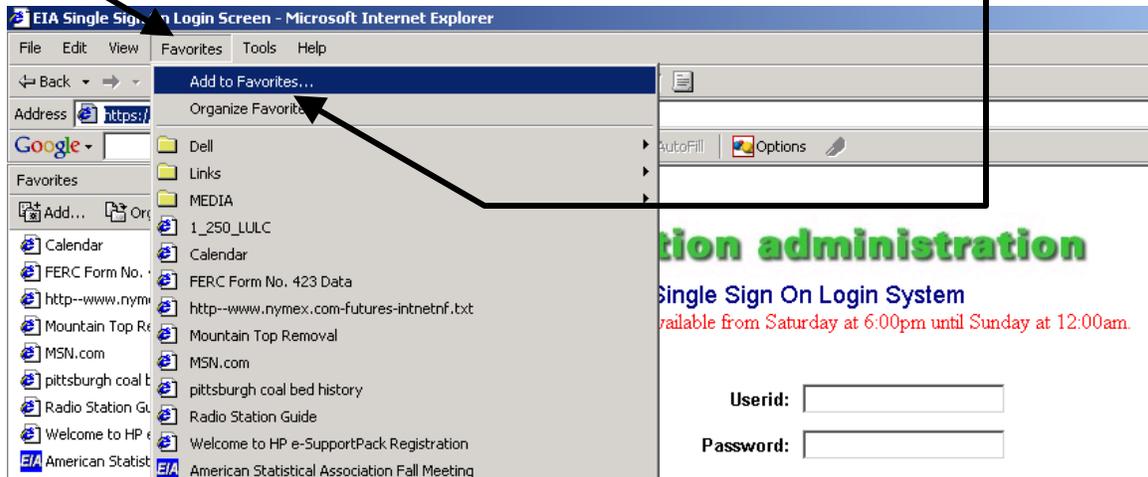
Logon

[Register for a Userid](#) | [Forgot your password?](#)
[Frequently Asked Questions](#) | [Security and Privacy Statement](#)

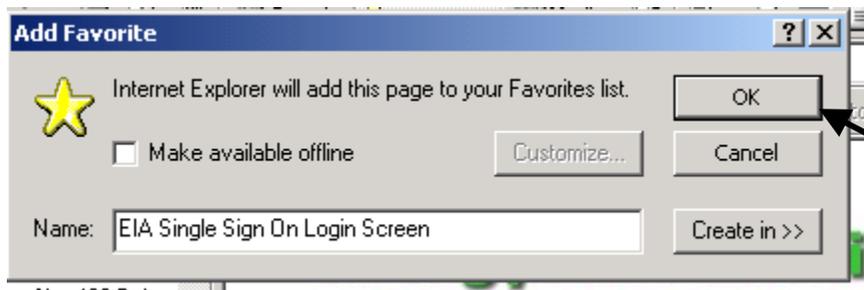
You click the Logon Button to launch the Internet Data Collection (IDC) system, but don't click Logon until you have added the logon site address to your List of Favorites. **Note: you only have to add the logon site address to your Favorites List one time** (per instructions on the next page of this guide). **Once it is added you just click on the logon site address as it appears in your favorite list to launch the SSO screen**

Frequently, we will be sending you your Userid. To maintain security, we never send your password because we don't know it. In case you have forgotten or misplaced your password, you can set a new password by clicking on **Forgot your password?** and following the instructions.

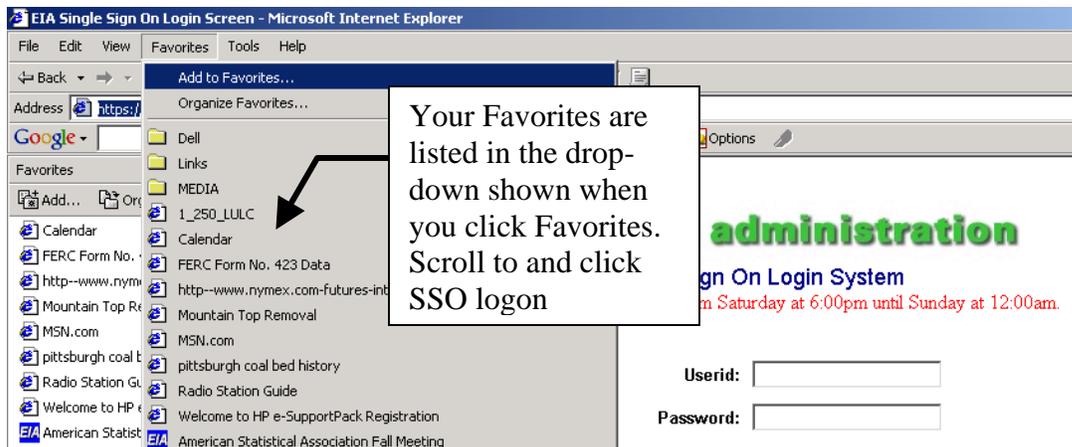
While you still have your Internet Browser open, click Favorites and Add to Favorites to save the SSO logon site address in the list of favorites.



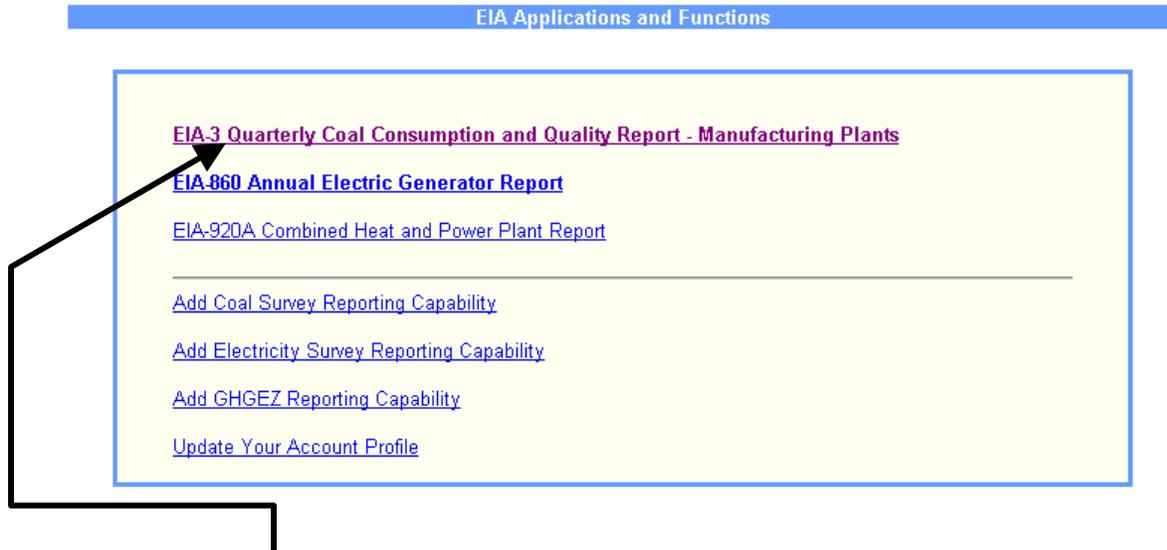
When the Add Favorite Dialogue Window opens click OK to add the SSO logon to your list of favorites. By clicking on the SSO logon entry in the favorites list you will be able to open the SSO site whenever you want.



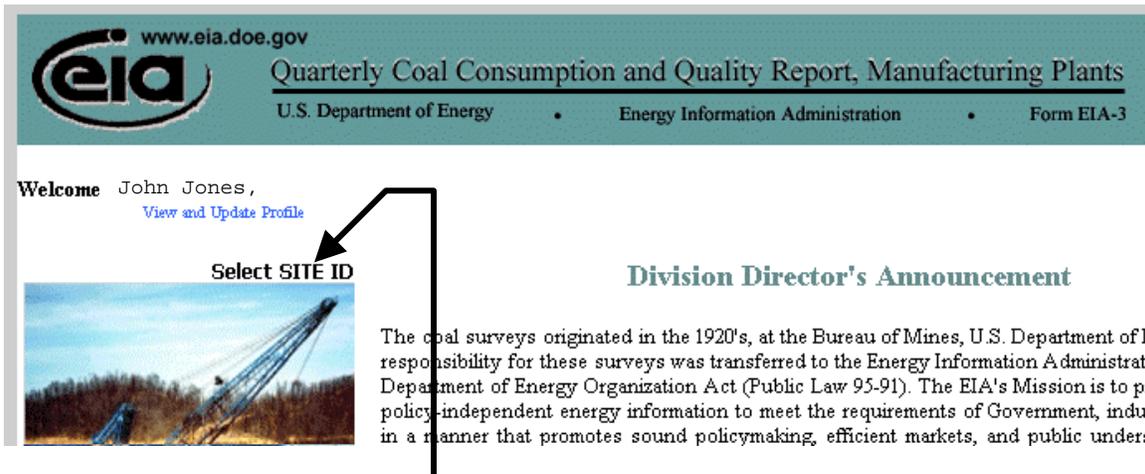
To go to the SSO logon, in the Internet Browser window, click the Favorites menu button



After you enter Userid and Password and click the Logon button, the following screen will appear:



Click on the EIA-3 option. After clicking on the EIA-3 option, you will see this page:



Run the mouse cursor over Select SITE ID, to see a list of your Site Ids.

www.eia.doe.gov
eia
 Quarterly Coal Consumption and Quality Report, Manufacturing Plants
 U.S. Department of Energy • Energy Information Administration • Form EIA-3

109x186

Welcome John Jones,
[view your report profile](#)

Select SITE ID

ID % Done
700071 100%
2281001 60%
3101422 71%
3800173 100%
4000948 100%
4001642 50%
4402881 50%
4604366 71%

Division Director's Announcement

...ted in the 1920's, at the Bureau of Mines, U.S. Department of In-
 ...veys was transferred to the Energy Information Administration
 ...ganization Act (Public Law 96-91). The EIA's Mission is to pr-
 ...y information to meet the requirements of Government, indus-
 ...es sound policymaking, efficient markets, and public unders-
 ...ystem and your support will contribute to the dissemination of
 ...IA.



Click on any one of the SITE IDS to open the EIA-3 Survey Form for that site.

After you click on one of the SITE IDS, the Identification page will open automatically

Review (I) Company Information and (II) Site Information.



Identification

Coal Receipts, Consumption, and Stocks

Coal Quality and Primary Transportation Me

Year	Quarter	Site Id	Company Name	Site Name
2004	1	4402881	EI DuPont DE Nemours & Co	Waynesboro Plant

I. Company Information ★

First, Last Name, Suffix: John Jones
 Company Name: EI DuPont DE Nemours & Co
 Street Address: 1200 Carson St. Suite 102
 City, State, Zip: Cortez, Colorado 83102
 Phone Number: 675 324-7890 ext.
 Fax Number: 675 324-7899
 Company E-mail: John.Jones@nemours.com

II. Site Information

Site Name: Waynesboro Plant
 Plant Location: North Carolina
 Plant Zip: 12345
 (Physical Location of Site)

II. Site Information

Site Name: Black Hawk Synfuel

Plant Location: West Virginia

Plant Zip: (Physical Location of Site) 25015

III. Primary Product Manufactured at this Plant:

Petroleum and Coal Products

IV. Electric Power Generation

Does this plant have a coal-fired electric generating capacity of 1 megawatt or greater? Yes No

★ - Please provide any changes in the Remarks section.

At Site Information, you can dynamically change

Plant zipcode

Primary Product Manufactured at this Plant

And info about whether the plant has generating capacity

When you first register in the SSO system, EIA contacts you and establishes this site information. So ordinarily it is not necessary to change the information.

When any other information changes, for example, the name or address of the company contact, then you report the new information on the Remarks Page (see following instructions)

You navigate to different parts of the survey form by clicking on the tabs at the top of the window:

www.eia.doe.gov Quarterly Coal Consumption and Quality Report, Manufacturing Plants Form Approved OMB No. 1905-0167 Expires: 3/31/2008 Burden: 0.9 hour Home

U.S. Department of Energy • Energy Information Administration • Form EIA-3

Identification Coal Receipts, Consumption, and Stocks Coal Quality and Transportation Synfuel Data **Remarks** Process

Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

Save

To enter information on the Remarks Page, click on the Remarks tab

Enter the new Company or Site Information in the window at the Remarks Page.

www.eia.doe.gov Quarterly Coal Consumption and Quality Report, Manufacturing Plants Form Approved OMB No. 1905-0167 Expires: 03/31/2005 Burden: 1.5 hours Home

U.S. Department of Energy • Energy Information Administration • Form EIA-3

Identification Coal Receipts, Consumption, and Stocks Coal Quality and Primary Transportation Mode **Remarks** Process

Year	Quarter	Site Id	Company Name	Site Name
2004	1	4402881	E I DuPont DE Nemours & Co	Waynesboro Plant

Remarks:

My Company has a new name: ABC Co.

Save

Frequently, click the Save button to permanently record your form entries.

After clicking the Save button, return to top of the form and begin entering data for the Quarter by clicking the Coal Receipts, Consumption, and Stocks tab

www.eia.doe.gov Quarterly Coal Consumption and Quality Report, Manufacturing Plants Form Approved OMB No. 1905-0167 Expires: 3/31/2008 Burden: 0.9 hour Home

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Identification **Coal Receipts, Consumption, and Stocks** Coal Quality and Transportation Synfuel Data Remarks Process

Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

Save

In the window that opens, begin entering your data here.

(Note: Ending stocks from previous quarter are automatically entered on the form. You cannot change this entry.)

The screenshot shows the EIA-3 survey form interface. At the top, there is a header with the EIA logo, the website URL www.eia.doe.gov, and the title 'Quarterly Coal Consumption and Quality Report, Manufacturing Plant'. Below the header, there are navigation tabs: 'Identification', 'Coal Receipts, Consumption, and Stocks', 'Coal Quality and Transportation', 'Synfuel Data', 'Remarks', and 'Process'. The 'Coal Receipts, Consumption, and Stocks' tab is active. Below the tabs, there is a table with the following data:

Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

Below the table, there are several data entry fields:

- A Ending Stocks Previous Quarter (short tons): 0
- B Total Receipts During Quarter (short tons)¹: 5,000,000
- C Coal Consumption During Quarter (short tons): 5,000,000
- D Adjustments (short tons)²: (Please provide an explanation in the Remarks tab): 0
- E Stocks at End of Quarter (Short Ton): 0
- F Total Cost of Coal Received on a Cost, Insurance, Freight (CIF) Basis (dollars): 767,890,000

Below these fields, there is a 'Value Per Ton' field with the value 153.58. At the bottom, there is a 'Balance Equation Check: A + B - C + D = E'.

As you type in your data, round the data to the nearest whole number. Only type numbers. Do not enter commas or dollar signs. The form will automatically add commas.

After you enter receipts and total cost, the system will calculate the Value Per Ton and display the Value on your screen. Examine this value. It should be close to your per ton coal cost. If it is not, then adjust either your Total Receipts (B) or Total Cost (F).

You must complete all the data entries in this screen before proceeding.

Don't forget to click Save to permanently record your data entries.

Click the next data tab, Coal Quality and Primary Transportation Mode.

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Identification Coal Receipts, Consumption, and Stocks **Coal Quality and Transportation** Synfuel Data Remarks Process

Year	Quarter	Site Id	Company Name	Site Name	Save
2004	3	5192010	New River Synfuel	Black Hawk Synfuel	

A Ending [Stocks](#) Previous Quarter (short tons):

B Total Receipts During Quarter (short tons)¹:

C [Coal Consumption](#) During Quarter (short tons):

Open a set of data input windows by clicking the Add button. To add more than 1 new receipt record, toggle the count and then click the Add button.

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Identification Coal Receipts, Consumption, and Stocks **Coal Quality and Transportation** Synfuel Data Remarks Process

Year	Quarter	Site Id	Company Name	Site Name	Save
2004	3	5192010	New River Synfuel	Black Hawk Synfuel	

Delete?	Origin of Coal (State or Country)	Quantity Received (short tons)	Primary Transportation Mode ¹	Type of Coal ²	Btu/lb.	Sulfur percent by weight to the nearest 0.01%	Ash percent by weight to the nearest 0.01%
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Delete Save Add 1 ▾

For Origin, Primary Transportation Mode, and Type of Coal, click on arrow down and make selection from drop down list

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Identification Coal Receipts, Consumption, and Stocks Coal Quality and Transportation Synfuel Data Remarks Process

Year: 2004 Quarter: 3 Site Id: 5192010 Company Name: New River Synfuel Site Name: Black Hawk Synfuel Save

Delete?	Origin of Coal (State or Country)	Quantity Received (short tons)	Primary Transportation Mode ¹	Type of Coal ²	Btu/lb.	Sulfur percent by weight to the nearest 0.01%	Ash percent by weight to the nearest 0.01%
1. <input type="checkbox"/>	Alabama	1,000,000	Rail Road	BIT	12,345	1.5	3.5
Total Quantity:		1,000,000					
Coal Receipts Entered on Coal Receipts, Consumption, and Stocks Tab:		5,000,000					

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Identification Coal Receipts, Consumption, and Stocks Coal Quality and Transportation Synfuel Data Remarks Process

Year: 2004 Quarter: 3 Site Id: 5192010 Company Name: New River Synfuel Site Name: Black Hawk Synfuel Save

Delete?	Origin of Coal (State or Country)	Quantity Received (short tons)	Primary Transportation Mode ¹	Type of Coal ²	Btu/lb.	Sulfur percent by weight to the nearest 0.01%	Ash percent by weight to the nearest 0.01%
1. <input type="checkbox"/>	Alabama	1,000,000	Rail Road	BIT	12,345	1.5	13.5
2. <input type="checkbox"/>	Kentucky (East)	4,000,000	Rail Road	BIT	132,900	0.9	8.0
Total Quantity:		5,000,000					
Coal Receipts Entered on Coal Receipts, Consumption, and Stocks Tab:		5,000,000					

Enter numbers only. System will add commas. For sulfur and ash enter decimal point.

Remember to click Save to permanently record your data entries.

The Total Quantity calculated on the page must equal the Coal Receipts entered on the Coal Receipts, Consumption, and Stocks page. Either adjust entries here or on the previous page so that the Total Quantity and Total Coal Receipts are the same.

Remember when any of Origin of Coal, Primary Transportation Mode, or Type of Coal are different for a receipt, then report that data as an individual entry on this page.

If your site is a coal synfuel plant, next click the Synfuel Data tab.

The screenshot shows the top navigation bar of the EIA-3 survey form. The 'Synfuel Data' tab is highlighted in red. Below the navigation bar, a table displays the following data:

Year	Quarter	Site Id	Company Name	Site Name	Save
2004	3	5192010	New River Synfuel	Black Hawk Synfuel	Save

Open a set of data input windows by clicking the Add button. To add more than 1 new distribution record, toggle the count and then click the Add button.

The screenshot shows the 'Schedule S1' data input window. The window title is 'Schedule S1' and the subtitle is 'Distribution or Sales of Coal Synfuel by Destination and Consumer Type'. Below the subtitle, it states 'Only Coal Synfuel Plants Must Complete This Schedule'. The instructions read: 'Please refer to the Schedule S1 Instructions for the correct Destination and Consumer Type Codes' and 'Enter separate data for each different combination of destination and consumer type. Round tons of coal synfuel distributed or sold to the nearest whole number.' At the bottom of the window, there is a table with the following columns: 'Delete', 'Save', 'Add', and a dropdown menu showing '1'. An arrow points from the 'Add' button to the 'Schedule S1 Instructions' text below the window.

Click on the Schedule S1 Instructions to go to the Form Instructions. The instructions for the S1 schedule are on the last page. Pull the scroll bar to the bottom of the scroll slot after the Instructions window opens. Review the instructions on Type of Consumer.

For Destination and Type of Consumer, click on arrow down and make selection from drop down list

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Identification Coal Receipts, Consumption, and Stocks Coal Quality and Transportation Synfuel Data Remarks Process

Year	Quarter	Site Id	Company Name	Site Name	Save
2004	3	5192010	New River Synfuel	Black Hawk Synfuel	

Schedule S1

Distribution or Sales of Coal Synfuel by Destination and Consumer Type
Only Coal Synfuel Plants Must Complete This Schedule

Please refer to the Schedule S1 Instructions for the correct Destination and Consumer Type Codes

Enter separate data for each different combination of destination and consumer type. Round tons of coal synfuel distributed or sold to the nearest whole number.

Delete?	Destination of Coal Synfuel (State or Country)	Type of Consumer	Quantity Distributed or Sold (short tons)
1. <input type="checkbox"/>	Florida	Electric Generation	3,000,000
Total Quantity:			3,000,000

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Identification Coal Receipts, Consumption, and Stocks Coal Quality and Transportation Synfuel Data Remarks Process

Year	Quarter	Site Id	Company Name	Site Name	Save
2004	3	5192010	New River Synfuel	Black Hawk Synfuel	

Schedule S1

Distribution or Sales of Coal Synfuel by Destination and Consumer Type
 Only Coal Synfuel Plants Must Complete This Schedule

Please refer to the Schedule S1 Instructions for the correct Destination and Consumer Type Codes

Enter separate data for each different combination of destination and consumer type. Round tons of coal synfuel distributed or sold to the nearest whole number.

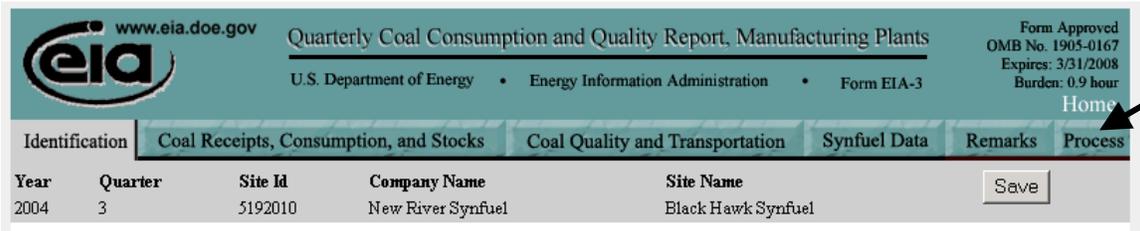
Delete?	Destination of Coal Synfuel (State or Country)	Type of Consumer	Quantity Distributed or Sold (short tons)
1. <input type="checkbox"/>	Florida	Electric Generation	3,000,000
2. <input type="checkbox"/>	South Carolina	Electric Generation	2,000,000
Total Quantity:			5,000,000

Enter numbers only. System will add commas.

Remember to click Save to permanently record your data entries.

The Total Quantity calculated on the page is compared to the Coal Consumption entered on the Coal Receipts, Consumption, and Stocks page. If the 2 numbers differ by more than plus or minus 5%, you will see an Edit on the Edit page. Examine the numbers. If the entries are correct, when you get to the Edit page click to Override Edit and in the Comment Window enter: "Data are correct." The Edit Page is described below in this guide.

Next, click the Process tab to examine any data edits and submit your data.



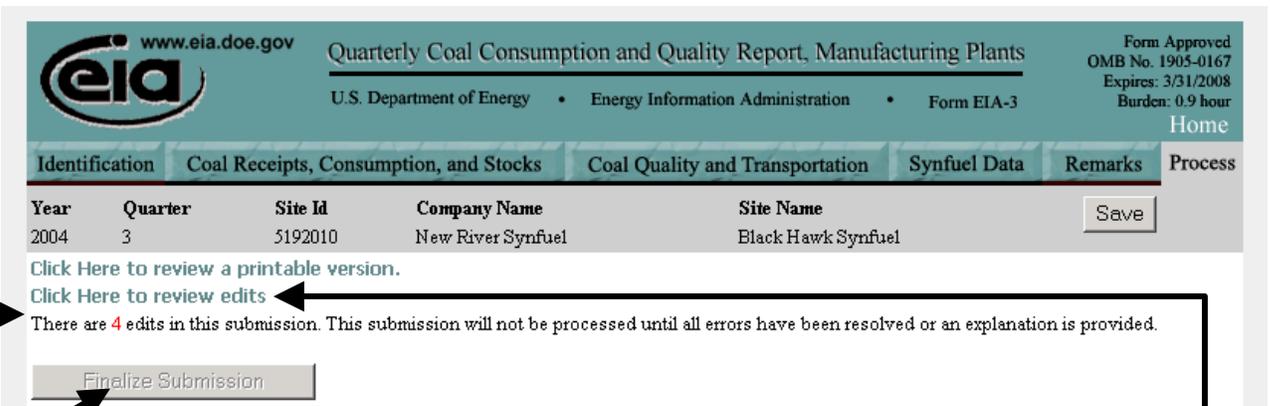
The screenshot shows the EIA-3 survey form interface. At the top, there is a header with the EIA logo, the website URL www.eia.doe.gov, and the title 'Quarterly Coal Consumption and Quality Report, Manufacturing Plants'. Below the header, there is a navigation bar with tabs for 'Identification', 'Coal Receipts, Consumption, and Stocks', 'Coal Quality and Transportation', 'Synfuel Data', 'Remarks', and 'Process'. The 'Process' tab is currently selected. Below the navigation bar, there is a table with the following data:

Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

There is a 'Save' button to the right of the table. In the top right corner, there is a 'Home' button. A black arrow points from the text above to the 'Process' tab.

The IDC system will check your data. Whenever the current quarter's data varies a lot over past data or your data fall out of a range of values that EIA has set, the system will display an Edit.

You must clear all Edits in order to submit your data to EIA.



The screenshot shows the EIA-3 survey form interface with a message about edits. The message reads: 'There are 4 edits in this submission. This submission will not be processed until all errors have been resolved or an explanation is provided.' Below the message, there is a 'Finalize Submission' button. There are two links: 'Click Here to review a printable version.' and 'Click Here to review edits'. A black arrow points from the text below to the 'Click Here to review edits' link. Another black arrow points from the text below to the 'Finalize Submission' button.

If you receive a message from the system that there are Edits in your submission (such as the 4 edits shown for this example) then click on "Click Here to review edits" to open a window where you can see the details of the Edits.

If you have uncleared edits, the Finalize Submission button will be a dull gray color (meaning it is not clickable because your form has uncleared edits)

After you click to review edits, the Edit Report opens where you see the details of the entries that do not meet EIA edit checks.

[Close Edit Log](#)

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Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

EIA-3 Edit Report

Edit 1: The Quantity of Coal Consumed is not within 50% of Last Quarter's value AND Same Quarter Last Year's value. **Current Value:**
5,000,000
[Click Here](#) To goto the error and close the edits window.
 Click here to override the above edit.

Edit 2: The Quantity of Coal Receipt is not within 50% of Last Quarter's value AND Same Quarter Last Year's value. **Current Value:**
5,000,000
[Click Here](#) To goto the error and close the edits window.
 Click here to override the above edit.

Edit 3: Value Per Ton should be within 20% of Last Quarter's value. The value per ton is calculated by dividing Cost by Tons received. If the value per ton is correct enter a Comment to explain the change from last quarter. **Current Value:**
153.58
[Click Here](#) To goto the error and close the edits window.
 Click here to override the above edit.

You can clear Edits by

- Returning to the data window and changing the data
- Or, if the values are correct:

Clicking inside the Override option box, then
 Entering an explanation in the input window that appears.

[Close Edit Log](#)

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Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

EIA-3 Edit Report

Edit 1: The Quantity of Coal Consumed is not within 50% of Last Quarter's value AND Same Quarter Last Year's value. **Current Value:**
5,000,000
[Click Here](#) To goto the error and close the edits window.
 Click here to override the above edit.
Please provide a detailed explanation below.

Be careful. After entering an explanation and before you click back to a data tab, make sure you **scroll to the bottom of the Edit Report** and click Submit Changes in order for your comments to be permanently recorded by the system.

Edit 4: Line 2: Coal Quality and Primary Transportation Mode **Current Value:**
132,900

BTU value is outside the acceptable range for Kentucky (East) with coal type BIT. Acceptable range is 11634-14783.

[Click Here](#) To goto the error and close the edits window.

Click here to override the above edit.

[Submit Changes](#)

To leave the Edit Report and Return to the Process Page, scroll to the top of the Edit Report and click on Close Edit Log

[Close Edit Log](#)

 www.eia.doe.gov **Quarterly Coal Consumption and Quality Report, Manufacturing Plants**

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Burden: 0.9 hour

Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

EIA-3 Edit Report

Edit 1: The Quantity of Coal Consumed is not within 50% of Last Quarter's value AND Same Quarter Last Year's value. **Current Value:**
5,000,000

[Click Here](#) To goto the error and close the edits window.

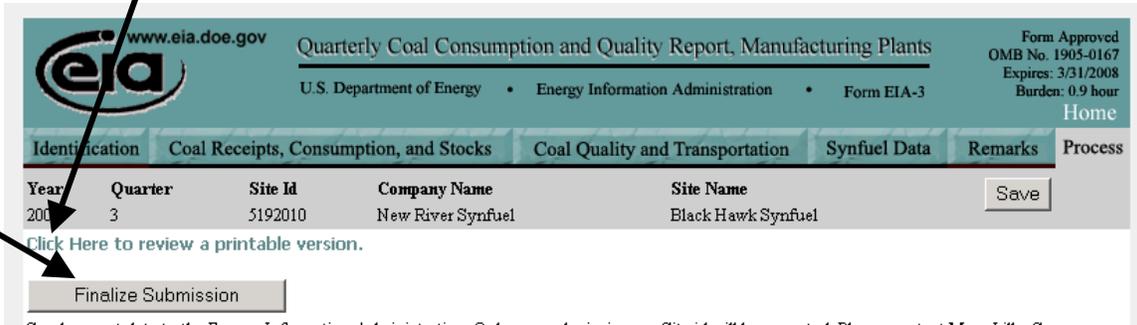
Click here to override the above edit.

Please provide a detailed explanation below.

Production reached full capacity in this quarter

After you have cleared all the Edits, the Finalize Submission button will no longer be a dull gray.

Click “Click Here to review a printable Version” to print a copy of your data submission.

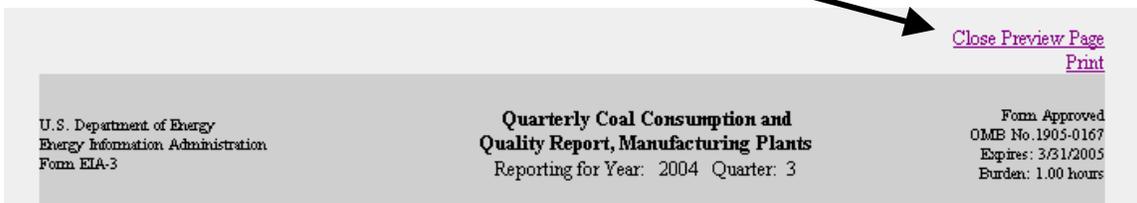


The screenshot shows the EIA-3 web form interface. At the top, there is a header with the EIA logo, the website URL www.eia.doe.gov, and the title 'Quarterly Coal Consumption and Quality Report, Manufacturing Plants'. Below the header, there are navigation tabs: 'Identification', 'Coal Receipts, Consumption, and Stocks', 'Coal Quality and Transportation', 'Synfuel Data', 'Remarks', and 'Process'. A table displays the following data:

Year	Quarter	Site Id	Company Name	Site Name	Save
2004	3	5192010	New River Synfuel	Black Hawk Synfuel	<input type="button" value="Save"/>

Below the table, there is a link that says 'Click Here to review a printable version.' and a 'Finalize Submission' button.

When the Preview Page appears, click Print to send your data Preview Page to your printer. Then click Close Preview Page to return to the Process page.



The screenshot shows the EIA-3 Preview Page. At the top, there are links for 'Close Preview Page' and 'Print'. Below the links, there is a header with the EIA logo, the website URL www.eia.doe.gov, and the title 'Quarterly Coal Consumption and Quality Report, Manufacturing Plants'. Below the header, there is a table with the following data:

Year	Quarter	Site Id	Company Name	Site Name
2004	3	5192010	New River Synfuel	Black Hawk Synfuel

At the bottom of the page, there is a footer with the text: 'U.S. Department of Energy Energy Information Administration Form EIA-3', 'Quarterly Coal Consumption and Quality Report, Manufacturing Plants Reporting for Year: 2004 Quarter: 3', and 'Form Approved OMB No. 1905-0167 Expires: 3/31/2005 Burden: 1.00 hours'.

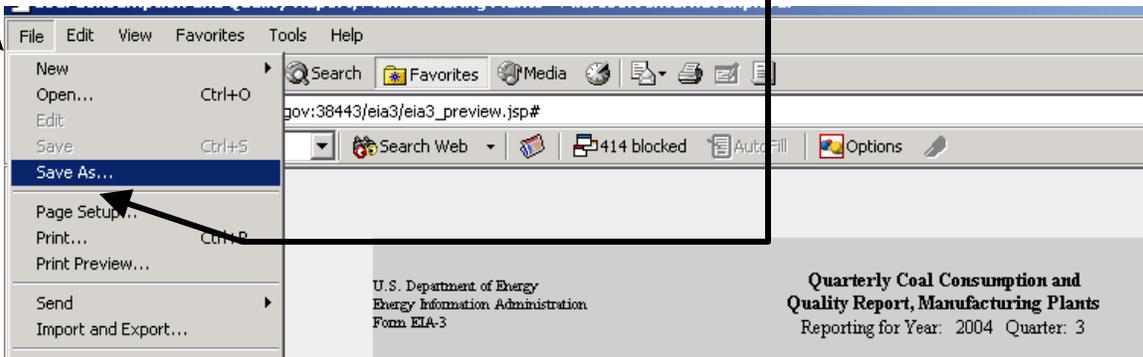
Carefully review the printed copy of your data and make any additional changes. Remember once you submit the data, you will **only be able** to see the Preview Page for that site. You will not be able to change your data for that site in the IDC system.

If you do not wish to click Finalize Submission, you can click Save, shut your browser, and return to the form at a later date to Finalize Submission.

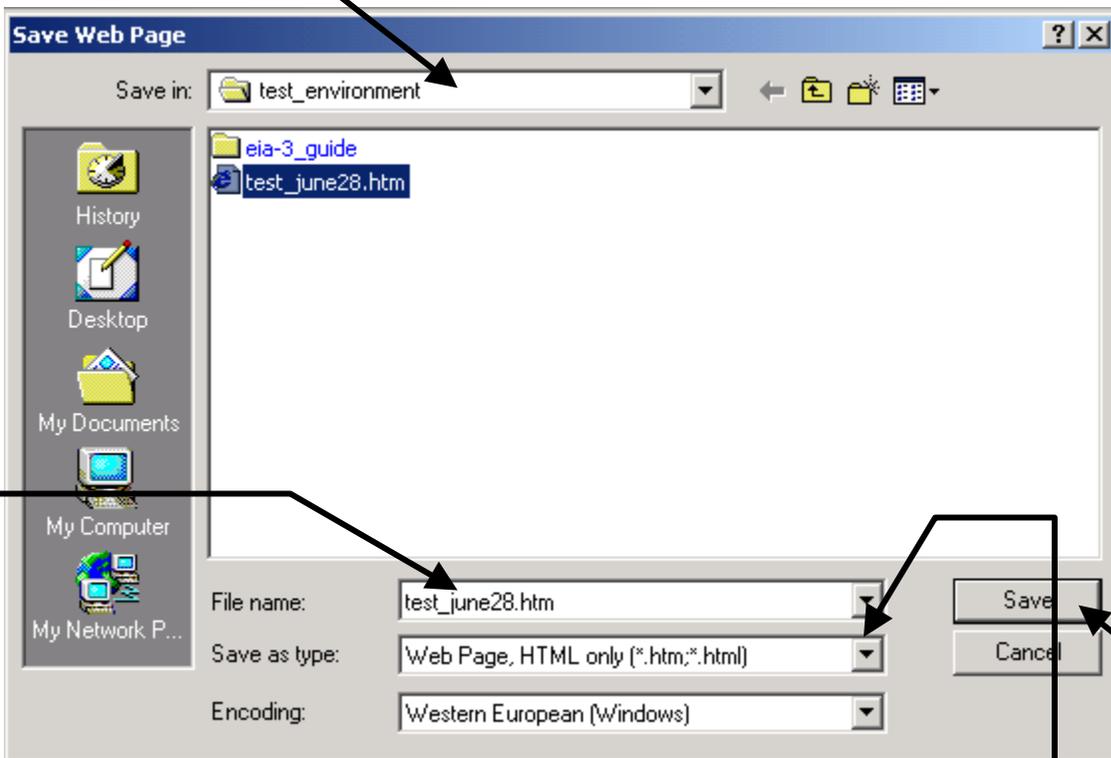
The next page has instructions on how to save your data as a file on your PC. If you want to save the file, do not close the Preview Page until after you have saved the data.

From the Preview Page,

click the File menu button at the top of the screen,
on drop down, click Save As



In the window that opens, scroll to the folder on your PC where you want to save your data.



Click the toggle arrow for "Save as type" and select Web Page, HTML only.

Enter a file name.

Click Save.

Return to the Process Page by clicking “Close Preview Page” at the top right of the Preview Page.

When the Process Page Opens, if you are ready to submit, then click Finalize Submission.

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Identification Coal Receipts, Consumption, and Stocks Coal Quality and Transportation Synfuel Data Remarks Process

Year	Quarter	Site Id	Company Name	Site Name	Save
2004	3	5192010	New River Synfuel	Black Hawk Synfuel	

[Click Here to review printable version.](#)

Send current data to the Energy Information Administration. Only one submission per Site id will be accepted. Please contact Mary Lilly, Survey Manager at Mary.Lilly@eia.doe.gov or 202-287-1742 for any revisions or questions about this submission.

The next window gives you one more chance to delay your submission. If you are satisfied that the data are final, then click Submit and Finalize.

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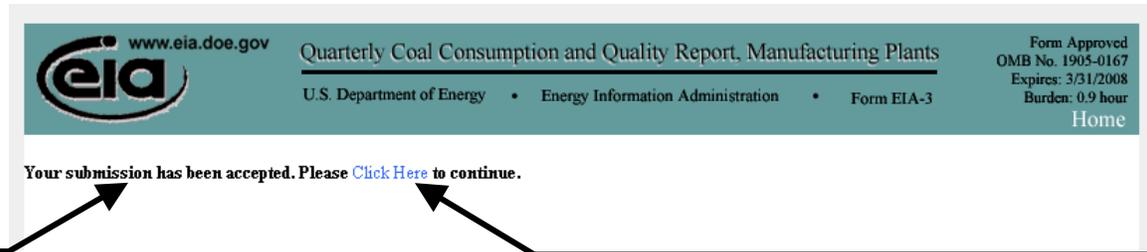
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Congratulations! SITE ID 5192010 for year 2004, quarter 3 appears ready for submission. Click the submit button to finalize your submission for this ID or click return home to exit.

[RETURN HOME](#)

The IDC system will acknowledge the submission. If you have other forms that you want to complete, then click on [Click Here](#) to return to the list of SITE IDS.

Congratulations, you have completed your Form EIA-3 Survey for this submission.



If you only have a single form, then end the EIA-3 IDC submission process by closing your Internet Browser.