





## Instructions for Completing Form EIA-5, "Quarterly Coal Consumption and Quality Report, Coke Plants"

**A. PURPOSE** This survey collects data related to coal and coal-based synfuel receipts, stocks, and coke production at U.S. coke plants. Information on consumption, stocks, production and receipts (quantity and cost) is collected to provide Congress with basic statistics concerning coal consumption, stocks, prices, and quality (coal rank) as required by the Federal Energy Information Administration Act of 1974 (FEAA) (P.L. 93-275) as amended. These data appear in the *Weekly Coal Production Report*, the *Quarterly Coal Production Report*, the *Monthly Energy Review*, the *Annual Energy Review*, the *State Energy Price and Expenditure Reports*, and the *State Energy Data Report*. In addition, the Energy Information Administration uses the data for coal demand analyses and in short-term modeling efforts which produce forecasts of coal demand and prices requested by Congress. The forecast data appear in the *Short-Term Energy Outlook* and the *Annual Energy Outlook*.

**B. WHO MUST SUBMIT** Form EIA-5 must be submitted by all companies operating coke plants within the United States. A separate EIA-5 form must be submitted for each coke plant owned. Submit completed form(s) to EIA and retain a copy for your files.

**C. WHEN TO SUBMIT** Form EIA-5 must be submitted no later than 30 days after the end of the reporting quarter. The reporting quarters are as follows: **First Quarter**, January 1 - March 3; **Second Quarter**, April 1 - June 30; **Third Quarter**, July 1 - September 30, **Fourth Quarter**, October 1 - December 31. The respective due dates are May 1, August 1, November 1, and February 1.

**D. WHERE TO SUBMIT** Form EIA-5 should be returned in the business reply envelope provided to:

Energy Information Administration, EI-522  
Mail Station: BG-076, FORSTL  
U.S. Department of Energy  
Washington, DC 20585  
Attn: EIA-5

Requests for further information or additional forms should be directed to the address above or submitted by telephone to (202) 287-1743.

**E. SANCTIONS** The timely submission of Form EIA-5 by those required to report is mandatory under section 13(b) of the Federal Energy Administration Act (FEAA) as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine not more than \$5,000 per day for each willful violation. Civil action may be enforced to prohibit reporting violations and may result in the granting of 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 the 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 State any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.**

### F. DEFINITIONS:

**Affiliate Transfers:** The quantity of coke/breeze transferred to integrated operations and/or affiliated companies, as opposed to commercial or open market sales to other companies.

**Breeze:** The fine screenings from crushed coke. Usually breeze will pass through either a 1/2 inch or 3/4 inch screen opening, depending on the coke plant.

**C.I.F.:** Cost including insurance, freight, and taxes (i.e., the delivered cost at the plant).

**Coke:** Strong, porous residue consisting of carbon and mineral ash formed when coal is heated in a limited air supply or in the absence of air.

**Commercial Sales:** The quantity of material sold during the reporting quarter to a company not integrated or affiliated with the producing company.

**Primary Transportation Mode:** The method used to transport coal over the majority of the distance from the distributor's location to the consumer's location.

### G. GENERAL INSTRUCTIONS

1. Complete all data applicable to this plant.
2. Report all quantities in short tons (2,000 lbs.) to the nearest whole ton. Do not include synthetic coal receipts/consumption.
3. Report only coal received for carbonization at the coke plant. All other coal should be reported on Form EIA-3, Quarterly Coal Consumption and Quality Report, Manufacturing Plants.

### Instructions for Section II - Coal Receipts, Consumption, and Stocks:

**A. Ending Stocks Previous Quarter.** In the event that the preprinted number is inaccurate, use the adjustment section either to add or subtract the number of short tons that will make your prior quarter ending stocks number accurate (e.g., if the preprinted number is 500 tons low, put +500 in the adjustment section and include an explanation of the nature of the adjustment in the comments section).

**B. Total Receipts During the Quarter** is the quantity of all coal received.

**C. Coal Carbonized During the Quarter** is the amount of coal decomposed into solid coke and gaseous products by heating in a coke oven in a limited air supply or in the absence of air.

**D. The Adjustments** section is used to report a change in stocks during the quarter due to any stock losses, reassessments, transfers to or from other plants owned by this company, or sales of coal stocks to other companies. Enter a "+" or "-" to indicate whether the adjustment is an addition or reduction to your facility's stocks. Any entry in this space requires an explanation, which can be given in Section V. Explanatory Remarks.

**E. Stocks at End of Quarter** is the quantity of coal remaining in stock on the last day of the quarter.

**F. Total Cost of Coal Received** should include insurance, freight, and taxes (i.e., the delivered cost at the plant).

To check the accuracy of the data reported, use the following proof:

$$\begin{array}{r} \phantom{+} \phantom{-} \phantom{+/-} \phantom{=} \phantom{(Ending\ stocks\ previous\ quarter)} \\ + \phantom{-} \phantom{+/-} \phantom{=} \phantom{(Receipts)} \\ - \phantom{+/-} \phantom{=} \phantom{(Coal\ Carbonized)} \\ +/- \phantom{=} \phantom{(Adjustment)} \\ \hline = \phantom{(Ending\ stocks\ this\ quarter)} \end{array}$$

### Instructions for Section III - Coke and Breeze:

**A. Ending Stocks Previous Quarter** is preprinted information. In the event that the preprinted number is inaccurate, use the Adjustment section either to add or subtract the number of short tons that will make your prior quarter ending stocks number accurate.

**B. Production** is the amount of coke and breeze produced this quarter.

**C. The Adjustments** section is used to report a change in stocks during the quarter due to any stock losses, reassessments, transfers to or from other plants owned by this company, or sales of stock to other companies. Enter a "+" or "-" to indicate whether the adjustment is an addition or reduction to your facility's stocks. Any entry in this space requires an explanation, which can be given in Section V. Explanatory Remarks.

**D. Quantity Purchased or Transferred to this Plant** is the amount of coke and breeze that was transferred from affiliated companies or bought during this quarter.

**E. Quantity Used** is the amount of coke and breeze consumed this quarter.

**F. Quantity Transferred to Affiliated Companies** is the amount of coke and breeze this plant delivered to other companies during this quarter.

**G. Quantity of Commercial Sales** is the amount of coke and breeze sold during the quarter.

**H. Stocks at End of Quarter** is the quantity of coke and breeze remaining in stock on the last day of the quarter.

## Instructions for Completing Form EIA-5, "Quarterly Coal Consumption and Quality Report, Coke Plants" Continued

**Instructions for Section III - Coke and Breeze (continued):**

To check the accuracy of the data reported, use the following proof:

	+		(Ending Stocks Previous Quarter)						
	+/-		(Production)						
	+		(Adjustments)						
	-		(Quantity Purchased or Transferred to the Plant)						
	-		(Quantity Used)						
	-		(Quantity Transferred to Affiliates)						
	-		(Quantity Sold Commercially)						
	=		(End of Quarter Stocks)						

**Instructions for Section IV - Coal Quality and Transportation Mode:**

**A. State or Country of Origin** If coal is of domestic origin, enter State Code. If it is imported, enter code for the country of origin. Select from the following State and Foreign Country Origin Codes:

AL - Alabama	IA - Iowa	NM - New Mexico	UT - Utah	MX - Mexico
AK - Alaska	KS - Kansas	ND - North Dakota	VA - Virginia	CL - Columbia
AR - Arkansas	EKY - Kentucky, Eastern	OH - Ohio	WA - Washington	VZ - Venezuela
AZ - Arizona	WKY - Kentucky, Western	OK - Oklahoma	NWV - West Virginia, North	ID - Indonesia
CO - Colorado	LA - Louisiana	PA - Pennsylvania	SWV - West Virginia, South	AS - Australia
IL - Illinois	MD - Maryland	TN - Tennessee	WY - Wyoming	OT - Other (Specify) :
IN - Indiana	MT - Montana	TX - Texas	CN - Canada	_____

**B. Quantity Received** Report all quantities of coal received in whole short tons (e.g., 2,000 pounds).

**C. Primary Transportation Mode** Please indicate which method, to the best of your knowledge, was primarily used to deliver coal to your manufacturing facility.

TR	=	Truck
RR	=	Railroad
BG	=	Barge
OT	=	Other (e.g., Great Lakes and tidewater barges and colliers, slurry pipelines, conveyors, and tramways.)

**D. Volatile Matter** Enter the appropriate volatility code for the coal received. Use multiple rows for each State if the volatility of the coal from that State varies by shipment.

HV	-	High Volatility (>31%)
MV	-	Medium Volatility (23-31%)
LV	-	Low Volatility (14-22%)

**E. Sulfur** Enter sulfur content in terms of percent sulfur by weight for each coal shipment received. Show to the nearest 0.01%.

**F. Ash** Enter the ash content in terms of percent ash by weight for each coal shipment received. Show to the nearest 0.01%.

**G. Total** The sum of coal receipts listed in column B.

**Instructions for Section V - Explanatory Remarks:** Use this area to explain any adjustments to stock data, notify EIA of plant closures, or otherwise explain significant changes in the data as compared to previous quarterly trends (e.g., buying steam rather than producing it during summer months to account for a substantial drop in coal receipts).

**Instructions for Section VI - Point of Contact:** The individual responsible for compiling this data and who can answer any questions about the data should sign and date the form, certifying that the information provided is true and correct to the best of his knowledge.

**H. BURDEN** This report is mandatory under Public Law 93-275. Failure to comply may result in criminal fines, civil penalties, and other sanctions as provided by law. For the provisions concerning the confidentiality of information submitted on this form, see Section I of the instructions. Public reporting burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Office of Statistical Standards, EI-73, Forrestal Building, 1000 Independence Ave., SW, Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. Respondents are not required to file this report unless it contains a valid Office of Management and Budget (OMB) control number.

**I. DISCLOSURE OF INFORMATION.** The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the FEAA requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE), to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The name, address, and location (state or county) of the responding company will be released upon request in the form of a full or partial list of respondents for this coal data collection survey.

The other information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.