EIA-767
"STEAM ELECTRIC PLANT OPERATION AND DESIGN REPORT"
INTERNET DATA COLLECTION USER GUIDE

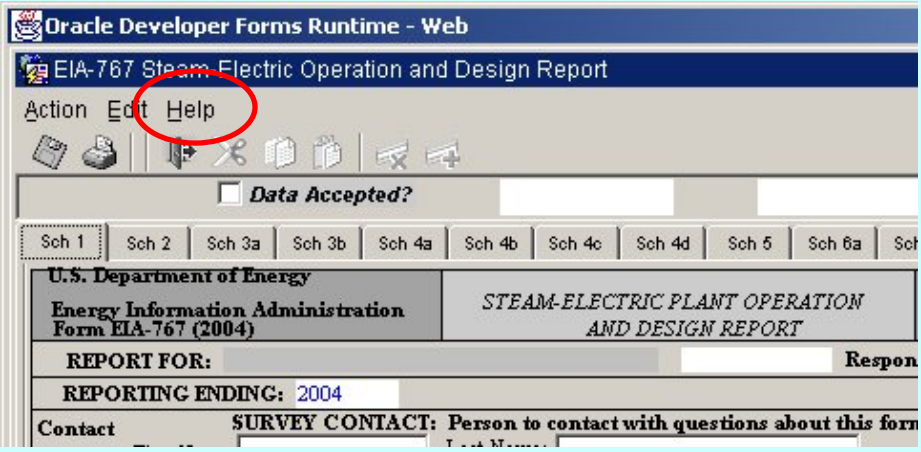
ABOUT THIS GUIDE

The Energy Information Administration (EIA) instituted an online data collection system, known as the Single Sign-On system, for its electric power surveys in 2001. The goal of the online data collection system is to provide an efficient, accurate, and secure method for respondents to complete and submit data directly to the EIA. An important feature of the Single Sign-On system is the ability for respondents to access multiple survey forms using one convenient set of credentials. In addition, the online collection system informs the respondent of data discrepancies and other important information immediately on-screen, significantly reducing data discrepancy phone calls and greatly improving the accuracy and timeliness of data submissions. The online system also includes built in edit checks and provides feedback identifying the specific schedule, part, and line number of the data in question. This guide will help you navigate the EIA-767 data entry screens.

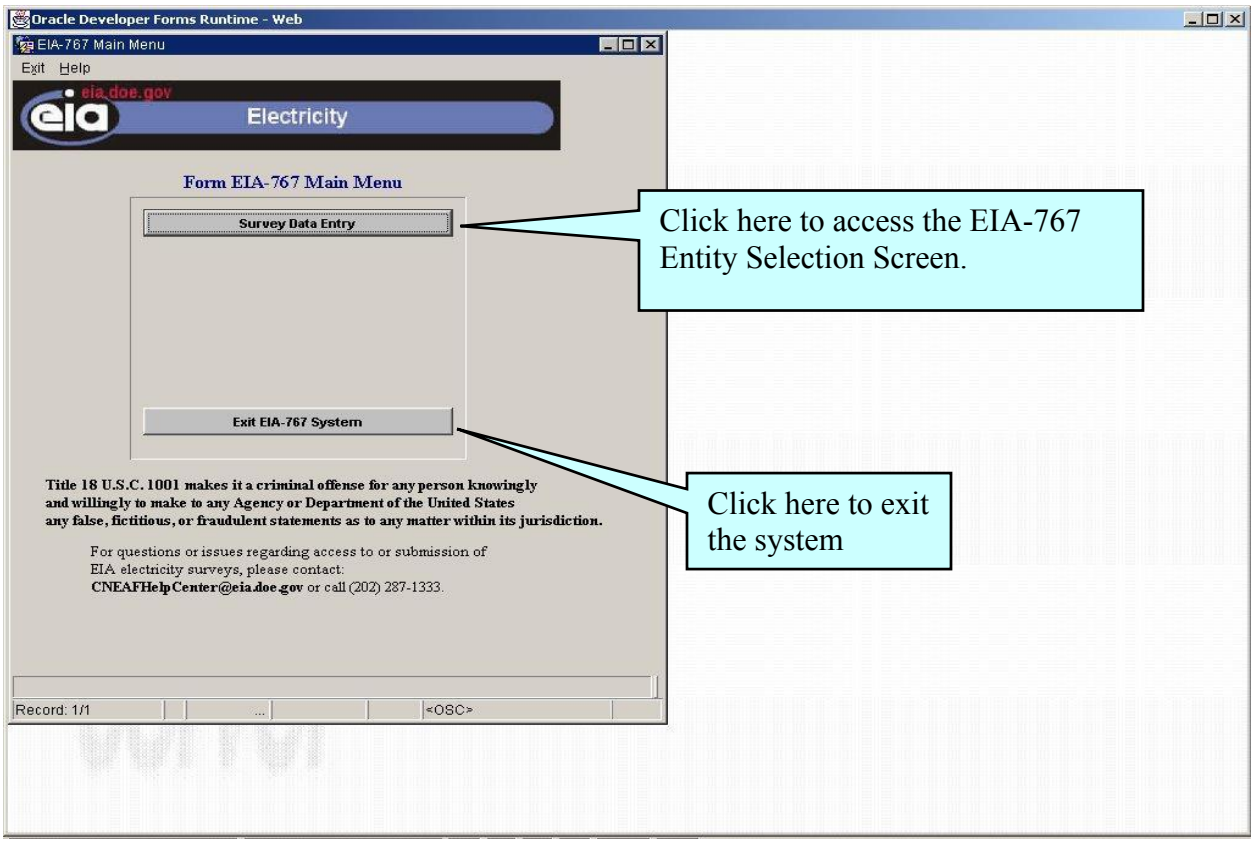
TROUBLESHOOTING

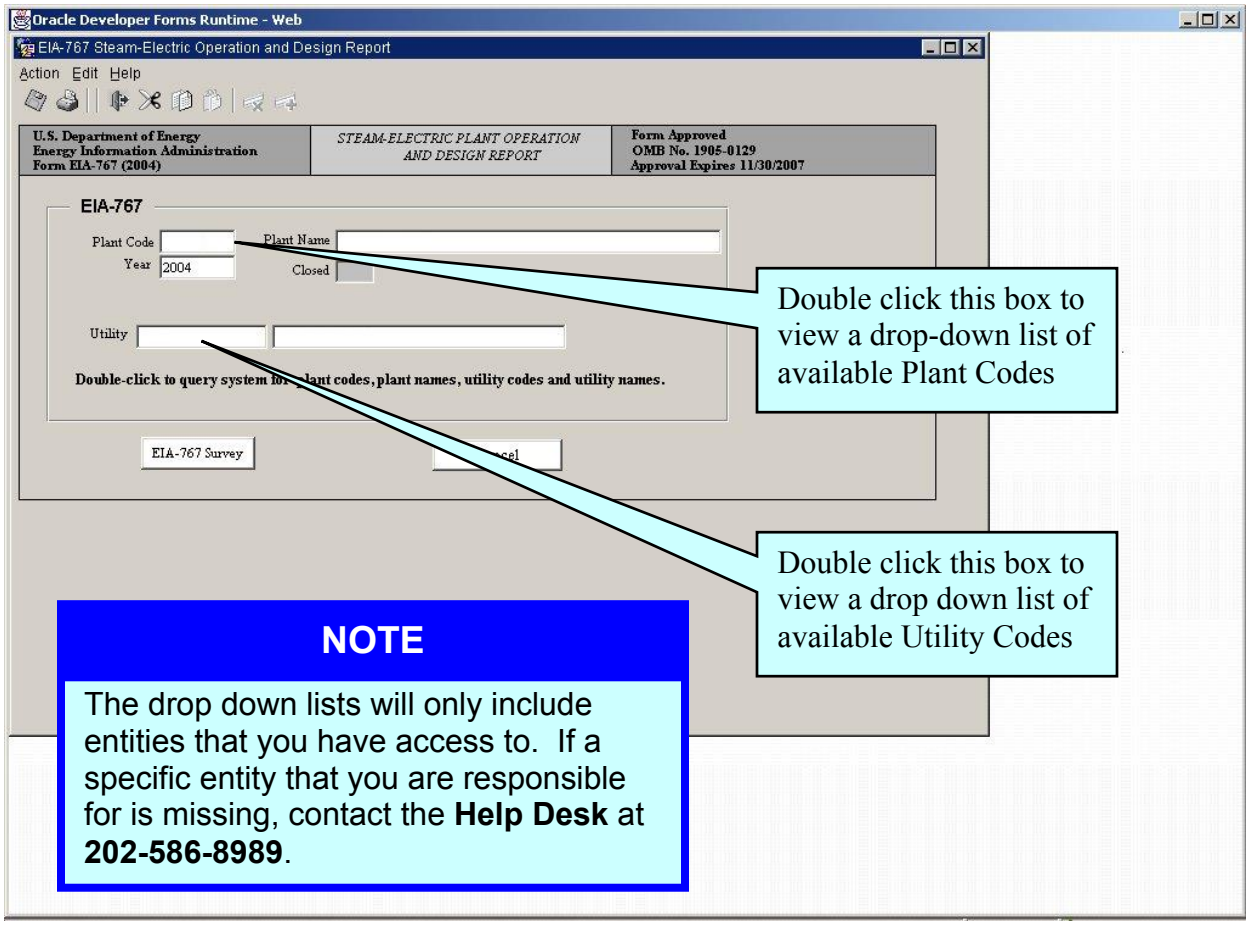
- **If plant nameplate capacity is less than 100 megawatts you will not see Schedules 3a, 3b, 4b, 4c, 6a, 6b, or 9.**

- **If you need clarification for a data field you can access detailed survey instructions by clicking "Help" from the menu at the top left portion of the screen, see illustration below:**



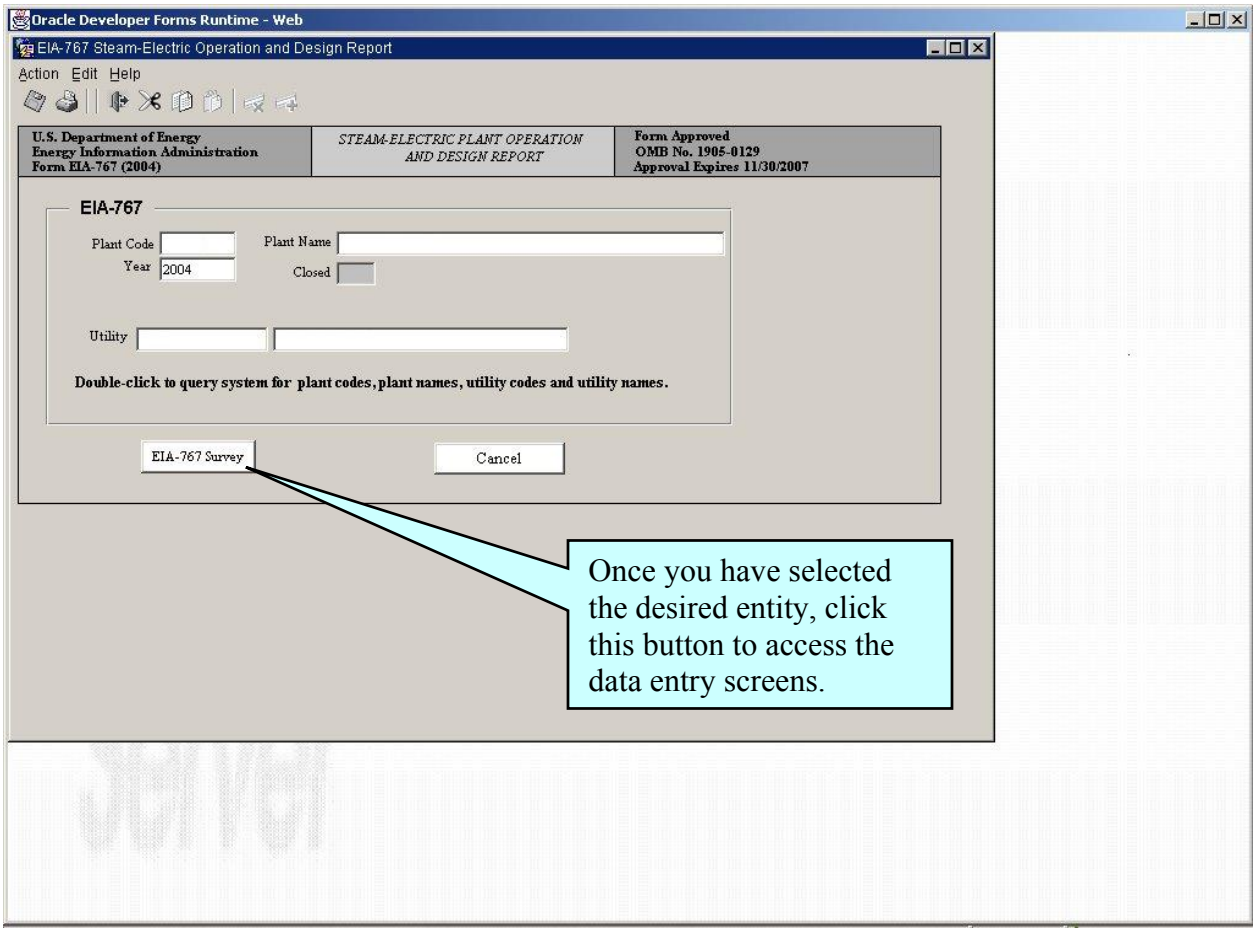
EIA-767 MAIN MENU





NOTE

The drop down lists will only include entities that you have access to. If a specific entity that you are responsible for is missing, contact the **Help Desk** at **202-586-8989**.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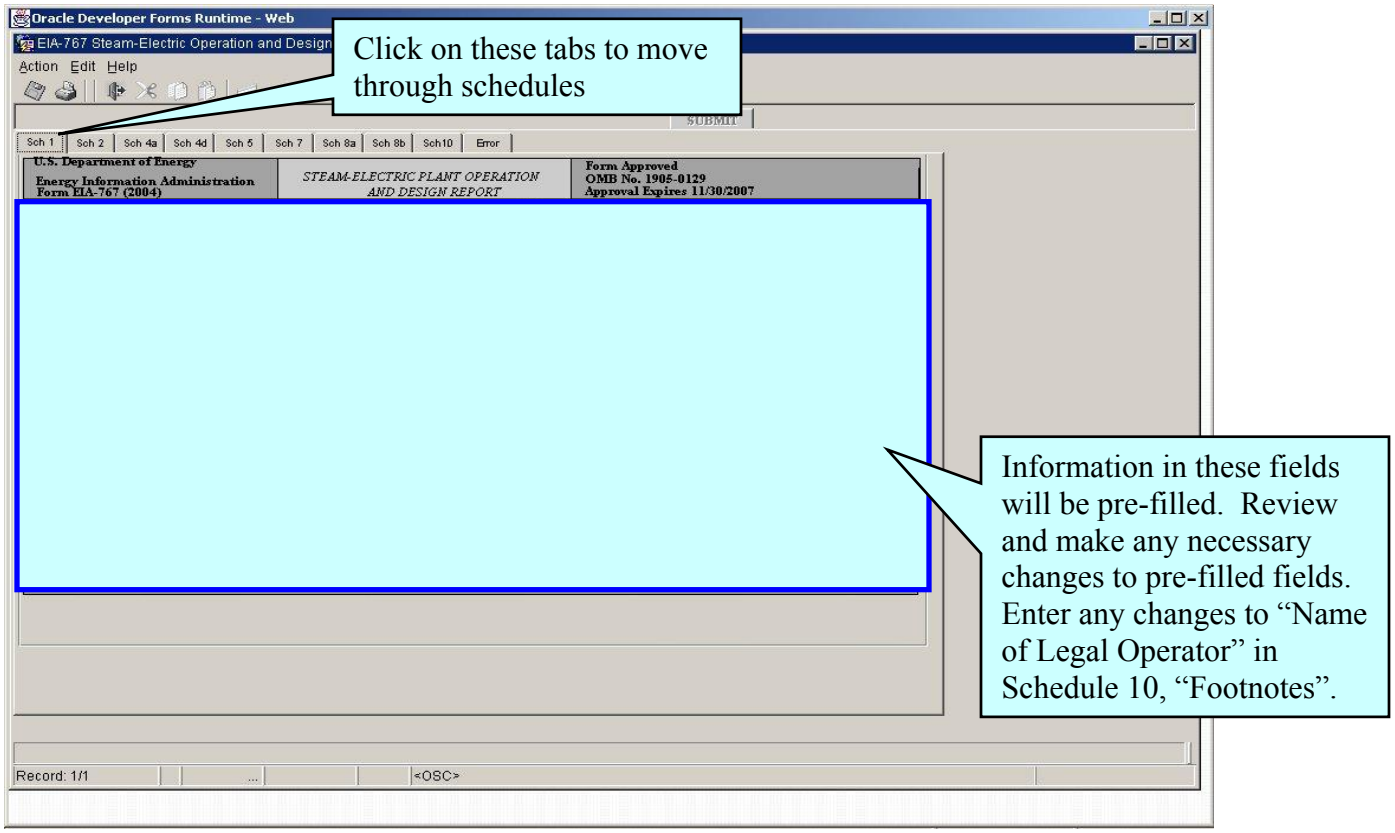
U.S. Department of Energy
Energy Information Administration
Form EIA-767 (2004)
STEAM-ELECTRIC PLANT OPERATION AND DESIGN REPORT
Form Approved
OMB No. 1905-0129
Approval Expires 11/30/2007
EIA-767
Plant Code
Plant Name
Year
2004
Closed
Utility
Double-click to query system for plant codes, plant names, utility codes and utility names.
EIA-767 Survey
Cancel
Once you have selected the desired entity, click this button to access the data entry screens.

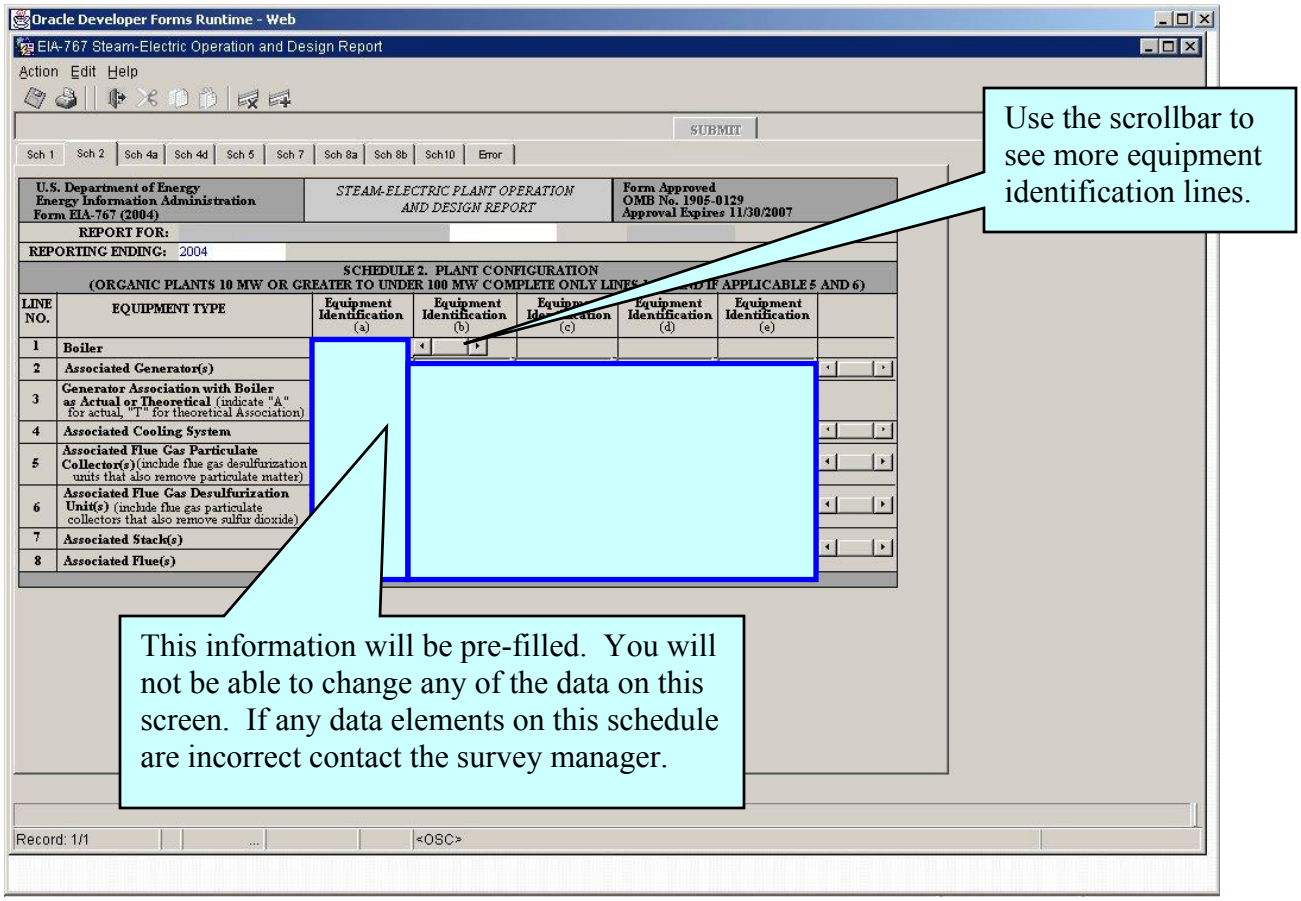
SCHEDULE 1 "General Information"



SCHEDULE 2 "Plant Configuration"

NOTE

Organic plants between 10 megawatts and 100 megawatts complete only lines 1, 2, 3, and if applicable 5 and 6.



Use the scrollbar to see more equipment identification lines.

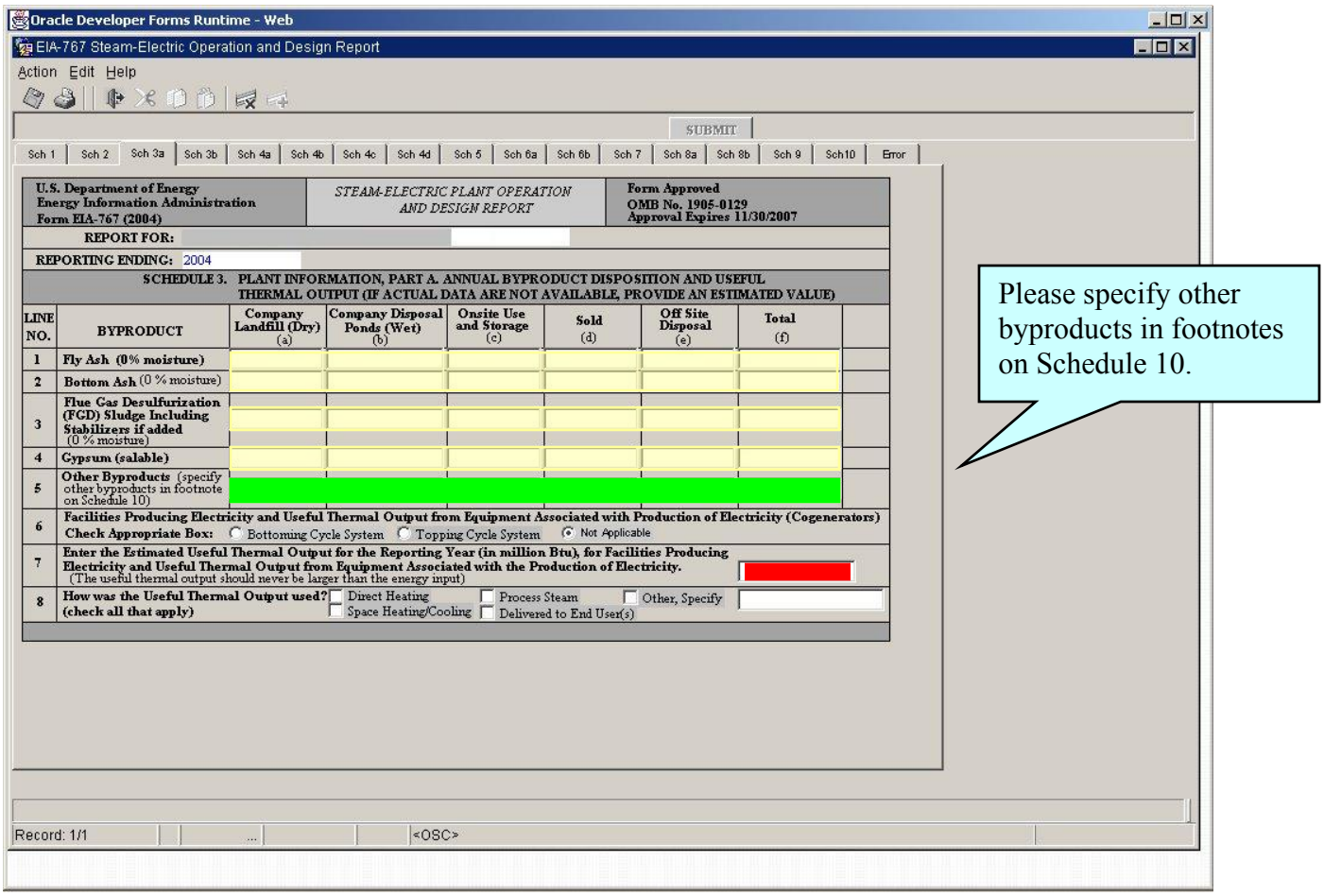
This information will be pre-filled. You will not be able to change any of the data on this screen. If any data elements on this schedule are incorrect contact the survey manager.

SCHEDULE 3 "Plant Information"
PART A "Annual Byproduct Disposition and Useful Thermal Output"

NOTE

- **LINES 1 – 5: If a row is left blank for lines 1 through 5 (columns a through e), enter "0" in column (f) of the row.**
- **LINES 1 – 5: Lines 1 through 5, if less than one, should be preceded by 0. For example, .1 should be entered as 0.1.**
- **LINE 5: If there is an entry in line 5, make sure there is a corresponding footnote on Schedule 10.**
- **LINE 7: If there is no entry in line 7, indicate "NA".**

- **Make sure entries are reported to the nearest 0.1 thousand tons.**
- **If there is an entry in column (d), make sure there are corresponding entries on Schedule 3 Part B, lines 11-16.**
- **Remove any zeros reported in columns (a) through (e).**
- **PROVIDE AN ESTIMATE IF ACTUAL DATA ARE NOT AVAILABLE.**



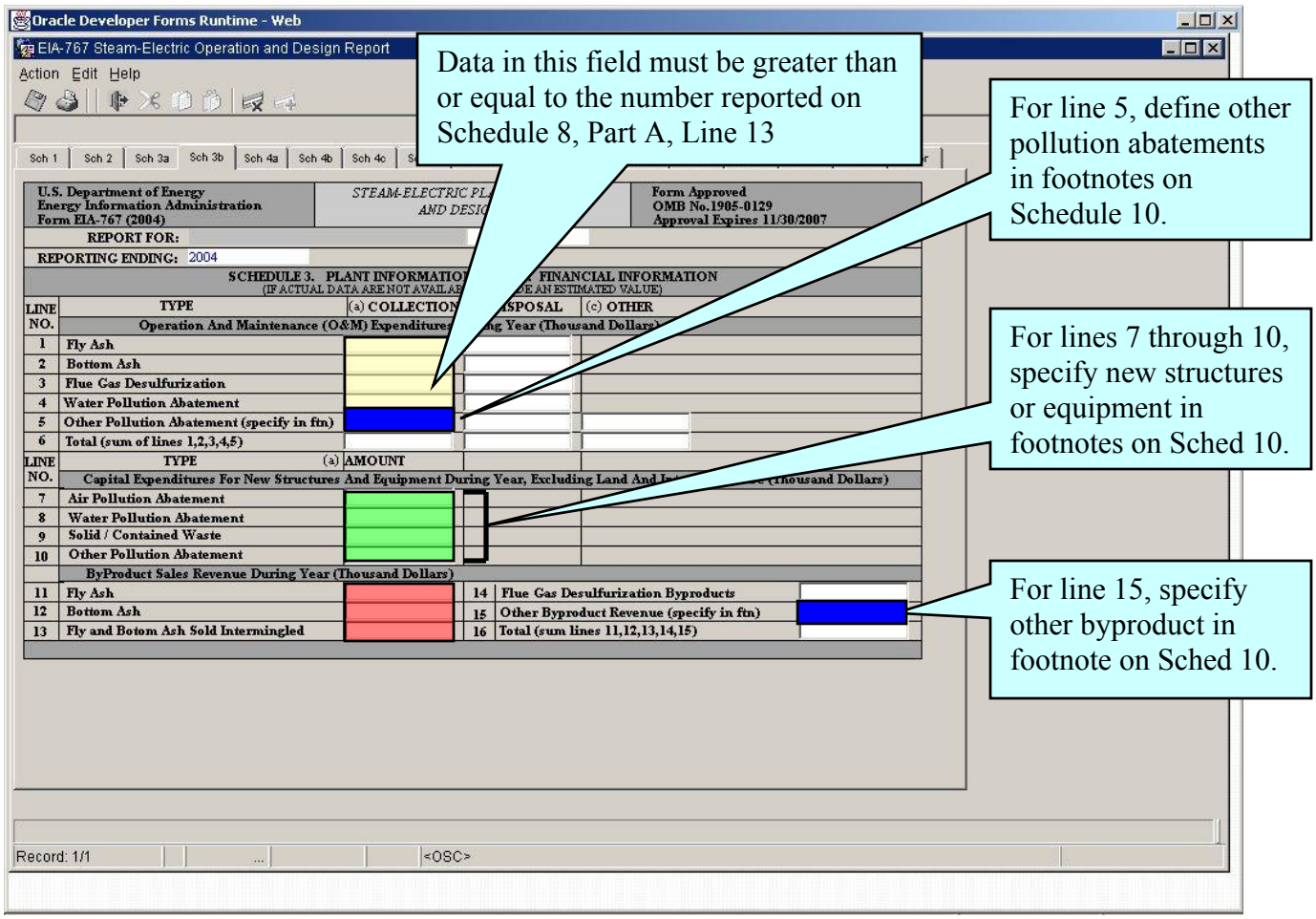
Please specify other byproducts in footnotes on Schedule 10.

SCHEDULE 3 "Plant Information"
PART B "Financial Information"

NOTE

- **Report only WHOLE NUMBERS on this Schedule, NO DECIMALS.**
- **Confirm data has been reported thousand dollars rather than actual dollars.**

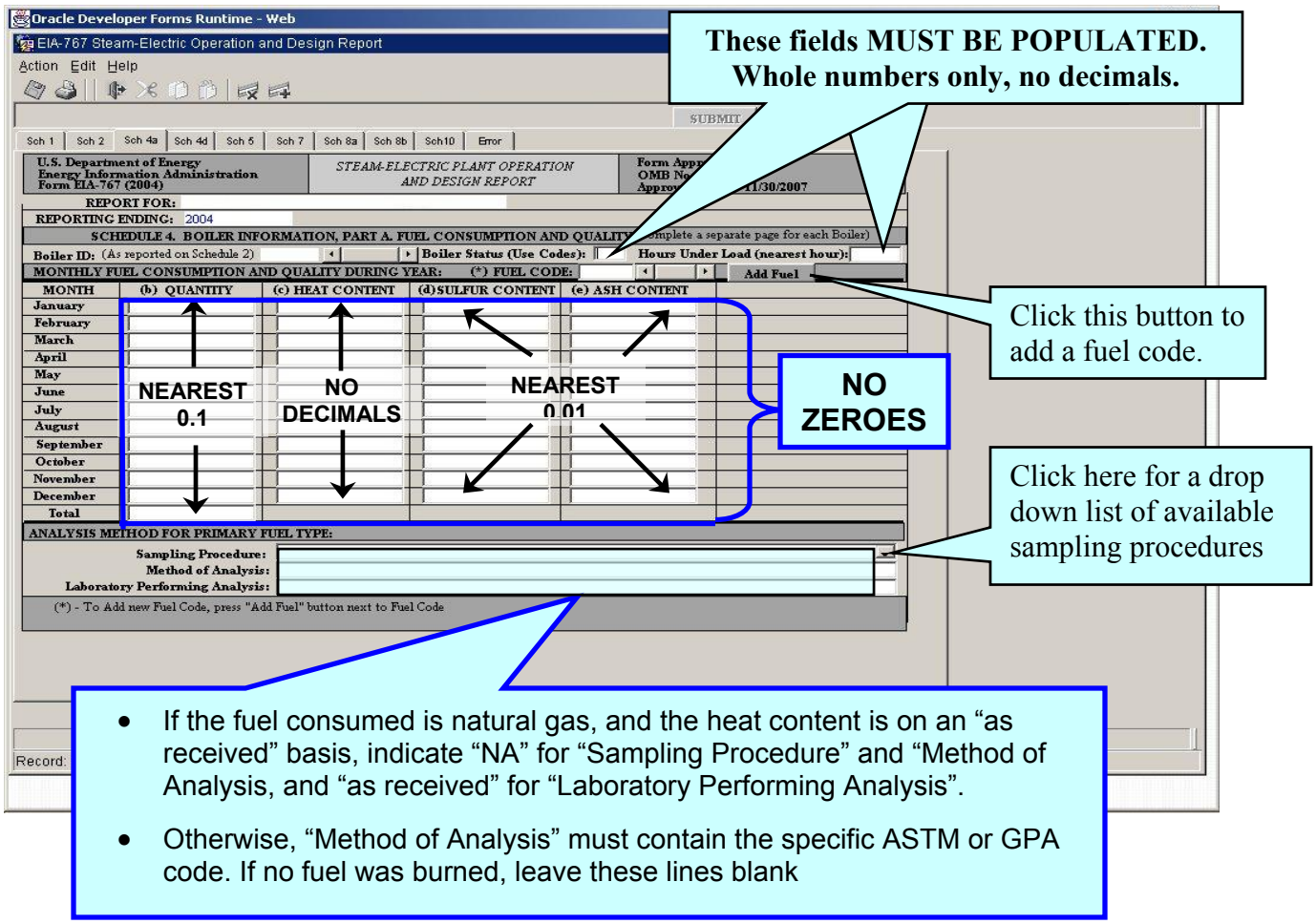
- **LINES 1 – 5: If lines 1- 5 are left blank, enter "NA" in line 6 columns (a), (b), and (c).**
- **COLUMNS (a) and (b): If column (a) is filled out but column (b) is left blank, please verify separation of costs in footnote on Schedule 10.**
- **LINES 7 – 10: If lines 7 through 10 are left blank, enter "NA" for (7-10).**
- **LINES 7 – 10: Lines 7 through 10, if containing data, must be footnoted on Schedule 10 with the specific expenditures.**
- **LINES 11 – 16: If lines 11 through 16 are left blank, enter "NA" in line 16.**
- **LINES 5 AND 15: If there is an entry in line 5 or line 15, there must be a footnote on Schedule 10.**



SCHEDULE 4 "Boiler Information"
PART A "Fuel Consumption and Quality"

NOTE

- **If the status is "OP", there must be positive hours under load and fuel consumed.**
- **If no fuel was consumed, the hours under load should be zero.**
- **If fuel was consumed, there must be corresponding entries for fuel quality.**
- **BIT, LIG, SUB, WC, and SC must report Heat Content, Sulfur Content, and Ash Content.**
- **DFO, JF, KER, RFO, and WO must report Heat Content and Sulfur Content only.**
- **All other fuels must report Heat Content only.**



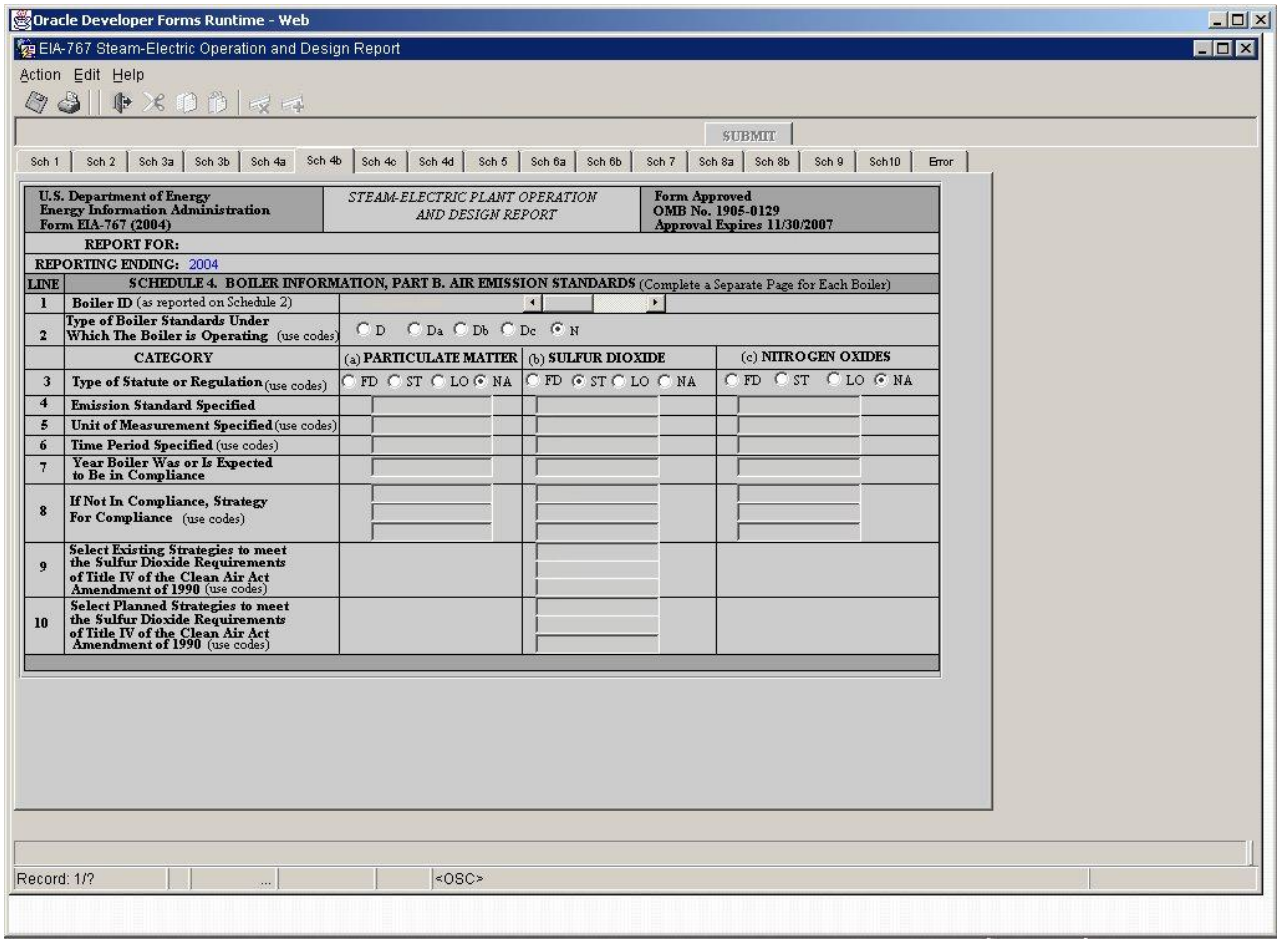
- If the fuel consumed is natural gas, and the heat content is on an "as received" basis, indicate "NA" for "Sampling Procedure" and "Method of Analysis, and "as received" for "Laboratory Performing Analysis".
- Otherwise, "Method of Analysis" must contain the specific ASTM or GPA code. If no fuel was burned, leave these lines blank

SCHEDULE 4 "Boiler Information"
PART B "Air Emission Standards"

NOTE

- **Information on this Schedule will be pre-printed and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.**

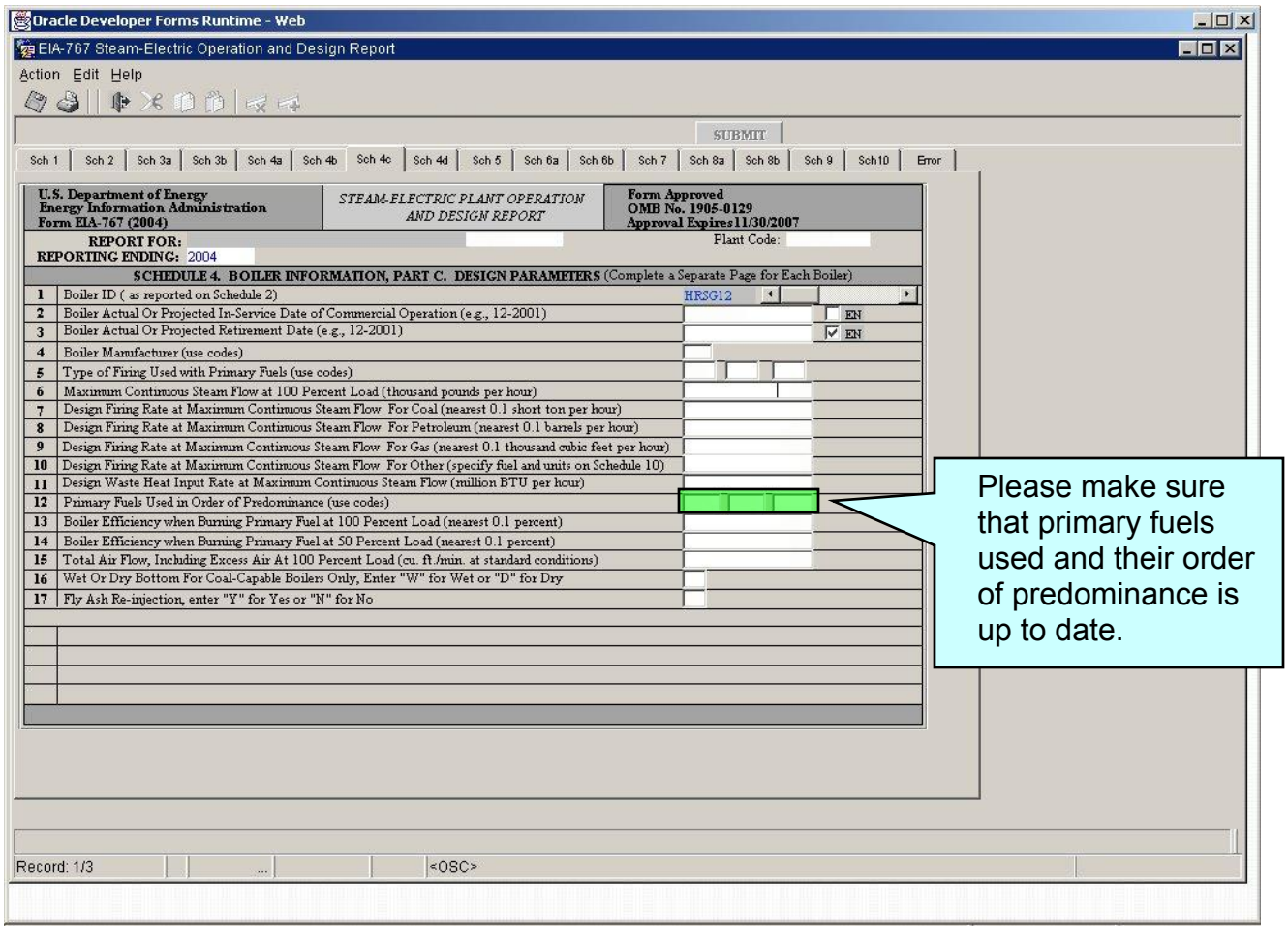
- **If there are more than one emission standards and corresponding codes, list the additional information on Schedule 10 as a footnote.**



SCHEDULE 4 "Boiler Information"
PART C "Design Parameters"

NOTE

- **Information on this Schedule (Except LINE 12) will be pre-printed and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.**
- **LINE 12: This data field can be updated online, please make sure that the most accurate primary fuels and their order of predominance is up to date.**

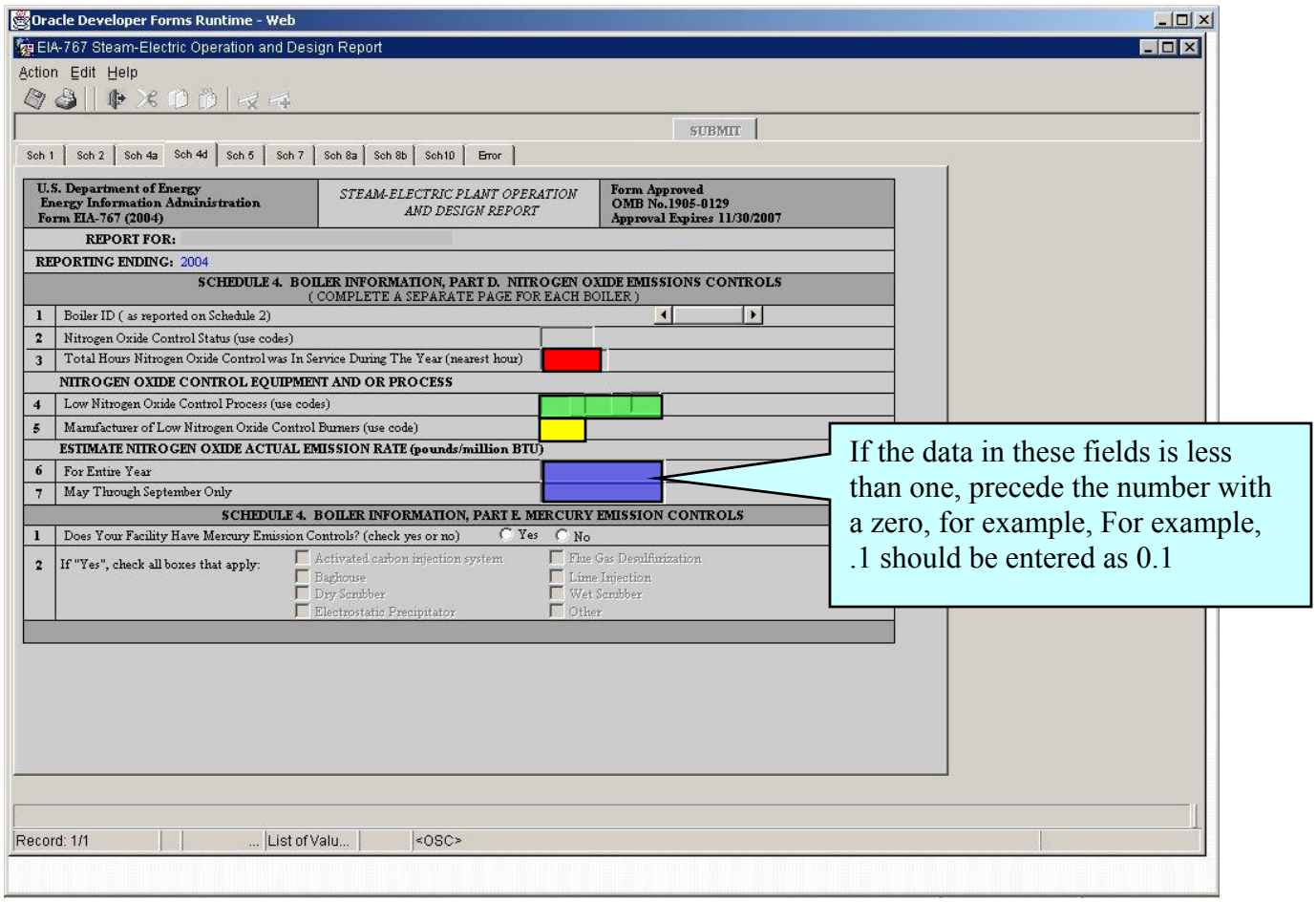


Please make sure that primary fuels used and their order of predominance is up to date.

SCHEDULE 4 "Boiler Information"
PART D "Nitrogen Oxide Emissions Controls"

NOTE

- **LINE 3: If line 3 is zero then lines 6 and 7 should be made blank.**
- **LINE 4: If line 4 is marked "NA", only lines 1 and 4 should be filled in.**
- **LINE 5: Line 5 should be filled in only if there are low NOx burners, as indicated in line 4 by the code "LN".**
- **LINE 5: If there are no low NOx burners, line 5 should be "NA".**
- **Generally, the NOx in-service hours (line 3) should be less than or equal to the hours under load (Schedule 4A line 1) for that boiler.**
- **Lines 6 and 7, if less than one, should be preceded by zero. For example, .1 should be entered as 0.1.**
- **If the status code is "OP", there must be a positive entry in hours in-service.**
- **If the status is not "OP", and no fuel was burned, enter "0" for hours in-service.**

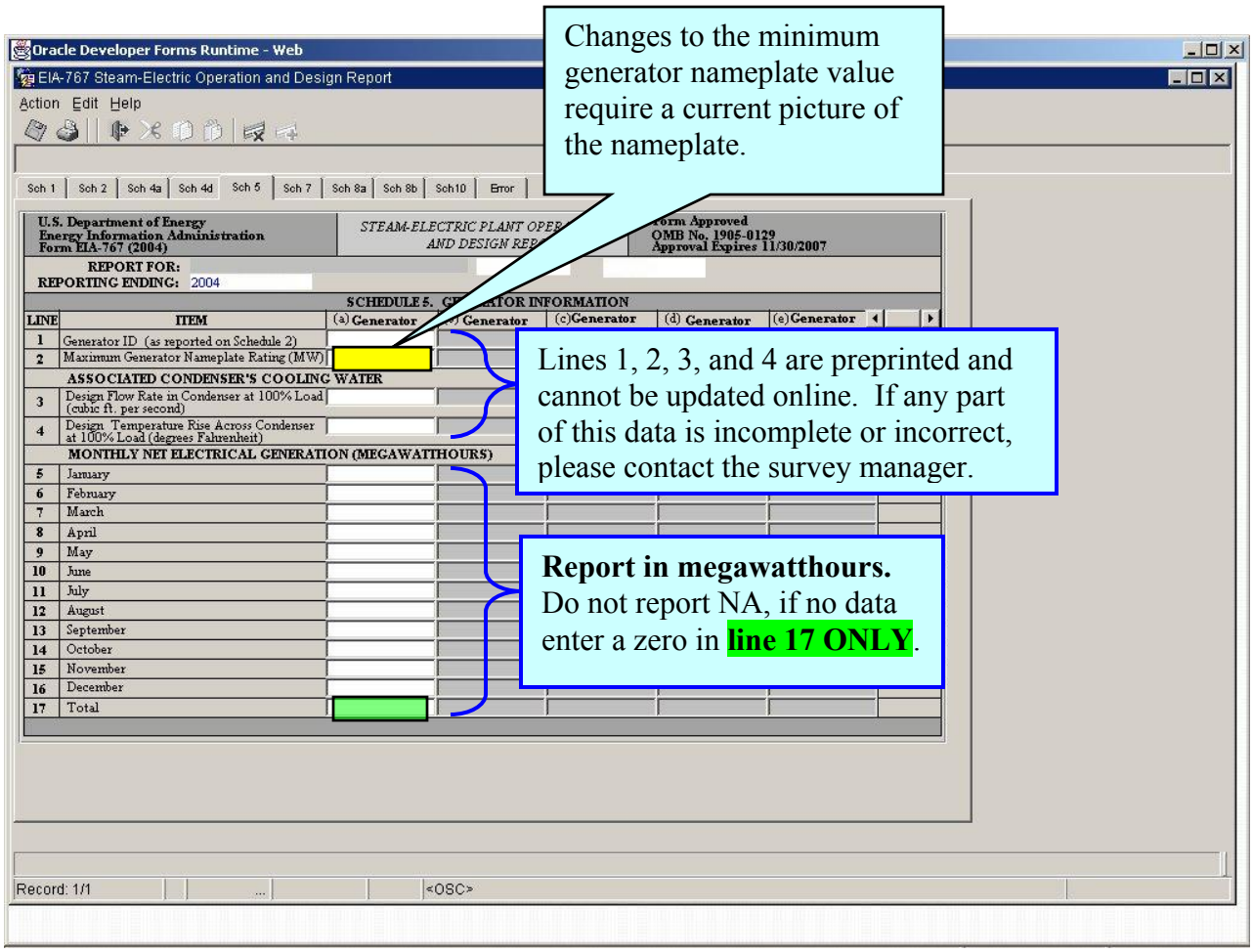


If the data in these fields is less than one, precede the number with a zero, for example, For example, .1 should be entered as 0.1

SCHEDULE 5 "Generator Information"

NOTE

- **LINE 2: Any changes to line 2 require a picture of the nameplate for verification.**
- **Lines 1, 2, 3, and 4 are preprinted and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.**
- **For negative numbers, use the negative sign, not parenthesis.**
- **If the corresponding boiler had hours under load and positive fuel, then the generator must have entries in lines 5 through 17.**
- **If the generator did not operate, enter "0" in line 17 ONLY.**
- **Do not indicate "NA" for lines 5 through 17. Do not enter "0" for lines 5 through 16.**



Changes to the minimum generator nameplate value require a current picture of the nameplate.

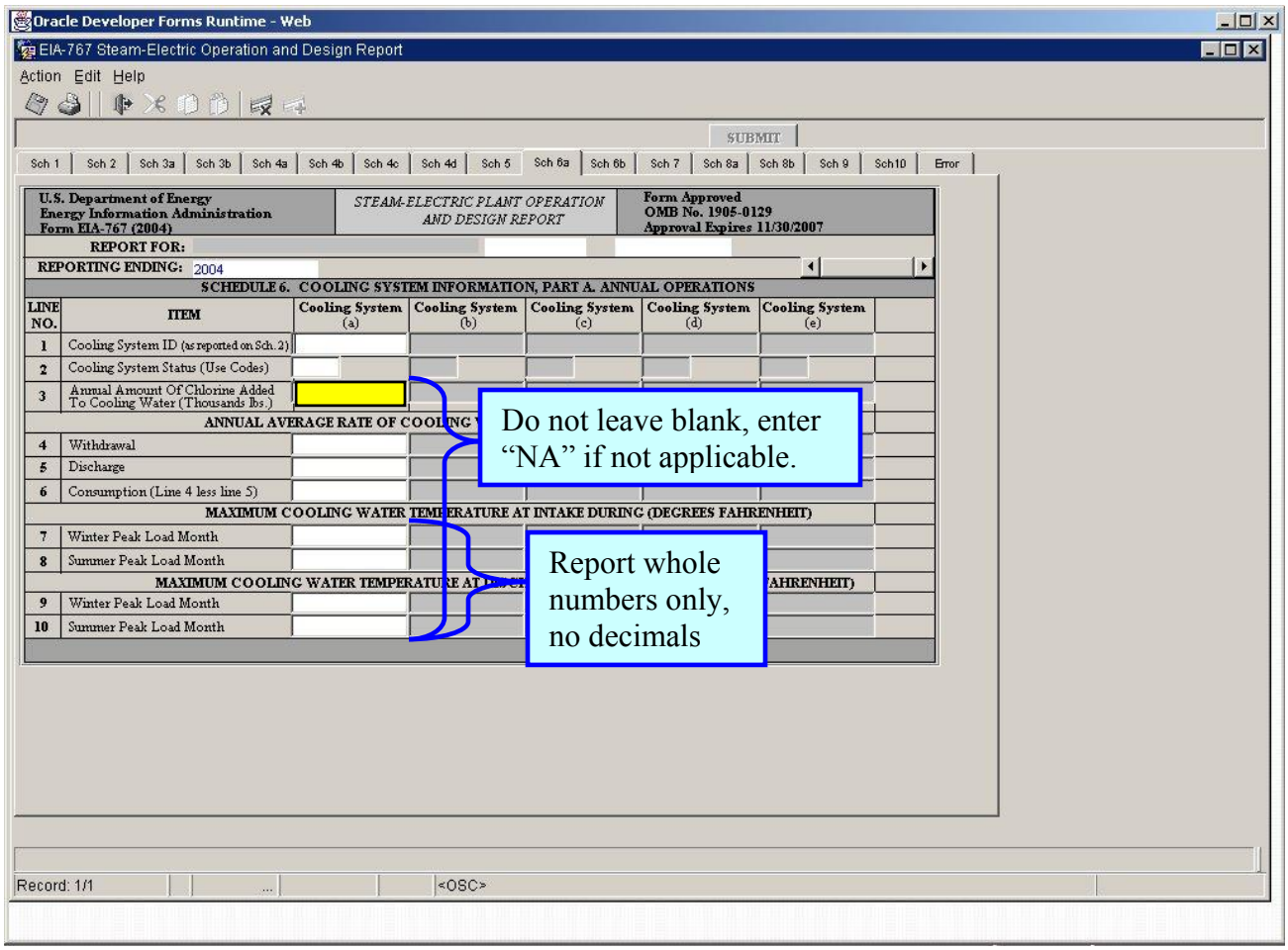
Lines 1, 2, 3, and 4 are preprinted and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.

Report in megawatthours. Do not report NA, if no data enter a zero in **line 17 ONLY**.

SCHEDULE 6 "Cooling System Information"
PART A "Annual Operations"

NOTE

- **LINE 3: Confirm that line 3 is reported thousand pounds rather than actual pounds.**
- **Line 3: should be reported to the nearest 0.1 units. If less than one, this line should be preceded by 0. For example, .1 should be entered as 0.1.**
- **Lines 3, 4, 5, 6, 7, 8, 9, and 10 should not be left blank. Enter "NA" if not applicable.**
- **For lines 7, 8, 9, and 10 report whole numbers only, on decimals.**



SCHEDULE 6 "Cooling System Information"
PART B "Design Parameters"

NOTE

- **Information on this Schedule will be pre-printed and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.**

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EIA-767 Steam-Electric Operation and Design Report

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Sch 1 | Sch 2 | Sch 3a | Sch 3b | Sch 4a | Sch 4b | Sch 4c | Sch 4d | Sch 5 | Sch 6a | Sch 6b | Sch 7 | Sch 8a | Sch 8b | Sch 9 | Sch10 | Error

U.S. Department of Energy Energy Information Administration Form EIA-767 (2004)	*STEAM-ELECTRIC PLANT OPERATION DESIGN REPORT*	Form Approved OMB No. 1905-0129 Approval Expires 11/30/2007

REPORT FOR:
REPORTING ENDING: 2004

SCHEDULE 6. COOLING SYSTEM INFORMATION, PART B. DESIGN PARAMETERS

1	Cooling System ID (as reported on Schedule 2)		
2	Cooling System Actual or Projected In-Service Date of Commercial Operation (i.e., 12-2001)		EN
3	Type of Cooling System (use codes)		
4	Source of Cooling Water, Including Makeup Water (Name; if discharge into different water body, footnote in Sch. 10)		
5	Design Cooling Water Flow Rate at 100 % Load at Intake (cubic feet per second)		
6	Actual or Projected In-Service Date for Chlorine Discharge Control Structures and Equipment (month and year of commercial operation, i.e., 12-1982)		EN NA
	COOLING PONDS		
7	Actual or Projected In-Service Date (month and year of commercial operation, i.e., 12-1982)		EN NA
8	Total Surface Area (acres)	9 Total Volume (acre-feet)	
	COOLING TOWERS		
10	Actual or Projected In-Service Date (month and year of commercial operation, i.e., 12-1982)		EN NA
11	Type of Towers (use codes)		
12	Maximum Design Rate of Water Flow at 100 % Load (cubic feet per second)		
13	Maximum Power Requirement at 100 Percent Load (megawatts)		
	INSTALLED COST OF COOLING SYSTEM (Excluding Land and Condensers, Thousand Dollars)		
14	Total System	16 Towers (if applicable)	
15	Ponds (if applicable)	17 Chlorine Discharge Control Structures And Equipment	

	COOLING WATER INTAKE AND OUTLET LOCATIONS		
	ITEM	INTAKE (a)	OUTLET (b)
18	Max. Distance from Shore (feet)		
19	Average Distance Below Water Surface (feet)		
20	Latitude (degrees, minutes, seconds)		
21	Longitude (degrees, minutes, seconds)		
22	Enter Datum for Latitude and Longitude, if Known: Otherwise Enter "NA"		

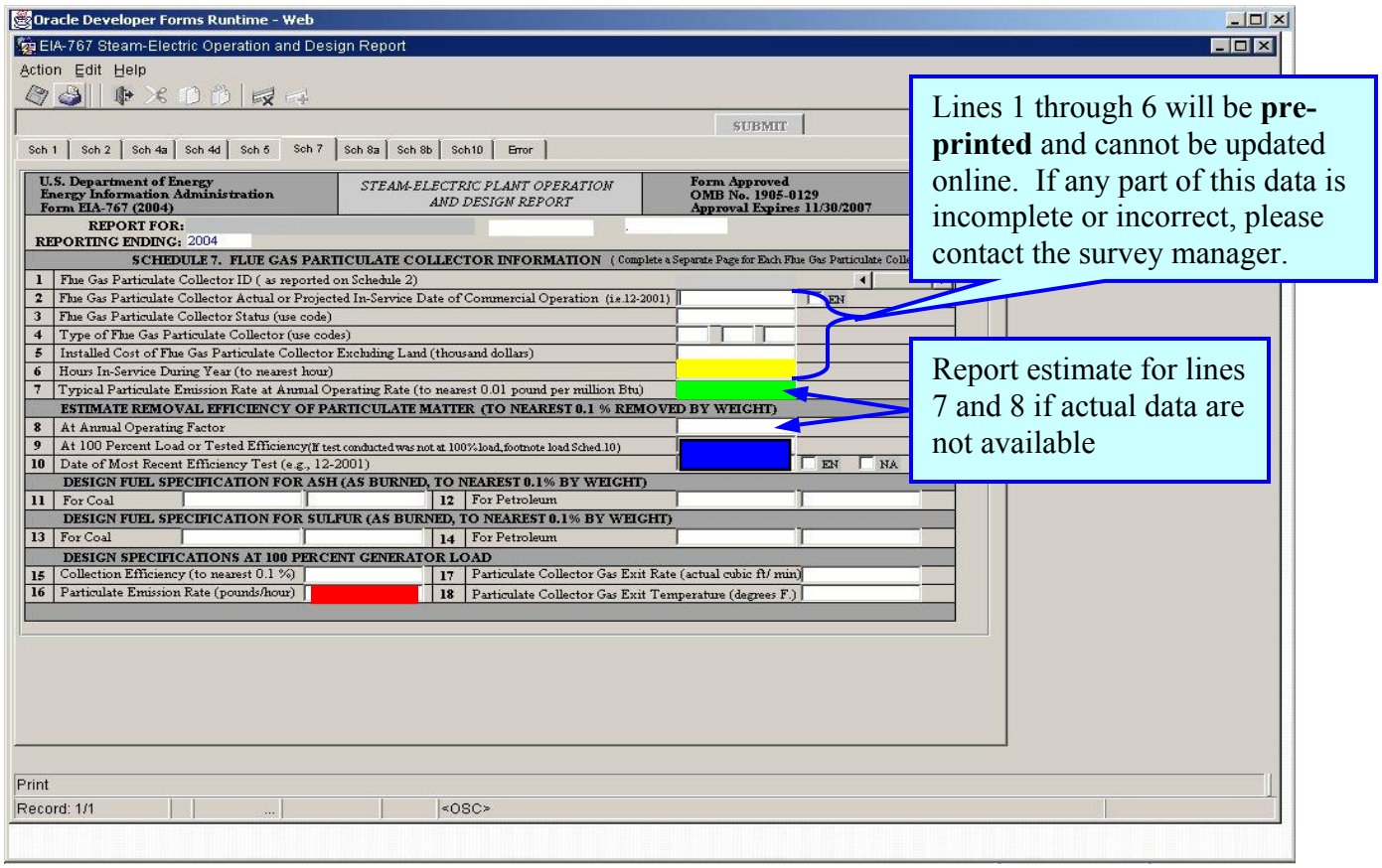
Record: 1/1 ... <OSC>

SCHEDULE 7
"Flue Gas Particulate Collector Information"

NOTE

- **LINE 6: If line 6 is "0", lines 7 through 10 are not necessary and should be left blank.**
- **LINE 7: When rounding line 7 to the nearest 0.01 and the data does not round to 0.01 enter as 0.00. For example 0.004 rounds to 0.00. Footnote data if this occurs.**
- **LINE 7: Line 7, if less than one, should be preceded by zero, e.g., .1 should be entered as 0.1. Round to the nearest 0.01.**
- **LINE 9 and 10: Line 10 references the efficiency test performed in line 9. If no test has ever been performed, "NA' is acceptable for lines 9 and 10.**
- **LINE 16: Report entries for line 16 to the nearest 0.1.**

- **A status code of "OP" requires positive hours under load.**
- **The efficiency reported on lines 8 and 9 should be reported to the nearest 0.1%. For example, 96% should be entered 96.0.**
- **Hours in service must be filled in- if the unit did not operate, enter "0" for hours in service.**
- **Entries for lines 17 and 18 should be whole numbers.**
- **Lines 2 and 10 dates should be keyed numerically, e.g., 04-1986 for April 1986.**



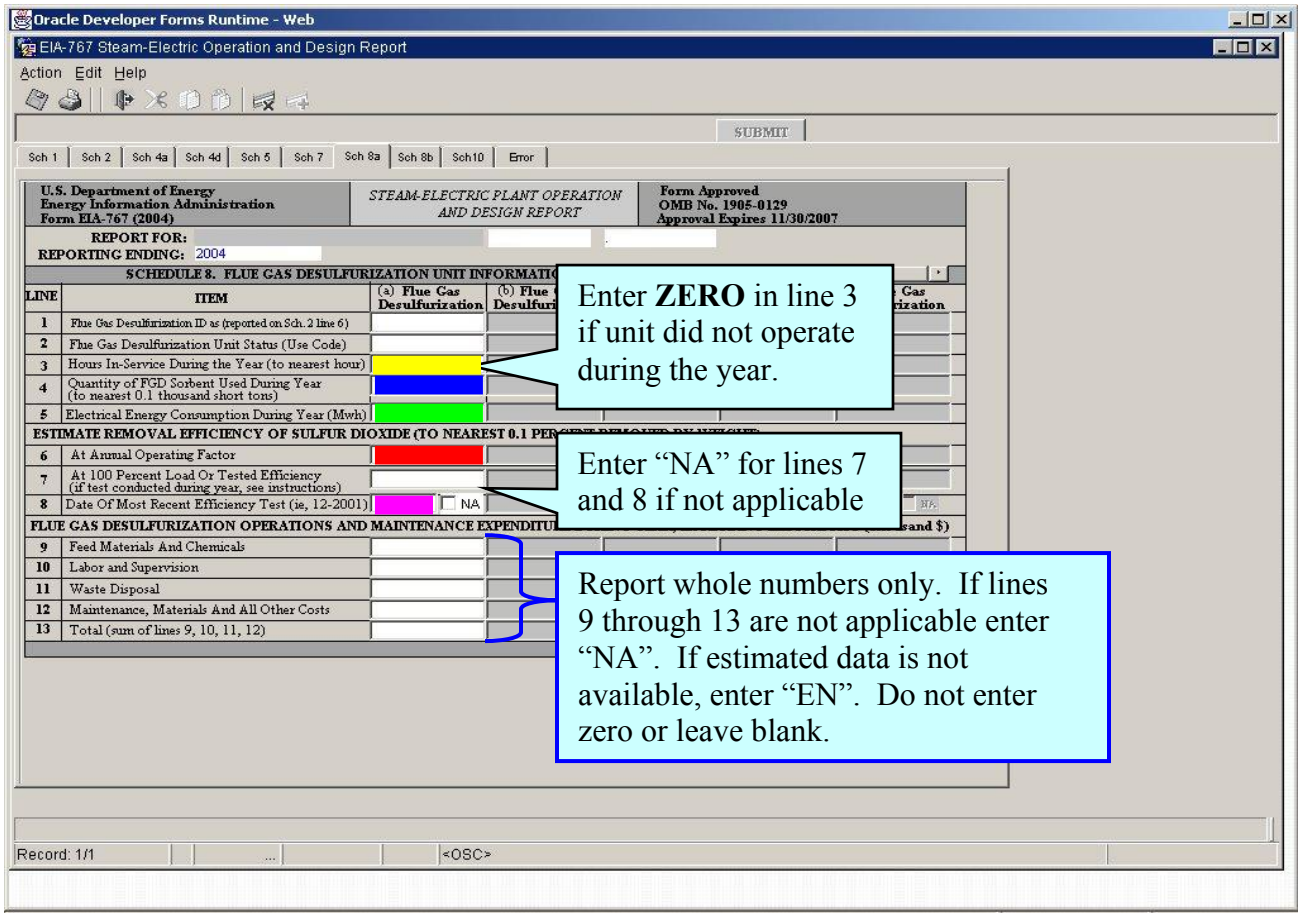
Lines 1 through 6 will be **pre-printed** and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.

Report estimate for lines 7 and 8 if actual data are not available

SCHEDULE 8 "Flue Gas Desulfurization Unit Information"
PART A "Annual Operations"

NOTE

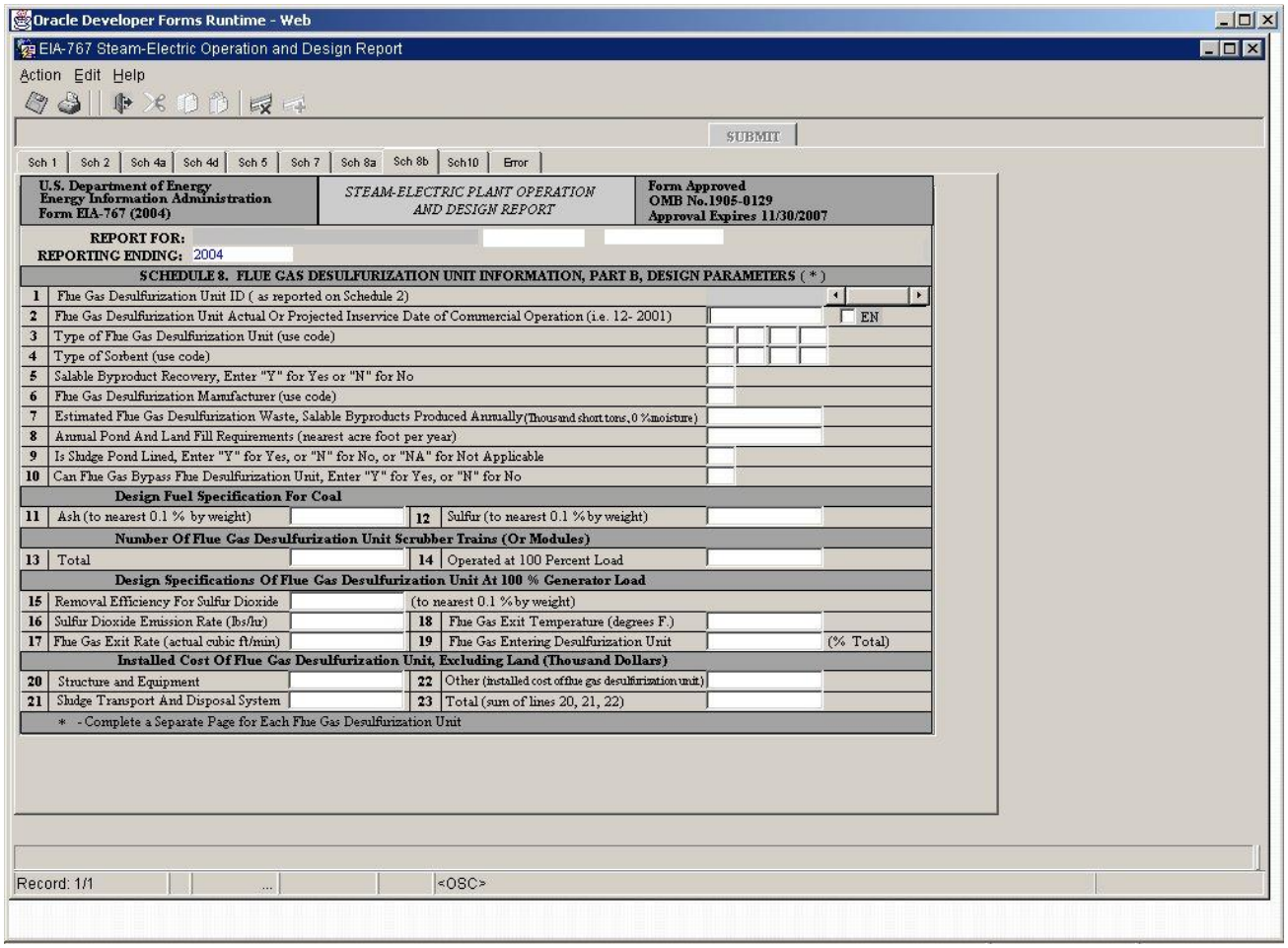
- **LINE 3: If line 3 is 0 then lines 4-13 should be blank.**
- **LINE 4 should be reported in thousand tons instead of actual tons and lines 9 through 13 are reported in thousand dollars instead of actual dollars.**
- **LINE 4: If line 4 is zero then mark as NA.**
- **LINE 4, if less than one, should be preceded by zero, e.g., .1 should be reported as 0.1.**
- **LINE 5: Report data for line 5 in whole numbers only.**
- **LINE 6: For line 6, provide an estimate if actual data are not available.**
- **LINE 8 should be keyed numerically, e.g., 04-1986 for April 1986.**



SCHEDULE 8 "Flue Gas Desulfurization Unit Information"
Part B "Design Parameters"

NOTE

- **Information on this Schedule will be pre-printed and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.**



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SUBMIT

Sch 1 | Sch 2 | Sch 4a | Sch 4d | Sch 5 | Sch 7 | Sch 8a | Sch 8b | Sch10 | Error

U.S. Department of Energy Energy Information Administration Form EIA-767 (2004)	STEAM-ELECTRIC PLANT OPERATION AND DESIGN REPORT	Form Approved OMB No.1905-0129 Approval Expires 11/30/2007

REPORT FOR:

REPORTING ENDING: 2004

SCHEDULE 8. FLUE GAS DESULFURIZATION UNIT INFORMATION, PART B, DESIGN PARAMETERS (*)

1	Flue Gas Desulfurization Unit ID (as reported on Schedule 2)			
2	Flue Gas Desulfurization Unit Actual Or Projected Inservice Date of Commercial Operation (i.e. 12- 2001)			EN
3	Type of Flue Gas Desulfurization Unit (use code)			
4	Type of Sorbent (use code)			
5	Salable Byproduct Recovery, Enter "Y" for Yes or "N" for No			
6	Flue Gas Desulfurization Manufacturer (use code)			
7	Estimated Flue Gas Desulfurization Waste, Salable Byproducts Produced Annually (Thousand short tons, 0 % moisture)			
8	Annual Pond And Land Fill Requirements (nearest acre foot per year)			
9	Is Sludge Pond Lined, Enter "Y" for Yes, or "N" for No, or "NA" for Not Applicable			
10	Can Flue Gas Bypass Flue Desulfurization Unit, Enter "Y" for Yes, or "N" for No			
	Design Fuel Specification For Coal			
11	Ash (to nearest 0.1 % by weight)	12	Sulfur (to nearest 0.1 % by weight)	
	Number Of Flue Gas Desulfurization Unit Scrubber Trains (Or Modules)			
13	Total	14	Operated at 100 Percent Load	
	Design Specifications Of Flue Gas Desulfurization Unit At 100 % Generator Load			
15	Removal Efficiency For Sulfur Dioxide		(to nearest 0.1 % by weight)	
16	Sulfur Dioxide Emission Rate (lbs/hr)	18	Flue Gas Exit Temperature (degrees F.)	
17	Flue Gas Exit Rate (actual cubic ft/min)	19	Flue Gas Entering Desulfurization Unit	(% Total)
	Installed Cost Of Flue Gas Desulfurization Unit, Excluding Land (Thousand Dollars)			
20	Structure and Equipment	22	Other (installed cost of flue gas desulfurization unit)	
21	Sludge Transport And Disposal System	23	Total (sum of lines 20, 21, 22)	

* - Complete a Separate Page for Each Flue Gas Desulfurization Unit

Record: 1/1 ... <OSC>

SCHEDULE 9 "Stack and Flue Information – Design Parameters"

NOTE

- **Information on lines 1 through 12 will be preprinted and cannot be updated online. If any part of this data is incomplete or incorrect, please contact the survey manager.**
- **Lines 13 through 15 must be completed with at least an estimate if the unit operated during the year.**

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EIA-767 Steam-Electric Operation and Design Report

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Sch 1 | Sch 2 | Sch 3a | Sch 3b | Sch 4a | Sch 4b | Sch 4c | Sch 4d | Sch 5 | Sch 6a | Sch 6b | Sch 7 | Sch 8a | Sch 8b | Sch 9 | Sch10 | Error

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REPORT FOR:
REPORTING ENDING: 2004

SCHEDULE 9. STACK AND FLUE INFORMATION - DESIGN PARAMETERS
(Complete a Separate Page For Each Stack And Flue)

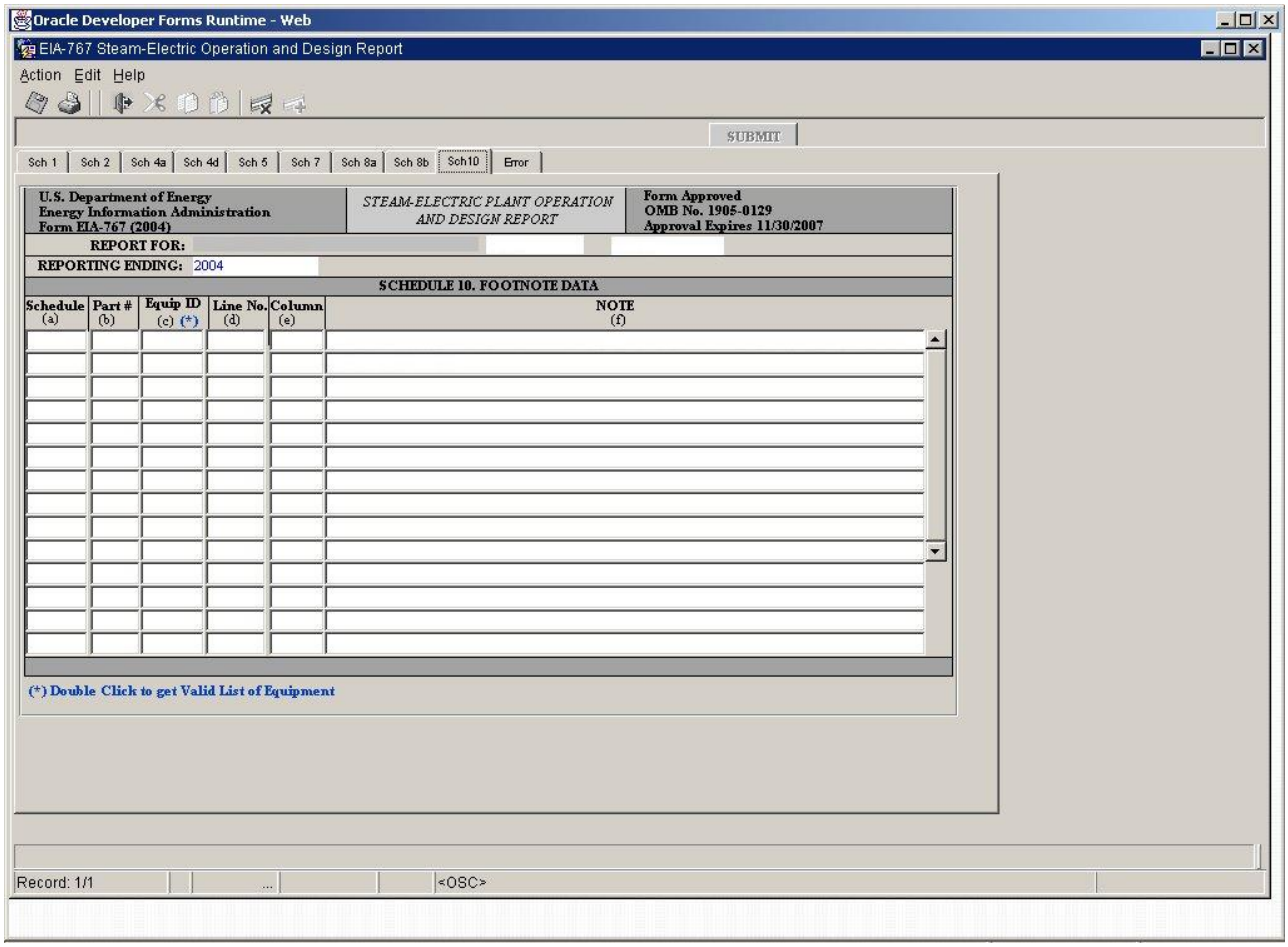
1	Flue ID (as reported on Schedule 2, line 8)				
2	Stack ID (as reported on Schedule 2, line 7)				
3	Stack (or Flue) Actual or Projected In-Service Date of Commercial Operation (i.e., 12-2001)				☐ EN
4	Status of Stack (or Flue) (use code)				
5	Flue Height at Top from Ground Level (feet)				
6	Cross-Sectional Area At Top of Flue (nearest square foot)				
	DESIGN FLUE GAS EXIT (AT TOP OF STACK)				
7	Rate at 100 Percent Load (actual cubic ft/min)		10	Temperature at 50 % Load (deg. F.)	
8	Rate At 50 Percent Load (actual cubic ft/min)		11	Velocity at 100 % Load (ft / sec)	
9	Temperature at 100 Percent Load (degrees F.)		12	Velocity at 50 % Load (ft / sec)	
	ACTUAL SEASONAL FLUE GAS EXIT TEMPERATURE (DEGREES FAHRENHEIT)				
13	Summer Season			(For Source, Enter 'M'-measured, 'E'-estimated)	
14	Winter Season		15	Source	
	STACK LOCATION				
16	Stack Location - Latitude (degrees, minutes, seconds)				
17	Stack Location - Longitude (degrees, minutes, seconds)				
18	Enter Datum for Latitude and Longitude, if Known; Otherwise Enter "NA"			Not Applicable	

Record: 1/1 ... <OSC>

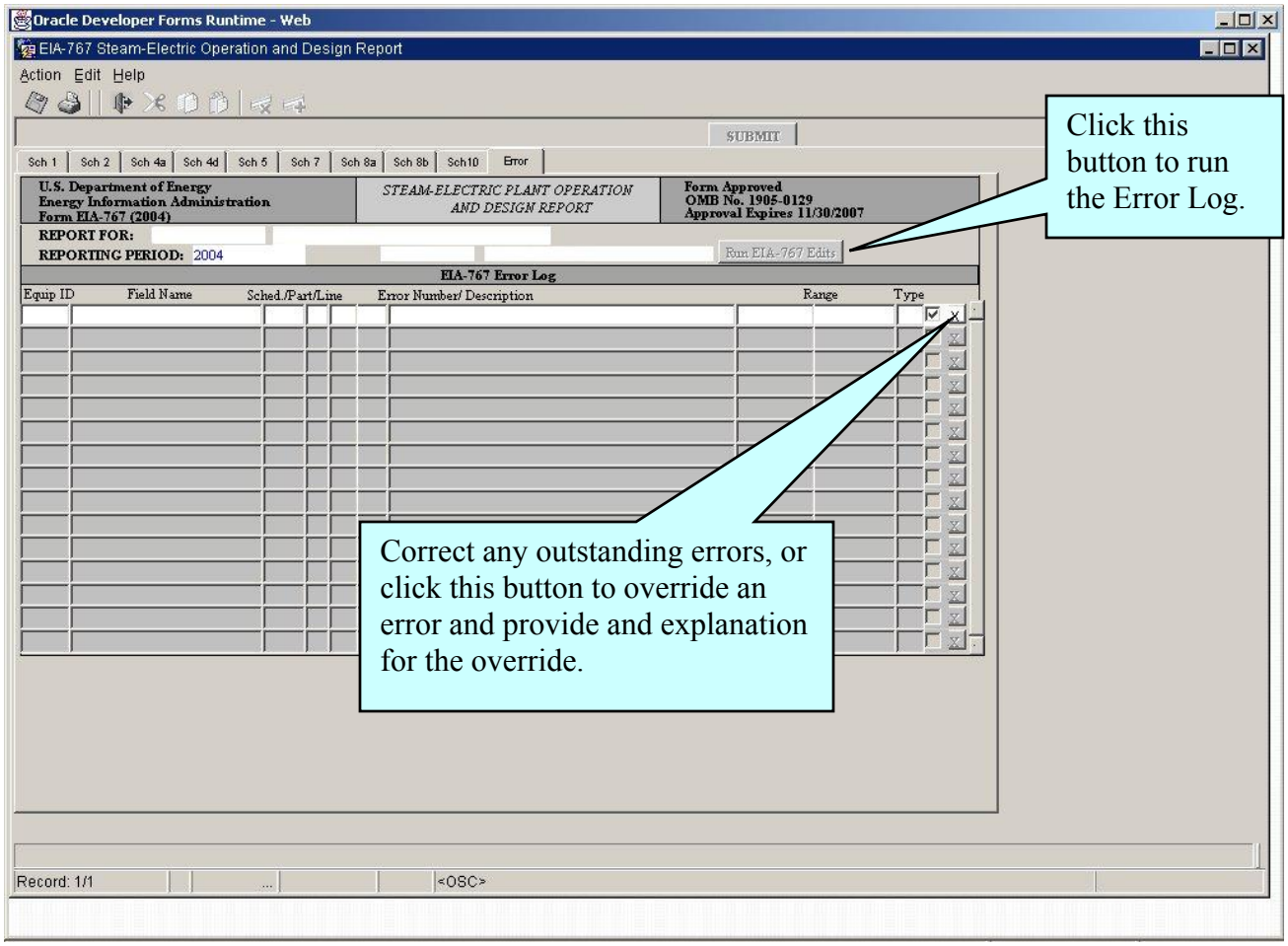
SCHEDULE 10 "Footnotes"

NOTE

- **There must be footnotes for all lines that use a code "OT".**
- **Make sure footnotes include the schedule number, part number, equipment ID, line number, and column for each footnote.**
- **If the footnote applies to more than one unit, note this in the footnote itself.**



Error Log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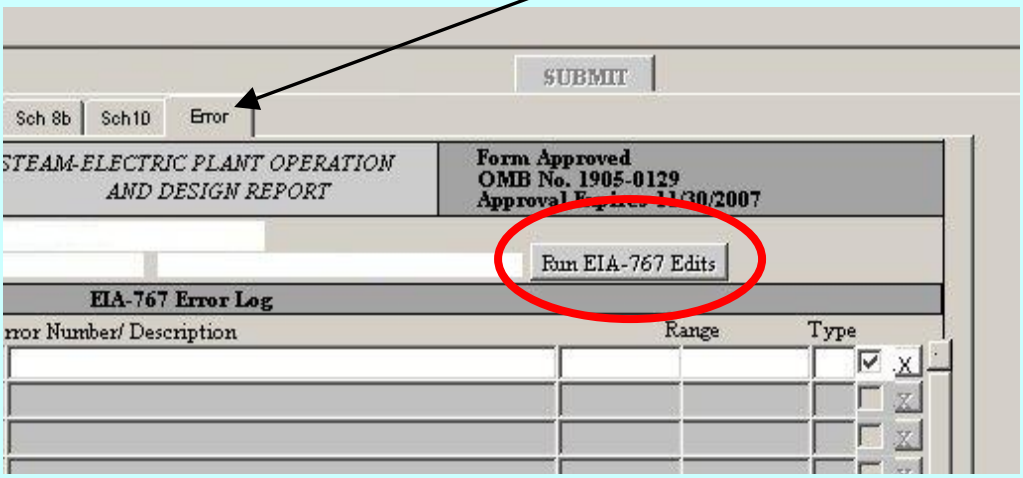
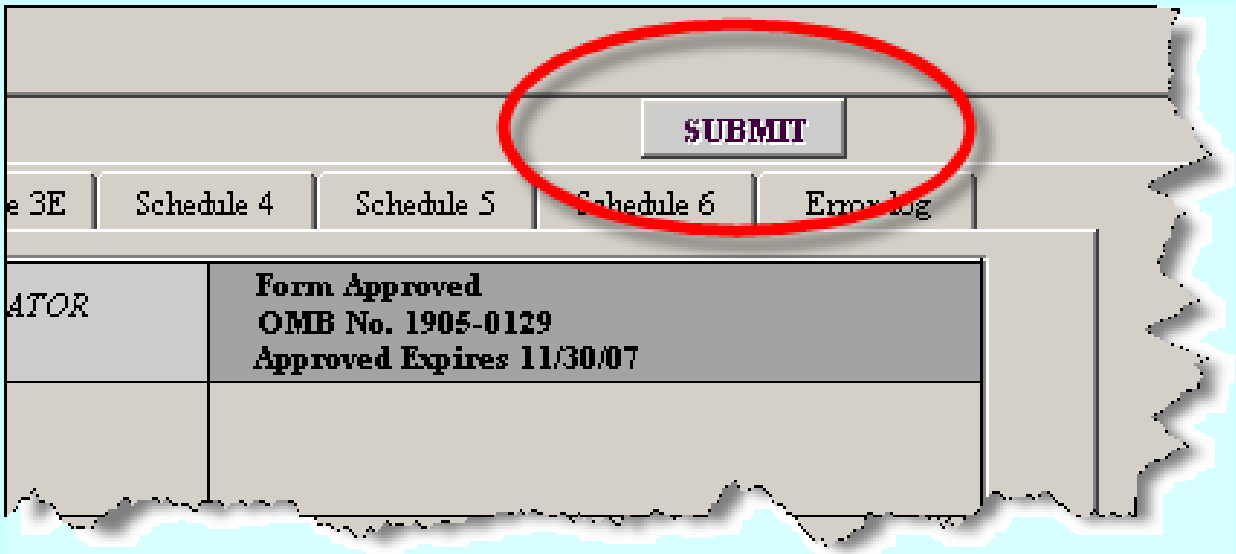
SUBMIT
Sch 1 Sch 2 Sch 4a Sch 4d Sch 5 Sch 7 Sch 8a Sch 8b Sch10 Error
U.S. Department of Energy
Energy Information Administration
Form EIA-767 (2004)
STEAM-ELECTRIC PLANT OPERATION AND DESIGN REPORT
Form Approved
OMB No. 1905-0129
Approval Expires 11/30/2007
REPORT FOR:
REPORTING PERIOD: 2004
Run EIA-767 Edits
EIA-767 Error Log
Equip ID
Field Name
Sched./Part/Line
Error Number/ Description
Range
Type
Click this button to run the Error Log.
Correct any outstanding errors, or click this button to override an error and provide and explanation for the override.
Record: 1/1
<OSC>

STEP 1: RUN EIA-767 EDITS

Click "Run EIA-767 Edits" located on the "Error" Tab and address or override any outstanding errors.



STEP 2: CLICK SUBMIT

When you have finished entering data onto the form and all errors on the Error Log have been corrected or overridden, you may submit your data by clicking the "SUBMIT" button located at the upper right portion of any data entry screen. A message will appear confirming your submission. Your data will be sent immediately to EIA for processing.