



**GENERAL INSTRUCTIONS**

**Additional Forms.** Additional copies of the form can be downloaded from the EIA web site at <http://www.eia.doe.gov/cneaf/electricity/page/forms.html>

**Data Reporting**

- Report data for all generators by prime mover. For example, report aggregated data for all steam turbines under ST.
- Report data for all generating units that are operable, including those using renewable or alternative energy sources.
- Report generation and fuel consumption for each prime mover at the plant.
- Report heat content for each fuel consumed.
- Report stocks of coal and fuel oil at the plant level.

**Form Revisions.** Submit revisions to data previously reported as soon as possible after the error or omission is discovered. Do not wait until the next reporting month's form is due to submit revisions.

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**Survey Contacts:** Verify information, name, title, telephone number, fax number, and e-mail address for the contact person(s) and the contact person(s)' direct supervisor. Provide any missing information. Do not leave contact or supervisor's information blank.

**Reporting For:** Verify report month, respondent name, and address. State codes are two-character postal abbreviations. Provide any missing information. Note that respondent ID is assigned by EIA and cannot be changed.

Respondent name, plant name, plant code, and state must be consistent with data reported on Form EIA-860, "Annual Electric Generator Report." Plant codes are assigned by EIA and cannot be changed. Call the survey manager or help desk to correct or change plant names.

**Comments and Special Information:** Use this section as space to provide data that does not fit elsewhere on the form. For example, if a plant began to use several new fuels and there is no room to put them all in the blank lines provided, this would be the appropriate section in which to report it.

Also use this space to explain unusual circumstances regarding the reported data. Examples include:

- Unusual occurrences that significantly altered the operations of the plant (e.g., scheduled and unscheduled outages, weather);
- Adjustments from the previous reporting period;
- Transfer of stocks or inventory adjustments;
- Values that had to be estimated due to equipment failure or other factors; and/or
- Adjustments to generators affecting maximum generator nameplate capacity.



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**Respondent Name, Respondent ID, and Reporting Period:** Verify the pre-printed respondent name and reporting period. Note that respondent ID is assigned by EIA and cannot be altered.

**Type of Respondent:** Indicate, by checking the appropriate space, whether the respondent is a utility or independent power producer. Provide a footnote if the plant is being transferred from a utility to an independent power producer or if it is being transferred from an independent power producer to a utility. Include the names of the utility and independent power producer operating companies.

**Plant Name: column a.** The respondent cannot change the plant name. Call the EIA to report any name changes.

**Plant ID: column b.** Plant ID may not be changed. If you have questions regarding the Plant ID, please call or email the EIA.

**State: column c.** If the State listed is the incorrect, please correct it. EIA uses the U.S. Postal abbreviation to show the State in which the plant is physically located.

**Prime Mover Type: column d.** If the information is incorrect, delete the incorrect code and provide the correct prime mover code from the **list below**. If a generator with a new prime mover code was added, please include it. Provide additional codes in column d if omitted from the pre-print.

- Provide the required information in columns e through i.
- Please coordinate with the Form EIA-860 data submission for your plant. Use the prime mover codes from the following list:

<b><u>Prime Mover Type</u></b>	<b><u>Prime Mover Description</u></b>
ST	Steam Turbine, including nuclear, geothermal and solar steam (does not include combined cycle)
GT	Combustion (Gas) Turbine (includes jet engine design)
IC	Internal Combustion (diesel, piston) Engine
CT	Combined Cycle Combustion – Turbine Part
CA	Combined Cycle – Steam Part
CS	Combined Cycle Single Shaft (combustion turbine and steam turbine share a single generator)
HY	Hydraulic Turbine (includes turbines associated with delivery of water by pipeline)
PS	Hydraulic Turbine – Reversible (pumped storage)
PV	Photovoltaic
WT	Wind Turbine
CE	Compressed Air Energy Storage
FC	Fuel Cell
OT	Other – Specify in Comments Section.

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continued**

**Energy Source: column e.** If your plant/facility uses an energy source that is not preprinted, add the energy source from the **list below**. Provide footnotes for changes to the energy source.

Include start-up and flame stabilization fuels.

If the fuel codes for the plant include Other Biomass Solids, Liquids, or Gases (OBS, OBL, or OBG codes), or the Other code (OTH), please specify the energy source in the Comments Section.

Electronic submissions can be modified on the data entry screen.

For each energy source provide:

- Quantity consumed by prime mover;
- Heat content for each fuel;
- Stocks for coal and fuel oils for the entire plant.





















