

**Form EIA-902, “Annual Geothermal Heat Pump
Manufacturers Survey,”
Internet Data Collection (EIA902)
User’s Manual**

**June 6, 2005
Updated April 19, 2006
Updated March 5, 2008**

TABLE OF CONTENTS

1. Overview	1
2. Logon Window.....	2
2.1. Register for a Userid	3
2.2. Forgot the password?	4
2.3. Frequently Asked Questions	5
2.4. Security and Privacy Statement	6
2.5. User Services Center.....	7
2.6. CNEAF Help Center	7
3. Applications Survey Window	8
4. Form EIA-902, Annual Geothermal Heat Pump Manufacturers Survey.	9
4.1. Company Detail Window	11
4.2. Section 1 and 2 Tab.....	12
4.3. Section 3 Tab.	13
4.4. Section 4.1 to 4.9 Tab	14
4.5. Section 4.10 to 4.12 Tab	15
4.6. Section 5 Tab	16
4.7. Section 6 Tab	17
4.8. Comments Tab.....	19
4.9. Process Tab	20

TABLE OF FIGURES

Figure 1. SSO Login Window	2
Figure 2. EIA Single Sign-On Registration	3
Figure 3. Forgot Password window	4
Figure 4. Frequently Asked Questions window.....	5
Figure 5. Security and Privacy Statement window	6
Figure 6. Applications Survey Window.....	8
Figure 7. Form EIA-902 Annual Geothermal Heat Pump Manufacturers Survey Detail Pop-up Window.....	9
Figure 8. Form EIA-902 Annual Geothermal Heat Pump Manufacturers Survey Detail Pop-up Window.....	10
Figure 9. Form EIA-902 Company Text Only Detail Window	11
Figure 10. Section 1 and 2 Tab	12
Figure 11. Section 3 Tab.....	13
Figure 12. Section 4.1 to 4.9 Tab.....	14
Figure 13. Section 4.10 to 4.12 Tab.....	15
Figure 14. Section 5 Tab.....	16
Figure 15. Section 6 Tab.....	18
Figure 16. Comments Tab.....	19
Figure 17. Process Tab.....	21
Figure 18. Error Report.....	22

1. Overview

The Form EIA-902 Internet Data Collection (EIA902-IDC) application is used as a web-based front end for the annual renewable survey Form EIA-902. It provides an efficient and effective method for receiving respondent data via the Internet. Users of the system are classified into a single type of user called IDC Respondents. After entering all appropriate data, the respondent will submit his / her data. On submission, the EIA database will be immediately updated with the respondent's current cycle data. The application performs three types of data editing. The first type of edit is form validation to prevent incorrect or invalid data and data format. The second type of edit is called tier one edits. These edits are performed at the data field level and do not allow the respondent to leave the data field until the data are correct. Data errors are indicated with an informative message describing the type of error that has been made. The third type of error is called tier two edits. These edits are run using the review edits link provided under the "Process Tab", see Figure 17. The results of these edits are viewed using the error report as shown in Figure 18. This submission will not be processed until all edits have been resolved or an explanation is provided. The application allows users to save partially completed forms by selecting the save button located on the right hand corner of each tab once data entry for a tab is complete. The application allows the user to submit their data during the specified time that the survey is open. Also, it gives the user the availability of previewing a printer-friendly version of the on-line submission. When the data are received by EIA, an e-mail notification will be sent to the respondent indicating that his / her submission was successful.

It is used by outside users (Survey Respondents) only in collecting and editing survey data from the annual survey Form EIA-902, "Annual Geothermal Heat Pump Manufacturers Survey." It is developed using PL, Oracle JDeveloper, and Java Developer Tool Kit. It resides on a web application server on the EIA Internet Screen Subnet. This is the second release and version 1.1 of the application.

2. Logon Window

To access the SSO logon window, the following URL should be entered into the web browser address box: <https://signon.eia.doe.gov/ssoserver/login>

In order to use the EIA902-IDC Web application, the respondent must first register and log on to the EIA SSO application. In order to be able to logon, the respondent must receive two e-mails with the logon credentials as well as the link to the application. These e-mails will be developed after the system is released for production and will be included in this document at that point in time. The following links are found on the logon window:

- Register for a Userid
- Forgot the password?
- Frequently Asked Questions
- Security and Privacy Statement
- User Services Center

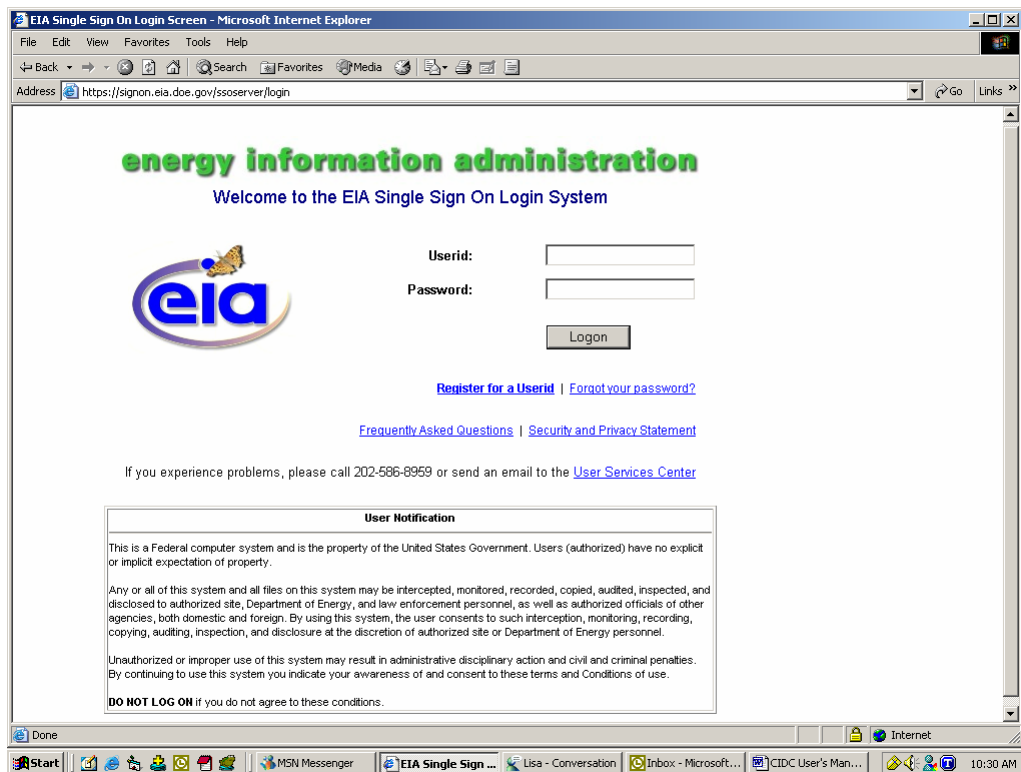


Figure 1. SSO Login Window

2.1. Register for a Userid

This window is used to gather information, which is used to assign the respondent's Single Sign-on credentials. The user will fill this form out and click the Submit button.

The screenshot shows a web browser window titled "EIA SSO Registration - Update Your Account Profile - Microsoft Internet Explorer". The page header includes the EIA logo and the text "EIA Single Sign-On Registration". Below the header, there is a yellow banner with the text "Update Your Account Profile" and a date "Date: 01/05/2006".

The main content area contains the following sections:

- Edit your contact information:**
 - * First Name:
 - * Last Name:
 - * Phone Number: () -
 - Phone Extension:
 - * Email Address:
- Optional: Enter a new password below and retype it:**
 - Userid: CHANNELE
 - Password:
 - Retype Password:
 - Password Rules:**
 - use a minimum of 9 characters
 - use a special character (!@#%&*)
 - use at least one lowercase letter
 - use at least one uppercase letter
 - use at least one numeric character
 - do not include the userid in the password
- We have compiled a list of commonly used security questions to facilitate remembering your hint answers. After selecting a question, choose a simple answer that you will be able to remember. Don't put punctuation or unusual spacing in the answer; in fact, a one word answer is best. Do not use the password rules in naming your answer.**
 - * Security Question:
 - * Your Answer:

At the bottom of the form, there is a red asterisk and the word "Required" above two buttons: "Submit" and "Cancel".

Figure 2. EIA Single Sign-On Registration

2.2. Forgot the password?

This window is used to assign a new password if the original password has been lost or has become unavailable. The user is prompted to answer a secret question that was first determined when he / she was assigned a userid. The user will enter a new password twice following the prescribed formats in the bulleted list below. The user will then click on the Logon button.

energy information administration

Password Help

Logon Name: CHANNELE
Question: What year were you born?
Answer:
Enter a New Password:
Re-enter New Password:

Password Rules

- Use a minimum of 9 characters.
- Use a special character (!@#\$\$%^&*).
- Use at least one lower case letter.
- Use at least one numeric character.
- Use at least one upper case letter.
- Do not include the userid in the password.

Logon Cancel

Figure 3. Forgot Password window

2.3. Frequently Asked Questions

This window contains frequently asked questions about the EIA web application and provides answers to those questions.

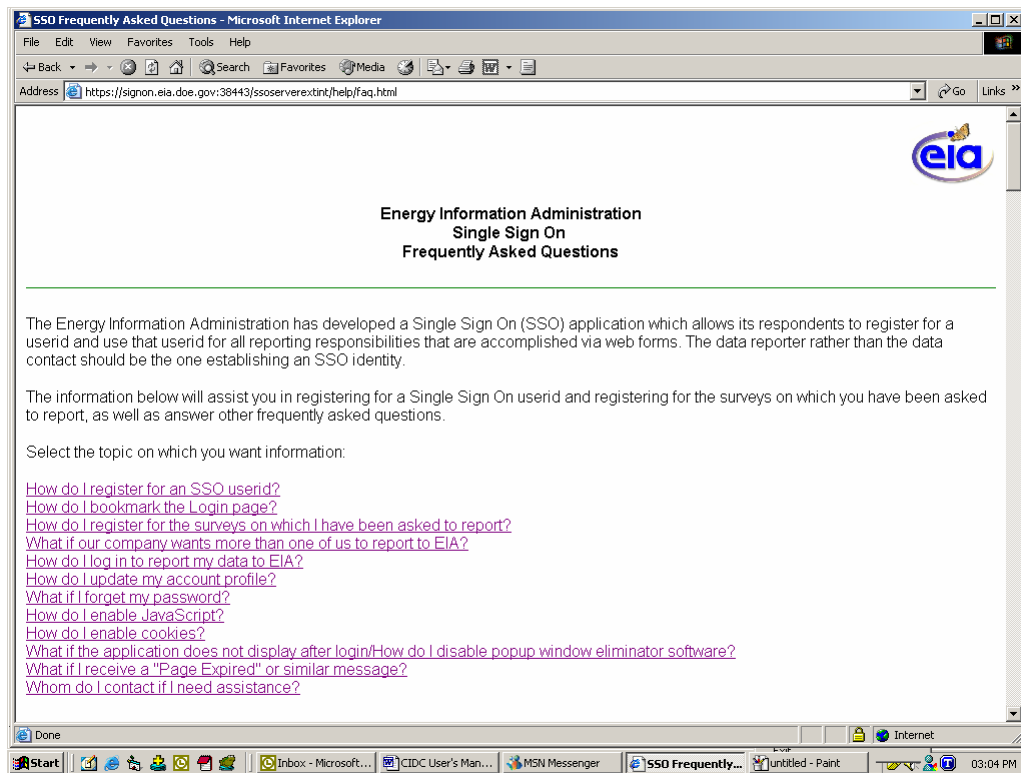


Figure 4. Frequently Asked Questions window

2.4. Security and Privacy Statement

This page contains a security notice and the website privacy policy. We request that the user read all sections to become familiar with security and privacy relating to this website.

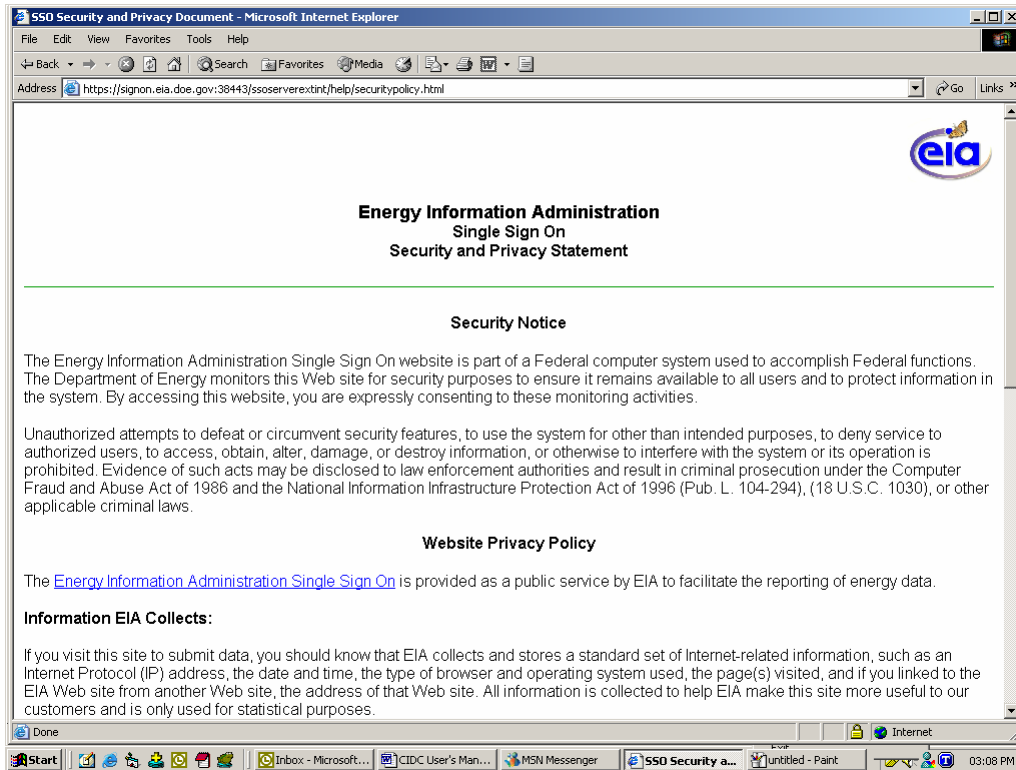


Figure 5. Security and Privacy Statement window

2.5. User Services Center

The respondent will click on this link to send e-mail to the User Services Center. The e-mail subject should be about web-related difficulties or questions and answers not found in the Frequently Asked Questions page. Any other matters not related to the website should not be directed through this e-mail address.

2.6. CNEAF Help Center

The user will click on this link if he / she has specific survey data issues such as a question or problems, including permissions to access specific surveys.

3. Applications Survey Window

The Applications Survey window displays a list of all reports available, including the Form EIA902-IDC application. Also available are links for adding coal, nuclear, renewable and other survey reporting capability, updating the respondent's account profile and changing the respondent's password.



Figure 6. Applications Survey Window

4. Form EIA-902, Annual Geothermal Heat Pump Manufacturers Survey.

The Form EIA-902 Annual Geothermal Heat Pump Manufacturers Survey main window contains several areas that will be explained.

1. There is a popup menu as displayed in Figure 7. To access this popup window, the respondent may use the mouse pointer to move over the report name link (i.e. Select COMPANY) or the picture(s) on the left side of the window to cause the popup menu to appear as in Figure 8. The respondent can then see the Company. The respondent can click on any of the COMPANY links to access the detail of the form.
2. The Division Director's latest notice regarding the renewable surveys can be found in the middle of the page.
3. To read instructions regarding filling out the survey, click the EIA-902 help link in the lower right corner of the screen. A window will appear containing instructions on filling out the form.
4. To submit feedback regarding the Web site, click the Feedback link at the bottom center of the window. A feedback box will appear allowing the user to submit feedback text.
5. To update the user profile, click the link below the Welcome message.
6. To view a text only version of the Company ID List, click the "Text only Company Id list" link. (Figure 9)



Figure 7. Form EIA-902 Annual Geothermal Heat Pump Manufacturers Survey Detail Pop-up Window


www.eia.doe.gov **Annual Geothermal Heat Pump Manufacturers Survey** Form Approved
 OMB No. 1905-0196
 Expires: 11/30/2010
 U.S. Department of Energy • Energy Information Administration • Form EIA-902

Welcome Carl Huber, [View Update Profile](#)

Select COMPANY

Company Name
Water Furnace International Inc.

Director's Announcement



The Energy Information Administration (EIA) has the responsibility to monitor the use of renewable energy technologies in meeting energy demand in the United States. The data collected on this survey are collected under mandatory authority of the Federal Energy Administration Act of 1974 (Public Law 93-275) and the Department of Energy Organization Act of 1977 (Public Law 95-91), as amended. The EIA's Mission is to provide high quality policy-independent energy information to meet the requirements of Government, industry, and the public. This new internet data collection system and your support will contribute to the dissemination of reliable and timely information by the EIA on the manufacture and marketing of renewable technologies.

[Click to activate and use this control](#)

[Click Here for Text Only Company Id List](#)

[EIA-902 Help](#)

For Data Submission Help:
 phone: 202-586-1427
 email: EIA-902@eia.doe.gov

Energy Information Administration, EI 52
 1000 Independence Avenue, SW
 Washington, DC 20585

Feedback

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.

http://engdev3.eia.doe.gov:8080/eia902/index.jsp Internet 100%

Figure 8. Form EIA-902 Annual Geothermal Heat Pump Manufacturers Survey Detail Pop-up Window

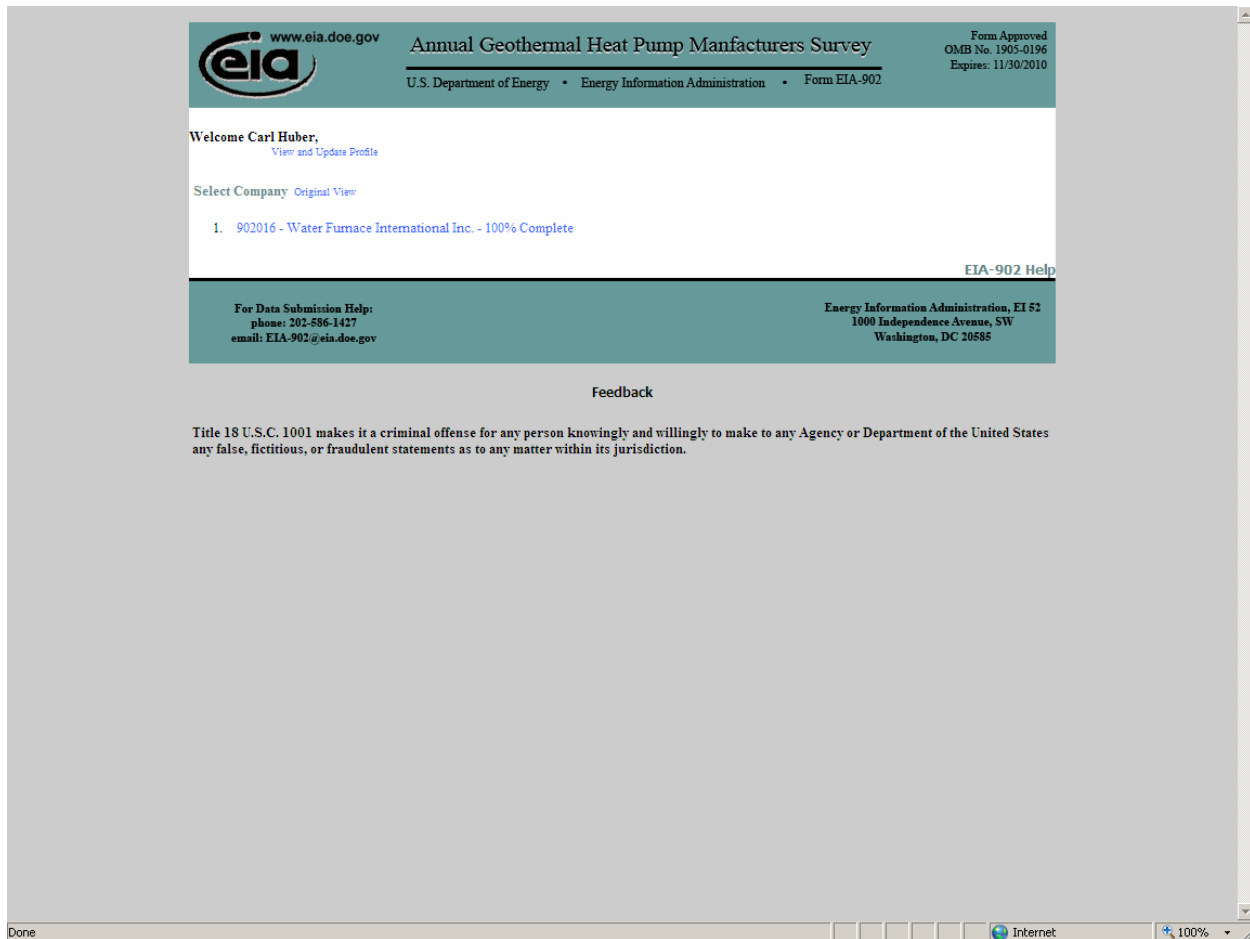


Figure 9. Form EIA-902 Company Text Only Detail Window

4.1. Company Detail Window

After clicking on a Company, the Section 1 and 2 page will appear (see Figure 10). This page contains all the data elements in section 1 and section 2 of the form.

This page contains tabs to access different sections of the form. Figure 10 shows the upper portion of the form. If the respondent's computer screen setting does not allow for a view of the entire form section on a single screen, the respondent can use the scrollbar located on the right side of the window to scroll down to the end of the displayed window. These tabs correspond to the areas found on the printed version of the form. If a certain section is not required for a particular operation, that portion of the form will be read-only and shaded. A glossary is available for keywords in the form. Each keyword is highlighted in blue. To access the glossary, the user will move the mouse over the blue text. The text will turn red and an underline will appear beneath the text. The user will click on the text and a window will appear explaining the meaning. Each page has a link to go back to the main report page and link for form instructions.

4.2. Section 1 and 2 Tab.

The user will enter all the information pertinent to the company shipments by calendar year. If the company address information needs to be updated, the user should update the information on in Section 1. Follow the instruction on this screen to change the company name. The user selects in Section two of this screen answers to the survey questions displayed. If the user answered "Yes" to any part of question 2.1, please continue with your submission. If the user answered "No" to all parts of question 2.1, please complete question 2.2 and enter any comments regarding your submission on the Comments tab, then click the process tab to complete the submission.

The screenshot displays the 'Annual Geothermal Heat Pump Manufacturers Survey' web interface. At the top, the EIA logo and website URL (www.eia.doe.gov) are visible, along with the U.S. Department of Energy and Energy Information Administration branding. The survey title and form number (EIA-902) are prominently displayed. A navigation bar at the top allows users to move between sections (1 & 2, 3, 4.1-4.9, 4.10-4.12, 5, 6, Comments, Process). Below this, a summary table shows the current entry for the year 2006, company ID 902016, and company name 'Water Furnace International Inc.', with a 'Save' button. The main content area is divided into two sections: 'Section 1. Company Identification' and 'Section 2. Manufacturing Status'. Section 1 includes input fields for company name, address, city, state (a dropdown menu currently showing 'Indiana'), and zip code. A note below these fields instructs users to contact Susan Henry for name changes. Section 2 contains two questions (2.1 and 2.2) with dropdown menus for 'Yes' or 'No' answers. Question 2.1 asks about current manufacturing and shipping activities, while question 2.2 asks about future plans. A 'Click the next tab to continue with your submission.' message is centered below the questions. The footer provides contact information for data submission help and the Energy Information Administration.

Year	Company Id	Company Name	Save
2006	902016	Water Furnace International Inc.	

Section 1. Company Identification

Company Name: Water Furnace International Inc.
Address: 9000 Conservation Way
City, State, Zip: Fort Wayne, Indiana, 46809

Please contact Susan Henry, Survey Contact at Susan.Henry@eia.doe.gov to change company name.

Section 2. Manufacturing Status
Please refer to the "definitions" section in the instructions for key words

2.1 During the current reporting period, did your company:

- a. Manufacture and ship geothermal heat pumps? Yes
- b. Cease manufacturing but continue to ship geothermal heat pumps? No
- c. Import and ship geothermal heat pumps? Yes
- d. Manufacture and export geothermal heat pumps? Yes

Note: If you answered "Yes" to any part of question 2.1, please continue with your submission. If you answered "No" to all parts of question 2.1, please complete question 2.2 and enter any comments regarding your submission on the Comments tab, then click the process tab to complete your submission.

2.2 If you answered "No" to ALL parts of question 2.1, do you plan to manufacture, import, export, and ship geothermal heat pumps in the future? Yes

If Yes, when? (enter year) 1944

Click the next tab to continue with your submission.

EIA-902 Help

For Data Submission Help:
phone: 202-586-1427
email: EIA-902@eia.doe.gov

Energy Information Administration, EI 52
1000 Independence Avenue, SW
Washington, DC 20585

Figure 10. Section 1 and 2 Tab

4.3. Section 3 Tab.

The user will enter or indicate all pertinent data requested by the questions on this schedule as displayed in Figure 11. These questions related to Manufacturer and Market Data. The user may be required to use the scroll bar on the right hand side of the page in order to view and complete this section of this form

www.eia.doe.gov Annual Geothermal Heat Pump Manufacturers Survey Form Approved OMB No. 1905-0196 Expires: 11/30/2010
U.S. Department of Energy • Energy Information Administration • Form EIA-902 Home

Section 1 & 2 Section 3 Section 4.1 - 4.9 Section 4.10 - 4.12 Section 5 Section 6 Comments Process

Year	Company Id	Company Name	Save
2006	902016	Water Furnace International Inc.	

Section 3.0 Manufacturer and Marketing Data

3.1 Check the appropriate box or boxes to indicate all the geothermal heat pump-related activities in which your company engaged during the survey year.
Mark only those that apply to your geothermal heat pump-related activities.

- a. Geothermal heat pump manufacturing
- b. Geothermal heat pump or system design
- c. Prototype geothermal heat pump development
- d. Prototype systems development
- e. Wholesale distribution
- f. Retail distribution
- g. Installation
- h. Manufacture of system-components other than those used for geothermal heat pump assembly
- i. Other (describe)

3.2 If you are planning to introduce a new geothermal heat pump-related product in the next calendar year, please check the appropriate box.

- a. ARI-320 Water-Source Heat Pumps
- b. ARI-325 Ground Water-Source Heat Pumps
- c. ARI-330 Ground Source Closed-Loop Heat Pumps
- d. ARI-870 Direct Geoexchange Heat Pumps
- e. Other (describe)
- f. NA

3.3 Please enter the number of person-years expended in your company in geothermal heat pump-related activities during the survey year.
(Please enter person-years, for clarification of "person-year" see the instructions.)

3.4 What percentage of your company's total sales revenue do geothermal heat pump-related activities compose?

EIA-902 Help

For Data Submission Help: 1-800-255-1437 Energy Information Administration, EI 52
1000 Independence Avenue, SW

Done Internet 100%

Figure 11. Section 3 Tab

4.4. Section 4.1 to 4.9 Tab

The respondent will enter all information pertaining to the company's Geothermal Heat Pump activity as listed in Figure 12. This tab corresponds to Section 4 of the form, questions 4.1 through 4.9. The user will be required to use the scroll bar on the right hand side of the page in order to view and complete the entire section of this form.

www.eia.doe.gov Annual Geothermal Heat Pump Manufacturers Survey Form Approved OMB No. 1905-0196 Expires: 11/30/2010

U.S. Department of Energy • Energy Information Administration • Form EIA-902 Home

Section 1 & 2 Section 3 Section 4.1 - 4.9 Section 4.10 - 4.12 Section 5 Section 6 Comments Process

Year 2006 Company Id 902016 Company Name Water Furnace International Inc. Save

4.0 Geothermal Heat Pump Shipment Data

For each type of geothermal heat pump manufactured or imported, and shipped enter the data for this reporting period.

Item	Type of Heat Pump ISO-12256-1 ¹					Total Geothermal Heat Pumps (f) Total = (b)-(c)-(d)-(e)
	ARI-320 Total ² (a)	ARI-320 GHP Only ³ (b)	ARI-326/330 (c)	ARI-870 (d)	Other (Non-ARI Rated) (e)	
4.1 Number of Heat Pumps	25,000	3	3	3	3	12
4.2 Total GHP Shipments (total rated capacity in tons)		60,000	60,000	60,000	6,555	186,555
4.3 Total Value of GHP Shipments (dollars)		3	3	3	3	12
4.4 Average Cooling (EER)		3	3	3	3	
4.5 Average Heating (COP)		3	3	3	3	
4.6 Domestic Shipments by Sector (total rated capacity in tons)						
1. Residential		1	1	1	1	4
2. Commercial		1	1	1	1	4
3. Industrial		1	1	1	1	4
4. Electric Power		1	1	1	1	4
5. Transportation		1	1	1	1	4
6. Total domestic shipments by sector ⁴		5	5	5	5	20
4.7 Domestic Shipments by End Use (total rated capacity in tons)						
1. Hot Water		1	1	1	1	4
2. Ice Melt		1	1	1	1	4
3. Pool Heating		1	1	1	1	4
4. Process Hot and Cool Water		1	1	1	1	4
5. Space Heating and Cooling		1	1	1	1	4
6. Triple Function: Heating, Cooling, and Hot Water		1	1	1	1	4

Figure 12. Section 4.1 to 4.9 Tab

4.5. Section 4.10 to 4.12 Tab

The respondent will enter all pertinent information on geothermal heat pump manufactured by the company, including country (ies) of origin for imports and country (ies) of destination for exports from Section 4.1 which were shipped.

The user may delete, add or save additional lines of geographic information for questions 6.1 and 6.2 using the buttons indicated on the form. For example, the user may add additional lines of geographic data by selecting the add button. Multiple lines can be added by increasing the number of lines to be added in the box next to the add button. The user may delete a line or multiple lines of geographic information by checking the box on the line under the column header delete and selecting the delete button. The user may save changes by selecting the save button. Any additions, deletions or changes to information must be saved prior to exiting the schedule.

The user will be required to use the scroll bar on the right hand side of the page in order to view and complete the entire section of this form including section 4.12.

The screenshot displays the 'Annual Geothermal Heat Pump Manufacturers Survey' form. At the top, it includes the EIA logo, the website 'www.eia.doe.gov', and the U.S. Department of Energy logo. The form is titled 'Annual Geothermal Heat Pump Manufacturers Survey' and includes the text 'Form Approved OMB No. 1905-0196 Expires: 11/30/2010'. The navigation tabs are: Section 1 & 2, Section 3, Section 4.1 - 4.9, Section 4.10 - 4.12 (selected), Section 5, Section 6, Comments, and Process.

Below the navigation tabs, there is a header section with the following information:

Year	Company Id	Company Name	Save
2006	902016	Water Furnace International Inc.	

The main content area is divided into three sections:

4.10 List of Country(ies) of Origin of Imports in 4.8(f) and Shipments (total rated capacity in tons)

Delete?	Country Name	Shipments (Tons)
1. <input type="checkbox"/>	Algeria	5
2. <input type="checkbox"/>	Anguilla	5
Total:		10

Buttons: Delete, Save, Add, 1

4.11 List of Country(ies) of Destination for Exports in 4.9 (f) and Shipments (total rated capacity in tons)

Delete?	Country Name	Shipments (Tons)
1. <input type="checkbox"/>	Andorra	5
2. <input type="checkbox"/>	Anguilla	5
3. <input type="checkbox"/>	Antigua and Barbuda	453
Total:		463

Buttons: Delete, Save, Add, 1

4.12 Domestic Shipments by Customer Type (total rated capacity in tons)

Tons (Domestic Shipments)

0.000

Figure 13. Section 4.10 to 4.12 Tab

4.6. Section 5 Tab

The respondent will enter all information pertaining to the company's Geothermal Heat Pump systems data as listed in Figure 14.

The screenshot shows the 'Annual Geothermal Heat Pump Manufacturers Survey' web form. The header includes the EIA logo, the website URL 'www.eia.doe.gov', the title 'Annual Geothermal Heat Pump Manufacturers Survey', and the U.S. Department of Energy logo. It also states 'Form Approved OMB No. 1905-0196 Expires: 11/30/2010' and 'Form EIA-902'. A navigation bar contains tabs for 'Section 1 & 2', 'Section 3', 'Section 4.1 - 4.9', 'Section 4.10 - 4.12', 'Section 5' (which is selected), 'Section 6', 'Comments', and 'Process'. Below the navigation bar is a table with the following data:

Year	Company Id	Company Name	Save
2006	902016	Water Furnace International Inc.	

The main content area is titled '5.0 Systems Data' and contains three questions with input fields:

- 5.1 Of the geothermal heat pump shipments reported in question 4.2 (f), how many complete systems were shipped (number of systems)
- 5.2 Of the geothermal shipments reported in question 4.2 (f), enter the total rated capacity that was sold as part of complete systems (tons)
- 5.3 What was the value of complete systems shipped in question 5.1 (dollars)?

At the bottom of the form, there is a footer with contact information for data submission help and the Energy Information Administration. The browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Figure 14. Section 5 Tab

4.7. Section 6 Tab

The respondent will enter all information pertaining to the company's Geothermal Heat Pump geographic data as listed in Figure 15.

The user should enter for section 6.1 each state/U.S. territory or possession in which the reporting company manufactured/imported. Report the total geothermal heat pumps shipments (total rated capacity in tons) in item 4.2(f) that reporting company manufactured in the State/U.S. territory or possession. If some geothermal heat pumps were imported from another country, please select Imported and enter the total rated capacity. Report details about the country of import in question 4.10.

The user should enter for section 6.2 each State/U.S.Territory or possession in which the reporting company shipped/exported. Report the total geothermal heat pumps shipment (total rated capacity in tons) in item 4.2(f) that reporting company shipped to the State/U.S. territory. This indicates shipments to State/U.S. territory or possession which the reporting company shipped/exported. If some geothermal heat pumps were exported to another country, please select Exported and indicate the total rated capacity exported. Report details about the country of export in question 4.11

The user may delete, add or save additional lines of geographic information for questions 6.1 and 6.2 using the buttons indicated on the form. For example, the user may add additional lines of geographic data by selecting the add button. Multiple lines can be added by increasing the number of lines to be added in the box next to the add button. The user may delete a line or multiple lines of geographic information by checking the box on the line under the column header delete and selecting the delete button. The user may save changes by selecting the save button. Any additions, deletions or changes to information must be saved prior to exiting the schedule.

The user will be required to use the scroll bar on the right hand side of the page in order to view and complete the entire section of this form.

www.eia.doe.gov **Annual Geothermal Heat Pump Manufacturers Survey** Form Approved
 OMB No. 1905-0196
 Expires: 11/30/2010
 U.S. Department of Energy • Energy Information Administration • Form EIA-902 Home

Section 1 & 2 Section 3 Section 4.1 - 4.9 Section 4.10 - 4.12 Section 5 Section 6 Comments Process

Year Company Id Company Name Save
 2006 902016 Water Furnace International Inc.

6.0 Geographic Data

6.1 Please enter each state/U.S. territory or possession in which you manufactured/imported. Report the total geothermal heat pumps shipments (total rated capacity in tons) in item 4.2(f) that your company manufactured in the State/U.S. territory or possession. If some geothermal heat pumps were imported from another country, please select Imported and enter the total rated capacity. Report details about the country of import in question 4.10

Delete?	State Name	Geothermal Heat Pumps Imported or Manufactured in the State (Tons)
1. <input type="checkbox"/>	Florida	160,651
2. <input type="checkbox"/>	Hawaii	345
3. <input type="checkbox"/>	Alaska	25,235
Total:		186,231

Delete Save Add 1

6.2 Please enter each State/U.S. Territory or possession in which you shipped/exported. Report the total geothermal heat pumps shipment (total rated capacity in tons) in item 4.2(f) that your company shipped to the State/U.S. territory. This indicates shipments to State/U.S. territory or possession. If some geothermal heat pumps were exported to another country, please select Exported and indicate the total rated capacity exported. Report details about the country of export in question 4.11.

Delete?	State Name	Geothermal Heat Pumps Exported or Shipped to a State (Tons)
1. <input type="checkbox"/>	Alabama	2,342
2. <input type="checkbox"/>	New Mexico	346
3. <input type="checkbox"/>	Puerto Rico	346
Total:		3,034

Done Internet 100%

Figure 15. Section 6 Tab

4.8. Comments Tab

The user should enter all comments that relate to the submission of this form in the screen represented by Figure 16.

The screenshot shows a web browser window displaying the 'Annual Geothermal Heat Pump Manufacturers Survey' form. The page header includes the EIA logo, the website URL 'www.eia.doe.gov', and the title 'Annual Geothermal Heat Pump Manufacturers Survey'. It also states 'U.S. Department of Energy • Energy Information Administration • Form EIA-902' and 'Form Approved OMB No. 1905-0196 Expires: 11/30/2010'. A 'Home' link is present in the top right.

The navigation menu includes tabs for 'Section 1 & 2', 'Section 3', 'Section 4.1 - 4.9', 'Section 4.10 - 4.12', 'Section 5', 'Section 6', 'Comments', and 'Process'. The 'Comments' tab is currently selected.

Below the navigation menu, a table displays the following information:

Year	Company Id	Company Name
2006	902016	Water Furnace International Inc.

A 'Save' button is located to the right of the table.

Below the table, there is a 'Comments:' label followed by a large text input area. The text 'testr4' is entered into this field.

At the bottom of the form, there is an 'EIA-902 Help' link. Below the form, contact information is provided:

For Data Submission Help:
phone: 202-586-1427
email: EIA-902@eia.doe.gov

Energy Information Administration, EI 52
1000 Independence Avenue, SW
Washington, DC 20585

The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom level.

Figure 16. Comments Tab

4.9. Process Tab

The process tab (Figure 17) is the location where the respondent can submit the final form. There are several sections worth mentioning on this tab. By clicking the Preview link, the respondent can view a printable version of the complete form. After previewing the report, the respondent can print the form by selecting File and then Print from the browser's tool bar. There is also a link for running the tier two edits referenced in the Overview Section of this manual. By clicking on the view edits link a new window is opened, allowing the respondent to view data errors in the submission via an error report. An example error report is shown in Figure 18. The user may be required to use the scroll bar on the right hand side of the page in order to view the complete error report.

To submit the completed report all edits must be resolved as referenced in the Overview Section of this manual. The respondent clicks the Final Submission button on the middle left side of the window. This button will only be available to the user after all edits are resolved.

After submission, the respondent will receive an acknowledgement e-mail from EIA, indicating that the data have been received. The application will then return to the main window. After opening the Company pop up window, the percentage of completion for this form should show 100 percent. The form has been completed and the respondent may exit the application or continue filling out additional forms for other Company Ids.

www.eia.doe.gov **Annual Geothermal Heat Pump Manufacturers Survey** Form Approved
 OMB No. 1905-0196
 Expires: 11/30/2010
 U.S. Department of Energy • Energy Information Administration • Form EIA-902 Home

Section 1 & 2 Section 3 Section 4.1 - 4.9 Section 4.10 - 4.12 Section 5 Section 6 Comments Process

Year	Company Id	Company Name	Save
2006	902016	Water Furnace International Inc.	

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

[Click Here to review edits](#)
 There are 16 edits in this submission. This submission will not be processed until all edits have been resolved or an explanation is provided.

[Finalize Submission](#)

Send current data to the Energy Information Administration. Only one submission per Company id will be accepted. Please contact Sue Henry, Survey Contact at Susan.Henry@eia.doe.gov or 202-586-7574 for any revisions or questions about this submission.

[EIA-902 Help](#)

For Data Submission Help:
 phone: 202-586-1427
 email: EIA-902@eia.doe.gov

Energy Information Administration, EI 52
 1000 Independence Avenue, SW
 Washington, DC 20585

Done Internet 100%

Figure 17. Process Tab

http://engdev3.eia.doe.gov:8080/ - EIA-902 Edit Log - Windows Internet Explorer

File Edit View Favorites Tools Help

www.eia.doe.gov Annual Geothermal Heat Pump Manufacturers Survey

Form Approved OMB No. 1905-0196 Expires: 11/30/2010

U.S. Department of Energy • Energy Information Administration • Form EIA-902

Year	Company Id	Company Name
2006	902016	Water Furnace International Inc.

EIA-902 Edit Report

Edit 1: Section 4.1 Total Number of Heat Pumps: Total: Column (f) must equal sum of Column(a) - Column(h)
[Click Here](#) To goto the error and close the edits window. **Current Value:** 12
 Click here to override the above edit.

Edit 2: Section 4.6 (6) Market Sector Total: Column (b) must equal Total GHP Shipments (total rated capacity in tons) Column (b)
[Click Here](#) To goto the error and close the edits window. **Current Value:** 5
 Click here to override the above edit.

Edit 3: Section 4.6 (6) Market Sector Total: Column (c) must equal Total GHP Shipments (total rated capacity in tons) Column (c)
[Click Here](#) To goto the error and close the edits window. **Current Value:** 5
 Click here to override the above edit.

Edit 4: Section 4.6 (6) Market Sector Total: Column (d) must equal Total GHP Shipments (total rated capacity in tons) Column (d)
[Click Here](#) To goto the error and close the edits window. **Current Value:** 5
 Click here to override the above edit.

Start Microsoft Outlook EIA902 - Process - Win... http://engdev3.eia... EIA-902 User's Manual... EIA-63a User's Manual... EIA-63a User's Manual... 11:11 AM

Figure 18. Error Report