Tips Sheet for Form EIA–423

I. Survey Contacts:

Report the contact information of two people who can be contacted with questions about this form. The primary contact is the person who files the form. It is recommended that the second contact be in a *supervisory* position.

II. Reporting Month:

Make sure the appropriate month is showing on your screen.

III. Combined Heat and Power (Cogenerator):

If the CHP designation is incorrect, contact the survey manager directly.

IV. Purchase Type:

Report the correct purchase type:
For Coal and Petroleum: C, NC, or S
For Gas: F, S, or I

V. Expiration Date:

Enter the month and the year the contract expires. Leave it blank for spot purchases. Example: 0105

VI. Fuel:

Enter the fuel received at the plant using the energy source code. Example: BIT – Bituminous coal; NG – Natural Gas

VII. Coal Mines Only:

Type: Enter 'S' for Surface, 'U' for Underground, or 'S/U' or 'U/S' for a blend of Underground and Surface coal. 'S/U' or 'U/S' will result in a 0.67/0.33 allocation.
State: Enter the USPS abbreviation for State. Example: WV for West Virginia.
County: Enter the three-digit FIPS county code. Enter '999' for imported coal. Example: 041 for Lewis County of West Virginia. If you don't know the code, double click on the space and a list of counties and their codes will appear.

VIII. Supplier:

   Coal: Enter the name of the company, broker, or mine. Example: Reliant Energy
   Oil: Enter the name of the company or broker.
   Gas: Enter the name of the pipeline, distributor, broker, or producer.

IX. Quantity Received:

   Coal: To be reported in Tons.
   Oil: To be reported in Barrels.
   Gas: To be reported in thousands of Cu Ft. (MCF). (Do not report in Cu. Ft. or Million Btus purchased.)

X. BTU Content:

   Coal: To be reported in MMBtu/Ton. (Do not report in Pounds.)
   Oil: To be reported in MMBtu/Barrel. (Do not report in Gallons.)
   Gas: To be reported in MMBtu/MCF. (Do not report in Cu. Ft.)

XI. Sulfur Content:

   Enter sulfur content (show to nearest 0.01%) for all fuels except Gas. Example: 1.66 for BIT Coal.

XII. Ash Content:

   Enter ash content (show to nearest 0.01%) for all fuels except Gas. Example: 8.71 for BIT Coal.

XIII. Fuel Cost:

   To be reported in **cents** per million Btu to nearest 0.1 cents. Example: 157.7 cents for BIT Coal. **Do not report in dollars/MMBtu**. (The cost includes all commodity, freight, taxes, and other costs incurred in the delivery of fuel to the plant. It does not include unloading costs. A current month fuel cost should reflect only costs associated with the current month fuel deliveries and should exclude deliveries to off-site storage areas. Refer to the instructions for further important details.)

XIV. Footnotes:

   Add any comments/footnotes. If this submission is a revision to a previous month, indicate in this section (1) that it is a *revision*, (2) the *month* that is being revised, (3) *what* has been revised, and (4) the *date* of the revision. If there is a tolling agreement in place, report the name of the tolling company and their contact's name and email address or phone number in this section.