

<p><b>U.S. Department of Energy Energy Information Administration Form EIA-920 (2004/2005)</b></p>	<p><b>COMBINED HEAT AND POWER PLANT REPORT INSTRUCTIONS</b></p>	<p><b>Form Approval OMB No. 1905-0129 Approval Expires: 11/30/2007</b></p>
<p><b>PURPOSE</b></p>	<p>Form EIA-920 Combined Heat and Power Plant Report collects information from combined heat and power (CHP) plants in the United States. Data collected on this form include electric power generation, fuel consumption, fuel heat content, and fossil fuel stocks. These data are used to monitor the status and trends of the electric power industry, and appear in many EIA publications, including: <i>Electric Power Monthly and Annual, Monthly and Annual Energy Reviews, Natural Gas Monthly and Annual, Quarterly Coal Report</i>, and the <i>Renewable Energy Annual</i>. Further information can be found at <a href="http://www.eia.doe.gov/fuelectric.html">http://www.eia.doe.gov/fuelectric.html</a>.</p>	
<p><b>REQUIRED RESPONDENTS</b></p>	<p>The Form EIA-920 is a mandatory report for combined heat and power plants that meet the following criteria: 1) a generating capacity of 1 megawatt (1,000 kW) or higher, and 2) are connected to the electric power grid. To lessen the reporting burden, a sample of CHP plants is collected on a monthly basis. CHP plants that are not selected to respond monthly must respond annually for the calendar year.</p>	
<p><b>RESPONSE DUE DATE</b></p>	<p><b>Monthly data</b> are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period. For example, if reporting data for July, the survey is due on August 31.</p> <p><b>Annual data</b> are due to EIA by March 30 following the close of the reporting year.</p>	
<p><b>METHODS OF FILING RESPONSE</b></p>	<p>Submit your data electronically using EIA's secure Internet Data Collection system (IDC). This system uses security protocols to protect information against unauthorized access during transmission.</p> <ul style="list-style-type: none"> <li>• If you have not registered with EIA's Single Sign-On system, send an e-mail requesting assistance to: <a href="mailto:EIA-920@eia.doe.gov">EIA-920@eia.doe.gov</a>.</li> <li>• If you have registered with Single Sign-On, log on at <a href="https://signon.eia.doe.gov/ssoserver/login">https://signon.eia.doe.gov/ssoserver/login</a></li> <li>• If you are having a technical problem with logging into the IDC or using the IDC contact the IDC Help Desk for further information. Contact the Help Desk at:  E-Mail: <a href="mailto:CNEAFhelpcenter@eia.doe.gov">CNEAFhelpcenter@eia.doe.gov</a>  Phone: 202-586-9595</li> </ul> <ul style="list-style-type: none"> <li>• If you need an alternate means of filing your response, contact the Help Desk.</li> </ul> <p>Retain a completed copy of this form for your files.</p>	
<p><b>CONTACTS</b></p>	<p><b>Internet System Questions:</b> For questions related to the Internet Data Collection system, see the help contact information immediately above.</p> <p><b>Data Questions:</b> For questions about the data requested on Form EIA-920, contact:</p> <p>Chris Cassar Telephone: (202) 586-5448 FAX: (202) 287-1943 Email: <a href="mailto:EIA-920@eia.doe.gov">EIA-920@eia.doe.gov</a></p>	

**GENERAL  
INSTRUCTIONS**

**REVISIONS TO FORM EIA-920**

Occasionally it may be necessary to revise or change information provided on form EIA-920. This may involve changes to information preprinted by EIA, or corrections to previously submitted data.

When a required change is for a month whose work is in progress, it can be made on-line using the Internet Data Collection system (IDC). Changes to earlier months can not be made on-line and must be submitted by e-mail or fax.

**Revisions to Preprinted Information:**

Much of the information on the form EIA-920 is provided by EIA in preprinted form. Please note that the preprinted **STATE CODE, PLANT NAME, and PLANT CODE** cannot be changed. For these changes to preprinted information you must call the EIA staff.

To correct other preprinted information take the following actions:

Log on to the IDC system. Revise the preprinted information. Save your changes using the save icon and resubmit them by clicking on the **SUBMIT** button.

**Data 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 a revision.

To revise or correct previously entered data take the following actions:

Log on to the IDC system. Re-key revised data. Save your changes using the save icon and resubmit them by clicking on the **SUBMIT** button.

**Revisions to Earlier Months:**

Please e-mail your revisions to [EIA-920@eia.doe.gov](mailto:EIA-920@eia.doe.gov), or send them by fax to (202) 287-1943.

**ITEM-BY-ITEM  
INSTRUCTIONS**

**Schedule 1. Identification**

**Survey Contacts**

Verify contact person and the contact person's supervisor's name, title, telephone number, fax number, and e-mail address. Corrections may be made by choosing the "Change Contact" button on Schedule 1, which takes you to a screen where you may delete and re-key the information.

**Report For**

Verify plant name and address. State codes are two-letter U.S. postal abbreviations. Provide any missing information and make needed corrections. Note that the plant ID code and plant name cannot be changed. Contact the survey manager to correct these fields.

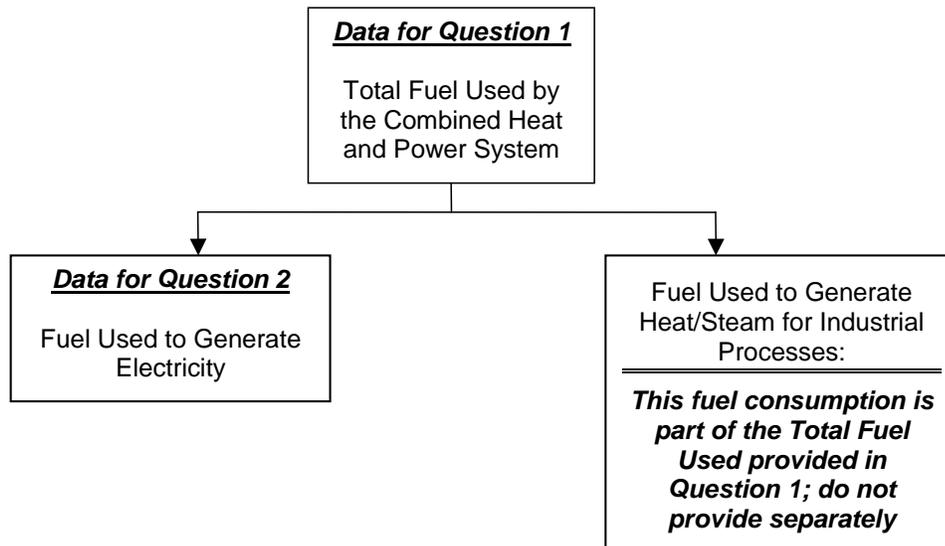
**Comment Section**

Use this section to provide footnotes or document unusual occurrences affecting the reported data. For example:

- A plant began to use several new fuels during the month and there are not enough blank lines provided;
- Unusual occurrences that significantly altered the operations of the plant (e.g., scheduled and unscheduled outages, weather);
- Explanations and revisions from the previous reporting period;
- Transfer of stocks or inventory adjustments; and/or
- Values that had to be estimated due to equipment failure or other factors.

**ITEM-BY-ITEM  
INSTRUCTIONS**

**Data Schematic for Schedule 2**



**ITEM-BY-ITEM  
INSTRUCTIONS**

continued

**Schedule 2. Fuel Use and Generation**

**Plant Name, Plant ID, State, Reporting Month and Year (or Year Only)**

Verify the preprinted information for these three items at the top of the page.

**2.1. Total Fuel Used by the Combined Heat and Power (Cogeneration) System**

Report only for systems that produce or are capable of producing electricity.

**Energy Source**

- If your plant uses an energy source that is not preprinted, add the energy source code.
- Energy source codes and descriptions are located on pages 8 and 9 of these instructions.
- If a preprinted energy source is never used, call EIA for help to delete the energy source code.
- Include start-up and flame stabilization fuels.

**Amount**

- Report actual values or, if necessary, report estimated values and state in the Comment Section of Schedule 1 that the value is an estimate.
- **ENTER ZERO when a fuel source had no consumption for the reporting period. Do not leave a cell blank.** A blank cell will be interpreted as a non-response and may trigger a follow-up phone call to you from EIA.

**Type of Physical Units**

Fuel consumption must be reported in the following units:

- Solids – Tons
- Liquids – Barrels (one barrel equals 42 U.S. gallons)
- Gases – Thousand cubic feet

**Heat Value per Unit of Fuel**

- Enter the gross or higher heating value (HHV) per unit of fuel as burned. See the glossary for the definition of HHV. See the table of typical ranges for heating values for each fuel (pages 8 and 9).
- If the reported value falls outside of the range, please provide an explanation in the Comment Section of Schedule 1.
- If the fuel heat value cannot be reported "as burned," use the heat value on an "as received" basis. If this is the case, please state so in the Comment Section of Schedule 1.

**ITEM-BY-ITEM  
INSTRUCTIONS**  
**continued**

**2.2. Fuel Used to Generate Electricity by Each Type of Prime Mover**

Prime movers are devices that convert fuel or heat energy into mechanical energy. Examples include steam turbines, combustion turbines, reciprocating engines, and water turbines.

**Prime Mover Type**

If the preprinted prime mover code is incorrect, delete the code and choose the correct prime mover code from the prime mover table on page 7.

If you need to add a prime mover code, choose a code from the prime mover table on page 7.

**Total Electricity Generated**

- Report the total electricity generated by all prime movers of the same type.
- Data must be reported in megawatthours (MWh), rounded to whole numbers.
- Combined Cycle Units: Report generation for the combustion turbine (CT) and the steam turbine (CA) separately.

**Fuel Used to Generate Electricity for Prime Mover During Reporting Period**

**Energy Source**

- If the preprinted fuel type is never used, call EIA for help to delete the code and choose the correct code(s).
- Energy source codes and descriptions are located on pages 8 and 9 of these instructions. Use the Comment Section of Schedule 1 to specify or describe fuels reported as "Other" fuels.
- If you need to add an energy source code, choose a new code from the table on pages 8 and 9.
- Include start-up and flame stabilization fuels.
- Combined Cycle Units: Report fuel consumption for the combustion turbine (CT) and the steam turbine (CA) separately. Report supplemental firing fuels in duct burners and/or auxiliary boilers under steam turbine code (CA).

**Amount**

- Report actual values or, if necessary, report estimated values and state in the Comment Section of Schedule 1 that the value is an estimate.
- **ENTER ZERO when a fuel source had no fuel consumption for the reporting period. Do not leave a blank.** A blank will be interpreted as a non-response and may trigger a follow-up phone call to you from EIA.

**Type of Physical Units:**

Fuel consumption must be reported in the following units:

- Solids – Tons
- Liquids – Barrels (one barrel equals 42 U.S. gallons)
- Gases – Thousand cubic feet

**ITEM-BY-ITEM  
INSTRUCTIONS**

continued

**Schedule 3. Stocks at End of Calendar Month**

- Report fuel stocks ONLY for the following fuels and ONLY for stocks held for use in the combined heat and power system:
  - Coal
  - Residual oil (No. 5 and No. 6 fuel oils)
  - Distillate-type oils (including diesel oil, No.2 oil, jet fuel and kerosene)
  - Petroleum coke
- Include back up fuels.
- Include start-up and flame stabilization fuels.
- Do not report stocks for waste coal, natural gas or wood waste.
- Report stocks at the plant level.
- **ENTER ZERO if a plant has no stocks. Do not leave any cell blank.**
- Stocks held off-site that cannot be assigned to an individual plant are to be reported as stocks held at a central storage site. Each central storage site must be reported separately. New sites should be indicated in the Comment Section, located on page 1 of the form.

**Energy Source**

If a fuel that you stock is not preprinted, add the energy source code from the table on pages 8 and 9.

**Amount in Physical Units**

Report actual values or, if necessary, report estimated values and state in the Comment Section of Schedule 1 that the value is an estimate.

**Type of Physical Units:**

Stocks must be reported in the following units:

- Coal and Petroleum Coke – Tons
- Fuel oils – Barrels (one barrel equals 42 U.S. gallons)

**Schedule 4. Annual Source and Disposition of Electricity**

This schedule is filed **annually** and includes annual total data (no monthly detail).

- *If you file the EIA-920 monthly, fill out this schedule **only** when you submit data for December.*
- *If you file the EIA-920 annually, fill out this schedule when you submit your other data due by March 1 of the year following the reporting year.*

Report all generation in megawatthours rounded to a whole number.

**4.1. Electricity Sources**

**ITEM-BY-ITEM  
INSTRUCTIONS**  
continued

**Gross Generation:**

- Report the total gross generation of all prime movers in the plant.

**Other Incoming Electricity:**

- Report all incoming electricity to the facility, whether from purchases, tolling agreements, transfers, exchanges or other arrangements.

**Total Sources:**

- Enter the sum of the total gross electricity generated plus the total incoming electricity. This entry must equal **Total Disposition** (see below).

**4.2. Electricity Disposition**

**Station Use:**

- Station Use is electricity that is used to operate an electric generating plant, including electricity used in the operation, maintenance, or repair of the facility (e.g., for heating, lighting, and office facilities), regardless of whether the electricity is produced at the plant or comes from another source. Station use does not include any electricity converted and stored at an energy storage plant (such as electricity used for pumping at a hydro pumped storage plant), nor direct use at a CHP plant.
- Report the total station use by the plant, regardless of whether the energy is produced at the plant or comes from another source. Also include unaccounted for losses in this category.

**Direct Use:**

- Report the total amount of self-generated electricity consumed at the facility by the facility's manufacturing or service process.

**Total Facility Use:**

- Total Facility Use is the sum of Station Use and Direct Use. NOTE: if your record keeping does not differentiate between Station use and Direct use, and if you are unable to estimate these values, then leave blank the entries for Station Use and Direct Use, and enter only the value for Total Facility Use.

**Retail Sales to Ultimate Customers:**

- Report the amount of electricity sold, or otherwise provided, to retail customers.
- Also report here any unbilled electricity provided to affiliated and non-affiliated entities, excluding power provided as part of a tolling arrangement.

**Sales for Resale:**

- Report the amount of electricity sold for resale (wholesale sales).

**Other Outgoing Electricity**

- Report all other outgoing electricity from the facility, such as, tolling agreements, transfers, and exchanges.

**Total Disposition:**

- Report the sum of station use, direct use, retail sales, sales for resale, and other outgoing electricity.
- This entry must equal **Total Sources** (see above).

ENERGY SOURCE CODES AND HEAT CONTENT	"Higher Heating Value" Range					Energy Source Description
	Energy Source Code	Unit Label	MMBtu Lower	MMBtu Upper		
	Fossil Fuels					
<b>Coal and Syncoal</b>	BIT	tons	20	29	Anthracite Coal and Bituminous Coal	
	LIG	tons	10	14.5	Lignite Coal	
	SC	tons	10	35	Coal-based Synfuel. Including briquettes, pellets, or extrusions, which are formed by binding materials or processes that recycle materials.	
	SUB	tons	15	20	Subbituminous Coal	
	WC	tons	6.5	16	Waste/Other Coal. Including anthracite culm, bituminous gob, fine coal, lignite waste, waste coal.	
<b>Petroleum Products</b>	DFO	barrels	5.5	6.2	Distillate Fuel Oil. Including Diesel, No. 1, No. 2, and No. 4 Fuel Oils.	
	JF	barrels	5	6	Jet Fuel	
	KER	barrels	5.6	6.1	Kerosene	
	PC	tons	24	30	Petroleum Coke	
	RFO	barrels	5.8	6.8	Residual Fuel Oil. Including No. 5, No. 6 Fuel Oils, and Bunker C Fuel Oil.	
	WO	barrels	3.0	5.8	Waste/Other Oil. Including Crude Oil, Liquid Butane, Liquid Propane, Oil Waste, Re-Refined Motor Oil, Sludge Oil, Tar Oil, or other petroleum-based liquid wastes.	
<b>Natural Gas and Other Gases</b>	BFG	Mcf	0.07	0.12	Blast Furnace Gas	
	NG	Mcf	0.8	1.1	Natural Gas	
	OG	Mcf	0.32	3.3	Other Gas Specify in Comment Section of Schedule 1	
	PG	Mcf	2.5	2.75	Gaseous Propane	
	Renewable Fuels					
<b>Solid Renewable Fuels</b>	AB	tons	9	18	Agricultural Crop Byproducts/Straw/Energy Crops	
	MSW	tons	9	12	Municipal Solid Waste	
	OBS	tons	8	25	Other Biomass Solids Specify in Comment Section	
	TDF	tons	16	32	Tire-derived Fuels	
	WDS	tons	7	18	Wood/Wood Waste Solids. Including paper pellets, railroad ties, utility poles, wood chips, bark, & wood waste solids.	
	"Higher Heating Value" Range					

**ENERGY SOURCE  
CODES AND HEAT  
CONTENT**

Continued

Energy Source Code	Unit Label	MMBtu Lower	MMBtu Upper	Energy Source Description	
Renewable Fuels continued					
<b>Liquid Renewable (Biomass) Fuels</b>	OBL	barrels	3.5	4	Other Biomass Liquids. Specify in Comment Section of Schedule 1
	SLW	tons	10	16	Sludge Waste
	BLQ	tons	10	14	Black Liquor
	WDL	barrels	8	14	Wood Waste Liquids excluding Black Liquor. Includes red liquor, sludge wood, spent sulfite liquor, and other wood-based liquids.
<b>Gaseous Renewable (Biomass) Fuels</b>	LFG	Mcf	0.3	0.6	Landfill Gas
	OBG	Mcf	0.36	1.6	Other Biomass Gas. Includes digester gas, methane, and other biomass gasses. Specify in Comment Section of Schedule 1
<b>All Other Renewable Fuels</b>	SUN	N/A	0	0	Solar
	WND	N/A	0	0	Wind
	GEO	N/A	0	0	Geothermal
	WAT	N/A	0	0	Water at a Conventional Hydroelectric Turbine
All Other Fuels					
<b>All Other Fuels</b>	PUR	N/A	0	0	Purchased Steam
	WH	N/A	0	0	Waste heat not directly attributed to a fuel source. WH should only be reported where the fuel source for the waste heat is undetermined, and for combined cycle steam turbines that do not have supplemental firing.
	OTH	N/A	0	0	Specify in Comment Section of Schedule 1

**Prime Mover Type Prime Mover Description**

- CA \_\_\_\_\_ Combined Cycle – Steam Part
- CE \_\_\_\_\_ Compressed Air Energy Storage
- CS \_\_\_\_\_ Combined Cycle Single Shaft – Combustion turbine and steam turbine share a single generator
- CT \_\_\_\_\_ Combined Cycle Combustion – Turbine Part
- FC \_\_\_\_\_ Fuel Cell
- GT \_\_\_\_\_ Combustion (Gas) Turbine (Including jet engine design)
- HY \_\_\_\_\_ Hydraulic Turbine (Including turbines associated with delivery of water by pipeline)
- IC \_\_\_\_\_ Internal Combustion (diesel, piston) Engine
- PS \_\_\_\_\_ Hydraulic Turbine – Reversible (pumped storage)
- BT \_\_\_\_\_ Turbines Used in a Binary Cycle (such as used for geothermal applications)
- PV \_\_\_\_\_ Photovoltaic
- ST \_\_\_\_\_ Steam Turbine (Including nuclear, geothermal and solar steam, excluding combined cycle)
- WT \_\_\_\_\_ Wind Turbine
- OT \_\_\_\_\_ Other – Specify in Comment Section of Schedule 1

**PRIME MOVER  
TYPE CODES**

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<p><b>GLOSSARY</b></p>	<p>The glossary for this form is available online at the following URL: <a href="http://www.eia.doe.gov/glossary/index.html">http://www.eia.doe.gov/glossary/index.html</a></p>	
<p><b>SANCTIONS</b></p>	<p>The timely submission of Form EIA-920 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations, which may result in 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 these reporting requirements. <b>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.</b></p>	
<p><b>REPORTING BURDEN</b></p>	<p>Public reporting burden for this collection of information is estimated to average 1.3 hours per response for monthly respondents and 1.9 hours per response for annual respondents, 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, Statistics and Methods Group, EI-70, 1000 Independence Avenue S.W., Forrestal Building, Washington, D.C. 20585-0670; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503. A person is not required to respond to the collection of information unless the form displays a valid OMB number.</p>	
<p><b>PROTECTED INFORMATION</b></p>	<p>All information other than the Stocks (Schedule 3) information reported on Form EIA-920 will not be treated as protected and may be publicly released in identifiable form. In addition to the use of the information by EIA for statistical purposes, the information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.</p> <p>The "Stocks at End of Reporting Period" information (Schedule 3) reported on Form EIA-920 will be protected 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 Department of Energy regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.</p> <p>The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported 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 Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.</p> <p>Disclosure limitation procedures are applied to the statistical data published from Form EIA-920 protected survey information to ensure that the risk of disclosure of identifiable information is very small.</p>	