



*Independent Statistics & Analysis*

U.S. Energy Information  
Administration

## **Form EIA-7A Users Manual**

*Annual Coal Production and Preparation Report*

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## Document History

Number	Date	Section	Description
1	February 2012		Document initiation

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### Project References:

- Coal Internet Data Collection (CIDC) User's Manual, September 2007

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# 1. General System Overview

## 1.1 System Overview

The Form EIA-7A (EIA-7A), "Coal Production and Preparation Report," collects data on coal production operations, locations, productive capacities, coal beds mined, reserves, and disposition (volumes and revenues received). For coal preparation, information collected includes operations, locations, productive capacity, disposition, and coal prepared. The information is disseminated in EIA reports and analyses used by Congress, State and local officials, public- and private-sector analysts, and the general public. Respondents are all coal mining companies that owned a mining operation which produced and/or processed or prepared 25,000 or more short tons of coal during the report year. Standalone facilities (e.g., preparation plant/tipple/loading/dock/train loadout) that worked 5,000 or more hours during the report year must also submit this form

Data from the Form EIA-7A appear in the various EIA publications and are used in coal industry analyses and in short-term modeling efforts. Currently, there are approximately 1,279 respondents for the Form EIA-7A.

The EIA-7A data are submitted electronically through the Internet Data Collection (EIA7A-IDC) application. This application is a web-based, front end for the survey Form EIA-7A and provides an efficient and effective method for submitting respondent data via the internet. Upon submission, the EIA database is immediately updated with the respondent's current cycle data.

The EIA7A-IDC also performs three types of data editing as the respondents enter and submit their survey responses. The first type of edit is form validation which prevents the user entering incorrect or invalid data and/or data format. The second type of edit is a tier one edit. These edits are performed at the data field level and do not allow respondent to leave the data field until the data meet the edit criteria. Data errors are indicated with an informative message describing the type of error made. The third type of edit is a tier two edit. These edits are performed at the form level and their resolution is described in Section 4 of this document. The application allows users to save partially completed forms and submit their data during the specified time that the survey is open. Also, it provides a printer-friendly version of the on-line submission. When the response is received by EIA, an e-mail notification will be sent to the respondent indicating that their submission was successful.

Users of the EIA7A-IDC are classified as either survey form respondents or EIA survey staff (Survey Administrators.) Survey Administrators have greater access and capabilities within the system. They are able to query data, select current and past survey cycles, and select from all survey forms that have been submitted by survey form respondents. Survey form respondents are restricted to only latest open survey cycle and only the companies for which they are responsible for filing.

## 1.2 Project References

- Coal Internet Data Collection (CIDC) User's Manual, September 2007
- EIA Continuity of Operations Plan, December 21, 2005

## 1.3 Authorized Use Permission

Only users authorized by the system point of contact (POC) are allowed to use the EIA7A-IDC. Users requiring access should contact the POC (see Section 1.4).

## 1.4 Point of Contact

Primary POC: Paulette Young  
Phone: (202) 586-1719  
Email: paulette.young @eia.gov

## 1.5 Organization of Manual

This manual is organized into four major parts. These parts are:

- General Information – overview, references, POC
- System Summary – configuration, processing flows, access levels
- Getting Started – EIA SSO
- Using System – data entry, data editing, error correction

## 1.6 Acronyms and Abbreviations

Acronyms and abbreviations used in this document include:

- CIPSEA Confidential Information Protection and Statistical Efficiency Act
- COOP Continuity of Operations
- CUFS Corporate Unified Frame System
- EIA Energy Information Administration
- ERUS Office of Electricity, Renewables & Uranium Statistics
- Form EIA-7A Coal Production and Preparation Report
- EIA7A-IDC Form EIA-7A Annual Internet Data Collection Application
- FAQs Frequently Asked Questions
- CIDC Coal Internet Data Collection
- POC Point of Contact
- SSL Secure Socket Layering
- SSO Single Sign On System

## **2. System Summary**

### **2.1 System Configuration**

The Form EIA-7A is developed Java Development Kit 1.5. It resides on a web application server in the EIA Network Infrastructure. The system can be access via most popular web browsers and uses secure socket layer (SSL) at 128 bits for data transfer. The system is integrated with the Consolidated Unified Frame System (CUFS) for respondent information and survey cycle management, and the external Single Sign On System (SSO) for access and execution control.

### **2.2 Processing Flows**

The system is executed from SSO (described in Section 3). Through SSO, internal users and survey respondents are brought to the main SSO processing page which lists the survey systems that they have been authorized to access. CUFS and the CUFS Administrator control the survey cycle availability, read and write protection, and user access. (See CUFS User Guide for detailed explanation.) Selecting a survey from the main SSO processing page opens the corresponding processing system. For the EIA7A-IDC system, the user can then select the company and survey cycle for which they want to submit data.

### **2.3 Contingencies**

In the event of a major infrastructure failure, the EIA7A-IDC will function under EIA's Continuity of Operations (COOP) procedures as a core practice.

## 3. Getting Started

### 3.1 Logging In, Registration, SSO Profile Maintenance

Access to the EIA7A-IDC is controlled by the external Singles Sign On system (SSO). When a new user is identified, either internal or survey respondent, their contact information is entered into CUFS which triggers two emails to provide the requisite log on credentials. The first email contains a mail id. The second contains a secret code (Password) and instructions to establish an SSO user id and register for access to the EIA7A-IDC using the mail id and secret code. The CUFS procedures are documented in the CUFS User Guide.

After registration, the EIA7A-IDC is accessed by logging on to SSO which displays the EIA SSO welcome page and clicking on the EIA-7A link.

1. Enter the following URL into a web browser address box to bring up the EIA SSO Welcome page shown in Figure 1: <https://signon.eia.doe.gov/ssoserver/login>.

(The minimum computer requirements to run SSO are Internet Explorer (IE) 7.0 or higher or Mozilla Firefox 2.0 or higher with SSL 128K, Cipher Strength of 128-Bit, accept Cookies enabled and Java enabled.)

The screenshot shows the EIA Single Sign-On Login System External Integration welcome screen. At the top left is the EIA logo with the tagline 'Independent Statistics & Analysis'. To the right of the logo, it says 'U.S. Energy Information Administration'. Below that, it says 'Welcome to the EIA Single Sign On Login System' and 'External Integration' in red. A small bullet point states: 'The server may be down any day from 6:30pm - 7:00pm for deployments. If you get a page not found message during that time period, please try again later.' The login form consists of two text boxes: 'Userid:' and 'Password:'. Below the password box is a 'Logon' button. Underneath the button are three links: 'Register for a Userid', 'Forgot your password?', and 'Forgot your Userid?'. A red horizontal line separates the login area from the 'User Notification' box. The notification box contains the following text: 'This is a Federal computer system and is the property of the United States Government. Users have no explicit or implicit expectation of privacy. With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies both domestic and foreign. By using this system, the user consents to lawful interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. CLOSE THIS WINDOW if you do not agree to the conditions.'

Figure 1. Single Sign-On Welcome Screen

2. Enter the user ID and secret code (Password) in the appropriate text boxes, then click Logon or press the Enter key to display the IDC Welcome Screen, Figure 2.



Procedures for maintaining your SSO registration information including changing your secret code or Password, email address and/or phone number are described on the SSO Welcome Page, IDC Welcome Page and are also described in the Frequently Asked Questions (FAQs) linked from the SSO Welcome Page.

You can exit SSO by clicking the logout button located on top banner of the IDC survey page or by closing your browser.

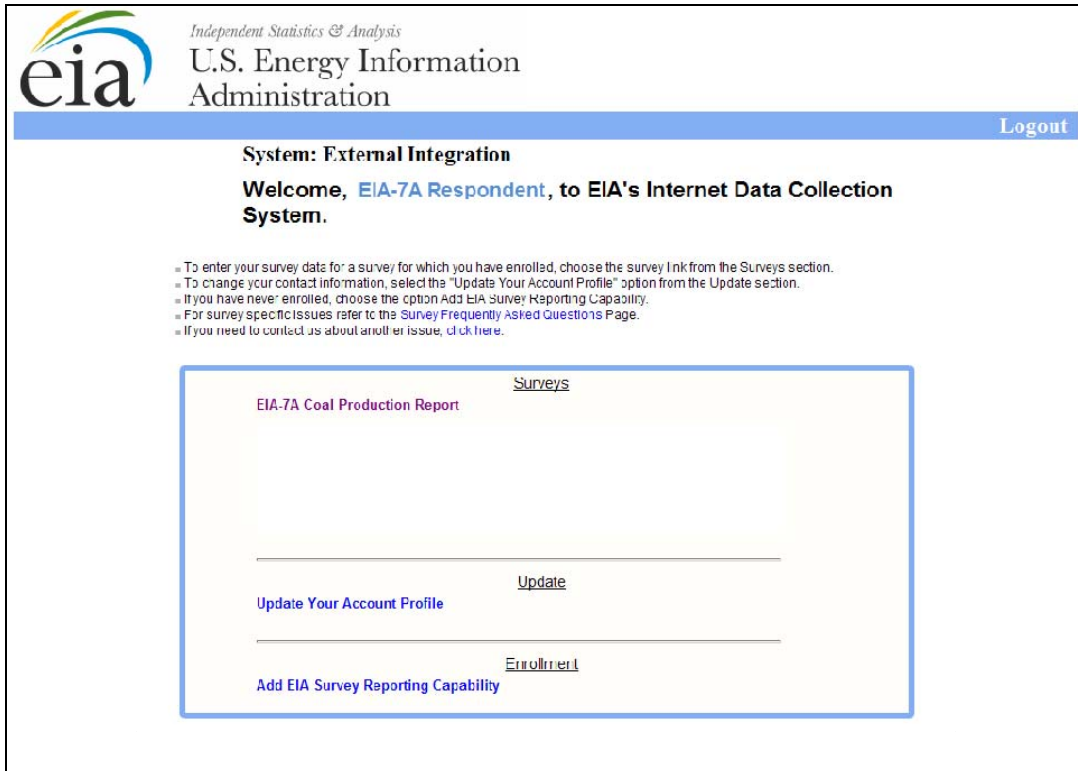


Figure 2. IDC Welcome Screen

3. Click on EIA-7A Coal Production Report to open the EIA-7A IDC Home Page, Figure 3.

## EIA-7A - Annual Coal Production and Preparation Report

Welcome, EIA-7A Respondent



This report is mandatory under the Federal Energy Administration Act of 1974 (Public Law 93-275). Failure to comply may result in criminal fines, civil penalties and other sanctions as provided by law. For further information concerning sanctions and data protections see the provisions on sanctions and the provisions concerning the confidentiality of information in the instructions. **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.**

The latest cycle is 2010

Select Reporting Year:

--Please Select

Select MSHA ID (Mine Operation/Name): 

--Please Select

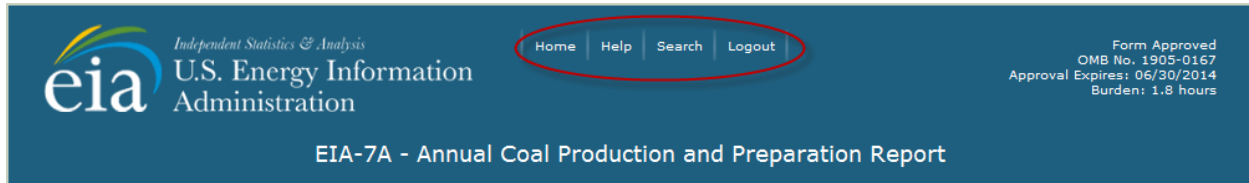
Next

Figure 3. EIA-7A IDC Home Page

## 4. Using the EIA-7A IDC System

### 4.1 General Navigation Information

After logging on the application from SSO, the first page (as seen by all user levels) is the EIA7A-IDC home page. Any user can return to this page at any time by selecting **Home**. **Home** is an option at the top of all pages within the EIA7A-IDC system or application. Other options presented on the top of all EIA7A-IDC pages are **Help** and **Logout**.



Selecting **Help** opens another window from which the user may obtain survey level help; see Figure 4. Survey level help includes the survey form, the form instructions and coal glossary, FAQs, and the IDC user's guide.

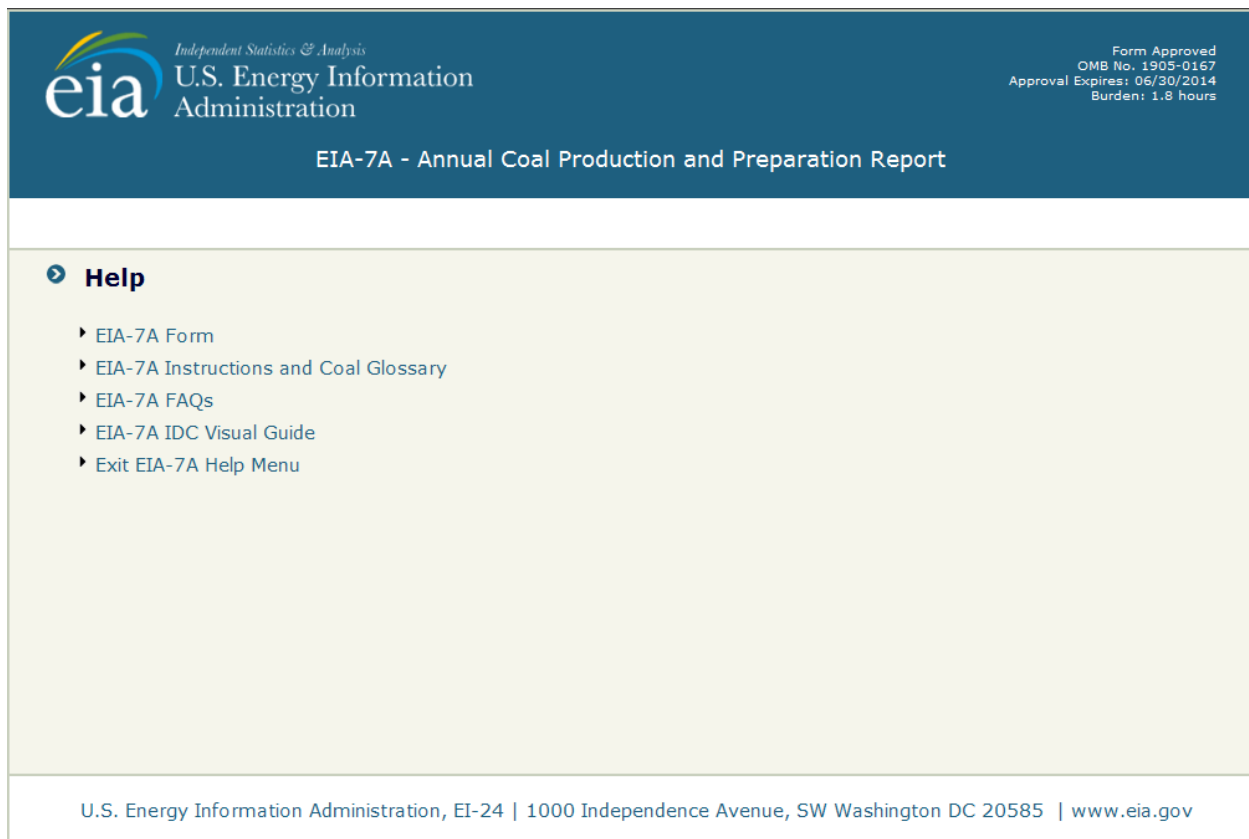

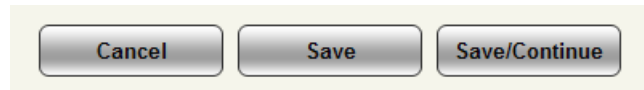
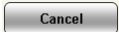


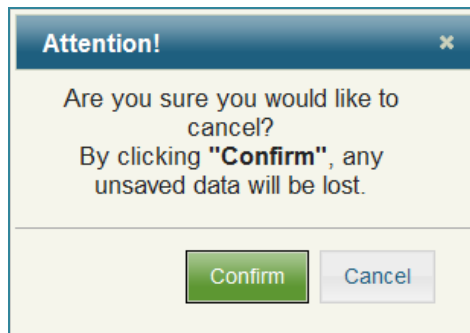
Figure 4. Help Screen

Selecting **Logout** closes the EIA7A-IDC application and returns the user to SSO. Selecting **Logout**, **WILL NOT SAVE** current entries on the screen. Before logging out, the user must click the **Save** button  if the entries are to be save.

**Cancel**, **Save** and **Save/Continue** buttons are located at the bottom of each data entry page.







When the  button is clicked, the following message box is displayed to ensure that the user wants to proceed.



Clicking **Confirm** returns the user to the current screen with all data fields returned to their original values. Clicking **Cancel** returns the user to the current screen with all the data field changes intact.

When the **Save** button  is clicked, all data field changes are saved, and the user can then navigate to any section of the form or click the  button to revise entries made. **NOTE: Navigating away from the current page without saving cancels any changes that were made.**

The **Save/Continue** button  saves all data field changes and navigates to the next input screen.

If any of the required fields are not completed when the  or the  button is clicked, a message will be display and the field will be highlighted in red . This data field must be completed before the page may be saved.

## 4.2 Home Page

The Welcome Screen (Figure 3) is displayed for both survey respondents and internal users.

The survey respondents select the company or mining operation they wish to file the survey for from the "MSHA ID (Mine Operation/Name)" drop down list by clicking on the down arrow and then selecting the operation from the drop down list. Only operations within the survey that are linked to or associated with the survey respondent appear on the drop down list. Data are only available for the latest open survey cycle. If data for the current period have been submitted, the data are only available for review. You will need to contact the Form EIA-7A Survey Manager if you need to change your data (see Section 1.4 for point of contact).

The latest cycle is 2010  
 Select Reporting Year:

Select MSHA ID (Mine Operation/Name):

Click the **Next** button  to proceed to the data entry screens.

### 4.3 Data Entry

The banner on all data entry pages contains the user name, reporting mine ID number, reporting year, mine name, preparer's name and the user's role.



Data Entry consists of areas (tabs) for the user to enter data. The tabs presented are dependent on the type of operation responding: Mine Only, Preparation Plant Only, or Co-Located Mine and Preparation Plant.

#### Coal Mine Only tabs:



#### Preparation Plant Only tabs:



#### Co-Located Mine and Preparation Plant tabs:



The first tabs correspond to the items of the form. The final tab is for data submission:

- Tab 1. Identification – Item I. Identification
- Tab 2. Capacity – Item II. Annual Productive Capacity
- Tab 3. Coal Beds – Item III. Coal Beds Mined
- Tab 4. Reserves – Item IV. Recoverable Reserves
- Tab 5. Disposition – Item V. Dispositions of Coal During the Reporting Calendar Year
- Tab 6. Preparation – Item VI. Coal Preparation
- Tab 7. Comments – Item VII. Additional Remarks
- Tab 8. Submit


Refer to the EIA-7A instructions ([http://www.eia.gov/survey/form/eia\\_7a/instructions.pdf](http://www.eia.gov/survey/form/eia_7a/instructions.pdf)) for information on completing the survey questions.


### 4.3.1 Item I: Identification

The opening screen for the EIA-7A IDC displays the first tab, Identification, Part A shown in Figure 5.

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report interface. At the top, the U.S. Energy Information Administration logo is displayed with the tagline "Independent Statistics & Analysis". Navigation links for Home, Help, Search, and Logout are present. On the right, regulatory information is provided: "Form Approved OMB No. 1905-0167, Approval Expires: 06/30/2014, Burden: 1.8 hours". The main title is "EIA-7A - Annual Coal Production and Preparation Report". Below this is a horizontal menu with tabs for Identification, Capacity, Coal Beds, Reserves, Disposition, Preparation, Comments, and Submit. A table header is visible with columns: User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main content area is titled "Item I: Identification" and includes an "Edit Data" button. Underneath, "Part A: Status change" is expanded to show a question: "Did the ownership change during the year?" with radio button options for "Yes" (unchecked) and "No" (checked). The footer contains the address: "U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | www.eia.gov".

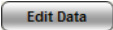



**Figure 5. Initial Identification Screen, Part A: Status Change**

There are twelve parts to the Identification Section. Each can be reviewed by selecting from the drop down revealed when the Identification tab is rolled-over or navigated through by clicking the  button at the bottom of each screen.





The screenshot shows a dropdown menu with the following items:

- A: Status Change
- B: Preparer
- C: Company Contact
- D: Name and Location of Mine
- E: Name and Address of Mine
- F: Operating Company Contact
- G-H: Company Operating Mine
- I: Parent/Contractee Contact
- J: Kind of Mining Operation
- K: Union Identification
- L: Mining Location
- Display All Identification Info

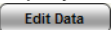
Figures 6-16 display the Identification screens. If the entries presented on a screen need to be updated, click the  button to make the fields editable. Several of the Identification fields are required (see Figures 6 and 7 for required fields). If any of these are empty or left blank when the  button or the  button is clicked, they will be highlighted in red  and must be completed before the page may be saved. Several of the Identification fields are not editable. If changes are required to these fields, please email the changes to [EIA-7A@eia.gov](mailto:EIA-7A@eia.gov)


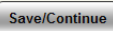
**Part A** asks the user about ownership changes. The default response is **No**.

If changes in ownership have occurred, click the  button to select the **Yes** button and complete the information requested that appears, Figure 6.

The  button saves the entry and the user can then navigate to any section of the form. The  button saves all data field changes and navigates to the next Identification Section, Part B: Preparer Information, Figure 7.

If there were no ownership changes, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

**Part B** (Figure 7) displays contact information about the preparer of the survey response. If changes are required, click the  button and complete the information required.

The  button saves the entry and the user can then navigate to any section of the form. The  button saves all data field changes and navigates to the next Identification Section, Part C: Company Contact Supervisor Information, Figure 8.

If there were no changes to the Preparer Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

## EIA-7A - Annual Coal Production and Preparation Report

Identification	Capacity	Coal Beds	Reserves	Disposition	Preparation	Comments	Submit
User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role		

### Item 1: Identification

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to [Eia-7a@eia.gov](mailto:Eia-7a@eia.gov).

#### Part A: Status change

Did the ownership change during the year?

Yes  No

Please enter responses in the blocks below.

Date of change:

New owner contact person name:

New mining operation name:

New owner street address:

New owner city:

New owner state:

New owner zip code:

New owner email address:

New owner phone number:

New owner fax number:

Required fields

**Figure 6. Identification, Part A: Status Change Screen**



### EIA-7A - Annual Coal Production and Preparation Report

Identification

Capacity

Coal Beds

Reserves

Disposition

Preparation

Comments

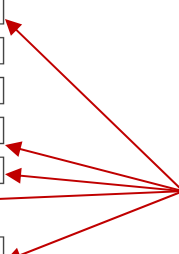
Submit

User      Mine Id      Reporting Year      Mine Name      Preparer Name      Role

#### Item I: Identification

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to [Eia-7a@eia.gov](mailto:Eia-7a@eia.gov).

##### > Part B: Preparer Information

Preparer Name:	<input type="text"/>	 <b>Required fields</b>
Preparer Title:	<input type="text"/>	
Preparer Company Name:	<input type="text"/>	
Preparer Street Address:	<input type="text"/>	
Preparer City:	<input type="text"/>	
Preparer State:	--Select State <input type="text"/>	
Preparer Zip:	<input type="text"/>	
Preparer Phone:	<input type="text"/>	
Preparer Fax:	<input type="text"/>	
Preparer E-mail:	<input type="text"/>	

**Figure 7. Identification, Part B: Preparer Information Screen**

Independent Statistics & Analysis  
**eia** U.S. Energy Information Administration

Home | Help | Search | Logout

Form Approved  
 OMB No. 1905-0167  
 Approval Expires: 06/30/2014  
 Burden: 1.8 hours

EIA-7A - Annual Coal Production and Preparation Report

Identification | Capacity | Coal Beds | Reserves | Disposition | Preparation | Comments | Submit

User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role
------	---------	----------------	-----------	---------------	------

➤ **Item I: Identification**

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to [Eia-7a@eia.gov](mailto:Eia-7a@eia.gov).

➤ **Part C: Company Contact Supervisor Information**

The information in this block refers to the Company that owns the MSHA ID. The company contact person is a person who has oversight responsibility for responding to this data request and ordinarily is not the person preparing the response.

Contact Name:

Contact Title:

Contact Company Name:

Contact Street Address:

Contact City, State, Zip:

Contact Phone:

Contact Fax:

Contact E-mail:

**Required fields for Survey Respondents**

U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | [www.eia.gov](http://www.eia.gov)

**Figure 8. Identification, Part C: Company Contact Supervisor Information Screen**

**Part C** (Figure 8) displays company contact supervisor information. If changes are required, click the  button and complete the information. Contact name, title and phone number are required for Survey Respondents. None of these fields is required for Survey Administrators.

The  button saves the entry and the user can then navigate to any section of the form. The  button saves all data field changes and navigates to the next Identification Section, Part D: Name and Location of Mining Operation (see Figure 9).

If there were no changes to the Company Contact Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report interface. At the top, there is a navigation bar with the EIA logo, the text 'Independent Statistics & Analysis U.S. Energy Information Administration', and links for Home, Help, Search, and Logout. On the right, it states 'Form Approved OMB No. 1905-0167 Approval Expires: 06/30/2014 Burden: 1.8 hours'. Below this is the title 'EIA-7A - Annual Coal Production and Preparation Report' and a series of tabs: Identification, Capacity, Coal Beds, Reserves, Disposition, Preparation, Comments, and Submit. The 'Identification' tab is active, showing a header with fields for User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main content area is titled 'Item I: Identification' and contains a message about updates to company information. Below this is a section for 'Part D: Name and Location of Mining Operation' with three input fields: Mine Name, Mine Location (State), and Mine Location (County). A red arrow points to the Mine Name field, which is highlighted with a red box and labeled 'Required field'. At the bottom of the form are three buttons: Cancel, Save, and Save/Continue. The footer contains the address and website: 'U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | www.eia.gov'.

**Figure 9. Identification, Part D: Name and Location of Mining Operation Screen**

**Part D** (Figure 9) displays name and location of the mining operation. If changes are required, click the **Edit Data** button and complete the information required (see Figure 9 for required field). Only the Mine Name may be changed.

The **Save** button saves the entry and the user can then navigate to any section of the form. The **Save/Continue** button saves all data field changes and navigates to the next Identification Section, Part E: Name and Address of Operating Company (See Figure 10).

If there were no changes to the Mine Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

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 Burden: 1.8 hours

### EIA-7A - Annual Coal Production and Preparation Report

Identification   Capacity   Coal Beds   Reserves   Disposition   Preparation   Comments   Submit

**User**   **Mine Id**   **Reporting Year**   **Mine Name**   **Preparer Name**   **Role**

**Item I: Identification**

**Part E: Name and Address of Operating Company**

Company Name:

Company Street Address:

Company City:

Company State:

Company Zip:

**Required fields**

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**Figure 10. Identification, Part E: Name and Address of Operation Company Screen**

**Part E** (Figure 10) displays name and location of the operating company. If changes are required, click the  button and complete the information required (see Figure 10 for required fields).

The  button saves the entry and the user can then navigate to which ever section of the form is desired. The  button saves all data field changes and navigates to the next Identification Section, Part F: Operating Company Contact Information, Figure 11.

If there were no changes to the Operating Company Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

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**EIA-7A - Annual Coal Production and Preparation Report**

Identification | Capacity | Coal Beds | Reserves | Disposition | Preparation | Comments | Submit

User | Mine Id | Reporting Year | Mine Name | Preparer Name | Role

**Item I: Identification**

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to [Eia-7a@eia.gov](mailto:Eia-7a@eia.gov).

**Part F: Operating Company Contact Information**

Contact Name:   
 Contact Title:   
 Contact Street Address:   
 Contact City:   
 Contact State: --Select State   
 Contact Zip:   
 Contact Phone:   
 Contact Fax:   
 Contact E-mail:

Cancel Save Save/Continue

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**Figure 11. Identification, Part F: Operating Company Contact Information Screen**

**Part F** (Figure 11) displays operating company contact information. If changes are required, click the **Edit Data** button and complete the information. None of these fields is required.

The **Save** button saves the entry and the user can then navigate to any section of the form. The **Save/Continue** button saves all data field changes and navigates to the next Identification Section, Part G: Type of Company Operating this Mining Operation (see Figures 12, 13, or 15). The screen displayed depends on the type of company selected.

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EIA-7A - Annual Coal Production and Preparation Report

Identification | Capacity | Coal Beds | Reserves | Disposition | Preparation | Comments | Submit

User | Mine Id | Reporting Year | Mine Name | Preparer Name | Role

**Item I: Identification**

**Part G: Type of Company Operating this Mining Operation**, Check one. (See [instructions](#) for company types).

Independent Producer Operator  
  Operating Subsidiary  
  Contractor

**Note!** You have selected the "Independent Producer Operator". After you save this page any Subsidiary or Contractor information you might have saved will be deleted. Additionally, the section for Parent Company and/or Contractee contact information (section I) will be automatically skipped.

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**Figure 12. Identification, Part G: Type of Operating Company, Independent Producer Operator Screen**

**Part G** (Figure 12, 13, 15) displays type of operating company contact information. The screen displayed depends on the type of company selected. If there are no changes to the type of company information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the  button and complete the required information. If Operating Subsidiary or Contractor operating type is selected, **Part H** Parent Company Information or Contractee Information is displayed (see Figures 13, 15).

The  button saves the entry and the user can then navigate to any section of the form is desired. The  button saves all data field changes and navigates to the next Identification Section, Part I: Parent Company Information or Contractee Contact Information, is displayed (Figures 14, 16). The Type of Operating Company cannot be changed on this screen; return to the previous screen to change the operating type (see Figures 12, 14).

For Part I contact name, title and phone number are required for Survey Respondents. None of these fields is required for Survey Administrators,

The  button saves the entry and the user can then navigate to which ever section of the form is desired. The  button saves all data field changes and navigates to the next Identification Section, Part J: Kind of Mining Operation.

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EIA-7A - Annual Coal Production and Preparation Report

Identification | Capacity | Coal Beds | Reserves | Disposition | Preparation | Comments | Submit

User | Mine Id | Reporting Year | Mine Name | Preparer Name | Role

**Item I: Identification**

> **Part G: Type of Company Operating this Mining Operation**, Check one. (See [instructions](#) for company types).

Independent Producer Operator  Operating Subsidiary  Contractor

> **Part H: Parent Company Information**

Company Name:

Company Address:

Company City:

Company State:

Company Zip:

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**Figure 13. Identification, Part G, H: Type of Operating Company, Operating Subsidiary, Parent Company Information Screen**

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EIA-7A - Annual Coal Production and Preparation Report

Identification | Capacity | Coal Beds | Reserves | Disposition | Preparation | Comments | Submit

User | Mine Id | Reporting Year | Mine Name | Preparer Name | Role

**Item I: Identification**

> **Part G: Type of Company Operating this Mining Operation**, Check one. (See [instructions](#) for company types).

Independent Producer Operator  Operating Subsidiary  Contractor

> **Part I: Parent Company Contact Information**

Contact Name:

Contact Title:

Contact Street Address:

Contact City:

Contact State:

Contact Zip:

Contact Phone:

Contact Fax:

Contact E-mail:

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**Figure 14. Identification, Part G, I: Type of Operating Company, Operating Subsidiary, Parent Company Contact Information Screen**

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EIA-7A - Annual Coal Production and Preparation Report

Identification Capacity Coal Beds Reserves Disposition Preparation Comments Submit

User Mine Id Reporting Year Mine Name Preparer Name Role

**Item I: Identification**

Part G: Type of Company Operating this Mining Operation, Check one. (See [instructions](#) for company types).

Independent Producer Operator  Operating Subsidiary  Contractor

Part H: Contractee Information

Contractee Name:

Contractee Address:

Contractee City:

Contractee State:

Contractee Zip:

Cancel Save Save/Continue

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Figure 15. Identification, Part G, H: Type of Operating Company, Contractor Screen

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Identification Capacity Coal Beds Reserves Disposition Preparation Comments Submit

User Mine Id Reporting Year Mine Name Preparer Name Role

**Item I: Identification**

Part G: Type of Company Operating this Mining Operation, Check one. (See [instructions](#) for company types).

Independent Producer Operator  Operating Subsidiary  Contractor

Part I: Contractee Contact Information

Contact Name:

Contact Title:

Contact Street Address:

Contact City:

Contact State:

Contact Zip:

Contact Phone:

Contact Fax:

Contact E-mail:

Cancel Save Save/Continue

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Figure 16. Identification, Part G, I: Type of Operating Company, Contractor Contact Screen



**Part J**, Figures 17-21, displays type of mining operation information. The screen displayed depends on the type of mining operation responding. If there are no changes to the type of mining operation information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the  button and complete the required information. The Kind of Mining Operation cannot be changed by the respondent. If a change is required, please email the change to [EIA-7A@eia.gov](mailto:EIA-7A@eia.gov).

The  button saves the entry and the user can then navigate to any section of the form. The  button saves all data field changes and navigates to the next Identification Section, Part K: Union Identification (see Figure 22).

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report form. The header includes the EIA logo, "Independent Statistics & Analysis", "U.S. Energy Information Administration", and navigation links (Home, Help, Search, Logout). The form title is "EIA-7A - Annual Coal Production and Preparation Report". The navigation tabs are Identification, Capacity, Coal Beds, Reserves, Disposition, Comments, and Submit. The form fields are: User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main section is "Item I: Identification" with an "Edit Data" button. Below is "Part J: Kind of Mining Operation" with checkboxes for Underground Mine (checked), Surface Mine, and Preparation Plant. Underneath is "Type and Share by Production Method for Underground Mines" with checkboxes for Drift, Shaft, and Slope, and a table for production methods: Continuous, Conventional, Longwall, Shortwall, and Other, each with a percentage input field. Red callouts highlight that at least one type of underground mine must be selected, percentages must sum to 100%, and certain fields cannot be changed on this screen.

**Figure 17. Identification, Part J: Kind of Mining Operation, Underground Mine Screen**

**Underground Mine Only: (Figure 17)** At least one type of underground mine must be selected and the shares of production method must sum to 100%. If not, when the  or  button is clicked, the following message will be displayed.

**> Type and Share by Production Method for Underground Mines**  
Please make sure that at least one type of underground mine is selected and the percent total of shares by production method is 100%.

See the EIA-7A instructions for definitions of underground mine types ([http://www.eia.gov/survey/form/eia\\_7a/instructions.pdf](http://www.eia.gov/survey/form/eia_7a/instructions.pdf)).

**Figure 18. Identification, Part J: Kind of Mining Operation, Underground Mine/Prep Plant Screen**

**Co-Located Underground Mine and Preparation Plant/Tipple: (Figure 18)** At least one type of underground mine must be selected and the shares of production method must sum to 100%. If not, when the  or  button is clicked, the following message will be displayed.

**> Type and Share by Production Method for Underground Mines**  
 Please make sure that at least one type of underground mine is selected and the percent total of shares by production method is 100%.

At least one type of preparation plant operation must be selected. If not, the following message will be displayed.

**> Preparation Plant Operation**  
 Please select at least one type of preparation plant process.

See the EIA-7A instructions for definitions of underground mine types ([http://www.eia.gov/survey/form/eia\\_7a/instructions.pdf](http://www.eia.gov/survey/form/eia_7a/instructions.pdf)).

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**Figure 19. Identification, Part J: Kind of Mining Operation, Surface Mine Screen**

**Surface Mine Only: (Figure 19)** At least one type of surface mine must be selected and the shares of production method must sum to 100%. If not, when the  or  button is clicked, the following message will be displayed.

**> Type and Share by Production Method for Surface Mines**  
 Please make sure that at least one type of surface mine is selected and the percent total of shares by production method is 100%.

See the EIA-7A instructions for definitions of surface mine types ([http://www.eia.gov/survey/form/eia\\_7a/instructions.pdf](http://www.eia.gov/survey/form/eia_7a/instructions.pdf)).

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EIA-7A - Annual Coal Production and Preparation Report

Identification Capacity Coal Beds Reserves Disposition Preparation Comments Submit

User Mine Id Reporting Year Mine Name Preparer Name Role

**Item I: Identification**

Edit Data

**Part J: Kind of Mining Operation**

Underground Mine  Surface Mine  Preparation Plant

**Type and Share by Production Method for Surface Mines**

<input type="checkbox"/> Contour Strip			%
<input type="checkbox"/> Area			%
<input type="checkbox"/> Open Pit			%
<input type="checkbox"/> Mountain Mining			%
<input type="checkbox"/> Auger, Highway Mine or Punch			%
<input type="checkbox"/> Silt, Culm, Refuse Bank, Slurry Dam or Dredge			%
			0 %

**Preparation Plant Operation**

Preparation Plant  
 Tipple  
 Loading Dock  
 Train Loadout

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**Figure 20. Identification, Part J: Kind of Mining Operation, Surface Mine/Prep Plant Screen**

**Co-Located Surface Mine and Preparation Plant/Tipple: (Figure 20)** At least one type of surface mine must be selected and the shares of production method must sum to 100%. If not, when the  or  button is clicked, the following message will be displayed.

**> Type and Share by Production Method for Surface Mines**  
Please make sure that at least one type of surface mine is selected and the percent total of shares by production method is 100%.

At least one type of preparation plant operation must be selected. If not, the following message will be displayed.

**> Preparation Plant Operation**  
Please select at least one type of preparation plant process.

See the EIA-7A instructions for definitions of surface mine types ([http://www.eia.gov/survey/form/eia\\_7a/instructions.pdf](http://www.eia.gov/survey/form/eia_7a/instructions.pdf)).

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EIA-7A - Annual Coal Production and Preparation Report

Identification Disposition Preparation Comments Submit

User Mine Id Reporting Year Mine Name Preparer Name Role

**Item I: Identification**

Edit Data

**Part J: Kind of Mining Operation**

Underground Mine     Surface Mine     Preparation Plant

**Preparation Plant Operation**

Preparation Plant  
 Tipple  
 Loading Dock  
 Train Loadout

At least one type of prep plant operation must be selected.

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**Figure 21. Identification, Part J: Kind of Mining Operation, Preparation Plant Only Screen**

**Preparation Plant/Tipple: (Figure 21)** At least one type of preparation plant operation must be selected. If not, the following message will be displayed.

**> Preparation Plant Operation**  
 Please select at least one type of preparation plant process.

See the EIA-7A instructions for definitions of surface mine types ([http://www.eia.gov/survey/form/eia\\_7a/instructions.pdf](http://www.eia.gov/survey/form/eia_7a/instructions.pdf)).

**Figure 22. Identification, Part K: Union Identification Change Screen**

**Part K** displays type of union information. If there were no changes to the union information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the **Edit Data** button and complete the required information fields. If the mining operation is unionized, the Yes button should be clicked and a union name must be provided before the data can be saved. If no name is provided, the following message is displayed.

> **Part K: Union Identification.** Check the box that applies to this mining operation and identify the union, if applicable.  
 If you say this mining operation is unionized please select the name of the union.

The **Save** button saves the entry and the user can then navigate to any section of the form. The **Save/Continue** button saves all data field changes and navigates to the next Identification Section, Part L: Mining Location (see Figure 23).

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**Figure 23. Identification, Part L: Mining Location Screen**

**Part L** collects information about the physical location of the mining operation. If there are no changes to the location information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the  button and complete the required information fields.

The Longitude and Latitude cells must be completed and at least one method must be selected before the data may be saved. If no method is selected, the following message will be displayed.

**2: Datum.** Please identify the method and datum that was used in determining the longitude and latitude locations(Please check all boxes that apply).  
 At least one datum item must be selected.

If GPS, USGS, or Other method is selected, at least one datum type must be selected (see Figure 24).

If you selected GPS, USGS, or Other, please indicate datum below:  
 If GPS, USGS, or Other is selected above, at least one datum type must be selected.


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## EIA-7A - Annual Coal Production and Preparation Report

[Identification](#) | [Capacity](#) | [Coal Beds](#) | [Reserves](#) | [Disposition](#) | [Comments](#) | [Submit](#)

User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role
------	---------	----------------	-----------	---------------	------

**Item I: Identification**

**Part L: Mining Location.** Check the box that applies to this mining operation and identify the union, if applicable.

---

**1: Longitude and Latitude.** Please enter the longitude and latitude that best defines the predominant area of mining in the reporting year. The geographical points reported should represent either the center of mining activity or a central point within the predominantly mined area. Longitudes and latitudes may change from year to year to reflect the progress of mining.

	Longitude	Latitude
Degrees:	<input type="text"/>	<input type="text"/>
Minutes:	<input type="text"/>	<input type="text"/>
Seconds:	<input type="text"/>	<input type="text"/>

**2: Datum.** Please identify the method and datum that was used in determining the longitude and latitude locations (Please check all boxes that apply).

- Maps on Us ([www.mapsonus.com](http://www.mapsonus.com))
- U.S. Census Bureau TIGER Map Service
- Global Positioning System (GPS)
- U.S. Geological Survey MapFinder ([www.usgs.gov](http://www.usgs.gov))
- Unknown
- Other:

If GPS, USGS, or Other is selected, must indicate datum below.

*If you selected GPS, USGS, or Other, please indicate datum below:*

- NAD27 (North American Datum 1927)
- WSG84 (World Geodetic Survey 1984)
- NAD83 (North American Datum 1984)
- Unknown
- Other:

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**Figure 24. Identification, Part L: Mining Location, Additional Datum Screen**

The  button saves the entry and the user can then navigate to any section of the form. The  button saves all data field changes and navigates to the next Identification Section, All Identification Information, (see Figure 25).



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EIA-7A - Annual Coal Production and Preparation Report

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Item Identification

All Identification Information

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to EIA-7A@eia.gov. Please verify all information below. Once complete, proceed to next tab.

Part A: Status change

Did the ownership change during the year?  
 Yes  No

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to EIA-7A@eia.gov.

Part B: Preparer Information

Preparer Name:  
 Preparer Title:  
 Preparer Company Name:  
 Preparer Street Address:  
 Preparer City, State, Zip:  
 Preparer Phone:  
 Preparer Fax:  
 Preparer E-mail:

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to EIA-7A@eia.gov.

Part C: Company Contact Information

The information in this block refers to the Company that owns the MSHA ID. The company contact person is a person who has oversight responsibility for responding to this data request and ordinarily is not the person preparing the response.

Contact Name:  
 Contact Title:  
 Contact Company Name:  
 Contact Street Address:  
 Contact City, State, Zip:  
 Contact Phone:  
 Contact Fax:  
 Contact E-mail:

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to EIA-7A@eia.gov.

Part D: Name and Location of Mining Operation

Mine Name:  
 Mine Location (State):  
 Mine Location (County):

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to EIA-7A@eia.gov.

Part E: Name and Address of Operating Company

Company Name:  
 Company Street Address:  
 Company City, State, Zip:

Updates to Company Information, Site Information, Preparer Information, and Reporting Entity Supervisor Information can be completed by emailing changes to EIA-7A@eia.gov.

Part F: Operating Company Contact Information

Contact Name:  
 Contact Title:  
 Contact Street Address:  
 Contact City, State, Zip:  
 Contact Phone:  
 Contact Fax:  
 Contact E-mail:

Part G: Type of Company Operating this Mining Operation. Check one. (See instructions for company types).

Independent Producer  Operating Subsidiary  Contractor

Part H: Kind of Mining Operation

Underground Mine  Surface Mine  Preparation Plant

Type and Share by Production Method for Surface Mines

Contour Strip  %  
 Area  %  
 Open Pit  %  
 Mountain Mining  %  
 Auger, Highway Mine or Runch  %  
 Sil, Cully, Refuse Bank, Slurry Dam or Dredge  %  
 %

Part K: Union Identification. Check the box that applies to this mining operation and identify the union, if applicable.

Is this mining operation unionized?  
 Yes  No

Part L: Mining Location. Check the box that applies to this mining operation and identify the union, if applicable.

1: Longitude and Latitude. Please enter the longitude and latitude that best defines the predominant area of mining in the reporting year. The geographical points reported should represent either the center of mining activity or a central point within the predominantly mined area. Longitudes and latitudes may change from year to year to reflect the progress of mining.

Longitude: \_\_\_\_\_ Latitude: \_\_\_\_\_

Degrees: \_\_\_\_\_  
 Minutes: \_\_\_\_\_  
 Seconds: \_\_\_\_\_

2: Datum. Please identify the method and datum that was used in determining the longitude and latitude locations.(Please check all boxes that apply).

Maps on EA (www.ea.gov)  
 U.S. Census Bureau TIGER Map Service  
 Global Positioning System (GPS)  
 U.S. Geological Survey MapFinder (www.usgs.gov)  
 Unknown  
 Other:

If you selected GPS, USGS, or Other, please indicate datum below:

NAD27 (North American Datum 1927)  
 NGS84 (World Geodetic Survey 1984)  
 NAD83 (North American Datum 1984)  
 Unknown  
 Other:

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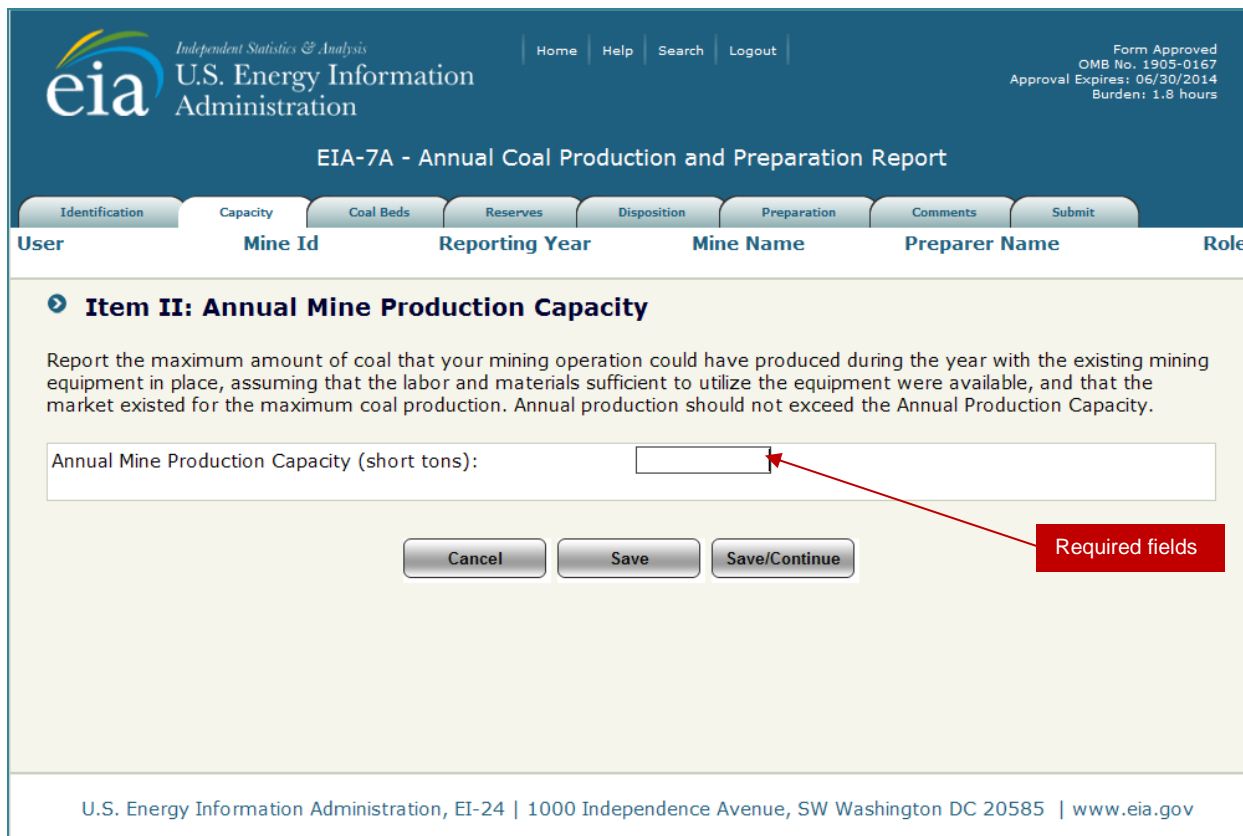
Figure 25. Identification, Show All Screen

### 4.3.2 Item II: Capacity

The Capacity Tab collects information on annual mine production capacity during the reporting period. To enter or change the capacity quantity, click the  button at the top of the Capacity screen to display the Annual Mine Production Capacity Data Entry Screen (see Figure 26).

**Annual Mine Production Capacity (short tons)** is the maximum amount of coal that the mining operation could have produced during the year with the existing mining equipment in place, assuming that the labor and materials sufficient to utilize the equipment were available, and that the market existed for the maximum coal production. Enter the value for the operation's annual capacity.

**NOTE:** Annual production **should not exceed** the Annual Production Capacity.



**Figure 26. Annual Mine Production Capacity Data Entry Screen**

Annual mine production capacity is a required field and must be completed. If no quantity is entered, the following message will be displayed.


\* Productive Capacity is required and must be a positive integer.

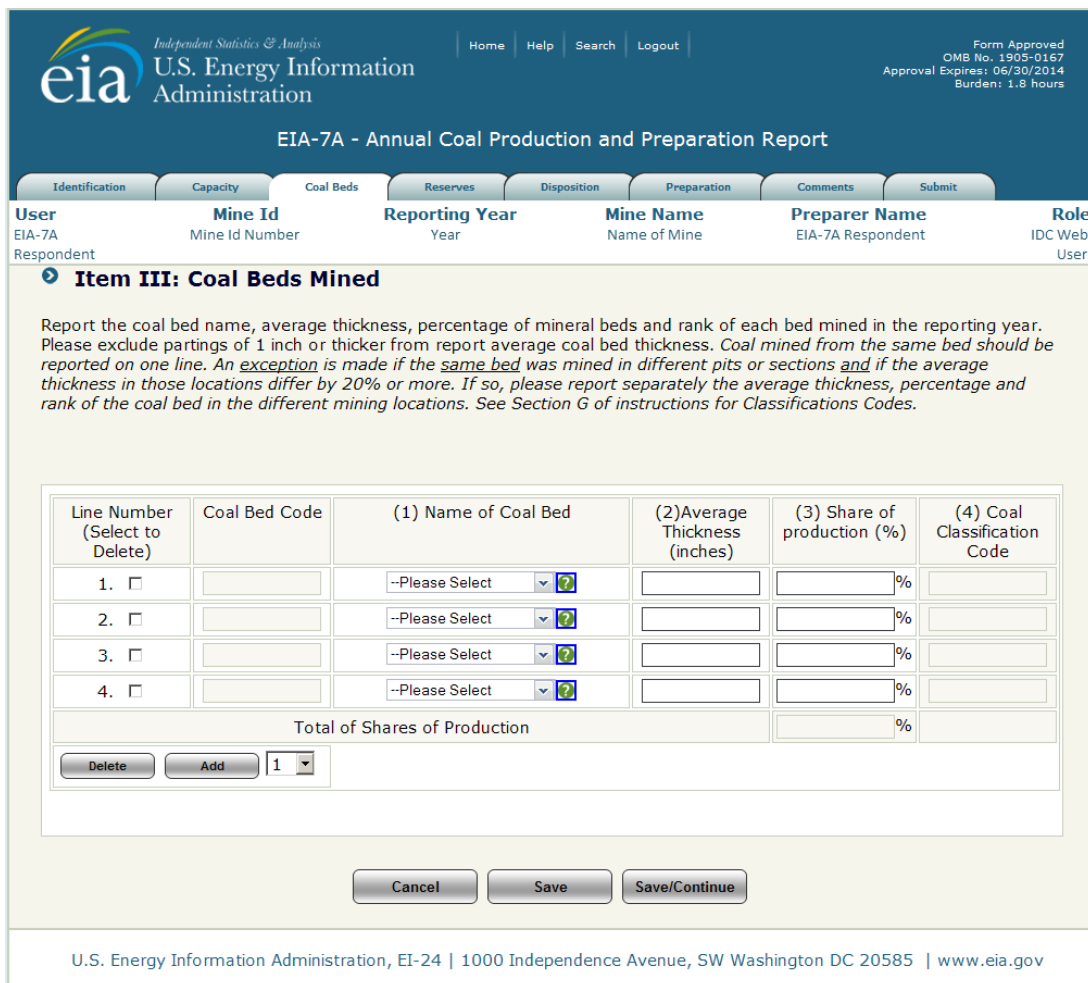
Annual Mine Production Capacity (short tons):

The  button saves the entry and the user can then navigate to any section of the form .

The  button saves the entry and navigates to the Coal Beds tab.

### 4.3.3 Item III: Coal Beds Mined

The Coal Beds tab is used to collect information the coal beds mined by this operation. To enter or change the capacity quantity, click the  button at the top of the Coal Beds screen to display the Coal Beds Mined Data Entry Screen (see Figure 27).



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Identification | Capacity | **Coal Beds** | Reserves | Disposition | Preparation | Comments | Submit

**User**  
EIA-7A Respondent

**Mine Id**  
Mine Id Number

**Reporting Year**  
Year

**Mine Name**  
Name of Mine

**Preparer Name**  
EIA-7A Respondent

**Role**  
IDC Web User

**Item III: Coal Beds Mined**

Report the coal bed name, average thickness, percentage of mineral beds and rank of each bed mined in the reporting year. Please exclude partings of 1 inch or thicker from report average coal bed thickness. Coal mined from the same bed should be reported on one line. An exception is made if the same bed was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness, percentage and rank of the coal bed in the different mining locations. See Section G of instructions for Classifications Codes.


Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coal Bed	(2) Average Thickness (inches)	(3) Share of production (%)	(4) Coal Classification Code
1. <input type="checkbox"/>		--Please Select		%	
2. <input type="checkbox"/>		--Please Select		%	
3. <input type="checkbox"/>		--Please Select		%	
4. <input type="checkbox"/>		--Please Select		%	
Total of Shares of Production				%	

Delete Add 1

Cancel Save Save/Continue

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**Figure 27. Coal Beds Mined Data Entry Screen**

To enter information for the coal bed(s) mined for this operation, lines must be added for each coal bed mined in the reporting year. Please exclude partings of 1 inch or thicker from report average coal bed thickness. Coal mined from the same bed should be reported on one line. An exception is made if the same bed was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness, percentage, and rank of the coal bed in the different mining locations. Lines may be added one at a time, or the user may add multiple lines. Select the **number of lines** to be added from the dropdown and click the  button.

Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coal Bed	(2) Average Thickness (inches)	(3) Share of production (%)	(4) Coal Classification Code
Total of Shares of Production					%
Delete		Add		4	

When lines are added, data may be entered to the screen (see Figure 27).

**NOTE:** When lines are added to the screen, the user must click the **Save** button or **Save/Continue** button before navigating to a different screen. The **Save** button must also be clicked before adding lines if data have been entered on existing lines or the data will be lost.

If coal beds need to be removed, check the box next to the corresponding line number then click the **Delete** button.

Line Number (Select to Delete)	Coal Bed Code
1. <input type="checkbox"/>	229
2. <input type="checkbox"/>	355
Total	
Delete	
Add	
1	

**Name of Coal Bed (1)** is the name for the bed being mined. Select the name of the appropriate coal bed from the drop down list. The list of bed names in the dropdown consists of all the coal beds in the State in which the mine is located. Type the first few characters to filter the list to a manageable number of bed names matching the characters typed. If the name of the bed does not exist in the list, type the full name and proceed to the next field to add the bed name to the list.

**Average Thickness (inches) (2)** Enter the average thickness of the coal bed in inches.

**Share of Production (%) (3)** Enter the percentage or share of production this bed provides.

**NOTE:** The sum of the shares of production must equal 100%. An error message will be displayed if the **Save** or **Save/Continue** button is clicked and the percentages or shares do not sum to 100%.

The total shares of production must be 100%.

Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coal Bed	(2) Average Thickness (inches)	(3) Share of production (%)	(4) Coal Classification Code

**Name of Coal Bed (1), Average Thickness (2), and Share of Production** are required fields. If any is left blank and error message is displayed and the blank field is highlighted.

\* Elements marked in red are required before saving this page.

Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coal Bed	(2) Average Thickness (inches)	(3) Share of production (%)	(4) Coal Classification Code
1. <input type="checkbox"/>		--Please Select		%	

**Coal Bed Code and Coal Classification Code (4)** are populated automatically when the coal bed name is selected. If a new coal bed is entered, these fields will remain blank and the EIA staff will enter the information.

Clicking the  button saves the data and returns to the Coal Beds tab displaying the data entered (see Figure 28). If the data for the coal beds needs to be revised, click the  button to return to the Coal Beds Mined Data Entry Screen.

**Item III: Coal Beds Mined**

Report the coal bed name, average thickness, percentage of mineral beds and rank of each bed mined in the reporting year. Please exclude partings of 1 inch or thicker from report average coal bed thickness. *Coal mined from the same bed should be reported on one line. An exception is made if the same bed was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness, percentage and rank of the coal bed in the different mining locations. See Section G of instructions for Classifications Codes.*

Line Number	Coal Bed Code	(1) Name of Coal Bed	(2)Average Thickness (inches)	(3) Share of production (%)	(4) Coal Classification Code
1	310	Coal Bed 1	5	30%	10
2	520	Coal Bed 2	7	40%	10
3	730	Coal Bed 3	3	10%	10
4	940	Coal Bed 4	9	20%	10
Total of Shares of Production				100%	

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**Figure 28. Coal Beds Mined Data Screen**

The  button saves the data entered and navigates to the next tab depending on the type of operation reporting.

#### 4.3.4 Item IV: Reserves

The Reserves tab is used to collect information the recoverable reserves remaining at the operation at the end of the reporting year. To enter or change the capacity quantity, click the  button at the top of the Capacity screen to display the Recoverable Reserves Data Entry Screen (see Figure 29).

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EIA-7A - Annual Coal Production and Preparation Report

Identification	Capacity	Coal Beds	Reserves	Disposition	Preparation	Comments	Submit
<b>User</b> EIA-7A Respondent	<b>Mine Id</b> Mine Id Number	<b>Reporting Year</b> Year	<b>Mine Name</b> Name of Mine	<b>Preparer Name</b> EIA-7A Respondent	<b>Role</b> IDC Web User		

**Item IV: Recoverable Reserves**

**A. Recoverable Reserves.** Enter the tonnage representing remaining coal reserves at this mine at the end of the reporting year that you estimate can be recovered(mined) in the future. Report to the level of accuracy known, assuming today's prices and equipment currently owned and operable. *If your recoverable reserves and quantity are increased or decreased by more than 40% from the last year's response, please explain the change in Section VIII, "Additional Remarks".*

Recoverable Reserves (short tons):

**B. Recovery Percentage.** Enter the recovery rate used to estimate at this mine. Report the mining recovery rate to the nearest whole percent. *Minable coal tonnage multiplied by the mining recovery rate should equal the level recoverable coal reserves.*

Recovery Percentage (percentage): %

Cancel Save Save/Continue

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**Figure 29. Recoverable Reserves Data Entry Screen**



**Recoverable Reserves (short tons)** is the estimated tonnage representing remaining coal reserves at this mine at the end of the reporting year that can be recovered (mined) in the future. Exclude coal left in place after mining. Report to the level of accuracy known, assuming today's prices and equipment currently owned and operable. If the recoverable reserves quantity has increased or decreased by more than 40% from the prior year's response, please explain the change in the comments section (see Item VII: Comments).

**Recovery Percentage (short tons)** is the recovery rate used to estimate reserves at this mine. Report the mining recovery rate to the nearest whole percent. Minable coal tonnage multiplied by the mining recovery rate should equal the level of recoverable coal reserves.

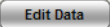
Both fields are required fields and must be completed. If no quantity and percentage are entered, the following messages will be displayed.

Recoverable Reserves (short tons):   
 Recovery Reserves must be a positive integer.

Recovery Percentage (percentage): %  
 Recovery percent must be a positive integer.

The  button saves the entry and the user can then navigate to any section of the form . The  button saves the data entered and navigates to the next tab depending on the type of operation reporting.

#### 4.3.5 Item V: Disposition of Coal Produced During the Reporting Calendar Year

The Disposition tab is used to collect information the on disposition of coal produced during the reporting period. To enter or change the values reported, click the  button at the top of the Disposition screen to display the Disposition Data Entry Screen (see Figure 30).

**Open Market Sales (A) Quantity** is quantity of coal sold to all buyers except captive market sales and coal for export. (e.g. other coal mining companies, wholesale or retail coal dealers or brokers, employees, and all consumers).

**Open Market Sales (A) Value** is the value of the quantity of coal sold (A) to all buyers except captive market sales and coal for export (e.g. other coal mining companies, wholesale or retail coal dealers or brokers, employees, and all consumers).

**NOTE:** If there is an open market quantity reported, an open market value must be reported and if there is an open market value reported, an open market quantity must be reported.

**Captive Market Sales (B) Quantity** is the quantity of coal sold to, or transferred for the use of, the parent company or a subsidiary of the parent company.

**Captive Market Sales (B) Value** is value of the quantity of coal sold to, or transferred for the use of, the parent company or a subsidiary of the parent company.

**NOTE:** If there is a captive market quantity reported, a captive market value must be reported and if there is a captive market value reported, a captive market quantity must be reported.

An error message will be displayed if one field is reported and the other left blank.

#### Coal Consumed to Operate this Mine (C)

**Beginning Coal Stocks (D)** is prefilled from the value reported as **Ending Coal Stocks (E)** in the prior reporting period. This field is locked. If the prefilled number is incorrect, email a detailed explanation to: [EIA-7A@eia.gov](mailto:EIA-7A@eia.gov).

**Ending Coal Stocks (E)** is the amount of coal stocks held at this mine at the end of the reporting period including adjustments. Do not include pit inventory in coal stocks. Coal stocks are defined as coal that has been mined and stored awaiting shipment or transfer to a user. Pit inventory is coal in place which has been surveyed or prepared for mining.

**NOTE:** This is a required field. An error message will be displayed if a quantity is not reported.

**Export Coal (F)** is the total amount of coal exported outside the U.S. during the reporting calendar year. The total coal export quantity reported here should be the same quantity as reported to the IRS for exemption from the Black Lung Excise Tax. Report the quantity and total revenue (or value) for total exports, and for metallurgical coal and non-metallurgical coal exports.

**NOTE:** **Total exports (F1)** must equal the sum of **Metallurgical coal (F2)** and **Non-metallurgical coal (F3)** exports. An error message will be displayed if the sum (F1) does not equal the reported total (F2 + F3).

EIA-7A - Annual Coal Production and Preparation Report

Identification	Capacity	Coal Beds	Reserves	Disposition	Preparation	Comments	Submit
User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role		

**Item V: Disposition of Coal Produced During the Reporting Calendar Year**

(exclude any purchased coal from mines)

NOTE: A + B + C + (E-D) + F1 + G should equal total production	Quantity (short tons)	Total Revenue or Value (dollars)
<b>A. Open Market Sales.</b> Sales of coal to all buyers except captive market sales and coal for export. (e.g. other coal mining companies, wholesale or retail coal dealers or brokers, employees, and all consumers)	<input type="text"/>	<input type="text"/>
<b>B. Captive Market Sales.</b> Sales of coal to, or transfers of coal for the use of, the parent company or a subsidiary of the parent company	<input type="text"/>	<input type="text"/>
<b>C. Coal Consumed to Operate This Mine.</b>	<input type="text"/>	
<b>D. Beginning Coal Stocks.</b> Amount of coal stocks held at this mine at the beginning of the reporting period including adjustments. <b>Do not include pit inventory in coal stocks.</b> Coal stocks are defined as coal that has been mined and stored awaiting shipment or transfer to a user. Pit inventory is coal in place which has been surveyed or prepared for mining.	<input type="text"/>	
<b>E. Ending Coal Stocks.</b> Amount of coal stocks held at this mine at the end of the reporting year. <b>Do not include pit inventory in coal stocks.</b> See definitions in D above.	<input type="text"/>	
<b>F. Export Coal.</b> The total amount of coal exported outside the U.S. during the reporting calendar year. <b>Note:</b> For exemption from the black lung excise tax, producers are required to report to the IRS the amount of export coal. The total coal export quantity reported on this form should be the same quantity as reported to the IRS. Report quantity and total revenue (or value) for total exports and for metallurgical (met) coal and non-metallurgical (non-met) coal exports. Total exports should equal the sum of met coal and non-met coal exports.		
<b>F1.</b> The total amount of coal exported outside the U.S. during the reporting calendar year.	<input type="text"/>	<input type="text"/>
<b>F2.</b> How much of your total export was <b>metallurgical coal</b> ?	<input type="text"/>	<input type="text"/>
<b>F3.</b> How much of your total export was <b>non-metallurgical coal</b> ?	<input type="text"/>	<input type="text"/>
<b>G. Coal Stock held-off-site at remote locations.</b> The total amount of coal stocks from this operation that were produced during the year and are being held at off-site locations. These locations include coal export terminals; coal river docks; and/or any other remote location.	<input type="text"/>	
<b>Total Production (A + B + C + (E-D) + F1 + G)</b>		
Please review your total Estimated Annual Production. Provide a comment in the Comments section if this tonnage does not equal the total annual production (sum of 4 quarters) you reported to MSHA on Form 7000-2, "Quarterly Mine Employment and Coal Production".	<input type="text"/>	

Required field

If coal Open Market sales, as reported in A above, are to wholesale or retail coal dealers or brokers, please provide the coal purchasers' information below.

Line Number	(1) Contact Name	(2) Purchaser	(3) Contact E-mail Address	(4) Contact Phone Number
1. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="text" value="1"/>				

**Figure 30. Disposition Data Entry Screen**




**Coal Stock held-off-site at remote locations (G)** is the total amount of coal stocks from this operation that were produced during the year and are being held at off-site locations. These locations include coal export terminals; coal river docks; and/or any other remote locations.

**Total Production** is calculated on the screen using the following equation:




- + Open Market Sales Quantity (A)
- + Captive Market Sales Quantity (B)
- + Coal Consumed to Operate this Mine (C)
- + Change in stocks (Ending – Beginning) (E-D)
- + Total Exports (F1)
- + Coal Stock held-off-site at remote locations (G)


**NOTE:** The calculated Total Production should equal the total annual production (sum of 4 quarters) reported to MSHA on Form 7000-2, "Quarterly Mine Employment and Coal Production for this operation. Provide an explanation in the Comments section (see Item VII: Comments) if these tonnages do not match.

If coal Open Market sales reported in **A** were to wholesale or retail coal dealers or brokers, please provide the coal purchasers' information in the space provided.

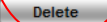
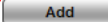

Lines may be added one at a time, or the user may add multiple lines. Select the **number of lines** to be added from the dropdown and click the  button.

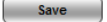
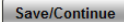
When lines are added, data may be entered to the screen.

**NOTE:** When lines are added to the screen, the user must click the  button or  button before navigating to a different screen. The  button must also be clicked before adding lines if data have been enter on existing lines or the data will be lost.

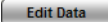
If coal beds need to be removed, check the box next to the corresponding line number then click the  button

Line Number	(1) Contact Name	(2) Purchaser	(3) Contact E-mail Address	(4) Contact
1. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

  1 


The  button saves the entry and the user can then navigate to any section of the form . The  button saves the data entered and navigates to the next tab depending on the type of operation reporting.

### 4.3.6 Item IV: Coal Preparation

Item IV is used to collect information from mine operations that include a preparation plant or tippie which crushes, screens, or mechanically cleans coal. To enter or change the coal preparation data, click the  button at the top of the Coal Preparation screen to display the Coal Preparation Data Entry Screen (see Figure 31).

**Proportion of Coal by Type of Mining** is a breakdown of the quantity of coal prepared by type of mine (e.g. underground or surface).

**NOTE:** The sum of the percentages must equal 100%. If not, an Error message will be displayed.



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### EIA-7A - Annual Coal Production and Preparation Report

Identification
Capacity
Coal Beds
Reserves
Disposition
Preparation
Comments
Submit

User
Mine Id
Reporting Year
Mine Name
Preparer Name
Role

**Item VI: Coal Preparation**

Complete this section only if this mine operation includes a preparation plant or tippie which crushes, screens, or mechanically cleans coal.

**A. Proportion of Coal by Type of Mining**

1. Percentage of coal prepared which originated at underground mines	<input type="text"/>	%
2. Percentage of coal prepared which originated at surface mines	<input type="text"/>	%
3. Total coal prepared	<input type="text"/>	%

**B. Processing statistics**

1. Tons of raw coal processed at the plant during the report year (input) (short tons)	<input type="text"/>
2. Tons of coal after processing (output) (short tons)	<input type="text"/>
3. Tons of refuse material after processing (short tons)	<input type="text"/>

**C. Hourly Raw Feed Capacity**

1. Report the maximum amount of raw coal that your operation could process during one hour in short tons (under normal operating conditions)	<input type="text"/>
--	----------------------

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**Figure 31. Coal Preparation Data Entry Screen**

**Processing Statistics** include the quantity of raw coal processed at the plant during the reporting period (input), the quantity of coal after processing (output), and the quantity of refuse material after processing.

**Hourly Raw Feed Capacity** is the maximum amount of raw coal that the reporting operation could process during one hour.

**NOTE:** All editable fields on this screen are required.

### 4.3.7 Comments

Users can navigate directly to the Comments entry screen by selecting the Comments tab at the top of the screen. The user uses this screen to provide information that may help explain their data or provide additional details about their submission, (see Figure 32).

The screenshot shows the 'Comments' entry screen for the EIA-7A report. The header features the EIA logo and navigation links. The main content area is titled 'Item VII: Comments' and includes a text input field for comments, a character count, and three buttons: 'Cancel', 'Save', and 'Save/Continue'. The footer contains the agency's contact information.

**Figure 32. Comment Entry Screen**

Comments are saved by selecting the save button  at the bottom of the screen.

The  button navigates to the **Submit** tab (see Figure 33).

### 4.3.8 Submit

After completing the data entry, the data are submitted from the Submit screen. This screen may be accessed by clicking on the **Submit** tab. When the user clicks the **Submit** tab, the tier two edits are performed.

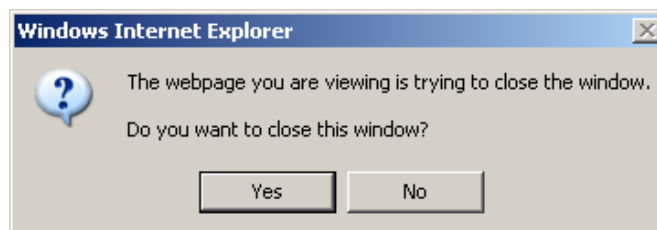
If there are errors within the submission, the user is notified, (see Figure 33).

**Figure 33. Submit Screen**

From this screen, the user may printable version of their submission, complete with all the data currently entered, by clicking on the link [Click Here to review a printable version of the form](#). A formatted version of the form will be displayed in a separate window which may be reviewed and printed through the browser print function.

The number of unresolved edits is displayed in red. The user must click on the link [Click Here to review edits](#) to review the unresolved edits. This brings up the Edit Report screen in a new window (see Figure 34).

The survey respondent may either override the warning errors by entering a detailed explanation in the corresponding comment box, or correct the data by clicking on the link to the data cell, [Click Here](#). The user will be prompted to close the Edit Report window.



Respond **Yes** to close the window; respond **No** to leave the window open to refer to as the data are revised.

When the user uses the link [Click Here](#), control returns to the section of the form that requires revision.

Once each revision is made, REMEMBER to click the  or  button at the bottom of the screen to save any/all changes.

EIA-7A - Annual Coal Production and Preparation Report

User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role
------	---------	----------------	-----------	---------------	------


**Edit Report**

**Edit 1:** Item V: Disposition of Coal Produced During the Reporting Calendar Year  
Captive Market Sales To Non Subsidiary

Potential reporting error. You have indicated a company type of Contractor and Captive Market quantity of 8. This type of company does not normally report for this item. Please re-check the coal disposition category and make necessary change, or provide an explanation in the override comment field.

**Current Value:**  
8

[Click Here](#) to go to the error and close the edits window.

**If you believe the value you entered is correct, please provide a detailed explanation below.**

Close

Save

**Figure 34. Edit Report Screen**

The survey respondent repeats this process until all errors are resolved.

After all edits are resolved, the **Submit** screen is displayed (see Figure 35), and the respondent can finalize and submit the data by clicking on the **Submit** button. Again, the user may generate a printable version of their final submission **before** submitting, and/or complete with all the data currently entered, by clicking on the link [Click Here to review a printable version of the form](#).

To submit at a future time, use the link [Click Here](#) to return to the Home Page.

When the **Submit** button is clicked and submission is successful, the Submission Accepted Screen is displayed (see Figure 36).

Once the survey is submitted, if the survey respondent logs back in, only the printable version of the form will be displayed, and the data may only be reviewed, but not changed. If further changes are required, please contact the Survey Manager (see Item 1.4: Point of Contact)..

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Identification Capacity Coal Beds Reserves Disposition Preparation Comments Submit

User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role
------	---------	----------------	-----------	---------------	------

**Submit Process**

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

Congratulations! Reporting Entity Id **Entity ID** for the Reporting Year **YYYY** is ready for submission.

Click the submit button to finalize your submission or [Click Here](#) to exit and return to the home page..

Send current data to the U.S. Energy Information Administration. Only one submission per Reporting Entity id will be accepted. Please contact Paulette Young, Survey Manager at [Paulette.Young@eia.gov](mailto:Paulette.Young@eia.gov) or 202-586-1719 for any revisions or questions about this submission.

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**Figure 35. Submit Tab**

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 EIA-7A - Annual Coal Production and Preparation Report

Identification Capacity Coal Beds Reserves Disposition Preparation Comments Submit

User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role
------	---------	----------------	-----------	---------------	------

**Submitted**

Your submission has been accepted and you will receive an email confirming your submission shortly.

Please [Click Here](#) to return to the home page.

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**Figure 36. Final Submission Screen**