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U.S. Energy Information
Administration

Form EIA-5 Users Manual

Quarterly Coal Consumption and Quality – Coke Plants

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Primary POC: Tejasvi Raghuveer
Phone: (202) 586-8926
Email: Tejasvi.Raghuveer@eia.gov

Document Changes/Maintenance POC:

Primary POC: Tejasvi Raghuveer
Phone: (202) 586-8926
Email: Tejasvi.Raghuveer@eia.gov

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 EIA-5 Form is utilized to collect data on coal receipts, costs, carbonization, and stocks, as well as coke and breeze production, distribution, and stocks from all U.S. coke plants. For coal received during the quarter, information is collected on origin, quantity, primary transportation mode, quality (i.e., Btu, sulfur, and ash contents), and cost. The data are aggregated to provide coal statistics used by public and private analysts. Respondents are all U.S. coke plants.

Data from the EIA-5 Form appear in the EIA publications: Quarterly Coal Report, Monthly Energy Review, Annual Coal Report, Short-Term Energy Outlook, State Energy Price and Expenditure Report, Annual Energy Outlook, Annual Energy Review, and State Coal Profiles. In addition, the EIA uses the data for coal demand analyses and in short-term modeling efforts, which produce forecasts of coal demand and prices requested by Congress. The forecast data also appear in the Short-Term Energy Outlook and the Annual Energy Outlook. There are approximately 20 respondents for the Form EIA-5.

The EIA-5 data are submitted electronically through the Internet Data Collection (EIA5-IDC) application. This application is a web-based front end for the survey Form EIA-5 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 EIA5-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 inputting incorrect or invalid data and/or data format. The second type of edit is tier one edits. 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 tier two edits. These edits are performed at the form level and their resolution is described in Section 4.3.6 of the 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 respondents submit their data and their submission is received by EIA, an e-mail notification will be sent to the respondent indicating that their submission was successful.

Users of the EIA5-IDC are classified as either survey form respondents or internal survey staff (Survey Administrator.) Internal survey staff has greater 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 EIA5-IDC. Users requiring access should contact the POC below.

1.4 Point of Contact

Primary POC: Tejasvi Raghuvver
Phone: (202) 586-8926
Email: Tejasvi.Raghuvver@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-5 EIA-5 Quarterly Survey Form
- EIA5-IDC Form EIA-5 Quarterly Internet Data Collection Application
- FAQs Frequently Asked Questions
- IDC Internet Data Collection
- POC Point of Contact
- SSL Secure Socket Layering
- SSO External Single Sign On System

2. System Summary

2.1 System Configuration

The Form EIA-5 is developed Java Development Kit 1.5. It resides on a web application server on the EIA 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. (These items are further explained in the CUFS User Guide.) Selecting a survey from the main SSO processing page opens the corresponding processing system. For the EIA5-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 EIA5-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 EIA5-IDC is controlled by the external Singles Sign On system (SSO). When a new user is identified, the EIA will send two emails with log on credentials to this user. The first email contains a mail id. The second contains a secret word (Secret Code) and instructions to establish an SSO user id and register for access to the EIA5-IDC using the mail id and secret code. After registration, the EIA5-IDC is accessed by logging on to SSO which displays the EIA SSO welcome page and clicking on the EIA-5 link.

After registration, the EIA5-IDC is accessed by logging on to SSO which displays the EIA SSO welcome page and clicking on the EIA-5 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, the EIA logo is displayed next to the text "Independent Statistics & Analysis U.S. Energy Information Administration". Below this, it says "Welcome to the EIA Single Sign On Login System External Integration". A notice 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 labeled "Userid:" and "Password:", followed by a "Logon" button. Below the form are links for "Register for a Userid", "Forgot your password?", and "Forgot your Userid?". A red horizontal line separates this from a list of links: "Frequently Asked Questions", "Electric FAQ, 202-586-9595 or EIASurveyHelpCenter@eia.gov", "Coal, Nuclear or Renewable Surveys: EIASurveyHelpCenter@eia.gov", "Registration, enrollment and logon issues: OITDevelopment@eia.gov", and "Security and Privacy Statement". At the bottom, a "User Notification" box contains a privacy statement: "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 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 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 you browser.

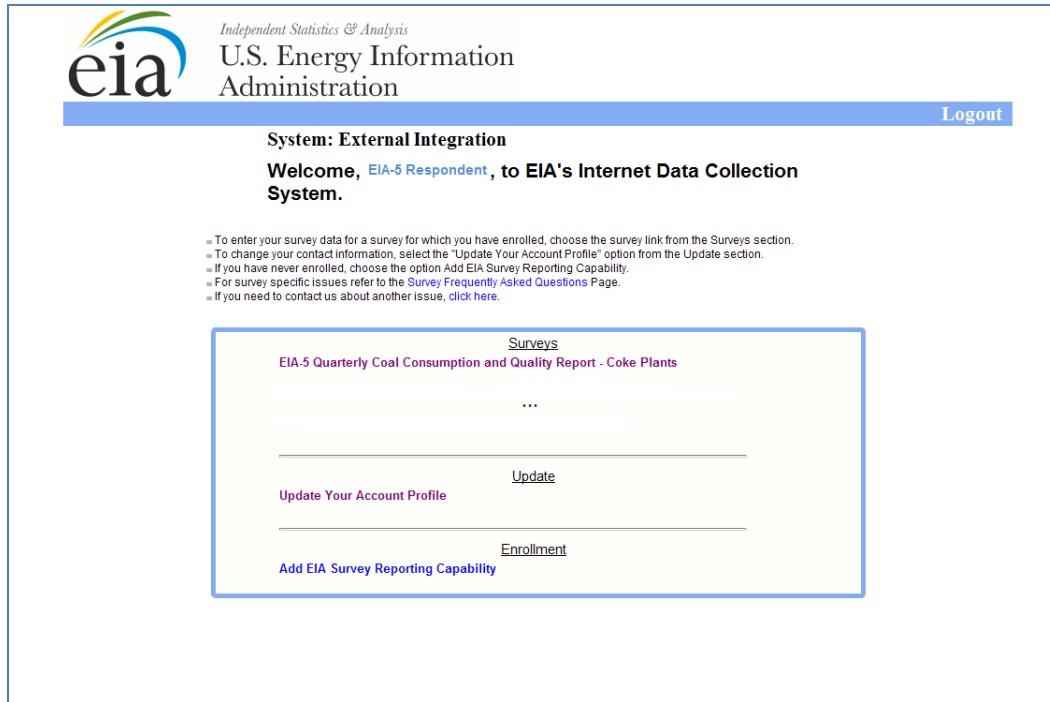


Figure 2. IDC Welcome Screen

3. Click on EIA-5 Quarterly Coal Consumption and Quality Report – Coke Plants to open the EIA-5 IDC Home Page, Figure 3.

EIA-5 - Quarterly Coal Consumption and Quality Report - Coke Plants

Welcome,



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.**

Company: ID Number - Entity

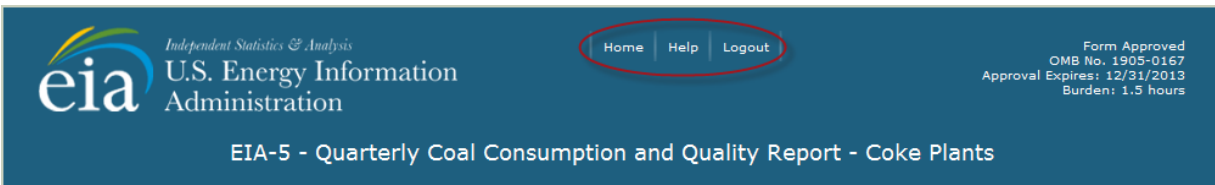
Reporting Year And Quarter: yyyy Qq

Figure 3. EIA-5 IDC Home Page

4. Using the EIA-5 IDC System

4.1 General Navigation Information


After logging on the application from SSO, the first page seen by all user levels is the EIA5-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 EIA5-IDC application. Other options presented on the top of all EIA5-IDC pages are **Help** and **Logout**.



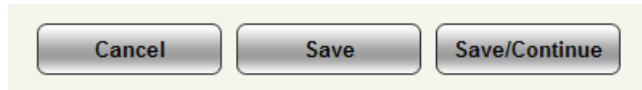
Selecting **Help** opens another window from which the user may obtain survey level help, Figure 4. Survey level help includes the form and instructions, FAQs, the user's guide, glossary, and email links for survey and SSO log in questions.



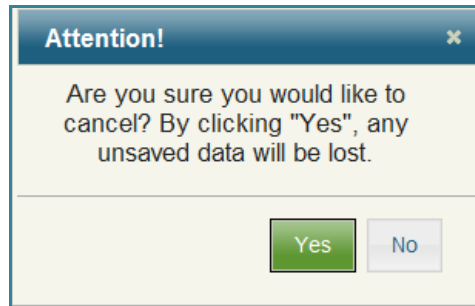
Figure 4. Help Screen

Selecting **Logout** closes the EIA5-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 **Cancel** button is clicked, the following message box is displayed to ensure that the user wants to proceed.



Clicking **Yes**, returns the user to the current screen with all data fields returned to their original values. Clicking **No**, 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 which ever section of the form is desired. 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 sequential input screen.

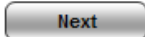
4.2 Home Page

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

The survey respondents select the survey they wish to file the survey for from the "Select Company" drop down list by clicking on the down arrow and then selecting the company from the drop down list. Only companies within the survey that are 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, contact the survey manager if you need to change your data.

Company: ID Number - Entity Name

Reporting Year And Quarter: YYYY Qq



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, reporting entity ID number, reporting year, reporting quarter, company name and contact name and the user's role. The tabs for Items I – IV, Comments and Submit are also visible for all users.

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
------	---------------------	----------------	-------------------	-----------------------	--------------------	------

Item I Items II - V Item VI Comments Submit

Data Entry consists of areas (tabs) for the user to enter data. The first correspond to the schedules of the form and the final is for data submission:

- Tab 1. Item I: Identification
- Tab 2. Item II: Coal Receipts, Consumption, and Stocks
Item III: Electric Power Generation
Item IV: Co-Firing Fuels
Item V: Carbon Capture
- Tab 3. Item VI: Origin, Coal Type and Quality, Predominant and Secondary Transportation Mode
- Tab 4. Comments
- Tab 5. Submit

Refer to the EIA-5 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-5_instruct_gloss.pdf) for information on completing the survey questions.

4.3.1 Item I: Identification

The opening screen for the EIA-5 IDC displays the first tab, Item I, shown in Figure 4. It contains the contact information for the Company, Site, Form Preparer, and Entity Supervisor. Information on this tab may only be viewed by the survey respondent. If survey respondent needs to update respondent/contact information they must contact the survey administrator.

All identification and contact information updates are completed by the survey administrator.

EIA-5 - Quarterly Coal Consumption and Quality Report - Coke Plants

Item I	Item II	Item III	Item IV	Comments	Submit	
User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Item I: Identification

Please review all parts under Item I for accuracy and contact the EIA by emailing EIA-5@eia.gov to advise of any updates.

Part A: Company Information

Company Id:	
Company Name:	
Company Street Address:	
Company City, State, Zip:	
Company Contact's Phone:	
Company Contact's Fax:	
Company Contact's E-Mail Address:	

Part B: Site Information

Plant Id:	
Plant Name:	
Plant County, State, Zip:	

Part C: Preparer Information

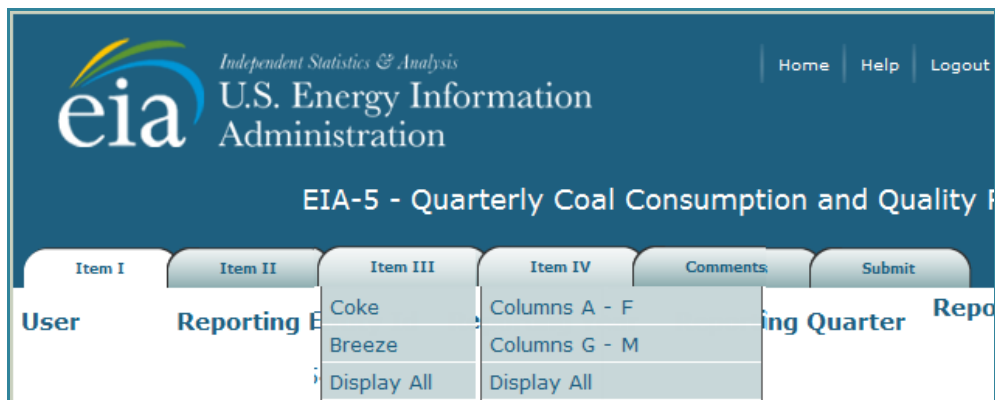
Preparer's Name:	
Preparer's Street Address:	
Preparer's City, State, Zip:	
Preparer's Phone:	
Preparer's Fax:	
Preparer's E-Mail:	

Part D: Reporting Entity Supervisor Information

Supervisor's Name:	
Supervisor's Title:	
Supervisor's Street Address:	
Supervisor's City, State, Zip:	
Supervisor's Phone:	
Supervisor's Fax:	
Supervisor's E-Mail:	

Figure 5. Item 1: Identification Display Screen

Users navigate to another portion of the form by selecting a different tab at the top of the page.



4.3.2 Item II: Coking Coal and Coal Synfuel Receipts, Carbonized Coal and Stocks

Item II collects information on coal stocks levels changes, receipts, and consumption during the reporting period, Figure 6.

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Home | Help | Logout

Form Approved
OMB No. 1905-0167
Approval Expires: 12/31/2013
Burden: 1.5 hours

EIA-5 - Quarterly Coal Consumption and Quality Report - Coke Plants

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Item II: Coal Receipts, Consumption and Stocks

Item II:

Please ensure that your data satisfies the balance equation below. Do not include coal used to produce coke. Note that the figure for "Ending Coal Stocks in Previous Quarter (short tons)" is pre-populated. If this figure needs to be edited, please email EIA-5@eia.gov with the change. If "Adjustments" are negative, please indicate by providing a negative sign before the figure in the text box. Refer to the instructions for further guidance.

A. Ending Coal Stocks in Previous Quarter (short tons)	<input type="text"/>
B. Total Quantity of Coal Received During Quarter (short tons)	<input type="text"/>
C. Coal Carbonized During Quarter (short tons)	<input type="text"/>
D. Adjustments (short tons)	<input type="text"/>
E. Coal Stocks at the End of Quarter (short tons)	<input type="text"/>
F. Total Cost of Coal Received During Quarter on a C.I.F. Basis (dollars)	<input type="text"/>

Balance Equation Check: A + B - C + D = E

Cancel Save Save/Continue

U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | www.eia.gov

Figure 6. Item II: Coal Receipts, Consumption and Stocks Data Entry Screen

The user completes the fields on the screens.

Ending Coal Stocks Previous Quarter (short tons) (A) is prefilled from the value reported as **Coal Stocks at the End of Quarter (short tons) (E)** in the prior reporting period. This field is locked. If the prefilled number is inaccurate, use the **Adjustments (short tons) (D)** field to add or subtract the number of short tons that will make the prior quarter ending stocks number accurate.

Total Quantity of Coal Received During Quarter (short tons) (B) is the quantity of all coal received, including transformed coal. The value entered into this space should match the **Total (N)** for the values entered in Item IV.

Coal Carbonized During Quarter (short tons) (C) is the total quantity of coal used during the reporting period.

Adjustments (D) is used to report a change in stocks during the quarter due to any stock losses, reassessments, transfers to or from other plants owned by the same parent company, or sales of coal stocks to other companies. Enter a "+" or "-" sign to indicate whether the adjustment is an addition or reduction to your facility's stocks. Enter a zero, if there are no adjustments.


NOTE: Any non-zero entry in this field requires an explanation on the Comments tab.

Coal Stocks at the End of Quarter (E) is a calculated value found by taking ending stocks prior quarter, adding quantity of coal received, subtracting quantity of coal consumed and adding or subtracting any adjustment value.

To maintain the accuracy of the data reported, the following must balance:

$$\begin{aligned} &+ \text{Ending stocks previous quarter (A)} \\ &\quad + \text{Receipts this quarter (B)} \\ &\quad - \text{Consumption this quarter (C)} \\ &\quad\quad + \text{Adjustments (D)} \quad \text{can positive or negative number} \\ &= \text{Ending stocks this quarter (E)} \end{aligned}$$

Total Cost of Coal Received During Quarter on a C.I.F. Basis (F) is the delivered cost of coal receipts including insurance, freight and taxes for the quantity of **coal received during the reporting period (B)**.

The  button navigates to Item III, Coke.

4.3.3 Item III: Coke and Breeze Production, Distribution and Stocks

Item III is used to collect information on coke and breeze production, distribution and stocks.

4.3.3.1 Item III: Coke Production, Distribution and Stocks

Item III, Coke, collects information on coke production, distribution and stocks, Figure 6.

The user completes the fields on the screens.

Ending Stocks Previous Quarter (A) is prefilled from the value reported as **Stocks at End of Quarter (H)** in the prior reporting period. This field is locked. If the prefilled number is inaccurate, use the **Adjustments (C)** field to add or subtract the quantity that will make the prior quarter ending stocks number accurate.

Production (B) is the quantity of all is the coke produced during the quarter at this facility.

The screenshot displays the EIA-5 data entry interface. At the top, the EIA logo and 'U.S. Energy Information Administration' are visible, along with navigation links (Home, Help, Logout) and form approval information (OMB No. 1905-0167, Approval Expires: 12/31/2013, Burden: 1.5 hours). The main title is 'EIA-5 - Quarterly Coal Consumption and Quality Report - Coke Plants'. Below this is a tabbed interface with 'Item III' selected. A header row contains fields for User (EIA-5 Respondent), Reporting Entity Id (ID Number), Reporting Year (yyyy), Reporting Quarter (q), Reporting Entity Name (Entity Name), Form Preparer Name (EIA-3 Respondent), and Role (IDC Web User). The main content area is titled 'Item III: Coke Production, Distribution and Stocks' and contains a sub-section 'Item III: Coke'. A text box provides instructions: 'Please ensure that your data satisfies the balance equation below. Note that the figure for "Ending Stocks in Previous Quarter" is pre-populated. If this figure needs to be edited, please email EIA-5@eia.gov with the change. If "Adjustments" are negative, please indicate by providing a negative sign before the figure in the text box. Refer to the instructions for further guidance.' Below this are nine input fields labeled A through I: A. Ending Stocks in Previous Quarter, B. Production, C. Adjustments, D. Quantity Purchased or Transferred to this Plant, E. Quantity Used by Your Company, F. Quantity Transferred to Affiliated Companies, G. Quantity of Commercial Sales, H. Stocks at End of Quarter, and I. Total Revenues from Commercial Sales. A 'Balance Equation Check' formula is shown: $A + B + C + D - E - F - G = H$. At the bottom of the form are 'Cancel', 'Save', and 'Save/Continue' buttons. The footer contains the address: 'U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | www.eia.gov'.

Figure 7. Item III: Coke Production, Distribution and Stocks Data Entry Screen

Adjustments (C) is used to report a change in stocks during the quarter due to any stock losses or reassessments. Enter a “+” or “-” sign to indicate whether the adjustment is an addition or reduction to your facility’s stocks. Enter a zero, if there are no adjustments.

NOTE: Any non-zero entry in this field requires an explanation on the Comments tab.

Quantity Purchased or Transferred to this Plant (D) is the coke obtained from other facilities during the quarter.

Quantity Used by Your Company (E) is the coke consumed by your company during the quarter.

Quantity Transferred to Affiliated Companies (F) is the coke transferred to affiliated facilities during the quarter.


Quantity of Commercial Sales (G) is the quantity of material sold during the reporting quarter to a company not integrated or affiliated with the producing company.

Stocks at End of Quarter (H) is a calculated value found by taking ending stocks prior quarter, adding production, adding or subtracting any adjustment value, adding transfers into the plant, and subtracting quantity used, quantity transferred to affiliates, and commercial sales.

To maintain the accuracy of the data reported, the following must balance:

- + Ending stocks previous quarter **(A)**
 - + Production **(B)**
 - + Adjustments **(C)** can positive or negative number
- + Quantity Purchased or Transferred to this Plant **(D)**
 - Quantity Used by this company **(E)**
 - Quantity Transferred to Affiliated Companies **(F)**
 - Quantity of Commercial Sales **(G)**
- = Stocks at End of this quarter **(H)**

Total Revenue from Commercial Sales (I) is the revenue for coke sold during the reporting quarter to a company not integrated or affiliated with the producing company **(G)**.

The  button navigates to Item III, Breeze.

4.3.3.2 Item III: Coke Production, Distribution and Stocks

Item III, Coke, collects information on coke production, distribution and stocks, Figure 7.

The user completes the fields on the screens.

Ending Stocks Previous Quarter (A) is prefilled from the value reported as **Stocks at End of Quarter (H)** in the prior reporting period. This field is locked. If the prefilled number is inaccurate, use the **Adjustments (C)** field to add or subtract the quantity that will make the prior quarter ending stocks number accurate.

Production (B) is the quantity of all is the breeze produced during the quarter at this facility.

Adjustments (C) is used to report a change in stocks during the quarter due to any stock losses or reassessments. Enter a "+" or "-" sign to indicate whether the adjustment is an addition or reduction to your facility's stocks. Enter a zero, if there are no adjustments.

NOTE: Any non-zero entry in this field requires an explanation on the Comments tab.

Quantity Purchased or Transferred to this Plant (D) is the breeze obtained from other facilities during the quarter.

Quantity Used by Your Company (E) is the breeze consumed by your company during the quarter.

Quantity Transferred to Affiliated Companies (F) is the breeze transferred to affiliated facilities during the quarter.

Quantity of Commercial Sales (G) is the quantity of material sold during the reporting quarter to a company not integrated or affiliated with the producing company.

Stocks at End of Quarter (H) is a calculated value found by taking ending stocks prior quarter, adding production, adding or subtracting any adjustment value, adding transfers into the plant, and subtracting quantity used, quantity transferred to affiliates, and commercial sales.

U.S. Energy Information Administration
 Form Approved
 OMB No. 1905-0167
 Approval Expires: 12/31/2013
 Burden: 1.5 hours

EIA-5 - Quarterly Coal Consumption and Quality Report - Coke Plants

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-3 Respondent	IDC Web User

Item III: Coke Production, Distribution and Stocks

Item III: Breeze

Please ensure that your data satisfies the balance equation below. Note that the figure for "Ending Stocks in Previous Quarter" is pre-populated. If this figure needs to be edited, please email EIA-5@eia.gov with the change. If "Adjustments" are negative, please indicate by providing a negative sign before the figure in the text box. Refer to the instructions for further guidance.

A. Ending Stocks in Previous Quarter	<input type="text"/>
B. Production	<input type="text"/>
C. Adjustments	<input type="text"/>
D. Quantity Purchased or Transferred to this Plant	<input type="text"/>
E. Quantity Used by Your Company	<input type="text"/>
F. Quantity Transferred to Affiliated Companies	<input type="text"/>
G. Quantity of Commercial Sales	<input type="text"/>
H. Stocks at End of Quarter	<input type="text"/>
I. Total Revenues from Commercial Sales	<input type="text"/>

Balance Equation Check: A + B + C + D - E - F - G = H

Buttons: Cancel, Save, Save/Continue

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Figure 8. Item III: Breeze Production, Distribution and Stocks Data Entry Screen

To maintain the accuracy of the data reported, the following must balance:

- + Ending stocks previous quarter **(A)**
 - + Production **(B)**
 - + Adjustments **(C)** can positive or negative number
- + Quantity Purchased or Transferred to this Plant **(D)**
 - Quantity Used by this company **(E)**
 - Quantity Transferred to Affiliated Companies **(F)**
 - Quantity of Commercial Sales **(G)**
- = Stocks at End of this quarter **(H)**

Total Revenue from Commercial Sales (I) is the revenue for breeze sold during the reporting quarter to a company not integrated or affiliated with the producing company **(G)**.

The button navigates to Item III, Display All, Figure 8.



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EIA-5 - Quarterly Coal Consumption and Quality Report - Coke Plants

Item I
Item II
Item III
Item IV
Comments
Submit

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-3 Respondent	IDC Web User

Item III: Coke Production, Distribution and Stocks

Item III: Coke

Please ensure that your data satisfies the balance equation below. Note that the figure for "Ending Stocks in Previous Quarter" is pre-populated. If this figure needs to be edited, please email EIA-5@eia.gov with the change. If "Adjustments" are negative, please indicate by providing a negative sign before the figure in the text box. Refer to the instructions for further guidance.

A. Ending Stocks in Previous Quarter	0
B. Production	100
C. Adjustments	-5
D. Quantity Purchased or Transferred to this Plant	5
E. Quantity Used by Your Company	10
F. Quantity Transferred to Affiliated Companies	10
G. Quantity of Commercial Sales	10
H. Stocks at End of Quarter	70
I. Total Revenues from Commercial Sales	123

Balance Equation Check: A + B + C + D - E - F - G = H

Item III: Breeze

Please ensure that your data satisfies the balance equation below. Note that the figure for "Ending Stocks in Previous Quarter" is pre-populated. If this figure needs to be edited, please email EIA-5@eia.gov with the change. If "Adjustments" are negative, please indicate by providing a negative sign before the figure in the text box. Refer to the instructions for further guidance.

A. Ending Stocks in Previous Quarter	0
B. Production	100
C. Adjustments	-10
D. Quantity Purchased or Transferred to this Plant	10
E. Quantity Used by Your Company	10
F. Quantity Transferred to Affiliated Companies	10
G. Quantity of Commercial Sales	10
H. Stocks at End of Quarter	70
I. Total Revenues from Commercial Sales	123

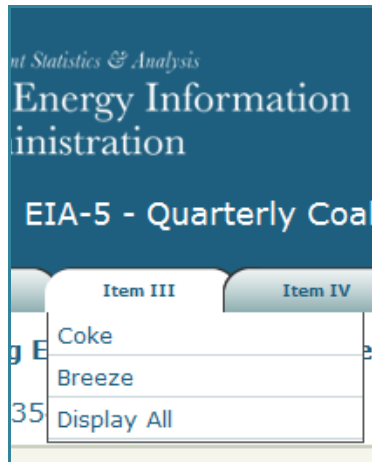
Balance Equation Check: A + B + C + D - E - F - G = H

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Figure 9. Item III: Display All Screen

The button navigates to Item IV, Columns A-F, Figure 9.

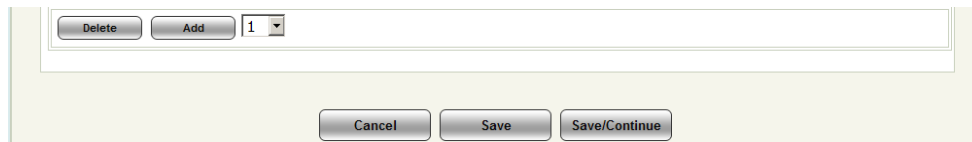
NOTE: When the Item III Display All screen is displayed, Figure 8, data may not be entered or altered. To make changes to the screen, click on the **Item III** tab and select the Item that requires changes.



4.3.4 Item IV: Origin, Coal Type and Quality, and Transportation Mode

Item IV is used to collect the origin, coal type and quality, and transportation mode for each quantity received by state. There are two screens for these data. The first collects the quantity of the coal received, the state or country of origin, the MSHA ID of the U.S. coal mine from which it was mined, the type of coal received and the heat content (BTU per pound); columns A-F, Figure 9. The second collects the sulfur content, ash content, mercury content, commodity cost, and the primary and secondary modes of transportation for the associated receipt; columns G-L, Figure 10.

To enter data for receipts, lines must be added for each receipt. 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 **Add** button.



When lines are added, data may be entered to the screen (Figures 11 and 14).

NOTE: When lines are added to either screen, the same number of lines will be added to the other for continuity. For the lines and data to remain, the user must click the **Save** button or **Save/Continue** button before navigating to a different screen, even between the two Item IV screens. The **Save** button must also be clicked before adding lines, if data have been entered on existing lines or the data will be lost.



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Item I
Item II
Item III
Item IV
Comments
Submit

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode

▶ **Item IV: Columns A - F**

For each receipt, provide quantity of coal received, origin, MSHA ID, coal type, and heat content. Please utilize the same line number on the next page to complete the data entry. See instructions for State, Volatile Matter, Transportation, and Coal Type Codes.

(A) Line Number (Select to Delete)	(B) Quantity Received by Origin (Short tons)	(C) Origin of Coal (State or Country of Origin)	(D) MSHA ID of U.S. coal mine	(E) Type of Coal ?	(F) Heat Content (Btu per Pound)
(N) Total <input style="width: 100px;" type="text"/>					
<div style="display: flex; justify-content: space-between; align-items: center;"> Delete Add 1 ▼ </div>					

Cancel
Save
Save/Continue

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Figure 10. Item IV: Origin, Coal Type and Quality, Transportation Mode, Columns A-F



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Item I
Item II
Item III
Item IV
Comments
Submit

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode

▶ Item IV: Columns G - M

For each receipt, provide sulfur, ash, and mercury content in addition to commodity cost and transportation modes. See instructions for State, Volatile Matter, Transportation, and Coal Type Codes.

(A) Line Number (Select to Delete)	(G) Volatile Matter (HV, MV, LV)	(H) Sulfur Content (Percent by weight to the nearest 0.01%)	(I) Ash Content (Percent by weight to the nearest 0.01%)	(J) Mercury Content (Parts per million on a dry basis to the nearest 0.001)	(K) Commodity Cost (Dollars per short ton)	(L) Predominant Mode of Transportation	(M) Secondary Mode of Transportation
1. <input type="checkbox"/>	--Please Select					--Please Select	--Please Select

Delete
Add
1

Cancel
Save
Save/Continue

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Figure 11. Origin, Coal Type and Quality, Transportation Mode, Columns G-M

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Item I | Item II | Item III | Item IV | Comments | Submit

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode

> Item IV: Columns A - F

For each receipt, provide quantity of coal received, origin, MSHA ID, coal type, and heat content. Please utilize the same line number on the next page to complete the data entry. See instructions for State, Volatile Matter, Transportation, and Coal Type Codes.

(A) Line Number (Select to Delete)	(B) Quantity Received by Origin (Short tons)	(C) Origin of Coal (State or Country of Origin)	(D) MSHA ID of U.S. coal mine	(E) Type of Coal	(F) Heat Content (Btu per Pound)
1. <input type="checkbox"/>	<input type="text"/>	--Please Select	<input type="text"/> <input type="button" value="Search"/>	--Please Select	<input type="text"/>
(N) Total	<input type="text"/>				

1

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Figure 12. Item IV, Columns A-F Data Entry Screen

Line Number (A) is system generated as lines are added for entry. Use the same line number for each shipment to identify all requested data fields on both Item VI data entry screens.

Quantity Received by Origin (short tons) (B) is the quantity of coal or transformed coal (in whole short tons) received during the reporting period from the associated source.

Origin of Coal (State or Country of Origin) (C) is the state or country from which the quantity of coal (B) was received. Select the appropriate state or country from the dropdown.

MSHA ID of U.S coal mine (D) is the seven-digit ID of the mine given by the Mine Safety and Health Administration (MSHS) to identify the mine from which the quantity of coal (B) was received. If the coal receipts are from more than a single mine or MSHA ID in the same state and it is not possible to differentiate the shipment, use an approximate breakout by MSHA ID. If coal is imported, leave this field blank. If the MSHA ID is unknown, click the **Search** button to bring up the **MSHA Mine Search Screen**, Figure 12.

NOTE: The button is not operational until a valid State is selected from the dropdown.

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User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Msha Mine Search

Please enter all or part of the Msha mine Id or name you would like to search. If you would like to search for all mines within the selected state, you can leave the search fields blank and click the Search button.

State: Tennessee

Msha Mine Id:

Msha Mine Name:

Buttons: Cancel, Search

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Figure 13. MSHA Mine Search Screen

Enter all or part of the MSHA mine Id or name desired for the search. To search for all mines within the selected state, leave the search fields blank and click the **Search** button. A list of mines meeting the search criteria will be displayed in a drop down, Figure 14. Select the mine desired, then close the search screen by clicking the **Select** button.

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User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Msha Mine Search Results

Please enter all or part of the Msha mine Id or name you would like to search. If you would like to search for all mines within the selected state, you can leave the search fields blank and click the Search button.

State: Tennessee

Msha Mine Id:

Msha Mine Name: mine

Msha Mine Results: -- Please Select

Buttons: Cancel, Search, Select

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Figure 14. MSHA Mine Search Results Screen

If a match is not found, the following message will be displayed:

Msha Mine Results Your search returned no results. Please try again.

Please broaden the search string and try again.

When at desired mine is found, click the **Select** button.

Type of Coal is the type of coal of the associated receipt. Select the appropriate coal type from the dropdown.

Heat Content (BTU per pound) is the average BTU value per pound on an as-received basis of the associated receipt rounded to the nearest whole number.

The button navigates to Items IV, Columns G-M Data Entry Screen, Figure 14.

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Item I Item II Item III Item IV Comments Submit

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode

Item IV: Columns G - M

For each receipt, provide sulfur, ash, and mercury content in addition to commodity cost and transportation modes. See instruction for State, Volatile Matter, Transportation, and Coal Type Codes.

(A) Line Number (Select to Delete)	(G) Volatile Matter (HV, MV, LV)	(H) Sulfur Content (Percent by weight to the nearest 0.01%)	(I) Ash Content (Percent by weight to the nearest 0.01%)	(J) Mercury Content (Parts per million on a dry basis to the nearest 0.001)	(K) Commodity Cost (Dollars per short ton)	(L) Predominant Mode of Transportation	(M) Secondary Mode of Transportation
1. <input type="checkbox"/>	--Please Select					--Please Select	--Please Select

1

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Figure 15. Item VI, Columns G-M Data Entry Screen

Volatile Matter (G) is the percentage of volatile matter in the coal received. Select the appropriate volatility code for the coal received from the drop down.

Sulfur Content (H) is the average sulfur content on an as-received basis in terms of percent sulfur by weight for each type of coal rounded to the nearest 0.01%.

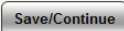
Ash Content (I) is the average ash content on an as-received basis in terms of percent ash by weight for each type of coal rounded to the nearest 0.01%.

Mercury Content (J) is the mercury content on an as-received dry basis in parts per million (ppm) rounded to the nearest 0.001 ppm. If lab tests of the coal receipts do not include the mercury content, enter the amount specified in the contract with the supplier.


Commodity Cost (K) is commodity cost of the coal received in dollars per short ton.

Predominant Mode of Transportation (L) is the primary mode of transportation used to ship coal to the receiving consumer. If more than one method is used to transport a single shipment, refer to the EIA-5 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-5_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

Secondary Mode of Transportation (M) is available if more than one mode of transportation is used to ship coal to the receiving consumer. This field is not available until a **predominant mode (L)** is selected. If more than one method is used to transport a single shipment, refer to the EIA-5 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-5_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

The  button navigates to Items IV Display All screen, Figure 15.

NOTE: When the Item IV Display All screen is displayed, Figure 15, data may not be entered or altered. To make changes to the screen, click on the **Items IV** tab and select the Item that requires changes.



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Item I | Item II | Item III | Item IV | Comments | Submit

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-3 Respondent	IDC Web User

Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode

Item IV: Columns A - F

For each receipt, provide quantity of coal received, origin, MSHA ID, coal type, and heat content. Please utilize the same line number on the next page to complete the data entry. See instructions for State, Volatile Matter, Transportation, and Coal Type Codes.

(A) Line Number	(B) Quantity Received by Origin (Short tons)	(C) Origin of Coal (State or Country of Origin)	(D) MSHA ID of U.S. coal mine	(E) Type of Coal	(F) Heat Content (Btu per Pound)
				?	

Item IV: Columns G - M

For each receipt, provide sulfur, ash, and mercury content in addition to commodity cost and transportation modes. See instructions for State, Volatile Matter, Transportation, and Coal Type Codes.

(A) Line Number	(G) Volatile Matter (HV, MV, LV)	(H) Sulfur Content (Percent by weight to the nearest 0.01%)	(I) Ash Content (Percent by weight to the nearest 0.01%)	(J) Mercury Content (Parts per million on a dry basis to the nearest 0.001)	(K) Commodity Cost (Dollars per short ton)	(L) Predominant Mode of Transportation	(M) Secondary Mode of Transportation
	?					?	?

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Figure 16. Item IV: Display All Screen

To continue to the **Comments** tab, click the button.

4.3.5 Comments

Users can navigate directly to the Comments entry screen by selecting the Comments tab. The user uses this screen to provide information that may help explain their submission, Figure 38.

Figure 17. Comments Entry Screen

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

The button navigates **Submit** tab, Figure 18.

4.3.6 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, Figure 18.

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[Item I](#) | [Item II](#) | [Item III](#) | [Item IV](#) | [Comments](#) | **Submit**

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Submit

Click Here to review a printable version of the form.

There are **3** unresolved edits out of 3 total edits in this submission. This submission will not be processed until all edits have been resolved or an explanation is provided.

Click Here to review edits.

You can not submit the form until data from each Item and/or Schedule is entered. Please go back and make sure that all data has been saved.


Send current data to the U.S. Energy Information Administration. Only one submission per Reporting Entity id will be accepted. Please contact Tejasvi Raghuvver, Survey Manager at Tejasvi.Raghuvver@eia.gov or 202-586-8926 for any revisions or questions about this submission.

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Figure 18. Submit Tab

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, Figure 19.



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User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

➤ Edit Report

Edit 1: Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode
Heat Content - Tennessee

Heat Content is not within range. Value must be between 11,800 and 14,000.
[Click Here](#) to go to the error and close the edits window.

Current Value:
123,123

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

Edit 2: Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode
Mercury Content - Tennessee

Mercury Content is not within range. Value must be between 0.02 and 0.5.
[Click Here](#) to go to the error and close the edits window.

Current Value:
1.231

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

Edit 3: Item IV: Origin, Coal Type and Quality, Predominant and Secondary transportation Mode
Sulfur Content - Tennessee

Sulfur Content is not within range. Value must be between 0.6 and 2.25.
[Click Here](#) to go to the error and close the edits window.

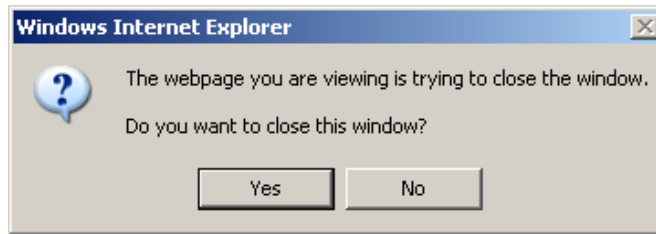
Current Value:
12.32

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

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Figure 19. Edit Report Screen

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 the revision are made, REMEMBER to click the or button at the bottom of the screen to save the changes.

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

If there are missing data, user will be notified on the submit screen, Figure 20. Return to each tab to find the fields requiring entry. Again, a printable version of their submission may be generated from the screen, complete with all the data currently entered, to help identify missing data by clicking on the link [Click Here to review a printable version of the form](#).

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	IDC Web User

Submit

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

You can not submit the form until data from each Item and/or Schedule is entered. Please go back and make sure that all data has been saved.

Send current data to the U.S. Energy Information Administration. Only one submission per Reporting Entity id will be accepted. Please contact Tejasvi Raghuvver, Survey Manager at Tejasvi.Raghuvver@eia.gov or 202-586-8926 for any revisions or questions about this submission.

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Figure 20. Submit Screen, Missing Data

After all edits are resolved, the **Submit** screen is displayed, Figure 21, and the respondent can finalize and submit the data by clicking on the **Finalize Submission** button. Again, the user may generate a printable version of their final submission **before** submitting, complete with all the data currently entered, by clicking on the link [Click Here to review a printable version of the form](#).

Figure 21. Finalize Submission Screen

When all the data are complete and all edits resolved the final submit screen is displayed, Figure 22. To complete the submission Click the Submit button. To submit at a future time, use the link [Click Here](#) to return to the Home Page.

Figure 22. Final Submit Screen

When the **Submit** button is clicked and submission is successful, the Submission Accepted Screen is displayed, Figure 23.

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Item I | Items II - V | Item VI | Schedule S | Comments | Submit

User	Reporting Entity Id	Reporting Year	Reporting Quarter	Reporting Entity Name	Form Preparer Name	Role
EIA-5 Respondent	ID Number	yyyy	q	Entity Name	EIA-5 Respondent	Administrator

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 23. Submission Accepted Screen

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, not changed. If further changes are required, please contact the survey manager.