Independent Statistics & Analysis

U.S. Energy Information Administration

Form EIA-3
Users Manual

Quarterly Coal Consumption and Quality Report, Manufacturing and Transformation/Processing Coal Plants and Commercial and Institutional Coal Users

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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 EIA-3 Form is utilized to collect coal consumption data from U.S. manufacturers, transformation and processing plants, and commercial and institutional coal users. Information collected includes coal consumption, stocks, and receipts.

Each quarter, information is collected on the origin, quantity, quality (i.e., Btu, sulfur, and ash contents), and cost of the coal. For coal transformed during the quarter, information is collected on Schedules G (gasification), L (liquefaction), R (coal refining) and Schedule S (Synfuel). Schedules G and L each have three sections: Section I for reporting distribution of transformed coal product (quantity, State of destination, mode of transportation), Section II for reporting the quality of the transformation product (e.g., heat and sulfur contents), and Section III for reporting byproducts (type, unit of measure, quantity produced, and quantity distributed or sold). Schedule R gathers data on distribution and quality of output (similar to schedules G and L) in addition to beginning stocks, production, and ending stocks of refined coal (Section III). Schedule S collects information regarding destination of fuel, consumer type, quantity distributed and/or sold, and transportation mode used in distribution.

The data are aggregated to provide coal statistics used by public and private analysts. The data are also used for coal demand analyses and in short-term modeling efforts to forecast energy (coal) demand and prices. Respondents consume in excess of 1,000 short tons of anthracite, bituminous, sub-bituminous coal or lignite for uses other than coke production during the year, defined by the current reporting quarter and the previous three reporting quarters.

Data from the Form EIA-3 appear in the EIA publications, Quarterly Coal Report, Monthly Energy Review, Annual Energy Review, and the Annual Coal Report. In addition, EIA uses the data for coal supply analyses and in short-term modeling efforts requested by Congress that forecast coal supply, prices, and environmental quality. Currently, there are approximately 515 respondents for the EIA-3 Form.

The EIA-3 data are submitted electronically through the Internet Data Collection (EIA3-IDC) application. This application is a web-based front end for the survey Form EIA-3 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 EIA3-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 4.3.12 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.

Survey respondents are restricted to only latest open survey cycle. Respondents may only access their company records.

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 EIA3-IDC. Users requiring access should contact the POC below.

1.4 Point of Contact

Primary POC:	Tejasvi Raghuveer
Phone:	(202) 586-8926
Email:	Tejasvi.Raghuveer@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
• EIA	Energy Information Administration
• ERUS	Office of Electricity, Renewables & Uranium Statistics
• Form EIA-3	EIA-3 Quarterly Survey Form
• EIA3-IDC	Form EIA-3 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-3 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, survey respondents are brought to the main SSO processing page which lists the survey systems that they have been authorized to access. Selecting a survey from the main SSO processing page opens the corresponding processing system. For the EIA3-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 EIA3-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 EIA3-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 EIA3-IDC using the mail id and secret code. After registration, the EIA3-IDC is accessed by logging on to SSO which displays the EIA SSO welcome page and clicking on the EIA-3 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.)

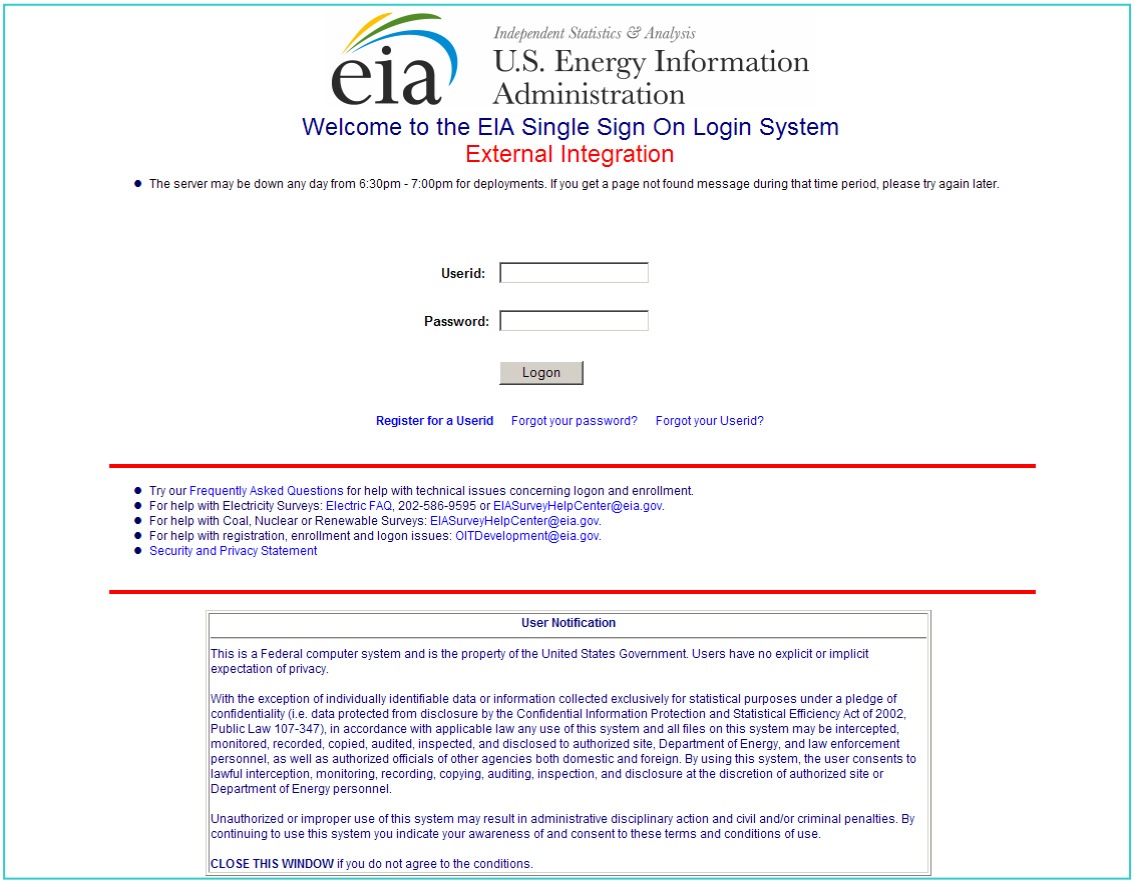


Figure 1. Single Sign-On Welcome Screen

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.

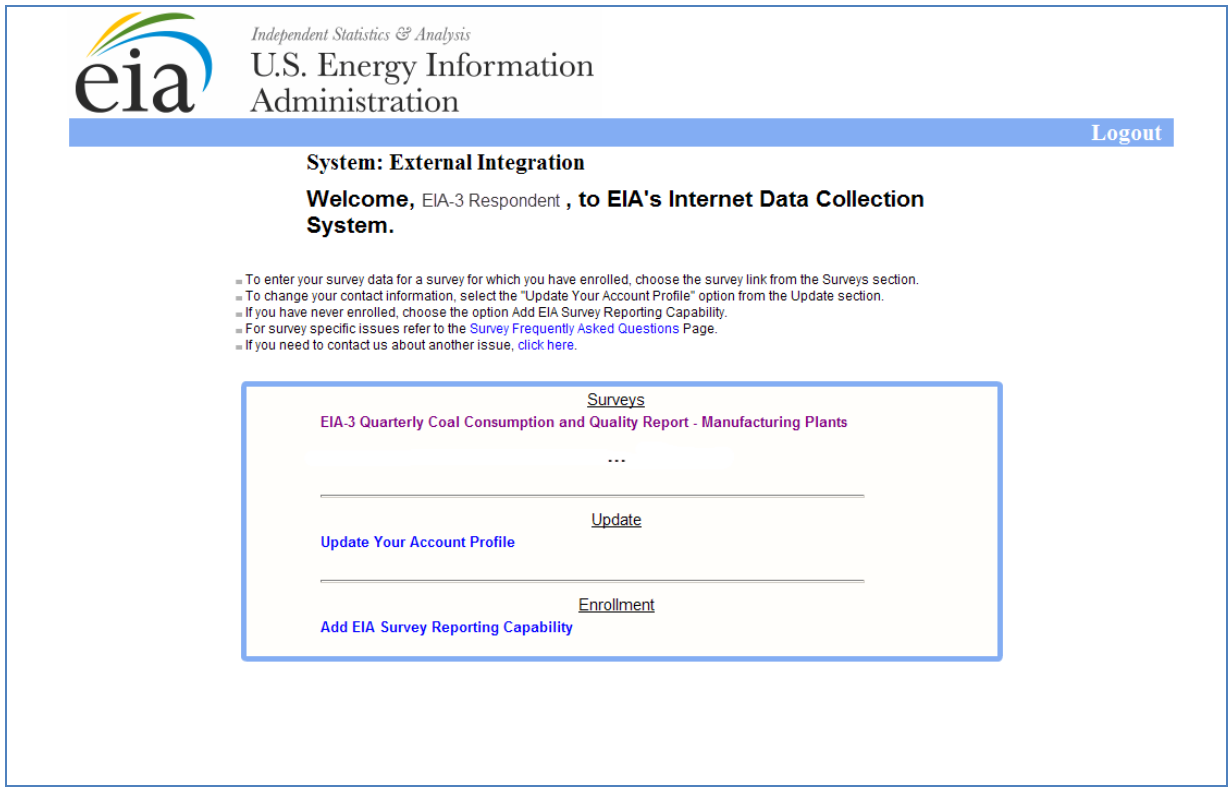


Figure 2. IDC Welcome Screen

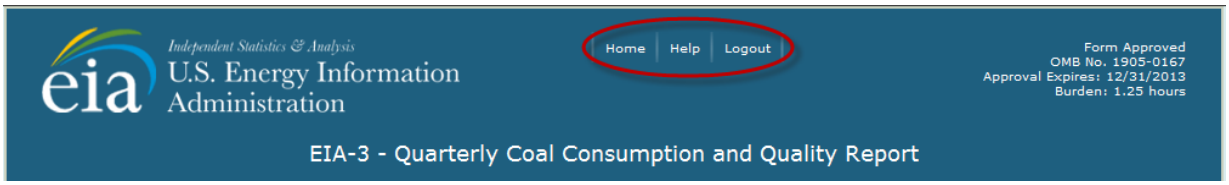
3. Click on EIA-3 Quarterly Coal Consumption and Quality Report – Manufacturing Plants to open the EIA-3 IDC Home Page, Figure 3.

Figure 3. EIA-3 IDC Home Page

4. Using the EIA-3 IDC System

4.1 General Navigation Information

After logging on the application from SSO, the first page seen by all users is the EIA3-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 EIA3-IDC application. Other options presented on the top of all EIA3-IDC pages are **Help** and **Logout**.

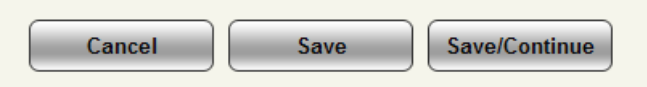


Selecting **Help** opens another window from which the user may obtain survey level help, Figure 4. Survey level help includes the form and instructions, FAQs, the user's guide, glossary, and email links for survey and SSO log in questions.

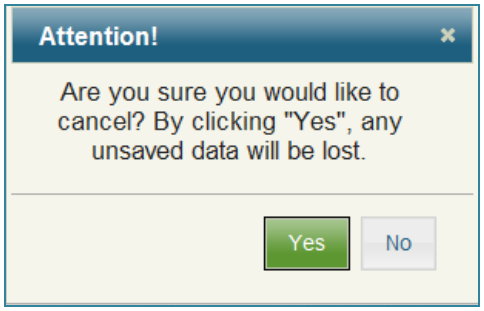
Figure 4. Help Screen

Selecting **Logout** closes the EIA3-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.

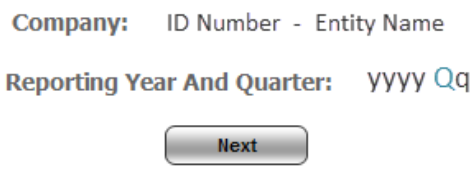
The **Save/Continue** button

saves all data field changes and navigates to the next sequential input screen.

4.2 Home Page

The Home Page (Figure 3) is displayed when the EIA-3 is selected from the Welcome Screen (Figure 2).

The respondent needs to select the survey they wish to file 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 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.



Click the **Next** button

to precede 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 – VI, Comments and Submit are also visible for all users.

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

Additional tabs for Schedule G, L, R, or S are also displayed if the reporting entity is a coal transformation/processing plant, depending on the plant type.

Schedule G: Gasification Plants – Sections I-IV

Schedule L: Liquefaction Plants – Sections I-III

Schedule R: Coal Refining Plants – Sections I-III

Schedule S: Distribution or Sales of Coal Synfuel by Destination and Consumer Type – Section I.

Refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for information on completing the survey questions.

4.3.1 Item I: Identification

The opening screen for the EIA-3 IDC displays the first tab, Item I, shown in Figure 5. It contains the contact information for the Company, Site, Form Preparer, and Entity Supervisor, as well as information about the Plant Type. 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.

The Plant Type information (Parts E-G) is also updated by the survey administrator.

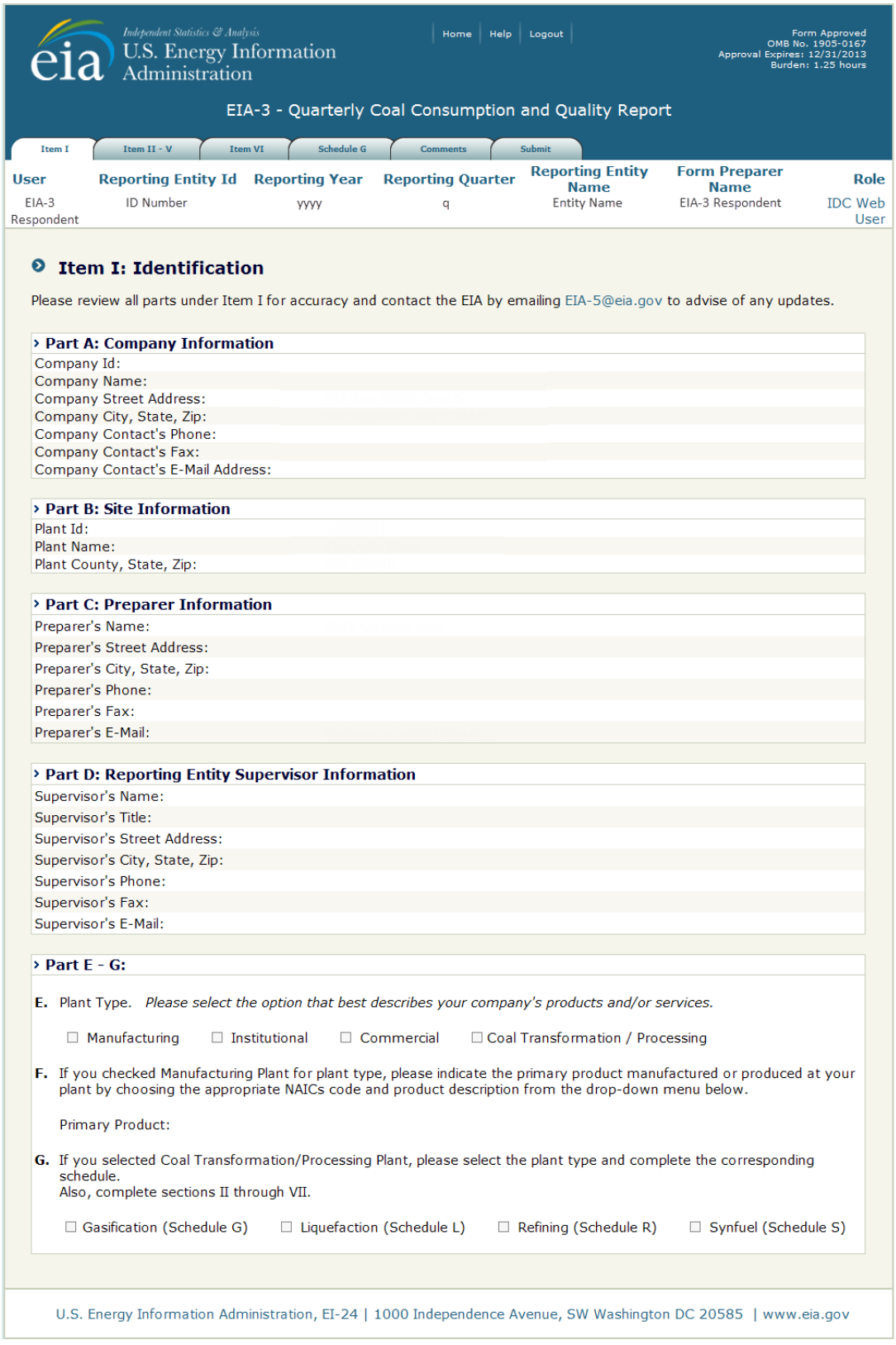
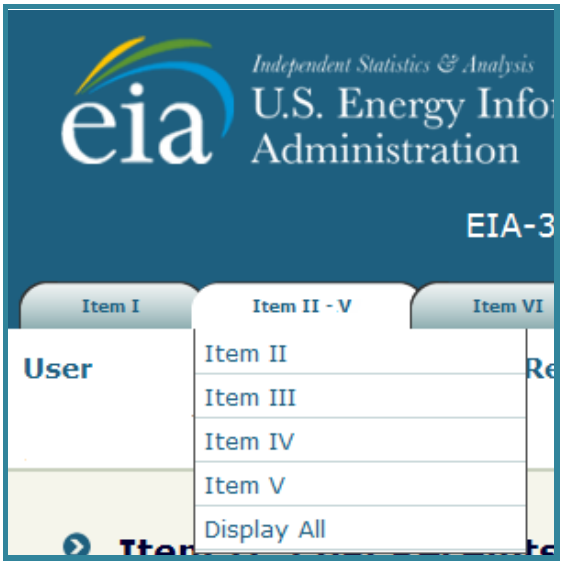
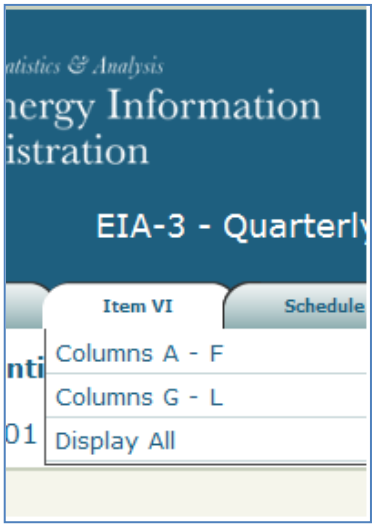


Figure 5. Item 1: Identification Display Screen

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





4.3.2 Item II: Coal Receipts, Consumption and Stocks

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

The user completes the fields on the screens.

Ending Coal Stocks Previous Quarter (A) is prefilled from the value reported as **Coal Stocks at the End of Quarter (E)** in the prior reporting period. This field is locked. If the prefilled number is inaccurate, use the **Adjustments (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 (B) is the quantity of all coal received, including transformed coal. The value entered into this space should match the **Total (M)** for the values entered in Item VI.

Quantity of Coal Consumed During Quarter (C) is the total quantity of coal used during the reporting period. For manufacturing plants (except coal transformation plants), it is the quantity of all types of coal, including transformed coal used. For coal transformation plants, it is the quantity of coal used to produce transformed coal.

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.

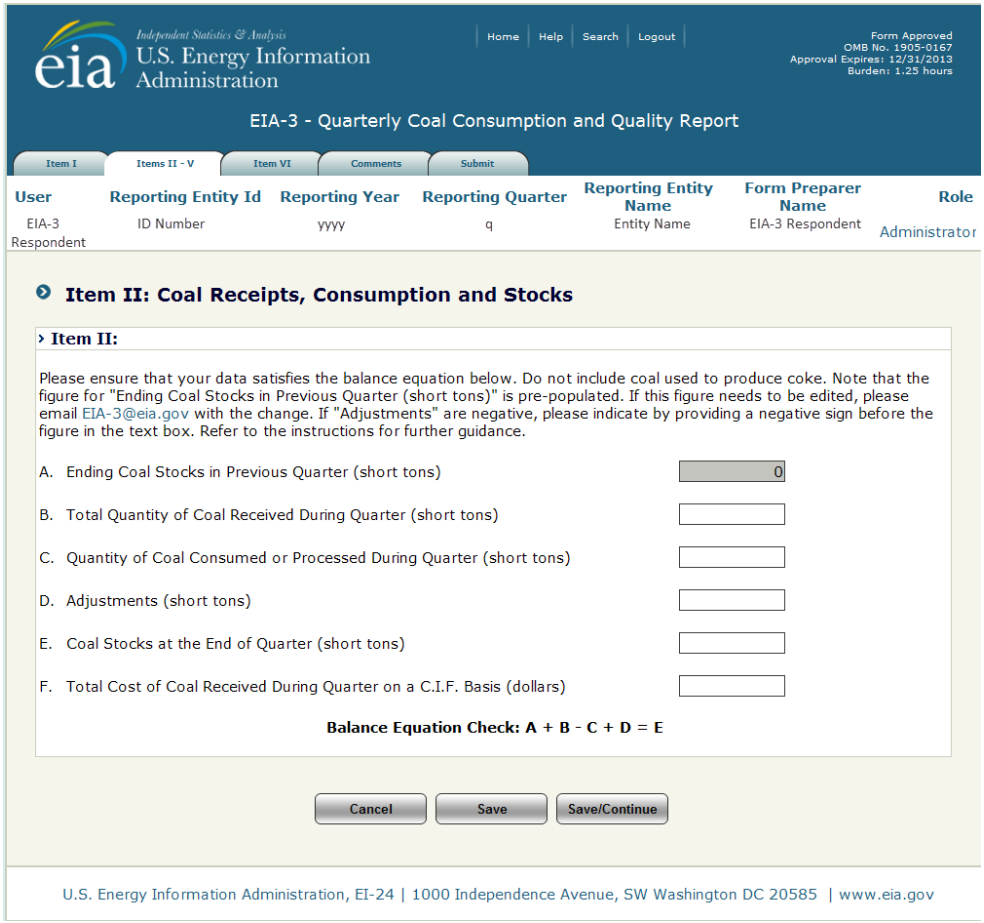


Figure 6. Item II: Coal Receipts, Consumption and Stocks Data Entry Screen

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:

+ Ending stocks previous quarter **(A)**
+ Receipts this quarter **(B)**
- Consumption this quarter **(C)**
+ Adjustments **(D)** can positive or negative number

= Ending stocks this quarter **(E)**

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 Save/Continue button navigates to Item III.

4.3.3 Item III: Electric Power Generation

Item III is used to indicate if the responding entity has coal-fired electric generating capacity of 1 MegaWatt or greater, Figure 7.

The user selects the **Yes** or **No** radio button to respond.

The Save/Continue button navigates to Item IV.

4.3.4 Item IV: Co-firing Fuels

Item IV is used to indicate if the responding entity uses another fuel for co-firing, Figure 8.

The user selects the **Yes** or **No** radio button to respond.

If the entity uses another fuel for co-firing, the user completes the remaining information on the screen; selecting the additional fuel type from the dropdown, and entering the quantity of the fuel used during the current reporting period, the average heat content and the associated unit of measure.

If more than one other fuel is co-fired with coal, use the Comments section VII, for additional space.

The Save/Continue button navigates to Item V.

4.3.5 Item V: Carbon Capture

Item V is used to indicate if the responding entity maintains carbon capture equipment, Figure 9.

The user selects the **Yes** or **No** radio button to respond.

If the entity has carbon capture equipment, the user enters the quantity of carbon captured (in metric tons) during the reporting period.

The Save/Continue button navigates to Items II-V Display All screen, Figure 10.

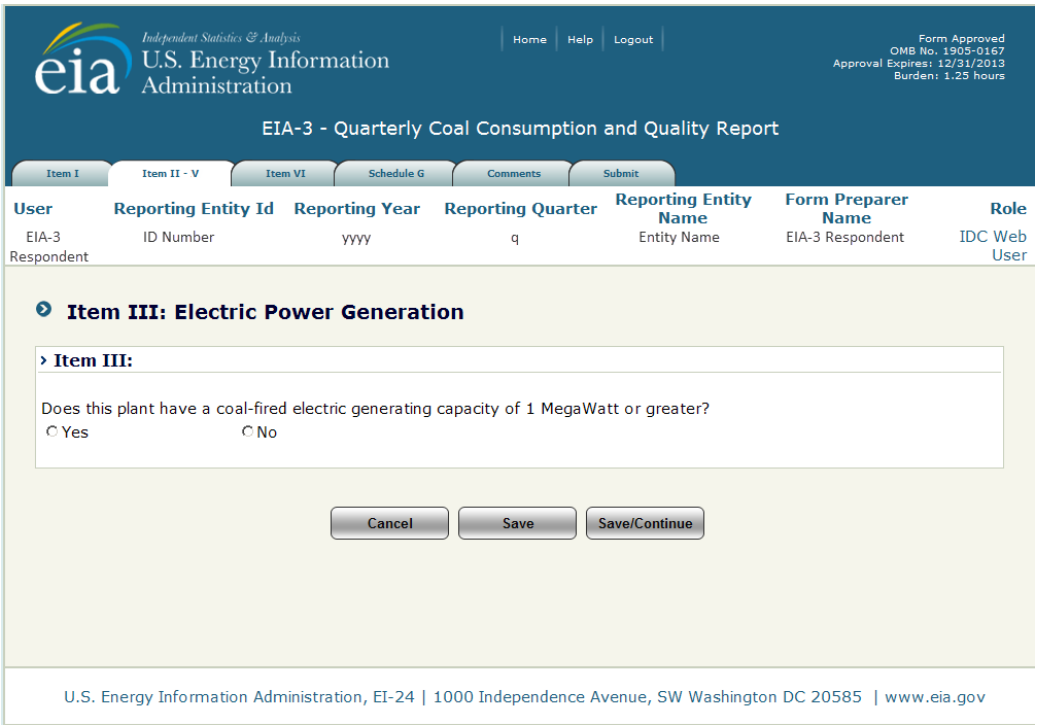


Figure 7. Item III: Electric Power Generation Data Entry Screen

Figure 8. Item IV: Co-firing Fuels Data Entry Screen

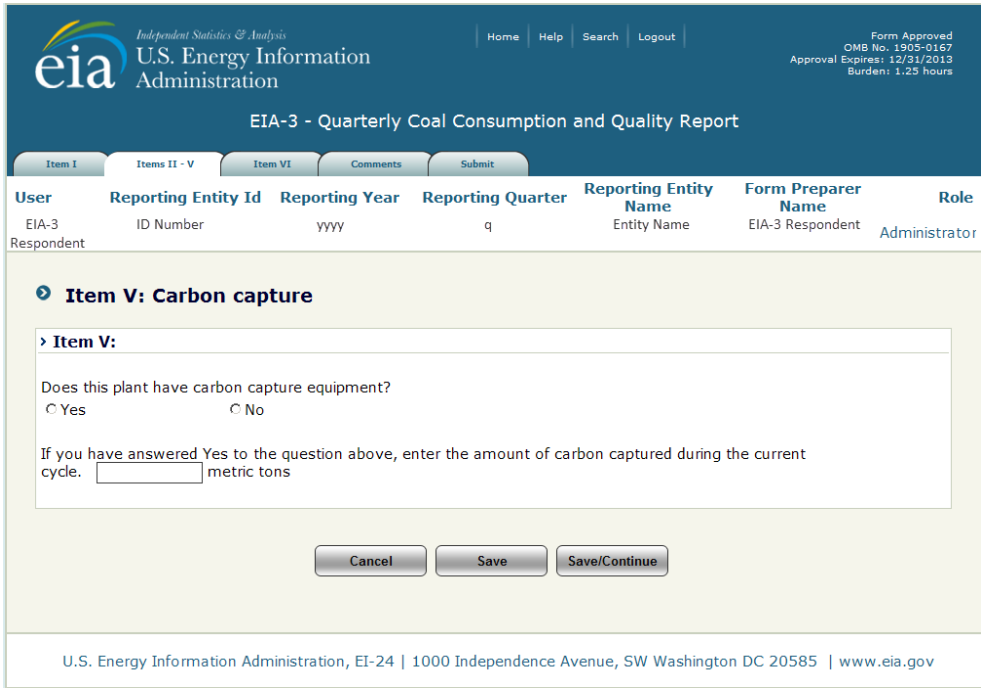


Figure 9. Item V: Carbon Capture

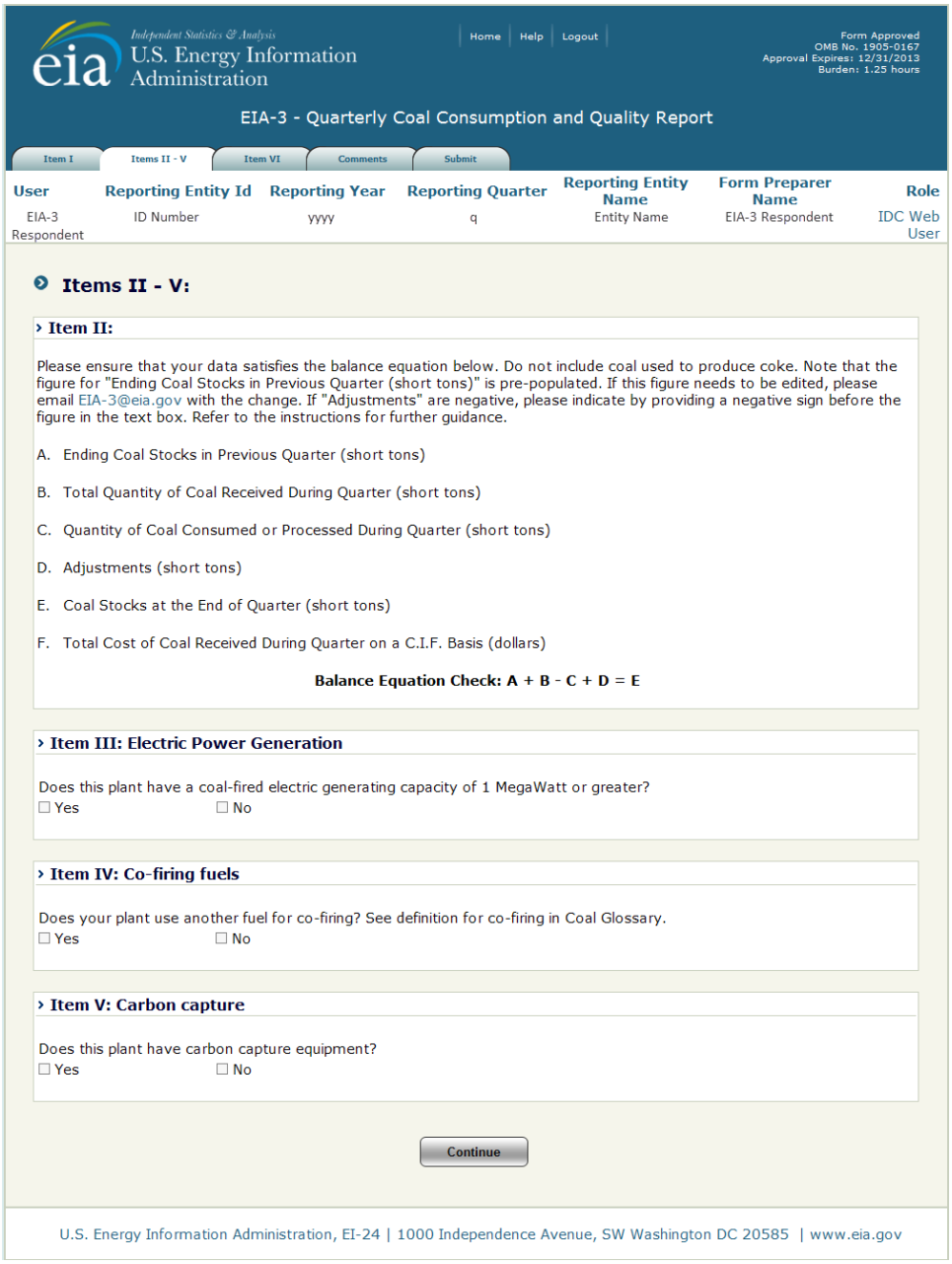
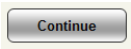


Figure 10. Items II-V, Display All

NOTE: When the Item II-V Display All screen is displayed, Figure 10, data may not be entered or altered. To make changes to the screen, click on the **Items II-V** tab and select the Item that requires changes.

To continue to Item VI: Columns A-F, Figure 11, click the **Continue** button 

.

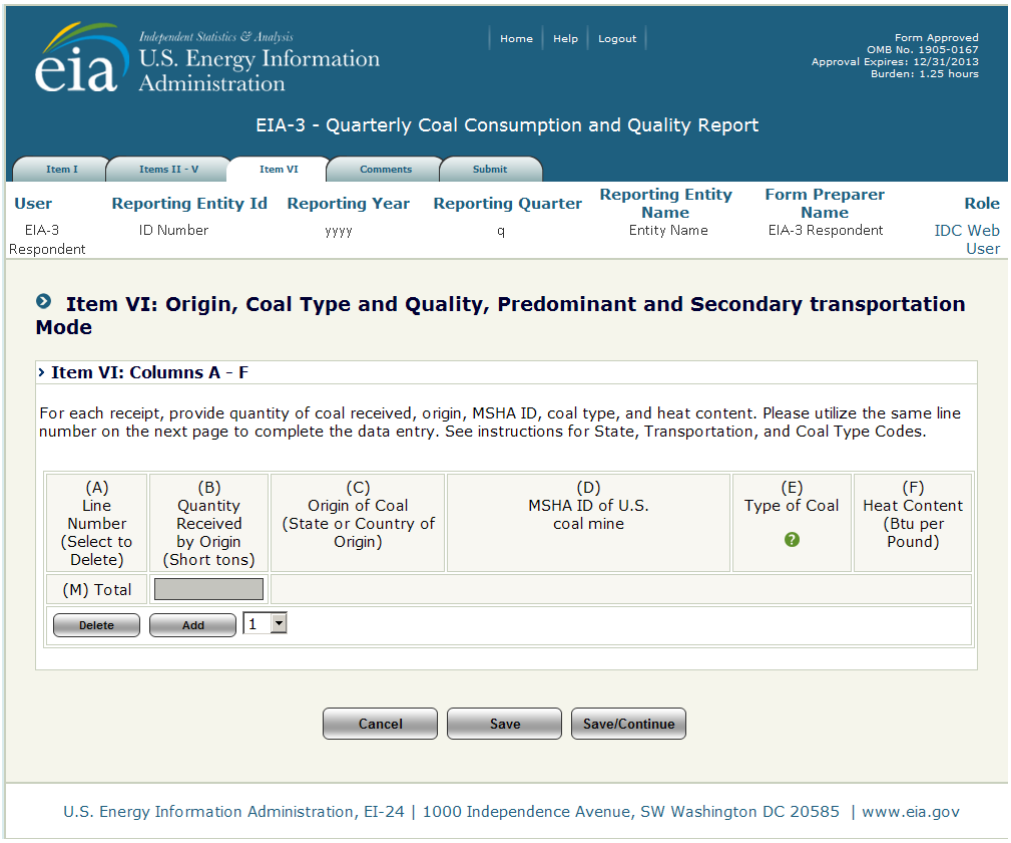


Figure 11. Item VI: Origin, Coal Type and Quality, Transportation Mode, Columns A-F

Figure 12. Item VI: Origin, Coal Type and Quality, Transportation Mode, Columns G-L

4.3.6 Item VI: Origin, Coal Type and Quality, Transportation Mode

Item VI collects 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 is was mined, the type of coal received and the heat content (BTU per pound); columns A-F, Figure 11. 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 12.

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 13 and 16).

NOTE: When lines are added to the column A-F screen, the same number of lines will be added to the column G-L screen 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 VI screens. The Save button must also be clicked before adding lines, if data have been enter on existing lines or the data will be lost.

Figure 13. Item VI, 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 (B) is the number of short tons of coal or transformed coal 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 Search to bring up the **MSHA Mine Search Screen**, Figure 14.

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

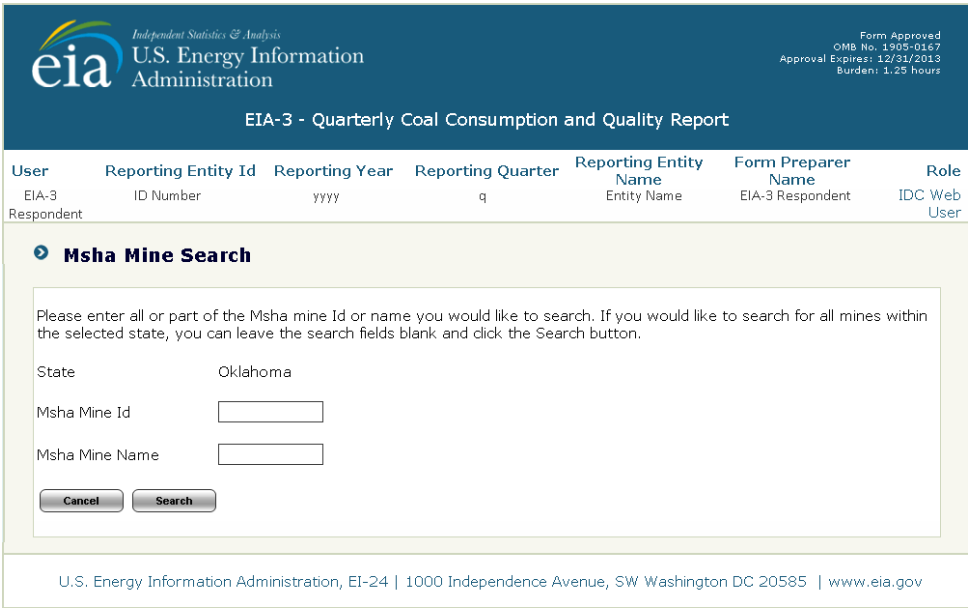


Figure 14. MSHA Mine Search Screen

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 15. Select the mine desired, then close the search screen by clicking the **Select** button.

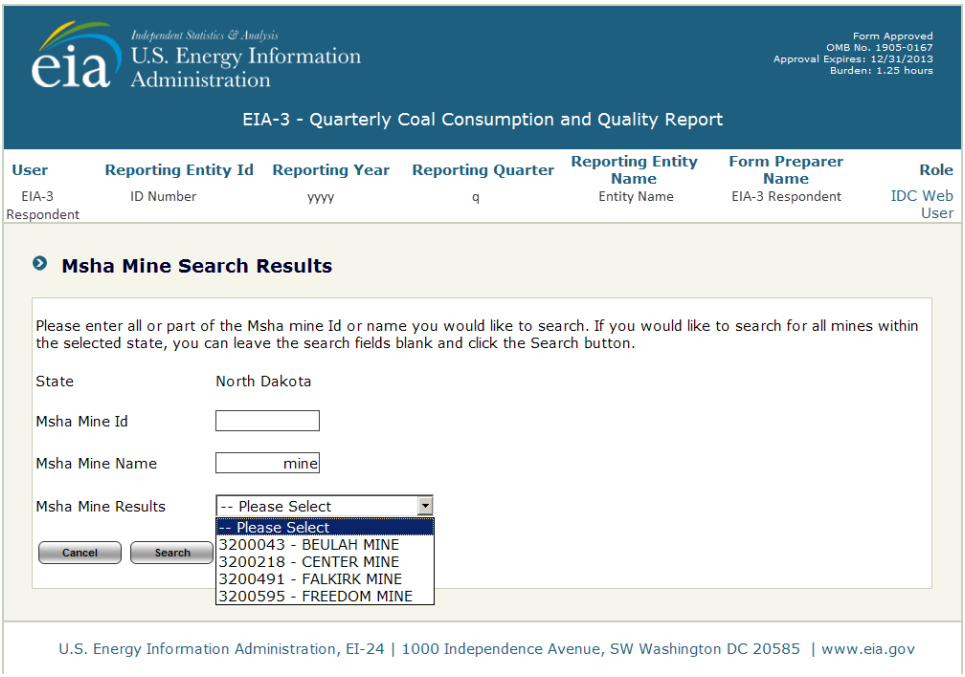


Figure 15. MSHA Mine Search Results Screen

If no matches are 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 close button.

Type of Coal is the type of coal of the associated receipt. Select the 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 Save/Continue button navigates to Items VI, Columns G-L Data Entry Screen, Figure 16.

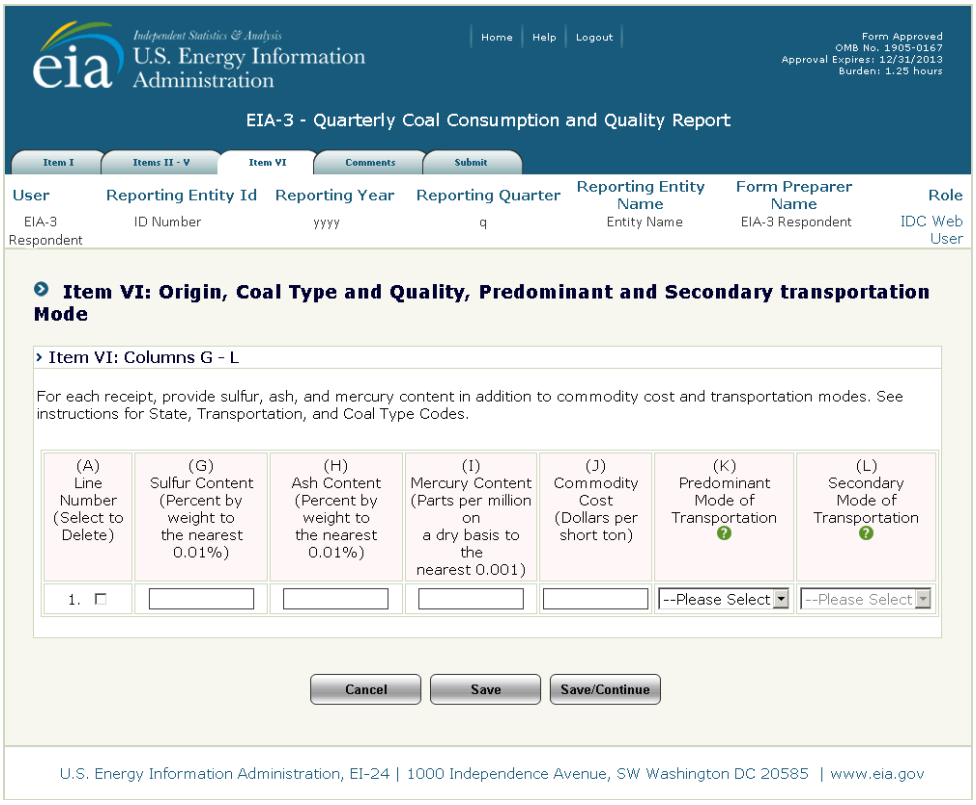


Figure 16. Item VI, Columns G-L Data Entry Screen

Sulfur Content (G) 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 (H) 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 (I) 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 (J) is the cost of the coal received in dollars per short ton.

Predominant Mode of Transportation (K) 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-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

Secondary Mode of Transportation (L) 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 (K)** is selected. If more than one method is used to transport a single shipment, refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

The Save/Continue button navigates to Items VI Display All screen, Figure 17.

NOTE: When the Item VI Display All screen is displayed, Figure 17, data may not be entered or altered. To make changes to the screen, click on the **Items VI** tab and select the Item that requires changes.

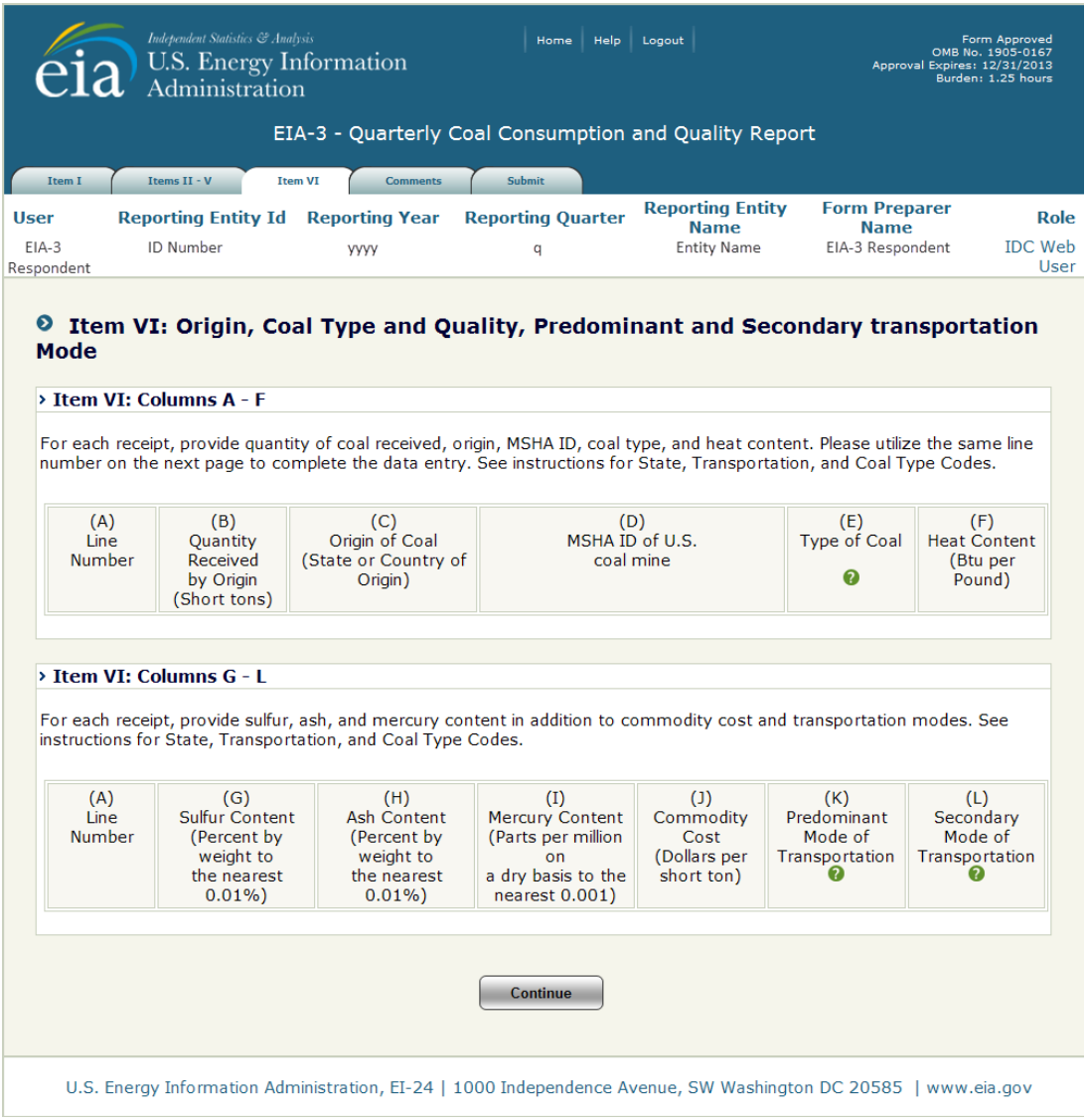
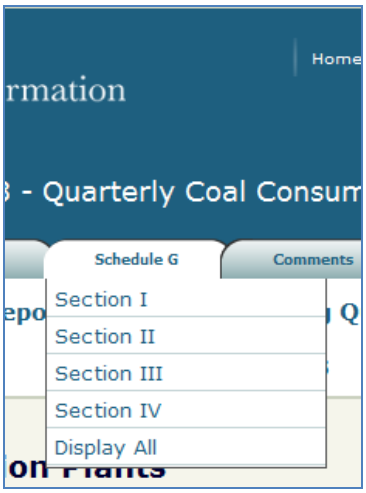


Figure 17. Item VI: Display All Screen

To continue to the **Comments** tab or, depending on the plant type, **Schedule G, L, R** or **S**, click the Continue button.

4.3.7 Schedule G: Gasification Plants

Schedule G is used to collect fueling, distribution, heat content, and by-product information from coal gasifications plants. There are 4 sections to Schedule G.



Section I requests information about in-situ coal gasification, Figure 18.

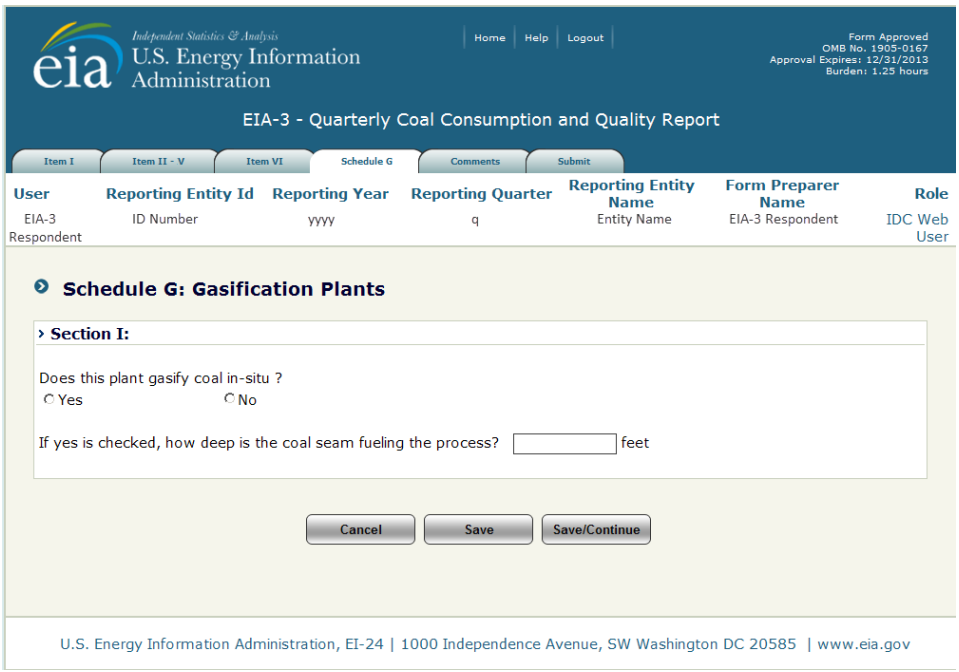


Figure 18. Schedule G: Gasification Plants, Section I Data Entry Screen

The user selects the **Yes** or **No** radio button to indicate if the plant gasifies coal in-situ.

If **Yes** is selected, provide the depth of the coal seam fueling the process as measured in feet.

The Save/Continue button navigates to Schedule G, Section II, Distribution of Gasified Coal, Figure 19.

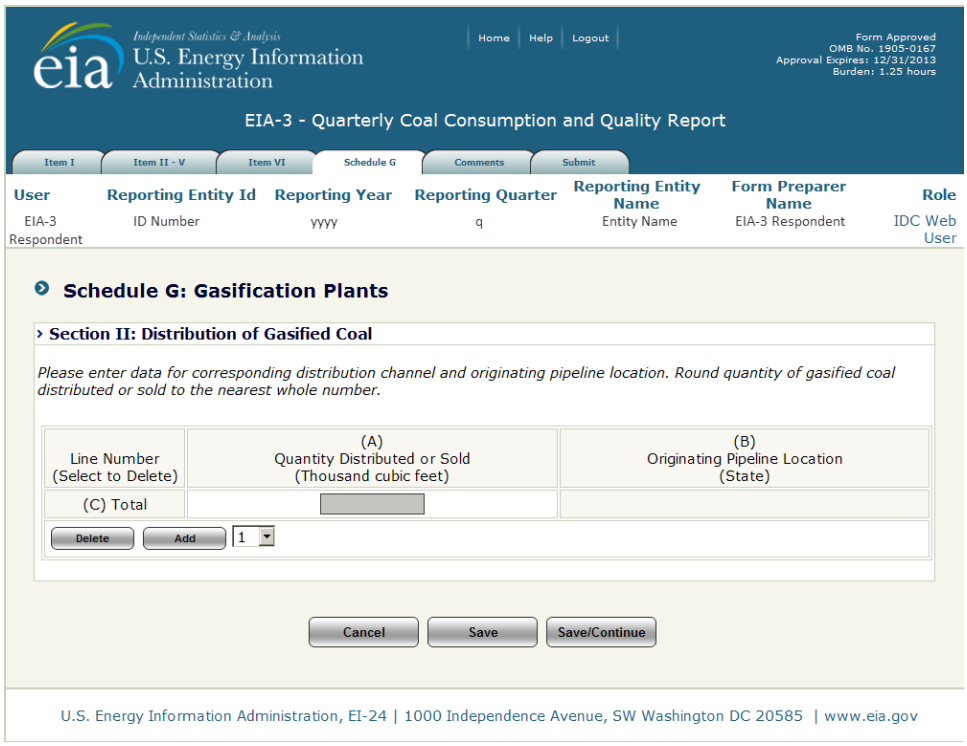
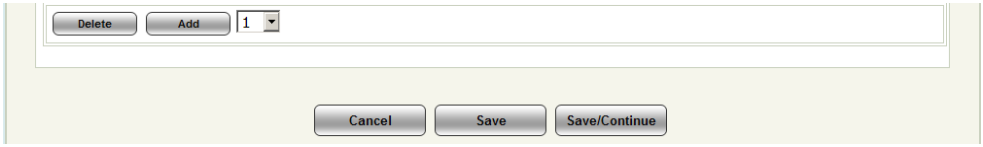


Figure 19. Schedule G: Gasification Plants, Section II

Section II requests information about the distribution of gasified coal.

To enter data for distributions of gasified coal, lines must be added for each distribution channel. 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 20).

NOTE: 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 VI screens. The Save button must also be clicked before adding lines if data have been enter on existing lines or the data will be lost.

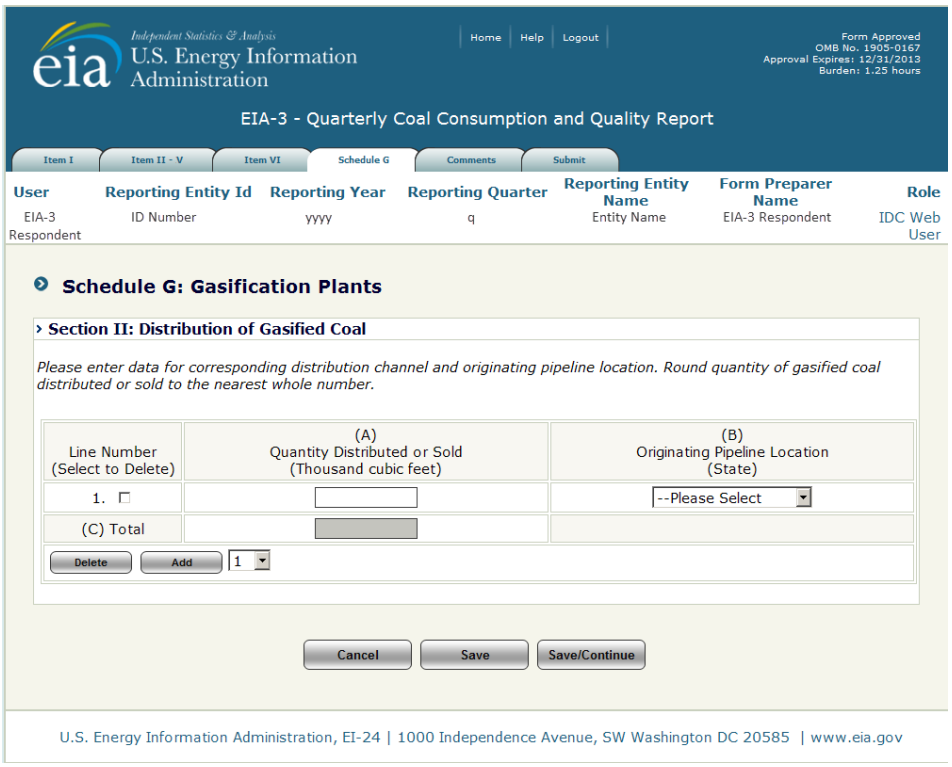


Figure 20. Schedule G: Section II Data Entry Screen

Line Number is system generated as lines are added for entry.

Quantity Distributed or Sold (A) is the quantity in thousand cubic feet of gasified coal distributed or sold. Enter separate data for each distribution that has a different combination of destination and transportation mode. Round quantity of gasified coal distributed or sold to the nearest whole number.

Originating Pipeline Location (State) (B) is the location (by state) where quantity of gas (A) enters the existing regional distribution pipeline. Select the appropriate state from the dropdown.

The Save/Continue button navigates to Schedule G, Section III, Distribution of Gasified Coal, Figure 21.

Section III requests the average heat content of the gasified coal in Btu per cubic foot.

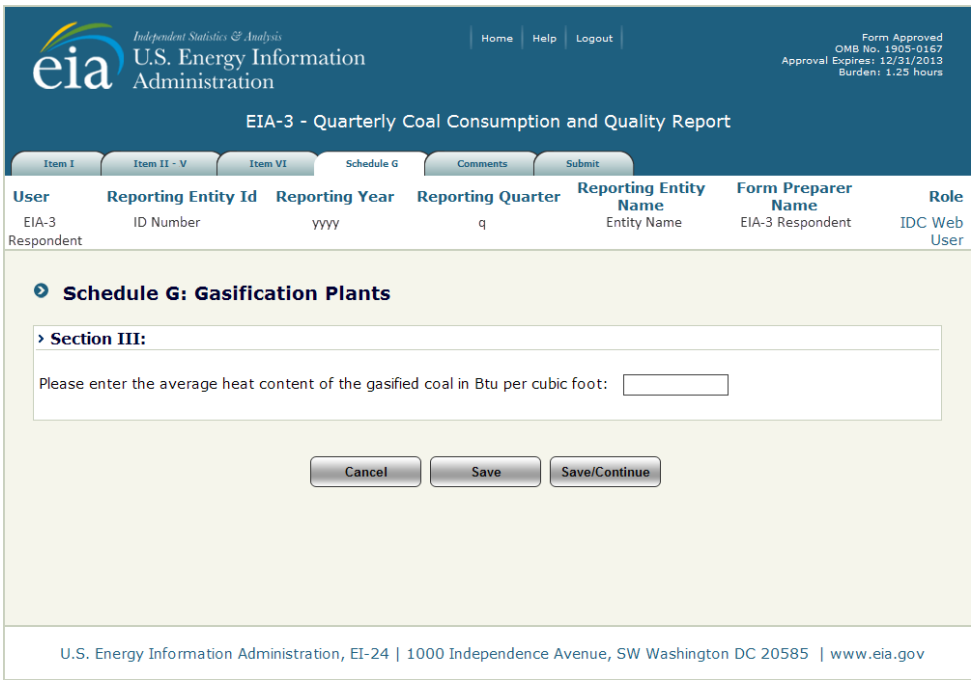


Figure 21. Schedule G, Section III Data Entry Screen

The Save/Continue button navigates to Schedule G, Section IV, Distribution of Gasified Coal, Figure 22.

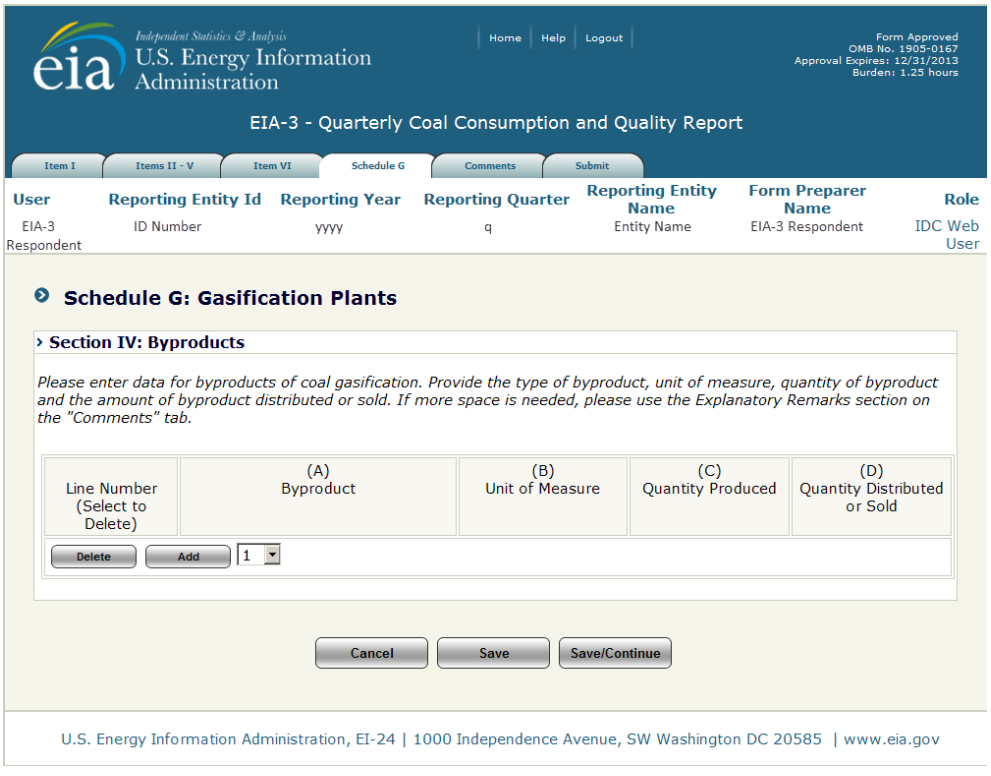


Figure 22. Schedule G, Section IV, Byproducts

To enter data for byproducts of coal gasification, lines must be added for each byproduct distributed or sold. 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 23).

NOTE: For the lines and data to remain, 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 enter on existing lines or the data will be lost.

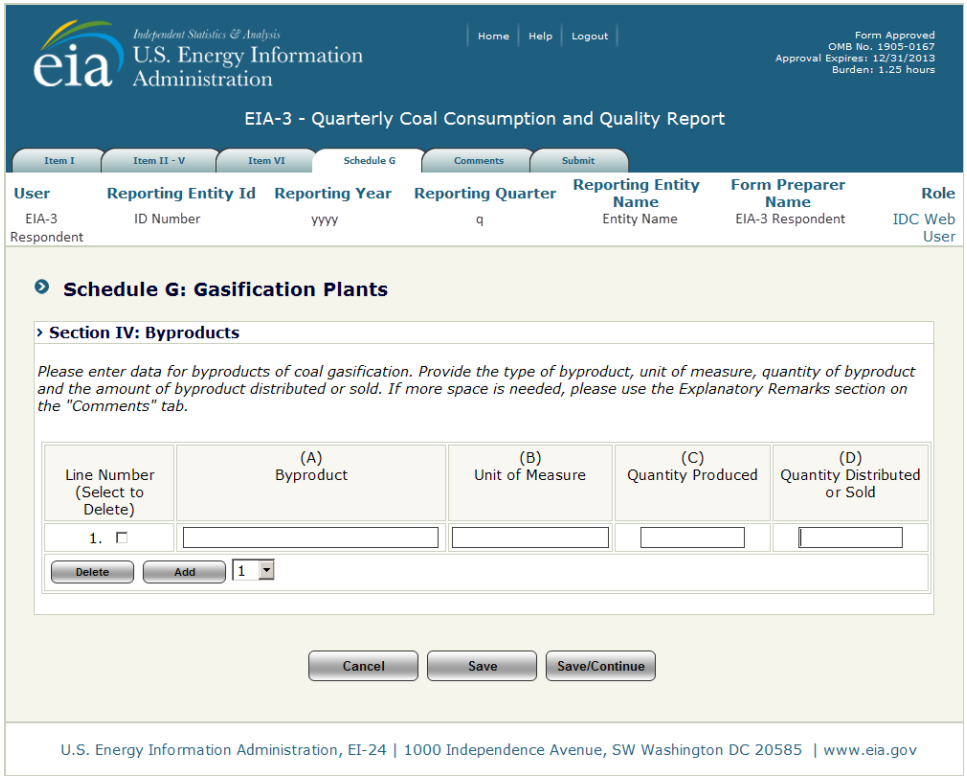


Figure 23. Schedule G: Section IV, Byproducts Data Entry Screen

Line Number is system generated as lines are added for entry.

Byproduct (A) is the secondary or unintended product of the coal gasification process.

Unit of Measure (B) is the unit in which the reported byproduct is typically measured.

Quantity Produced (C) is the quantity of coal gasification byproduct produced in the current quarter.

Quantity Distributed or Sold (D) is the quantity of coal gasification byproduct distributed or sold.

The Save/Continue button navigates to Schedule G, Gasification Plants, Display All screen, Figure 24.

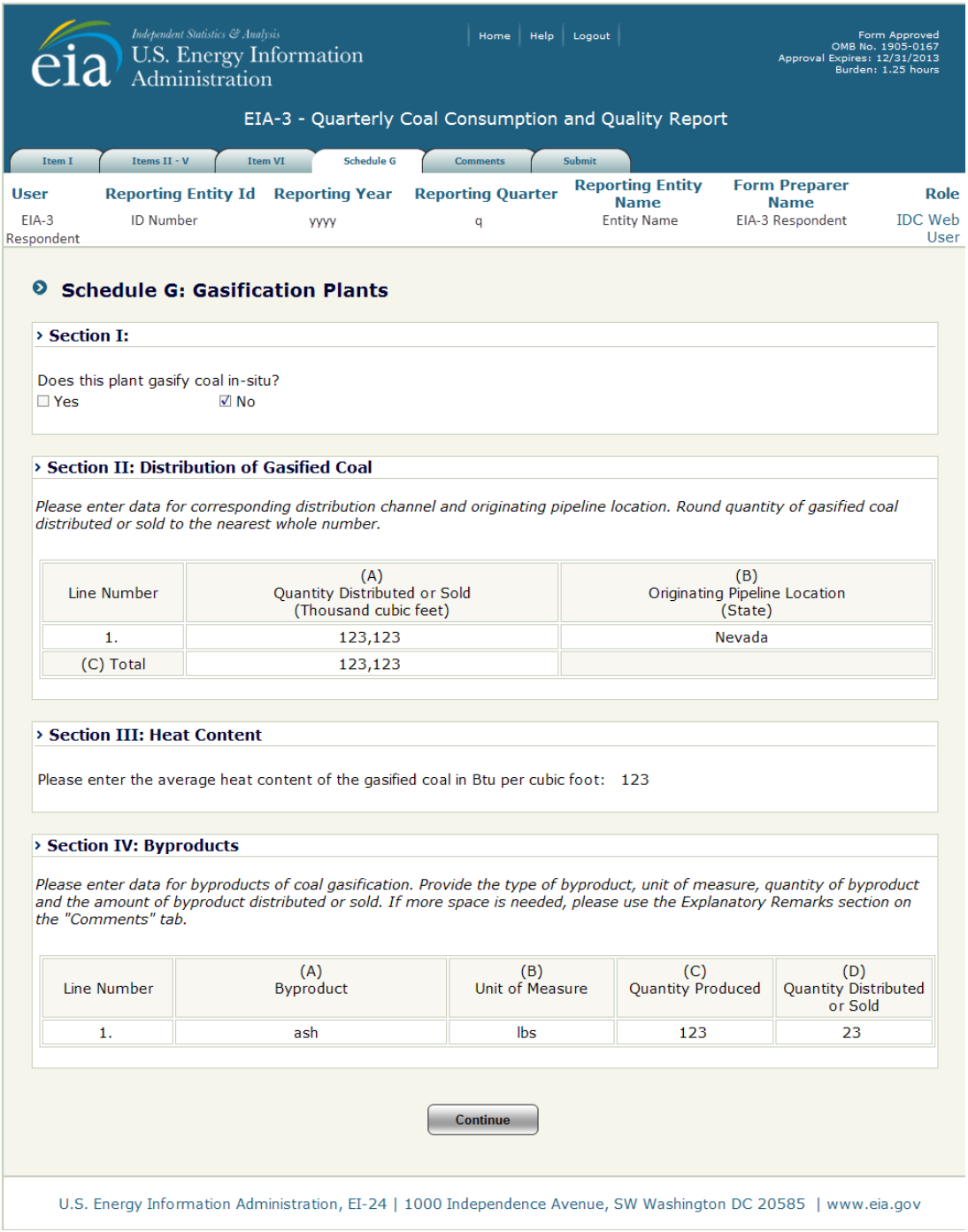


Figure 24. Schedule G: Gasification Plants, Display All Screen

The Save/Continue button navigates to the **Comments** tab, Figure 38.

4.3.8 Schedule L: Liquefaction Plants

Schedule L is used to collect distribution, sulfur and heat content, and byproduct information from coal liquefaction plants. There are 3 sections to Schedule L.

Section I requests information about distribution of liquefied coal, Figure 25.

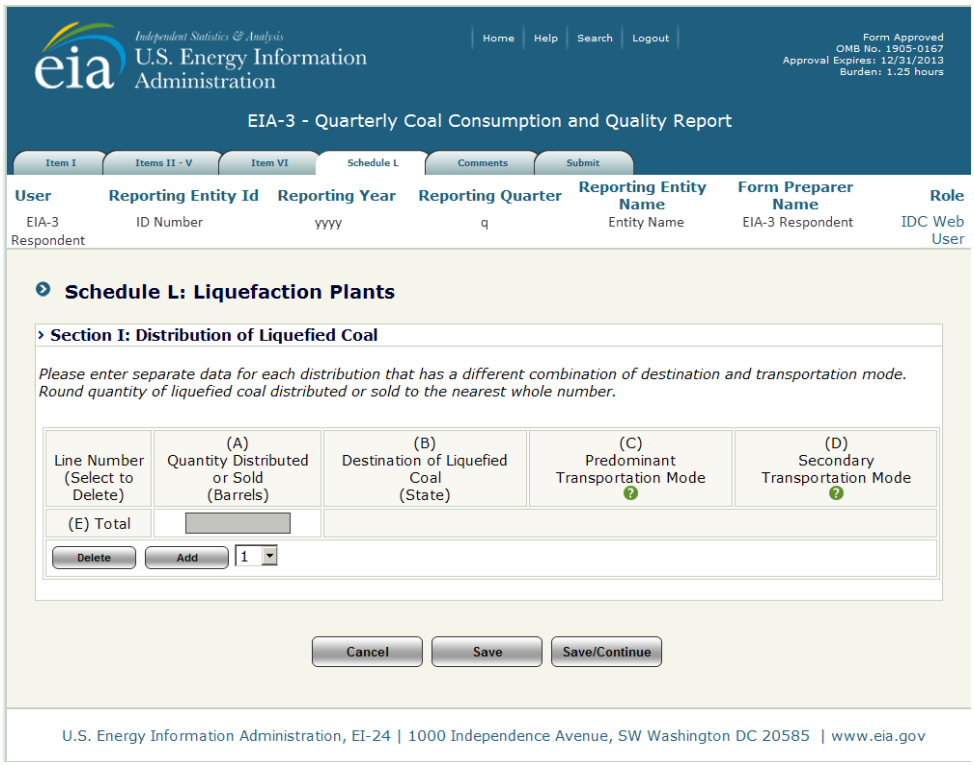
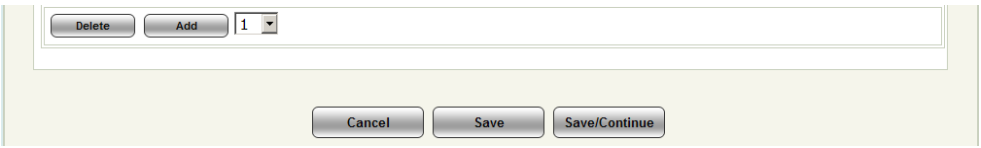


Figure 25. Schedule L: Section I, Distribution of Liquefied Coal

To enter data for distributions of liquefied coal, lines must be added for each distribution channel. 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 26).

NOTE: For the lines and data to remain, 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 enter on existing lines or the data will be lost.

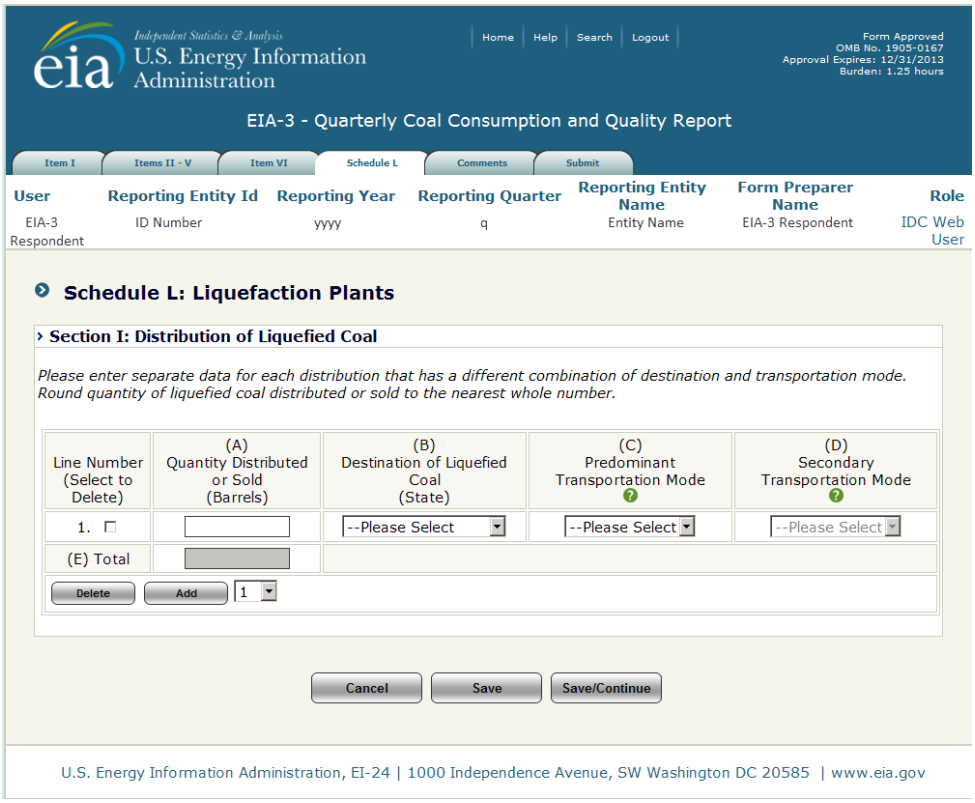


Figure 26. Schedule L: Section I Data Entry Screen

Line Number is system generated as lines are added for entry.

Quantity Distributed or Sold (Barrels) (A) is the quantity in barrels of liquefied coal distributed or sold. Enter a separate line for each distribution that has a different combination of destination and transportation mode rounded to the nearest whole number.

Destination of Liquefied Coal (State) (B) is state or country to which the liquefied coal was distributed or sold. Select the appropriate state or country from the dropdown.

Predominant Transportation Mode (C) is the primary mode of transportation used to ship the liquefied coal to the receiving consumer. If more than one method is used to transport a single shipment, refer to

the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

Secondary Transportation Mode (D) 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 (C)** is selected. If more than one method is used to transport a single shipment, refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

The Save/Continue button navigates to Schedule L, Liquefaction Plants, Section II, Figure 27.

Section II requests the average sulfur content and heat content of the liquefied coal.

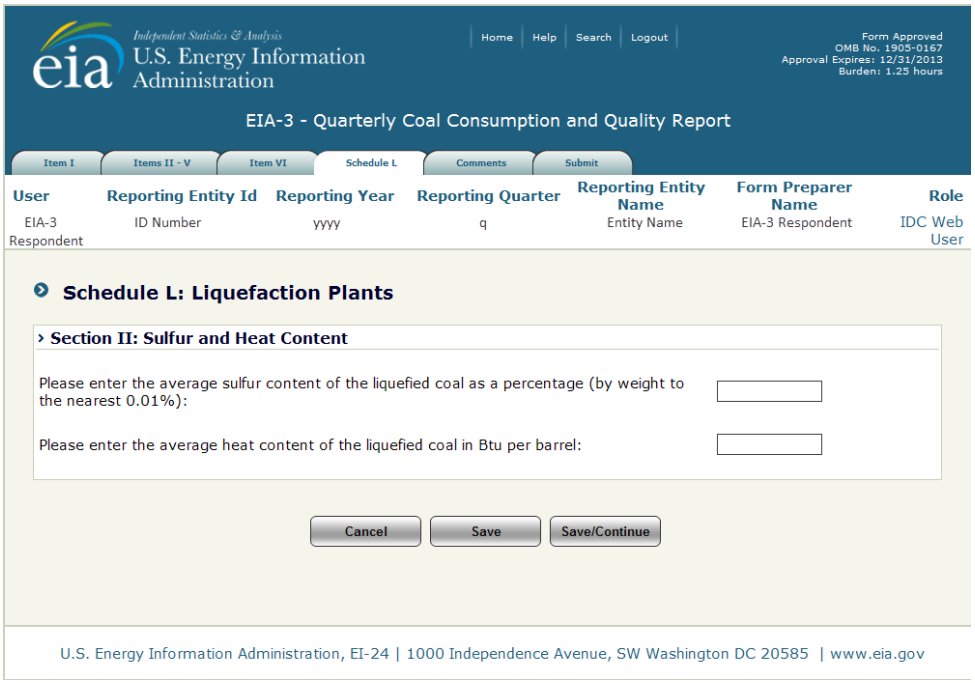


Figure 27. Schedule L: Section II, Sulfur and Heat Content Data Entry Screen

Sulfur Content is the average sulfur content in terms of percent sulfur by weight rounded to the nearest 0.01%.

Heat Content is the average Btu per barrel rounded to the nearest whole number.

The Save/Continue button navigates to Schedule L, Liquefaction Plants, Section III, Figure 28.

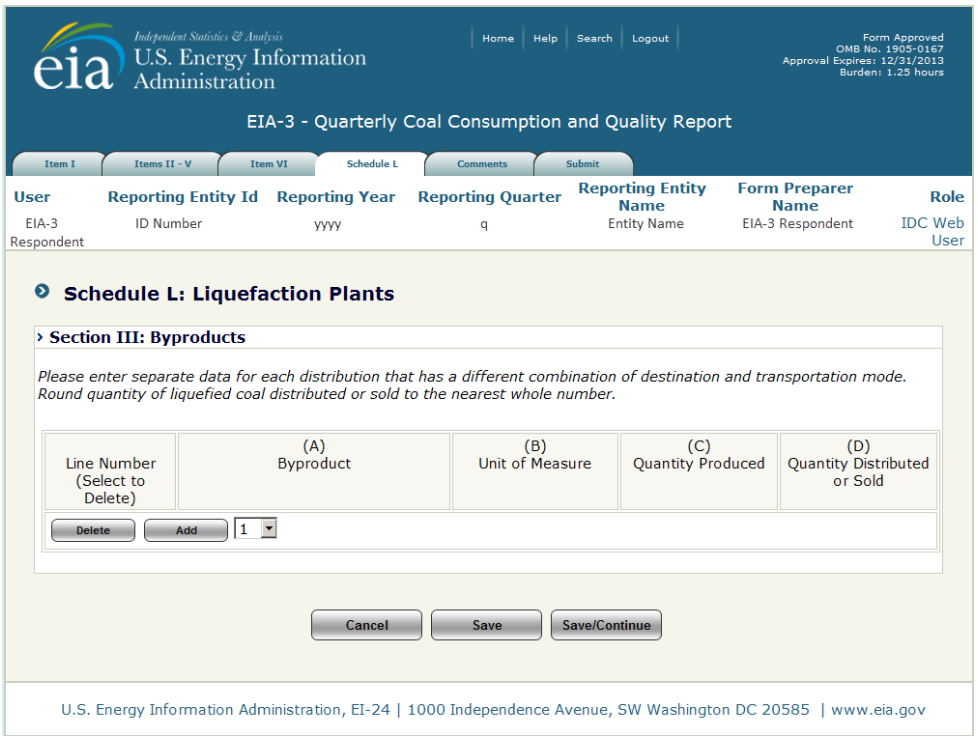
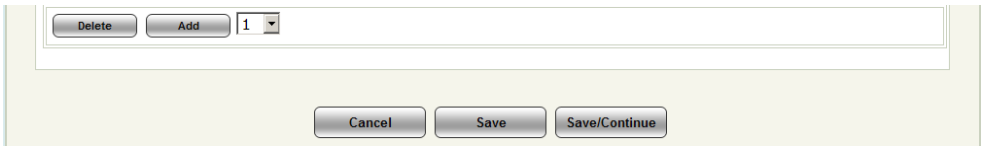


Figure 28. Schedule L: Section III, Byproducts

To enter data for byproducts of coal liquefaction, lines must be added for each byproduct distributed or sold. 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 29).

NOTE: For the lines and data to remain, 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 enter on existing lines or the data will be lost.

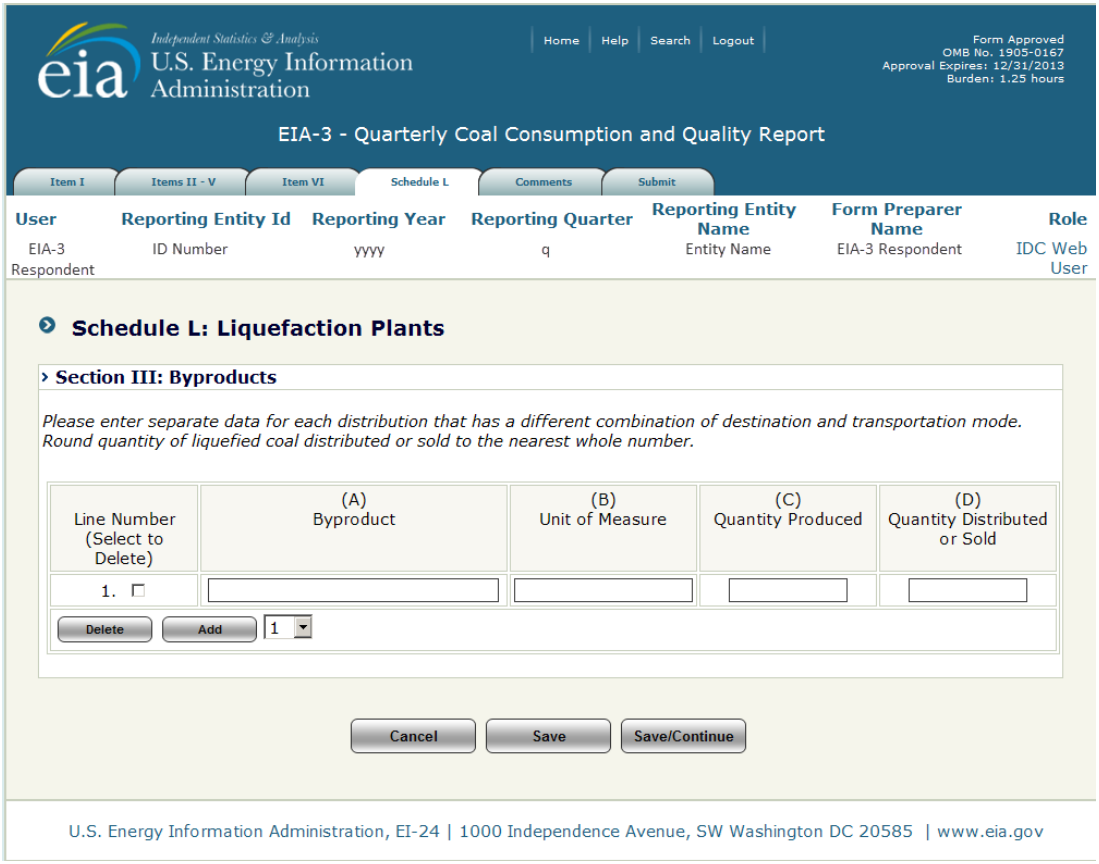


Figure 29. Schedule L, Section III, Byproducts Data Entry Screen

Line Number is system generated as lines are added for entry.

Byproduct (A) is the secondary or unintended product of the coal liquefaction process.

Unit of Measure (B) is the unit in which the reported byproduct is typically measured.

Quantity Produced (C) is the quantity of coal liquefaction byproduct produced in the current quarter.

Quantity Distributed or Sold (D) is the quantity of coal liquefaction byproduct distributed or sold.

The Save/Continue button navigates to Schedule L, Liquefaction Plants, Display All screen, Figure 30.

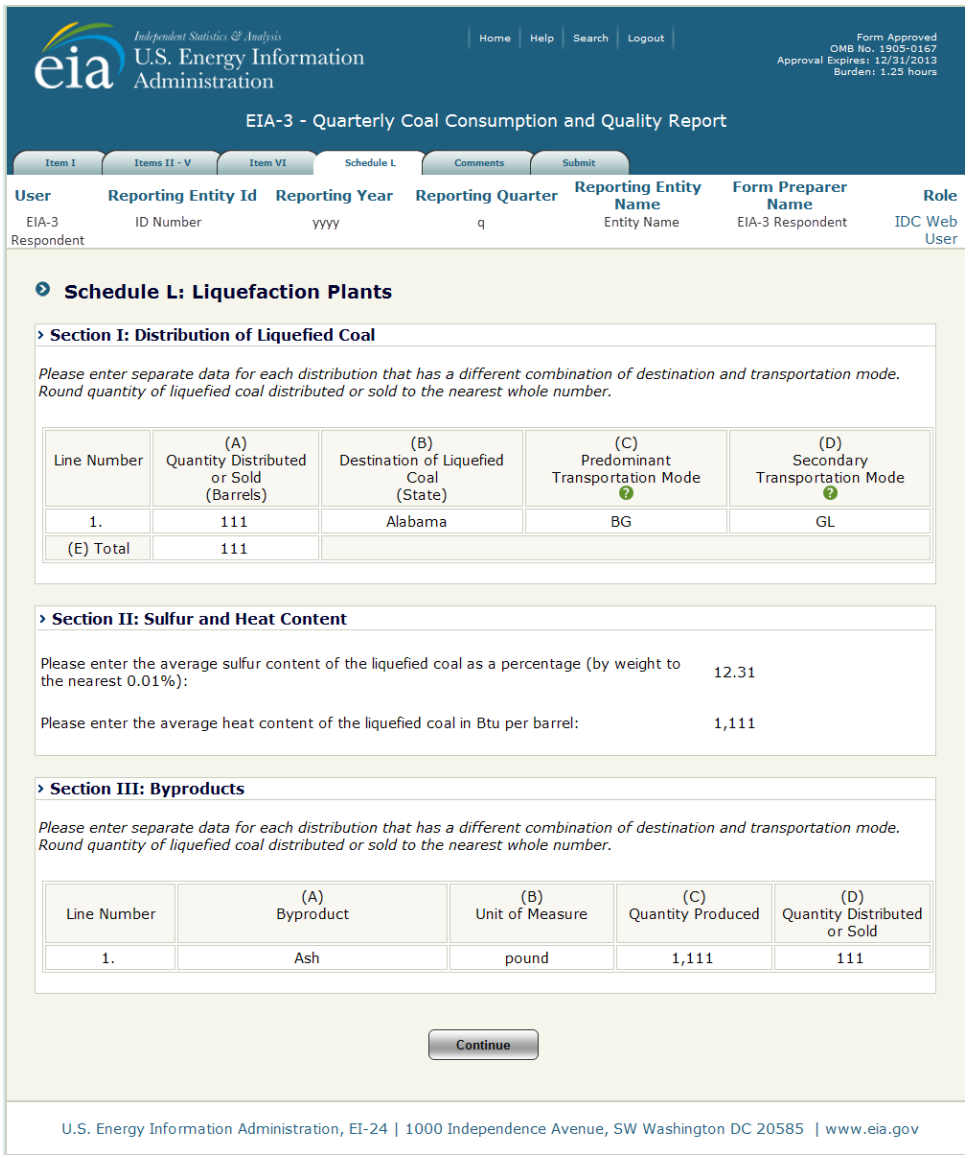
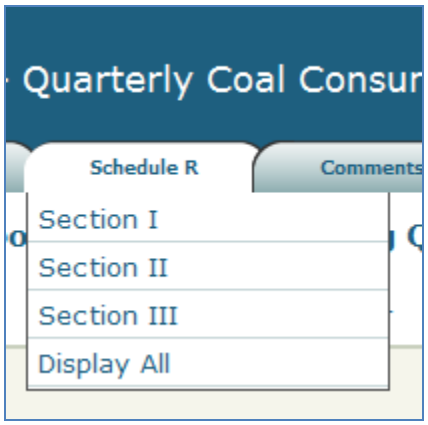


Figure 30. Schedule L: Liquefaction Plants, Display All Screen

The Save/Continue button navigates to the **Comments** tab, Figure 38.

4.3.9 Schedule R: Coal Refining Plants

Schedule R is used to collect distribution, quality, and disposition information from coal refining plants. There are 3 sections to Schedule R.



Section I requests information about distribution of refined coal, Figure 31.

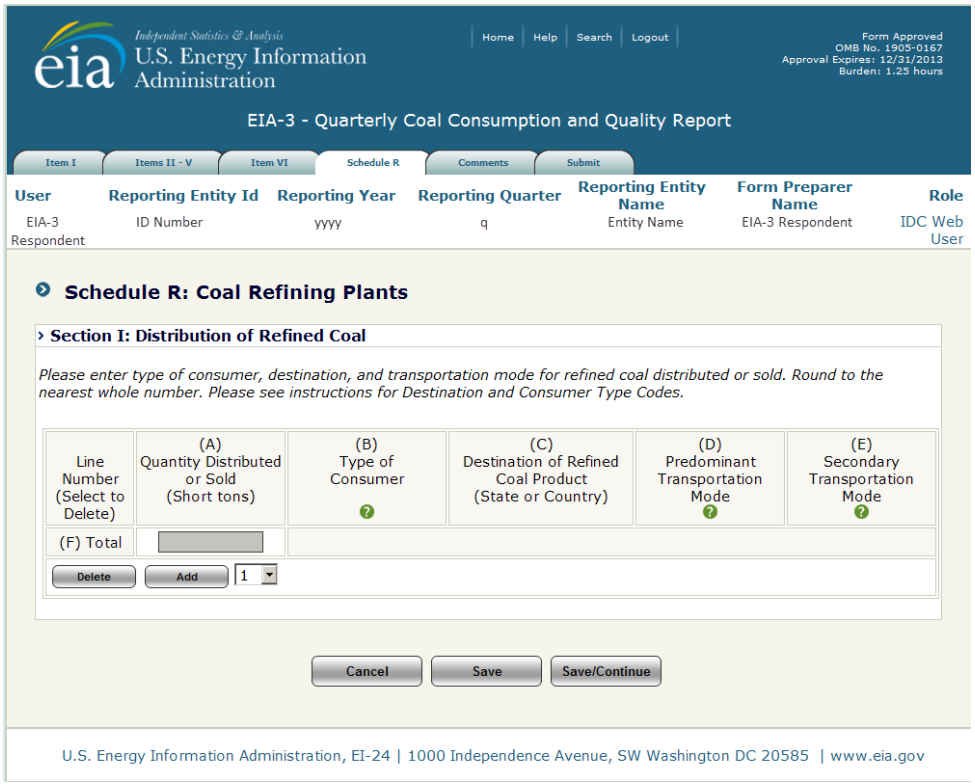
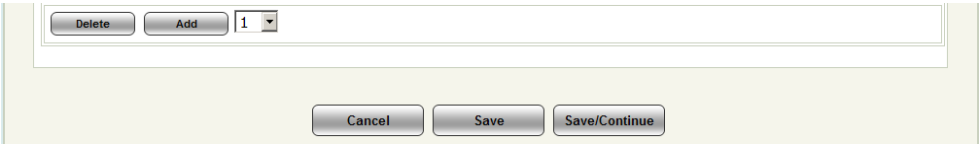


Figure 31. Schedule R: Section I, Distribution of Refined Coal

To enter data for distributions of refined coal, lines must be added for each distribution channel. 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 32).

NOTE: For the lines and data to remain, 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 enter on existing lines or the data will be lost.

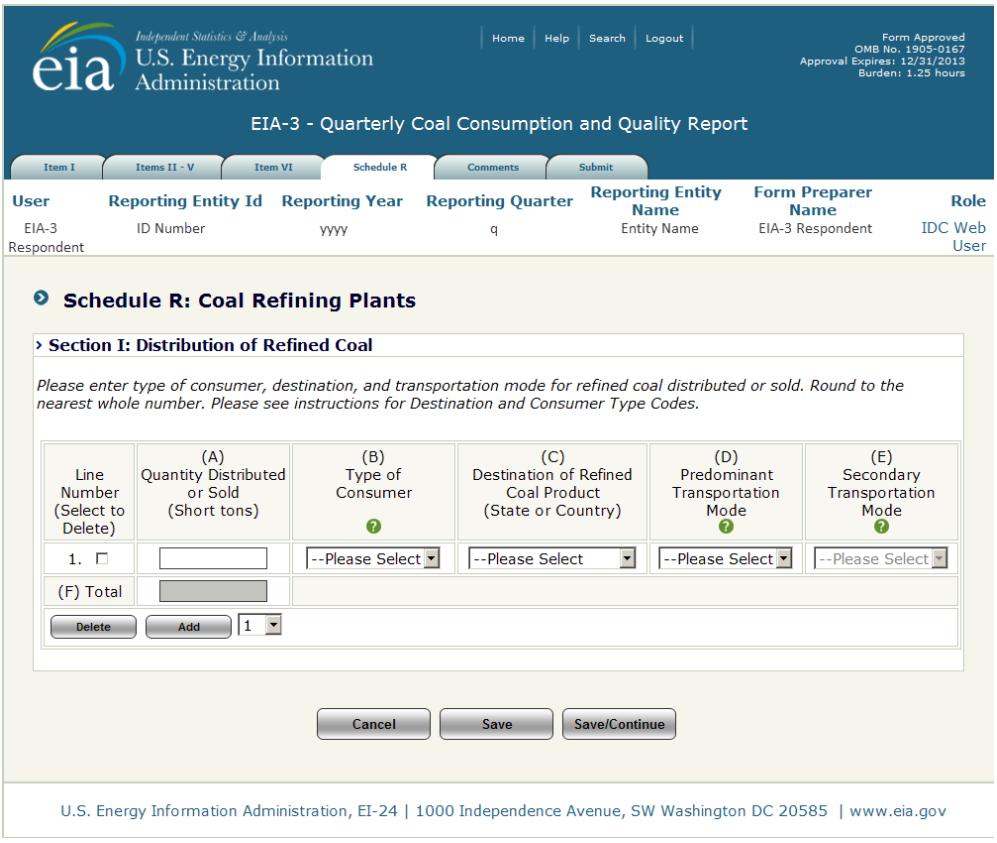


Figure 32. Schedule R: Section I Data Entry Screen

Line Number is system generated as lines are added for entry.

Quantity Distributed or Sold (Barrels) (A) is the quantity in barrels of refined coal distributed or sold. Enter a separate line for each distribution that has a different combination of consumer type, destination and transportation mode rounded to the nearest whole number.

Type of Consumer (B) is the type of consumer to which the refined coal is distributed or sold. Select the consumer type from the drop down. Refer to the EIA-3 instructions

(http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of the types of consumers.

Destination of Refined Coal (State or Country) (C) is state or country to which the refined coal was distributed or sold. Select the appropriate state or country from the dropdown.

Predominant Transportation Mode (D) is the primary mode of transportation used to ship the refined coal to the receiving consumer. If more than one method is used to transport a single shipment, refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

Secondary Transportation Mode (E) is available if more than one mode of transportation is used to ship refined coal to the receiving consumer. This field is not available until a **predominant mode (D)** is selected. If more than one method is used to transport a single shipment, refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

The Save/Continue button navigates to Schedule R, Refined Coal Plants, Section II, Figure 33.

Section II requests the average sulfur content, heat content and ash content of the refined coal distributed or sold.

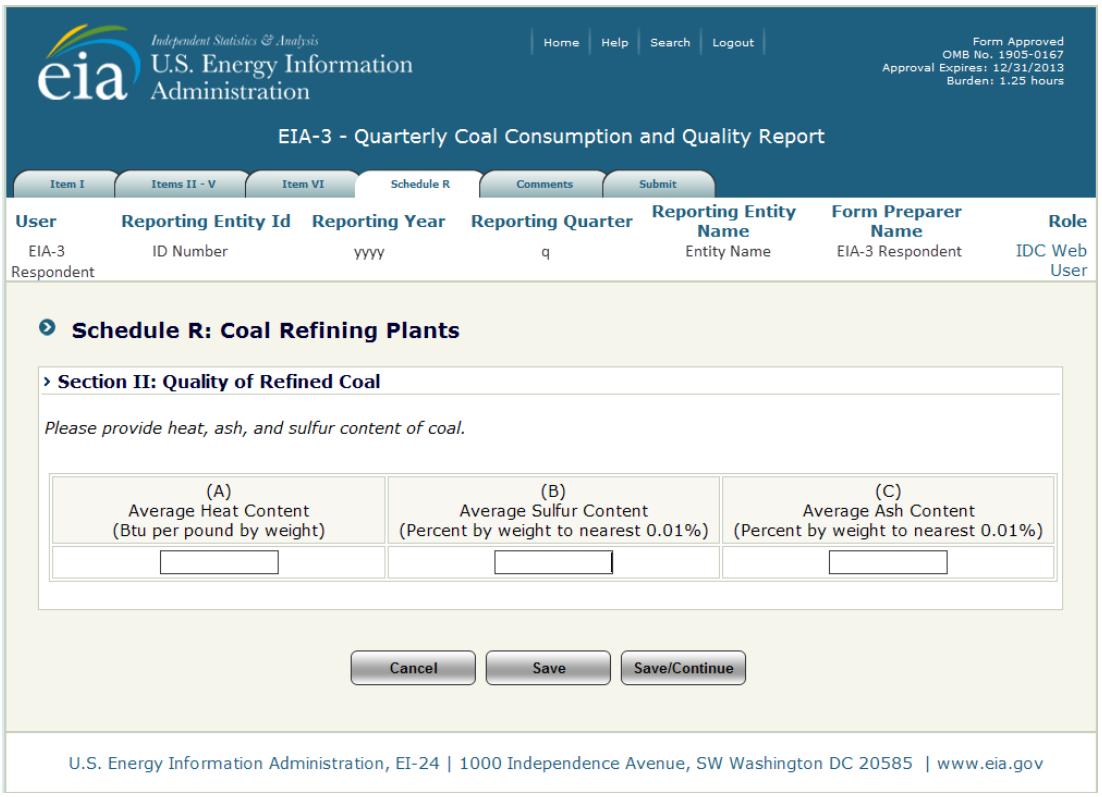


Figure 33. Schedule R: Section II, Quality of Refined Coal Data Entry Screen

Heat Content is the average Btu per pound rounded to the nearest whole number.

Sulfur Content is the average sulfur content in terms of percent sulfur by weight rounded to the nearest 0.01%.

Ash Content is the average ash content in terms of percent sulfur by weight rounded to the nearest 0.01%.

The Save/Continue button navigates to Schedule R, Coal Refining Plants, Section III, Figure 34.

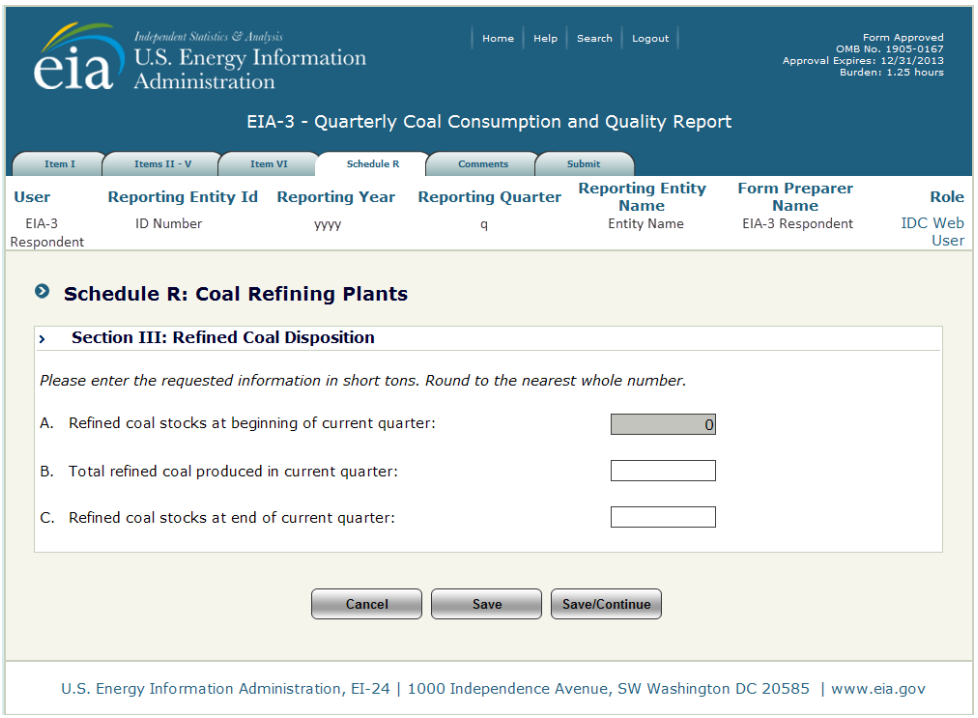


Figure 34. Schedule L: Section III, Refined Coal Disposition

Refined coal stocks at the beginning of current quarter is prefilled from the value reported as **Refined coal stocks at the end of current quarter** in the prior reporting period. This field is locked. If the prefilled number is inaccurate, contact the EIA-3 POC.

Total refined coal produced in current quarter is the quantity of all refined coal produced in the current quarter reported in short tons rounded to the nearest whole number.

Refined coal stocks at the end of current quarter is the quantity in short tons of all refined coal held at the end of the current quarter rounded nearest whole number.

The Save/Continue button navigates to Schedule R, Coal Refining Plants, Display All screen, Figure 35.

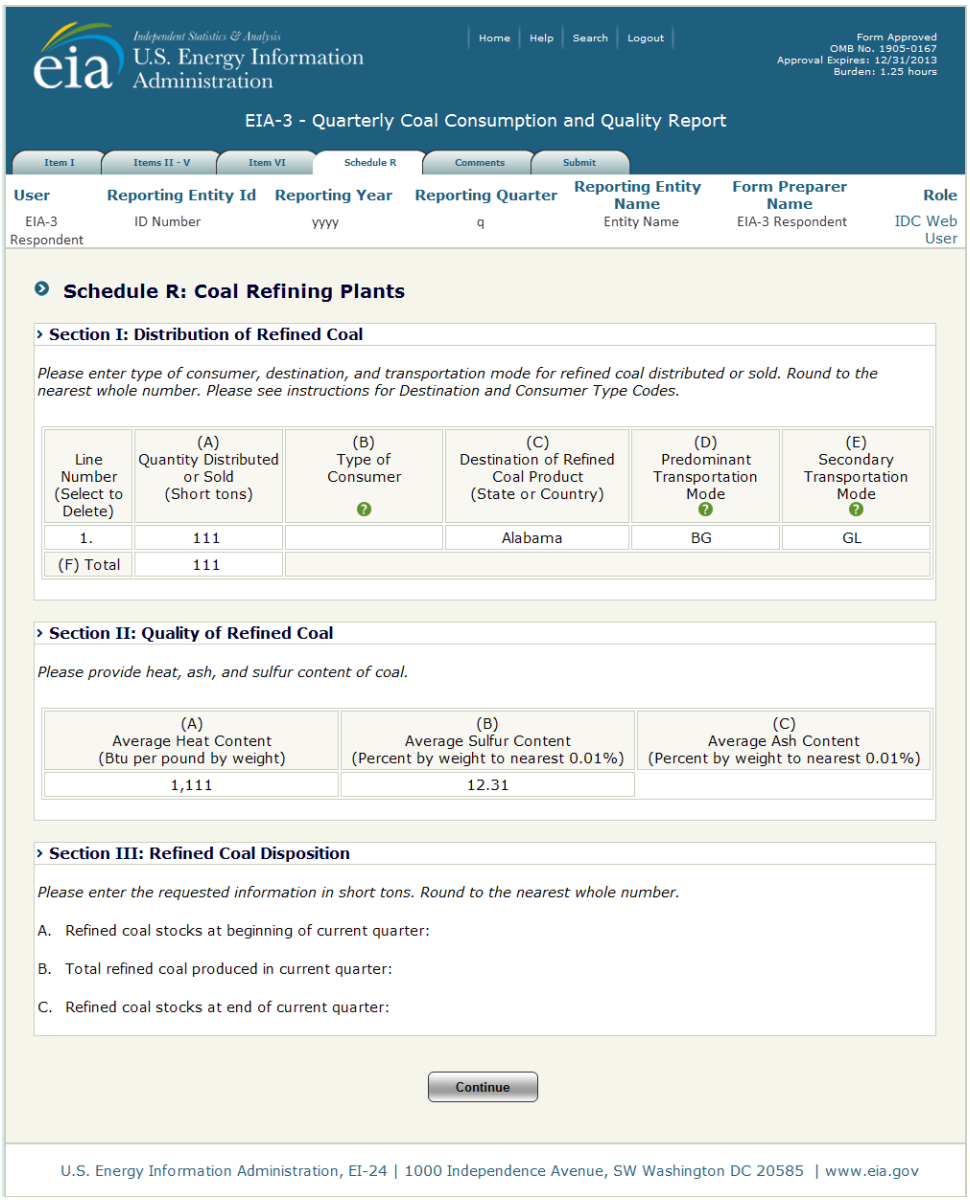


Figure 35. Schedule R, Coal Refining Plants, Display All Screen

The Save/Continue button navigates to the **Comments** tab, Figure 38.

4.3.10 Schedule S: Synfuel Plants

Schedule S is used to collect distribution information from coal synfuel plants. There is 1 section to Schedule S, Figure 36.

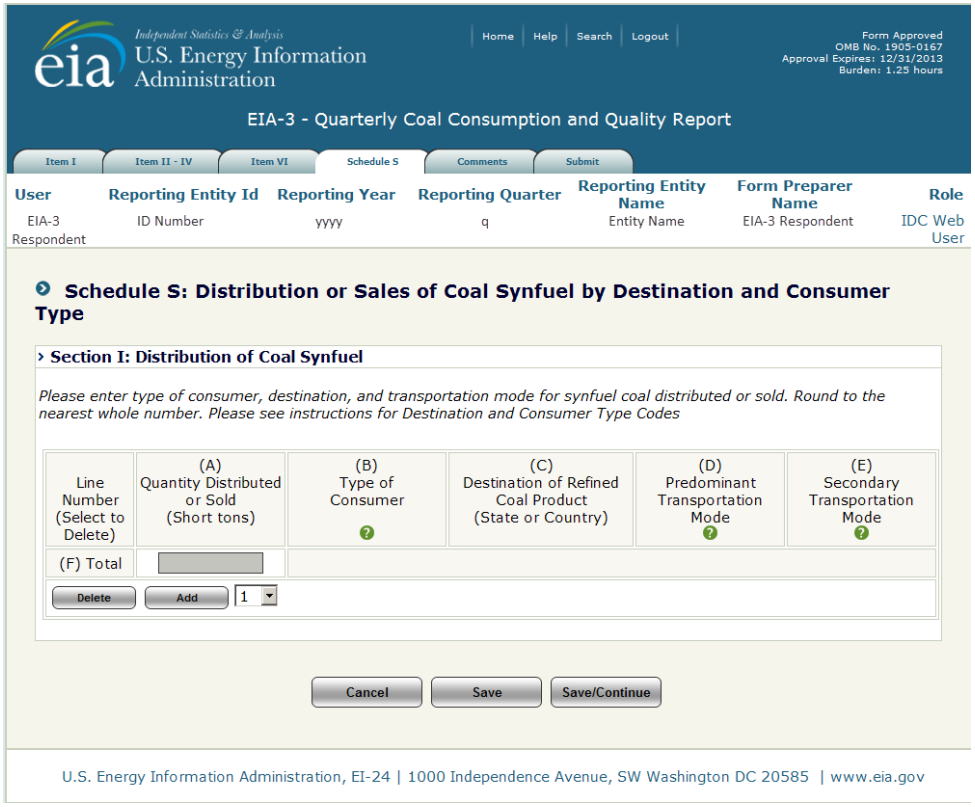
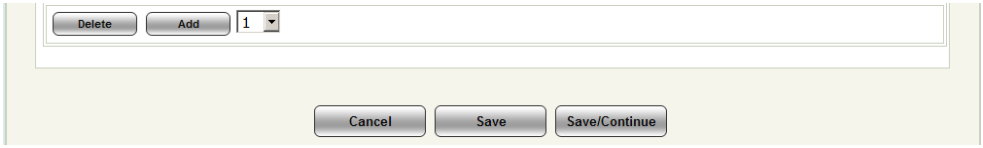


Figure 36. Schedule S: Section I, Distribution or Sales of Coal Synfuel

To enter data for distributions of coal synfuel, lines must be added for each distribution. 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 37).

NOTE: For the lines and data to remain, 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 enter on existing lines or the data will be lost.

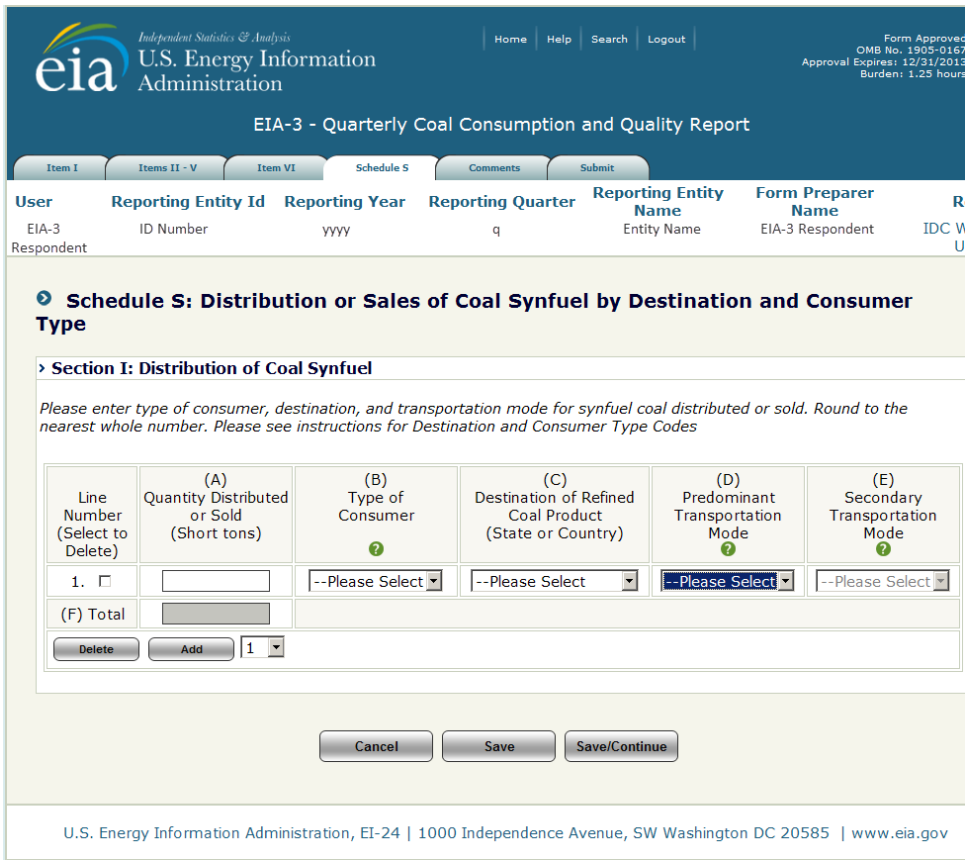


Figure 37. Schedule S: Section I Data Entry Screen

Line Number is system generated as lines are added for entry.

Quantity Distributed or Sold (Short tons) (A) is the quantity in short tons of transformed coal distributed or sold. Enter a separate line for each distribution that has a different combination of consumer type, destination and transportation mode rounded to the nearest whole number.

Type of Consumer (B) is the type of consumer to which the transformed coal is distributed or sold. Select the consumer type from the drop down. Refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of the types of consumers.

Destination of Refined Coal (State or Country) (C) is state or country to which the transformed coal was distributed or sold. Select the appropriate state or country from the dropdown.

Predominant Transportation Mode (D) is the primary mode of transportation used to ship the transformed coal to the receiving consumer. If more than one method is used to transport a single shipment, refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

Secondary Transportation Mode (E) is available if more than one mode of transportation is used to ship transformed coal to the receiving consumer. This field is not available until a **predominant mode (D)** is selected. If more than one method is used to transport a single shipment, refer to the EIA-3 instructions (http://www.eia.gov/cneaf/coal/page/surveys/formeia-3_instruct_gloss.pdf) for an explanation of determining the predominant and secondary modes of transportation.

The Save/Continue button navigates **Comments** tab, Figure 38.

4.3.11 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 38. Comments Entry Screen

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

The button navigates **Submit** tab, Figure 39.

4.3.12 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 39.

Figure 39. 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 40.

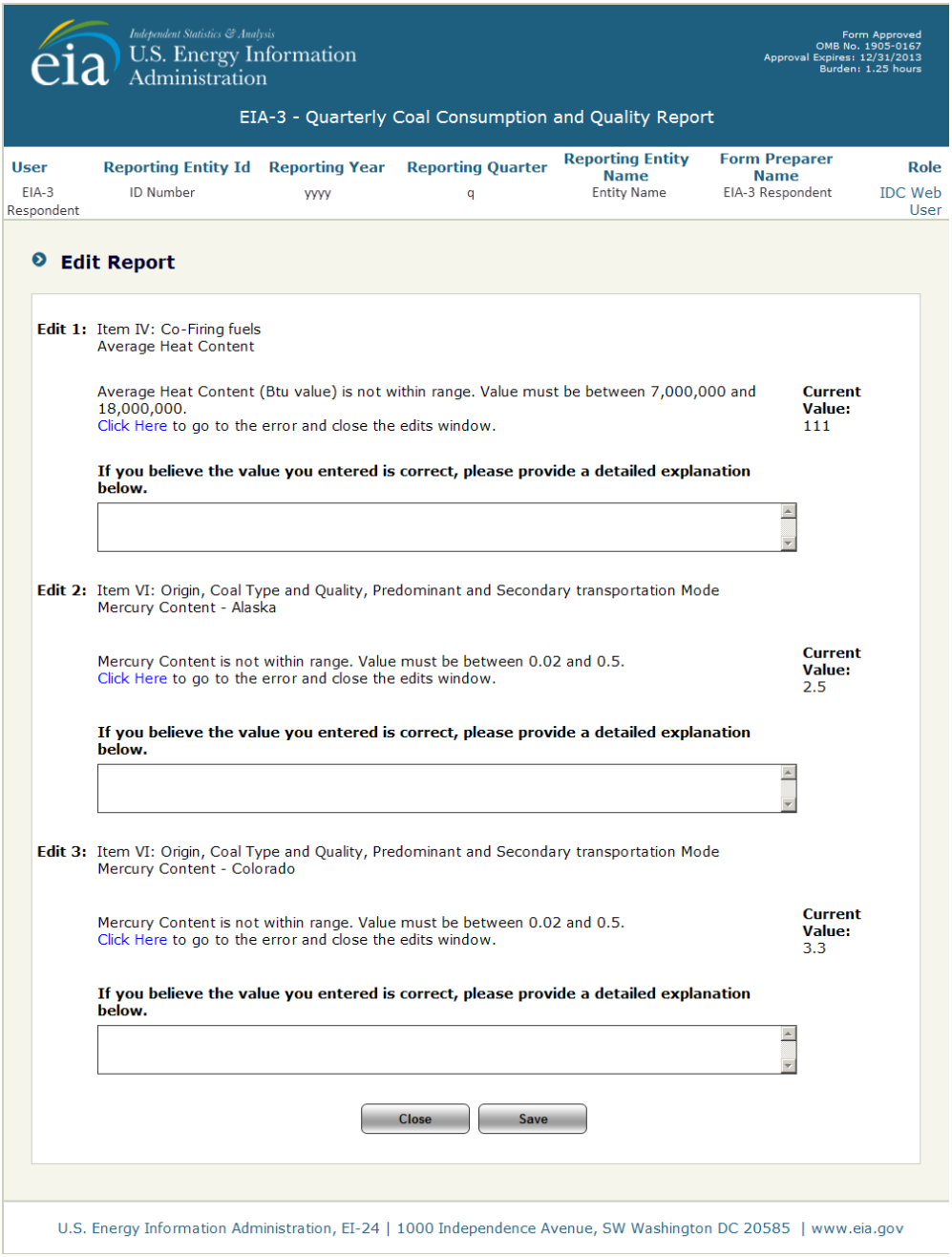
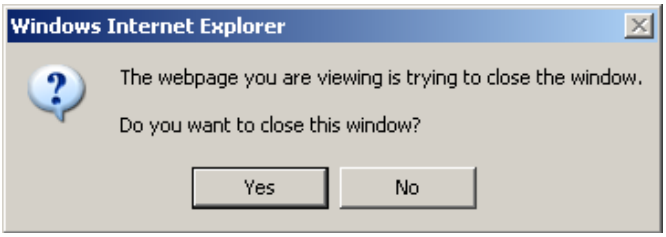


Figure 40. Edit Report Screen - Example

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 Save or Save/Continue 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 41. 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.**

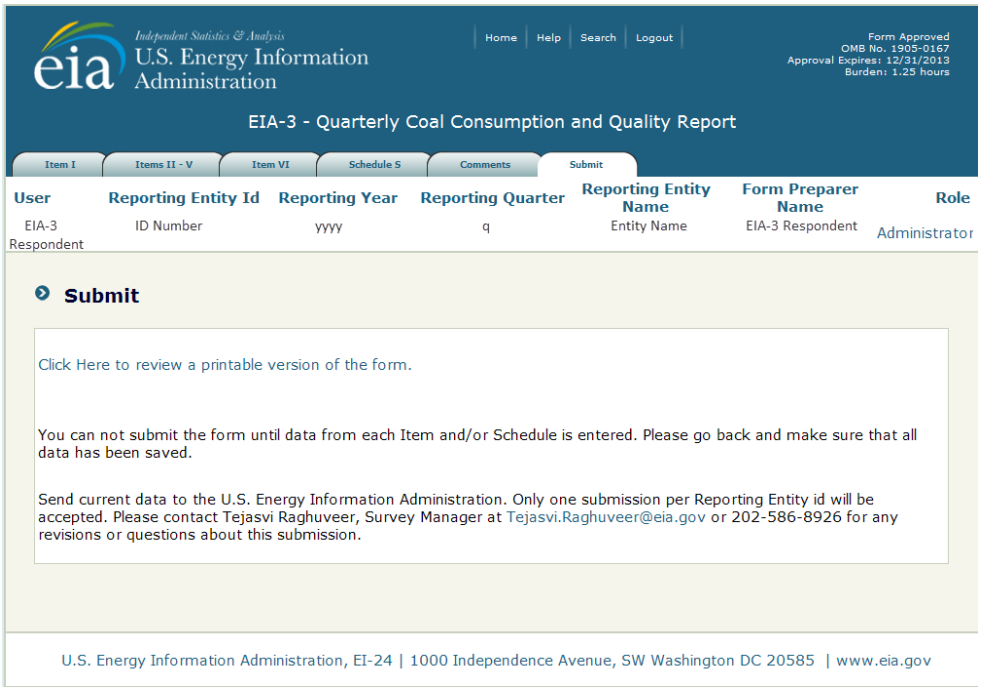


Figure 41. Submit Screen, Missing Data

After all edits are resolved, the **Submit** screen is displayed, Figure 42, 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.**

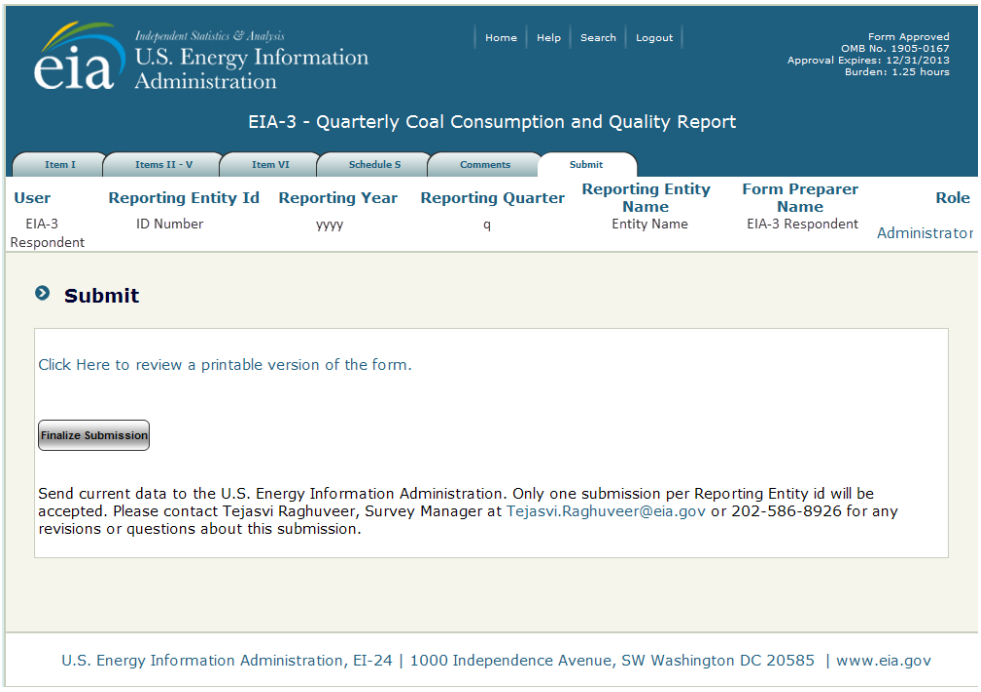


Figure 42. Finalize Submission Screen

When all the data are complete and all edits resolved the final submit screen is displayed, Figure 43. 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.

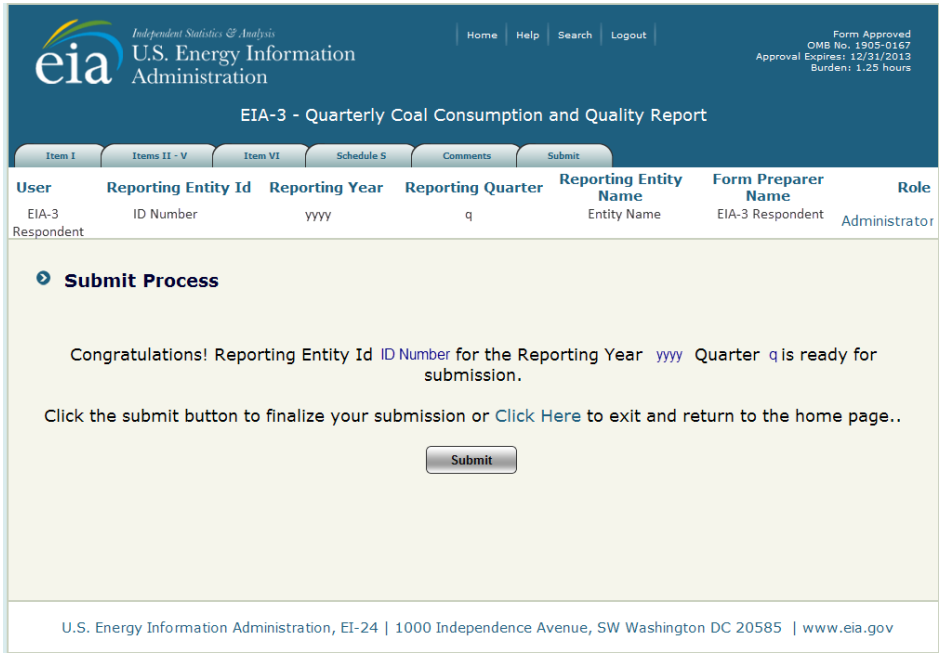


Figure 43. Final Submit Screen

When the **Submit** button is clicked and submission is successful, the Submission Accepted Screen is displayed, Figure 44.

Figure 44. Submission Accepted Screen

If the survey respondent logs back in after the survey is submitted, 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.