



Department of Energy
Washington, DC 20585

DUE DATE DRAFT

FROM: RACHELLE REEDER, DIRECTOR
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-3 DATA COLLECTION CYCLE IS **DUE TODAY**

REFERENCE: OMB NO. 1905-0167 (EXPIRATION DATE: **XX/XX/XXXX**)

The Quarterly Survey of the Industrial, Commercial and Institutional Coal (EIA-3) for the fourth quarter reporting period are due today <**due date**>. These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and timely response to this survey is mandatory under the FEA Act.. If you have already submitted your form, thank you for your submission.

Please log into the [EIA Respondent Portal](#) to access the form and submit your data. The survey cycle can be accessed from the EIA Respondent Portal **Home** or **To Do** tab. For information on how to submit your data, view the recorded EIA-3 [Information Session](#), the corresponding Power Point [Presentation](#) and the form [Instructions](#).

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Center via e-mail at EIA4USA@eia.gov, or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.