



Department of Energy
Washington, DC 20585

ESCALATION DRAFT

DATE

Dear <Contact Name>,

Your company has not filed its report for Form **EIA-3** <enter reporting period>, the **Quarterly Survey of Industrial, Commercial and Institutional Coal Users**. Your report was due to EIA on <enter due date>.

Response to this survey is **mandatory** under the law (Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275) as amended (codified at 15 U.S.C. 772)). Your company has a legal obligation to report and failure to report may result in civil penalties of up to \$2,750 per day or a fine of not more than \$5,000 per day for each violation.

We have attempted to contact you by email and telephone numerous times, but without success. If you are **no longer** the person submitting the Form EIA-3, email the following information to eia4usa@eia.gov:

- Name of New Preparer
- New Preparer's Address
- New Preparer's Telephone #
- New Preparer's Email Address

To report, log into the [EIA Respondent Portal](#) to access the EIA-3 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 questions, you can email eia4usa@eia.gov or call 855-EIA-4USA (855-342-4872) Monday through Friday, 8:00 a.m. – 6:00 p.m. ET.

Sincerely,

Rachelle Reeder
Director, Office of Survey Operations
U.S. Energy Information Administration
U.S. Department of Energy

