2007 Commercial Buildings Energy Consumption Survey (CBECS)

Sponsored by the Energy Information Administration U.S. Department of Energy Washington, DC 20585

Electricity Usage Form

(Form EIA-871E)



Form approval OMB No.: 1905-0145 Expires: 09/30/2010



STEP 1

Look at the label and indicate the type of unit for which you are instructed to provide information:

☐ Entire building

☐ Selected unit in the building (business, establishment, or other unit within a building)

In the following questions, the building or selected unit in the building will be referred to as the reporting unit.

STEP 2

Complete this form and return it by April 4, 2009. This report is mandatory under Public Law 93-275, as amended. If you have any questions, please call (toll-free) 1-888-493-5957 and ask for Sandy Pitzer.

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.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Statistics and Methods Group, EI-70, Washington, DC 20585-0670, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

STEP 3

CONTACT INFORMATION

Please provide the following information for the person who completed this form. (Use each box for individual letters, numbers, characters, or spaces. Please print in CAPS.)

Name:																				
Job Title:																				
Company:																				
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GENERAL INSTRUCTIONS

Reporting format: Report the requested information on this form, or in a format that is convenient for you, such as a computer printout. Make sure the alternate format includes the required information. Examples of completed forms and Frequently Asked Questions are available on the Energy Information Administration website at: http://www.eia.doe.gov/cbecs/ess

Privacy of account numbers: We identify buildings only by the CBECS building identification number, shown on the label on the first page; we do not need your individual account numbers. If you have privacy concerns for your customers, please mark out or omit your own account numbers from any submissions. However, make sure you write the CBECS building identification number on any printouts you send us.

Multiple accounts: Submit a single report for the entire reporting unit summing across all accounts. The total should include former customers who occupied the space during the reporting period. If it is easier, you may provide a separate report for each of the accounts and we will aggregate the data for you.

Reporting Period: Report electricity data for all of 2007. We ask for the 14 month period that begins with December, 2006 and ends with January, 2008.

For each month (service period) provide the following for the reporting unit:

- 1. End date (month/day/year)
- 2. Electricity quantities (kWh)
- 3. Electricity charges

STEP 5

If you	Deliver electricity directly to the reporting unit (e.g., your company is the local electric utility)	Complete	Worksheet 1 for quantities (kWh) and all charges (dollars)
If you	Sell electricity to the reporting unit, but do not deliver the electricity (e.g., your company is a third-party electricity supplier or marketer)	Complete	Worksheet 2 for quantities (kWh) and sales charges (dollars)

Worksheet 1—Electricity Deliveries, Calendar Year 2007

Service Period	(fir	for e	each se			006)		Α		t of E for each			elivere d	ed				Total Costs for each service period								
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If													(Work any, th		1)		•	sale	s char	ges, b	ut only	y for e	lectrici	ty sol		

Worksheet 2— Electricity Sales, Calendar Year 2007

Service Period	End Date for each service period (first period should include 12/2006)						Amount of Electricity Sold for each service period									Total Costs for each service period							
#	MM DD			YY		Kilowatthours (kWh) (enter only numeric values)									U.S. Dollars (\$) and Cents (¢) (enter only numeric values)								
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Go to Step 6 to complete the form.

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STEP 6

COVERAGE AND CLASSIFICATION INFORMATION:

1	-	onses in Worksheet 1 and/or 2 include all acti ecember 31, 2007?	ve acco	ounts or customers in this reporting
	☐ Yes ☐ No ☐ Don't Kı	now		
2		formation reported in Worksheet 1 and/or 2 in or unit(s) other than the reporting unit?	clude d	eliveries or sales to any other
	☐ Yes→	The information includes substantial deliveries than the reporting unit and you were unable to unit.		3
	□ No →	The information reported includes deliveries or the reporting unit and minor out-buildings, such		
	Don't kr			,
3	. How do you	u classify the reporting unit in your records?		
	☐ Comme			
	Resider			
	☐ Industria			
		rcial/Industrial		
	□ Other, s	pecify		
F	RETURNING	YOUR COMPLETED QUESTIONN	AIRE((S):
	Please (use the enclosed FedEx label and envelope to return the questionnaire(s) to:	1	United States Department of Energy c/o NORC/CBECS-ESS 6574 1 North State St., 16 th Floor Chicago, IL 60602
	Or you may F	AX a copy of the completed form to NORC at:	> 1	1-800-795-0579

Thank you for completing this form.

FOR OFFICE USE ONLY:

TR	NS	RE	TR	RC [*]	TL1	RCTL2			
INIT	DATE	INIT	DATE	INIT	DATE	INIT	DATE		