



*Independent Statistics & Analysis*

U.S. Energy Information  
Administration

## **Form EIA-7A Users Manual**

*Annual Survey of Coal Production and Preparation*

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## Project Documentation:

- Coal Internet Data Collection (CIDC) User's Manual, September 2007

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# 1. General System Overview

## 1.1 System Overview

The Form EIA-7A (EIA-7A), “Annual Survey of Coal Production and Preparation” collects data on coal production operations, locations, productive capacities, coalbeds mined, recoverable reserves, and disposition (volumes and revenues). For coal preparation, information collected includes operations, locations, stockpile volumes, and coal prepared. The information is disseminated in EIA reports and analyzed to be used by Congress, State and local officials, public- and private-sector analysts, and the general public. Respondents are all U.S. coal mining companies that owned a mining operation which produced 25,000 or more short tons of coal during the report year. All anthracite mines that produced 10,000 or more short tons of coal during the reporting year must also submit the EIA-7A as well as standalone facilities (e.g., preparation plant/tipple/loading dock/train loadout) that worked 5,000 or more hours during the report year.

Data from the Form EIA-7A appear in the various EIA publications and are used in coal industry analyses and in short-term modeling efforts.

The EIA-7A data are submitted electronically through the Internet Data Collection (EIA7A-IDC) application. This application is a web-based front end for the survey Form EIA-7A 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 EIA7A-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 entering incorrect or invalid data and/or data format. The second type of edit is a tier one edit. 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 a tier two edit. These edits are performed at the form level and their resolution is described in Section 4 of this 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 the response is received by EIA, an e-mail notification will be sent to the respondent indicating that their submission was successful.

Users of the EIA7A-IDC are classified as either survey form respondents or EIA survey staff (Survey Administrators.) Survey Administrators have greater access and 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 EIA7A-IDC. Users requiring access should contact the POC (see Section 1.4).

## 1.4 Point of Contact

For questions or feedback, the survey team may be reached via Email at [EIA-7A@eia.gov](mailto:EIA-7A@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        | Consolidated Unified Frame System                                  |
| • EIA         | Energy Information Administration                                  |
| • ERUS        | Office of Electricity, Renewables & Uranium Statistics             |
| • Form EIA-7A | Annual Survey of Coal Production and Preparation                   |
| • EIA7A-IDC   | Form EIA-7A Internet Data Collection Application                   |
| • FAQs        | Frequently Asked Questions   |
| • CIDC        | Coal Internet Data Collection                                      |
| • POC         | Point of Contact   |
| • SSL         | Secure Socket Layering   |
| • SSO         | Single Sign On System  |

## **2. System Summary**

### **2.1 System Configuration**

The Form EIA-7A is developed Java Development Kit 1.5. It resides on a web application server in the EIA Network Infrastructure. The system can be accessed via most popular web browsers. 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. Selecting a survey from the main SSO processing page opens the corresponding processing system. From the EIA7A- IDC system, the user can then select the MSHA ID, Mine Name, and Survey Cycle for which they want to submit data.

### **2.3 Contingencies**

In the event of a major infrastructure failure, the EIA7A-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 EIA7A-IDC is controlled by the external Single Sign On system (SSO). When a new user is identified, either internal or survey respondent, their contact information is entered into CUFS which triggers two emails to provide the requisite log on credentials. The first email contains a mail id. The second contains a secret code and instructions to establish an SSO user id and register for access to the EIA7A-IDC using the mail id and secret code.

After registration, the EIA7A-IDC is accessed by logging on to SSO which displays the EIA SSO welcome page and clicking on the EIA-7A 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 screenshot shows the EIA Single Sign-On Welcome Screen. At the top, the EIA logo is displayed with the text "Independent Statistics & Analysis" and "U.S. Energy Information Administration". Below the logo, it says "Welcome to the EIA Single Sign On Login System" and "External Integration". There are two input fields: "Userid:" and "Password:". Below these fields is a "Logon" button. At the bottom of the login area, there are three links: "Register for a Userid", "Forgot your password?", and "Forgot your Userid?". Below a red horizontal line, there is a footer section with several links: "Try our Frequently Asked Questions for help with technical issues concerning logon and enrollment.", "For help with Electricity Surveys: Electric FAQ, 202-586-9595 or EIASurveyHelpCenter@eia.gov.", "For help with Coal, Nuclear or Renewable Surveys: EIASurveyHelpCenter@eia.gov.", "For help with the EIA-877: Winter Heating Fuels Survey: EIA-877@eia.gov.", and "Security and Privacy Statement".

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 your browser.



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U.S. Energy Information Administration

[Logout](#)

**Welcome, EIA-7A Respondent to EIA's Internet Data Collection System.**

- To enter your survey data for a survey for which you have enrolled, choose the survey link from the Surveys section.  
 - To change your contact information, select the "Update Your Account Profile" option from the Update section.  
 - If you have never enrolled, choose the option Add EIA Survey Reporting Capability.

**Surveys**

[EIA-7A Coal Production Report](#)

---

**Update**

[Update Your Account Profile](#)

---

**Enrollment**

[Add EIA Survey Reporting Capability \(New. Replaces all prior enrollment links\)](#)

**Figure 2. EIA-7A Coal Production Report Home Page Survey Selection**




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U.S. Energy Information Administration

[Home](#) | [Help](#) | [Search](#) | [Logout](#)

Form Approved  
 OMB No. 1905-0167  
 Approval Expires: 08/31/2023  
 Burden: 3.25 hours

**EIA-7A - Annual Coal Production and Preparation Report**

Welcome, EIA-7A Respondent

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.**

**The latest cycle is 2021**

Select Reporting Year:

2021 ▼

Select MSHA ID (Mine Operation/Name): ?

--Please Select ▼

☐ Impersonate User

[Next](#)

If idle for more than 15 minutes your session may expire! If that is the case try to login again.

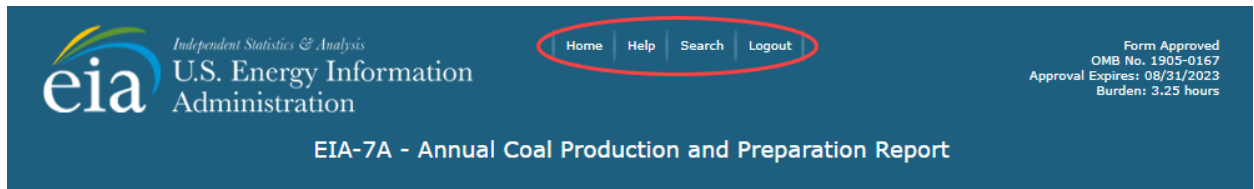
U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | [www.eia.gov](http://www.eia.gov)

**Figure 3. EIA-7A IDC Home Page Menu**

## 4. Using the EIA-7A IDC System

### 4.1 General Navigation Information

After logging on the application from SSO, the first page (as seen by all user levels) is the EIA7A-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 EIA7A-IDC system or application. Other options presented on the top of all EIA7A- IDC pages are **Help** and **Logout**.



Selecting **Help** opens another window (shown in Figure 4. Help Menu) from which the user may obtain survey level help; see Figure 4. Survey level help includes the survey form and instructions, FAQs, and the IDC users guide.

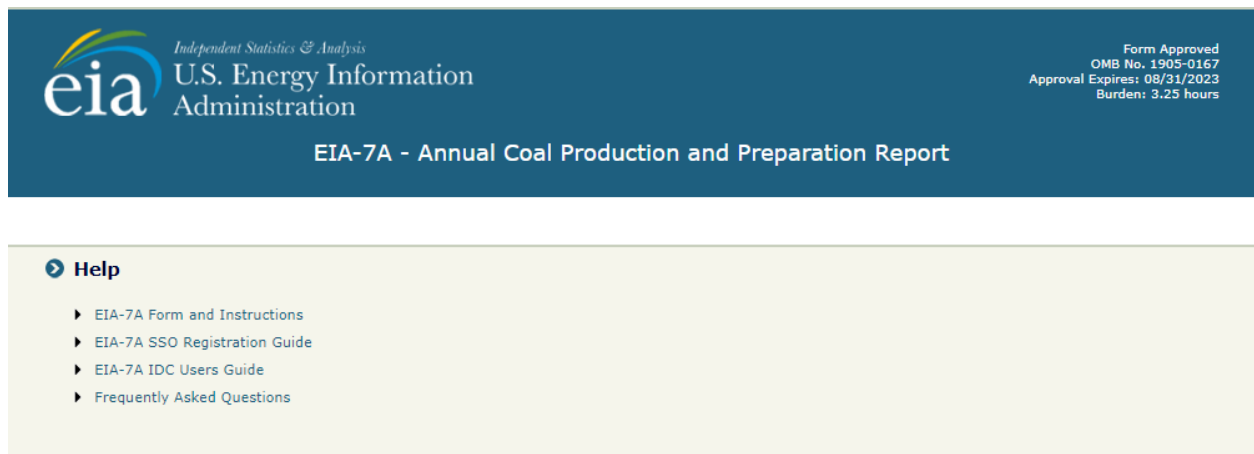




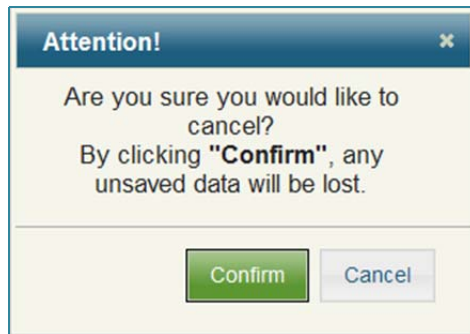
Figure 4. EIA-7A IDC Help Menu

Selecting **Logout** closes the EIA7A-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 saved.

**Cancel**, **Save** and **Save/Continue** buttons are located at the bottom of each data entry page.




When the  button is clicked, the following message box is displayed to ensure that the user wants to proceed.

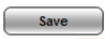
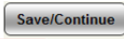



Clicking **Confirm** returns the user to the current screen with all data fields returned to their original values. Clicking **Cancel** returns the user to the current screen with all the data field changes intact.

When the **Save** button  is clicked, all data field changes are saved, and the user can then navigate to any section of the form or click the  button to revise entries made.

**NOTE: 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 input screen.

If any of the required fields are not completed when the  or the  button is clicked, a message will be display and the field will be highlighted in red . This data field must be completed before the page may be saved.

## 4.2 Home Page

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

The survey respondents select the company or mining operation they wish to file the survey for from the "MSHA ID (Mine Operation/Name)" drop down list by clicking on the down arrow and then selecting the operation from the drop down list. Only operations within the survey that are linked to or associated with the survey respondent appear on the drop down list. Data is only available for the latest open survey cycle. If data for the current period have been submitted, the data are only available for review. You will need to contact the Form EIA-7A Survey Manager if you need to change your data (see Section 1.4 for point of contact).

**NOTE:** You will need to contact the Form EIA-7A survey manager if you need to change/correct the data that has been submitted. Once the data is submitted through the IDC portal, the respondent cannot make any further changes to the data.

The latest cycle is 2021  
Select Reporting Year:  
2021

Select MSHA ID (Mine Operation/Name):  
--Please Select

☐ Impersonate User

Next

If idle for more than 15 minutes your session may expire! If that is the case try to login again.

**Figure 5. Select Reporting Year and Mining Operation**

Click the **Next** button to proceed to the data entry screens.

### 4.3 Data Entry

Part 1	Part 2	Part 3	Part 4	Comments	Submit
User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role

The banner on all data entry pages contains the user name, reporting mine ID number, reporting year, mine name, preparer's name and the user's role.

Data Entry consists of areas (tabs) for the user to enter data. The tabs presented are dependent on the type of operation responding: Mine Only, Preparation Plant Only, or Co-Located Mine and Preparation Plant.

**Coal Mine Only tabs:**

EIA-7A - Annual Coal Production and Preparation Report					
Part 1	Part 2	Part 3	Part 5	Comments	Submit
User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role

**Preparation Plant Only tabs:**

EIA-7A - Annual Coal Production and Preparation Report					
Part 1	Part 2	Part 3	Part 4	Comments	Submit
User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role

**Co-Located Mine and Preparation Plant tabs:**

EIA-7A - Annual Coal Production and Preparation Report						
Part 1	Part 2	Part 3	Part 4	Part 5	Comments	Submit
User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role	

**Figure 6. Type of Mining Operation Tabs**

The first tabs correspond to the items of the form. The final tab is for data submission:

**Tab 1. Part 1: Preparer Contact Information**

- 1) Section 1: Preparer Contact Information
- 2) Section 2: Preparer's Supervisor Information

**Tab 2. Part 2: Mine Ownership Information**

- 1) Section 1: Name and Location of Mine
- 2) Section 2-3: Company Contact
- 3) Section 4: Status Change

**Tab 3. Part 3: Mine Operation Information**

- 1) Section 1: Name and Address of Operating Company
- 2) Section 2-3: Company Operating Mine
- 3) Section 4-8: Kind of Mining Operation
- 4) Section 9: Union Identification
- 5) Section 10-11: Mining Location

**Tab 4. Part 4: Preparation Plants/Tipples/Loading Docks/Train Loadouts**

- 1) Section 1: Ending Coal Stocks
- 2) Section 2: Coal Consumption
- 3) Section 3: Coal Origin
- 4) Section 4: Coal Input, Output and Refuse
- 5) Section 5: Coal Processing Capacity

**Tab 5. Part 5: Underground or Surface Mines**

- 1) Section 1: Annual Mine Production Capacity
- 2) Section 2: Coalbeds Mined
- 3) Section 3-5: Recoverable Reserves
- 4) Section 6: Disposition


**Tab 6: Comments**

**Tab 7: Submit**




Refer to the EIA-7A form ([http://www.eia.gov/survey/form/eia\\_7a/form.pdf](http://www.eia.gov/survey/form/eia_7a/form.pdf)) for instructions on completing the survey questions.

### 4.3.1 Part 1: Preparer Contact Information

The opening screen for the EIA-7A IDC displays the first tab, Part 1: Preparer Contact Information, shown in Figure 7.

There are two sections to Part 1. Each can be reviewed by selecting from the drop down revealed when the Part 1 tab is rolled-over or navigated through by clicking the  button at the bottom of each screen.



Figures 7 and 8 display the Preparer and Supervisor contact information screens. If the entries presented on a screen need to be updated, click the  button to make the fields editable. Several of the Identification fields are required (see Figures 7 and 8 for required fields). If any of these are empty or left blank when the  button or the  button is clicked, they will be highlighted in red and must be completed before the page may be saved.

## Part 1. Section 1: Preparer Contact Information

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report form. The header includes the EIA logo, "Independent Statistics & Analysis", "U.S. Energy Information Administration", and navigation links: Home, Help, Search, Logout. On the right, it states "Form Approved OMB No. 1905-0167", "Approval Expires: 06/31/2023", and "Burden: 2.25 hours". The title "EIA-7A - Annual Coal Production and Preparation Report" is centered. Below the title are tabs for Part 1, Part 2, Part 3, Part 4, Part 5, Comments, and Submit. A table at the top has columns: User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main section is titled "Part 1: Preparer Contact Information" with a sub-header "1: What is the contact information for the preparer?". It contains input fields for: Preparer's Name, Title, Company Name, Street Address, City, State (a dropdown menu showing "--Select State"), Zip Code, Preparer's Telephone, Preparer's Fax, and Preparer's Email. At the bottom of the form are three buttons: Cancel, Save, and Save/Continue. The footer text reads: "U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | www.eia.gov".

Figure 7. Part 1. Section 1: Preparer Contact Information

**Part 1. Section 1** (Figure 7) displays contact information about the preparer of the survey response. If changes are required, click the **Edit Data** button and complete the information required.

The **Save** button saves the entry and the user can then navigate to any section of the form.

The **Save/Continue** button saves all data field changes and navigates to the next section.

If there were no changes to the Preparer Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

## Part 1. Section 2: Preparer's Supervisor Information

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report form. The header includes the EIA logo, "Independent Statistics & Analysis", "U.S. Energy Information Administration", and navigation links for Home, Help, and Logout. The form title is "EIA-7A - Annual Coal Production and Preparation Report". The top navigation bar shows tabs for Part 1, Part 2, Part 3, Part 4, Part 5, Comments, and Submit. Below the tabs, there are input fields for User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main section is titled "Part 1: Preparer Contact Information" and contains a sub-section "2: What is the contact information for the preparer's supervisor?". A red box highlights the required fields: Supervisor's Name, Title, Company Name, Street Address, City, State (a dropdown menu), Zip Code, Supervisor's Telephone, Supervisor's Fax, and Supervisor's Email. A red arrow points from a box labeled "Required Fields" to each of these fields. At the bottom of the form, there are buttons for Cancel, Save, and Save/Continue. The footer contains the U.S. Energy Information Administration address and website.

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Figure 8. Part 1. Section 2: Preparer's Supervisor Information

**Part 1. Section 2** (Figure 8) displays the preparer's supervisor information. If changes are required, click the **Edit Data** button and complete the information.

The **Save** button saves the entry and the user can then navigate to any section of the form. The **Save/Continue** button saves all data fields changes and navigates to the next Section, Part 2: Mine Ownership Information (see Figure 9).

If there were no changes to the Preparer's Supervisor Information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.



## 4.3.2 Part 2: Mine Ownership Information

### Part 2. Section 1: Name and Location of Mine

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report form. The header includes the EIA logo, "Independent Statistics & Analysis", "U.S. Energy Information Administration", and navigation links for Home, Help, and Logout. The form title is "EIA-7A - Annual Coal Production and Preparation Report". Below the title are tabs for Part 1, Part 2 (selected), Part 3, Part 4, Part 5, Comments, and Submit. A table at the top lists fields: User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main section is "Part 2: Mine Ownership Information" with an "Edit Data" button. Below this is a sub-section "1: What is the name and location of the mining operation for which you are reporting?". It contains three input fields: Name, County, and State. Red arrows point from a red box labeled "Required Fields" to each of these three input fields. The footer includes the U.S. Energy Information Administration address and website.

**Figure 9. Part 2. Section 1: Name and Location of Mine**

**Part 2. Section 1** (Figure 9) displays name and location of the mining operation. If changes are required, click the **Edit Data** button and complete the information required (see Figure 9 for required field). Only the Mine Name may be changed by the preparer.

The **Save** button saves the entry and the user can then navigate to any section of the form. The

**Save/Continue** button saves all data field changes and navigates to the next section of Part 2.

If there were no changes to the Name and Location of Mine, the user can navigate to other sections of the form by selecting a different tab and section at the top of the page.

## Part 2. Section 2-3: Company Contact

**eia** Independent Statistics & Analysis  
U.S. Energy Information Administration

Home Help Logout

Form Approved  
OMB No. 1905-0167  
Approval Expires: 08/31/2023  
Burden: 3.25 hours

### EIA-7A - Annual Coal Production and Preparation Report

Part 1 Part 2 Part 3 Part 4 Part 5 Comments Submit

User Mine Id Reporting Year Mine Name Preparer Name Role

#### Part 2: Mine Ownership Information

**> 2: What is the contact information for the company that owns the mining operation?**

- Report contact information for the company that owns the MSHA ID #.
- The company contact person must be able to verify all the information submitted and answer any questions concerning the information reported on this survey.
- The company contact person should NOT be the preparer.

Company's Name:

Street Address:

City:

State:

Zip Code:

Company's Contact Person:

Title:

Contact Person's Telephone:

Contact Person's Fax:

Contact Person's Email:

**> 3: Did the company that owns the mining operation cease operations during the reporting year?**

☐ Yes ☒ No


Cancel Save Save/Continue

U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | [www.eia.gov](http://www.eia.gov)

**Figure 10. Part 2. Section 2-3: Company Contact**

**Part 2. Section 2-3** (Figure 10) displays the company name and location. If changes are required, click the **Edit Data** button and complete the information required (see Figure 10 for required field).

The **Save** button saves the entry and the user can then navigate to any section of the form. The **Save/Continue** button saves all data field changes and navigates to the next section of Part 2.



Independent Statistics & Analysis  
**U.S. Energy Information  
Administration**

[Home](#) | [Help](#) | [Search](#) | [Logout](#)

Form Approved  
OMB No. 1905-0167  
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Burden: 3.25 hours

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Mine Name
Preparer Name
Role

**Part 2: Mine Ownership Information**

**2: What is the contact information for the company that owns the mining operation?**

- Report contact information for the company that owns the MSHA ID #.
- The company contact person must be able to verify all the information submitted and answer any questions concerning the information reported on this survey.
- The company contact person should NOT be the preparer.

Company's Name:

Street Address:

City:

State:
--Select State

Zip Code:

Company's Contact Person:

Title:

Contact Person's Telephone:

Contact Person's Fax:

Contact Person's Email:

**3: Did the company that owns the mining operation cease operations during the reporting year?**

☒ Yes
☐ No

Enter the date the company that owns this mining operation ceased operations

Ceased Operation Date:

Required Field

Cancel
Save
Save/Continue

**Figure 11. Part 2. Section 2-3: Ceased Operations**

If the mine ownership did change (Figure 11), press the [Edit Data](#) button and check “Yes” for mine ownership change. The preparer will be required to enter the date the company that owns the mining operation ceased operations. After the date is entered you can press the [Save](#) button or the [Save/Continue](#) button which will take you to Section 4 of Part 2.

If the company did not cease operations, the user can navigate to other sections of the form by selecting a different tab and section at the top of the page.


## Part 2. Section 4: Status Change

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report form. The header includes the EIA logo, "Independent Statistics & Analysis", "U.S. Energy Information Administration", and navigation links: Home, Help, Search, Logout. On the right, it states "Form Approved OMB No. 1905-0167", "Approval Expires: 08/31/2023", and "Burden: 3.25 hours". The title "EIA-7A - Annual Coal Production and Preparation Report" is centered. Below the title are tabs for Part 1, Part 2 (selected), Part 3, Part 4, Part 5, Comments, and Submit. A table header shows fields: User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main content area is titled "Part 2: Mine Ownership Information" with an "Edit Data" button. Below this is a section titled "4: Was the company that owns the mining operation sold or merged during the reporting year?". It contains two radio button options: "The company was NOT sold or merged during the reporting year" (selected) and "The company was sold or merged during the reporting year". The footer contains the text: "U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | [www.eia.gov](http://www.eia.gov)".

**Figure 12. Part 2. Section 4: Status Change**

**Part 2. Section 4** (Figure 12) displays the company ownership status change. If changes in ownership have occurred, click the **Edit Data** button to select the “The company was sold or merged during the reporting year” option and complete the information requested that appears, Figure 13.

If there were no ownership changes, the user can navigate to other sections of the form by selecting a different tab at the top of the page.



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Part 2: Mine Ownership Information

> 4: Status change

Was the company that owns the mining operation sold or merged during the reporting year?

☐ The company was NOT sold or merged during the reporting year

☒ The company was sold or merged during the reporting year

\* Elements marked in red are required before saving this page.

- Enter the date the company that owned this mining operation was sold or merged.

- Enter the contact information for the new owner of the mining operation.

- Complete the EIA-7A reporting data up to the sold/merged date.

Please enter responses in the blocks below.

Date Mining Operation Sold/Merged:

14

(MM/DD/YY)

New Owner's Name:

New Owner's Mailing Address:

City:

State:

--Select State

Zip Code:

New Owner's Contact Person:

New Contact Person's Title:

New Contact Person's Telephone:

New Contact Person's Fax:

New Contact Person's Email:

Cancel

Save

Save/Continue

Required Fields

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**Figure 13. Part 2. Section 4: New Company Information**

If the company was sold or merged, click the **Edit Data** button to select the “The company was sold or merged during the reporting year” option and complete the information requested that appears, Figure 13.

The **Save** button saves the entry and the user can then navigate to any section of the form. The

**Save/Continue** button saves all data field changes and navigates to the next tab, Part 3. Section 1.

If there were no ownership changes, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

### 4.3.3 Part 3: Mine Operation Information

#### Part 3. Section 1: Name and Address of Operating Company

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report form. The header includes the EIA logo, "Independent Statistics & Analysis", "U.S. Energy Information Administration", and navigation links: Home, Help, Search, Logout. It also displays "Form Approved OMB No. 1905-0167", "Approval Expires: 08/31/2023", and "Burden: 3.25 hours". The title "EIA-7A - Annual Coal Production and Preparation Report" is centered. Below the title are tabs for Part 1, Part 2, Part 3 (selected), Part 4, Part 5, Comments, and Submit. A table at the top lists fields: User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main content area is titled "Part 3: Mine Operation Information" and contains a section "1: What is the contact information for the operating company that manages the mining operation for which you are reporting?". A note states: "The operating company contact person should be able to answer questions regarding the information reported on the EIA-7A." A red asterisk note says: "\* Elements marked in red are required before saving this page." The form fields are: Operating Company's Name, Operating Company's Street Address, City, State (dropdown menu showing "--Select State"), Zip Code, Operating Company's Contact Person, Title, Contact Person's Telephone, Contact Person's Fax, and Contact Person's Email. At the bottom are buttons for Cancel, Save, and Save/Continue. The footer contains the text: "U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | [www.eia.gov](http://www.eia.gov)".

**Figure 14. Part 3. Section 1: Name and Address of Operating Company**

**Part 3. Section 1** (Figure 14) displays operating company contact information. If changes are required, click the **Edit Data** button and complete the information.

The **Save** button saves the entry and the user can then navigate to any section of the form. The **Save/Continue** button saves all data field changes and navigates to Section 2 of Part 3.

If there were no operating company contact changes, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

## Part 3. Section 2-3: Company Operating Mine

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**Figure 15. Part 3. Section 2: Company Operating Mine**

**Part 3. Section 2** (Figure 15, 16, 17) displays type of operating company contact information. The screen displayed depends on the type of company selected. If there are no changes to the type of company information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the **Edit Data** button and complete the required information. If Operating Subsidiary or Contractor operating type is selected, an additional section (Section 3) will drop down for Parent Company Information or Contractee Information to be input (see Figures 16, 17).

The **Save** button saves the entry and the user can then navigate to any section of the form is desired. The **Save/Continue** button saves all data field changes and navigates to the next section, Part 3: Section 4-8 Kind of Mining Operation.





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**Part 3: Mine Operation Information**

**2: Which of the following best describes the operating company identified in Section 1.**

☐ Independent Producer Operator - An entity which operates a coal mining facility and is not owned or controlled by a parent firm that owns other coal mining

☐ Operating Subsidiary - A company that operates a coal mining operation and is owned by another company (i.e., the parent company)

☒ Contractor - A company that contracts to perform services at a coal mining facility and is not owned or controlled by a subsidiary

**\* Elements marked in red are required before saving this page.**

**3: Contractee Information**

Contractee Company's Name:

Contractee Company's Street Address:

City:

State:

Zip:

Company's Contact Person:

Title:

Contact Person's Telephone:

Contact Person's Fax:

Contact Person's E-mail:

**Required Fields**

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**Figure 17. Part 3. Section 2-3: Contractor and Contractee**



## **Part 3. Section 4-8: Kind of Mining Operation**

**Part 3. Sections 4-8** (Figure 18, 19, 20, 21) The screen displayed depends on the type of mining operation responding. If there are no changes to the type of mining operation information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the  button and complete the required information. The Kind of Mining Operation cannot be changed by the respondent. If a change is required, please email the change to [EIA-7A@eia.gov](mailto:EIA-7A@eia.gov).

The  button saves the entry and the user can then navigate to any section of the form. The  button saves all data field changes and navigates to Part 3. Section 9: Union Identification.

**Figure 18. Part 3. Section 4-8: Kind of Mining Operation for Underground Mine and Preparation Plant (Combo Facility)**

**Co-Located Underground Mine and Preparation Plant/Tipple: (Figure 18)** At least one type of underground mine must be selected and the shares of production method must sum to 100%. If not, when the  or  button is clicked, the following message will be displayed.

**> Type and Share by Production Method for Underground Mines**

Please make sure that at least one type of underground mine is selected and the percent total of shares by production method is 100%.


At least one type of preparation plant operation must be selected. If not, the following message will be displayed.

**> Preparation Plant Operation**

Please select at least one type of preparation plant process.

See definitions of underground mine types: <http://www.eia.gov/tools/glossary/index.cfm?id=U>





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Part 3: Mine Operation Information

> 4 - 8: Kind of Mining Operation

\* Elements marked in red are required before saving this page.

☐ Underground Mine
☒ Surface Mine
☐ Preparation Plant

> Type and Share by Production Method for Surface Mines

Please make sure that at least one type of surface mine is selected and the percent total of shares by production method is 100%.

☐ Contour Strip
☐ Area
☐ Open Pit
☐ Mountain Mining
☒ Auger, Highwall Mine or Punch
☐ Silt, Culm, Refuse Bank, Slurry Dam or Dredge
☐ Other

%

%

%

%

%

%

%

Required Field

Must sum 100%

> (If share of production for this surface mine includes auger, highwall mine or punch.)

Report the county, state, and mining dates of this surface mine activity:

Line Number	County:	State:	Mining Dates:
1.		--Select State	

Delete

Add

1

Required Fields

Cancel

Save


Save/Continue

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**Figure 20. Part 3. Section 4-8: Example of Auger Production Method for Surface Mine**


**Auger Production: (Figure 20)** Choosing Auger, Highwall Mine or Punch causes the IDC to open another section to Part 3. Sections 4-8. When choosing Auger, Highwall Mine or Punch the preparer will be required to fill in the County, State and Mining Dates for each operation during the reporting year.

Lines must be added for each share of production in the reporting year. Coal mined from the same location should be reported on one line. An exception is made if the location was mined under different MSHA ID's.

Select the number of lines to be added from the dropdown and click the  button.

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Part 3: Mine Operation Information

4 - 8: Kind of Mining Operation

☐ Underground Mine
☐ Surface Mine
☒ Preparation Plant

Preparation Plant Operation

Please select at least one type of preparation plant process.

☐ Preparation Plant
☐ Tipple
☐ Loading Dock
☐ Train Loadout

At least one type of preparation plant operation must be selected.

Cannot be changed on this screen.

Cancel

Save

Save/Continue

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**Figure 21: Part 3. Section 4-8 – Kind of Mining Operation for Preparation Plant Only**

**Preparation Plant/Tipple Only: (Figure 21)** At least one type of preparation plant operation must be selected. If not, the following message will be displayed.

Type and Share by Production Method for Underground Mines

Please make sure that at least one type of underground mine is selected and the percent total of shares by production method is 100%.

### Part 3. Section 9: Union Identification

The screenshot shows the EIA-7A - Annual Coal Production and Preparation Report interface. At the top, the EIA logo and 'U.S. Energy Information Administration' are displayed. Navigation tabs for Part 1 through Part 5, Comments, and Submit are visible. Below the tabs, a header bar contains fields for User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main content area is titled 'Part 3: Mine Operation Information' and includes an 'Edit Data' button. Section 9, 'Is this mining operation unionized?', features two checkboxes: 'Yes' and 'No'. A red box encloses these checkboxes, and a red arrow points to them from a box labeled 'Selection Required'. The footer contains the EIA contact information and website URL.

Figure 22. Part 3. Section 9: Union Identification

This screenshot shows the same EIA-7A form, but with the 'Yes' radio button selected for Section 9. Below the radio buttons, there is a 'Union Name' field with a dropdown menu currently showing '--Select Union'. A red box highlights the dropdown menu, and a red arrow points to it from a box containing the text 'Must select a Union Name if "Yes" is selected.' The 'Save', 'Cancel', and 'Save/Continue' buttons are visible at the bottom of the form section. The footer remains the same as in Figure 22.

Figure 23. Part 3. Section 9: Union Name Selection

**Part 3. Section 9** (Figure 23) displays type of union information. If there were no changes to the union information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the **Edit Data** button and complete the required information fields. If the mining operation is unionized, the Yes button should be clicked and a union name must be provided before the data can be saved. If no name is provided, the following message is displayed.

**> Part K: Union Identification.** Check the box that applies to this mining operation and identify the union, if applicable.  
If you say this mining operation is unionized please select the name of the union.

The **Save** button saves the entry and the user can then navigate to any section of the form. The **Save/Continue** button saves all data field changes and navigates to the next section of Part 3.



### Part 3. Section 10-11: Mining Location

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**Part 3: Mine Operation Information**

**10: What are the longitude and latitude that best defines the center of mining activity for this mining operation?**

Notes:  
- Longitudes and latitudes may change from year to year to reflect the progress of mining.  
- If the readings are in decimal degrees, please convert them to degrees, minutes and seconds. For example, to convert 82.4536 degrees to degrees, minutes and seconds, do the following: 82 degrees multiplied by 27.216 = 27. Then multiple 27 minutes by 12.96 seconds = Mine's location at 82 degrees, 27 minutes and 13 seconds.  
- Complete instructions for estimating longitude and latitude can be found at the following link: <http://www.eia.gov/survey/#eia-7a>.

	Longitude	Latitude
Degrees:	<input type="text"/>	<input type="text"/>
Minutes:	<input type="text"/>	<input type="text"/>
Seconds:	<input type="text"/>	<input type="text"/>

**11: Which method was used to determine the longitude and latitude in 10? Select only one.**

At least one datum item must be selected.

☐ Global Positioning System (GPS)  
☐ U.S. Census Bureau TIGER Map Service  
☐ U.S. Geological Survey MapFinder ([www.usgs.gov](http://www.usgs.gov))  
☐ Unknown  
☐ Other

At least one method must be selected.

Buttons: Cancel, Save, Save/Continue

Figure 24. Part 3. Section 10-11: Mining Location

**Part 3. Section 10-11** (Figure 24) collects information about the physical location of the mining operation. If there are no changes to the location information, the user can navigate to other sections of the form by selecting a different tab at the top of the page.

If changes are required, click the **Edit Data** button and complete the required information fields.

The Longitude and Latitude cells must be completed and at least one method must be selected before the data may be saved. If no method is selected, the following message will be displayed.

**2: Datum.** Please identify the method and datum that was used in determining the longitude and latitude locations(Please check all boxes that apply).  
At least one datum item must be selected.

If GPS, USGS, or Other method is selected, at least one datum type must be selected (see Figure 24.)

If you selected GPS, USGS, or Other, please indicate datum below:  
If GPS, USGS, or Other is selected above, at least one datum type must be selected.

The **Save** button saves the entry and the user can then navigate to any section of the form.

The **Save/Continue** button saves all data field changes and navigates to the next section.

## 4.3.4 Part 4: Preparation Plants/Tipples/Loading Docks/Train Loadouts

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report form, specifically Part 4: Preparation Plants/Tipples/Loading Docks/Train Loadouts. The form is titled "EIA-7A - Annual Coal Production and Preparation Report" and includes a header with the EIA logo and U.S. Energy Information Administration text. The form is divided into sections for data entry, with red boxes and arrows highlighting required fields.

**Part 4: Preparation Plants/Tipples/Loading Docks/Train Loadouts**

Complete this section only if this mine operation includes a preparation plant or tipple which crushes, screens, or mechanically cleans coal.

**1. On December 31st of the reporting year, what was the total amount of coal stockpiled at this preparation plant, tripple, loading dock, or train loadout?**

\* Elements marked in red are required before saving this page.

short tons

**2. During the reporting year, how much coal was consumed in the operation of this preparation plant, tripple, loading dock, or train loadout?**

- Exclude coal consumed to generate electricity that is sold to the grid.

short tons

Total coal prepared must be 100%.

☐ This section does not apply to me. Check this only if your operation is Loading Dock and/or Train Loadout only.

**(Preparation Plants and Tipples Only)**

**3. During the reporting year, what percentage of the prepared coal originated from underground mines and from surface mines?**

Underground Mines	<input type="text"/> %
Surface Mines	<input type="text"/> %
Total	<input type="text"/> %

Required Fields (pointing to the percentage input boxes)

Must total 100% (pointing to the Total input box)

**(Preparation Plants and Tipples Only)**

**4. During the reporting year, what was the input, output, and refuse material after processing at this preparation plant or tripple?**

Input (raw coal processed at this preparation plant)	<input type="text"/> short tons
Output (coal after processing)	<input type="text"/> short tons
Refuse material after processing	<input type="text"/> short tons

Required Fields (pointing to the input, output, and refuse material input boxes)

**(Preparation Plants and Tipples Only)**

**5. Under normal operating conditions for this preparation plant or tripple, what is the maximum amount of raw coal that could be processed during one hour?**

short tons

Required Fields (pointing to the input box)

Buttons: Cancel, Save, Save/Continue

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Figure 25. Part 4. Section 1-5: Coal Preparation Data Entry

**Part 4. Section 1-5** (Figure 25) is used to collect information for mine operations that include a preparation plant or tipple which crushes, screens, or mechanically cleans coal. To enter the coal preparation data, click on tab Part 4 and the data input boxes will automatically become available to input.

**Section 3: Proportion of Coal by Type of Mining** is a breakdown of the percentage of coal prepared by type of mine (e.g. underground or surface).

**NOTE:** The sum of the percentages must equal 100%. If not, an error message will be displayed.

**Section 4: Processing Statistics** include the quantity of raw coal processed at the plant during the reporting period (input), the quantity of coal after processing (output), and the quantity of refuse material after processing.

**Section 5: Hourly Raw Feed Capacity** is the maximum amount of raw coal that the reporting operation could process during one hour.

**NOTE:** All editable fields on this screen are required.



## 4.3.5 Part 5: Underground or Surface Mines

### Part 5. Section 1: Annual Mine Production Capacity

The screenshot displays the EIA-7A Annual Coal Production and Preparation Report form. The header includes the EIA logo, the text 'Independent Statistics & Analysis U.S. Energy Information Administration', and navigation links for Home, Help, Search, and Logout. A form approval notice is visible in the top right corner. The main title of the form is 'EIA-7A - Annual Coal Production and Preparation Report'. Below the title is a navigation bar with tabs for Part 1, Part 2, Part 3, Part 4, Part 5 (selected), Comments, and Submit. A table at the top of the form lists fields: User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main content area is titled 'Part 5: Underground or Surface Mines'. It contains a question: '1. With the existing equipment in place, what is the maximum amount of coal that this mining operation can produce during the reporting year?'. Below the question is a text input field labeled 'short tons'. A red box labeled 'Required Field' with an arrow points to the input field. Below the input field are three buttons: 'Cancel', 'Save', and 'Save/Continue'. The footer of the form includes the U.S. Energy Information Administration contact information and the website URL [www.eia.gov](http://www.eia.gov).

Figure 26. Part 5. Section 1: Annual Mine Production Capacity

**Part 5. Section 1** (Figure 26) collects information on annual mine production capacity during the reporting period. To enter or change the capacity quantity, click the **Edit Data** button and complete the required information fields.

**Annual Mine Production Capacity (short tons)** is the maximum amount of coal that the mining operation could have produced during the year with the existing mining equipment in place, assuming that the labor and materials sufficient to utilize the equipment were available, and that the market existed for the maximum coal production. Enter the value for the operation's annual capacity.


**NOTE:** Annual Production Capacity is expected to be higher than the year's annual production or total dispositions.

Annual mine production capacity is a required field and must be completed. If no quantity is entered, an error message will be displayed.

The **Save** button saves the entry and the user can then navigate to any section of the form.

The **Save/Continue** button saves the entry and navigates to the next section of Part 5.

## Part 5. Section 2: Coalbeds Mines



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UserMine IdReporting YearMine NamePreparer NameRole

Part 5: Underground or Surface Mines

2: For each coalbed mined during the reporting year, what is the name, share of total mine production for each coalbed, average thickness, and rank of the coal?

Notes:

- Coal mined from the same bed should be reported on one line. An exception is made if the same bed was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness, percentage, and rank of the coal bed in the different mining locations.
- Rank types include Anthracite (10), Bituminous (20), Subbituminous (30), and Lignite (40).

Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coalbed	(2) Share of Total Mine Production for each Coalbed(%)	(3) Average Thickness(Inches)	(4) Rank of Coal
1. <input type="checkbox"/>		--Select or Add New <span>?</span>	<input type="text"/> %	<input type="text"/> inches	
2. <input type="checkbox"/>		--Select or Add New <span>?</span>	<input type="text"/> %	<input type="text"/> inches	
Total of Shares of Production			<input type="text"/> %		

Delete

Add

1 ▾

Cancel

Save

Save/Continue

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Figure 27. Part 5. Section 2: Coalbeds Mined Data Entry

**Part 5. Section 2** (Figure 27) collects information on the coalbeds mined by this operation. To enter or change the coal bed information, click the Edit Data button.

To enter information for the coalbed(s) mined for this operation, lines must be added for each coalbed mined in the reporting year. Coal mined from the same bed should be reported on one line. An exception is made if the same bed was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness and percentage of the coalbed in the different mining locations. Rank of coal will be populated automatically. 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.

## Part 5: Underground or Surface Mines

**2: For each coalbed mined during the reporting year, what is the name, share of total mine production for each coalbed, average thickness, and rank of the coal?**

**Notes:**

- Coal mined from the same bed should be reported on one line. An exception is made if the same bed was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness, percentage, and rank of the coalbed in the different mining locations.
- Rank types include Anthracite (10), Bituminous (20), Subbituminous (30), and Lignite (40).

Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coalbed	(2) Share of Total Mine Production for each Coalbed(%)	(3) Average Thickness(inches)	(4) Rank of Coal
1. <input type="checkbox"/>		--Select or Add New ?	%	inches	
Total of Shares of Production			%		

1

1

2

3

4

5

6

7

8

9

10

When lines are added, data may be entered to the screen (see Figure 27).


**NOTE:** When lines are added to the screen, the user must click the  button or  button before navigating to a different screen. The  button must also be clicked before adding lines if data have been enter on existing lines or the data will be lost.

If coalbeds need to be removed, check the box next to the corresponding line number then click the  button.

Line Number (Select to Delete)	Coal Bed Code
1. <input type="checkbox"/>	229
2. <input type="checkbox"/>	355
Total	

1

Clicking the  button saves the data and returns to the Coalbeds tab displaying the data entered (Figure 28). If the data for the coalbeds needs to be revised, click the  button to return to the Coalbeds Mined Data Entry Screen (Figure 27).



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Mine Name
Preparer Name
Role

### Part 5: Underground or Surface Mines

Edit Data

To add or remove a coal bed select Edit Data.

**2: For each coalbed mined during the reporting year, what is the name, share of total mine production for each coalbed, average thickness, and rank of the coal?**

Notes:  
- Coal mined from the same bed should be reported on one line. An exception is made if the same bed was mined in different pits or sections and if the average thickness in those locations differ by 20% or more. If so, please report separately the average thickness, percentage, and rank of the coalbed in the different mining locations.  
- Rank types include Anthracite (10), Bituminous (20), Subbituminous (30), and Lignite (40).

Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coalbed	(2) Share of Total Mine Production for each Coalbed(%)	(3) Average Thickness(inches)	(4) Rank of Coal
1	310	Coal Bed 1	5	30%	10
2	520	Coal Bed 2	7	40%	10
3	730	Coal Bed 3	3	10%	10
4	940	Coal Bed 4	9	20%	10
Total of Shares of Production				100%	

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**Figure 28. Part 5. Section 2: Coalbeds Mined**

The Save/Continue button saves the data entered and navigates to the next section.

**(1) Name of Coalbed** is the name for the bed being mined. Select the name of the appropriate coal bed from the drop down list. The list of bed names in the dropdown consists of all the coal beds in the State and County in which the mine is located. Type the first few characters to filter the list to a manageable number of bed names matching the characters typed. If the name of the bed does not exist in the list, type the full name and proceed to the next field to add the bed name to the list.

**(2) Share of Total Mine Production (%)** Enter the percentage or share of production this bed provides.

**(3) Average Thickness (inches)** Enter the average thickness of the coalbed in inches.

**NOTE:** The sum of the shares of production must equal 100%. An error message will be display if the

Save or Save/Continue button is clicked and the percentages or shares do not sum to 100%.

**Name of Coalbed, Average Thickness, and Share of Total Production** are required fields. If any fields are left blank an error message is displayed and the blank field is highlighted.

**Coal Bed Code and Rank of Coal** are populated automatically when the coalbed name is selected. If a new coalbed is entered, these fields will remain blank and the EIA staff will enter the information.

\* Elements marked in red are required before saving this page.

The total shares of production must be 100%.

Line Number (Select to Delete)	Coal Bed Code	(1) Name of Coalbed	(2) Share of Total Mine Production for each Coalbed(%)	(3) Average Thickness(inches)	(4) Rank of Coal
1. <span style="border: 1px solid #ccc; padding: 2px 5px;">X</span>		--Select or Add New <span style="color: green;">?</span>	%	inches	
Total of Shares of Production			%		

Delete
Add
1 ▼

### Part 5. Section 3-5: Recoverable Reserves

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### EIA-7A - Annual Coal Production and Preparation Report

Part 1 | Part 2 | Part 3 | **Part 5** | Comments | Submit

User: \_\_\_\_\_ Mine Id: \_\_\_\_\_ Reporting Year: \_\_\_\_\_ Mine Name: \_\_\_\_\_ Preparer Name: \_\_\_\_\_ Role: \_\_\_\_\_

#### Part 5: Underground or Surface Mines

**3. Heat Content.** What is the average heat (Btu) content for all coal mined at this mine during the reporting year?

Heat (Btu) Content:  Btu/lb

**4. As of December 31st of the reporting year, what is the estimated amount of coal in the reserve that is feasible (economically/technologically) to extract?**

Note:  
If your recoverable coal reserves and quantity increased by more than 20% or decreased by more than 40% from the previous report year's response, explain the change in Comments.

Recoverable Reserves:  short tons

**5. This item is intentionally left blank**

Cancel Save Save/Continue

**Figure 29. Part 5. Section 3-5: Recoverable Reserves**


**Part 5. Section 3-5** (Figure 29) collects the quantity of recoverable reserves remaining at the operation at the end of the reporting year and the heat content. To enter or change the reserves quantity or heat content value, click the  button.

**Section 3: Heat (Btu) Content** is the average heat content of the produced coal. On the EIA-7A we are asking for an average Btu, an individual at the mine location should be able to access Btu values on shipping receipts. An average of the Btu values from coal shipped is an acceptable response.

**Section 4: Recoverable Reserves (short tons)** is the estimated tonnage representing remaining coal reserves at this mine at the end of the reporting year that can be recovered (mined) in the future. Exclude coal left in place after mining. Report to the level of accuracy known, assuming today's prices and equipment currently owned and operable. If the recoverable reserves quantity has increased or decreased by more than 40% from the prior year's response, please explain the change in the comments tab.



## Part 5. Section 6: Disposition

The Part 5 tab is used to collect information on the disposition of coal produced during the reporting period. To enter or change the values reported, click the  button at the top of the Disposition screen to display the Disposition Data Entry Screen (Figure 30).

**Open Market Sales (6A) Quantity** is quantity of coal sold to all buyers except captive market sales and coal for export. Examples of Open Market Sales include sales to other coal mining companies, wholesale or retail coal dealers or brokers, employees, and all consumers.

**Open Market Sales (6A) Value** is the revenue value of the quantity of coal sold to all buyers except captive market sales and coal for export. Examples of Open Market Sales include sales to other coal mining companies, wholesale or retail coal dealers or brokers, employees, and all consumers.

**NOTE:** If there is an open market quantity reported, an open market value must be reported and if there is an open market value reported, an open market quantity must be reported.

**Captive Market Sales (6B) Quantity** is the quantity of coal sold to, or transferred for the use of, the parent company or a subsidiary of the parent company.

**Captive Market Sales (6B) Value** is revenue value of the quantity of coal sold to, or transferred for the use of, the parent company or a subsidiary of the parent company.

**NOTE:** If there is a captive market quantity reported, a captive market value must be reported and if there is a captive market value reported, a captive market quantity must be reported.

An error message will be displayed if one field is reported and the other left blank.

**Export Coal Sales Open Market Only (6C) and Captive Market Only (6D) Sales:** These are amounts of coal exported outside the U.S. during the reporting calendar year. The total coal export quantity reported for 6C and 6D, should be the same quantity as reported to the IRS for exemption from the Black Lung Excise Tax. Report the quantity and total revenue (or value) for total metallurgical coal exports and non-metallurgical coal exports.


**Coal Consumed to Operate this Mine (6E)** is the amount of coal this mine used in order to operate during the reporting year.

**NOTE:** If the mine used more than 10% of coal produced to operate this mine an edit flag will occur that will require comment.

**Beginning Coal Stocks (6F)** is prefilled from the value reported as **Ending Coal Stocks (6F)** in the prior reporting period. **This field is locked.** If the prefilled number is incorrect, enter a positive or negative adjustment value. Also explain the adjustment in the Comments tab.

**Ending Coal Stocks (6G)** is the amount of coal stocks held at this mine at the end of the reporting period including adjustments. Do not include pit inventory in coal stocks. Coal stocks are defined as coal that has been mined and stored awaiting shipment or transfer to a user. Pit inventory is coal in place which has been surveyed or prepared for mining. Include any coal stocks held at this mine or off-site at the end of the report year.

**NOTE:** This is a required field. An error message will be displayed if a quantity is not reported (Figure 30.) Ending stocks must be a zero or a positive integer.



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EIA-7A - Annual Coal Production and Preparation Report

Part 1

Part 2

Part 3

Part 5

Comments

Submit

User

Mine Id

Reporting Year

Mine Name

Preparer Name

Role

2

Part 5: Underground or Surface Mines

6: During the reporting year, what is the disposition of the Coal produced at this mine?

Note:

- Items 6A + 6B + 6C + 6D + 6E + (5G - 6F) = Total annual coal production as reported to the Mine Safety & Health Administration (MSHA).

Exclude:

- Coal Purchased from other mines.

	Quantity (short tons)	Total Revenue or Value (dollars)
<b>6A. Open Market Sales</b> Include domestic sales of coal to other coal mining companies, wholesale or retail coal dealers or brokers, and all consumers. Exclude captive market sales (6B) and export coal sales (6C) and (6D).		
Non-Metallurgical Open Market Sales		
Metallurgical Open Market Sales		
Total Quantity and Total Revenue from Open Market Sales		
<b>6B. Captive Market Sales</b> Include sales of coal to, or transfers of coal for the use of, the parent company or a subsidiary of the parent company. <i>Note: Captive Market Sales should not be provided for Independent Company Type</i>		
Non-Metallurgical Captive Market Sales		
Metallurgical Captive Market Sales		
Total Quantity and Total Revenue from Captive Market Sales		
<b>6C. Export Coal Sales (Open Market Only)</b> Include the total amount of coal exported outside the U.S. during the reporting calendar year from this mine. <i>Note:</i> For exemption from the black lung excise tax, producers are required to report to the IRS the amount of export coal. The total coal export quantity reported on this form should be the same quantity as reported to the IRS.		
Exported by your mine, only		
Non-Metallurgical Export Sales		
Metallurgical Export Sales		
Exported by an unaffiliated retail or wholesale coal broker or trader, only		
Non-Metallurgical Export Sales		
Metallurgical Export Sales		
<b>6D. Export Coal Sales (Captive Market Only)</b> The total amount of coal exported outside the U.S. during the reporting calendar year from this mine. <i>Note:</i> For exemption from the black lung excise tax, producers are required to report to the IRS the amount of export coal. The total coal export quantity reported on this form should be the same quantity as reported to the IRS.		
Exported by an affiliated retail or wholesale coal broker or trader, only		
Non-Metallurgical Export Sales		
Metallurgical Export Sales		
Exported by some other affiliated entity, only		
Non-Metallurgical Export Sales		
Metallurgical Export Sales		
Total Quantity and Total Revenue from Export Coal Sales (6C) + (6D)		
<b>6E. Coal Consumed to Operate This Mine.</b> Exclude coal consumed to generate electricity that is sold to the grid		
<b>6F. Beginning Stocks for this Mine.</b> Include any adjustments in the amount of coal stocks held at this mine at the beginning of the reporting year. Exclude pit inventory in coal stocks. Pit inventory is coal in place which has been surveyed or prepared for mining. Last year's total ending stocks reported to EIA Adjustments: enter a "+" or "-" sign to indicate whether there is an addition or reduction and explain in Comments.		
Total Beginning Stocks for this Mine		
<b>6G. Ending Stocks for this Mine.</b> Include any coal stocks held at this mine or off-site at the end of the reporting year. Exclude pit inventory in coal stocks. Pit inventory is coal in place which has been surveyed or prepared for mining.		
On-site Coal Stocks		
Off-site Coal Stocks		
Total Ending Stocks for this mine		
<b>6H. Total Production = A + B + C + D + E + (G - F)</b> Please review your total Estimated Annual Production. Provide a comment in the Comments section if this tonnage does not equal the total annual production (sum of 4 quarters) you reported to MSHA on Form 7000-2, "Quarterly Mine Employment and Coal Production".		

Cancel

Save

Save/Continue

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Figure 30. Part 5. Section 6: Disposition


**Coal Stock held-off-site at remote locations (6G)** is the total amount of coal stocks from this operation that were produced during the year and are being held at off-site locations. These locations include coal export terminals; coal river docks; and/or any other remote locations.

**Total Production** is automatically calculated using the following equation:


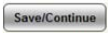

$$\begin{aligned}
 &+ \text{Open Market Sales Quantity (6A)} \\
 &+ \text{Captive Market Sales Quantity (6B)} \\
 &+ \text{Total Met + Non-Met Exports (6C+6D)} \\
 &+ \text{Coal Consumed to Operate this Mine (6E)} \\
 &+ \text{Change in stocks (Ending – Beginning) (6G-6F)}
 \end{aligned}$$

**NOTE:** The calculated Total Production should equal the total annual production (sum of 4 quarters) reported to MSHA on Form 7000-2, "Quarterly Mine Employment and Coal Production for this operation. Provide an explanation in the Comments section if these tonnages do not match.

If coal Open Market sales reported in **6A** were to wholesale or retail coal dealers or brokers, or coal sales were reported in Exported by an unaffiliated retail or wholesale coal broker or trader (**6C**) please provide the coal purchasers' information in the space provided. If coal Captive Market sales were reported in **6B** or Export Coal Sales (Captive Market Only) reported in **6D** please provide the affiliated company's contact information in the space provided.

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  button.

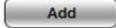
When lines are added, data may be entered to the screen.

**NOTE:** When lines are added to the screen, the user must click the  button or  button before navigating to a different screen. The  button must also be clicked before adding lines if data have been enter on existing lines or the data will be lost.

If lines need to be removed, check the box next to the corresponding line number then click the

 button

Line Number	(1) Contact Name	(2) Purchaser	(3) Contact E-mail Address	(4) Contact
1. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## 4.3.6 Comments

Users can navigate directly to the Comments screen by selecting the Comments tab at the top of the screen. The user may provide information that will help explain their data or provide additional details about their submission (Figure 31).

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report interface. At the top, the EIA logo and "U.S. Energy Information Administration" are displayed. Navigation links for Home, Help, Search, and Logout are present. The form is titled "EIA-7A - Annual Coal Production and Preparation Report". Below the title, there are tabs for Part 1, Part 2, Part 3, Part 4, Part 5, Comments, and Submit. The Comments tab is currently selected. Below the tabs, there are input fields for User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The main section is titled "Part 6: Comments" and contains a text area for reporting comments. A note above the text area says "Report any comments in the comment box below." The text area has a character count of "4000 characters left". At the bottom of the text area, there are three buttons: Cancel, Save, and Save/Continue. The footer of the page contains the U.S. Energy Information Administration address and website link.

**Figure 31. Comments Section: Comments**

Comments are saved by selecting the save button  at the bottom of the screen. The  button navigates to the Submit tab (Figure 32).

## 4.3.7 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 32.)

The screenshot shows the EIA-7A Annual Coal Production and Preparation Report submission screen. The header includes the EIA logo, "Independent Statistics & Analysis", "U.S. Energy Information Administration", and navigation links for Home, Help, and Logout. On the right, it states "Form Approved OMB No. 1905-0167", "Approval Expires: 08/31/2023", and "Burden: 3.25 hours". The main title is "EIA-7A - Annual Coal Production and Preparation Report". Below this is a tabbed interface with tabs for Part 1, Part 2, Part 3, Part 4, Part 5, Comments, and Submit. The Submit tab is active. Below the tabs is a form with fields for User, Mine Id, Reporting Year, Mine Name, Preparer Name, and Role. The Submit button is highlighted. Below the form, there is a message box that reads: "Click Here to review a printable version of the form." followed by "There is 1 unresolved edit out of 1 in this submission. This submission will not be processed until all edits have been resolved or an explanation is provided." and "Click Here to review edits." At the bottom, there is a footer with the text: "U.S. Energy Information Administration, EI-24 | 1000 Independence Avenue, SW Washington DC 20585 | www.eia.gov".

**Figure 32. Submit Screen with Errors**

From this screen, the user may access a 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 (see Figure 33).

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 to Review Edits](#), control returns to the section of the form that requires revision. Once each revision is made, REMEMBER to click the  or  button at the bottom of the screen to save any/all changes.

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## EIA-7A - Annual Coal Production and Preparation Report

User	Mine Id	Reporting Year	Mine Name	Preparer Name	Role
------	---------	----------------	-----------	---------------	------

**Edit Report**

**Edit 1:** Part 5: Underground or Surface Mines - Section 6: Disposition of Coal  
 Captive Market Sales Quantity

Captive Market Sales Quantity is different than last year's market selection. Please review Captive Market chosen and provide comment if correct.  
[Click Here](#) to go to the error and close the edits window.

**Current Value:**  
0

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

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**Figure 33. Edit Report Screen**

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

After all edits are resolved, the **Submit** screen is displayed (see Figure 34), and the respondent can finalize and submit the data by clicking on the **Submit** 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](#).

To submit at a future time, use the link [Click Here](#) to return to the Home Page.

When the **Submit** button is clicked and submission is successful, the Submission Accepted Screen is displayed (see Figure 35).

Once the survey is submitted, if the survey respondent logs back in, only a printable version of the form will be displayed. The data may only be reviewed, but not changed. If further changes are required, please contact the Survey Manager (see Item 1.4: Point of Contact).

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**Figure 34. Submit Tab**

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**Figure 35. Final Submission Screen**