Instructions for Completing Form EIA-846B

General Instructions:

1. Individuals most familiar with the plant energy systems and operations, such as engineers, should complete the questionnaire especially for the end use and fuel switching sections.

2. Use the units specified on the questionnaire for reporting all quantities. See the Btu conversion factors on page 6 for a comprehensive list of various energy conversion factors. If your establishment uses more precise conversion values for your operations, use them, and indicate in the "Remarks" at the end of the form, the conversion factor(s) used.

3. Do **not** consolidate establishments. The reporting boundaries for your establishment should correspond to those used in the Economic Census - Manufacturing (EC-M).

    - To resolve any consolidation problems, match the 10-digit identification number, which is located on the Manufacturing Energy Consumption Survey (MECS) questionnaire mailing label, with the first 10-digits of the identification number appearing on the EC-M mailing label.

    - Responses to the MECS questions should be the same activities as those considered when responding to the matching EC-M.

4. Report dollar amounts rounded to the nearest dollar (e.g., report $1,257.59 as $1,258).

5. If you do not maintain book records for particular items, please use carefully prepared estimates.

6. Enter zeros in the data columns if the value is zero or none.

7. Complete all applicable sections of the questionnaire.

8. The sections of this questionnaire are designed so all questions associated with the particular energy source should be completed before going on to the next energy source. Therefore, within each section, the questionnaire should be answered from the top to the bottom of the same section, before moving on to the next section.

9. The energy sources that are preprinted on the questionnaire are considered the most frequently consumed, but they do not represent a complete list of applicable energy sources. If your establishment has energy sources that meet the criteria for reporting, but are not preprinted on the questionnaire, please specify those energy sources in the "Other Types used as Energy" section and enter the data there.

Section–Specific Instructions:

Company Information
In this section, indicate any changes in the company name, address, or zip code.

Contact Information
Enter address and other contact information for the person most knowledgeable about completing this questionnaire, and the person whom we should contact if we have any questions concerning this filing.

Establishment Information
In this section, indicate any changes in the establishment ownership during 2014 and indicate the period covered by this filing, whether the calendar year or other period.

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Energy Source
An energy source should be reported on this questionnaire if it was consumed as a fuel (that is, for heat, power, or electricity generation). EIA uses other data collection instruments to obtain nonfuel (feedstock) data for petroleum refineries. If your establishment is not a petroleum refinery please call 1-800-528-3049 immediately to speak to a survey representative.

Estimated end-use percent consumption is also collected for selected energy sources. These questions are intended to provide information on the purposes for which the energy are used in the manufacturing sector. More specific instructions for completing these parts are included in the questionnaire.

Data are collected for the following energy sources (fuels):

Electricity
Petroleum-based Energy Sources
- Butane
- Ethane
- Propane
- Mixtures of Butane, Ethane, and Propane
- Other LPG and NGL which includes butylenes, ethylene, and propylene
- Diesel Fuel Oil (excluding off-site highway use)
- Distillate Fuel Oil (e.g., Numbers 1, 2, 4)
- Motor Gasoline (excluding off-site highway use)
- Residual Fuel Oil (e.g., Numbers 5, 6, Navy Special, Bunker C)
- Waste and Byproduct Gases (e.g., flue gas, off gas, plant gas, refinery gas, still gas, vent gas)
- Fluid Catalytic Cracking Unit Coke
- Marketable Petroleum Coke – Unrefined or Green
- Marketable Petroleum Coke – Calcined
- Waste Oils and Tars (excluding Coal Tar)
- Other Petroleum-based Combustion Energy Sources

Natural Gas
Steam (excluding steam generated in an onsite boiler from CHP or other fossil fuel, wood, or combustible source)
Industrial Hot Water
Coal
- Anthracite
- Bituminous and Subbituminous
- Lignite

Breeze
Coal Coke
Hydrogen
Wood Fuel and Wood/Paper Refuse (e.g., scrap, wastepaper, wood pallets, packing materials)
Other Types used as Energy

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Energy Sources Reporting Example
Butane is used as a fuel and as a feedstock to produce butylenes onsite. Report only the portion of the butane that was burned as a fuel.

Fuel-Switching Capability
These questions are intended to measure the short-term capability of your establishment to use substitute energy sources in place of those actually consumed in 2014. These substitutions are limited to those that could actually have been introduced within 30 days without extensive modifications. More specific instructions for completing this section are included in the questionnaire.

Energy-Management Activities
In this section, indicate whether your establishment participated in the listed energy-management activities during 2014 and the source(s) of the financial support to implement the energy-management activity.

Technologies
Indicate any of the technologies present in this establishment. Listed technologies include general technologies which may be found in any manufacturing establishment and technologies related to cogeneration.

Establishment Size
This section asks for the number of buildings and total square footage associated with this establishment. See specific instructions in this section for the definition of what should be counted as a building.

Remarks
Please provide any explanations that may be helpful to us in understanding your reported data, including any Btu conversion factors you used if different from those provided in the enclosed table.

Conversion Factors Table

To the right are Btu conversion factors that should be used only if you do not know the actual Btu factor of the fuels consumed at your establishment site.

If your establishment uses more precise conversion values for your operations, use them in place of the approximations given below. However, please identify in the Remarks, the conversion factor(s) used, if different from those listed to the right.

General Definitions:

Btu = British thermal unit(s)
One barrel = 42 gallons
One short ton = 2,000 pounds

Examples of conversion from physical quantities to Btu include:

- Your establishment consumed 250 cubic feet of hydrogen in 2014.

The Btu equivalent is:
(250 cubic feet) x (325.11 Btu/cubic foot)

= 81,277.5 Btu
= 0.0813 million Btu

- Your establishment consumed 300 pounds of hydrogen in 2014.

The Btu equivalent is:
(300 pounds) x (61,084 Btu/pound)

= 18,325,200 Btu
= 18.325 million Btu

Energy Source	Conversion Factor(s)
Acetylene	21,600 Btu/pound 1,500 Btu/cubic feet
Bagasse	4,081 Btu/pound
Biomass	5,300 Btu/pound
Breeze	19.8 million Btu/short ton
Butane	4.326 million Btu/barrel 0.10300 million Btu/gallon
Coal	22.489 million Btu/short ton
Coal (**use for coke plants only**)	27.426 million Btu/short ton
Coal Coke	24.8 million Btu/short ton
Distillate Fuel Oil	5.825 million Btu/barrel
Electricity	3,412 Btu/kilowatthour
Ethane	3.082 million Btu/barrel 0.07338 million Btu/gallon
Hydrogen	61,084 Btu/pound 325.11 Btu/cubic feet 35,600 Btu/gallon
Industrial Hot Water	140 Btu/pound 7.84 pounds/gallon
Isobutane	3.974 million Btu/barrel 0.09462 million Btu/gallon
Liquefied Petroleum Gas (LPG)	3.616 million Btu/barrel 0.08610 million Btu/gallon 4.5 pounds/gallon
Natural Gas	1.027 million Btu/1,000 cubic feet 10.27 therms/1,000 cubic feet
Petroleum Coke	6.024 million Btu/barrel 30.12 million Btu/short ton 5 barrels/short ton
Propane	3.836 million Btu/barrel 0.09133 million Btu/gallon
Pulping and/or Black Liquor	11 million Btu/short ton
Residual Fuel Oil	6.287 million Btu/barrel
Roundwood	21.5 million Btu/cord 17.2 million Btu/short ton 0.014 million Btu/board foot
Sawdust (7% moisture)	8,000 Btu/pound
Steam	1,200 Btu/pound
Still, Refinery, and/or Waste Gas	6 million Btu/barrel 1,029 Btu/cubic feet
Waste Materials (Wastepaper)	7,500 Btu/pound
Waste Oils and Tars	6 million Btu/barrel
(Green) Wood Chips (50% moisture)	10 million Btu/short ton
Wood Waste (50% moisture)	9 million Btu/short ton