



**FORM EIA-861M
MONTHLY ELECTRIC POWER
INDUSTRY REPORT
INSTRUCTIONS**

PURPOSE	Form EIA-861M collects information from electric utilities, energy service providers, and distribution companies that sell or deliver electric power to end users. Data collected on this form includes sales and revenue for all end-use sectors (residential, commercial, industrial, and transportation). The data from this form appear in the following Energy Information Administration (EIA) publications: <i>Electric Power Monthly</i> , <i>Monthly Energy Review</i> , and <i>Annual Energy Review</i> . The data collected on this form are used to monitor the current status and trends of the electric power industry and to evaluate the future of the industry.
REQUIRED RESPONDENTS	Form EIA-861M is a mandatory report for most investor owned electric utilities, all energy service provider including Third Party Owners of solar PV (TPO) and other selected electric utilities and distribution companies that sell or distribute electric power to end users on a monthly basis. Form EIA-861M is a statistical sample of respondents chosen from the respondent frame of Form EIA-861, "Annual Electric Power Industry Report."
RESPONSE DUE DATE	Monthly data are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period. For example, if reporting for July, survey is due on August 31.
METHODS OF FILING RESPONSE	<p>Submit your data electronically using EIA's secure e-filing system. This system uses security protocols to protect information against unauthorized access during transmission.</p> <ul style="list-style-type: none">• If you have not registered with EIA's Single Sign-On system, send an email message requesting assistance to: EIA-861M@eia.gov.• If you have registered with Single Sign-On, log on at: https://signon.eia.doe.gov/ssoserver/loginyou are having a technical problem with logging into the e-filing system or using the e-filing system, please contact: EIA-861M@eia.gov. <p>Retain a completed copy of this form for your files.</p>
CONTACTS	<p>Internet System Questions: For questions related to the e-filing system, see the help contact information immediately above.</p> <p>Data Questions: For questions about the data requested on Form EIA-861M, contact the Survey Manager:</p> <p>Peter Wong Telephone Number: 202-586-7574 Fax Number: 202-287-1938 Email: EIA-861M@eia.gov</p>



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OMB No. 1905-0129
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GENERAL INSTRUCTIONS

1. Monthly data are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period.
2. Enter zero for States without revenue, megawatt hours, or number of customers to report for a particular sector. Do not leave these data fields blank.
3. Submit revisions to data previously reported as soon as possible after the error or omission is discovered. Do not wait until the next reporting month's form is due to send resubmission(s). A new submission must be completed for each revised page.
4. If you are unable to make a revision through the E-filing system because the monthly data file has been locked, please email your revisions to EIA-861M@eia.gov.
5. Respondents should coordinate the information submitted on Form EIA-861, "Annual Electric Power Report," and Form EIA-861M to ensure consistency.
6. Count each meter as a separate customer in cases where commercial franchise or residential customer-buying groups have been aggregated under one buyer representative. The customer counts for public-street and highway lighting should be one customer per community.
7. If not pre-populated, enter the two-letter U.S. Postal Service abbreviation for the state in which the electric sales occur. If an additional state needs to be added, click the last state box and press the arrow down button on the keyboard. This will populate a new blank state field

OWNERSHIP CODES

Municipal Marketing Authority (A): Voted into existence by the residents of a municipality and given authority for creation by the state government. They are nonprofit organizations.

Behind the Meter (B): Entities that install, own, and/or operate a system (usually photovoltaic), and sell, under a long term power purchase agreement (PPA) or lease, all the production from the system to the homeowner or business with which there is a net metering agreement.

Cooperative (C): Member-owned organizations.

Federal (F): Government agencies with the authority to deliver energy to end-use customers.

Community Choice Aggregation (G): Public agency that aggregates end user's electricity demand for a particular area and manages supply for those users.

Investor-Owned Utilities (I): Entities that are privately owned and provide a public service.

Municipal (M): Entities that are organized under authority of state statute to provide a public service to residents of that area.

Political Subdivision (P) (also called "public utility district"): Independent of city or county government and voted into existence by a majority of the residents of any given area for the specific purpose of providing utility service to the voters. State laws provide for the formation of such districts.



Independent Power Producer or Qualifying Facility (Q): Entities that own power plants and sell their power into the wholesale market.

Retail Power Marketer (R) or Energy Service Provider: Entities that market power to customers in restructured markets.

State (S): Entities that own or operate facilities or provide a public service.

SCHEDULE 1: IDENTIFICATION

1. **Survey Contact:** Verify contact name, title, telephone number, fax number, and email address.
2. **Supervisor of Contact Person for Survey:** Verify the supervisor of the survey contact, the name, title, telephone number, fax number and email address.
3. **Report For:** Verify all information, including Company Name, Company Identification Number, and reporting month and year for which data are being reported. These fields cannot be revised online. Contact EIA if corrections are needed.

If any of the above information is incorrect or missing, revise the entry and provide the correct information to: EIA-861M@eia.gov.

SCHEDULE 2. SALES TO ULTIMATE CUSTOMERS

SCHEDULE 2. PARTS A-D

1. Revenue that **should be included** on this form are revenue from sales of electricity to those customers purchasing electricity for their own use and not for resale, revenue from state and local income taxes, energy or demand charges, customer service charges, environmental surcharges, franchise fees, fuel adjustments and other miscellaneous charges applied to end-use customers during normal billing operations.
2. Revenue that **should not be included:** deferred charges, credits, or other adjustments, such as fuel or revenue from purchased power, from previous reporting periods, revenue received from electric activities other than selling electricity. This may include revenue from selling or servicing electric appliances, revenue from the sale of water and water power for irrigation, domestic, industrial or hydroelectric operations, revenue from electric plants leased to others, revenue from the sale of steam, but not including sales made by a steam heating department or transfers of steam under joint facility operations, revenue from interdepartmental rents or sale of electric property, revenue from late fees, penalties or reconnections, and revenue from interest.
3. For column a, **Residential**, enter the revenue, megawatthours, and number of customers for residential (household) purposes. For the residential class, do not duplicate the customer accounts due to multiple metering for special services (e.g., water heating, etc.).



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4. For column b, **Commercial**, enter the revenue, megawatthours, and number of customers for commercial purposes. Public street and highway lighting data should be included in the commercial sector.
5. For column c, **Industrial**, enter the revenue, megawatthours, and number of customers for industrial purposes. Irrigation data should be included in the industrial sector.
6. For column d, **Transportation**, enter the revenue, megawatt hours, and number of customers for electric energy supplied for transportation purposes.
7. For column e, **Total**, enter, for each State, the sum of the revenue, megawatthours, and number of customers entered for residential, commercial, industrial, and transportation sales.
8. For columns a through e, show revenue and megawatthours sold to the nearest 0.001 value.
9. Attach additional sheet(s), if required.
10. Refer to the Glossary for the definition of selected terms.

The table below should be used as a guide for the classification of your end-use customers; pay close attention to how your consumers should be organized based on our four Sectors: Residential, Commercial, Industrial, and Transportation. Please note that data for the Transportation Sector (see definitions) has replaced the "Other" Sector on all parts of Schedule 2. Non-Transportation customers previously reported under "Other," including street and highway lighting, should now be included in the Commercial Sector. Irrigation customers should be reported in the Industrial Sector.

<p>The residential sector includes private households and apartment buildings where energy is consumed primarily for:</p> <ul style="list-style-type: none"> • space heating, • water heating, • air conditioning, • lighting, • refrigeration, • cooking, and clothes drying. 	<p>The commercial sector includes non-manufacturing business establishments such as:</p> <ul style="list-style-type: none"> • hotels, • motels, • restaurants, • wholesale businesses, • retail stores, and • health, social, and educational institutions, • public street and highway lighting, municipalities, • divisions of agencies of states and Federal governments under special contracts or agreements, and other utility departments, such as defined by the pertinent regulatory agency and/or electric utility.
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The **industrial sector** includes:

- manufacturing,
- construction,
- mining,
- agriculture (irrigation),
- fishing, and
- forestry establishments.

The **transportation sector** includes:

- railroads and railways (the fuel source of propulsion must be electrical like a metro system which exists in large cities) please count number of systems not meters.

SCHEDULE 2. PART A. SALES TO ULTIMATE CUSTOMERS – FULL SERVICE – ENERGY AND DELIVERY SERVICE (BUNDLED)

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold and delivered (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by state and customer class category for whom your utility provided both energy and delivery service. For public street and highway lighting, count all poles in a community as one customer. Note: For sales to customer groups using brokers or aggregators, continue to count each customer separately. For instance, count a group of franchised commercial establishments aggregated through a single broker as separate customers (as reported in prior years).

SCHEDULE 2. PART B. SALES TO ULTIMATE CUSTOMERS – ENERGY-ONLY SERVICE (WITHOUT DELIVERY SERVICE)

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by state and customer class category for which your company provided only the electricity consumed, where another electric company provided delivery services, including, for example, billing, administrative support, and line maintenance. Via the drop down list, submit a complete list of the names of distribution companies within each state providing delivery service for electricity delivered to an end use customer. Do not use acronyms. This list will rollover each month, but must be revised with newly active and/or inactive companies for the month being reported. If the name of a distribution company is not available via the drop down list, please email the entity's name to: EIA-861M@eia.gov. This list of companies will aid EIA in matching up sales and delivery service in each state.

SCHEDULE 2. PART C. SALES TO ULTIMATE CUSTOMERS- DELIVERY-ONLY SERVICE (AND ALL OTHER CHARGES)

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours delivered (to the nearest .001 MWh), and number of customers for sales of electricity to ultimate customers in your service territory by State and customer class category for which your company provided energy delivery services, where another electric entity or Power Marketer supplied the electricity. Do not provide delivery service provided on behalf of another delivery company or utility which would be defined as a sale for resale. Via the drop down list, submit a complete list of the names of companies (primarily Power Marketers) within each state supplying energy to an end use customer. Do not use acronyms. This list will rollover each month, but must be revised with newly active and/or inactive companies for the month being reported. If the name of an energy supplier is not available via the drop down list, please email the entity's



name to: EIA-861M@eia.gov. This list of companies will aid EIA in matching up sales and delivery service in each state.

SCHEDULE 2. PART D. SALES TO ULTIMATE CUSTOMERS – BUNDLED SERVICE BY RETAIL ENERGY SERVICE PROVIDERS OR ANY POWER MARKETER THAT PROVIDES “BUNDLED SERVICE.”

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold and delivered (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by State and customer class category for whom your company provided both energy and delivery service. For public street and highway lighting, count all poles in a community as one customer. Note: For sales to customer groups using brokers or aggregators, continue to count each customer separately. For instance, count a group of franchised commercial establishments aggregated through a single broker as separate customers (as reported in prior years). (Note: Texas Retail Energy Providers (REPs) should include delivery revenues.)

SCHEDULE 3. PART A. NET METERING PROGRAMS

Net Metering tariff arrangements permit a facility, typically generating electricity from a renewable resource, (using a meter that reads inflows and outflows of electricity) to sell excess power it generates over its load requirement back to the electrical grid, typically at a rate equivalent to the price of electricity.

Virtual Net Metering: A billing arrangement that allows multiple energy customers to receive net metering credit from a shared onsite or remote renewable energy system as if it was located behind the customer's own meter. Generally but not always virtual net metering programs have two primary business partners. One is the solar developer or operator, that sells a fraction (or all) of the system (usually measured in capacity or shares) to the ultimate customer(s) and an electric distribution company that bills the customer(s) for its energy use and provides a credit on the customer's bill for the generation allocated to its share of the resource. In some cases the distribution company serves in both of these roles.

There is a new question for reporting the capacity of solar PV, select either AC or DC for the units.

Capacity for wind and other technologies should be reported in MW as AC load capable. For all net metering applications, report the installed net metering capacity by state, balancing authority, customer class and technology. All of which should be reported to the nearest 0.001 MW. Example: 8 kW should be 0.008 MW.

Report the number of net metering installations/customers that are actively enrolled in a net metering program as of the last day of the month. For each program, technology type and sector, if you complete installed capacity or number of installations/customers then you will need to complete both lines of data.

For PV solar installations also report the number of virtual net metered customers and the capacity of virtual net metering programs both for programs from resources that are less than one MW and resources that are 1 MW or greater. All three programs, net metering, virtual net metering below 1 MW and virtual net metering above 1 MW should be mutually exclusive, meaning all three are added together to get the total. For example if you report capacity in net metering you would not report that capacity for the same installation in virtual net metering. If the installation is not part of a net-



metering or virtual net metering agreement, the installation if under 1 MW would be reported in Schedule 3B Non-net metered Distributed Generators.

In addition, report the amount of known storage associated with the net PV metering installations, **if available**.

If the data is available, enter the amount of electric energy sold back to the utility (**MWh**) through the net metering application.

SCHEDULE 3, PART B. NON NET-METERED DISTRIBUTED GENERATORS

Schedule 3, Part B is intended to collect information about generators that are NOT reported on Form EIA-860, "Annual Electric Generator Report." Plants with a capacity of 1 MW or greater which ARE grid-connected, meet the threshold criteria for reporting on the Form EIA-860 and as such, need not be reported on Schedule 3B of Form EIA-861M. **Also Schedule 3B is intended to collect information about generators that are NOT reported in Schedule 3A (Net Metering Programs).** Therefore, if the generator data has been reported in Schedule 3A, DO NOT include it under Schedule 3B, but include generators other than those that are net metered.

This schedule now collects information from distribution companies by sector (residential, industrial, commercial and transportation) on generators of less than 1 megawatt (1000 kilowatts) installed at or near a customer's site, or other sites within the system. Provide actual data if available, otherwise provide best estimates.

NUMBER AND CAPACITY

1. For line 1, **Number of generators**, provide the number of distributed generators in the area served by your distribution system, by state. **(Less than 1 megawatt)**
2. For line 2, **Total combined capacity**, provide the nameplate capacity (to the nearest thousandths) **for all generators with less than 1 megawatt** that reported on line 1.
3. For line 3, Capacity that consists of **backup-only units**, provide the total nameplate capacity of generators that are used only for emergency backup service.
4. For Line 4, Capacity owned by respondent, provide the total nameplate capacity listed in line 2 that the respondent owns.

CAPACITY BY TECHNOLOGY AND SECTOR

For each of the technologies listed in lines 5 through 13, provide the capacity and sector. The total of lines 5 through 13 (line 14) should equal the total combined capacity in line 2.

Storage should be included if available.

Direct Connected is for installations that are not located at an ultimate customer's site but are in front of the meter and/or connected directly to a distribution system.



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SCHEDULE 3, PART C. ADVANCED METERING

This data is no longer collected on this form.

SCHEDULE 4. MERGERS AND ACQUISITIONS

If a merger or acquisition has occurred during the reporting period, report those newly-acquired entities whose operations are now included in this report.



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GLOSSARY	The glossary for this form is available online at the following URL: http://www.eia.gov/glossary/index.html
SANCTIONS	The timely submission of Form EIA-861M by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements. 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.
REPORTING BURDEN	Public reporting burden for this collection of information is estimated to average 2.04 hours per response, including the time for reviewing instructions, searching existing data sources, 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 U.S. Energy Information Administration, Office of Survey Development and Statistical Integration, EI-21 Forrestal Building, 1000 Independence Avenue SW, Washington, D.C. 20585-0670; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503. A person is not required to respond to the collection of information unless the form displays a valid OMB number.
DISCLOSURE OF INFORMATION	The following information reported on this survey will be protected and not disclosed to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the Department of Energy (DOE) regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905: <ul style="list-style-type: none">• All information associated with the “Survey Preparer” and the “Survey Preparer’s Supervisor” on Schedule 1. All other information reported on Form EIA-861M is public information and may be publicly released in company identifiable form.