

## EIA-801 WEEKLY BULK TERMINAL REPORT INSTRUCTIONS

### QUESTIONS

If you have any questions about Form EIA-801 after reading the instructions, please contact the Form Manager at (202) 586-9612 or (202) 586-4522.

### PURPOSE

The Energy Information Administration (EIA) Form EIA-801, "Weekly Bulk Terminal Report," is used to collect data on the end-of-week stocks of petroleum products at bulk terminals. The data appear on EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov) and in the EIA publication, *Weekly Petroleum Status Report*.

### WHO MUST SUBMIT

The Form EIA-801 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by bulk terminal operating companies selected by the EIA. Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element.

### WHEN TO SUBMIT

The Form EIA-801 must be received by the EIA by 5 p.m. EST on the Monday following the end of the report period (e.g., the "Weekly Bulk Terminal Report" covering the week ending January 2, 2009 must be received by 5 p.m. EST January 5, 2009).

### HOW TO SUBMIT

Instructions on how to report via email, facsimile, or secure file transfer are printed on PART 2 of Form EIA-801.

- **Secure File Transfer:** This form may be submitted to the EIA by facsimile, e-mail, or secure file transfer. Should you choose to submit your data via e-mail or facsimile, we must advise you that e-mail and facsimile are insecure means of transmission because the data are not encrypted, and there is some possibility that your data could be compromised. You can also send your Excel files to EIA using a secure method of transmission: HTTPS. This is an industry standard method to send information over the web using secure, encrypted processes. (It is the same method that commercial companies use to communicate with customers when transacting business on the web.) To use this service, we recommend the use of Microsoft Internet Explorer 5.5 or later or Netscape 4.77 or later. Send your surveys using this secure method to:

<https://idc.eia.doe.gov/upload/noticeoog.jsp>

- **Electronic Filing Option:** The PC Electronic Data Reporting Option (PEDRO) is a Windows-based application that will enable you to enter data interactively, import data from your own database, validate your data online, and transmit the encrypted data electronically to EIA via the Internet or a dial-up modem. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at (202) 586-9659.

### COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website. You may access the materials by following the steps:

- Go to EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov)
- Click on *Petroleum*
- Click on *Petroleum Survey Forms* located in the *References* box on the right side of the page
- Select the materials you want.

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

### GENERAL INSTRUCTIONS

[Definitions](#) of petroleum products and other terms are available on our website. Please refer to these definitions before completing the survey form.

### PART 1. RESPONDENT IDENTIFICATION DATA

- Enter the month, day, and year for which you are filing (e.g., January 2, 2009 is: Month 01 Day 02 Year 2009). The weekly report period begins at 7:01 a.m. EST on Friday and ends at 7:00 a.m. EST on the following Friday.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.
- If there has been a change since the last report, enter an "X" in the block provided.
- Enter the company name and address for the company filing the report.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the name, telephone number, facsimile number and e-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported.

## PART 2. SUBMISSION/RESUBMISSION INFORMATION

For questions, refer to the contact numbers listed at the end of Part 2 on the reporting form.

### Resubmission

A resubmission is required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission block if you are correcting information previously reported.

Identify only those data cells and lines which are affected by the changes. You are not required to file a complete form when you resubmit, but be sure to complete the EIA ID number, the report period for which you are resubmitting and contact information.

**Report** any unusual aspects of your reporting week's operations in the **comments** section below Parts 1 and 2.

## SPECIFIC INSTRUCTIONS

### PART 3. BULK TERMINAL STOCKS

Use Table 1 to determine the PAD District classification of each State.

Quantities: Report using the following criteria.

- **Report** all quantities to the nearest whole number in thousand barrels (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).
- **Report** "0" if the quantity for a product for which you usually report data is zero. Shaded cells on the form are those in which data are not currently required to be reported.
- **Exclude** oxygenates such as methyl tertiary butyl ether (MTBE), ethyl tertiary butyl ether (ETBE), tertiary amyl methyl ether (TAME), tertiary butyl alcohol (TBA), methanol, etc. in motor gasoline blending components unless they have already been commingled with gasoline blending components. Stocks of these products are not reported in the Weekly Petroleum Supply Reporting System, but are reported in the Monthly Petroleum Supply Reporting System as "Other Hydrocarbons, Hydrogen and Oxygenates" (Code 090).
- **Report** all Ending Stocks in custody at the bulk terminal regardless of ownership. Reported stock quantities should represent actual measured inventories.
- **Report** stocks as of 7 a.m. EST Friday, which is the end of the report period, corrected to 60 degrees Fahrenheit (<sup>0</sup>F) less basic sediment and water (BS&W).
- **Report** all domestic and foreign stocks held at bulk terminals and in transit thereto, except those in transit by pipeline. Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-802, "Weekly Product Pipeline Report." Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

**Table 1. State Classification**

PAD DISTRICT 1		
SUB-PADD 1A	SUB-PADD 1B	SUB-PADD 1C
Connecticut	Delaware	Florida
Maine	Dist. Columbia	Georgia
Massachusetts	Maryland	N. Carolina
New Hampshire	New Jersey	S. Carolina
Rhode Island	New York	Virginia
Vermont	Pennsylvania	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

For purposes of this report, "after entry through Customs" is said to occur on:

- the "entry date" specified in block 7 on the U.S. Customs and Border Protection CBP Form 7501, "Entry Summary;" (The entry date for a warehouse withdrawal is the date of withdrawal), or
- the "import date" specified in block 5 on the U.S. Customs and Border Protection CBP Form 214A (Statistical Copy), "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "export date" specified in block 4 on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

## PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the General Accounting Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in

response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies.

## **SANCTIONS**

The timely submission of Form EIA-801 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 civil penalty of not more than \$2,750 per day for each 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.

## **FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN**

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 57 minutes per response, including the time of 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: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.