

## EIA-819 MONTHLY OXYGENATE REPORT INSTRUCTIONS

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### QUESTIONS

If you have any questions about Form EIA-819 after reading the instructions, please contact the Form Manager at (202) 586-7484.

### PURPOSE

The Energy Information Administration (EIA) Form EIA-819, "Monthly Oxygenate Report," is used to collect data on oxygenate inputs, production, and end-of-month stocks. The data appear on EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov) and in numerous government publications.

### WHO MUST SUBMIT

Form EIA-819 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by the operators of all facilities that produce (manufacture or distill) oxygenates (including MTBE plants, petrochemical plants, and refineries that produce oxygenates as part of their operations located in the 50 States and the District of Columbia).

### WHEN TO SUBMIT

Form EIA-819 must be received by the EIA by the 20<sup>th</sup> calendar day following the end of the report period (e.g., the Form EIA-819 covering the January 2009 report period must be received by February 20, 2009).

### HOW TO SUBMIT

Instructions on how to report via mail, facsimile, secure file transfer, or email are printed on PART 2 of Form EIA 819.

- **Secure File Transfer:** This form may be submitted to the EIA by fax, 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 is an 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 below:

- 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 EIA's website [www.eia.doe.gov](http://www.eia.doe.gov). Please refer to these definitions before completing the survey form.

### PART 1. RESPONDENT IDENTIFICATION

- Enter the year and month. The monthly report period begins at 12:01 a.m. on the first day of the month and ends midnight of the last day of the month.
- 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 name and mailing address of the reporting company.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the plant name.
- Enter the name, telephone number, fax 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

Refer to "How to Submit" section for more details or methods for submitting data.

### Resubmission

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

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

Enter only those data cells which are affected by the changes. You are not required to file a complete form when you resubmit.

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

## SPECIFIC INSTRUCTIONS

### PART 3. OXYGENATE SUPPLY ACTIVITY

**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** data for only those lines which are applicable to your operation. If there are no data for a specific line, leave the entire line blank. Shaded cells on the form are those in which data are not currently required to be reported.

### Inputs

**Report** input of denaturants including, pentanes plus and natural gasoline (Code 220), finished reformulated motor gasoline (Codes 125 and 126), finished conventional motor gasoline (Codes 128 and 130), and Motor Gasoline Blending Components: RBOB (Code 123), CBOB (Code 139), GTAB (Codes 120 and 121), or other (Code 138).

### Production

**Report** production of denatured and undenatured fuel ethanol (code 141). When undenatured fuel ethanol is converted to denatured fuel ethanol, report input of undenatured fuel ethanol on line 141 and input of denaturant using the code on the survey form that corresponds to the type of denaturant used. Report production of denatured fuel ethanol on line 141 such that production of denatured fuel ethanol is equal to the sum of input of undenatured fuel ethanol and input of denaturant. This procedure eliminates double counting ethanol production as both undenatured production and denatured production because input is subtracted from gross production when summing production by plant to regional and U.S. totals.

**Report** production of finished motor gasoline (such as E85) resulting from blending activity at oxygenate plants using the appropriate finished motor gasoline product code. E85 is classified as finished conventional motor gasoline blended with alcohol (code 128). Report input of finished motor gasoline, motor gasoline blending components, and fuel ethanol or other

oxygenates. Production of finished motor gasoline will equal the sum of inputs to finished gasoline blending.

### Ending Stocks

- **Report** stocks as of midnight of the last day of the report month, corrected to 60°F less basic sediment and water (BS&W).
- **Report** stocks of denatured and undenatured fuel ethanol.
- **Only include stocks located at production facilities.** Report total stocks of oxygenates in the custody of the facility regardless of ownership.
- Include stocks in aboveground and underground storage as well as rail cars located at the facility.
- Exclude inventories in leased tankage at other facilities.
- Reported stock quantities should represent actual measured inventories where an actual physical measurement is possible.
- **Stocks of MTBE should only be reported by operators of merchant MTBE plants.** Merchant plants will be contacted by the EIA to ensure they know how EIA has classified their plant in the past. **Stocks of MTBE at captive plants are excluded from Form EIA-819 because they are reported on Form EIA-810, "Monthly Refinery Report".**

## 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.

The data collected on Form EIA-819, "Monthly Oxygenate Report," is used to report aggregate statistics on and conduct

analyses of the operations of U.S. oxygenate plants.

## **SANCTIONS**

The timely submission of Form EIA-819 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 each day for each violation, or a fine of not more than \$5,000 for each willful 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 38 minutes per response. This includes 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: 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.

Revised Draft NOT for Official Use