



**EIA-912
WEEKLY UNDERGROUND NATURAL GAS STORAGE REPORT
INSTRUCTIONS**

PURPOSE

The Energy Information Administration (EIA) Form EIA-912, "Weekly Underground Natural Gas Storage Report," is used to collect information on weekly inventories of natural gas in underground storage facilities. Data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275. This report is mandatory under the FEA Act.

REPORTING REQUIREMENTS

The EIA-912 must be completed by recipients of the Form EIA-912. Companies receiving notification were statistically selected by the EIA from a listing of all underground natural gas storage operators in the United States.

WHEN TO SUBMIT

Form EIA-912, with information as of 9:00 a.m. on Friday, must be filed with the EIA by 5:00 p.m., Eastern Time, on the Monday following the end of the report period (i.e., the "Weekly Underground Natural Gas Storage Report" as of 9:00 a.m. Friday March 8, 2004 must be received by 5 p.m., EST March 11, 2004). If Monday is a Federal Holiday, the report must be filed by 5:00 p.m. the first working day after the holiday.

HOW TO REPORT

Instructions on where to report via mail, fax, or email are printed on Form EIA-912.

SECURE FILE TRANSFER

Forms may be submitted through the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is an industry standard method to send information over the web using a secure, encrypted process. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. The Secure File Transfer System may be accessed through the following web address:
<https://idc.eia.doe.gov/upload/notice.htm>.

QUESTIONS?

If you have any questions on the Form EIA-912, please call the EIA at 202-586-4993. In correspondence pertaining to this report, please refer to your EIA ID number.

COPIES OF SURVEY FORM AND INSTRUCTIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:

http://www.eia.doe.gov/oil_gas/natural_gas/survey_forms/natural_survey_forms.html

You may also access the materials by following these steps:

- Go to EIA's website at www.eia.doe.gov
- Click on the *By Fuel* category near the center of the page
- Click on the *Natural Gas* category
(This takes you to EIA's natural gas information page)
- Click on the *Survey Forms* tab on the left 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

EIA ID Number: 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.)

Company Name and Address: Enter the name and address of the company filing the report.

Change in Company Information Since the Last Report: Place an "x" in the box if there has been a change in the company name or address information since the last report.

Report Period: The weekly report period refers to 9:00 a.m. on Friday. Indicate the month, day, and year (e.g., March 8, 2004 is: Month 03 Day 08 Year 04).

Revision: Place an "x" in the box if your measure of working gas for the prior week in any region has been revised by 500 million cubic feet or more. Please submit a revised form for that region and indicate the appropriate Report Period on the form.

SPECIFIC INSTRUCTIONS

Reporting of preliminary or estimated data is encouraged, if necessary, to meet the due date.

Producing Region: The following states are included in the Producing Region: Alabama, Arkansas, Kansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas.

Consuming Region East: The following states are included in the Consuming Region East: Illinois, Indiana, Iowa, Kentucky, Maryland, Michigan, Missouri, Nebraska, New York, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia.

Consuming Region West: The following states are included in the Consuming Region West: California, Colorado, Minnesota, Montana, Oregon, Utah, Washington, and Wyoming.

Working Gas - Current Week Enter the volume of working gas in storage (at 9:00 a.m. on Friday) by Region for all facilities your company operates.

Comments: Describe any unusual or substantially different aspects of your operations that affected the data reported. If this week's report of working gas storage in any region reflects a reclassification of base and working gas relative to the prior week, please explain the change in this section.

Contact Name: Enter the name, telephone number, fax number, and e-mail address of the person to contact concerning the information on the report. The person listed should be the person most knowledgeable of the specific data reported. Place an "x" in the box if there has been a change in the contact information since the last report.

DEFINITIONS

Please refer to these definitions before completing the survey form.

Working (Top) Gas - The volume of gas in the reservoir that is in addition to the base gas. It may or may not be completely withdrawn during any particular withdrawal season. Conditions permitting, volumes may be withdrawn and reinjected more than once during any season.

Base (Cushion) Gas - The volume of gas needed as a permanent inventory to maintain adequate reservoir pressures and deliverability rates throughout the withdrawal season.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Beginning with data submitted for the first report period after April 1, 2004, the information you provide on Form EIA-912 will be used for statistical purposes only. All the information the Energy Information Administration (EIA) collects for this survey about your company is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. By law, every EIA employee, as well as every agent, is subject to a jail term, a fine, or both if he or she makes public ANY identifiable information you reported.

SANCTIONS

The timely submission of Form EIA-912 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 approved number. Public reporting burden for this collection of information is estimated to average 1 hour 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.