

## EIA-14 REFINERS' MONTHLY COST REPORT INSTRUCTIONS

### 1. QUESTIONS?

If you have any questions about Form EIA-14 after reading the instructions, please call our toll-free number 1-800-638-8812. Firms located in Maryland should call (301) 495-8440.

### 2. PURPOSE

The Energy Information Administration (EIA) Form EIA-14, "Refiners' Monthly Cost Report," is used to collect summary data that permit EIA to provide the government and the public certain cost and price statistics on the United States petroleum industry. The data appear on EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov) and in the EIA publications, *Petroleum Marketing Monthly*, *Petroleum Marketing Annual*, *Monthly Energy Review*, and the *Annual Energy Review*.

### 3. WHO MUST SUBMIT

The Form EIA-14 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by each refiner, except firms (referred to as independent natural gas processors) that neither refine crude oil nor have crude oil refined by others and solely process natural gas for liquids and related products. (Refer to Definitions in Section 11).

Section 9 explains the possible sanctions for failing to report.

### 4. WHEN TO SUBMIT

The Form EIA-14 must be submitted to the EIA no later than 30 calendar days after the close of the report month (e.g., if the report month is March 2004, the report must be submitted to the EIA by April 30, 2004).

### 5. WHERE TO SUBMIT

Completed forms may be submitted by facsimile, e-mail, electronic transmission or mail.

Fax completed forms to: **(301) 495-8483**

E-mail forms to: [OOG.SURVEYS@eia.doe.gov](mailto:OOG.SURVEYS@eia.doe.gov)

Secure File Transfer forms to:

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

Electronic Transmission: 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**.

Mail completed forms to:

Energy Information Administration, EI-45  
U.S. Department of Energy  
PO Box 8279  
Silver Spring, MD 20907  
Attn: EIA-14

### 6. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

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

[www.eia.doe.gov/oil\\_gas/petroleum/survey\\_forms/pet\\_survey\\_forms.html](http://www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html)

You may also access the materials by following the steps below:

- Go to EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov)
- Place the cursor on *By Fuel* near the center of the page and click on *Petroleum* from the drop down menu
- Click on *Survey Forms* 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.

### 7. HOW TO COMPLETE THE SURVEY FORM

For the purpose of this report, the reporting firm is the parent company and the consolidated entities (if any) which the parent directly or indirectly controls, taken altogether. If a consolidated entity of a firm constitutes that firm's domestic refining operations, then the consolidated entity may report for the firm.

Report for all refining operations located in the United States that are controlled by the firm.

Report volumes and their corresponding costs including transportation to the refinery gate for each item on a net domestic refining operations basis.

Report all data on an ownership basis. Report in accordance with customary accounting procedures used by your firm.

Use parentheses ( ) to indicate negative entries.

Report all quantities in **thousands of barrels**. Quantities ending in 499 or less are to be rounded down; quantities ending in 500 or more are to be rounded up to the next higher number. For example, 106,489 is rounded to 106, and 106,589 is rounded to 107.

For the purpose of this report note the definition of the United States shown in Section 11, Definitions, includes areas outside the 50 States.

## Resubmissions

Resubmissions are required if it is found that previously reported cost or volume data are in error by more than five percent ( $\pm 5\%$ ). Each resubmission will establish a new base to which the five percent threshold would be applied in determining whether subsequent resubmissions are required. That is, in applying the five percent criteria, the sum of all changes to the previously reported cost or volume data should be used.

### PART I. RESPONDENT IDENTIFICATION

**Report Period:** Enter the year and month for which this form is being submitted.

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.

Enter the name and mailing address of the reporting company. If there is a change since the last report, enter an "X" in the block provided.

Enter contact name, telephone number, fax number and email address.

**Date of this Report:** Enter the month, day, and year this report is being filed.

**Type of Report:** Check the box which indicates whether this form is: (1) an Original, or (2) a Resubmission. If it is a resubmission, enter the date of the report for which this report is a resubmission.

### PART II. SUMMARY OF CRUDE OIL COSTS AND VOLUMES

Refer to Section 11, Definitions, before completing the form.

**Column (a) Total Cost:** Report the net cost in thousands of U.S. dollars of each item. Include all costs normally associated with the acquisition and transportation of the oil up to the refinery gate e.g., cost of oil, shipping, insurance, taxes, storage fees, etc. Report costs for the PAD District(s) in which the crude oil is intended to be refined. (PAD Districts defined in Section 11) Sum the Total Costs in each PAD District and "Other" to calculate the Total Cost in the United States.

Use the 'Other' category for crude oil processed in a location not in PAD Districts 1-5 and note under "Comments" the actual location.

For exchange receipts, use the market value of the oil as determined by the firm's customary accounting practices.

**Column (b) Total Volume:** Report the net volume in thousands of barrels that is intended to be refined in each PAD District. (PAD Districts defined in Section 11) Add the Total Volumes in each PAD District and "Other" to calculate the Total Volume in the United States.

**Note:** If all crude oil processing takes place in one PAD District then the Total Cost and Volume in the PAD District will be the same as the Total Cost and Volume in the United States.

**Comments:** Note any significant facts about the reported data that may explain any large changes from previous month's reported data. Please make note if the reported data include

prior period adjustments. Also indicate the actual location of processing for costs and volumes reported in the "Other" category.

## 8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on Form EIA-14 will be kept confidential 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 Energy Information Administration (EIA) will protect your information in accordance with its confidentiality and security policies and procedures.

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 applied to the statistical data published from EIA-14 survey information to ensure that the risk of disclosure of identifiable information is very small.

## 9. SANCTIONS

The timely submission of Form EIA-14 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.

## 10. FILING FORMS WITH 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 1.75 hours 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.

## 11. DEFINITIONS

**Crude Oil** - A mixture of hydrocarbons that exists in liquid phase in natural underground reservoirs and remains liquid at atmospheric pressure after passing through surface separating facilities. Depending upon the characteristics of the crude stream, it may also include:

- a. Small amounts of hydrocarbons that exist in gaseous phase in natural underground reservoirs but are liquid at atmospheric pressure after being recovered from oil well (casinghead) gas in lease separators and are subsequently commingled with the crude stream without being separately measured. Lease condensate recovered as a liquid from natural gas wells in lease or field separation facilities and later mixed into the crude stream is also included;
- b. Small amounts of nonhydrocarbons produced with the oil, such as sulfur and various metals; and
- c. Drip gases, and liquid hydrocarbons produced from tar sands, gilsonite, and oil shale.

Liquids produced at natural gas processing plants are excluded. Crude oil is refined to produce a wide array of petroleum products, including heating oils; gasoline, diesel and jet fuels; lubricants; asphalt; ethane, propane, and butane; and many other products used for their energy or chemical content.

Crude oil is considered as either domestic or imported according to the following:

- a. Domestic Crude Oil - Crude oil produced in the United States or from its "outer continental shelf" as defined in 43 U.S.C. 1331.
- b. Imported Crude Oil - Crude oil produced outside the United States.

**Crude Oil Acquisitions** - The volume of crude oil either (a) acquired by the respondent for processing for his own account in accordance with accounting procedures generally accepted and consistently and historically applied by the refiner concerned, or (b) in the case of a processing agreement, delivered to another refinery for processing for the respondent's own account.

Crude oil which has not been added by a refiner to inventory and which is thereafter sold or otherwise disposed of without processing for the account of that refiner shall be deducted from its crude oil purchases at the time when the related cost is deducted from refinery inventory in accordance with accounting procedures generally applied by the refiner concerned.

Crude oil processed by the respondent for the account of another is not included.

**Exchange** - Any transaction in which quantities of crude oil or any other petroleum product(s) are received or given up in return for other crude oil or petroleum product(s). Exchanges include reciprocal purchases and sales.

A "Quota or Ticket Exchange," also referred to as "ticket trade," is a type of transaction through which one refiner is able to use another refiner's fee-paid import licenses.

Exchanges of this type are not to be considered as purchases or sales in completing the EIA-14 Form, and therefore, should not be included.

**Lease Condensate** - A mixture consisting primarily of pentanes and heavier hydrocarbons which is recovered as a liquid from natural gas in lease separation facilities. This category excludes natural gas liquids, such as butane and propane, which are recovered at downstream natural gas processing plants or facilities.

**Petroleum Administration for Defense (PAD) Districts** - Geographic aggregations of the 50 States and the District of Columbia into five districts as follows:

**PAD District 1:**

Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia

**PAD District 2:**

Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Wisconsin

**PAD District 3:**

Alabama, Arkansas, Louisiana, Mississippi, New Mexico, Texas

**PAD District 4:**

Colorado, Idaho, Montana, Utah, Wyoming

**PAD District 5:**

Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington

**Petroleum Refinery** - An installation that manufactures finished petroleum products from crude oil, unfinished oils, natural gas liquids, other hydrocarbons, and alcohol.

**Refiner** - A firm or the part of a firm that refines products or blends and substantially changes products, or refines liquid hydrocarbons from oil and gas field gases, or recovers liquefied petroleum gases incident to petroleum refining and sells those products to resellers, retailers, reseller/retailers or ultimate consumers. "Refiner" includes any owner of products which contracts to have these products refined and then sells the refined products to resellers, retailers, or ultimate consumers.

**United States** - For the purpose of this report the United States is defined as the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, and all American territories and possessions.