

EIA-800 WEEKLY REFINERY AND FRACTIONATOR REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-800 after reading the instructions, please contact the Form Manager at (202) 586-9664.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-800, "Weekly Refinery and Fractionator Report," is used to collect data on the operations of petroleum refineries and fractionators. The data appear on EIA's website at www.eia.doe.gov and in the EIA publication, *Weekly Petroleum Status Report*.

3. WHO MUST SUBMIT

The Form EIA-800 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 petroleum refineries and fractionators 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.

Section 9 explains the possible sanctions for failing to report.

4. WHEN TO SUBMIT

The Form EIA-800 must be filed with the EIA by 5 p.m. EST on the Monday following the end of the report period (e.g., the "Weekly Refinery and Fractionator Report" covering the week ending January 10, 2003 must be received by 5 p.m. EST January 13, 2003).

5. WHERE TO SUBMIT

Survey forms may be submitted by facsimile, e-mail, or electronically.

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

Fax completed forms to: **(202) 586-6323** or **(202) 586-1076**

E-mail forms to: **OOG.SURVEYS@eia.doe.gov**

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**.

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

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

- Go to EIA's website at www.eia.doe.gov
- Place a 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

PART A. RESPONDENT IDENTIFICATION

- Enter the month, day, and year for which you are filing (e.g., January 10, 2003 is: Month 01 Day 10 Year 03). 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.
- Enter the name and address of the company filing the report. If there has been a change since the last report, enter an "X" in the box to the right.
- Enter the refinery or fractionator site name.
- Enter the name, title, 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. Check the box provided if the contact information is different from the prior week.

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 box 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, state code, and contact information.

PART B. REFINERY AND FRACTIONATOR ACTIVITY

Definitions of petroleum products and other terms are available on our website. Refer to Section 6 for details. Please refer to these definitions before completing the survey form.

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 data only for those products which the facility processes, produces, or stores. If the quantity for a product for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Input

Crude Oil (Code 050) - Include all refinery inputs of domestic and foreign crude oil (including lease condensate) to all processing units (including atmospheric crude oil distillation units and any other downstream units). Exclude oils that have undergone prior refinery processing. Exclude any inputs of crude oil to be used in the manufacturing of finished petrochemicals within the refinery.

Total Inputs (Code 001) - Include all refinery inputs (crude oil, products of natural gas processing plants, unfinished oils net reruns, gasoline blending component net reruns, oxygenates, other hydrocarbons, and hydrogen) charged to all processing units (including atmospheric crude oil distillation units and all downstream units). Net reruns are inputs minus production. Exclude any inputs to be used in the manufacturing of finished petrochemicals within the refinery.

Gross Input to Atmospheric Crude Oil Distillation Units (Code 990) - Report the sum of the various components of refinery input to atmospheric crude oil distillation units. Exclude inputs to downstream units such as vacuum distillation units, catalytic cracking units, and coking units. The following components of refinery input to atmospheric crude oil distillation units are to be included in Code 990:

- Crude Oil - Report the total amount of crude oil (including lease condensate) and liquid hydrocarbons produced from tar sands, gilsonite and oil shale of both foreign and domestic origin that is charged to the atmospheric crude oil distillation units. Exclude crude oil charged to units other than the atmospheric crude oil distillation units (e.g., coking units) from Code 990.
- Products of Natural Gas Processing Plants - Report all quantities of natural gas plant liquids (e.g., ethane, propane, normal butane, isobutane, and pentanes plus) charged to the atmospheric crude oil distillation units. Include inputs of unfractionated streams and mixtures of liquefied petroleum gases. Exclude products of natural gas processing plants blended or charged to units other than the atmospheric crude oil distillation units from Code 990.
- Unfinished Oils - Report all unfinished oils (e.g., unfinished naphthas, gas oil, virgin naphtha, topped crude, cracking stock, slop oil) charged to the atmospheric crude oil distillation units. Exclude unfinished oils charged to units other than the atmospheric crude oil distillation units (e.g., cracking units) from Code 990.
- All Other Oils - Report any finished petroleum products (e.g., distillate fuel oil and residual fuel oil) charged to the atmospheric crude oil distillation units for further processing. Include raw materials such as coal tar derivatives, hydrogen, gilsonite, and natural gas. Exclude oils charged to units other than the atmospheric crude oil distillation units (e.g., cracking units) from Code 990.

Net Production

Enter quantities that represent net production of each product (i.e., gross refinery production of each product minus refinery input of each product). In calculating net production, do not subtract out any product used as input to a petrochemical facility within the refinery. If the quantity for net production is a negative number, enter it as a negative. Do not round it to zero. Indicate negative numbers by showing a minus (-) sign before the number, e.g., -80. For example, if your refinery produces 20,000 barrels of residual fuel oil in a given week and also, during the same week inputs 100,000 barrels of residual fuel oil for further processing (which is either withdrawn from inventory or received at the refinery), net production of residual fuel oil for that week will be -80,000 barrels (reported as -80).

If a refinery produces 100,000 barrels of a relatively low octane finished gasoline in a week, and then during the same week blends all of this with 10,000 barrels of gasoline blending components to produce a higher octane finished gasoline, report production of 110,000 barrels of the final product (reported as 110). Do not report both the intermediate and final product.

If a refinery produces 100,000 barrels of No. 2 distillate fuel oil and 100,000 barrels of No. 6 residual fuel oil during the week and blends 50,000 barrels of each to produce No. 4 distillate fuel oil in the same week, report the production of the final products only. Report 150,000 barrels of distillate fuel oil (50,000 barrels of No. 2 distillate fuel oil and 100,000 barrels of No. 4 distillate fuel oil) plus 50,000 barrels of residual fuel oil.

For fractionators, enter **gross** quantities of propane which were produced through separation of mixed streams in the fractionator unit.

Stocks

Report stocks in the **custody** of the refinery regardless of ownership should be reported. Reported stock quantities should represent actual measured inventories.

Stocks as of 7 a.m. EST Friday, which is the end of the report period, should be reported corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

Exclude oxygenates such as methyl tertiary butyl ether (MTBE), ethyl tertiary butyl ether (ETBE), tertiary amyl methyl ether (TAME), tertiary butyl alcohol (TBA), fuel ethanol, methanol, etc. in motor gasoline blending components (Code 134) 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 domestic and foreign stocks held at the refinery and in transit thereto, except crude oil in transit by water from Alaska or any crude oil or product in transit by pipeline. Crude oil in transit by pipeline and Alaskan Crude oil in transit by water are reported on Form EIA-803, "Weekly Crude Oil Stocks Report." 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.

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

- the "entry date" specified on the U.S. Customs Form CF7501, "Entry Summary;" or
- the "date of withdrawal conditionally free of duty" specified on U.S. Customs Form CF 7501, "Entry Summary;" or
- the "import date" specified on the U.S. Customs Form 214, "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "date of exportation" specific 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.

PART C. COMMENTS

Describe any unusual or substantially different aspects of your weekly operations that affected the data reported.

8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form 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 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.

9. SANCTIONS

The timely submission of Form EIA-800 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 hour and 35 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.