

EIA-805 WEEKLY TERMINAL BLENDERS REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-805 after reading the instructions, please contact the Form Manager at (202) 586-9664.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-805, "Weekly Terminal Blenders Report," is used to collect data on the operations of motor gasoline blending plants/terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam and other U.S. possessions. 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-805 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 blending plants 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-805 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 Terminal Blenders Report" covering the week ending January 2, 2004 must be received by 5 p.m. EST January 5, 2004).

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 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 terminal site name.
- 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 month, day, and year for which you are filing (e.g., January 2, 2004 is: Month 01 Day 2 Year 04). 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.

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. BLENDER ACTIVITY

The Form EIA-805 is designed to collect the amount of finished motor gasoline produced at petroleum storage terminals. The form also collects the amounts of various components, such as fuel ethanol, motor gasoline blending components and conventional gasoline that are blended together to produce various types of finished motor gasoline. **When the form is filled out correctly there should be a material balance on were total net inputs equals total net production.**

Definitions of petroleum products and other terms are available on our website. 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

Input represents the volume of various materials physically mixed together (e.g. splash blending or comingled in a tank) to produce finished gasoline and motor gasoline blending components or the reclassification of one product to another. See Part C. Additional Information for "Reclassification of Inventory".

Production

Production represents the total volume of various finished motor gasolines and motor gasoline blending components produced. Production is reported as gross production for each item identified on the survey except where shaded. Do not "net out" the production by reporting the difference between inputs and production. The sum of the inputs must equal the sum of the production column and are reported in the total input and total production row (code 999).

PART C. ADDITIONAL INFORMATION

Reclassification of Inventory

If a product is reclassified as a different product, the quantity of the original product is reported in the "Input" column and the new product is reported in the "Production" column.

For example, if tank bottoms of "Reformulated Motor Gasoline (Blended with Alcohol)" (Code 125) no longer meet product specification and it is decided to blend this off-spec material into a tank containing "RBOB for Blending with Alcohol", report the quantity of reformulated gasoline that is blended into the RBOB tank as "Input" of "Reformulated Motor Gasoline (Blended with Alcohol)" (Code 125) and report an equal quantity as "Production" of "Reformulated Blendstock for Oxygenated Blending with Alcohol" (Code 123).

Gasoline Treated as Blendstock (GTAB)

When GTAB is tested at the terminal and is certified as a finished motor gasoline where no further blending or treatment is required, such as adding oxygenates, report GTAB as follows. Report the quantity of GTAB that is certified as a finished product as an input of "GTAB" and report an equal volume of the appropriate finished motor gasoline as a "Production" of the finished motor gasoline that it has been certified.

If GTAB requires oxygenate in order to meet the intended product specification, report the oxygenate and GTAB as "Input" and the resulting finished motor gasoline as "Production".

Stocks

All stocks located at this terminal site should be reported on Form EIA-801, "Weekly Bulk Terminal Report".

PART D. CONTACT INFORMATION

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.

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-805 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 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.