

## EIA-877 WINTER HEATING FUELS TELEPHONE SURVEY INSTRUCTIONS

### 1. PURPOSE

The Energy Information Administration (EIA) Form EIA-877, "Winter Heating Fuels Telephone Survey," is designed to collect data on State-level stocks and residential prices of No. 2 heating oil and propane during the heating season. The data are used to monitor the stocks and prices of propane and No. 2 heating oil during the heating season, and to report to the Congress and others when requested.

### 2. WHO MUST SUBMIT

The Form EIA-877 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by a scientifically selected sample of No. 2 heating oil and propane dealers.

Section 7 explains the possible sanctions for failing to report.

### 3. WHEN TO SUBMIT

The data collected on Form EIA-877 are requested on Monday or Tuesday of each week by telephone. No written confirmation of your data submission is required.

### 4. WHERE TO SUBMIT

Companies selected for the Form EIA-877 survey are telephoned by the participating State Energy Offices during the heating season (October 1 through March 15) to collect data on No.2 heating oil and propane prices. Respondents are not required to submit any written information.

### 5. HOW TO COMPLETE THE SURVEY FORM

#### PART I. IDENTIFICATION DATA

Report corrections to information contained on the label if the label information is incomplete or incorrect.

Your DOE Identification Number is the 10-digit number printed on the label.

Indicate month, day, and year (e.g., November 5, 2004 is: Month 11 Day 05 Year 04).

#### Reference Dates

The reference period for prices is Monday from October 1st through March 15th.

The reference period for inventories is as of 7 a.m. on the Friday before the Monday price data are reported.

### PART II. PRICE DATA

#### Column A. State Abbreviation

Data are collected by the States participating in the State Heating Oil and Propane Program. Refer to Table 1 for a complete list of standard State abbreviations.

#### Column B. Price Data

Report the price per gallon (excluding all taxes) for residential customers of No. 2 heating oil and propane on the reference day. The price should be for local residential customers with storage tanks of approximately 275 gallons. Thus, the price should exclude surcharges for customers living outside the normal delivery area. It should also exclude discounts or premiums paid for small or large volume purchases. The price is collected for residential customers located in the reported States. Residential customers are defined as individual customers or households (as opposed to businesses or institutions) who use the fuel to heat their residences. Sales to apartment buildings or to other multi-family dwellings are excluded from the "Residential Sales" category.

If the respondent has more than one establishment within the State and the residential sales price varies by establishment, the respondent should provide the average price for the different locations.

For example, if the respondent owns two fuel oil establishments in the State and one sells to residences for \$1.24 per gallon and the other for \$1.29 per gallon, the reported price would be

$$\frac{1.24 + 1.29}{2} = \$1.265$$

Prices reported must be rounded to the nearest tenth of a cent. Accordingly, 125 9/10 cents is shown as 125.9

### PART III. ANNUAL RESIDENTIAL PROPANE SALES DATA

The first time a firm is contacted, it will be required to report the approximate sales volume of propane it sold to residential customers during the period September 1, 2004 through August 31, 2005. Sales will be requested by State for selected States in which the company does business. The sales should be assigned to a given State based on customer location. Residential customers are defined as individual customers or households (as opposed to businesses or institutions) who use the fuel to heat their residences. Sales to apartment buildings or to other multi-family dwellings are excluded from the "Residential Sales" category.

Sales Volumes should be entered in thousands of gallons. Round numbers to the nearest thousand, e.g., enter 6,500 gallons as 7, enter 6,400 gallons as 6.

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.

## **6. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION**

The information contained on Form EIA-877 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 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 the Form EIA-877 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 Form EIA-877 survey 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.

## **7. SANCTIONS**

The timely submission of Form EIA-877 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.

## **8. 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 6 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

**TABLE 1**

**LIST OF STANDARD STATE ABBREVIATIONS**

AL ... Alabama	KY ... Kentucky	ND ... North Dakota
AK ... Alaska	LA ... Louisiana	OH ... Ohio
AZ ... Arizona	ME ... Maine	OK ... Oklahoma
AR ... Arkansas	MD ... Maryland	OR ... Oregon
CA ... California	MA ... Massachusetts	PA ... Pennsylvania
CO ... Colorado	MI ... Michigan	RI ... Rhode Island
CT ... Connecticut	MN ... Minnesota	SC ... South Carolina
DE ... Delaware	MS ... Mississippi	SD ... South Dakota
DC ... District of Columbia	MO ... Missouri	TN ... Tennessee
FL ... Florida	MT ... Montana	TX ... Texas
GA ... Georgia	NE ... Nebraska	UT ... Utah
HI ... Hawaii	NV ... Nevada	VT ... Vermont
ID ... Idaho	NH ... New Hampshire	VA ... Virginia
IL ... Illinois	NJ ... New Jersey	WA ... Washington
IN ... Indiana	NM ... New Mexico	WV ... West Virginia
IA ... Iowa	NY ... New York	WI ... Wisconsin
KS ... Kansas	NC ... North Carolina	WY ... Wyoming