

EIA-801 WEEKLY BULK TERMINAL REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-801 after reading the instructions, please contact the Form Manager at (202) 586-9612 or (202) 586-4522.

PURPOSE

The Energy Information Administration (EIA) Form EIA-801, "Weekly Bulk Terminal Report," is used to collect data on the end-of-week stocks of petroleum products at bulk terminals. The data appear on EIA's website at www.eia.doe.gov and in the EIA publication, *Weekly Petroleum Status Report*.

WHO MUST SUBMIT

The Form EIA-801 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by bulk terminal operating companies 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.

WHEN TO SUBMIT

The Form EIA-801 must be received by the EIA by 5 p.m. EST on the Monday following the end of the report period (e.g., the "Weekly Bulk Terminal Report" covering the week ending January 12, 2007 must be received by 5 p.m. EST January 15, 2007).

HOW TO SUBMIT

Instructions on how to report via fax, secure file transfer, or email are printed on PART 2 of Form EIA-801.

- **Secure File Transfer:** 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 use to 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 to: <https://idc.eia.doe.gov/upload/noticeoog.jsp>

- **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**.

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
- Click on *Petroleum*
- Click on *Petroleum Survey Forms* located in the *References* box on the right 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

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

PART 1. RESPONDENT IDENTIFICATION DATA

- Enter the month, day, and year for which you are filing (e.g., January 12, 2007 is: Month 01 Day 12 Year 07). 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 block provided.
- Enter the name, 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 block provided if the contact information is different from the prior week.

PART 2. SUBMISSION/RESUBMISSION INFORMATION

Refer to “How to Submit” section for more details or methods for submitting data.

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 block 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 and contact information.

SPECIFIC INSTRUCTIONS

PART 3. BULK TERMINAL STOCKS

Use Table 1 to determine the PAD District classification of each State.

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).
- 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.
- 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 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 stocks in the **custody** of the bulk terminal company regardless of ownership. Reported stock quantities should represent actual measured inventories.

- Report 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).

Table 1. State Classification

PAD DISTRICT 1		
SUB-PADD 1A	SUB-PADD 1B	SUB-PADD 1C
Connecticut	Delaware	Florida
Maine	Dist. Columbia	Georgia
Massachusetts	Maryland	N. Carolina
New Hampshire	New Jersey	S. Carolina
Rhode Island	New York	Virginia
Vermont	Pennsylvania	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

- Report all domestic and foreign stocks held at bulk terminals and in transit thereto, except those in transit by pipeline. 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” specific 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 4. DIESEL FUEL DOWNGRADED

Report the volume of ultra-low sulfur diesel fuel (distillate fuel oil 0 ppm-15 ppm sulfur, EIA product code 465) downgraded at bulk terminals operated by your company during the week. Only Report volumes downgraded while in custody of facilities operated by your company. Fuel in transit by water to a terminal operated by your company is considered in custody of the destination terminal for purposes of reporting downgraded fuel volumes. Fuel downgraded while in transit or stored by a pipeline company will be reported as downgraded product by the pipeline operator and must be excluded from downgraded fuel volumes reported at terminals operated by your company.

Downgrading ultra-low sulfur diesel may result because fuel encountered residual sulfur in the petroleum storage and transportation system (tanks, pipes, manifolds, valves, barges, etc.). Downgrading may also result from commingling ultra-low sulfur diesel fuel with other distillate products having sulfur content exceeding 15 ppm. Report the volume downgraded regardless of whether the downgrading was intended or unintended.

It is possible for downgraded diesel fuel to be recertified as ultra-low sulfur diesel fuel by blending downgraded diesel fuel with ultra-low sulfur diesel fuel. In this case, the volume recertified by blending will be reported as negative downgraded volume. The volume of downgraded diesel fuel reported will be the net of downgraded volumes (positive quantities) and recertified volumes (negative quantities) at all of the terminals operated by your company. Recertified ultra-low sulfur diesel fuel may include volume that was downgraded at a facility operated by another company as long as the blending to recertify the fuel occurred at a terminal operated by your company. Exclude any fuel recertified by blending at facilities not operated by your company and diesel fuel blending activity not associated with downgraded ultra-low sulfur diesel fuel.

Report ultra-low sulfur diesel volumes downgraded even if some or all of the downgraded fuel will be reprocessed at a refinery and recertified as ultra-low sulfur diesel. In this case, the refinery will account for the recertified fuel volume rather than the terminal operator.

Exclude from downgraded volumes any diesel fuel with sulfur content exceeding 15 ppm if the fuel meets U.S. Environmental Protection Agency standards for ultra-low sulfur diesel and the fuel is intended for sale as ultra-low sulfur diesel. Examples include ultra-low sulfur diesel fuel with sulfur content greater than 15 ppm but still within testing tolerance and ultra-low sulfur diesel fuel sold during certain

transition periods when standards allow for sulfur content greater than 15 ppm.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information contained 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.

Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies.

SANCTIONS

The timely submission of Form EIA-801 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 control number. Public reporting burden for this collection of information is estimated to average 57 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.