

EIA-804 WEEKLY IMPORTS REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-804 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-804, "Weekly Imports Report," is used to collect data on petroleum imports. 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-804 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by Importers of Record (or Ultimate Consignees, selected by EIA, who receive Canadian imports) who import crude or petroleum products into the 50 States and the District of Columbia from foreign countries, Puerto Rico, the Virgin Islands, and other U.S. possessions.

Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element. **Companies selected into the sample must file a report each week even if there were zero imports.**

Imports into Foreign Trade Zones located in the 50 States and the District of Columbia are considered imports into the 50 States and the District of Columbia.

In the case of shipments from Puerto Rico, the Virgin Islands, and other U.S. possessions to the 50 States and the District of Columbia, the EIA-804 must be completed by the exporter named on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration."

Canadian Imports

When crude oil or petroleum products are imported from Canada and when the importer of record is a Canadian company, the Ultimate Consignee must report imports on the EIA-804. For example, when a Canadian shipper is listed as the Importer of Record in Block 26 of the U.S. Customs and Border Protection CBP Form 7501, "Entry Summary," the company listed as the Ultimate Consignee shown in Block 25 of the CF 7501 must report on the EIA-804.

WHEN TO SUBMIT

The Form EIA-804 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 Imports Report" covering the week ending January 2, 2009 must be received by 5 p.m. EST January 5, 2009).

HOW TO SUBMIT

Instructions on how to report via e-mail, facsimile, or secure file transfer are printed on PART 2 of Form EIA-804.

- Secure File Transfer: This form may be submitted to the EIA by facsimile, e-mail, or secure file transfer. Should you choose to submit your data via e-mail or, 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 facsimile 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. You may access the materials by following the steps below:

- Go to EIA's website at www.eia.doe.gov
- Click on *Petroleum*
- In the *References* box on the right corner of the page Click on *Petroleum Survey Forms*
- 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 the EIA website. Refer to the above for details on accessing the EIA 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 2, 2009 is: Month 01 Day 02 Year 09). 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.
- If there has been a change since the last report, enter an "X" in the block provided.
- Enter the name and mailing address of the reporting company.
- Enter the Doing Business As "DBA" name if appropriate.
- 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.

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 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 and contact information.

Report any unusual aspects of your reporting week's operations in the **Comments** section below Parts 1 and 2.

SPECIFIC INSTRUCTIONS

PART 3. IMPORTS ACTIVITY

Quantities: Report using the following criteria.

- **Report** only the imports of crude oil and petroleum products that occurred during the report week.
- **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** quantities corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).
- **Report** imports that enter bonded storage **only when** they are withdrawn from storage with duty paid for domestic consumption or withdrawn free of duty for use as fuel for vessels and aircraft engaged in international trade.

- **Exclude** quantities of foreign origin in transit.

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

- the "entry date" specified in block 7 on the U.S. Customs and Border Protection CBP Form 7501, "Entry Summary;" (The entry date for a warehouse withdrawal is the date of withdrawal), or
- the "import date" specified in block 5 on the U.S. Customs and Border Protection CBP Form 214A (Statistical Copy), "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "export date" specified in block 4 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.
- **Report** ethyl tertiary butyl ether (ETBE), methyl tertiary butyl ether (MTBE), tertiary amyl methyl ether (TAME), tertiary butyl alcohol (TBA), and other aliphatic alcohols and ethers as "Other Petroleum Products" (Code 666), not as motor gasoline blending components.
- **Exclude** imports of methanol.

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

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

Naphtha Classifications

There are 4 types of naphtha cargoes depending on intended use. Please see Table 2 for how to report product codes for various import situations on Form EIA-804 and corresponding monthly Form EIA-814.

- Naphtha to be used as reformer feed is classified as “Unfinished Oils, Naphtha and Lighter” (Code 820) and reported on Form EIA-804 as Other Petroleum Products (Code 666).
- Naphtha intended for gasoline blending is classified as motor gasoline blending components. If the naphtha is not already blended to form RBOB (Code 123), CBOB (Code 139), or GTAB (Codes 120, 121), then classify the product as “All Other Motor Gasoline Blending Components” (Code 138).
- Naphtha to be used as a solvent is classified as “Special Naphtha” (Code 051) and reported on Form EIA-804 as Other Petroleum Products (Code 666).
- Naphtha intended for cracking into olefins is classified as “Petrochemical Feedstock” (Code 822) and reported on Form EIA-804 as Other Petroleum Products (Code 666).

Ways to determine the intended use for a naphtha cargo.

- Supply department personnel would know whether the sourced material was intended for reformer feed or gasoline blending, or could tell based on product quality.
- The final destination may provide guidance, but not necessarily a final determination of the intended use. For example, if the processing facility is a refinery, it is likely that the naphtha will be used as reformer feed; conversely, a petroleum storage terminal indicates that the naphtha may be treated as gasoline blending components.
- The ideal solution is to contact the processing facility and ask how they will classify the product on their reports to EIA.

Note: If the product is changed at the terminal or refinery after it first appears as a receipt and/or inventory, then it will be up to the terminal or refinery operator to report the reclassification to EIA.

PART 4. TOTAL U.S. CRUDE OIL IMPORTS BY COUNTRY OF ORIGIN INFORMATION

Report crude oil imports by country of origin for countries shown on the survey form. If the countries of origin for imports are not specifically displayed on this survey form, report the imports in Other (Code 777). The sum of the quantities reported for individual countries plus Other (code 777) must equal the total U.S. imports reported for Crude Oil (Code 020) in the Total U.S. column (Code 999) in Part B.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form will be protected 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 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 Government Accountability 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-804 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 1 hour and 58 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.

Table 1. Commodity Abbreviations and Product Codes

Commodity Description	Abbreviation	Form EIA-814 Product Code	Form EIA-804 Product Code
Crude Oil*	CRUDE	020	020
Unfinished Oils, Naphthas and Lighter (less than 401 F end point)*	UNAPH	820	666
Unfinished Oils, Kerosene and Light Gas Oils (401 F – 650 F end point)*	ULITE	830	666
Unfinished Oils, Heavy Gas Oils (651 F – 1000 F end point)*	UHEVY	840	666
Unfinished Oils, Residuum (greater than 1000 F end point)*	URSID	850	666
Asphalt and Road Oil	ASPHL	931	666
Finished Aviation Gasoline	AVGAS	111	666
Aviation Gasoline Blending Components*	AVGBC	112	666
Butylene	BUTL	633	230
Distillate Fuel Oil, Bonded, 15 ppm sulfur and under	BDISU	457	465
Distillate Fuel Oil, Bonded, greater than 15 ppm to 500 ppm sulfur (incl.)	BDISL	458	466
Distillate Fuel Oil, Bonded, greater than 500 ppm – 2000 ppm sulfur (incl.)	BDISH	459	467
Distillate Fuel Oil, Bonded, greater than 2000 ppm sulfur	BDISG	460	468
Distillate Fuel Oil, Other, 15 ppm sulfur and under	DISU	465	465
Distillate Fuel Oil, Other, greater than 15 ppm to 500 ppm sulfur (incl.)	DISL	466	466
Distillate Fuel Oil, Other, greater than 500 ppm – 2000 ppm sulfur (incl.)	DISH	467	467
Distillate Fuel Oil, Other, greater than 2000 ppm sulfur	DISG	468	468
Ethane	ETHN	110	230
Ethylene	ETHL	631	230
Isobutane	ISBTN	233	230
Isobutylene	ISBTL	634	230
Kerosene	KERO	311	666
Kerosene-Type Jet Fuel, Bonded	BKERJ	216	213
Kerosene-Type Jet Fuel, Other	KEROJ	213	213
Lubricants	LUBES	854	666
Miscellaneous Products	MISC	888	666
Motor Gas Blend Comp., RBOB for Blending with Ether*	RBOBE	122	122
Motor Gas Blend Comp., RBOB for Blending with Alcohol*	RBOBA	123	123
Motor Gas Blend Comp., CBOB*	CBOB	139	139
Motor Gas Blend Comp., GTAB, Reformulated*	GTABR	120	120
Motor Gas Blend Comp., GTAB, Conventional*	GTABC	121	121
Motor Gas Blend Comp., All Other*	BCOTH	138	138
Motor Gasoline, Finished Reformulated, Blended with Ether	MGRFE	124	124
Motor Gasoline, Finished Reformulated, Blended with Alcohol	MGRFA	125	125
Motor Gasoline, Finished Reformulated, Non-Oxygenated	MGRNO	126	126
Motor Gasoline, Finished Conventional, Blended with Alcohol	MGCWA	128	128
Motor Gasoline, Finished Conventional, Other	MGCOT	130	130
Normal Butane	BUTN	232	230
Other Hydrocarbons	OHCHY	093	666
Hydrogen	HYDGN	091	666
Renewable Fuel, Biomass based Diesel	RBDISL	203	666
Renewable Fuel, Other Renewable Diesel Fuel	RDISL	205	666
Renewable Fuel, Other	RNFOT	207	666
Fuel Ethanol	FETH	141	666
Oxygenates, Ethyl Tertiary Butyl Ether (ETBE)	ETBE	142	666
Oxygenates, Methyl Tertiary Butyl Ether (MTBE)	MTBE	144	666
Oxygenates, Other	OXYG	445	666
Pentanes Plus	PENT+	220	666
Petrochemical Feedstocks, Naphtha and Lighter (less than 401 F EP)	NFEED	822	666
Petrochemical Feedstocks, Other Oils (greater than 401 F EP)	OFEED	824	666
Petroleum Coke	COKE	021	666
Propane	PROP	622	231
Propylene	PROPL	632	231
Residual Fuel Oil, Bonded	BRESID	516	511
Residual Fuel Oil, Other	RESID	511	511
Special Naphthas	SNAPH	051	666
Wax	WAX	071	666