

EIA-805 WEEKLY BULK TERMINAL AND BLENDERS REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-805 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-805, "Weekly Bulk Terminal and Blender 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*.

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 bulk terminals and 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.

WHEN TO SUBMIT

The Form EIA-805 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 and Blender 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 fax, secure file transfer, or email are printed on PART 2 of Form EIA-805.

- 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. You may access the materials by following the steps:

- 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 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 2, 2009 is: Month 01 Day 2 Year09). 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 address of the company filing the report.
- 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, state code, and contact information.

SPECIFIC INSTRUCTIONS

PART 3. BLENDER ACTIVITY

The Form EIA-805 is designed to collect the amount of motor gasoline blending components and finished motor gasoline produced from blending at terminals. Blender inputs include finished motor gasoline, motor gasoline blending components, oxygenates, natural gas plant liquids, and liquefied refinery gases.

When the form is filled out correctly there should be a material balance where total net inputs equals total net production.

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.

Production

Gross production represents the total volume of various finished motor gasolines and motor gasoline blending components, produced.

- **Report** production 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).

Reclassification of Inventory

Report a finished product that is reclassified as a different finished product as follows: the quantity of the original product is reported in the “Input” column and the reclassified product is reported in the “Production” column.

For example, consider the case of 10 thousand barrels of reformulated gasoline treated as blendstock (GTAB) (code 120) in storage at the end of January that is reclassified to other conventional finished motor gasoline (code 130) during the month of February. Report input of 10 thousand barrels of reformulated GTAB on line 120 and the same quantity of conventional finished motor gasoline production on line 130.

Gasoline Treated as Blendstock (GTAB)

If 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”
- **Report** an equal volume of the appropriate finished motor gasoline as a “Production” of the finished motor gasoline after 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”.

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-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.

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 58 minutes {need new estimate}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.