

EIA-757  
Natural Gas Processing Plant Survey  
Instructions

1. Questions

If you have any questions on the Form EIA-757, please contact Lejla Alic at 202-586-0858 (Lejla.Alic@eia.doe.gov).

2. Purpose

The Energy Information Administration (EIA) Form EIA-757, “Survey of Natural Gas Processing Plants” is used to collect information on the capacity, status, and operations of natural gas processing plants and to monitor constraints of natural gas processing plants during periods of supply disruption in areas affected by an emergency, such as a hurricane.

3. Who Must Submit

Each recipient of Form EIA-757 must submit responses to each question in Form EIA-757 for the domestic natural gas processing plant identified in the notification letter, email or phone call. In cases in which one recipient receives notification to report for more than one natural gas processing plant, the recipient must submit separate responses for each natural gas processing plant identified by the EIA. Companies receiving notification to report Schedule B: “Emergency Status Report” information were selected by the EIA from a list of all domestic natural gas processing plants based on proximity to the natural gas supply disruption and plant capacity.

4. When to Submit

Recipients of Form EIA-757 are required to submit responses to each question on the form according to the collection schedule listed in the notification letter, email and/or phone call. The collection schedule will specify the Schedule or Schedules to complete and how often, when and where to submit the data. Each submission should include the most current information possible. The recipient will be notified of any changes to the collection schedule via email or phone.

5. Where to Submit

Responses to all questions on Form EIA-757 may be submitted by facsimile, email, or phone.

Fax responses to: (list phone number)

Email responses to: (list phone number)

Secure File Transfer: (list website)

Give response over the phone by calling: (list phone number)

## 6. Copies of Survey Form and Instructions

Copies in portable document format (PDF) and spreadsheet format (XLS) are available at [List location - TBD]

You may also request copies by contacting Lejla Alic at 202-586-0858 ([Lejla.Alic@eia.doe.gov](mailto:Lejla.Alic@eia.doe.gov)).

## 7. General Instructions

Report all responses as of the date and time specified in the notification letter, e-mail or phone call, on the day of submission. Any changes or revisions should be reported in the next survey.

Report actual values or, if necessary, report estimated values. Report all quantities, as appropriate, in the nearest whole number in million cubic feet per day (MMcf per day).

Schedule A is the “Baseline Report”, which will be collected from all processing plants at most once every 3 years.

Schedule B is the “Emergency Status Report”, which will only be activated during an emergency situation that impacts the supply of natural gas to consumers. Schedule B will be collected only from those processing plants in the area where the natural gas supply disruption has occurred. The schedule of report submission will be specified in the notification e-mail, letter, fax or phone call. In addition, if it has been more than 1 year since Schedule A was submitted, respondents to Schedule B may also be asked to submit an updated Schedule A.

## 8. Specific Instructions

### Plant Identification

- EIA ID Number is a unique identifier provided by EIA.
- The plant address is the physical location of the plant. Do not use a P.O. Box or corporate address.

### Contacts

The primary and secondary contacts should be personnel with working knowledge of the plant, such as managerial personnel at the operating company. For example, the contact person should be able to provide capacity, flow, and pipeline data to EIA, as well as be able to describe any damage to the processing plant and to estimate restoration timeframes if there is damage to the plant. The phone, fax and email information should allow EIA to locate this person during an emergency. Because of the rapid turnaround of Schedule B, the secondary

contact will be contacted if the primary respondent cannot be reached by EIA within a reasonable timeframe.

#### Schedule A: Baseline Report

- **Dry natural gas:** Natural gas which remains after: 1) the liquefiable hydrocarbon portion has been removed from the gas stream (i.e., gas after lease, field, and/or plant separation); and 2) any volumes of nonhydrocarbon gases have been removed where they occur in sufficient quantity to render the gas unmarketable. Note: Dry natural gas is also known as consumer-grade natural gas. The parameters for measurement are cubic feet at 60 degrees Fahrenheit and 14.73 pounds per square inch absolute.
- **Natural gas liquids (NGL):** Those hydrocarbons in natural gas that are separated from the gas as liquids through the process of absorption, condensation, adsorption, or other methods in gas processing or cycling plants. Generally such liquids consist of propane and heavier hydrocarbons and are commonly referred to as lease condensate, natural gasoline, and liquefied petroleum gases. Natural gas liquids include natural gas plant liquids (primarily ethane, propane, butane, and isobutane) and lease condensate (primarily pentanes produced from natural gas at lease separators and field facilities.)
- **Pipeline Type:** Indicate by checking the appropriate boxes, whether the pipeline enters or exits the plant and if the pipeline transports wet gas, processed gas or liquids.
- **Primary Pipeline(s):** Primary pipelines are the largest capacity pipelines that are connected, either entering or exiting the processing plant.
- **Wet natural gas:** A mixture of hydrocarbon compounds and small quantities of various nonhydrocarbons existing in the gaseous phase or in solution with crude oil in porous rock formations at reservoir conditions. The principal hydrocarbons normally contained in the mixture are methane, ethane, propane, butane, and pentane. Typical nonhydrocarbon gases that may be present in reservoir natural gas are water vapor, carbon dioxide, hydrogen sulfide, nitrogen and trace amounts of helium. Under reservoir conditions, natural gas and its associated liquefiable portions occur either in a single gaseous phase in the reservoir or in solution with crude oil and are not distinguishable at the time as separate substances. *Note:* The Securities and Exchange Commission and the Financial Accounting Standards Board refer to this product as natural gas.

#### Schedule B: Emergency Status Report

Complete Schedule B only in response to EIA's request for information.

If the plant has no capacity constraints or operating constraints resulting from the supply emergency, please check the boxes labeled NONE in Part 5. If there are capacity or operating constraints, only check or indicate constraints that have arisen since <EVENT X> occurred. Check all conditions that apply.

- Internal Constraints are defined as conditions of the physical plant facility, including the complex of structures, machinery and associated equipment, and/or operating personnel that result in a reduction in the plant's current operating capacity. Internal constraints include:
  - Building infrastructure including damage to physical plant buildings and facilities;
  - Employee or operator availability, or physical access to the plant is reduced or eliminated;
  - Damage to electronic or operational equipment that either reduce or remove the ability to operate the plant;
  - Communications, including SCADA systems, telecommunications and interpersonal communication devices necessary to operate the plant are damaged;
  - Debris or foreign matter is present at the processing plant as a result of <EVENT X>, and is limiting plant capacity;
  - Flooding or water damage;
  - Other constraints of the processing plant, not listed above, that have reduced the processing capacity of the plant. For instance, if there is a reduction in the plant's capability to generate electricity, please note it here.
  - None – There are no limitations on plant capacity caused by conditions of the physical plant facility. None of the conditions listed above, apply.
- External Constraints are defined as conditions that are external to processing plant, the complex of structures, machinery and associated equipment, that reduce the operating capability of the plant to processing natural gas. External constraints include:
  - Upstream supply constraints such as pipeline supplies to the plant have been reduced since <EVENT X>;
  - Downstream infrastructure constraints including a reduction in the capacity of natural gas and/or liquids pipeline(s) exiting the plant, or the capacity of downstream fractionators or other facilities to take the products from the processing plant;
  - Downstream demand reduction resulting from <EVENT X>, for example, an industrial facility that typically consumes the processed products may have been damaged by <EVENT X> leading to a decrease in demand.
  - Power source including reduced electricity available from outside the plant. (Constraints in self-generated electrical power should be listed above, under internal constraints – Other.)

### Current Post-Emergency Plant Restoration

Complete Part 6, Current Estimate of Plant Restoration, if the operational status of your plant has been affected by <EVENT X>, *and* you have indicated in Part 5 that there are internal constraints. This section refers to the recovery of, at least, the dehydration function of the plant. Once the dehydration function has been fully restored to pre-event levels, Part 6 does not need to be completed. If you need to change any of the information previously reported, please indicate the revision in the area in Part 6 provided for response explanations, and provide a reason for the revision.

### 9. Provisions Regarding Confidentiality of Information

The information reported on Form EIA-757 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 Department of Energy (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 DOE component; 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.

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

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.

### 10. Sanctions

The timely submission of Form EIA-757 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 each day for each violation, or a fine of not more than \$5,000 for each willful violation.