

EIA-857 Protocol: Monthly Report of Natural Gas Purchases and Deliveries to Consumers

Pre-form

Thank the respondent for their participation

Introduce everyone at the table

Explain each person's role

Before we begin let me explain a little bit about why we are here:

- (As you may remember) Last spring we visited with several companies who currently complete the EIA-857 and did some preliminary research on some of the data we receive.
- Using that information, we have developed a new question and some new reporting instructions, however, before we put them on the form and collect the new data from everyone, we want to make sure that respondents understand the question and can report the information.
- This is why we've asked for both the person who fills out the form and the person who provides the information for the form to be present in the meeting.

Now, I'd like to explain a little bit about what were going to do.

- First, I'm going to show you the new instructions and the new question and ask you to interpret them
- After you've looked at the new materials, I'll ask you a couple questions about them and we'll gather your input on the new item
- Now before we begin I just wanted to mention that there is no right or wrong answers to these questions. We are looking to understand how you complete this form and what information you currently have in your records and not knowing any answer or not understand something is important information for us to know

Ask to tape record

- Recording is only listened to by people directly related to this project
- Primarily used by us to write our final report which will not contain any identifying information
- After I turn on the recorder I'll ask you to say your name, date, and that it is okay to record

Okay, let's begin

- Provide respondents with a copy of the new form

Line 1: City Gate

Can you tell me in your own words what line 1 is asking for?

- What is included in your city gate purchased volumes?
- What about storage? (it should be excluded)
 - o If included: EIA wants you to exclude storage from your city gate volume – is it possible to exclude it? What would you have to do in order to exclude it?
- Do your suppliers bill you on a calendar month basis or some other basis?
 - o If some other basis: EIA wants you to report city gate information on a calendar basis – could you report the volume and cost data on a calendar basis? What would you have to do in order to report in this manner?

Line 2: Sendout (Provide respondent with instructions for line 2 only)

Next I'm going ask you to read these instructions and the question on line 2 and again tell me in your own words what you think this item is asking?

- Can you tell me in your own word what the word "sendout" means to you?
 - o If they don't know: Who or in what department would you ask?
- Where is that information kept – who knows this information
- Do you deliver to any storage facilities?
 - o If yes: is that included in your sendout number? (should answer no)
 - o If yes: EIA wants you to exclude storage – would you be able to do that? What process would you have to go through to eliminate storage from your sendout numbers?
 - o If yes: Where are the storage facilities located? (Are they after the city gate?)
- Do you deliver to any pipelines?
 - o If yes: is that included in your sendout number? (should answer no)
 - o If yes: EIA wants you to exclude pipelines – would you be able to do that? What process would you have to go through to eliminate storage from your sendout numbers?
- Is there anything else included in your sendout volume besides deliveries to consumers?
 - What about packing the lines?

Line 3-12: Natural Gas Deliveries: New Respondent

Can you tell me in your own words what lines 3-12 are asking for?

- What period of time does your sector volumes represent? Via billing data or some other method?
- What kind of time periods are the meters read for residential and commercial customers?
- What about industrial and electric power?

(Provide respondent with instructions for lines 3-12)

Can you tell me in your own words what these instructions mean?

Line 3-12: Natural Gas Deliveries: Old Respondent (Provide respondent with instructions for lines 3-12)

Can you tell us in your own words what these instructions mean?

If last time respondent told us that they reported on a calendar month: Keep up the good work!

If last time the respondent told us that they reported on a billing cycle:

- o EIA wants you to on a calendar basis – could you report the volume and cost data on a calendar basis? What would you have to do in order to report in this manner?

Ask if anyone else has any questions

Thank you for participating