

EIA-815 MONTHLY BULK TERMINAL AND BLENDER REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-815 after reading the instructions, please contact the Survey Manager at (202) 586-3536.

PURPOSE

The Energy Information Administration (EIA) Form EIA-815, "Monthly Bulk Terminal and Blender Report," is used to collect data on the operations of all bulk terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions. A summary of the data appear on EIA's website at www.eia.doe.gov and in numerous government publications.

WHO MUST SUBMIT

Form EIA-815 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 9-275) and must be completed by the operators of all bulk terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions.

A bulk terminal is primarily used for storage, marketing, and often blending of petroleum products and has a total bulk storage capacity of 50,000 barrels or more, and/or receives petroleum products by tanker, barge, or pipeline. Bulk terminals associated with product pipelines should be reported on Form EIA-815.

WHEN TO SUBMIT

Form EIA-815 must be received by the EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-815 covering the January 2010 report period must be received by February 20, 2010).

HOW TO SUBMIT

Instructions on how to report via fax, secure file transfer, or e-mail are printed on PART 2 of Form EIA-815.

- **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

- Enter the year and month. The monthly report period begins at 12:01 a.m. on the first day of the month and ends midnight of the last day of the month.
- 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 of the reporting company.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the terminal site name.
- Enter the Terminal Control Number (TCN) used for identification of terminals and other facilities in the IRS ExSTARS system.
- Enter the physical address of the reporting company.

- Enter the mailing address of the Contact. (Note: If the physical address and mailing address are the same, provide the information only for the physical address.)
- 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

Submission

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 a previously reported 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.

Enter only those data cells which are affected by the changes. You are not required to file a complete form when you resubmit.

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

PART 3. TERMINAL ACTIVITY

The Form EIA-815 collects beginning stocks, receipts, inputs, production, shipments, fuel use and loss, and ending stocks of selected products at bulk petroleum products storage terminals. Input and production data reflect product blending and reclassification activity. Reported quantities should reflect a material balance such that beginning stocks plus receipts minus inputs plus production minus shipments minus fuel use and loss minus ending stocks equal zero. Minimal line imbalances due to rounding are acceptable. In addition, total input must equal total production with any gains or losses reported as Code 911. Data contributing to line imbalances and/or gains and losses exceeding 5 thousand barrels should be checked for accuracy and will very likely prompt a follow-up call from EIA.

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 for only those lines which are applicable to your operation. If there are no data for a specific line, leave the entire line blank. Shaded cells on the form are those in which data are not currently required to be reported.
- **Report** inputs and production for each applicable product, except where shaded. All applicable products are to be.

Stocks (Beginning and End of Month)

- **Report** beginning stocks as of midnight of the last day of the month prior to the current report month. Report ending stocks as of midnight of the last day of the current report month. All stocks should be corrected to 60°F less basic sediment and water (BS&W).
- **Report** all stocks in the custody of the terminal regardless of ownership. Reported stock quantities should represent actual measured inventories.
- **Report** all domestic and foreign stocks held at the terminal and in transit thereto, except product in transit by pipeline. Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-812, "Monthly 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 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** stocks in underground storage associated with the terminal.

Receipts During the Month

Report all receipts at the terminal including product quantities in transit by tanker, barge, rail, or truck. Exclude from receipts any products in transit by pipeline until after the products are actually received at the terminal. **Input During the Month**

Report as input any finished product, blending component, oxygenate, or other material blended or reclassified to a different product. Examples of quantities to report as input include Reformulated Blendstock for Oxygenate Blending (RBOB) and Fuel Ethanol blended to produce finished reformulated motor gasoline, and kerosene blended with distillate fuel oil.

Report input whether blending or product reclassification takes place due to transfers of products between tanks, through in-line blending systems, or by splash blending in trucks or rail cars.

Report as input any Distillate Fuel Oil to be reclassified to a different sulfur category as well as any Distillate Fuel Oil, Kerosene, or Kerosene-Type Jet Fuel being reclassified to a different product code (see Reclassification of Inventory discussed later in these instructions).

Report gross input for each item listed on the survey form except where shaded. Do not “net out” the inputs by reporting the difference between inputs and production.

Production During the Month

Report as production any finished product or blending component blended or reclassified from inputs reported on Form EIA-815. Examples of production to report on Form EIA-815 include Finished Reformulated Motor Gasoline blended from input of RBOB and Fuel Ethanol, and the increase in distillate fuel oil volume resulting from blending kerosene.

Report production whether blending or product reclassification took place due to transfers of products between tanks, through in-line blending systems, or by splash blending in trucks or rail cars.

Report as production any Distillate Fuel Oil reclassified from a different sulfur category as well as any Distillate Fuel Oil, Kerosene, or Kerosene-Type Jet Fuel reclassified from a different product code (see Reclassification of Inventory discussed later in these instructions).

Report gross production for each item listed on the survey form except where shaded. Do not “net out” production by reporting the difference between production and input.

Report only production of fuel ethanol at the terminal resulting from blending of denaturant (finished gasoline, motor gasoline blending components, or pentanes plus) with undenatured fuel-grade ethanol.

Total Input and Total Production

When Form EIA-815 is completed correctly, every input barrel should have a corresponding production barrel. Therefore, total input should equal total production reported for Code 999. Small variances may exist due to rounding, measurement, gains, and losses. These variances are reported using Code 911. Quantities reported for Code 911 balance total input and total production. Reports with variances exceeding 5 thousand barrels should be checked for accuracy and will very likely prompt a follow-up call from EIA.

Shipments During the Month

Report all shipments, including intracompany shipments to other storage facilities, refineries, chemical plants or fractionating facilities. Inputs to onsite petrochemical plants should be reported as shipments from the terminal.

Fuel Use and Losses During the Month

Report all nonprocessing losses (e.g., spills, fire losses, contamination, etc.) by product. Include petroleum products used as fuel at the terminal.

Exclude fuel use at petrochemical facilities located at the same site as the terminal.

Reclassification of Inventory

Report a finished product that is reclassified as a different finished product or as an unfinished oil 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, if you produce 10,000 barrels of kerosene during January and have it in storage at the end of the month, this quantity is to be reported as “Production” of Kerosene (Code 311) on the January report. If during February the intended use of the 10,000 barrels of kerosene is changed to Kerosene-Type Jet Fuel, report this reclassification by reporting the 10,000 barrels as “Input” of Kerosene (Code 311) and as “Production” of Kerosene-Type Jet Fuel (Code 213).

Liquefied Gases

Report inputs of selected natural gas plant liquids and liquefied refinery gases (i.e. normal butane, butylene, isobutane, isobutylene, and pentanes plus) on their individual product lines as well as totals on the line for Natural Gas Plant Liquids and Liquefied Refinery Gases, TOTAL (Code 242).

Report ending stocks of all liquefied gases on their individual product lines as well as of totals on the line for Natural Gas Plant Liquids and Liquefied Refinery Gases, TOTAL (Code 242).

Gasoline Treated as Blendstock (GTAB)

When GTAB is tested at the terminal and is certified as a finished motor gasoline where no further blending or treatment such as adding oxygenates is required, report GTAB as follows:

Report the quantity of GTAB that is certified as a finished product as an input of “GTAB” and report an equal volume of the appropriate finished motor gasoline as a “Production” of the finished motor gasoline that it has been certified.

Report input of GTAB and other material such as Fuel Ethanol and then production of Finished Motor Gasoline or another Motor Gasoline Blending Component in cases where GTAB is blended with another material to produce a new product.

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.

The data collected on Form EIA-815, "Monthly Bulk Terminal and Blender Report," is used to report aggregate statistics on and conduct analyses of the motor gasoline blending activity at terminals.

SANCTIONS

The timely submission of Form EIA-815 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. 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 3 hours and 55 minutes per response. This includes the time for 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.