

## EIA-816 MONTHLY NATURAL GAS PLANT LIQUIDS REPORT INSTRUCTIONS

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### QUESTIONS

If you have any questions about Form EIA-816 after reading the instructions, please contact the Survey Manager at (202) 586-2992.

### PURPOSE

The Energy Information Administration (EIA) Form EIA-816, "Monthly Natural Gas Liquids Report," is used to collect data on the operations of natural gas processing plants and end-of-month stocks of fractionators. A summary of the data appear on EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov) and in numerous government publications.

### WHO MUST SUBMIT

Form EIA-816 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 all facilities that extract liquid hydrocarbons from a natural gas stream (natural gas processing plant) and/or separate a liquid hydrocarbon stream into its component products (fractionator).

### WHEN TO SUBMIT

Form EIA-816 must be received by the EIA by the 20<sup>th</sup> calendar day following the end of the report period (e.g., the Form EIA-816 covering the January 2010 report period must be received by February 20, 2010).

### HOW TO SUBMIT

Instructions on how to report via mail, facsimile, secure file transfer, or e-mail are printed on PART 2 of form EIA-816

- **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 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 below:

- Go to EIA's website at [www.eia.doe.gov](http://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

#### PART 1. RESPONDENT IDENTIFICATION DATA

- Enter the year and month. The monthly report period begins at 12:01 a.m. EST 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 site name of the facility.
- 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 Part 3.

## SPECIFIC INSTRUCTIONS

### PART 3. NATURAL GAS LIQUIDS ACTIVITY

[Definitions](#) of petroleum products and other terms are available on our website. Please refer to these definitions before completing the survey form.

**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.

#### Natural Gas Processing Plants

**Report** for each natural gas liquid identified on the form, beginning and end-of-month stocks, receipts, inputs, production, shipments, and refinery fuel use and losses during the month, except where shaded.

**Note:** Ending stocks for each of the natural gas liquids identified on the form must be equal to the following: beginning stocks + receipts - inputs + production - shipments - plant fuel use and losses during the month.

#### Fractionators

**Report** only end-of-month stocks for each of the products identified on the form.

**Note:** If the fractionation facility also has isomerization units, report inputs and production of the products being converted.

**Report** all mixes of natural gas plant liquids (including unfractionated streams) by the individual components as determined by chemical analysis (i.e., ethane, propane, normal butane, isobutane, and pentanes plus).

#### Combined Operations (Natural Gas Processing Plants and Fractionators)

Operators of natural gas processing plants that also operate a fractionator at the same location/facility are required to file a separate Form EIA-816 for each of these processes. Use the preceding instructions to prepare one Form EIA-816 as a natural gas processing plant and one Form EIA-816 as a fractionator. Designate whether the report is for a gas processing plant or a fractionator in Part 1 on the line labeled "Site Name."

#### Stocks (Beginning and End of Month)

**Report** all stocks in the **custody** of the facility regardless of ownership. Reported stock quantities should represent actual measured inventories.

**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).

**Note:** For natural gas processing plants only, stocks at the beginning of the month are to be the same as those reported as end-of-month stocks on the report for the preceding month.

**Note:** Fractionators are only required to report end-of-month stocks.

**Report** all domestic and foreign stocks held at facilities and in transit thereto, except those 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, entry through Customs is said to occur on:

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.

#### Receipts During Month

**Report** all receipts at the facility and in transit thereto, using the same criteria as those used to report stocks. Include intra-company transactions.

#### Inputs During Month

**Report** only inputs of normal butane being converted by an isomerization process into isobutane.

## **Production During Month**

**Report** production during the month by individual components as determined by chemical analysis (i.e., ethane, propane, normal butane, isobutane, and pentanes plus).

**Report** as production during the month the quantity of product converted through isomerization into a different product.

## **Shipments During Month**

**Report** all shipments, including intracompany shipments to other plants, storage facilities, refineries, chemical plants or fractionating facilities.

## **Plant Fuel Use and Losses During Month**

**Report** products consumed at the facility for all purposes.

**Report** all nonprocessing losses (e.g., spills, fire losses, contamination, etc.) by 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-816, "Monthly Natural Gas Liquids Report," is used to report aggregate statistics on and conduct analyses of the operation of U.S. natural gas processing plants and fractionators.

## **SANCTIONS**

The timely submission of Form EIA-816 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 1 hour and 35 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.