

EIA-812 MONTHLY PRODUCT PIPELINE REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-812 after reading the instructions, please contact the Survey Manager at (202) 586-2992.

PURPOSE

The Energy Information Administration (EIA) Form EIA-812, "Monthly Product Pipeline Report," is used to collect data on end-of-month stocks and movements of petroleum products transported by pipeline. 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-812 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 product pipeline companies that carry petroleum products (including interstate, intrastate, and intracompany pipelines) in the 50 States and the District of Columbia.

WHEN TO SUBMIT

Form EIA-812 must be received by the EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-812 covering the January 2010 report period must be received by February 20, 2010).

Form EIA-812 Semi Annual Storage Capacity Supplement must be received by the EIA by the 20th of April 2010 for the report period March 2010 and by the 20th of October 2010 for the report period September 2010.

HOW TO SUBMIT

Instructions on how to report via email, facsimile, or secure file transfer are printed on PART 2 of Form EIA-812.

- **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:

- Go to EIA's website at www.eia.doe.gov
- Click on Petroleum
- Click on *Petroleum Survey Forms* located in the *References* box on the right side of the page
- 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 year and month on each page. 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 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, facsimile 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 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 and contact information.

Comments

Report any unusual aspects of your operations during the current reporting period in the **Comments** section at the bottom of the form below Parts 1 and 2 on the cover page. Comments will be used in the validation process and should address any data anomalies that could raise questions requiring contact by survey staff for clarification. Comments will be protected in the same manner as other information reported on this form as described in detail in "Provisions Regarding Confidentiality of Information" following Part 5 of these instructions on Page 3.

SPECIFIC INSTRUCTIONS

PART 3. PRODUCT PIPELINE STOCKS

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** calculated volumes of products in lines (pipeline fill) and measured volumes of products in working, breakout, and trans-shipment tanks at the end of the report period by Petroleum Administration for Defense (PAD) Districts and Sub-PAD Districts. Use Table 1 to determine the PAD District classification of each State.
- **Exclude** stocks of petroleum products held in bulk terminals. Stocks held at bulk terminals, including bulk terminals operated by product pipeline companies, are reported on Form EIA-815 "Monthly Bulk Terminal and Blender Report".

Stocks

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

- **Report** stocks as of midnight of the last day of the report month, corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).
- **Report** stocks of mixed liquefied petroleum gases (including unfractionated streams) by the individual components (i.e., ethane, propane, normal butane, and isobutane) as determined by chemical analysis.
- All Other Oxygenates (Code 445) includes other aliphatic alcohols and aliphatic ethers intended for motor gasoline blending (e.g., isopropyl ether (IPE) or n-propanol).
- **Exclude** oxygenates as motor gasoline blending components unless they have been commingled with motor gasoline blending components.
- **Report** all domestic and foreign stocks held in pipelines and in working tanks and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

Table 1. State Classification

PAD DISTRICT 1		
SUB-PADD 1A	SUB-PADD 1B	SUB-PADD 1C
Connecticut	Delaware	Florida
Maine	Dist. Columbia	Georgia
Massachusetts	Maryland	N. Carolina
New Hampshire	New Jersey	S. Carolina
Rhode Island	New York	Virginia
Vermont	Pennsylvania	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

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 214, or 214A, "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.

PART 4. DIESEL FUEL DOWNGRADED

ULSD – (Code 465), “distillate fuel oil 15 ppm sulfur and under” is the same as ultra-low-sulfur diesel (ULSD), even in selected cases where the sulfur content may exceed 15 ppm. Ultra-low sulfur diesel fuel intended for transport by pipeline must satisfy pipeline specifications for sulfur content. Pipelines may specify sulfur content less than 15 ppm for ultra-low sulfur diesel.

Downgrading ultra-low sulfur diesel may result because the fuel encountered residual sulfur in the petroleum storage and transportation system (tanks, pipes, manifolds, valves, barges, etc.). Downgrading may also result from commingling ultra-low sulfur diesel fuel with other distillate products having sulfur content exceeding 15 ppm as with pipeline interface or transmix.

Report the volume of ultra-low sulfur diesel fuel (diesel fuel containing a maximum 15 parts per million (ppm) sulfur, EIA product Code 465) downgraded in pipelines and any associated storage terminals with inventory reported on Form EIA-812 “Monthly Product Pipeline Report” operated by your company.

Report only volumes downgraded while in custody of facilities operated by your company. Fuel in transit by water to a facility operated by your company is considered in custody of the destination facility.

Exclude fuel downgraded while in transit or stored by a pipeline **not operated by your company**.

Exclude from downgraded volumes any diesel fuel with sulfur content exceeding 15 ppm if the fuel met U.S. Environmental Protection Agency standards for ultra-low sulfur diesel and the fuel was handled and intended for sale as ultra-low sulfur diesel.

An example is ultra-low sulfur diesel fuel with sulfur content greater than 15 ppm but still within testing tolerance.

Report the volume downgraded regardless of whether the downgrading was intended or unintended.

Exclude from downgraded volumes any distillate fuel oil with sulfur content of 15 ppm or less if the fuel was never classified as ultra-low sulfur diesel because it was intended for transport by pipeline and the fuel exceeded the pipeline specification for sulfur content.

Recertified ULSD

It is possible for downgraded diesel fuel to be recertified as ultra-low sulfur diesel fuel by blending downgraded diesel fuel with ultra-low sulfur diesel fuel. In this case, the volume recertified by blending will be reported as negative downgraded volume. The volume of downgraded diesel fuel reported will be the net of downgraded volume (positive quantities) and recertified volume (negative quantities) at all of the facilities operated by your company. Recertified ultra-low sulfur diesel fuel may include volume that was downgraded at a facility operated by another company as long as the blending to recertify the fuel occurred at a facility operated by your company.

Exclude any fuel recertified by blending at facilities not operated by your company and diesel fuel blending activity not associated with downgraded ultra-low sulfur diesel fuel.

Report ultra-low sulfur diesel volumes downgraded even if some or all of the downgraded fuel will be reprocessed at a refinery and recertified as ultra-low sulfur diesel. In this case, the refinery will account for the recertified fuel volume rather than the pipeline operator.

Note: It is possible to report negative values for downgraded ULSD in cases where downgraded diesel fuel was recertified as ULSD.

Losses of ULSD

EIA considers losses of ULSD to be the same as downgraded volumes for reporting purposes. Downgraded volumes may be calculated as beginning stocks plus receipts minus shipments minus ending stocks. The following example illustrates how to calculate: A pipeline operator with ULSD begins a month with stocks of 100 thousand barrels; they receive 200 thousand barrels; they ship 250 thousand barrels and end the month with stocks of 40 thousand barrels. Downgraded ULSD reported to EIA would be calculated as 100 thousand barrels plus 200 thousand barrels minus 250 thousand barrels minus 40 thousand barrels which equals 10 thousand barrels downgraded.

PART 5. PRODUCT PIPELINE MOVEMENTS DURING THE MONTH BETWEEN PAD DISTRICTS

Report all movements of petroleum products between PAD Districts made by your company during the month.

Report intermediate movements for pipeline systems operating in more than two PAD Districts. For example, a shipment originating in PAD District 3, passing through PAD District 2, and terminating in PAD District 1, is reported as a movement from PAD District 3 to PAD District 2 and also from PAD District 2 to PAD District 1.

Transmix

Transmix is created when two different petroleum products (e.g. motor gasoline and distillate fuel oil) become commingled during pipeline transport. **Exclude** transmix from all quantities reported on Form EIA-812.

SEMI ANNUAL STORAGE CAPACITY SUPPLEMENT

Part 6. Pipeline and Storage Tank Access

Report pipeline and storage tanks access by PAD District.

- **Report** “E” if **all** pipelines and tanks in that PAD district are for the exclusive use of your company.
- **Report** “A” if your company leases any pipelines or storage tanks to third parties in that PAD district.
- **Report** “N” if no pipelines or tanks are operated by your company in that PAD district.

Part 7. Product Pipeline Tank Storage Capacity

Report in **thousand barrels** both working and shell storage capacity located in working, breakout and trans-shipment tanks for the products listed on the survey form.

Report storage capacity twice each year with monthly reports

for March and September.

Report working and shell underground and aboveground storage capacity.

Report swing tankage. Ensure that swing tankage is included in only one product or crude oil category.

Report storage capacity based on custody. Exclude any leased tankage at other facilities.

Report shell capacity for tanks in operation and idle tanks.

Working and Shell Storage Capacity are defined as:

Shell Storage Capacity - the design capacity of a petroleum storage tank which is always greater than or equal to working storage capacity.

Working Storage Capacity - shell storage capacity reduced to account for the following: tank bottoms, safe fill capacity, amount of brine storage available (for underground cavern storage), and changes in working inventory due to preparation for events such as hurricanes.

Shell capacity of **idle** tankage is the design capacity of tankage that was idle on March 31, for reasons other than programmed maintenance with plans for immediate return to service.

Tankage would be available for service within 90 days. Capacity should be reported under the same product as at the time of idling unless plans call for dedication to another product.

For floating roof tanks, bottoms are the volume required to keep the legs of the roof from touching the tank bottom.

Motor gasoline includes gasoline blending components.

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-812, "Monthly Product Pipeline Report," is used to report aggregate statistics on and conduct analyses of end-of-month stocks and movements of petroleum products by pipeline.

SANCTIONS

The timely submission of Form EIA-812 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 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.