

EIA-813 MONTHLY CRUDE OIL REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-813 after reading the instructions, please contact the Survey Manager at (202) 586-3536.

PURPOSE

The Energy Information Administration (EIA) Form EIA-813, "Monthly Crude Oil Report," is used to collect data on end-of-month stocks of crude oil, and movements of crude oil 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-813 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by companies which carry or store 1,000 barrels or more of crude oil. Included are:

- gathering and trunk pipeline companies (including interstate, intrastate, and intracompany pipelines),
- crude oil producers,
- terminal operators,
- storers of crude oil (except refineries), and
- companies transporting Alaskan crude oil by water in the 50 States and the District of Columbia.

WHEN TO SUBMIT

Form EIA-813 must be received by the EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-813 covering the January 2010 report period must be received by February 20, 2010).

Form EIA-813 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-813.

- 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 month and year. 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 to 4 on the first 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 4 of these instructions on Page 3.

SPECIFIC INSTRUCTIONS

- **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.

PART 3. STOCKS OF CRUDE OIL

- **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 all domestic and foreign stocks held in the custody of your company 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.

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.

Pipeline/Tank Farm Stocks (Code 056) - **Report** all domestic and foreign crude oil stocks held in pipelines and tank farms (associated with pipelines) and terminals operated by the reporting company in each PAD District. Include crude oil stocks at Cushing, Oklahoma with total Pipeline/Tankfarm Stocks of crude oil stocks in PAD District 2, and also report crude oil stocks at Cushing, Oklahoma separately using Code 053 as described below. Use Table 1 to determine the PAD District classification of each State.

Table 1. State Classification

PAD DISTRICT 1		
Connecticut	Maryland	Rhode Island
Delaware	Massachusetts	Pennsylvania
Dist. Columbia	New Hampshire	S. Carolina
Florida	New Jersey	Vermont
Georgia	New York	Virginia
Maine	N. Carolina	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

Cushing, Oklahoma Stocks (Code 053) - **Report** all domestic and foreign crude oil stocks held in tank farms operated by the reporting company in the Oklahoma counties of Lincoln, Payne, and Creek.

Lease Stocks (Code 057) - **Report** all crude oil stocks held on leases.

Alaskan Crude Oil in Transit by Water (Code 092) - **Report** all Alaskan crude oil stocks in transit by water between Alaska and the other States, the District of Columbia, Puerto Rico, and the Virgin Islands. Include stocks held at transshipment terminals in Alaskan Crude Oil in Transit (Code 092) rather than in PAD District 5 stocks. These stocks must be reported by the transporting company having custody of these stocks. Do not include these quantities in Code 056 or Code 057.

PART 4. STRATEGIC PETROLEUM RESERVE RECEIPTS OF DOMESTIC CRUDE OIL

Part 4 is completed only by the Strategic Petroleum Reserve of the U.S. Department of Energy. All other reporting companies skip this section of the survey form.

PART 5. MOVEMENTS OF CRUDE OIL BY PIPELINE BETWEEN PAD DISTRICTS DURING THE MONTH

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

Exclude 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 1.

SEMI ANNUAL STORAGE CAPACITY SUPPLEMENT

Report in **thousand barrels** both working and shell crude oil storage capacity located at tank farms by PADD.

Report storage capacity twice each year with monthly reports for March and September.

Report working and shell underground and aboveground storage capacity.

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.

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

Report storage capacity of tanks that your company leases to third parties as third party access.

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-813, "Monthly Crude Oil Report," is used to report aggregate statistics on and conduct analyses of end-of-month stocks and movements of crude oil by pipeline.

SANCTIONS

The timely submission of Form EIA-813 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 50 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.

Phase 2 Draft - NOT for Official Use