



MONTHLY NATURAL GAS MARKETER SURVEY FORM EIA-910 INSTRUCTIONS

PURPOSE

The Energy Information Administration (EIA) Form EIA-910, "Monthly Natural Gas Marketer Survey," is used to collect information on natural gas sales from marketers in selected States that have active customer choice programs. The EIA is requesting information on the volume and revenue for natural gas commodity sales, and any receipts for distribution charges and taxes associated with the sale of natural gas.

REPORTING REQUIREMENTS

Form EIA-910 must be completed by all natural gas marketers with residential and/or commercial customers in the States of Florida, Georgia, Illinois, Maryland, Michigan, New Jersey, New York, Ohio, Pennsylvania, Virginia, West Virginia, and the District of Columbia. These States have been selected based on the percentage of natural gas sold by marketers in the residential and commercial end-use sectors.

WHEN TO SUBMIT

Form EIA-910 must be filed with the EIA no later than 30 days after the end of the reporting period.

HOW TO REPORT

Instructions on where to report via mail, fax, secure file transfer, or email are printed on Form EIA-910.

SECURE FILE TRANSFER

Forms may be submitted through the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is an industry standard method to send information over the web using a secure, encrypted process. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. The Secure File Transfer System may be accessed through the following web address: <https://idc.eia.doe.gov/upload/noticeoog.jsp>.

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's web site at:

http://www.eia.doe.gov/oil_gas/natural_gas/survey_forms/nat_survey_forms.html

You can also access the materials by following these steps:

- Go to EIA's website at www.eia.doe.gov
- Click on the *Natural Gas* category (this takes you to EIA's natural gas information page).
- Click on the *Survey Forms* link located in the reference box in the lower right corner.
- Select the materials you want.

Files must be saved to your personal computer. Data cannot be entered interactively on the web site.

QUESTIONS

If you have any questions, please call (877) 800-5261. In correspondence pertaining to this report, please refer to your EIA Identification number.

HOW TO COMPLETE THE SURVEY FORM

Please provide up-to-date company information.

PART 1. RESPONDENT IDENTIFICATION DATA

Report Period: Enter the month and year for which you are reporting data (e.g., January 2008 should be 01 for January and 2008 for the year).

EIA ID Number: Enter the seven last digits of the 10-digit EIA ID number. In the event an identification number has not been assigned, leave the space blank and contact the EIA at (877) 800-5261, a number will then be assigned by the EIA.

Resubmissions: Enter an "X" in the resubmission box if you are correcting information previously reported. Enter only those data cells that are affected by the changes. You are not required to file a complete form when you resubmit. Revised reports are not required unless actual or corrected data vary more than plus (+) or minus (-) four percent from the data previously reported.

Company Name and Address: Enter the name and address of the company filing the report. If there has been a change since the last report, enter an "X" in the block.

Contact Information: Enter the name, telephone number, fax number, and e-mail address of the person to contact concerning the information on this report. The person listed should be the person most knowledgeable of the specific data reported. If there has been a change since the last report, enter an "X" in the block.

PART 2: SUBMISSION INFORMATION

Provides information for the four options available for submitting your completed Form EIA-910: (1) mail; (2) fax; (3) email; and (4) Secure File Transfer.

PART 3. NATURAL GAS SALES

SPECIFIC INSTRUCTIONS

Item 1. State: A separate form should be completed for each State in which your company has sales to residential and/or commercial end-use customers.

Items 2-5. Information should be provided for your residential and commercial customers as defined below in the definitions. Include sales under both firm and non-firm service contracts.

When reporting volumes in either Mcf or therms, please report flow data (i.e., the actual volumes that flowed to end-use customers in the reporting period). If flow data are not available at the survey due date, please provide your best estimate and any additional comments to assist us in evaluating your data submission.

DEFINITIONS

Residential: An energy-consuming sector that consists of living quarters for private households. Common uses of energy associated with this sector include space heating, water heating, air conditioning, lighting, refrigeration and cooking. The residential sector includes mobile homes and apartment buildings (whether privately owned or publicly subsidized) and excludes institutional living quarters.

Commercial: An energy-consuming sector that consists of service-providing facilities and equipment of: businesses; Federal, State, and local governments; and other private and public organizations, such as religious, social, or fraternal groups. The commercial sector includes institutional living quarters. It also includes sewage treatment facilities. Common uses of energy associated with this sector include space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a wide variety of other equipment. **Note:** This sector includes generators that produce electricity and/or useful thermal output primarily to support the activities of the above-mentioned commercial establishments. Vehicle fuel is not to be included in the commercial sector.

Mcf: 1,000 cubic feet.

Therm: 100,000 British thermal units (Btu).

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information you provide on Form EIA-910 will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A of Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents without your consent. By law, every EIA employee, as well as every agent, is subject to a jail term, a fine of up to \$250,000, or both if he or she discloses ANY identifiable information about you.

Disclosure limitation procedures are applied to the statistical data published from EIA-910 survey information to ensure that the risk of disclosure of identifiable information is very small.

SANCTIONS

The timely submission of Form EIA-910 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal 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 approved number. Public reporting burden for this collection of information is estimated to average 2 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, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.