

SAMPLE MONTHLY REPORT FORM INSTRUCTIONS

Importers and exporters of natural gas must file monthly reports on their activities, as required in DOE/FE Order No. 2464, dated February 1, 2008. Reports are required to contain certain information, but there is no requirement regarding the format for the monthly submissions. For the convenience of filers, the Office of Natural Gas Regulatory Activities is providing sample formats for reporting. This document contains column-by-column instructions for completing reports using the sample formats. Hard copies of the samples are provided as attachments, and electronic files containing them are available on the Office's website, at <http://www.fe.doe.gov/programs/gasregulation/index.html>.

There are seven (7) different sample reporting formats, corresponding to different import and export activities. If you choose to use one of the sample formats, please use the one that matches the activity you are reporting. If you are reporting more than one kind of activity (for example, both importing and exporting), please use different sample formats for each different activity.

The seven sample formats are contained in two groups, according to whether import/export activity is in gaseous (transportation by pipeline) or liquid (transportation by vessel or truck) form.

❖ Pipeline Natural Gas

- Natural Gas Imports by Pipeline into the U.S.
- Natural Gas Exports by Pipeline out of the U.S.
- In-Transit Natural Gas

❖ Liquefied Natural Gas (LNG)

- LNG Imports by Vessel into the U.S.
- LNG Exports by Vessel out of the U.S.
- LNG Imports by Truck into the U.S.
- LNG Exports by Truck out of the U.S.

The instructions below provide details on how to use each of the sample formats.

Natural Gas Imports by Pipeline

- (1) Country of Origin: Country from which natural gas is shipped to the U.S. Typically, this is the country where the gas is produced from wells.
- (2) Point of Entry into the US: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
- (3) Volume: Enter the volume in thousand cubic feet (Mcf). Make sure that you list the volume at the border and not at the point of purchase, unless the purchase occurs at the border. Provide separate volumes for each combination of point of entry, supplier, transporters, and markets served.
- (4) Average Price: List the price in U.S. \$/MMBtu at the border. In other words, include the cost of foreign transportation, but do not include the cost of transportation within the U.S. List the average price of each volume.
- (5) Supplier: List the company from which you purchased the natural gas that you imported into the U.S.
- (6) Foreign Transporter: List the name of the company/pipeline that transported the gas to the border. It is not necessary to list the transporter(s) involved before this one.
- (7) U.S. Transporter: List the name of the company/pipeline that received the gas at the border. It is not necessary to list the transporter(s) involved after this one.
- (8) Markets Served: If known, list the state where the imported gas is to be consumed. If the state is not known, list the U.S. Census Region. If the Census Region is not known, list at least the U.S. geographic area. For the purpose of this report, the U.S. geographic areas are Northeast, Midwest, South and West. Table 2 provides a listing of states in each geographic area.
- (9) Estimated Duration of Supply Contract: This information relates to the supplier listed in Column 5. Remember that short-term/blanket authorizations should only involve supply contracts with terms of less than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

Natural Gas Exports by Pipeline

- (1) Country of Destination: The country where natural gas is delivered after leaving the U.S.
- (2) Point of Exit from the US: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
- (3) Volume: Enter the volume in thousand cubic feet (Mcf). Make sure that you list the volume at the border and not at the point of purchase, unless the purchase occurs at the border. Provide separate volumes for each combination of point of entry, supplier, transporters, and markets served.
- (4) Average Price: List the price in U.S. \$/MMBtu at the border. In other words, include the cost of U.S. transportation up to the border, but do not include the cost of transportation outside of the U.S. List the average price of each volume.
- (5) Supplier: List the company from which you purchased the natural gas that you exported out of the U.S.
- (6) Foreign Transporter: List the name of the company/pipeline that picked up the gas at the border. It is not necessary to list the transporter(s) involved after this one.
- (7) U.S. Transporter: List the name of the company/pipeline that transported the gas to the border. It is not necessary to list the transporter(s) involved before this one.
- (8) Estimated Duration of Supply Contract: This information relates to the supplier listed in Column 5. Remember that short-term/blanket authorizations should only involve supply contracts with terms of less than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

In-Transit Natural Gas (Pipeline)

In-Transit gas is gas that is just transported through another country without being consumed there. An example is gas that is imported from Canada into the U.S. at one border point and transported across the U.S. to another border point, where it is exported back to Canada, without being consumed in the U.S.

- (1) Origin and Final Destination Country: Since this is an in-transit transaction, the origin and final destination country should be the same. The country may be the U.S. or another country.
- (2) Transit Country: The country through which the gas is transported before returning to the origin country. The country may be the U.S. or another country.
- (3) Initial Border Crossing Point: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
- (4) Foreign Transporter at Initial Border Crossing: List the name of the non-U.S. company/pipeline that transported the gas at the point where it crossed from the origin country into the transit country. It is not necessary to list the transporter(s) involved before/after this one.
- (5) U.S. Transporter at Initial Border Crossing: List the name of the U.S. company/pipeline that transported the gas at the point where it crossed from the origin country into the transit country. It is not necessary to list the transporter(s) involved before/after this one.
- (6) Final Border Crossing Point: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
- (7) Foreign Transporter at Final Border Crossing: List the name of the non-U.S. company/pipeline that transported the gas at the point where it crossed back into the origin country. It is not necessary to list the transporter(s) involved before/after this one.
- (8) U.S. Transporter at Final Border Crossing: List the name of the U.S. company/pipeline that transported the gas at the point where it crossed back into the origin country. It is not necessary to list the transporter(s) involved before/after this one.
- (9) Volume: List the volume in thousand cubic feet (Mcf) at the border. Even though the volume at the final border crossing will be lower due to fuel use, listing just one volume is sufficient for an in-transit transaction. Either volume may be listed.

LNG Import by Vessel

- (1) Delivery Date: List the date that the LNG cargo was delivered to the U.S. LNG receiving terminal.
- (2) Country of Origin: Country from which LNG is shipped to the U.S. Typically, this is the country where the gas is produced from wells.
- (3) Supplier: List the name of the company from which the LNG was purchased. If there was a middleman involved in the purchase (such as a company affiliate), list the original seller, as well.
- (4) Cargo Volume: List the volume in thousand cubic feet (Mcf).
- (5) U.S. Receiving Terminal: The LNG receiving facility in the U.S. where the cargo is delivered.
- (6) Landed Price: The landed price should include the price of the LNG, the transportation cost to the U.S. terminal, and the cost of offloading the LNG. The price should be listed in U.S. \$/per MMBtu.
- (7) LNG Vessel Name: The name of the vessel carrying the shipment of LNG from the Country of Origin to the U.S.
- (8) Specific Purchaser/End-User: List the names of the party(s) to which the LNG was sold by your company (the importer).
- (9) Geographic Markets Served: If known, list the state where the imported gas is to be consumed. If the state is not known, list the U.S. Census Region. If the Census Region is not known, list at least the U.S. geographic area. For the purpose of this report, the U.S. geographic areas are Northeast, Midwest, South and West. Table 2 provides a listing of states in each geographic area.
- (10) Estimated Duration of Supply Contract: This relates to the supplier listed in Column 3. Remember that short-term/blanket authorizations should only involve supply contracts with terms of less than two years. Anything more than two years is considered a long-term contract and needs a long-term authorization.

LNG Export by Vessel

- (1) Departure Date: List the date that the LNG vessel left the U.S. export terminal.
- (2) Country of Destination: The country where LNG is delivered after leaving the U.S.
- (3) Supplier: List the company from which the natural gas being exported was purchased.
- (4) Cargo Volume: List the volume of the exported cargo of LNG in thousand cubic feet (Mcf).
- (5) U.S. Export Terminal: The LNG shipping facility in the U.S. where the LNG vessel is loaded and departs for the destination country.
- (6) Delivered Price: List the delivered price of the LNG in U.S. \$/MMBtu. The delivered price includes the price of the LNG plus the cost of the maritime transportation to the foreign receiving terminal.
- (7) LNG Vessel Name: The name of the vessel carrying this shipment of LNG from the Country of Origin to the U.S.
- (8) Specific Purchaser/End-User: List the names of the party(s) to which the LNG was sold by your company (the exporter).
- (9) Estimated Duration of the Supply Contract: This information relates to the supplier listed in Column 3. Remember that short-term/blanket authorizations should only involve supply contracts with terms of less than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

LNG Imports by Truck

- (1) Country of Origin: Country from which LNG is trucked to the U.S.
- (2) International Point of Entry: Name of the border crossing point. For transportation by truck, this is the name of the border town or other geographic name used to refer to the road crossing between the countries. List the U.S. side name.
- (3) Volume: List the volume at the border in thousand cubic feet (Mcf).
- (4) Price: List the price in U.S. \$/MMBtu at the U.S. border. In other words, include the cost of foreign transportation up to the U.S. border, but do not include the cost of transportation within the U.S.
- (5) Supplier: List the supplier from which the LNG was purchased.
- (6) U.S. Truck/Transporter: List the name of the company that transported the LNG in the U.S.
- (7) Geographic Markets Served: If known, list the state where the imported gas is to be consumed. If the state is not known, list the U.S. Census Region. If the census region is not known, list at least the U.S. geographic area. For the purpose of this report, the U.S. geographic areas are Northeast, Midwest, South and West. Table 2 provides a listing of states, Census Regions, and areas.
- (8) Estimated Duration of Supply Contract: This information relates to the supplier listed in Column 5. Remember that short-term/blanket authorizations should only involve supply contracts with terms of less than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

LNG Exports by Truck

- (1) Country of Destination: The country where the LNG is delivered after leaving the United States.
- (2) International Point of Exit: Name of the border crossing point. For transportation by truck, this is the name of the border town or other geographic name used to refer to the road crossing between the countries. List the U.S. side name.
- (3) Volume: List the volume at the border in thousand cubic feet (Mcf).
- (4) Price: List the price in U.S. \$/MMBtu at the U.S. border. In other words, include the cost of U.S. transportation up to the border, but do not include the cost of transportation after the LNG leaves the U.S.
- (5) Supplier: List the supplier from which the LNG was purchased.
- (6) U.S. Truck/Transporter: List the name of the company that transported the LNG in the U.S.
- (7) Specific Purchaser/End-User: List the names of the party(s) to which the LNG was sold by your company.
- (8) Estimated Duration of Supply Contract: This information relates to the supplier listed in Column 5. Remember that short-term/blanket authorizations should only involve supply contracts with terms of less than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

Table 1: Points of Entry/Exit and Transporters

U.S. Point of Entry/Exit	Corresponding Canadian/Mexican Point of Entry/Exit	U.S. Transporter	Foreign Transporter
Alamo, Texas	Reynosa, Tamaulipas	Tennessee Gas Pipeline	PEMEX Pipeline
Babb, Montana	Cardston, Alberta (Carway)	Montana Power Company	Canadian-Montana Pipeline Company
Baudette, Minnesota	Rainy River, Ontario	Centra Minnesota Pipelines	Centra Transmission, Inc.
Calais, Maine	St. Stephen, New Brunswick	Maritimes & Northeast Pipeline U.S.	Maritimes & Northeast Pipeline Canada
Calexico, California	Mexicali, Baja California	SoCalGas	DGN Pipeline
Champlain, New York	Napierville, Quebec	North Country Gas Pipeline	TransCanada PipeLines, Ltd.
Clint, Texas	Ciudad Juarez, Coahuila	Samalayuca Pipeline	PEMEX Pipeline
Del Rio, Texas	Acuña, Coahuila	West Texas Gas, Inc.	PEMEX Pipeline
Detroit, Michigan	Windsor, Ontario (Ojibway)	Panhandle Eastern Pipeline	Union Gas Limited
Douglas, Arizona	Naco, Sonora	El Paso Natural Gas Company	PEMEX Pipeline
Eagle Pass, Texas	Piedras Negras, Coahuila	West Texas Gas, Inc.	PEMEX Pipeline
		Reef International Pipeline	PEMEX Pipeline
Eastport, Idaho	Kingsgate, British Columbia	PG&E Gas Transmission Northwest	TransCanada Pipelines/Alberta Natural Gas/Foothills
El Paso, Texas	Ciudad Juarez, Coahuila	Norteno Pipeline	PEMEX Pipeline
Grand Island, New York	Chippawa, Ontario	Empire State Pipeline	TransCanada PipeLines, Ltd.
Harve, Montana	Loomis, Saskatchewan (Willow Creek)	Havre Pipeline	Many Islands Pipe Line Company
Hidalgo, Texas	Reynosa, Tamaulipas	Texas Eastern Pipeline	PEMEX Pipeline
Highgate Springs, Vermont	Phillipsburg, Quebec	Vermont Gas Systems	TransCanada PipeLines, Ltd.
International Falls, Minnesota	Fort Frances, Ontario	Centra Minnesota Pipelines	Centra Transmission, Inc.
Marysville, Michigan	Sarnia, Ontario	Bluewater Pipeline	Union Gas Limited
Massena, New York	Cornwall, Ontario	St. Lawrence Gas Company	Niagara Gas Transmission
McAllen, Texas	Reynosa, Tamaulipas	Kinder Morgan Border Pipeline	PEMEX Pipeline
Niagara Falls, New York	Niagara Falls, Ontario	Tennessee Gas Pipeline	TransCanada PipeLines, Ltd.
		National Fuel Gas Supply Corporation	TransCanada PipeLines, Ltd.
Noyes, Minnesota	Emerson, Manitoba	Great Lakes Gas Transmission Company	TransCanada PipeLines, Ltd.
		Viking Gas Transmission Company	TransCanada PipeLines, Ltd.
Ogilby, California	Algodones, Baja California	North Baja Pipeline	Gasaducto Bajanorte
Otay Mesa, California	Rosarito, Baja California	San Diego Gas & Electric	Sempra Energy International
Penitas, Texas	Arguelles, Tamaulipas	GulfTerra Pipeline	PEMEX Pipeline
Pittsburg, New Hampshire	East Hereford, Quebec	Portland Natural Gas Transmission	TransQuebec & Maritimes Pipeline

Table 1: Points of Entry/Exit and Transporters

U.S. Point of Entry/Exit	Corresponding Canadian/Mexican Point of Entry/Exit	U.S. Transporter	Foreign Transporter
Port of Del Bonita, Montana	Del Bonita, Alberta (Reagan Field)	Montana Power Company	Canadian-Montana Pipeline Company
Port of Morgan, Montana	Monchy, Saskatchewan	Northern Border Pipeline	Foothills Pipe Lines, Ltd.
Portal, North Dakota	North Portal, Saskatchewan	Williston Basin Interstate Pipeline Co.	WBI Canadian Pipelines, Ltd./TransGas Limited
		Interenergy Sheffield Pipeline	Interenergy Sheffield Processing Company
		Portal Municipal Gas	SaskEnergy Inc.'s Pipeline
Rio Bravo, Texas	Rio Bravo, Tamaulipas	Tennessee Gas Pipeline	Gasoducto Del Rio
Roma, Texas	Monterrey, Nuevo Leon	Kinder Morgan Texas Pipeline	PEMEX Pipeline
Sault Ste. Marie, Michigan	Sault Ste. Marie, Ontario	Great Lakes Gas Transmission Company	TransCanada PipeLines, Ltd.
Sherwood, North Dakota	Elmore, Saskatchewan	Alliance Pipeline U.S.	Alliance Pipeline Canada
St. Clair, Michigan	Sarnia, Ontario	Great Lakes Gas Transmission Company	TransCanada PipeLines, Ltd.
	St. Clair, Ontario	Michigan Consolidated	Union Gas Limited
	Courtright, Ontario	Vector U.S.	Vector Canada
	Corunna, Ontario	ANR	ANR/Link Pipeline
Sumas, Washington	Huntingdon, British Columbia	Northwest Pipeline	Westcoast Energy Inc. Pipeline
		Sumas Pipeline U.S.A.	Westcoast Energy Inc. Pipeline
		Sumas International Pipeline	Westcoast Energy Inc. Pipeline
		Sumas-Cascade Pipeline	Westcoast Energy Inc. Pipeline
		Ferndale Pipeline	Westcoast Energy Inc. Pipeline
Sweetgrass, Montana	Sierra, Alberta	Sierra Pipeline	Knappen Border Pipeline
Waddington, New York	Iroquois, Ontario	Iroquois Gas Transmission	TransCanada PipeLines, Ltd.
Warroad, Minnesota	Sprague, Manitoba	Centra Minnesota Pipelines	Centra Transmission, Inc.
Whitlash, Montana	Aden, Alberta	Montana Power Company	Canadian-Montana Pipeline Company

Table 2: U.S. Geographic Areas and Census Regions

Census Region 1: Northeast Area		
<u>Division 1:</u> <u>New England</u> Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	<u>Division 2:</u> <u>Middle Atlantic</u> New Jersey New York Pennsylvania	
Census Region 2: Midwest Area		
<u>Division 3:</u> <u>East North Central</u> Indiana Illinois Michigan Ohio Wisconsin	<u>Division 4:</u> <u>West North Central</u> Iowa Kansas Minnesota Missouri Nebraska North Dakota South Dakota	
Census Region 3: South Area		
<u>Division 5:</u> <u>South Atlantic</u> Delaware District of Columbia Florida Georgia Maryland North Carolina South Carolina Virginia West Virginia	<u>Division 6:</u> <u>East South Central</u> Alabama Kentucky Mississippi Tennessee	<u>Division 7:</u> <u>West South Central</u> Arkansas Louisiana Oklahoma Texas
Census Region 4: West Area		
<u>Division 8:</u> <u>Mountain</u> Arizona Colorado Idaho New Mexico Montana Utah Nevada Wyoming	<u>Division 9:</u> <u>Pacific</u> Alaska California Hawaii Oregon Washington	