

EIA-809 WEEKLY OXYGENATE REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-809 after reading the instructions, please contact the Survey Manager at (202) 586-3307.

PURPOSE

The Energy Information Administration (EIA) Form EIA-809, "Weekly Oxygenate Report," is used to collect data on fuel ethanol production and end-of-week stocks. 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-809 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 facilities that produce fuel ethanol located in the 50 States and the District of Columbia.

WHEN TO SUBMIT

The Form EIA-809 must be received by the EIA by 5 p.m. Eastern Time on the Monday following the end of the report period (e.g., the "Weekly Oxygenate Report" covering the week ending January 1, 2010 must be received by 5 p.m. Eastern Time January 4, 2010).

HOW TO SUBMIT

Instructions on how to report via mail, facsimile, secure file transfer, or email are printed on PART 2 of Form EIA 809.

- **Secure File Transfer:** This form may be submitted to the EIA by fax, 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 is an 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
- 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 EIA's website www.eia.doe.gov. Please refer to these definitions before completing the survey form.

PART 1. RESPONDENT IDENTIFICATION

- Enter the month, day, year for which you are filing (e.g., January 1, 2010 is: Month 01 Day 01 Year 10). The weekly report period begins at 7:01 a.m. Eastern Time on Friday and ends at 7:00 a.m. Eastern Time on the following Friday.
- 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 company filing the report.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the terminal site name.
- 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.

Comments

Report any unusual aspects of your operations during the current reporting period in the **Comments** section on the bottom of the first page of the form below Part 3. 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 3 of these instructions on Page 2.

SPECIFIC INSTRUCTIONS

PART 3. OXYGENATE ACTIVITY

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).

Production

Report production of denatured fuel ethanol (Code 190) and undenatured (Code 191) fuel ethanol.

Report production of undenatured fuel ethanol only when it is produced as a finished product intended for shipment. Exclude from production any undenatured fuel ethanol that is an intermediate product to be blended with denaturant prior to shipment.

Exclude from production any ethanol intended for beverage, industrial, or other nonfuel use.

End of Week Stocks

- **Report** stocks as of midnight of the last day of the report period, corrected to 60°F less basic sediment and water (BS&W).
- **Report** stocks of both denatured fuel ethanol (Code 190)

and undenatured (Code 191) fuel ethanol.

- **Only include stocks located at production facilities.** **Report** total stocks of oxygenates in the custody of the facility regardless of ownership. **Report stocks in aboveground and underground storage as well as rail cars located at the facility.**
- **Exclude** stocks held at terminals or other facilities outside of the production plant. These stocks will be reported by the operators of those facilities. **Reported stock quantities should represent** actual measured inventories where an actual physical measurement is possible.

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.

SANCTIONS

The timely submission of Form EIA-809 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 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.