



ANNUAL UNDERGROUND GAS STORAGE REPORT FORM EIA-191A INSTRUCTIONS

PURPOSE

The Energy Information Administration (EIA) Form EIA-191A, "Annual Underground Gas Storage Report," provides data on the operations of all active underground storage facilities. Data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275. This report is mandatory under the FEA Act. The data appear in the EIA publications, *Monthly Energy Review*, *Natural Gas Annual*, and *Natural Gas Monthly*.

REPORTING REQUIREMENTS

All companies that operate underground natural gas storage fields in the United States must provide the information requested.

WHEN TO REPORT

Form EIA-191A is due February 20th, reflecting the status of the field as of December 31 of the report year. If additional fields are acquired, or storage activities begin in a new facility during the year, you are required to file Form EIA-191A when initial activity begins.

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

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

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 website.

HOW TO REPORT

Instructions on where to report via mail, fax, secure file transfer or email are printed on Part 2 of Form EIA-191A.

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://ukl.pqp.eia.doe.gov/upload/noticeoog.jsp>.

GENERAL INSTRUCTIONS

All volumes should be reported in thousand cubic feet (Mcf). Negative values should not be filed on any part of the Form EIA-191A.

Provide data for all fields your company operates. You may copy additional forms or download additional electronic files when submitting data for more than 2 fields.

Indicate when revised reports are submitted by checking the box. A revised report is required if actual or corrected data vary more than plus or minus 4 percent from the data previously reported as estimated data.

Reporting of preliminary or estimated data is encouraged if necessary to meet the due date.

SPECIFIC INSTRUCTIONS

PART 1: RESPONDENT IDENTIFICATION DATA

Please provide up-to-date company information.

EIA ID Number: Complete the 10-digit identification number assigned by EIA. Companies operating in more than one State should note that a unique number has been assigned for operations in each State. 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.

Resubmission: Check the box if report is a revised report. If the report is an original, leave this space blank.

Company Name: Enter the company name.

Contact Information: Enter the current contact information.

PART 2: SUBMISSION INFORMATION

Provides information for the four options available for submitting your completed Form EIA-191A: (1) mail; (2) fax; (3) email; and (4) Secure File Transfer.

PART 3: ANNUAL FIELD CHARACTERISTICS

All information requested in this part of the form must be reported each time the form is submitted.

Information should be provided for your field/s as defined below in the definitions. Report all volumes in Thousand Cubic Feet (Mcf), 14.73 psia-60° F.

For Type of Facility, enter one of the following: depleted gas well, aquifer, salt dome, or other facility. If "other" is reported, please provide additional information regarding the type of facility in the comments section.

For Field Status, enter one of the following: active, abandoned, depleting, or other status. If "other" is reported, please provide additional information regarding the field status in the comments section.

Comments: Use the space provided to describe any unusual or substantially different aspects of your annual operations that affect the data reported.

DEFINITIONS

Active Field Status: A natural gas storage facility with continuing periodic injections and withdrawals.

Abandoned Field Status: A natural gas storage facility that is no longer used as a storage field and has capped all well heads, making it impossible to inject or withdraw natural gas in the field.

Aquifer: A subsurface facility for storing natural gas, consisting of water bearing sands topped by an impermeable cap rock.

Base (Cushion) Gas: The volume of gas needed as a permanent inventory to maintain adequate storage reservoir pressures and deliverability rates.

Depleted Field Status: A natural gas storage facility that is in the process of withdrawal, and is no longer injecting natural gas.

Depleted Field: A subsurface natural geological reservoir, usually a depleted oil or gas field, used for storing natural gas.

Maximum Deliverability: The maximum deliverability rate (Mcf/day) estimated at the presently developed maximum operating capacity.

Salt Dome: A storage facility that is a domical arch (anticline) of sedimentary rock beneath the earth's surface in which the layers bend downward in opposite directions from the crest and that has a mass of rock salt as its core.

Total Storage Field Capacity: The maximum volume of base and working gas that can be stored in an underground

storage facility in accordance with its design, which comprises the physical characteristics of the reservoir, installed equipment, and operating procedures particular to the site.

Working Gas Capacity: The presently developed maximum capacity of gas in the reservoir that is in addition to the base gas.

SANCTIONS

The timely submission of Form EIA-191A by those required to report is mandatory under Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 a 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.

PROVISIONS FOR CONFIDENTIALITY

Information reported on Form EIA-191A will be considered public information, it may be publicly released in company or individually identifiable form, and will not be protected from disclosure in identifiable form.

FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 1 hour per response, including 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 the Energy Information Administration, Statistics and Methods Group EI-70, 1000 Independence Avenue, SW, Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.