



ANNUAL QUANTITY AND VALUE OF NATURAL GAS PRODUCTION REPORT FORM EIA-895 INSTRUCTIONS

PURPOSE

Form EIA-895, "Annual Quantity and Value of Natural Gas Production Report," is designed to obtain monthly information on an annual basis from the appropriate State agencies which collect data concerning natural gas production. This form is designed to provide a standard reporting system within the limits imposed by the diversity of the data collection systems of the various producing States.

The data appear in the Energy Information Administration (EIA) publications, *Natural Gas Monthly*, *Natural Gas Annual*, and *Annual Energy Review*.

WHO IS REQUESTED TO REPORT

State agencies that collect data on the volume of natural gas production in the State and the U.S. Minerals Management Service for the Outer Continental Shelf are requested to submit Form EIA-895.

WHEN TO REPORT

A State agency is requested to submit this form by the 90th day after the end of the report year (March 31st). The Annual Schedules should include any changes or updates in previously reported monthly data.

If final records are not available by the due date, please report your best estimate and file a revision only if the final data are significantly different from the estimate (plus or minus 4 percent).

HOW TO REPORT

Instructions on where to report via mail, fax, secure file transfer, or email are printed on Part 2 of Form EIA-895.

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

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

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://signon.eia.doe.gov/upload/noticeoog.jsp>.

GENERAL INSTRUCTIONS

Please report all volumes in Thousand Cubic Feet (Mcf) at the State's standard pressure base and 60° Fahrenheit.

Report States that have both onshore and State offshore production are requested to duplicate the annual report form and submit separate sheets showing onshore volumes, offshore volumes, and total volumes.

SPECIFIC INSTRUCTIONS

PART 1: RESPONDENT IDENTIFICATION DATA

Please provide up-to-date company information.

State Name: Enter the name of the state for which you are reporting.

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

Note: If data are reported from a source outside your agency, please indicate in the Comments section at the bottom of the form.

Contact Information: Enter the current contact information.

PART 2: SUBMISSION INFORMATION

Provides information for the four options available for submitting your completed Form EIA-895: (1) mail; (2) fax; (3) email; and (4) Secure File Transfer.

PART 3: GROSS WITHDRAWALS AND MARKETED PRODUCTION

All information requested in this part of the form should be reported at the end of each calendar year

Information should be provided for your field/s as defined below in the definitions. Report all volumes in Thousand Cubic Feet (Mcf).

PART 4: VALUE AND QUANTITY OF MARKETED PRODUCTION

All information requested in this part of the form should be reported at the end of each calendar year.

Information should be provided as defined below in the definitions. Report all volumes in Thousand Cubic Feet (Mcf).

DEFINITIONS

Coalbed Methane Well Gas: Methane produced by wells which are opened to coal seams. Coalbed methane is formed during coalification, which is the process that transforms plant material into coal.

Gas and Condensate Well Gas: Volumes of natural gas after the removal of the lease condensate and produced from wells categorized by the State as natural gas wells.

Gross Withdrawals: Full well stream volume, including all natural gas plant liquid and nonhydrocarbon gases, but excluding lease condensate. Also includes amounts delivered as royalty payments or consumed in field operations.

Lease Condensate: A mixture consisting primarily of pentanes and heavier hydrocarbons which is recovered as a liquid from natural gas in lease or field separation facilities. This category excludes natural gas plant liquids, such as butane and propane, which are recovered at downstream natural gas processing plants or facilities.

Lease Fuel: Natural gas used in well, field, and lease operations, such as gas used in drilling operations, heaters, dehydrators, and field compressors.

Marketed Production: Gross withdrawals less gas used for repressuring/reinjection, quantities vented and flared, and nonhydrocarbon gases removed in treating or processing operations. All quantities of gas used in processing plant operations are included.

Natural Gas: A mixture of hydrocarbon compounds and small quantities of various nonhydrocarbons existing in the gaseous phase or in solution with crude oil in porous rock formations at reservoir conditions. The principal hydrocarbon normally contained in the mixture is methane. Under reservoir conditions, natural gas and its associated liquefiable portions occur either in a single gaseous phase in the reservoir or in solution with crude oil and are not distinguishable at the time as separate substances.

Natural Gas Used for Reinjection: The forcing of gas under pressure into an oil reservoir in an attempt to increase recovery.

Natural Gas Used for Repressuring: The injection of gas into oil and gas formations to effect greater ultimate recovery.

Nonhydrocarbon Gases: Typical nonhydrocarbon gases that may be present in reservoir natural gas are water vapor, carbon dioxide, hydrogen sulfide, nitrogen, and helium.

Oil Well Gas: Natural gas produced along with crude oil, from wells categorized by the State as oil wells. It contains either dissolved gas or associated gas, or both.

Quantity of Production (Value Based): The value-based quantity of production is that volume of hydrocarbons associated with the reported value of production.

Shale Gas: Methane and other gases produced from wells that are open to shale or similar fine grained rocks. Shale gas is generated from organic matter present within the shale reservoir.

Value of Production: This is an aggregate measure of the value of natural gas close to the wellhead. In many cases this value is the equivalent of natural gas revenue received in the first transaction after production. The value of production should include charges for natural gas plant liquids subsequently removed from gas, charges for gathering and compressing, and State taxes such as production, severance or similar taxes.

Vented/Flared: Gas that is disposed of by releasing (venting) or burning (flaring).

JUSTIFICATION

The Energy Information Administration is conducting this voluntary survey under the general information gathering provisions provided in the Federal Energy Administration Act of 1974, P.L. 93-275. Since most States have data collection systems which require mandatory reporting by all oil and gas well operators, the EIA, to avoid duplication of effort and unnecessary respondent burden, will collect data aggregated by the States. This should not be interpreted in any way as an attempt by EIA to require any State to modify its current data reporting requirements.

PROVISIONS FOR CONFIDENTIALITY OF INFORMATION

The information reported on Form EIA-895 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 Department of Energy (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 DOE component; 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.

SANCTIONS

This report is collected under Public Law 93-275, Federal Energy Administration Act of 1974. Your voluntary cooperation and response are urgently needed to provide comprehensive, accurate, and timely energy information.

FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 30 minutes 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: 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.