



## EIA-877 WINTER HEATING FUELS TELEPHONE SURVEY INSTRUCTIONS

### 1. QUESTIONS?

If you have any questions about Form EIA-877 after reading the instructions, please call our toll free number 1-800-638-8812.

### 2. PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-877, "Winter Heating Fuels Telephone Survey," is designed to collect data on State-level stocks and residential prices of No. 2 heating oil and propane during the heating season. The data are used to monitor the prices of propane and No. 2 heating oil during the heating season, and to report to the Congress and others when requested.

### 3. WHO MUST SUBMIT

The Form EIA-877 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by a scientifically selected sample of No. 2 heating oil and propane dealers.

Section 8 explains the possible sanctions for failing to report.

### 4. WHEN TO SUBMIT

The data collected on Form EIA-877 are requested on Monday or Tuesday of each week by telephone. No written confirmation of your data submission is required.

### 5. WHERE TO SUBMIT

Companies selected for the Form EIA-877 survey are telephoned by the participating State Energy Offices during the heating season (October 1<sup>st</sup> through March 15<sup>th</sup>) to collect data on No. 2 heating oil and propane prices. Respondents are not required to submit any written information.

### 6. HOW TO COMPLETE THE SURVEY FORM

#### PART 1. IDENTIFICATION DATA

Report corrections to information contained on the label if the label information is incomplete or incorrect.

Your EIA Identification Number is the 10-digit number printed on the label.

Indicate month, day, and year (e.g., November 3, 2013 is: Month 11 Day 03 Year 13).

#### Reference Dates

The reference period for prices is as of 7 a.m. Monday from October 1<sup>st</sup> through March 15<sup>th</sup>.

The reference period for inventories is as of 7 a.m. on the Friday before the Monday price data are reported.

### PART 2. PRICE DATA

#### Column A. State Abbreviation

Data are collected by the States participating in the State Heating Oil and Propane Program. Refer to Section 11 for a complete list of State abbreviations.

#### Column B. Price Data

Report the price per gallon (excluding all taxes) for residential customers of No. 2 heating oil and propane on the reference day. The price should be for local residential customers with storage tanks of approximately 275 gallons. The price should exclude surcharges for customers living outside the normal delivery area. It should also exclude discounts or premiums paid for small or large volume purchases. The price is for residential customers located in the reported States. Residential customers are defined as individual customers or households (as opposed to businesses or institutions) who use the fuel to heat their residences. Sales to apartment buildings or to other multi-family dwellings are excluded from the "Residential Sales" category.

If the respondent has more than one establishment within the State and the residential sales price varies by establishment, the respondent should provide the average price for the different locations.

For example, if the respondent owns two fuel oil establishments in the State and one sells to residences for \$2.24 per gallon and the other for \$2.29 per gallon, the reported price would be:  $(2.24 + 2.29)/2 = \$2.265$ .

Prices reported must be rounded to the nearest tenth of a cent. Accordingly, 225 9/10 cents is shown as \$2.259

### **PART 3. ANNUAL RESIDENTIAL PROPANE SALES DATA**

The first time a firm is contacted, it will be required to report the approximate sales volume of propane it sold to residential customers from September 1 through August 31 of the previous year. Sales will be requested by State for selected States in which the company does business. The sales should be assigned to a given State based on customer location. Residential customers are defined as individual customers or households (as opposed to businesses or institutions) who use the fuel to heat their residences. Sales to apartment buildings or to other multi-family dwellings are excluded from the "Residential Sales" category.

Sales Volumes should be entered in thousands of gallons. Round numbers to the nearest thousand, e.g., enter 6,500 gallons as 7, enter 6,400 gallons as 6.

### **7. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION**

The information reported on Form EIA-877 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 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 DOE; to any Committee of Congress, the Government Accountability Office, other Federal agencies authorized by law to receive such information, or your state energy office. 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 applied to the statistical data published from EIA-877 survey information to ensure that the risk of disclosure of identifiable information is very small.

### **8. SANCTIONS**

The timely submission of Form EIA-877 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.

### **9. FILING FORMS WITH 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 6 minutes per response, including the time of 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: U.S. Energy Information Administration, Office of Survey Development and Statistical Integration, EI-21, 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.

## 10. DEFINITIONS

**No. 2 Fuel Oil (Heating Oil)** - A distillate fuel oil that has distillation temperatures of 400 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 396. It is used in atomizing type burners for domestic heating or for moderate capacity commercial/industrial burner units.

**Parent** - A firm that directly or indirectly controls another entity.

**Delivered Residential Propane** - Private household customers who purchase propane for the specific purpose of heating their home (include farm houses), water heating, and cooking. This includes sales of bottled gas delivered to the residence and truck sales delivered to the customer's tank, but excludes agricultural use.

**Propane Consumer Grade** - A normally gaseous paraffinic compound ( $C_3H_8$ ), which includes all products covered by Natural Gas Policy Act Specifications for commercial and HD-5 propane and ASTM Specifications D 1835. Excludes: feedstock propanes, which are propanes not classified as consumer grade propanes, including the propane portion of any natural gas liquid mixes, i.e., butane-propane mix.

**United States** - The 50 States and the District of Columbia.

## 11. STATE ABBREVIATIONS

CT	-	Connecticut
DE	-	Delaware
DC	-	District of Columbia
IN	-	Indiana
IA	-	Iowa
KY	-	Kentucky
ME	-	Maine
MD	-	Maryland
MA	-	Massachusetts
MI	-	Michigan
MN	-	Minnesota
MO	-	Missouri
NE	-	Nebraska
NH	-	New Hampshire
NJ	-	New Jersey
NY	-	New York
NC	-	North Carolina
ND	-	North Dakota
OH	-	Ohio
PA	-	Pennsylvania
RI	-	Rhode Island
SD	-	South Dakota
VT	-	Vermont
VA	-	Virginia
WI	-	Wisconsin