

EIA-819 MONTHLY OXYGENATE REPORT INSTRUCTIONS

QUESTIONS

If, after reading the instructions, you have questions about Form EIA-819 please contact the Survey Manager at (202) 586-7484.

PURPOSE

The Energy Information Administration (EIA) Form EIA-819, "Monthly Oxygenate Report," is used to collect data on oxygenate inputs, production, and end-of-month stocks. The data appear on EIA's website at www.eia.doe.gov and in numerous government publications.

WHO MUST SUBMIT

Form EIA-819 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 all facilities that produce (manufacture or distill) oxygenates (including MTBE plants, petrochemical plants, and refineries that produce oxygenates as part of their operations located in the 50 States and the District of Columbia.

WHEN TO SUBMIT

Form EIA-819 must be received by the EIA not later than the 20th calendar day following the end of the report period (e.g., the Form EIA-819 covering the January 2010 report period must be received by February 20, 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-819.

- **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 year and month. The monthly report period begins at 12:01 a.m. on the first day of the month and ends midnight of the last day of the month.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. The EIA will advise you of the number.
- If there has been a change since the last report, enter an "X" in the block provided, and update respondent information.
- Enter the legal name of the plant.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the Site Name of the facility.
- Enter the Terminal Control Number (TCN) used for identification of terminals and other facilities in the IRS ExSTARS system.

- Enter the name and 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.

Report any unusual aspects of your reporting month's operations in the **Comments** section below Part 3 on the first page of the form.

SPECIFIC INSTRUCTIONS

Report fuel ethanol production capacity in million denatured gallons per year in Part 3 of the form. The cells will accept whole numbers (i.e. no fractions or decimals). It is understood the data are in million gallons per year.

Report all other 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).

Report data only for those lines which are applicable to your operation. If there are no data for a specific line, leave the entire line blank. Shaded cells on the form are those in which data are not currently required to be reported.

PART 3. Fuel Ethanol Production Capacity

Report fuel ethanol production capacity (Code 141) once per year on the January report or when there is a change in capacity. Report both Nameplate Capacity and Maximum Sustainable Capacity.

Report fuel ethanol production capacities as of January 1 in million denatured gallons per year.

Nameplate Capacity

Nameplate Capacity is the volume of denatured fuel ethanol that can be produced during a period of 12 months under normal operating conditions.

Nameplate Capacity is equal to Design Capacity unless plant equipment and process modifications result in permanent changes to production capacity. Changes affecting Nameplate Capacity may add to or subtract from Design Capacity.

Maximum Sustainable Capacity

Maximum Sustainable Capacity is the annualized maximum denatured fuel ethanol production that can be achieved over a period of any 6 consecutive months.

Maximum Sustainable Capacity may be calculated as 2 times the highest production of denatured fuel ethanol in any period of 6 consecutive months since the plant began operation. For example, consider a fuel ethanol plant with Nameplate Capacity equal to 100 million gallons per year that produced 55 million gallons during a period of 6 consecutive months. In this case, Maximum Sustainable Capacity would be 110 million gallons per year.

Temporary conditions that limit production capacity over a period of 6 months or more should be considered when reporting Maximum Sustainable Capacity. Temporary conditions may result from events such as serious equipment failure or natural disasters.

In cases where production capacity is limited by temporary conditions, subtract an estimate of annual production capacity lost due to temporary conditions from Maximum Sustainable Capacity. Report reduced Maximum Sustainable Capacity until normal production operations resume.

Maximum Sustainable Capacity can only be determined for plants that have at least 6 months of operating history under a constant Nameplate Capacity. In the absence of 6 months of plant operating history, the Maximum Sustainable Capacity equals Nameplate Capacity.

If plant modifications lead to increased Nameplate Capacity that exceeds existing Maximum Sustainable Capacity, then report Maximum Sustainable Capacity equal to the new Nameplate Capacity. Continue to report equal capacities until there is sufficient operating history under the higher Nameplate Capacity to calculate a new Maximum Sustainable Capacity.

If plant modifications lead to increased Nameplate Capacity that is less than the existing Maximum Sustainable Capacity, then report the new Nameplate Capacity and retain the existing Maximum Sustainable Capacity.

If plant modifications lead to decreased Nameplate Capacity, then report Maximum Sustainable Capacity equal to the new Nameplate Capacity. Continue to report equal capacities until there is sufficient operating history under the lower Nameplate Capacity to calculate a new Maximum Sustainable Capacity.

PART 4. OXYGENATE PRODUCTION

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

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.

Report production of Ethyl Tertiary Butyl Ether (ETBE), Methyl Tertiary Butyl Ether (MTBE), and All Other Oxygenates intended for fuel use. Exclude products intended for nonfuel applications.

Ending Stocks

- **Report** stocks as of midnight of the last day of the report month, corrected to 60°F less basic sediment and water (BS&W).
- **Only include stocks located at production facilities.** **Report** total stocks of oxygenates in the custody of the facility regardless of ownership.
- Include stocks in aboveground and underground storage as well as rail cars located at the facility.
- **Exclude** stocks held in tanks at facilities not operated by your company. These stocks will be reported by the companies operating the other facilities. Also exclude stocks held in pipelines not operated by your company. These stocks will be reported by the pipeline operators...
- Reported stock quantities should represent actual measured inventories.
- **Stocks of MTBE should only be reported by operators of merchant MTBE plants.** Merchant plants will be contacted by the EIA to ensure they know how EIA has classified their plant in the past. **Stocks of MTBE at captive plants are excluded from Form EIA-819 because they are reported on Form EIA-810, "Monthly Refinery Report".**

PART 5. DENATURANTS BLENDED WITH FUEL ETHANOL AND DENATURANTS ENDING STOCKS

Denaturant Volume Blended

- **Report** quantities of denaturants blended with fuel ethanol include:
 - pentanes plus including natural gasoline (Code 220),
 - finished reformulated motor gasoline (Code 127), finished conventional motor gasoline (Code 130),
 - Reformulated Blendstock for Oxygenate Blending (RBOB) (code 118),
 - Conventional Blendstock for Oxygenate Blending (CBOB) (Code 139),
 - Gasoline Treated as Blendstock (GTAB) (Code 117), and

- Other Motor Gasoline Blending Components (Code 138).

Ending Stocks

- **Report** denaturants stocks as of midnight of the last day of the report month, corrected to 60°F less basic sediment and water (BS&W).
- Include stocks in aboveground and underground storage as well as rail cars located at the facility.
- Exclude inventories held in tanks at facilities operated by other companies. These stocks will be reported by the companies operating those facilities. Also exclude stocks held in pipelines not operated by your company. These stocks will be reported by the pipeline operators.
- Reported stock quantities should represent actual measured inventories where an actual physical measurement is possible.

PART 6. BLENDING TO PRODUCE FINISHED MOTOR FUEL

Complete Part 6 of Form EIA 819 only if your plant blends fuel ethanol, finished motor gasoline, and/or motor gasoline blending components to produce finished motor gasoline blended with fuel ethanol.

Leave Part 6 blank if your plant does not blend finished motor gasoline. Note that Ed85 is reported as finished motor gasoline blended with denatured fuel ethanol above 55 percent by volume (Code 149)

Inputs

- **Report** input of Finished Motor Gasoline, Conventional Other (Code 130), motor gasoline blending components (Codes 118, 139, 117, and 138) and fuel ethanol (Codes 190 and 191) that will be blended to produce finished motor gasoline. These inputs are limited to finished motor gasoline and motor gasoline blending components blended to produce finished motor gasoline blended with fuel ethanol.
- **Exclude** inputs used as denaturant for fuel ethanol. Report denaturant blending in Part 5 of Form EIA-819.

Production

Report production of Reformulated Motor Gasoline Blended with Fuel Ethanol (Code 125), Finished Conventional Motor Gasoline Blended with Fuel Ethanol (Ed55 and Lower) (Code 166), and Finished Conventional Motor Gasoline Blended with Fuel Ethanol (Greater than Ed 55) (Code 149) resulting from blending activity at oxygenate plants. The sum of finished motor gasoline production of all types reported in Part 6 must equal the sum of inputs of fuel ethanol, finished motor gasoline, and motor gasoline blending components also reported in Part 6.

SEMI ANNUAL STORAGE CAPACITY SUPPLEMENT

Report in **thousand barrels** both working and shell ethanol storage capacity located at the facility.

Report storage capacity twice each year with monthly reports for March and September.

Report working and shell underground and aboveground storage capacity.

Report storage capacity based on custody. Exclude any leased tankage at other facilities.

Report shell capacity for tanks in operation and idle tanks.

Working and Shell Storage Capacity are defined as:

Shell Storage Capacity - the design capacity of a petroleum storage tank which is always greater than or equal to working storage capacity.

Working Storage Capacity - shell storage capacity reduced to account for the following: tank bottoms, safe fill capacity, amount of brine storage available (for underground cavern storage), and changes in working inventory due to preparation for events such as hurricanes.

Shell capacity of **idle** tankage is the design capacity of tankage that was idle on March 31, for reasons other than programmed maintenance with plans for immediate return to service.

Tankage would be available for service within 90 days.

For floating roof tanks, bottoms are the volume required to keep the legs of the roof from touching the tank bottom.

Inventories reported in part 4 of EIA-819 can not exceed shell storage capacity.

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.

The data collected on Form EIA-819, "Monthly Oxygenate Report," is used to report aggregate statistics on and conduct analyses of the operations of U.S. oxygenate plants.

SANCTIONS

The timely submission of Form EIA-819 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 50 minutes 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.