

2012 Commercial Buildings Energy Consumption Survey (CBECS)

Sponsored by the Energy Information Administration

U.S. Department of Energy

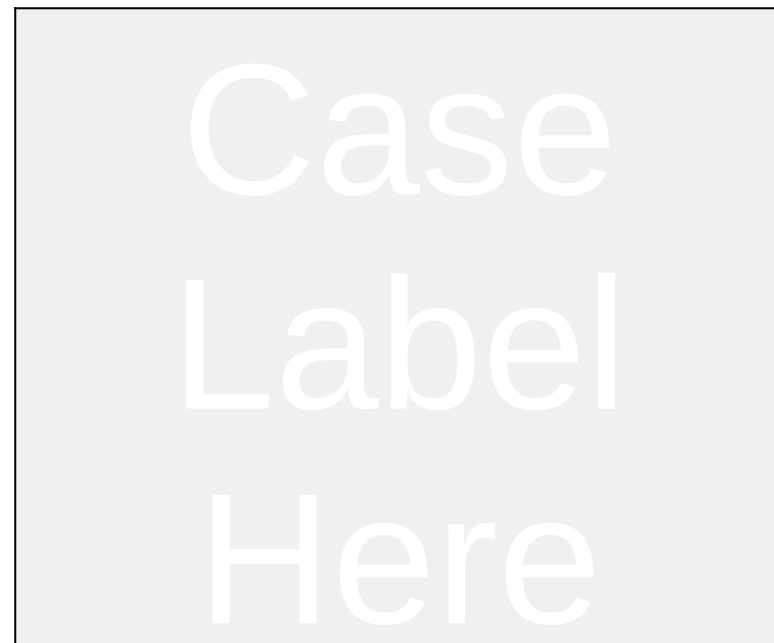
Washington, DC 20585

Fuel Oil Usage Form

(Form EIA-871F)



Form approval
OMB No.: 1905-0145
Expires: xx/xx/xxxx



STEP 1

Look at the label and indicate the type of unit for which you are instructed to provide information:

- Entire building
- Establishment or business within the building

In the following questions, the entire building or establishment within the building will be referred to as the **reporting unit**.

STEP 2

Complete this form and return it by xx xx, xxxx. Reporting is mandatory under Public Law 93-275, as amended. If you have any questions, please call (toll-free) 1-888-xxx-xxxx and ask for [CONTRACTOR].

Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, 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, Office of Survey Development and Statistical Integration, EI-21, Washington, DC 20585-0670, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

STEP 4**GENERAL INSTRUCTIONS**

Reporting format: Report the requested information on this form, or in a format that is convenient for you, such as a computer printout. Make sure the alternate format includes the required information. Examples of completed forms and Frequently Asked Questions are available on the Energy Information Administration website at: <http://www.eia.gov/consumption/commercial/ess>

Privacy of account numbers: We identify buildings only by the CBECS building identification number, shown on the label on the first page; we do not need your individual account numbers. If you have privacy concerns for your customers, please mark out or omit your own account numbers from any submissions. However, make sure you write the CBECS building identification number on any forms or printouts you send us.

Multiple accounts: Submit a single report for the entire reporting unit summing across all accounts. The total should include former customers who occupied the space during the reporting period. If it is easier, you may provide a separate report for each of the accounts and we will aggregate the data for you.

Reporting Period: Please report fuel oil data for all of 2012. We ask for the 16 month period that begins with November 2011 and ends with February 2013; this ensures your report covers the entire calendar year plus two months before and after.

STEP 5

NOTE: If it is easier for you to report fuel oil deliveries on a monthly basis, you may complete the Optional Worksheet at the end of this survey form as a substitute for Step 5. After completing the Optional Worksheet, please go back to Step 6.

1. **What is the total amount of fuel oil delivered to the reporting unit during the period from November 2011 to February 2013?**

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Gallons (round to nearest gallon)

2. **What is the type of fuel delivered to the reporting unit? (Check one)**

- Fuel Oil (includes distillate and residual)
- Kerosene
- Diesel
- Don't know

If more than one type of fuel oil was delivered, indicate the type that was delivered to most of the customers in the reporting unit most of the time.

Fuel oil includes distillate (#1, #2, and #4 fuel oil) and residual (#5 and #6 fuel oil.)

3. What is the total cost of the fuel oil delivered to the reporting unit during the period from November 2011 to February 2013?

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U.S. Dollars (round to nearest dollar)

4. What are the starting and ending dates for the fuel oil deliveries?

Starting Date:

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M M D D Y Y

Ending Date:

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M M D D Y Y

5. What is the date of the last delivery to the reporting unit prior to the starting date in Question 4?

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M M D D Y Y

STEP 6**COVERAGE INFORMATION:**

1. Do the responses include all accounts or customers active in this reporting unit as of December 31, 2011?
 - Yes
 - No
 - Don't know

2. Does the information reported include deliveries or sales to any other building(s) or unit(s) other than the reporting unit?
 - Yes → The information includes substantial deliveries or sales to buildings or units other than the reporting unit and you were unable to report separately for the reporting unit.
 - No → The information includes deliveries or sales to only the reporting unit (or the reporting unit and minor out-buildings, such as a shed).
 - Don't know

STEP 7**RETURN YOUR COMPLETED QUESTIONNAIRE(S):**

Please use the enclosed FedEx label and envelope to return the questionnaire(s) to:

▶ United States Department of Energy
c/o [CONTRACTOR]
STREET.
CITY, STATE ZIPCD-PLUS

Or you may FAX a copy of the completed form to NORC at:

▶ 1-800-xxx-xxxx

Thank you for completing this form.

Optional Worksheet — Fuel Oil Deliveries, Calendar Year 2012

Deliver #	End Date <small>(first period should include 11/2011)</small>						Amount of Fuel Oil Delivered								Total Costs									
	MM	DD		YY		Gallons <small>(enter only numeric values of units)</small>								U.S. Dollars (\$) and Cents (¢) <small>(enter only numeric values)</small>										
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NOTE: Total costs should include state and local taxes and exclude late payment fees, merchandise, repair, or service charges.