

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) 586-9612.

PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-819, "Monthly Oxygenate Report," is used to collect data on oxygenate production capacity, inputs, production, end-of-month stocks, and storage capacity. The data appear on EIA's website at www.eia.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 report period must be received by February 20).

Form EIA-819 Semi Annual Storage Capacity Supplement (PART 7) must be received by the EIA by the 20th of April for the March report period and by the 20th of October for the September report period.

HOW TO SUBMIT

Instructions on how to report via, 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://signon.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 at the following link:

<http://www.eia.gov/survey/#petroleum>

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 our website. 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 applicable.
- 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. Leave this field blank if no TCN has been assigned. Most oxygenate producers currently do not have TCNs assigned.
- 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 cells that are applicable to your operation. Leave non-applicable cells 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 190) once per year on the January report or when there is a change in capacity. Report nameplate production capacity.

Report fuel ethanol production capacity as of January 1 (or the first day of the month when capacity changes) 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.

PART 4. OXYGENATE PRODUCTION

Report the 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".

Report all domestic and foreign stocks held at facilities and in transit thereto, except those in transit by pipeline. Barrels of oxygenates and renewable fuels in transit by pipeline are reported by pipeline operators on Form EIA-812, "Monthly Product Pipeline Report." Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, entry through Customs is said to occur on:

For purposes of this report, "after entry through Customs" is said to occur on:

- the "entry date" specified in block 7 on the U.S. Customs and Border Protection CBP Form 7501, "Entry Summary;" (The entry date for a warehouse withdrawal is the date of withdrawal). or
- the "import date" specified in block 5 on the U.S. Customs and Border Protection CBP Form 214A (Statistical Copy), "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "export date" specified in block 4 on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

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

Denaturant Volume Blended

Report quantities of denaturants blended with fuel ethanol including:

- 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.

Report all domestic and foreign stocks held at facilities and in transit thereto, except those in transit by pipeline. Barrels of oxygenates and renewable fuels in transit by pipeline are reported by pipeline operators on Form EIA-812, "Monthly Product Pipeline Report." Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, entry through Customs is said to occur on:

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(The entry date for a warehouse withdrawal is the date of withdrawal). or

- the "import date" specified in block 5 on the U.S. Customs and Border Protection CBP Form 214A (Statistical Copy), "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "export date" specified in block 4 on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

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 Ed55) (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.

PART 7. SEMI ANNUAL STORAGE CAPACITY SUPPLEMENT

Report fuel ethanol storage capacity 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 storage capacity for denatured and undenatured fuel ethanol.

Report storage capacity twice each year with submissions for March 31 and September 30. It is unnecessary to report storage capacity for months other than March and

September.

Report underground and above ground storage capacity.

Exclude storage capacity in trucks, rail cars, barges, and tankers.

Exclude leased storage capacity located at facilities operated by other companies. This storage capacity will be reported by the companies operating those facilities.

Report working storage capacity and net available shell storage capacity as described in figure 1 for tanks or figure 2 for caverns. Figures 1 and 2 are based in part on schematics developed by the National Petroleum Council and U.S. Strategic Petroleum Reserve.

Figure 1. Schematic of Tank Storage Capacity and Stocks

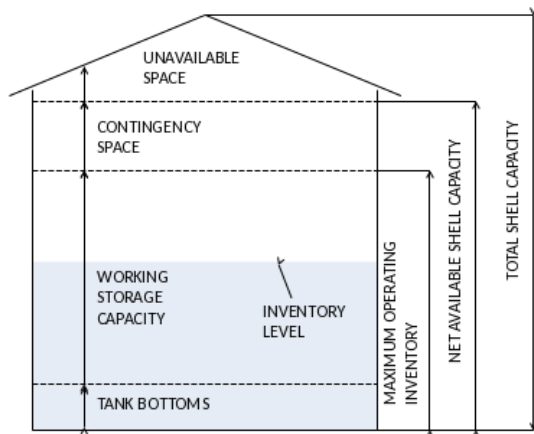
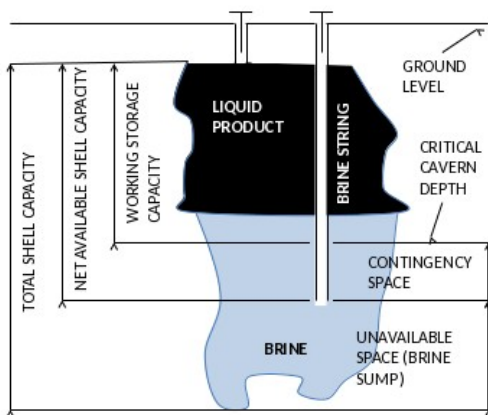


Figure 2. Schematic of Cavern Storage Capacity and Stocks



Terms used in Figures 1 and 2 are defined as follows.

- **Contingency Space (Tank):** Available space that is above the maximum operating inventory level. This storage space remains empty during normal operations, but it is available if needed. It allows flexibility to exceed working storage capacity without reaching an inventory

level that might create safety hazards or disrupt operations. Storage space above the top of this level is unavailable.

- **Contingency Space (Cavern):** Available space that is below the critical cavern depth but still above unavailable space. This storage space remains filled with brine during normal operations, but it is available if needed. It allows flexibility to exceed working storage capacity without reaching an inventory level that might create hazards or disrupt operations.
- **Net Available Shell Storage Capacity (Tank):** Total available space including tank bottoms, working storage capacity, and contingency space.
- **Net Available Shell Storage Capacity (Cavern):** Total available space including working storage capacity, and contingency space.
- **Tank Bottoms:** Inventory that is below the normal suction line of a storage tank. In floating roof tanks, this is at least the volume required to remain in a storage tank in order to keep the roof from touching the bottom of a storage tank.
- **Total Shell Capacity:** Total storage space including unavailable space and net available shell storage capacity.
- **Unavailable Space (Tank):** Storage space that is required as part of the design of a tank but cannot be used. Includes tank tops, safety allowance, and any other space that is included by design but cannot be used.
- **Unavailable Space (Cavern):** Storage space that is required as part of the design of an underground storage facility but cannot be used. Includes the brine sump and any other space that is included by design but cannot be used.
- **Working Storage Capacity (Tank):** Available capacity for storing crude oil or liquid products that is above tank bottoms and below contingency space. When filled to this capacity, inventory of crude oil or liquid products stands at the maximum operating inventory level.
- **Working Storage Capacity (Underground):** Available capacity for storing crude oil or liquid products that is above contingency space.

Storage Capacity in Operation

Storage capacity in operation includes capacity of tanks and caverns that were available and able to be used to hold stocks on the report date. Tanks and caverns in operation may hold stocks, they may hold only tank bottoms, or they may be empty, but they must have been able to be placed in operation on the report date.

Report working storage capacity of tanks and caverns that were in operation on the report date.

Report net available shell storage capacity of tanks and caverns that were in operation on the report date.

Net available shell storage capacity of tanks in operation must always be greater than or equal to working storage capacity of tanks and caverns in operation.

Idle Storage Capacity

Idle storage capacity includes capacity of tanks and caverns that were not usable for holding stocks on the report date but

could be placed in operation within 90 days of the report date after maintenance or repair. When assessing whether or not a tank can be placed in service within 90 days, it is acceptable to use a current planned or scheduled return to service date. It is unnecessary to try to account for possible contingencies (e.g. maintenance delays caused by weather) unless these were incorporated into the planned or scheduled in operation date.

Report net available shell storage capacity of idle tanks and caverns.

Exclude storage capacity of idle tanks and caverns when reporting working storage capacity.

Exclude storage capacity of idle tanks and caverns that were idle at the end of the report month and could not be placed in operation within 90 days.

Exclude storage capacity of idle tanks and caverns if there is no scheduled date when the capacity will be placed in service.

Exclude storage capacity of tanks and caverns under construction even when construction is scheduled for completion within 90 days. Storage capacity of tanks and caverns under construction is reported as capacity in operation only after new tanks and caverns are placed in service.

New Storage Capacity

Report new storage capacity beginning with the first storage capacity report period after the new capacity was placed in operation.

Exclude new capacity while it is under construction even when the scheduled completion date was within 90 days of a storage capacity report date.

In most cases, fuel ethanol stocks reported in Part 4 of Form EIA-819 will be less than total shell storage capacity. However, there may be exceptions in cases where barrels stored in rail cars, tankers, or barges are reported as stocks in Part 4 but the storage capacity is excluded from Part 7.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information on fuel ethanol nameplate production capacity reported on Form EIA-819 is not considered confidential and will be publicly released in identifiable form by company and site. All other 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 non-statistical 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 36 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, 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.