

[Date]

[Contact Name]

[Company Name]

Your company has been selected by the U.S. Energy Information Administration (EIA) as a respondent to Form EIA-914 *Monthly Crude Oil, Lease Condensate, and Natural Gas Production Report*. Responding to this survey is mandatory.

The Office of Management and Budget has approved the expansion of EIA-914 and EIA will collect the EIA-914 data in a new data submission system that provides more options for data submission to EIA. Until the new data system is completed for the EIA-914, you will not have to provide any data to EIA.

EIA will notify you when the system is complete, probably no earlier than February 1, 2015, and you may begin to respond to this survey. We expect that your initial submission of data on this survey will be for the January report month, which will be due April 1st.

The purpose of this letter is to familiarize you with the report's form and instructions, and to gather contact information before the January 2015 reporting period. For current respondents to the EIA-914, production data for a particular report month must be submitted to EIA no later than 40 days after the end of that same month. However, as a new respondent, your data submissions will be granted a grace period that extends the 40-day deadline for the first three months, as shown in the table below.

Report Month	Due Date
First (January 2015)	April 1
Second (February 2015)	April 24
Third (March 2015)	May 20
Fourth (April 2015) and thereafter	June 9

A copy of the data collection form is included with this letter. Directions for each section of the form immediately precede the section. A glossary of terms is on the last page of the revised form.

It is important that the person in your company responsible for submitting Form EIA-914 crude oil and lease condensate (combined), and natural gas production data receive this letter and provide the information requested on the attached Contact Information Form. **We ask that you complete and return this contact information to EIA as soon as possible.**

General Information

What Data Are Collected?

This monthly report collects volumetric data on crude oil and lease condensate (combined) and natural gas production from operators in the lower 48 States.

Why EIA Is Collecting the Data

EIA's ability to reliably estimate and disseminate timely, monthly crude oil and lease condensate, and natural gas production data for the United States and its top producing areas will improve significantly through your reliable and accurate reporting.

How EIA Will Use the Data

This survey will provide a timely and accurate source of monthly crude oil and lease condensate, and natural gas production data. Production estimates based on these data are essential for informed market decisions and policymaking.

Where EIA Will Publish the Data

The data will be released monthly on the EIA website by state or area and included in several EIA publications, such as the *Natural Gas Monthly*, the *Petroleum Supply Monthly*, and the *Monthly Energy Review*.

Only Aggregates are Published

Although individual company data for 15 individual states, the Federal Gulf of Mexico, and the “Other States” group will be collected, only state or area totals or estimates will be published.

Submission Protection

Your individual company information will not be released and its confidentiality is strongly protected under the Confidential Information Protection and Statistical Efficiency Act of 2002 (CIPSEA).

Assistance Available

Frequently asked questions and answers are available at <http://www.eia.gov/survey/faqs/eia914.cfm>. Please contact the EIA-914 team at our Crude Oil and Lease Condensate, and Natural Gas Production Report hotline **1-800-879-1470** with any questions regarding this data collection effort.

Data xChange Portal Information

EIA’s Data xChange Community Portal (<https://eiaataxchange.secure.force.com/>) is a simple, easy to use, online resource that provides essential data management services supporting energy data collections, proprietary energy data transfer, customized energy reporting and much more. EIA is developing the Data XChange Portal to standardize operations, increase processing efficiency, and ultimately reduce the burden on respondents. Over time, EIA will transform each of its surveys to the Data XChange Portal. Once this transformation is complete, companies that report to EIA on multiple surveys will have a single common mechanism for reporting, eliminating the need for submitting under different formats and systems for each survey.

Accessing the Portal

Access to this portal requires sponsorship through EIA’s Office of Energy Statistics Program Office. Once you have been granted credentials, you can access the Data xChange Portal from your desktop, tablet, laptop or approved cellular device.

Information Sessions for Using the Portal

Online portal information sessions for the new EIA-914 survey will start as early as mid-November 2014. In the sessions, EIA staff will help familiarize you with the Data xChange Portal and answer questions about how to access the portal and submit data.

Portal Training Available

EIA will provide on-line demonstrations of the Data XChange portal, which include PowerPoint presentations and videos showing how to submit data via the Portal. The schedule for these key dates will be provided to you when they are determined. EIA will also provide one-on-one sessions with companies, as requested. Further, a hotline for respondents will be provided.

Testing the Portal is Invited

Following the information sessions, further information will be provided by email covering training on the system and credentials for logging into the EIA Data xChange Portal. Once you are able to log in, you will be given access to your data submission campaign so that you can begin to test the system by submitting your company's production data.

Separate Submission Provided by the Portal

Companies may submit crude oil and lease condensate, and natural gas data separately via the Data XChange Portal. This feature was provided in response to requests from several trade groups, including NGSA and API, that respondents have the ability to separately submit oil and gas data.

Portal Data Collection Periods

Periods during which respondents may submit data via the Data XChange Portal will be referred to as "campaigns" in the communication respondents receive from EIA. Typically, a "campaign" will open about 30 days after the close of a month and remain open for 10 days. Data may be submitted or revised at any time during a campaign. Submitted data will be "locked" at the end of the 10-day campaign. Subsequently, a two-day revision campaign will open 41 days after the end of a month. During these two days, revisions of data submitted during the most recently concluded campaign and/or either of the two previous campaigns, as well as late submissions, may be transmitted to EIA.

Portal Data Submission Avenues

Data may be submitted via the Portal in any one of three different ways, which will affect the submission format available. The three submission avenues are:

- *Secure File Upload*: You may upload the required data securely to the Data xChange Portal using either pre-formatted CSV or PDF file layouts provided by EIA. No other formats or file types will be accepted. Follow the instructions found on the Data xChange Portal to securely upload your file.
- *Web Form*: You may enter the required data manually via a web form into the Data XChange Portal. Follow the instructions found on the Data XChange Portal to complete the online form.
- *System-to-System Transfer*: Should you choose to transfer your data directly from your database to a specified secure location, you will be required to format your data using the electronic data format provided on the Data XChange Portal. Follow the instructions found on the Data XChange Portal to submit your data via system transfer.

Watch for Additional Information

Please watch your email over the next few weeks for additional information regarding log-in credentials, portal training and survey submission instructions.

EIA sincerely appreciates your time and cooperation in this matter, and looks forward to working with your company in the coming months.

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U.S. Energy Information Administration

Enclosures:
Contact Information Form
Form EIA-914 with Instructions