

[Date]

[Contact Name]

[Company Name]

Your company has been selected by the 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, but the submission system that will be used is not finished. You will not have to provide any data to EIA until you are notified to do so, probably no earlier than February 2015. We expect that your initial submission of data on this survey will be for the March report month, which will be due Monday, April 2nd.

The purpose of this letter is to familiarize you with the report's form and instructions, and to gather contact information before the March 2015 reporting period. Generally, the data for a month must be submitted to EIA no later than 40 days after the end of the month. However, as a new respondent, your submission deadlines will be longer than 40 days for the first three months for which you submit data, as shown in the table below.

Report Month	Deadline
First	60 days after the end of the month
Second	55 days after the end of the month
Third	50 days after the end of the month
Fourth and thereafter	40 days after the end of the month

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

It is important that the person in your company responsible for submitting Form EIA-914 crude oil and lease condensate, 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 information on crude oil and lease condensate, 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 reporting of reliable and accurate gas production.

How EIA Will Use the Data

This survey will provide a timely, accurate source of monthly crude oil and lease condensate, and natural gas production data. Production estimates based on this 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

publications such as the *Natural Gas Monthly*, the *Petroleum Supply Monthly*, and the *Monthly Energy Review*.

Only Aggregates Published

Although individual company data for 15 individual states, the Federal Gulf of Mexico, and “Other States” 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** if you have any questions regarding this data collection effort.

Data xChange Portal Information

EIA’s Data xChange Community Portal (<https://eiadataexchange.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 the EIA 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

Moving EIA-914, Crude Oil and Lease Condensate, and Natural Gas Production will begin with online Info Sessions where EIA staff will help familiarize you with the Data xChange Portal and answer questions about how to access the portal and submit data. These Info Sessions will occur in the coming weeks, probably as early as mid-November.

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 also will provide one-on-one sessions with companies, as needed. Further, a hotline for respondent questions and submission and other problems will be provided.

Testing the Portal Invited

Following the Info 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 EIA-914 Monthly Crude Oil and Lease Condensate, and Natural Gas Production data.

Separate Submission Provided by the Portal

Companies may submit oil 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 they 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. Anytime during this period data may be submitted or revised. The data submitted will be “locked” at the end of the 10-day campaign. Subsequently, a revision “campaign” will open 41 days after the end of a month and remain open for 2 days. During this period revisions of data submitted during the just ended “campaign,” or either of the two previous months, as well as late submissions, may be transmitted to EIA.

Portal Data Submission Avenues

Data submitted via the Portal may be submitted 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. Any other formats or file types will not 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 days for additional information regarding log-in credentials, portal training and survey submission instructions.

We are very excited to provide you with a new and innovative way of submitting data to the U.S. Energy Information Administration.

Jeff Little

Industry Economist

(202) 586-6284

[*Jeffrey.little@eia.gov*](mailto:Jeffrey.little@eia.gov)

U.S. Energy Information Administration

Enclosures:

Contact Information Form

Form EIA-914 with Instructions