



Department of Energy

Washington, DC 20585

«Date»

Dear «Name»,

The U.S. Energy Information Administration (EIA) is considering changes to Form EIA-819, “*Monthly Oxygenate Report*”. As a respondent currently reporting on this form, we are interested in your feedback. EIA seeks to determine if respondents are able to report ethanol production (both denatured and un-denatured) for transportation use and more detailed refined product coverage for ethanol produced from cellulosic feedstock. It is important for EIA to understand how respondents gather and report this information in order to minimize reporting burden in design modifications to survey forms. Additionally, EIA is also interested in estimating any changes in reporting burden associated with collecting this information and obtain feedback on appropriateness of current reporting burden.

As part of this research effort we are conducting telephone interviews with Form EIA-819 respondents between the dates of XX/XX- XX/XX and want to discuss with you these proposed changes to the form. The interview will take approximately 1 hour. Participation in this research is voluntary. Your responses will be protected as confidential information and results from this study will not include information that can be used to identify you or anyone in your organization. We want to ensure that any new data requirements are consistent with the record keeping procedures within your company and that you understand the terminology and word phrases in potential new survey questions.

Your opinions are important to us and we look forward to your participation. If you would like to participate in an interview or have any questions or concerns about this request, please contact Anna Hamelin (202) 586-0858, email anna.hamelin@eia.gov.

Sincerely yours,

Nanda Srinivasan, Director
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