

EIA-800 WEEKLY REFINERY AND FRACTIONATOR REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-800 after reading the instructions, please contact the Survey Manager at (202) 586-3307.

PURPOSE

The Energy Information Administration (EIA) Form EIA-800, "Weekly Refinery and Fractionator Report," is used to collect data on the operations of petroleum refineries and fractionators. The data appear in summary form on EIA's website at www.eia.gov and in the EIA publication, *Weekly Petroleum Status Report*.

WHO MUST SUBMIT

The Form EIA-800 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 petroleum refineries and fractionators selected by the EIA. Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element.

WHEN TO SUBMIT

The Form EIA-800 must be received by the EIA by 5 p.m. Eastern Time on the Monday following the end of the report period (e.g., the "Weekly Refinery and Fractionator Report" covering the week ending January 1, 2010 must be received by 5 p.m. Eastern Time January 4, 2010).

HOW TO SUBMIT

Instructions on how to report via facsimile, secure file transfer or email are printed on PART 2 of Form EIA-800.

- **Secure File Transfer:** This form may be submitted to the EIA by facsimile, 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 and facsimile are 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 DATA

- Enter the month, day, and year for which you are filing (e.g., January 1, 2010 is: Month 01 Day 01 Year 10). The weekly report period begins at 7:01 a.m. Eastern Time on Friday and ends at 7:00 a.m. Eastern Time on the following Friday.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.
- If there has been a change since the last report, enter an "X" in the block provided.
- Enter the name of the company filing the report.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the refinery or fractionator site name.
- Enter the Terminal Control Number (TCN) used for identification of terminals and other facilities in the IRS ExSTARS system.
- Enter the 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, facsimile number and email 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 the true 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.

Identify only those data cells and lines which are affected by the changes. You are not required to file a complete form when you resubmit, but be sure to complete the EIA ID number, the report period for which you are resubmitting and contact information.

Comments

Report any unusual aspects of your operations during the current reporting period in the **Comments** section at the bottom of the form below Parts 1 and 2 on the cover page. Comments will be used in the validation process and should address any data anomalies that could raise questions requiring contact by survey staff for clarification. Comments will be protected in the same manner as other information reported on this form as described in detail in "Provisions Regarding Confidentiality of Information" following Part 3 of these instructions on Page 3.

SPECIFIC INSTRUCTIONS

PART 3. REFINERY AND FRACTIONATOR ACTIVITY

Quantities: Report using the following criteria.

Report all 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 those products which the facility processes, produces, or stores. If the quantity for a product for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Report quantities for each column including Input, Production, and Ending Stocks.

Input

Gross Input to Atmospheric Crude Oil Distillation Units

Report the sum of the various components of refinery input to atmospheric crude oil distillation units. Exclude inputs to downstream units such as vacuum distillation units, catalytic cracking units, and coking units.

NOTE: The following components of refinery input to atmospheric crude oil distillation units are to be included

in Code 990:

- **Crude Oil**

Report the total amount of crude oil (including lease condensate) and liquid hydrocarbons produced from tar sands, gilsonite and oil shale of both foreign and domestic origin that is charged to the atmospheric crude oil distillation units.

Exclude crude oil charged to units other than the atmospheric crude oil distillation units (e.g., coking units) from Code 990.

Note: Crude Oil is also reported as a separate line item under Code 050.

- **All Other Oils**

Report any finished petroleum products (e.g., distillate fuel oil and residual fuel oil) charged to the atmospheric crude oil distillation units for further processing.

Report raw materials such as coal tar derivatives, hydrogen, and gilsonite.

Exclude oils charged to units other than the atmospheric crude oil distillation units (e.g., cracking units) from Code 990.

- **Unfinished Oils**

Report all unfinished oils (e.g., unfinished naphthas, gas oil, virgin naphtha, topped crude, cracking stock, slop oil) charged to the atmospheric crude oil distillation units.

Exclude unfinished oils charged to units other than the atmospheric crude oil distillation units (e.g., cracking units) from Code 990.

- **Products of Natural Gas Processing Plants**

Report all quantities of natural gas plant liquids (e.g., ethane, propane, normal butane, isobutane, and pentanes plus) charged to the atmospheric crude oil distillation units.

Report inputs of unfractionated streams and mixtures of liquefied petroleum gases.

Exclude products of natural gas processing plants blended or charged to units other than the atmospheric crude oil distillation units from Code 990.

Total Input – Net (Code 001)

Report all refinery input (crude oil, products of natural gas processing plants, unfinished oils net reruns, gasoline blending component net reruns, oxygenates, other hydrocarbons, and hydrogen) charged to all processing units (including atmospheric crude oil distillation units and all downstream units). Net reruns are inputs minus production. Total input may be less than crude oil input and gross input to atmospheric crude oil distillation in cases where production of unfinished oils and/or gasoline blending components exceed input.

Exclude any input to be used in the manufacturing of finished petrochemicals and input of natural gas for hydrogen production

Crude Oil (Code 050)

Report all refinery input of domestic and foreign crude oil (including lease condensate) to all processing units (including atmospheric crude oil distillation units and downstream units).

Exclude crude oils that have undergone prior refinery processing. Exclude any input of crude oil to be used in the manufacturing of finished petrochemicals.

Input

Report gross refinery input for each item listed on the survey form except where shaded. Input of finished petroleum products, blending components, and fuel ethanol indicate product reclassification and blending activity. See the section on "Reclassification of Inventory" for additional details.

Gross Production

Report quantities that represent **gross production** of each product (i.e., gross refinery production of each product outlined on the survey form).

Report production of fuel ethanol only in cases where the refinery added denaturant and thereby increased the volume of denatured fuel ethanol available for blending. For example, if a refinery received 100 thousand barrels of undenatured fuel ethanol and then added 2 thousand barrels of pentanes plus as denaturant, then the denaturant blending added 2 thousand barrels to available supply of fuel ethanol. Assuming no other activity, this would be reported as input of 100 thousand barrels of fuel ethanol and production of 102 thousand barrels of fuel ethanol. The input of 2 thousand barrels of pentanes plus would be reported as part of total refinery input (product code 001).

Report for fractionators the gross quantities of propane which were produced through separation of mixed streams in the fractionator unit.

Ending Stocks

Report stocks in the custody of the refinery or fractionator regardless of ownership. Reported stock quantities should represent actual measured inventories.

Report stocks as of 7 a.m. Eastern Time Friday, which is the end of the report period. Data should be reported corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

Report all domestic and foreign stocks held at the refinery and in transit thereto, except crude oil in transit by water from Alaska or any crude oil or product in transit by pipeline. Crude oil in transit by pipeline and Alaskan Crude oil in transit by water are reported on Form EIA-803, "Weekly Crude Oil Stocks Report." Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-802, "Weekly Product Pipeline Report." Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

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.

Reclassification of Inventory

Report finished products or blending components reclassified to a different finished product or blending component as input of the original product and production of the new product.

For example, if you produce 10,000 barrels of kerosene during any given week and have it in storage at the end of that week, this quantity is to be reported as "Production" and "Stocks" of Kerosene (Code 311) on the weekly report. If during a subsequent week the intended use of the 10,000 barrels of kerosene is changed to Kerosene-Type Jet Fuel, report this reclassification by reporting the 10,000 barrels as Input of Kerosene (Code 311) and as a "Production" of Kerosene-Type Jet Fuel (Code 213).

Transmix

Transmix is created when two different petroleum products (e.g. motor gasoline and distillate fuel oil) become commingled during pipeline transport. **Exclude** transmix from all quantities reported on Form EIA-800.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The 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 nonstatistical 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.

SANCTIONS

The timely submission of Form EIA-800 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal 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 and 35 minutes per response, including the time of 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