

## EIA-803 WEEKLY CRUDE OIL STOCKS REPORT INSTRUCTIONS

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### QUESTIONS

If you have any questions about Form EIA-803 after reading the instructions, please contact the Survey Manager at (202) 586-3307.

### PURPOSE

The Energy Information Administration (EIA) Form EIA-803, "Weekly Crude Oil Stocks Report," is used to collect data on end-of-week stocks of crude oil. A summary of the data appear on EIA's website at [www.eia.gov](http://www.eia.gov) and in the EIA publication, *Weekly Petroleum Status Report*.

### WHO MUST SUBMIT

The Form EIA-803 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by companies selected by EIA which carry or store 1,000 barrels or more of crude oil. Included are:

- gathering and trunk pipeline companies (including interstate, intrastate, and intracompany pipelines),
- crude oil producers,
- terminal operators,
- storers of crude oil (except refineries), and
- companies transporting Alaskan crude oil by water in the 50 States and the District of Columbia.

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-803 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 Crude Oil Stocks 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 e-mail are printed on PART 2 of Form EIA-803.

- 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 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, title, telephone number, facsimile 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 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.

**Report** any unusual aspects of your operations during the current reporting period in the **Comments** section at the bottom of the form below Parts 1-3. 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. CRUDE OIL STOCKS**

Quantities: Report crude oil stocks 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** “0” if the quantity for a product for which you usually report data is zero. Shaded cells on the form are those in which data are not currently required to be reported.
- **Report** all stocks in the custody of the facility 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. Stocks should be reported corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

- **Report** all domestic and foreign stocks held in the custody of your company and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.
- **Exclude** stocks of crude oil held at refineries. Refinery stocks are reported on Form EIA-800 “Weekly Refinery Report”.

**Crude Oil Stocks (Code 050)**

**Report** all domestic and foreign crude oil stocks held in pipelines and tank farms associated with the pipelines, terminals and on leases operated by the reporting company in each PAD District. Include crude oil stocks at Cushing, Oklahoma with total crude oil stocks in PAD District 2. Also report stocks at Cushing, Oklahoma separately as described below.

**Report** the sum of PADDs 1-5 under the column “Total U.S.”

Use Table 1 to determine the PAD District of each State.

**Table1. State Classification**

PAD DISTRICT 1		
Connecticut	Maryland	Rhode Island
Delaware	Massachusetts	Pennsylvania
Dist. Columbia	New Hampshire	S. Carolina
Florida	New Jersey	Vermont
Georgia	New York	Virginia
Maine	N. Carolina	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

**Cushing, Oklahoma Stocks (Code 053)**

**Report** all domestic and foreign crude oil stocks held in tank farms operated by the reporting company in the Oklahoma counties of **Lincoln, Payne, and Creek**.

### ***Alaskan Crude Oil in Transit by Water (Code 092)***

**Report** all Alaskan Crude oil stocks in transit by water between Alaska and the other States, the District of Columbia, Puerto Rico, and the Virgin Islands. Include stocks held at transshipment terminals in Alaskan Crude Oil in Transit (Code 092) rather than in PAD District V stocks. These stocks must be reported by the transporting company having custody of the stocks. Exclude stocks of Alaskan Crude Oil in Transit by Water from U.S. total crude oil stocks reported in Code 050.

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.

### **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-803 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 30 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.