



Department of Energy

Month Day Year
Washington, DC 20585

STATION MANAGER
STATION NAME
STATION ADDRESS
CITY, STATE ZIP5-ZIP4

Dear Station Manager,

According to our records, the U.S. Energy Information Administration (EIA) has not received your retail gasoline price data for reference weeks XXXX. These data are required to be reported weekly on Form EIA-878, "Motor Gasoline Price Survey," over the telephone. We are writing to you because the EIA staff have spent excessive amounts of time repeatedly requesting that your company report this information. As a reminder, your response on this survey is **mandatory** and required pursuant to 15 U.S.C., Sections 764(b), 772(b), and 790a of the Federal Energy Administration Act of 1974. Moreover, as stated in the Sanctions section of the form's instructions (http://www.eia.gov/survey/form/eia_878/instructions.pdf), **your company's continued noncompliance may result in civil penalties or fines.**

The data collected from Form EIA-878 are used to calculate average weekly gasoline prices at the national, regional, and select state and city levels across all gasoline grades and formulations. The statistics are widely used to inform the public and policymakers about current retail gasoline prices. Please be assured that the price information you provide is **confidential and will be used for statistical purposes only.**

The current reporting mode for your station is to receive a call from an EIA interviewer every Monday morning to report your cash pump prices of regular, midgrade, and premium gasoline as of 8:00 a.m. The phone number for your station that EIA has on file is (xxx) xxx-xxxx. We offer other modes of data reporting that include the following, along with a brief description:

- Web Survey - report prices in a secure online survey,
- Telephone Interview - call 1-866-582-4052 to report prices to a live interviewer,
- Email - send prices to a secure email account, or
- Fax - fax prices to a secure, toll-free fax number

Please call 1-866-582-4052 for more information on any of these other reporting modes or to update your information. We would greatly appreciate your immediate cooperation in submitting your required data to EIA on Mondays. We want to work with you to assure that both your station and EIA meet their reporting obligations as required by federal law, in the hope that no further action will be required. If you have any further questions on the EIA-878 survey, feel free to visit our FAQ page at, http://www.eia.gov/survey/form/eia_878/faqs.cfm, or contact Amerine Woodyard of my staff at amerine.woodyard@eia.gov or at 202-586-1256.

Sincerely,

Tammy Heppner
Team Lead
Office of Petroleum and Biofuels Statistics
U.S. Energy Information Administration

