

Dear <CONTACT>:

The U.S. Energy Information Administration (EIA) is conducting the EIA-64A Survey, *Annual Report of the Origin of Natural Gas Liquids Production*, for calendar year 20XX. Your response to this survey is mandatory and your report is due by April xx, 20xx. The burden for filing Form EIA-64A is 4 hours. All operators of natural gas processing plants are required to respond to this survey. EIA-64A data are used to generate EIA's state-level and federal offshore estimates of dry natural gas reserves and production. Data on the production of natural gas plant liquids (NGPL) are used by EIA to calculate the extraction loss from wet natural gas production so that EIA may accurately estimate dry natural gas reserves. These data, together with data reported in other surveys, are also used to estimate regional and national volumes of natural gas liquids and dry natural gas proved reserves and production. Published reports on crude oil and natural gas reserves are available on EIA's website at <https://www.eia.gov/naturalgas/crudeoilreserves/>

Data reported on Form EIA-64A are 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.

Copies are available on the Internet at <https://www.eia.gov/survey/#eia-64a>. You may submit your data to EIA via Secure File Transfer (SFT), mail, or fax. Due to security concerns, we no longer use unencrypted email as a submission option. To use the EIA https SFT system:

1. Open your browser and type in the URL:  
<https://signon.eia.doe.gov/upload/noticeoog.jsp>  
The EIA SFT Notice to Users page appears.
2. Read and then click the Accept button.  
The SFT System page appears.  
At the bottom of this page, in blue text, click on *Instructions for Secure File Transfer*.

Fax completed forms to: 202-586-1076

Mail completed forms to:  
Oil and Gas Surveys  
U. S. Department of Energy, EIA  
Ben Franklin Station  
P O Box 279  
Washington DC 20044-0279

Please complete this form and return it to the EIA by **April xx, 20XX**.

According to our records, you are the person responsible for submitting information for (company/plant list):

Plant ID:            Company Name:                                Plant Name:  
<DUPLICATE\_ID\_NAME1\_NAME2>

**Please pay special attention to the following changes when filling your form:**

- 1. Notes/Comments (Section 7):** Please include ANY notes or comments pertinent to the plant or that would help to explain this year's data. This could include shutdowns, acquisitions, etc. Including a note explaining a change in plant operations means we won't have to contact you for follow up.
- 2. EIA has developed an Excel Data Extraction System (EDES)** as part of the SFT system, we have an automated form (Version 2017.01), which reduces data input as well as allowing EIA to automatically extract the data. Therefore, we respectfully ask that you do not modify the new EIA-64A survey form.
- 3. Units:** Units are in Millions of Cubic Feet (MMCF) and Thousands of Barrels (MBbls) ONLY.
- 4. Gas Shrinkage (Section 5):** The gas equivalent of the liquids extracted should be between 0.940 and 1.558 times the volume of liquids.
- 5. Area of Origin of Gas Received and Liquids Produced (Section 4):** The Area of Origin Codes were changed in 2016. Please see page 6 and the accompanying maps in the instructions, which can be found at the following link: <https://www.eia.gov/survey/#eia-64a>. Please be as accurate as possible when filling in these codes, including multiple and out of state origins.

Thank you for your cooperation and participation in this important survey. If you have any questions or need assistance in completing the form, please contact the EIA-64A Coordinator at 1-800-879-1470 between 8:30 a.m. and 4:30 p.m. Eastern Standard Time.

Sincerely,

Steven G. Grape  
Survey Manager, Office of Oil, Gas & Coal Supply Statistics  
Office of Energy Statistics  
U.S. Energy Information Administration