



Department of Energy

[Insert month and date] 20XX
Washington, DC 20585

STATION MANAGER

[STATION NAME]

[STATION /MAILING ADDRESS]

[CITY], [ST] [ZIP5-4]

Dear Station Manager,

The U.S. Energy Information Administration (EIA) of the U.S. Department of Energy (DOE) is conducting the [Insert either EIA-878, "Motor Gasoline Price Survey or EIA-888, "On-Highway Diesel Fuel Price Survey"]. Your station has been selected to participate in this important weekly telephone survey. Every Monday morning, except Federal holidays, your station, or corporate contact, will be telephoned and asked to report your cash pump prices of regular, midgrade, and premium gasoline as of 8:00 a.m. For Federal holidays falling on a Monday, you will be called on Tuesday instead for prices as of 8:00 a.m. Monday. If you prefer to fax, call-in, or electronically send your prices to us, please call 1-866-582-4052 to make arrangements. Prior to reporting your retail gasoline prices, you will need to provide annual volumes for the prior calendar year.

The data collected from Form EIA-[878/888] are used to calculate average weekly [insert either gasoline or On-Highway diesel fuel] prices at the national, regional, and select State and city levels across all gasoline grades and formulations. The average prices are released every Monday (Tuesday if Monday is a Federal holiday) through the DOE's 24-hour telephone hotline (202-586-6966). These average prices are also published on the Internet (<http://www.eia.gov/petroleum/gasdiesel/>) and released electronically to subscribers of EIA's email notification (regular and wireless). In addition, these average prices are released to the public by the media, including print, radio, and sometimes television. The statistics are widely used to inform the public and policymakers about current retail gasoline prices, and is one of EIA's most viewed products.

Response to this survey is mandatory and required pursuant to 15 U.S.C., 764(b), 772(b) and 790a of the Federal Energy Administration Act of 1974. Your company's mandatory participation will continue into the future until further notification. EIA estimates that the average reporting burden for this survey is 5 minutes per response.

The information you provide on Form EIA-[878/888] will be used for statistical purposes only and is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2018 and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. Every EIA employee, as well as every agent, is subject to a jail term, a fine, or both if he or she makes public ANY identifiable information you report to EIA.

If you have any questions regarding the EIA-[878/888] gasoline price survey please contact Amerine Woodyard of my staff at 202-586-1256 or [optional clause] visit our FAQ page at http://www.eia.gov/survey/form/eia_878/faqs.cfm. Again, thank you for your cooperation in responding to this survey request so that EIA can provide timely and accurate information.

Sincerely,

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

