

<DATE>

Dear <CONTACT>:

The Energy Information Administration (EIA) has selected (additional) sites for your firm to report on **EIA-805 Weekly Bulk Terminal and Blender Report** effective with the submission for the week ending <DATE>. The data appear on EIA's website at <http://www.eia.doe.gov> and in the EIA publication, *Weekly Petroleum Status Report*.

According to our records, you are the contact person for the following company that has been selected to report **Form EIA-805**:

<DUPLICATE_ID_NAME1_NAME2>

If you are not responsible for completing this form, please forward this letter to the appropriate person within your company and provide EIA with the name and email address for the appropriate contact person.

Form EIA-805 is a sample-based survey and your company was selected to represent similar companies reporting data for the same products and geographic regions. Your company's response to this survey is mandatory under 15 U.S.C. §772(b). The average burden per response for this form is approximately **1.60** hours.

The information reported on Form **EIA-805** 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(b), and the Trade Secrets Act, 18 U.S.C. §1905.

Copies of the EIA-805 forms and survey instructions are available on the EIA website:

http://www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html.

Timely and accurate reporting is essential for EIA to accomplish its mission. Weekly reports are due to the EIA **no later than 5:00 p.m. ET on the Monday** following the end of the report period. For example, data for week ending <DATE> are due by Monday 5:00 p.m. ET Monday, <DATE>. Completed forms can be submitted over the Internet via secure file transfer or via PEDRO.

Estimates based on data collected through **Form EIA-805** are published in many EIA products, including the *Weekly Petroleum Status Report*. Congress, Federal and State governments, and the private sector use this data for analysis of industry trends and for strategic planning purposes. EIA petroleum data products can be found on the EIA website at http://www.eia.doe.gov/oil_gas/petroleum/info_glance/petroleum.html.

Thank you in advance for your time and effort in completing **Form EIA-805** each week going forward, starting next week.

Sincerely,

Robert Merriam
Manager, Weekly Petroleum Supply Team
Office of Petroleum and Biofuels Statistics
Office of Energy Statistics
Energy Information Administration
US Department of Energy