

DOE ID: <ID>
<NAME1>
<STREET>
<CITYSTATEZIP>

Attn:<CONTACT>

For the facility(ies) listed below, this notice is a reminder that EIA has not yet received your company's EIA-804 *Weekly Imports Report* for the current reporting week using data ending as of last Friday at 7:00 a.m. Please note that this report is due by 5:00 p.m. Eastern Time every Monday (pushed to 5:00 p.m. Tuesday for Monday federal holidays). We would appreciate you sending in your company's weekly report(s) right away.

Your company's response to this survey is mandatory under 15 U.S.C. §772(b), making it a legal obligation to file this form. Failure to comply may result in the imposition of civil and/or criminal penalties under 15 U.S.C. §797.

Form EIA-804 is a part of the *Weekly Petroleum Status Report*. This report is a summary of petroleum supply, demand, and inventories and is the only weekly government source of data monitoring the current status of petroleum supply and disposition in the United States.

The average burden per response for this form is approximately 1.75 hours. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the submitted data.

The information reported on Form EIA-804 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.

If you are unable to submit your company's report or feel you have received this notice in error, please email OOG.Surveys@eia.gov.

EIA ID Number	Company Name	Site/Name
<DUPLICATE_ID_NAME1_NAME2>		

Respectfully,

Weekly Petroleum Status Report Team
Office of Petroleum and Biofuels Statistics
U.S. Energy Information Administration