

## MONTHLY NATURAL GAS STORAGE REPORT FORM EIA-191 INSTRUCTIONS

### PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-191 *Monthly Natural Gas Storage Report* provides data on the operations of all active storage facilities. The data appear in the EIA publications *Monthly Energy Review*, *Natural Gas Annual*, and *Natural Gas Monthly*.

### WHO MUST SUBMIT

Form EIA-191 is mandatory under 15 U.S.C. §772(b) and must be completed by all companies that operate underground natural gas storage fields or liquefied natural gas (LNG) storage facilities in the United States must provide the information requested. Operators of underground storage facilities must complete Form EIA-191. Operators of LNG storage facilities must complete Form EIA-191L.

### WHEN TO SUBMIT

You must file within 20 days after the last day of the report month. You must file twelve reports per calendar year.

If additional fields are acquired, or storage activities begin in a new facility during the year, you must enter their field characteristics for the month when initial activity began.

### HOW TO SUBMIT

Instructions on where to report via secure file transfer are below and printed on Part 2 of Form EIA-191 and Form EIA-191L.

**Secure File Transfer:** You can file through the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is a secure, encrypted method to send information electronically. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. You can access the Secure File Transfer System at: <https://signon.eia.doe.gov/upload/noticeoog.jsp>.

### COPIES OF THE SURVEY FORM AND INSTRUCTIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:

<http://www.eia.gov/survey/#eia-191>

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

### QUESTIONS

If you have questions, please call (877) 800-5261. If you contact to us about this report, be sure to include your EIA identification number.

### HOW TO COMPLETE THE SURVEY FORM

Report all volumes in thousand cubic feet (Mcf). Do not report any negative values on any part of the Form EIA-191 or Form EIA-191L.

Provide data for all fields your company operates. You may copy additional forms or download additional electronic files when submitting data for more than two fields.

Reporting of preliminary or estimated data is allowable, if necessary, to meet the due date. You only have to file a revised report is required if actual or corrected data vary more than plus or minus 4% from the data previously reported.

### SPECIFIC INSTRUCTIONS

#### PART 1: RESPONDENT IDENTIFICATION DATA

Provide up-to-date company information.

**EIA ID number:** Enter the 10-digit EIA ID number. Companies operating in more than one State should note that a unique number has been assigned for operations in each state. If we haven't assigned an ID number to you, leave the space blank and contact us at (877) 800-5261.

**Resubmission:** Check the box if the report is a revised report. If the report is an original, leave this space blank.

**Company name:** Enter the company name.

**Contact information:** Enter the current contact information.

#### PART 2: SUBMISSION INFORMATION

You can submit your completed Form EIA-191 via Secure File Transfer.

#### PART 3: FIELD CHARACTERISTICS

Report all volumes in thousand cubic feet (Mcf), 14.73 psia-60° F, as of 9:00 a.m., Central Standard Time (CST) on the last day of the report month. Note that LNG storage facilities complete form EIA-191L, and do not complete data items that are grayed out.

For *Type of facility*, check the appropriate box corresponding to one of the following: depleted gas field, aquifer, or salt facility. Salt facilities include both bedded and domal salt facilities. LNG facilities do not complete this item on the EIA-191L.

For *Field status*, check the appropriate box for either active or inactive. A facility is "inactive" if it has not had any injections for at least the twelve months prior to this report month, and does not contain volumes of working gas, or is in the process of abandonment or depletion. If "inactive," provide additional information in the comments section about the circumstances.

#### PART 4: MONTHLY GAS STORAGE

You must provide information for your fields or facilities as defined below in the Definitions. Report all volumes in thousand cubic feet (Mcf), 14.73 psia-60° F, as of 9:00 a.m. CST on the last day of the report month.

In most cases, net injections or withdrawals should correspond to the difference between total gas volume for the current and prior report period. Include storage compressor use volumes with the injections and withdrawals totals.

**Comments:** Use the comment space to describe any unusual or substantially different aspects of your monthly operations that affect the data you reported.

## DEFINITIONS

**Base (cushion) gas:** The volume of gas needed to maintain adequate reservoir pressures and deliverability rates throughout the withdrawal season. Base gas usually is not withdrawn, and remains in the reservoir. All native gas is included in the base gas volume.

**Injections:** The volume of gas injected into storage facility or reservoir during the report month.

**Maximum Deliverability:** The maximum rate (Mcf/day) natural gas can be withdrawn (or delivered) from a storage facility when filled to maximum capacity.

**Total Gas in Storage:** The sum of base gas plus working gas. For LNG facilities, the total volume of liquefied natural gas held in aboveground storage tanks.

**Total Storage Field Capacity:** The maximum volume of natural gas (including base gas and working gas) that you can store in an underground storage facility based on its design specifications, the physical characteristics of the reservoir, installed compression equipment, and operating procedures particular to the site.

**Withdrawals:** The volume of gas withdrawn from storage reservoirs or facilities during the report month.

**Working (top storage) gas:** The volume of natural gas in an underground storage facility available to be withdrawn, not including base gas. Working gas may or may not be completely withdrawn during any particular withdrawal season.

## SANCTIONS

Form EIA-191 is mandatory under 15 U.S.C. §772(b). Failure to respond may result in a civil penalty of not more than \$10,821 each day for each violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

## DISCLOSURE OF INFORMATION

Information collected in Parts 1, 2, and 3, as well as Base Gas data, on Form EIA-191 is considered public information, and may be publicly released in company or individually identifiable form. Information collected in Part 4 (including Working Gas and Total Gas in Storage data but excluding Base Gas), however, will be protected and will not be 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.

The Federal Energy Administration Act requires EIA to provide company-specific data to other federal agencies when requested for official use. The information you reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the Government Accountability Office, or other federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures do not apply to the statistical data published from EIA-191 survey information. Some statistics may be based on data from fewer than three respondents, or may be dominated by data from one or two large respondents. In these cases, a knowledgeable person may be able to closely estimate the information a specific respondent reported.

## FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 2.6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments about this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Energy Information Administration, Office of Survey Development and Statistical Integration, EI-21, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.