



Independent Statistics & Analysis

U.S. Energy Information Administration

OMB No: 1905-0165
Exp. Date: 01/31/2023

Dear <Respondent>,

Your company has been selected by the U.S. Energy Information Administration (EIA) to respond to the **Monthly Biofuels, Fuels from Non-Biogenic Wastes, Fuel Oxygenates, Isooctane, and Isooctene Report (EIA-819)**. Form EIA-819 is used to collect data on oxygenate production capacity, inputs, production, end-of-month stocks, and storage capacity. These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and response to this survey is mandatory under the FEA Act.

The data collection cycle for EIA-819 **[cycle]** will begin on **[open date]** and data are due on **[due date]**.

Based on information gathered by EIA, you have been identified as the initial point of contact for providing information needed to complete the EIA-819 form. If you are not the appropriate contact, please forward the appropriate person's contact information to EIA4USA@eia.gov and we will contact them directly.

You have the option to submit your data using two methods of submission. You may log into the U.S. Energy Information Administration [Respondent Submission Portal](#), select the appropriate survey cycle from the Respondent Submission Portal **Home** or **To Do** tab, and submit your data.

In order to register for the EIA Respondent Portal, please continue to the portal [here](#). **NOTE:** Please use Google Chrome browser to access the portal. Click the "**REGISTER**" button on the right side of the screen, and copy and paste the information below into the corresponding fields in the registration page. Once completed, click the "**REGISTER**" button. You will then receive a temporary password email, which will provide further instructions to set up your password.

Email:	
First Name:	
Last Name:	
Entity ID:	
Phone:	

You can also access the EIA-819 form [here](#) in order to submit via secure file transmission. Please include the company identification number below in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-819 [Instructions](#) page for information on how to submit your data or general information.

Company Name

EIA ID

Company1

ID1

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team via e-mail at EIA4USA@eia.gov, or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.

Sincerely,

Joseph Wilson
Director, Office of Survey Operations
U.S. Energy Information Administration
U.S. Department of Energy



Independent Statistics & Analysis

U.S. Energy Information Administration

Month XX, 202X

FROM: JOSEPH WILSON, DIRECTOR
OFFICE OF SURVEY OPERATIONS

SUBJECT: **REMINDER - THE EIA-819 DATA COLLECTION CYCLE IS
DUE SOON**

REFERENCE: OMB NO. 1905-0165 (EXPIRATION DATE: 01/31/2023)

[Respondent Name]

This is a reminder that the **[Report Period]** data submission for the **Monthly Biofuels, Fuels from Non-Biogenic Wastes, Fuel Oxygenates, Isooctane, and Isooctene Report (EIA-819)** is due in less than a week on **[Due Date]**. If you have already submitted your form, thank you for your submission.

These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and response to this survey is mandatory under the FEA Act.

You now have the option to submit your data using two different methods of submission. You may begin using the new [EIA Respondent Portal](#), or you may continue submitting your data via the secure file transfer.

Note: Revisions for months prior to using the new EIA Respondent Portal, must be provided via secure file transfer.

You can access the EIA-819 excel form [here](#). Please include the company identification number below in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-819 [Instructions](#) page for information on how to submit your data using either method of submission or general information.

Company Name

EIA ID

[Company Name]

[ID]

If you have any questions, please contact us directly at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.



Independent Statistics & Analysis

U.S. Energy Information Administration

Month XX, 202X

FROM: JOSEPH WILSON, DIRECTOR,
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-819 DATA COLLECTION CYCLE IS **LATE**

REFERENCE: OMB NO. 1905-0165 (EXPIRATION DATE: 01/31/2023)

[Respondent Name]

The **[Report Period]** data submission for the **Monthly Biofuels, Fuels from Non-Biogenic Wastes, Fuel Oxygenates, Isooctane, and Isooctene Report (EIA-819)** was due on **[Due Date]**. If you have already submitted your form, thank you for your submission.

These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and response to this survey is mandatory under the FEA Act.

You now have the option to submit your data using two different methods of submission. You may begin using the new [EIA Respondent Portal](#), or you may continue submitting your data via the secure file transfer.

Note: Revisions for months prior to using the new EIA Respondent Portal, must be provided via secure file transfer.

You can access the EIA-819 excel form [here](#). Please include the company identification number below in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-819 [Instructions](#) page for information on how to submit your data using either method of submission or general information.

Company Name

EIA ID

Company Name

ID

If you have any questions, please contact us directly at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.



Department of Energy
Washington, DC 20585

Month XX, 202X

[Contact Name]
[Company Name]
[Address Line 1]
[Address Line 2]

Dear [Respondent Name],

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-819, **Monthly Biofuels, Fuels from Non-Biogenic Wastes, Fuel Oxygenates, Isooctane, and Isooctene Report**, for the following period: [Report Period]. Your reports for [Company Name] were due on [Due Date], and are now considered late.

Response to this survey is **mandatory** and required pursuant to the authority granted to the Department of Energy (DOE) by the Federal Energy Information Administration Act of 1974 (Public Law 93-275). Form EIA-819 is mandatory under 15 U.S.C. §772(b) and must be completed by operators of facilities that produce one or more of the following fuel products:

- Fuel alcohol
- Biodiesel, Renewable diesel fuel, heating oil, jet fuel, naphtha, gasoline, and other renewable fuels and feedstocks
- Fuel oxygenates (other than fuel alcohol)
- Isooctane and Isooctene

We have attempted to contact you by email and telephone numerous times to resolve these issues, but without success. Please make sure you are submitting your data using either our new [EIA Respondent Portal](#) or our [Secure File Transmission](#) site. If you need more information on how to use the EIA Respondent Portal, video instructions can be found [here](#). The most updated version of the Excel form has been included and more information on submitting the EIA-819 form can be found [here](#).

Our primary contact at [Company Name] is [Respondent Name]. If you are *no longer* the person submitting the Form EIA-819, then please provide the following information in an email reply to EIA4USA@eia.gov:

Name of New Preparer:
New Preparer's Address:

New Preparer's Telephone #:
New Preparer's Email Address:

EIA has a legal mandate to carry out a central, comprehensive, and unified energy data and information program. All persons owning or operating facilities or business premises who are engaged in any phase of energy supply shall make available to the EIA Administrator such information and periodic reports. By law the EIA Administrator has the authority to conduct mandatory information collections and obtain the information by issuing subpoenas, conducting physical inspections or by other means identified in 15 U.S.C. 779.

EIA needs you to report the requested information on Form EIA-819 no later than **[Due Date]**, for missing **[Report Period]** data. If you continue to refuse to file your report, EIA will request further action to compel the production of all information, documents, reports, records, and accounts needed to complete the reporting requirements for your company. If you have questions, you can contact EIA4USA@eia.gov, or 855-EIA-4USA (855-342-4872).

Sincerely,

Joseph Wilson
Director, Office of Survey Operations
U.S. Energy Information Administration
U.S. Department of Energy



Independent Statistics & Analysis

U.S. Energy Information Administration

Month XX, 202X

FROM: JOSEPH WILSON, DIRECTOR
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-819 DATA COLLECTION CYCLE IS NOW OPEN

REFERENCE: OMB NO. 1905-0165 (EXPIRATION DATE: 01/31/2023)

[Respondent Name]

The U.S. Energy Information Administration (EIA) is now accepting **[Report Period]** data submissions for the **Monthly Biofuels, Fuels from Non-Biogenic Wastes, Fuel Oxygenates, Isooctane, and Isooctene Report (EIA-819)**. The due date for your submission is **[Due Date]**.

You now have the option to submit your data using two different methods of submission. You may begin using the new [EIA Respondent Portal](#), or you may continue submitting your data via the secure file transfer.

Note: Revisions for months prior to using the new EIA Respondent Portal, must be provided via secure file transfer.

You can access the EIA-819 excel form [here](#). Please include the company identification number below in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-819 [Instructions](#) page for information on how to submit your data using either method of submission or general information.

Company Name

EIA ID

Company Name

ID

If you have any questions, please contact us directly at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.



Department of Energy
Washington, DC 20585

<Current MMDDYYYY>

Dear <Mr./Ms. Respondent Name>,

Thank you for your **EIA-819 Monthly Biofuels, Fuels from Non-Biogenic Wastes, Fuel Oxygenates, Isooctane, and Isooctene Report** submissions. Due to changes in your company's oxygenate production capacity, inputs, production, end-of-month stocks, or storage capacity, you are no longer required to file monthly production information on the EIA-819 report.

This applies only to the facility with the following ID number:

Company Name	EIA ID
Company1	ID1

If you currently report on the EIA-809 Weekly Oxygenate Report please continue reporting weekly data until you are notified to stop reporting.

At present EIA does not anticipate any future requirement to file EIA-819 data for your company. However, changes in your production volumes, or the relative production of other operators may alter selection criteria, and once again require you to submit data. Should this happen, you will be contacted by the EIA to inform you of that obligation.

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team directly via e-mail at EIA4USA@eia.gov, or call - 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

Thank you for your cooperation in making the EIA-819 Monthly Biofuels, Fuels from Non-Biogenic Wastes, Fuel Oxygenates, Isooctane, and Isooctene Report a success.

Sincerely,

Joseph Wilson
Director, Office of Survey Operations
U.S. Energy Information Administration
U.S. Department of Energy