



## EIA-888 ON-HIGHWAY DIESEL FUEL PRICE SURVEY INSTRUCTIONS

### 1. QUESTIONS?

If you have any questions about Form EIA-888 after reading the instructions, please call our toll free number 1-877-267-2879.

### 2. PURPOSE

The U. S. Energy Information Administration (EIA) Form EIA-888, *On-Highway Diesel Fuel Price Survey*, is a mandatory survey consisting of two parts: Schedules A and B. Schedule A is designed to collect data on National and Petroleum Administration for Defense District (PADD) level cash price (including taxes) of self-serve, on-highway diesel fuel. Schedule A is conducted on a weekly basis. Schedule B is designed to collect total annual sales volume for on-highway diesel fuel sold at newly sampled stations during a full calendar year. Schedule B is not conducted each year, and the data collected are strictly for internal statistical purposes and are not published.

The data collected on Schedule A are used to calculate average diesel fuel oil price estimates at the national, regional, and select State levels which are vital to the trucking industry and shippers throughout the United States. These data are point-in-time estimates as of 8:00 a.m. Monday.

### 3. WHO MUST REPORT

Response to the EIA-888 survey is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) for the scientifically selected sample of companies which sell motor vehicle diesel fuel. Companies sampled are notified in writing or by phone in advance.

Section 7 explains the possible sanctions for failing to report.

### 4. SCHEDULE A

#### 4A. WHEN TO REPORT

The data on Form EIA-888, Schedule A are collected on Monday of each week by telephone, except for Federal holidays, in which case, the data are collected on the following Tuesday.

#### 4B. WHERE TO REPORT

EIA personnel collect the data by telephone. Respondents are required to provide the data when contacted. Companies preferring to report by other electronic means should contact the toll free number above in advance to make arrangements.

### 4C. HOW TO REPORT

#### PART 1. IDENTIFICATION DATA

At the time of respondent initiation the identification information will be verified with the company. Should any of this information change after initiation, report the change the next data collection time. If the outlet is sold to another company this change should also be reported.

Indicate month, day, and year (e.g., November 8, 2021 is: Month 11 Day 08 Year 21) of the prices reported in Part 2. Prices are as of Monday 8:00 a.m. local time.

#### PART 2. PRICE DATA

The reported price should be the cash price for self-serve on-highway diesel fuel. If the station does not offer self-serve, then report the cash price for mini-serve (if available) or full serve.

### 5. SCHEDULE B

#### 5A. WHEN TO REPORT

The data on Form EIA-888, Schedule B are collected on a one-time basis for newly sampled outlets. This data must be reported within 10 days of receiving official notice of selection.

#### 5B. WHERE TO REPORT

Report data on the form provided to your station/company.

### 5C. HOW TO REPORT

#### PART 1. IDENTIFICATION INFORMATION

Please provide up-to-date station and contact information. The Preparer or contact person must be able to verify all the information submitted and answer any questions concerning the information reported on the EIA-878 Schedule B.

#### PART 2. STATION STATUS

Please provide your station's current operating status. If your station sold, please provide the contact information of the new owner.

Please select all of the diesel and diesel related products sold at your station. Enter the correct information about diesel bays for heavy-duty trucks at your station.

### **PART 3. ANNUAL RETAIL ON-HIGHWAY DIESEL FUEL SALES DATA**

Please provide the correct information on the questions about on-highway diesel fuel sold at your station.

Report annual sales volume for on-highway diesel fuel in actual gallons. Annual refers to either the last full calendar or fiscal year. If your station only sells automobile diesel, please enter sales volume in the Total Diesel Gallons box. If your station sells truck and auto diesel at different prices, please enter sales of truck diesel and the total diesel.

If your sales volume do not represent a full calendar or fiscal year, please enter the dates the sales volume represent.

### **PART 4. COMMENTS**

Describe any unusual or substantially different aspects of your station that affected data reporting. Include any feedback that could improve this form in future data collections.

### **6. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION**

The information you provide on Form EIA-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 reported.

### **7. SANCTIONS**

The timely response of Form EIA-888 by those required to report is mandatory under 15 USC 772(b), as amended. Failure to respond may result in a civil penalty of not more than \$10,949 per 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.

### **8. REPORTING AND ESTIMATED REPORTING BURDEN**

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time of gathering and maintaining the data needed, and reporting the information. Send comments regarding 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 Statistical Methods & Research, EI-21, 1000 Independence Avenue, SW, Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

### **9. STATE ABBREVIATIONS**

AL - Alabama	MT - Montana
AK - Alaska	NE - Nebraska
AZ - Arizona	NV - Nevada
AR - Arkansas	NH - New Hampshire
CA - California	NJ - New Jersey
CO - Colorado	NM - New Mexico
CT - Connecticut	NY - New York
DE - Delaware	NC - North Carolina
DC - District of Columbia	ND - North Dakota
FL - Florida	OH - Ohio
GA - Georgia	OK - Oklahoma
HI - Hawaii	OR - Oregon
ID - Idaho	PA - Pennsylvania
IL - Illinois	RI - Rhode Island
IN - Indiana	SC - South Carolina
IA - Iowa	SD - South Dakota
KS - Kansas	TN - Tennessee
KY - Kentucky	TX - Texas
LA - Louisiana	UT - Utah
ME - Maine	VT - Vermont
MD - Maryland	VA - Virginia
MA - Massachusetts	WA - Washington
MI - Michigan	WV - West Virginia
MN - Minnesota	WI - Wisconsin
MS - Mississippi	WY - Wyoming
MO - Missouri	