Independent Statistics and Analysis
U.S. Energy Information Administration

U.S. Department of Energy
1000 Independence Ave., SW
Washington, DC 20585

Form Approved
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Burden: (Schedule A) 0.6 hours
Burden: (Schedule B) 1.5 hours

EIA-757

NATURAL GAS PROCESSING PLANT SURVEY

YOUR RESPONSE IS REQUIRED BY LAW

This report is mandatory under Title 15 U.S.C. §772(b). Failure to comply may result in criminal fines, civil penalties and other sanctions as provided by Title 15 U.S.C. §797. Title 18 U.S.C. §1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

The Form EIA-757 must be completed by natural gas processing plants. You must file a complete Form EIA-757 for each of the domestic natural gas processing plants identified in the notification letter, email, or telephone call you receive. If you receive notice to report for more than one natural gas processing plant, you must submit separate responses for each natural gas processing plant.

Be sure to file only the schedule we request. Some recipients only receive **Schedule A**. Companies that we ask to file **Schedule B**: Emergency Status Report were selected by EIA from a list of all domestic natural gas processing plants based on plant capacity and proximity to the natural gas supply disruption.

PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-757 *Natural Gas Processing Plant Survey* collects information on the capacity, status, operations, and connecting infrastructure of natural gas processing plants and monitors constraints of natural gas processing plants during periods of supply disruption in areas affected by an emergency such as a hurricane.

RESPONSE DUE DATE

You must file a complete Form EIA-757 according to the collection schedule listed in the notification letter, email or phone call. The collection schedule will specify the Schedule or Schedules to complete, how often to file, due dates, and how to submit the report. Each submission should include the most current information. We will notify you of any changes to the collection schedule by email or telephone.

HOW TO FILE A RESPONSE

To facilitate the processing of data, the use of EIA forms is required. The form can be downloaded in XLS format on the EIA website, which can be accessed from http://www.eia.gov/survey/#eia-757.

Respondents must use the EIA's Secure File Transfer system to submit their data. With this Internet-based option, EIA uses security protocols to protect the information against unauthorized access during transmission. EIA does not accept email, fax, or paper forms.

Data Submission Method (see next page for step-by-step instructions)
By Secure File Transfer: https://signon.eia.doe.gov/upload/noticeoog.jsp

QUESTIONS

Please contact the EIA Survey Support Team using the following communication methods:

By email: eia4usa@eia.gov
By phone: 1-855-EIA-4USA (1-855-342-4872) [Monday through Friday, 8:00 AM to 6:00 PM E.T.]

HOW TO USE EIA'S SECURE FILE TRANSFER

EIA is ensuring the security of your transactions by using the latest Internet security technology. The technology being used to protect your data is encryption which is the scrambling of data into a code that is unreadable to anyone who does not have the key that deciphers it. The secure hypertext transfer protocol (HTTPS) is a communications protocol designed to transfer this encrypted information between computers over the internet. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of your data. The only thing you need to take advantage of strong encryption technology is a secure browser, one that supports 128-bit encryption.

1. Go to the EIA Secure File Transfer system located at https://signon.eia.doe.gov/upload/noticeoog.jsp
2. Read the Agreement and then click the **Accept** button.
3. Enter your name, company name, phone number and email address into the boxes provided. Note that the email address is required so that we can send you a confirmation of the receipt of your data.
4. Click on the **Choose Files** button to navigate to your saved Excel file submission. Select the file to upload and click on the **Open** button.
5. If you are ready to submit your file, click on the green **Submit File(s)** button. Please be patient, it may take a few minutes to upload your file. Do not close your browser during this upload. A confirmation page will be displayed with a Submission Successful banner and indicate the names of the files you have transferred, a confirmation number and the date and time of the transfer.

SANCTIONS

The timely submission of Form EIA-757 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 $12,531 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.

REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 0.6 hours per response for Schedule A and 1.5 hours per response for Schedule B., including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistical Methods and Research, EI-21, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

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DISCLOSURE OF INFORMATION

Information reported on Form EIA-757 is considered public information, except for Part 3 of Schedules A and B, and may be publicly released in company or individually identifiable form.

SPECIFIC INSTRUCTIONS

Report all responses as of the date and time specified in the notification letter, email or phone call on the day you file. Report any changes or revisions in the next reporting period.

Report actual values, or if necessary, report estimated values. Report all quantities, as appropriate, in the nearest whole number in million cubic feet per day (MMcf per day).

Schedule A is the *Baseline Report*, which EIA collects from all processing plants no more than once every three years.

Schedule B is the *Emergency Status Report*, which EIA activates during an emergency situation that affects the supply of natural gas to consumers. EIA collects Schedule B from processing plants located in areas where the natural gas supply disruption has occurred. The schedule for filing Schedule B will be in the notification email, letter, fax or phone call. In addition, if it has been more than one year since you filed Schedule A, we may also ask you to submit an updated Schedule A.

SCHEDULE A & SCHEDULE B (Parts 1 through 3 are the same for both Schedules)

PART 1: PLANT IDENTIFICATION

EIA ID number: Enter the 10-digit EIA identification number.
If we have not assigned an EIA ID number to you, contact EIA at 1-855-EIA-4USA (1-855-342-4872).

Plant Address: The plant address is the physical location of the plant. Do not use a P.O. Box or corporate address. If the plant does not have a recognizable address, you may report the address in the form of latitude and longitude coordinates.

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

PART 2: SUBMISSION INFORMATION

Submission - Refer to the "How to File a Response" section for more details or method for submitting data.

PART 3: CONTACTS

The processing plant operations and secondary contacts should be personnel with working knowledge of the plant, such as managerial personnel at the operating company. For example, the contact person should be able to provide capacity, flow, and pipeline data to EIA, as well as be able to describe any damage to the processing plant and to estimate restoration timeframes if there is damage to the plant. The phone, fax and email information should allow EIA to locate this person during an emergency. Because of the rapid turnaround of Schedule B, the secondary contact will be contacted if the primary respondent cannot be reached by EIA within a reasonable timeframe.

SCHEDULE A: BASELINE REPORT

Complete Schedule A if we request for this information. We will collect Schedule A reports no more than once every three years.

PART 4 SCHEDULE A: BASELINE PIPELINE CONNECTION DATA

Report baseline pipeline connection data. List all operating pipelines connected to the processing plant. Please do not list gathering lines or pipelines that are too small to be metered individually.

PART 5 SCHEDULE A: BASELINE PLANT OPERATIONAL STATUS

Report annual average volumes for each question. If your plant has been operating for less than one year, instead of annual average values, report average values covering the months in which your plant was processing gas. Report inlet gas capacity, throughput, and Btu content of unprocessed gas at the inlet of your plant in the same manner. If you have difficulty reporting an annual average Btu content, report an estimate.

SCHEDULE B: EMERGENCY STATUS REPORT

Complete Schedule B only if we request this information. EIA may activate Schedule B during an emergency situation that affects the supply of natural gas to consumers. EIA collects Schedule B from processing plants located in areas where the natural gas supply disruption has occurred. If you are located in an area of supply disruption, EIA may contact you and request that this form be completed, and provide you with information on how to submit, how frequently to report, and when submissions are due.

PART 4 SCHEDULE B: CURRENT POST- EMERGENCY PLANT OPERATIONAL STATUS

In Part 4 of the form, report current operational information for your plant. If your plant has no capacity or throughput constraints, you may report these figures as normal. If you have difficulty calculating any of these items precisely, report an estimate.

PART 5 SCHEDULE B: CURRENT PLANT OPERATING CONSTRAINTS

If the plant has no capacity or operating constraints, check the boxes labeled NONE in Part 5. If the plant has capacity or operating constraints, check all conditions that apply. If the plant had capacity or operating constraints before the supply disruption, please describe those constraints in the comments.

- **Internal Constraints:** Conditions of the physical plant facility, including the complex of structures, machinery and associated equipment, and/or operating personnel that result in a reduction in the plant's current operating capacity. Internal constraints include:
    - Building infrastructure including damage to physical plant buildings and facilities
    - Employee or operator availability, or physical access to the plant are reduced or eliminated
    - Damage to electronic or operational equipment that either reduces or removes the ability to operate the plant
    - Damage to communications equipment, including SCADA systems and interpersonal communication devices necessary to operate the plant
    - Debris or foreign matter is present at the processing plant which limits plant capacity
    - Flooding or water damage
    - Other constraints of the processing plant not listed that have reduced the processing capacity of the plant. For instance, if the plant's capability to generate electricity is reduced.

- **External Constraints**: External conditions that affect the complex of structures, machinery and associated equipment, and that reduce the operating capability of the plant to processing natural gas. External constraints include:
    - Upstream supply constraints such as pipeline supplies to the plant have been reduced since the event.
    - Downstream infrastructure constraints include a reduced capacity of natural gas and/or liquids pipeline(s) exiting the plant, or reduced capacity of downstream fractionators or other facilities to take the products from the processing plant.
    - Downstream demand reduction resulting from the event - For example, an industrial facility that typically consumes the processed products may have been damaged by the event that led to a decrease in demand.
    - Power sources, including reduced electricity available from outside the plant. List constraints in self-generated electrical power under internal constraints - Other.

PART 6 SCHEDULE B: CURRENT POST-EMERGENCY PLANT RESTORATION

Complete Part 6 if the event has affected the operational status of your plant *and* you have indicated in Part 5 that your plant has internal constraints. Section 6 refers to the recovery of at least the dehydration function of the plant. Once you have fully restored the dehydration function to pre-event levels, you don't need to complete Part 6. If you need to change any of the information you previously reported, explain the change in the Part 6 comments box.

DEFINITIONS

Dry natural gas: Natural gas that remains after 1) the liquefiable hydrocarbon portion has been removed from the gas stream (i.e., gas after lease, field, and/or plant separation); and 2) any volumes of nonhydrocarbon gases have been removed where they occur in sufficient quantity to render the gas unmarketable. Dry natural gas is also known as consumer-grade natural gas. The parameters for measurement are cubic feet at 60 degrees Fahrenheit and 14.73 pounds per square inch absolute.

Natural gas liquids (NGL): Those hydrocarbons in natural gas that are separated from the gas as liquids through the process of absorption, condensation, adsorption, or other methods in gas processing or cycling plants. Generally, such liquids consist of propane and heavier hydrocarbons and are commonly referred to as lease condensate, natural gasoline, and liquefied petroleum gases. Natural gas liquids include natural gas plant liquids (primarily ethane, propane, butane, and isobutane) and lease condensate (primarily pentanes produced from natural gas at lease separators and field facilities).

Pipeline type: Indicate by checking the appropriate boxes whether the pipeline enters or exits the plant and if the pipeline transports wet gas, processed gas, or liquids.

Primary pipeline: Primary pipelines are the largest-capacity pipelines that are either entering or exiting the processing plant.

Wet natural gas: A mixture of hydrocarbon compounds and small quantities of various nonhydrocarbons existing in the gaseous phase or in solution with crude oil in porous rock formations at reservoir conditions. The principal hydrocarbons normally contained in the mixture are methane, ethane, propane, butane, and pentane. Typical nonhydrocarbon gases that may be present in reservoir natural gas are water vapor, carbon dioxide, hydrogen sulfide, nitrogen, and trace amounts of helium. Under reservoir conditions, natural gas and its associated liquefiable portions occur either in a single gaseous phase in the reservoir or in solution with crude oil and are not distinguishable at the time as separate substances. The Securities and Exchange Commission and the Financial Accounting Standards Board refer to this product as natural gas.