

EIA-14  
REFINERS' MONTHLY COST REPORT  
INSTRUCTIONS

**YOUR RESPONSE IS REQUIRED BY LAW**

This report is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by each refiner, except firms (referred to as independent natural gas processors) that neither refine crude oil nor have crude oil refined by others and solely process natural gas for liquids and related products.

**PURPOSE**

The U.S. Energy Information Administration (EIA) Form EIA-14, *Refiners' Monthly Cost Report* is used to collect summary data that permit EIA to provide the government and the public certain cost and price statistics on the United States petroleum industry. The data appear on EIA's website at [www.eia.gov](http://www.eia.gov) and in the EIA publications, *Petroleum Marketing Monthly* and the *Monthly Energy Review*.

**RESPONSE DUE DATE**

The data collected on Form EIA-14 must be submitted to EIA no later than 30 calendar days after the close of the reference month (e.g., if the reference month is March 2024, the report must be submitted to EIA by April 30, 2024).

**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-14>.

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](mailto:eia4usa@eia.gov)

By phone: 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 A.M. to 6:00 P.M. ET

## 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-14 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 \$12,937 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.

## 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 1.75 hours per response, including the time of reviewing instructions, searching existing data sources, gathering, and maintaining the 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 the 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.

## DISCLOSURE OF INFORMATION

The information reported on this form 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, the U.S. Department of Energy (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 reported on this form may also be made available, upon request, to another component of 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.

Data protection methods are applied to the statistical data published from EIA-14 survey information to ensure that the risk of disclosure of identifiable information is very small.

## GENERAL INSTRUCTIONS

For this report, the reporting firm is the parent company and the consolidated entities (if any) which the parent directly or indirectly controls, taken altogether. If a consolidated entity of a firm constitutes that firm's domestic refining operations, then the consolidated entity may report for the firm.

Report for all refining operations located in the United States that are controlled by the firm.

Report all data on an ownership basis. Report in accordance with customary accounting procedures used by your firm.

Use parentheses ( ) to indicate negative entries.

Report all quantities in **thousands of barrels**. Quantities ending in 499 or less are to be rounded down; quantities ending in 500 or more are to be rounded up to the next higher number. For example, 106,489 is rounded to 106, and 106,589 is rounded to 107.

For this report, note the definition of the United States shown in **Definitions**, includes areas outside the 50 States.

## RESUBMISSIONS

Resubmissions are required if it is found that previously reported cost or volume data are in error by more than five percent ( $\pm 5\%$ ). Each resubmission will establish a new base to which the five percent threshold would be applied in determining whether subsequent resubmissions are required. That is, in applying the five percent criteria, the sum of all changes to the previously reported cost or volume data should be used.

## SPECIFIC INSTRUCTIONS

### PART 1. RESPONDENT IDENTIFICATION DATA

Report Period: Enter the month and year for which this form is being submitted.

Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will assign you a number.

Enter the name and addresses of the reporting company. If the physical address and the mailing address are the same, only report one address. If there is any change to your respondent information (i.e. company name or address, contact name, telephone number, fax number or email address) since the last report, enter an "X" in the block provided.

Enter contact name, telephone number, fax number and email address.

Date of this Report: Enter the month, day, and year this report is being filed.

Type of Report: Check the box which indicates whether this form is: (1) an Original, or (2) a Resubmission. If it is a resubmission, enter the date of the report for resubmission.

### **PART 3. SUMMARY OF CRUDE OIL COSTS AND VOLUMES**

Refer to **Definitions**, before completing the form.

Report volumes and their corresponding costs including transportation to the refinery gate for each item on a net domestic refining operations basis.

**Column (a) Total Cost**: Report the net cost in thousands of U.S. dollars of each item. Include all costs normally associated with the acquisition and transportation of the oil up to the refinery gate e.g., cost of oil, shipping, insurance, taxes, storage fees, etc. Include only costs for physical crude oil transactions; exclude profits and losses from any crude oil futures or options trading activity when reporting your crude oil acquisition cost. Report costs for the Petroleum Administration for Defense Districts (PADDs) in which the crude oil is intended to be refined. (PADDs are defined in **Definitions**). Sum the Total Costs in each PADD and "Other" to calculate the Total Cost in the United States.

Use the 'Other' category for crude oil processed in a location not in PADDs 1-5 and note under "Comments" the actual location. For exchange receipts, use the market value of the oil as determined by the firm's customary accounting practices.

A "Quota or Ticket Exchange," also referred to as "ticket trade," is a type of transaction through which one refiner is able to use another refiner's fee-paid import licenses. Exchanges of this type are not to be considered as purchases or sales in completing the EIA-14 Form, and therefore should not be included.

**Column (b) Total Volume**: Report the net volume in thousands of barrels that is intended to be refined in each PADD. (PADDs are defined in **Definitions**). Add the Total Volumes in each PADD and "Other" to calculate the Total Volume in the United States. Note: If all crude oil processing takes place in one PADD then the Total Cost and Volume in the PADD will be the same as the Total Cost and Volume in the United States.

**Comments**: Note any significant facts about the reported data that may explain any large changes from previous months reported data. Please make note if the reported data include prior period adjustments. Also indicate the actual location of processing for costs and volumes reported in the "Other" category.

### **DEFINITIONS**

**Crude Oil** - A mixture of hydrocarbons that exists in liquid phase in natural underground reservoirs and remains liquid at atmospheric pressure after passing through surface separating facilities. Depending upon the characteristics of the crude stream, it may also include:

1. Small amounts of hydrocarbons that exist in gaseous phase in natural underground reservoirs but are liquid at atmospheric pressure after being recovered from oil well (casinghead) gas in lease separators and are subsequently commingled with the crude stream without being measured separately. Lease condensate recovered as a liquid from natural gas wells in lease or field separation facilities and later mixed into the crude stream is also included;
2. Small amounts of nonhydrocarbons produced with the oil, such as sulfur and various metals; and
3. Drip gases, and liquid hydrocarbons produced from tar sands, oil sands, Gilsonite, and oil shale.

Liquids produced at natural gas processing plants are excluded. Crude oil is refined to produce a wide array of petroleum products, including heating oils; gasoline, diesel and jet fuels; lubricants; asphalt; ethane, propane, and butane; and many other products used for their energy or chemical content.

Crude oil is considered as either domestic or imported according to the following:

- a. Domestic Crude Oil - Crude oil produced in the United States or from its "outer continental shelf" as defined in 43 U.S. C. 1331.
- b. Imported Crude Oil - Crude oil produced outside the United States.

**Crude Oil Acquisitions** - The volume of crude oil either (a) acquired by the respondent for processing for his own account in accordance with accounting procedures generally accepted and consistently and historically applied by the refiner concerned, or (b) in the case of a processing agreement, delivered to another refinery for processing for the respondent's own account.

Crude oil that has not been added by a refiner to inventory and that is sold or otherwise disposed of without processing for the account of that refiner shall be deducted from its crude oil purchases at the time when the related cost is deducted from refinery inventory in accordance with accounting procedures generally applied by the refiner concerned. Crude oil processed by the respondent for the account of another is not included.

**Exchange** – A type of energy exchange in which quantities of crude oil or any petroleum product(s) are received or given up in return for other crude oil or petroleum products. It includes reciprocal sales and purchases.

**Lease Condensate** - A mixture consisting primarily of hydrocarbons heavier than pentanes that is recovered as a liquid from natural gas in lease separation facilities. This category excludes natural gas liquids, such as butane and propane, which are recovered at downstream natural gas processing plants or facilities.

**Petroleum Administration for Defense District (PADD)**: A geographic aggregation of the 50 States and the District of Columbia into five districts. The PADDs include the states listed below.

**PADD 1:**

Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia

**PADD 2:**

Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Wisconsin

**PADD 3:**

Alabama, Arkansas, Louisiana, Mississippi, New Mexico, Texas

**PADD 4:**

Colorado, Idaho, Montana, Utah, Wyoming

**PADD 5:**

Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington

**Petroleum Refinery** - An installation that manufactures finished petroleum products from crude oil, unfinished oils, natural gas liquids, other hydrocarbons, and alcohol.

**Refiner** - A firm or the part of a firm that refines products or blends and substantially changes products or refines liquid hydrocarbons from oil and gas field gases or recovers liquefied petroleum gases incident to petroleum refining and sells those products to resellers, retailers, reseller/retailers or ultimate consumers. "Refiner" includes any owner of products which contracts to have these products refined and then sells the refined products to resellers, retailers, or ultimate consumers.

**United States** - For the purpose of this report the United States is defined as the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, and all American territories and possessions.