



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: WELCOME TO THE EIA-14 SURVEY

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear **[Respondent Name]**,

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by the EIA as a respondent to the Form EIA-14, Refiners' Monthly Cost Report. These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

Form EIA-14 collects data on the weighted cost of crude oil at the regional Petroleum for Administration Defense District (PADD) level at which the crude oil is booked into a refinery.

The reporting period for this iteration of data collection is for **[Reporting Period]**, will begin on **[Open Date]** and data are due **[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-14 survey form. If you are not the appropriate contact, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-14 survey form [here](#). Please include the EIA ID 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-14 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR,  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-14 DATA COLLECTION CYCLE IS NOW OPEN

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The U.S. Energy Information Administration (EIA) is now accepting data for the EIA-14, Refiner's Monthly Cost Report for [**Reference Month**] Report Month. The due date for your submission is [**Due Date**].

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 can access the EIA-14 survey form [here](#). Please include the EIA ID number in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-14 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: REMINDER – THE EIA-14 SURVEY DATA IS DUE SOON

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

This is a reminder that the [**Reporting Period**] data submission for the Form EIA-14, Refiners' Monthly Cost Report is 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 can access the EIA-14 survey 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-14 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR,  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-14 SURVEY DATA IS LATE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The [**Reporting Period**] data submission for Form EIA-14, Refiners' Monthly Cost Report was due on [**Due Date**] and is now considered late. 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.

If you are no longer the appropriate contact for form EIA-14, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-14 survey form [here](#). Please include the EIA ID number in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-14 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-14 SURVEY DATA IS OVERDUE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-14, Refiners' Monthly Cost Report for [**Reporting Period**]. Your report was due on [**Due Date**].

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

If you are no longer the appropriate contact for form EIA-14, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-14 survey 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-14 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: EIA-14 – CHANGE IN REPORTING REQUIREMENTS

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

Thank you for your Form EIA-14, Refiners' Monthly Cost Report submissions. Due to the verified changes in your company, you are no longer required to file monthly production information on the EIA-14 report.

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

<b>Company Name</b>	<b>EIA ID</b>
[Company1]	[ID1]

If you are currently submitting data for other EIA surveys, please continue doing so until you receive notification to discontinue reporting.

At present EIA does not anticipate any future requirement to file EIA-14 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, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call -1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. – 6:00 p.m. ET.

Thank you for your cooperation in making the EIA-14 "Refiners' Monthly Cost Report" a success.

Sincerely,

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



Department of Energy  
Washington, DC 20585

[Current Date]  
[Contact Name]  
[Company Name]  
[Company Address1]  
[City, [State] [Zip]

Reference: OMB NO. 1905-0174 (Expiration Date: 02/28/2025)

Dear [Respondent Name],

[Entity Name] has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-14, Refiners' Monthly Cost Report for [Reporting Period]. Your report was due on [Due Date].

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

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.

We have attempted to contact [Entity Name] staff by email and telephone numerous times to resolve these issues, but without success. If you are no longer the appropriate contact for form EIA-14, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

EIA needs you to report the requested information on Form EIA-14 **no later than [New Date] by 4:00 p.m. ET**. If you continue to refuse to file your report on time, 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 any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov), or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: WELCOME TO THE EIA-182 SURVEY

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear **[Respondent Name]**,

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by the EIA as a respondent to the Form EIA-182, Domestic Crude Oil First Purchase Report.

These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

Form EIA-182 is used to collect data on both the average cost and volume associated with the physical and financial transfer of domestic crude oil off the property on which it was produced.

The reporting period for this iteration of data collection is for **[Reporting Period]**, will begin on **[Open Date]** and data are due **[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-182 survey form. If you are not the appropriate contact, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-182 survey 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-182 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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





*Independent Statistics and Analysis*

# U.S. Energy Information Administration

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-182 DATA COLLECTION CYCLE IS NOW OPEN

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The U.S. Energy Information Administration (EIA) is now accepting data for the EIA-182, Domestic Crude Oil First Purchase Report for [**Reference Month**] Report Month. The due date for your submission is [**Due Date**].

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 can access the EIA-182 survey 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-182 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: REMINDER – THE EIA-182 SURVEY DATA IS DUE SOON

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

This is a reminder that the [**Reporting Period**] data submission for the Form EIA-182, Domestic Crude Oil First Purchase Report is 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 can access the EIA-182 survey 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-182 [Instructions](#) page for information on how to submit your data or for general information.

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Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-182 SURVEY DATA IS LATE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The [**Reporting Period**] data submission for Form EIA-182, Domestic Crude Oil First Purchase Report was due on [**Due Date**] and is now considered late. 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.

If you are no longer the appropriate contact for form EIA-182, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-182 survey form [here](#). Please include the EIA ID number in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-182 [Instructions](#) page for information on how to submit your data or for general information.

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Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-182 SURVEY DATA IS OVERDUE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-182, Domestic Crude Oil First Purchase Report for [**Reporting Period**]. Your report was due on [**Due Date**].

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

If you are no longer the appropriate contact for form EIA-182, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-182 survey 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-182 [Instructions](#) page for information on how to submit your data or for general information.

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Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: EIA-182 – CHANGE IN REPORTING REQUIREMENTS

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

Thank you for your Form EIA-182, Domestic Crude Oil First Purchase Report submissions. Due to the verified changes in your company, you are no longer required to file monthly production information on the EIA-182 report.

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

<b>Company Name</b>	<b>EIA ID</b>
[Company1]	[ID1]

If you are currently submitting data for other EIA surveys, please continue doing so until you receive notification to discontinue reporting.

At present EIA does not anticipate any future requirement to file EIA-182 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, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call -1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. – 6:00 p.m. ET.

Thank you for your cooperation in making the EIA-182, the “Domestic Crude Oil First Purchase Report” a success.

Sincerely,

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



Department of Energy  
Washington, DC 20585

[Current Date]  
[Contact Name]  
[Company Name]  
[Company Address1]  
[City, [State] [Zip]

Reference: OMB NO. 1905-0174 (Expiration Date: 02/28/2025)

Dear [Respondent Name],

[Entity Name] has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-182, Domestic Crude Oil First Purchase Report for [Reporting Period]. Your report was due on [Due Date].

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

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.

We have attempted to contact [Entity Name] staff by email and telephone numerous times to resolve these issues, but without success. If you are no longer the appropriate contact for form EIA-182, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

EIA needs you to report the requested information on Form EIA-182 **no later than [New Date] by 4:00 PM EST**. If you continue to refuse to file your report on time, 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, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA 4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: WELCOME TO THE EIA-856 SURVEY

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear **[Respondent Name]**,

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by the EIA as a respondent to the Form EIA-856, Monthly Foreign Crude Oil Acquisition Report.

These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

Form EIA-856 is used to collect data on the cost and quantities of foreign crude oil (by country of origin) acquired for importation into the United States, including U.S. territories and possessions.

The reporting period for this iteration of data collection is for **[Reporting Period]**, will begin on **[Open Date]** and data are due **[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-856 survey form. If you are not the appropriate contact, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-856 survey form [here](#). Please include the EIA ID number in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-856 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-856 DATA COLLECTION CYCLE IS NOW OPEN

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The U.S. Energy Information Administration (EIA) is now accepting data for the EIA-856, Monthly Foreign Crude Oil Acquisition Report for [**Reference Month**] Report Month. The due date for your submission is [**Due Date**].

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 can access the EIA-856 survey form [here](#). Please include the EIA ID number in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-856 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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





*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR,  
OFFICE OF SURVEY OPERATIONS

SUBJECT: REMINDER – THE EIA-856 SURVEY DATA IS DUE SOON

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

This is a reminder that the [**Reporting Period**] data submission for the Form EIA-856, Monthly Foreign Crude Oil Acquisition Report is 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 can access the EIA-856 survey 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-856 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR,  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-856 SURVEY DATA IS LATE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The [**Reporting Period**] data submission for Form EIA-856, Monthly Foreign Crude Oil Acquisition Report was due on [**Due Date**] and is now considered late. 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.

If you are no longer the appropriate contact for form EIA-856, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-856 survey form [here](#). Please include the EIA ID number in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-856 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR,  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-856 SURVEY DATA IS OVERDUE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-856, Monthly Foreign Crude Oil Acquisition Report for [**Reporting Period**]. Your report was due on [**Due Date**].

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

If you are no longer the appropriate contact for form EIA-856, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

You can access the EIA-856 survey form [here](#). Please include the EIA ID number in Part 1 of the form. Once you have completed the form, submit your data using our [secure file transmission](#) site. Visit our EIA-856 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR,  
OFFICE OF SURVEY OPERATIONS

SUBJECT: EIA-856 – CHANGE IN REPORTING REQUIREMENTS

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

Thank you for your Form EIA-856, Monthly Foreign Crude Oil Acquisition Report submissions. Due to the verified changes in your companies reporting status, you are no longer required to file monthly production information on the EIA-856 report.

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

<b>Company Name</b>	<b>EIA ID</b>
[ <b>Company1</b> ]	[ <b>ID1</b> ]

If you are currently submitting data for other EIA surveys, please continue doing so until you receive notification to discontinue reporting.

At present EIA does not anticipate any future requirement to file EIA-856 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, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for your cooperation in making the EIA-856, “Monthly Foreign Crude Oil Acquisition Report” a success.

Sincerely,

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



Department of Energy  
Washington, DC 20585

[Current Date]  
[Contact Name]  
[Company Name]  
[Company Address1]  
[City, [State] [Zip]

Reference: OMB NO. 1905-0174 (Expiration Date: 02/28/2025)

Dear [Respondent Name],

[Entity Name] has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-856, Monthly Foreign Crude Oil Acquisition Report for [Reporting Period]. Your report was due on [Due Date].

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation. 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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

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.

We have attempted to contact [Entity Name] staff by email and telephone numerous times to resolve these issues, but without success. If you are no longer the appropriate contact for form EIA-856, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

EIA needs you to report the requested information on Form EIA-856 **no later than [New Date] by 4:00 p.m. EST**. If you continue to refuse to file your report on time, 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 any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: WELCOME TO THE EIA-877 WINTER COLLECTION SEASON

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear State Energy Office:

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your state has been selected by the EIA to respond to the EIA-877, Winter Heating Fuel Telephone Survey. EIA-877 is used to collect data on State-level stocks and residential prices of No. 2 heating oil and propane during the heating season and to report to the Congress and others when requested.

The **2024-2025 SHOPP Winter Season** will begin on **Monday, October 7, 2024**. Data collection will continue each Monday on a weekly basis through **Monday, March 31, 2025**. EIA requests that you collect the residential market price (credit/keep-full prices being preferred) for No. 2 heating oil and/or propane and that all prices exclude taxes. Prices should not include discounts for cash payments or for payments made within a short period of time. However, if a company deals exclusively in cash, then this price should be collected and noted in the Internet Data Collection System (IDC).

For the 2024-2025 survey season, data should be submitted to EIA as soon as they are available, but no later than noon (ET) on Tuesday of each week. All published aggregated data (averages across all responding companies) will appear on EIA's website in the **Heating Oil and Propane Update**.

All states participating in SHOPP are required to use the EIA-877 Winter Fuels Survey IDC. The instructions for the IDC are available once you have logged onto the server. There is a link from the "Instructions & Help" section to a printable version. **Please verify that you can login to the IDC before the start of the season.** To request IDC access, please email [eia4usa@eia.gov](mailto:eia4usa@eia.gov).

Response to the survey is mandatory under the Federal Energy Administration Act of 1974 (Public Law 93-275). Unless otherwise noted, EIA has sent a letter to all companies in your sample notifying them of their participation in the survey. The information provided on Form EIA-877 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, responses will not be disclosed in identifiable form without the respondent's 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 reported to EIA or State Energy Office for the EIA-877 survey.

EIA remains committed to SHOPP and we appreciate your valuable efforts in making the program a

success. Thank you for your continued cooperation and participation.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: WELCOME TO THE EIA-877 WINTER COLLECTION  
SEASON

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear EIA-877 Respondent:

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by the EIA to respond to the Winter Heating Fuel Telephone Survey (EIA-877). The data are used to monitor the prices of propane and No. 2 heating oil during the heating season, and to report to the Congress and others when requested. 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. EIA estimates that the average reporting burden each week for this survey is 6 minutes.

The data collection cycle for EIA-877, 2024-2025 Winter Season will begin on **Monday, October 7, 2024 -Monday, March 31, 2025**. An EIA or state energy office representative will call you for your residential propane or No. 2 heating oil price on Monday (Tuesday if Monday is a holiday).

### **Heating Fuel Prices (Weekly)**

Please report the **residential retail price** per gallon (excluding all taxes) for residential customers that is offered to the public on the reference day (credit/keep-full prices being preferred). The price should be for local residential customers with storage tanks of approximately 275 gallons.

Do not include in your reported price any discounts for cash payments, or contract prices for residential customers under supply contracts. See instructions for further guidance:

<https://www.eia.gov/survey/#eia-877>

***The information you provide 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 jail term, a fine, or both if he or she makes public ANY identifiable information you report to EIA.

When there is a market disruption or supply and price volatility in the heating fuel markets, the SHOPP data provides an objective measure of market conditions at the state level to facilitate communication between heating fuel marketers and the government. Aggregated data (averages across all responding companies) will be published weekly on the [Heating Oil and Propane Update](#) page and the [Winter Heating Fuels](#) page on EIA's website at <https://www.eia.gov/special/heatingfuels/>.



If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m.. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

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FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: WELCOME TO THE EIA-877 SUMMER COLLECTION  
SEASON

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear EIA-877 Respondent:

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by the EIA to respond to the Winter Heating Fuel Telephone Survey (EIA-877).

The data are used to monitor the prices of propane and No. 2 heating oil during the heating season, and to report to the Congress and others when requested. 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. EIA estimates that the average reporting burden for this survey is 6 minutes.

**Summer Season Collection (Monthly: April 14th, 2025- September 8th, 2025)**

The data collection cycle for EIA-877 summer season will begin on Monday, April 14, 2025. On the second Monday of each month, an EIA representative will call you for your residential propane or No. 2 heating oil price on Monday (Tuesday if Monday is a holiday).

**Collection Dates:**

**Monday, April 14, 2025**  
**Monday, May 12, 2025**  
**Monday, June 9, 2025**  
**Monday, July 14, 2025**  
**Monday, August 11, 2025**  
**Monday, September 8, 2025**

Please report the **residential retail price** per gallon (excluding all taxes) for residential customers that are offered to the public on the reference day (credit/keep-full prices being preferred). The price should be for local residential customers with storage tanks of approximately 275 gallons.

Do not include in your reported price any discounts for cash payments or contract prices for residential customers under supply contracts. See instructions for further guidance:

<https://www.eia.gov/survey/#eia-877>

*The information you provide 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 report to EIA.

When there is a market disruption or supply and price volatility in heating fuel markets, the SHOPP data provides an objective measure of market conditions at the state level to facilitate communications between heating fuel marketers and the government. Aggregated data (averages across all responding companies) will be published weekly on the [Heating Oil and Propane Update](#) page.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR,  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-877 DATA COLLECTION IS NOW OPEN

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The U.S. Energy Information Administration (EIA) is now accepting data for the EIA-877, Winter Heating Fuels Telephone Survey for [**Reporting Period**] Report Month. The due date for your submission is [**Due Date**].

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.

Report your data directly to EIA using our [secure file transmission](#) site. Please report the current market price of delivered propane and/or No. 2 heating oil to residential customers (excluding all taxes and/or cash incentives) in the appropriate space under the current collection week period. Visit our EIA-877 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: REMINDER - THE EIA-877 SURVEY DATA IS DUE SOON

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

This is a reminder that the [**Reporting Period**] data submission for the EIA-877, Winter Heating Fuels Telephone Survey is 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.

Report your data directly to EIA using our [secure file transmission](#) site. Please report the current market price of delivered propane and/or No. 2 heating oil to residential customers (excluding all taxes and/or cash incentives) in the appropriate space under the current collection week period. Visit our EIA-877 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-877 SURVEY DATA IS LATE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

The [**Reporting Period**] data submission for Form EIA-877, Winter Heating Fuels Telephone Survey was due on [**Due Date**] and is now considered late. 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.

If you are no longer the appropriate contact for form EIA-877, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

Report your data directly to EIA using our [secure file transmission](#) site. Please report the current market price of delivered propane and/or No. 2 heating oil to residential customers (excluding all taxes and/or cash incentives) in the appropriate space under the current collection week period. Visit our EIA-877 [Instructions](#) page for information on how to submit your data or for general information.

If you have any questions, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for supporting EIA's data collection activities.

Sincerely,

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



Independent Statistics and Analysis  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-877 SURVEY DATA IS OVERDUE

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear **[Respondent Name]**,

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-877, Winter Heating Fuels Telephone Survey for **[Reporting Period]**. Your report was due on **[Due Date]**.

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

If you are no longer the appropriate contact for form EIA-877, please forward the appropriate person's contact information to [eia4usa@eia.gov](mailto:eia4usa@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

Report your data directly to EIA using our [secure file transmission](#) site. Please report the current market price of delivered propane and/or No. 2 heating oil to residential customers (excluding all taxes and/or cash incentives) in the appropriate space under the current collection week period. Visit our EIA-877 [Instructions](#) page for information on how to submit your data or for general information.

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Thank you for supporting EIA's data collection activities.

Sincerely,

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



*Independent Statistics and Analysis*  
**U.S. Energy Information  
Administration**

FROM: JOSEPH WILSON, DIRECTOR  
OFFICE OF SURVEY OPERATIONS

SUBJECT: EIA-877 – CHANGE IN REPORTING REQUIREMENTS

REFERENCE: OMB NO. 1905-0174 (EXPIRATION DATE: 02/28/2025)

Dear [**Respondent Name**],

Thank you for your EIA-877, Winter Heating Fuels Telephone Survey submissions. Due to the verified changes in your companies reporting status, you are no longer required to file weekly production information on the EIA-877 report.

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

<b>Outlet Name</b>	<b>Pseudo ID</b>
[ <b>Company1</b> ]	[ <b>ID1</b> ]

If you are currently submitting data for other EIA surveys, please continue doing so until you receive notification to discontinue reporting.

At present EIA does not anticipate any future requirement to file EIA-877 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, please contact us directly at [eia4usa@eia.gov](mailto:eia4usa@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Thank you for your cooperation in making the EIA-877, “Winter Heating Fuels Telephone Survey” a success.

Sincerely,

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





Department of Energy  
Washington, DC 20585

[Current Date]  
[Contact Name]  
[Company Name]  
[Company Address1]  
[City, [State] [Zip]

Reference: OMB NO. 1905-0174 (Expiration Date: 02/28/2025)

Dear [Respondent Name],

[Entity Name] has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-877, Winter Heating Fuels Telephone Survey for [Reporting Period]. Your report was due on [Due Date].

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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation. 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. Failure to respond may result in a civil penalty of not more than \$10,949 per day for each violation.

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.

We have attempted to contact [Entity Name] staff by email and telephone numerous times to resolve these issues, but without success. If you are no longer the appropriate contact for form EIA-877, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly. Please provide the following information:

New Preparer's Name  
New Preparer's Address  
New Preparer's Telephone  
New Preparer's Email Address

EIA needs you to report the requested information on Form EIA-877 **no later than [New Date] by 4:00 p.m. ET**. If you continue to refuse to file your report on time, 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 any questions, please contact us at [eia4usa@eia.gov](mailto:eia4usa@eia.gov), or call 1-855-4USA (1-855-342-4872) Monday - Friday 8:00 a.m. -6:00 p.m. ET.

Sincerely,

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



**Department of Energy**  
Washington, DC 20585

«Date»

STATION OWNER

«StationName»

«Address»

«City», «State» «Zip»

Dear Station Owner,

Your station has been selected for the U.S. Energy Information Administration's (EIA) **mandatory** weekly gasoline price survey. This important weekly survey, EIA-878, Motor Gasoline Price Survey, is used by EIA to publish average retail gasoline prices at national, regional, and select state and city levels (<https://www.eia.gov/petroleum/gasdiesel/>). The price information your station is required to provide each week is key to producing accurate price statistics that are critical to U.S. consumers, businesses, and policymakers, including Congress and state/local governments.

Every Monday morning, except Federal holidays, your station, or corporate contact, will be telephoned and asked to report your cash pump prices of regular, midgrade, and premium gasoline as of 8:00 a.m. For Federal holidays falling on a Monday, you will be called on Tuesday instead for prices as of 8:00 a.m. Monday. If you prefer to fax, call-in, or electronically send your prices to us, please call 1-877-267-2879 to make arrangements.

Response to this survey is mandatory and required pursuant to 15 U.S.C., Sections 764(b), 772(b) and 790a of the Federal Energy Administration Act of 1974. Your company's mandatory participation will continue into the future until further notification. EIA estimates that the average reporting burden for this survey is 3 minutes per response. The information you provide on Form EIA-878 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.

I appreciate your station's future participation and contribution to this important weekly price survey, and thank you in advance for providing timely, valuable, and accurate information that benefits our nation, U.S. consumers, and industry.

If you have any questions, or need assistance in responding to this survey, please visit our FAQ page at [https://www.eia.gov/survey/form/eia\\_878/faqs.php](https://www.eia.gov/survey/form/eia_878/faqs.php) or contact us directly at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph M. Wilson".

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



Department of Energy  
Washington, DC 20585

«Date»

STATION OWNER  
«StationName»  
«Address»  
«City», «State» «Zip»

STATION ID: «StationID»  
PIN: «PIN»

Dear Station Owner,

According to U.S. Energy Information Administration (EIA) records, we have not received your station’s **mandatory** retail gasoline price data. I am writing to ask that you take immediate steps to begin providing this important data **starting Monday**.

Your responsibility to accurately and timely report on Form EIA-878, Motor Gasoline Price Survey, is mandatory, pursuant to 15 U.S.C., Sections 764(b), 772(b), and 790a of the Federal Energy Administration Act of 1974. Continued noncompliance may result in civil penalties or fines ([www.eia.gov/survey/form/eia\\_878/instructions.pdf](http://www.eia.gov/survey/form/eia_878/instructions.pdf)). *Please note however, that our goal is not to impose fines, but to simply obtain your station’s retail gasoline prices each week* that EIA uses to publish important regional and national statistics relied upon by our country. The information you provide is **confidential and will be used for statistical purposes only**.

My staff will call and request your cash pump prices for regular, midgrade, and premium gasoline as of 8:00 a.m. every Monday. For most Federal holidays falling on a Monday, you will be contacted on Tuesday instead for prices as of 8:00 a.m. Monday. Other options for reporting weekly prices include:

<b>Web Survey</b>	<a href="https://eiasurveys.rti.org">https://eiasurveys.rti.org</a>	Log in with your PIN
<b>You Call EIA</b>	877-267-2879	Include your Station ID or address with prices
<b>Email</b>	<a href="mailto:eia_survey@rti.org">eia_survey@rti.org</a>	
<b>Text Message</b>	919-816-2166	
<b>Fax</b>	919-541-8812	

**If you have not been contacted for gasoline prices on Mondays, please call us at 877-267-2879 and let us know what phone number is best to contact you. You may need to leave a voicemail.**

EIA appreciates your efforts to provide this important information each week and hopes that no further action to impose sanctions will be necessary.

If you have additional questions on reporting, please call 877-267-2879. You can find more information at our Frequently Asked Questions page at: [www.eia.gov/survey/form/eia\\_878/faqs.php](http://www.eia.gov/survey/form/eia_878/faqs.php), or contact us directly at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov), or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Sincerely,

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



**Department of Energy**  
Washington, DC 20585

«Date»

STATION OWNER  
«StationName»  
«Address»  
«City», «State» «Zip»

STATION ID: «StationID»  
PIN: «PIN»

Dear Station Owner,

I am writing to address your concerns on Form EIA-878, *Motor Gasoline Price Survey*. The information that you provide each week is very important in creating accurate national, regional, and state level averages of gasoline prices that are used by many people and industries across this country.

**Why was my outlet selected?** The target population for this survey is all active retail gasoline outlets in the United States. Around 1,000 stations were selected through an independent systematic random sample by ordering outlets in each sampling substratum by county and ZIP code. More detailed information on the sampling methodology is found here: [https://www.eia.gov/petroleum/gasdiesel/gas\\_proc-methods.php](https://www.eia.gov/petroleum/gasdiesel/gas_proc-methods.php).

**Do I have to report data?** Your responsibility to timely and accurately report on Form EIA-878 is **mandatory**, pursuant to Section 13(b) of the Federal Energy Administration Act of 1974, Public Law 93-275 (enclosed and available online at <https://www.govinfo.gov/content/pkg/STATUTE-88/pdf/STATUTE-88-Pg96.pdf>). A company's continued noncompliance may result in civil penalties or fines.

**How can I report prices?** We offer many options for reporting cash pump prices by grade that include:

- Web Survey – Go to <https://eiasurveys.rti.org/> and login using your PIN
- You Call EIA – Call 877-267-2879 to report prices
- EIA Calls You – Receive a call from an EIA interviewer every Monday morning
- Email – Send an email with your Station ID to [eia\\_survey@rti.org](mailto:eia_survey@rti.org)
- Text – Send a text message with your Station ID to 919-816-2166
- Fax – Fax prices with your Station ID to 919-541-8812

**Can I be removed from the survey?** At this time, no you are not able to be removed from the survey once selected. The duration you are required to report depends on several factors, including changes in the industry, sample design and frequency of sample selection.

**Questions?** If you have any questions, or need assistance in responding to this survey, please feel free to visit our Frequently Asked Questions page at: [www.eia.gov/survey/form/eia\\_878/faqs.php](http://www.eia.gov/survey/form/eia_878/faqs.php) or contact us directly at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph M. Wilson".

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



Department of Energy  
Washington, DC 20585

«Date»

**MANDATORY ACTION REQUIRED IMMEDIATELY**

**OVERVIEW:**

[Station Name] is required by law to report the cash regular, midgrade, and premium gasoline prices, including all taxes, as of 8 a.m. every Monday to the U.S. Energy Information Administration (EIA), a statistical agency of the U.S. Department of Energy. RTI International collects this price data on EIA’s behalf every week. The information you provide is confidential and will be used for statistical purposes only.

**NOTICE OF NONCOMPLIANCE:**

Our records show that we have not received your station’s mandatory retail gasoline price data in recent weeks.

**ACTION REQUESTED:**

Begin reporting your weekly gas prices as of 8 a.m. starting next Monday and every Monday thereafter. Stations are typically required to report for a period of several years. A notice will be sent when your reporting period has ended.

- The phone number(s) we have on file for your station are: [fill].
  - Please call us at 877-267-2879 if you need to change your phone number on record. Leave a voicemail with the address of your station and the new phone number.
- Please pass along this information to any manager, owner, or corporate representative that may need to verify your permission to provide price information each week.

**HOW TO REPORT EACH MONDAY:**

We can call you over the phone after 8 a.m. your time, or you can report through one of the below options. If you do not report by 12 p.m. Eastern Time, we will call you. Data must be reported by 2 p.m. Eastern Time.

<b>Web Survey</b>	<a href="https://eiasurveys.rti.org">https://eiasurveys.rti.org</a>	Log in with your PIN: «PIN»
<b>You Call EIA</b>	877-267-2879	Include your address or Station ID: «StationID» with prices
<b>Email</b>	<a href="mailto:eia_survey@rti.org">eia_survey@rti.org</a>	
<b>Text Message</b>	919-816-2166	
<b>Fax</b>	919-541-8812	

EIA appreciates your efforts to provide this important information each week and hopes that no further action to impose sanctions will be necessary. Possible sanctions are listed in the second document sent with this letter and can be found at [www.eia.gov/survey/form/eia\\_878/faqs.php](http://www.eia.gov/survey/form/eia_878/faqs.php).

Sincerely,

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

## Frequently Asked Questions

### *EIA-878 Motor Gasoline Price Survey*

#### **Do I have to report data?**

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*Yes.* The report is mandatory. The timely submission of Form EIA-878 is required pursuant to 15 U.S.C., Sections 764(b), 772(b), and 790a of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275). Your company's mandatory participation every week is required until further notification by EIA. Title 18 USC 1001 makes it a *criminal offense* for any person knowingly and willingly to make any agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

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.

#### **Why was my outlet selected to participate in this survey?**

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It is very important for those companies selected to participate in the survey to ensure accuracy and reliability of the published data. A representative sample of outlets is surveyed in order to minimize public reporting burden. We need sufficient geographic coverage to produce national, regional, state and city estimates. A representative sample includes a selection of large, medium and small outlets.

The probability of selection of any particular outlet depends on the sampling method, target coefficient of variance, and allocation method. A large outlet has a higher probability of selection than a smaller one. It is important to have a representative sample of outlets by geographic area and size. Outlets are randomly selected from the sampling frame.

#### **How long is my outlet required to report on this survey?**

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How long an outlet is required to report depends on several factors, including changes in the industry, sample design, and frequency of sample selection. When producing trend statistics, we aim to ensure consistency over time in the time-series data. Users of the data—policy makers, industry and financial analysts, researchers, media, and the public—also value this consistency. We cannot provide a specific end date.

#### **Are my data confidential?**

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*Yes.* Please be assured that the price information you provide is *confidential* by law and will be used for statistical purposes only. Your prices will be used along with other prices to calculate select city, state, regional and national average retail prices, by grade and formulation, which will be used by the Executive Branch, Congress, and industry in monitoring gasoline markets.

EIA follows *rigorous* steps to safeguard your data. In accordance with the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) 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.

**For more information call 877-267-2879. Or visit: [www.eia.gov/survey/form/eia\\_878/faqs.php](http://www.eia.gov/survey/form/eia_878/faqs.php).**



**Department of Energy**  
Washington, DC 20585

«Date»

STATION OWNER

«StationName»

«Address»

«City», «State» «Zip»

Dear Station Owner,

Your station has been selected for the U.S. Energy Information Administration's (EIA) **mandatory** weekly on-highway diesel fuel price survey. This important weekly survey, EIA-888, *On-Highway Diesel Fuel Price Survey*, is used by EIA to publish average weekly diesel fuel prices at the national, regional, and select state levels (<https://www.eia.gov/petroleum/gasdiesel/>). The price information your station is required to provide each week is vital to the trucking industry and shippers throughout the United States.

Each Monday morning your station or corporate contact will be telephoned and asked to report the cash price of on-highway diesel as of 8:00 a.m. Monday. For Federal holidays falling on a Monday, you will be contacted on Tuesday instead for prices as of 8:00 a.m. Monday. If you prefer to fax, call-in, or electronically send your prices to us, please call 1-877-267-2879 to make arrangements.

Response to this survey is mandatory and required pursuant to 15 U.S.C., Sections 764(b), 772(b) and 790a of the Federal Energy Administration Act of 1974. Your company's mandatory participation will continue into the future until further notification. EIA estimates that the average reporting burden for this survey is 3 minutes per response. 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.

I appreciate your station's future participation and contribution to this important weekly price survey, and thank you in advance for providing timely, valuable, and accurate information that benefits our nation, U.S. consumers, and industry.

If you have any questions, or need assistance in responding to this survey, please visit our FAQ page at [https://www.eia.gov/survey/form/eia\\_888/faqs.php](https://www.eia.gov/survey/form/eia_888/faqs.php) or contact us directly at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) or call 1- 855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph M. Wilson".

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



Department of Energy  
Washington, DC 20585

«Date»

STATION OWNER  
«StationName»  
«Address»  
«City», «State» «Zip»

STATION ID: «StationID»  
PIN: «PIN»

Dear Station Owner,

According to U.S. Energy Information Administration (EIA) records, we have not received your station's **mandatory** retail on-highway diesel price data. I am writing to ask that you take immediate steps to begin providing this important data *starting Monday*.

Your responsibility to accurately and timely report on Form EIA-888, *On-Highway Diesel Fuel Price Survey*, is mandatory, pursuant to 15 U.S.C., Sections 764(b), 772(b), and 790a of the Federal Energy Administration Act of 1974. Continued noncompliance may result in civil penalties or fines ([http://www.eia.gov/survey/form/eia\\_888/instructions.pdf](http://www.eia.gov/survey/form/eia_888/instructions.pdf)). *Please note however, that our goal is not to impose fines, but to simply obtain your station's retail on-highway diesel fuel price each week* that EIA uses to publish important regional and national statistics relied upon by our country. The information you provide is **confidential and will be used for statistical purposes only**.

My staff will call and request your cash pump price for on-highway diesel fuel as of 8:00 a.m. every Monday. For most Federal holidays falling on a Monday, you will be contacted on Tuesday instead for your price as of 8:00 a.m. Monday. Other options for reporting your weekly price include:

<b>Web Survey</b>	<a href="https://eiasurveys.rti.org">https://eiasurveys.rti.org</a>	Log in with your PIN
<b>You Call EIA</b>	877-267-2879	Include your Station ID or address with price
<b>Email</b>	<a href="mailto:eia_survey@rti.org">eia_survey@rti.org</a>	
<b>Text Message</b>	919-816-2166	
<b>Fax</b>	919-541-8812	

**If you have not been contacted for your on-highway diesel fuel price on Mondays, please call us at 877-267-2879 and let us know what phone number is best to contact you. You may need to leave a voicemail.**

EIA appreciates your efforts to provide this important information each week and hopes that no further action to impose sanctions will be necessary.

If you have additional questions on reporting, please call 877-267-2879. You can find more information at our Frequently Asked Questions page at: [www.eia.gov/survey/form/eia\\_888/faqs.php](http://www.eia.gov/survey/form/eia_888/faqs.php), or contact us directly at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Sincerely,

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





**Department of Energy**  
Washington, DC 20585

«Date»

STATION OWNER  
«StationName»  
«Address»  
«City», «State» «Zip»

STATION ID: «StationID»  
PIN: «PIN»

Dear Station Owner,

I am writing to address your concerns on Form EIA-888, *On-Highway Diesel Fuel Price Survey*. The information that you provide each week is very important in creating accurate national, regional, and state level averages of diesel fuel prices that are used by many people and industries across this country.

**Why was my outlet selected?** The target population for this survey is all active retail fuel outlets in the United States. Around 500 stations were selected through an independent systematic random sample by ordering outlets in each sampling substratum by county and ZIP code. More detailed information on the sampling methodology is found here: [https://www.eia.gov/petroleum/gasdiesel/diesel\\_proc-methods.php](https://www.eia.gov/petroleum/gasdiesel/diesel_proc-methods.php).

**Do I have to report data?** Your responsibility to timely and accurately report on Form EIA-888 is **mandatory**, pursuant to Section 13(b) of the Federal Energy Administration Act of 1974, Public Law 93-275 (enclosed and available online at <https://www.govinfo.gov/content/pkg/STATUTE-88/pdf/STATUTE-88-Pg96.pdf>). A company's continued noncompliance may result in civil penalties or fines.

**How can I report prices?** We offer many options for reporting cash pump prices of on-highway diesel fuel that include:

- Web Survey – Go to <https://eiasurveys.rti.org/> and login using your PIN
- You Call EIA – Call 877-267-2879 to report prices
- EIA Calls You – Receive a call from an EIA interviewer every Monday morning
- Email – Send an email with your Station ID to [eia\\_survey@rti.org](mailto:eia_survey@rti.org)
- Text – Send a text message with your Station ID to 919-816-2166
- Fax – Fax prices with your Station ID to 919-541-8812

**Can I be removed from the survey?** At this time, no you are not able to be removed from the survey once selected. The duration you are required to report depends on several factors, including changes in the industry, sample design and frequency of sample selection.

**Questions?** If you have any questions, or need assistance in responding to this survey, please feel free to visit our Frequently Asked Questions page at: [www.eia.gov/survey/form/eia\\_888/faqs.php](http://www.eia.gov/survey/form/eia_888/faqs.php), or contact us directly at EIA4USA@eia.gov, or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 a.m. - 6:00 p.m. ET.

Sincerely,

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



Department of Energy  
Washington, DC 20585

«Date»

**MANDATORY ACTION REQUIRED IMMEDIATELY**

**OVERVIEW:**

[Station Name] is required by law to report the cash diesel fuel price, including all taxes, as of 8 a.m. every Monday to the U.S. Energy Information Administration (EIA), a statistical agency of the U.S. Department of Energy. RTI International collects this price data on EIA’s behalf every week. The information you provide is confidential and will be used for statistical purposes only.

**NOTICE OF NONCOMPLIANCE:**

Our records show that we have not received your station’s mandatory retail on-highway diesel fuel price data in recent weeks.

**ACTION REQUESTED:**

Begin reporting your weekly diesel fuel price as of 8 a.m. starting next Monday and every Monday thereafter. Stations are typically required to report for a period of several years. A notice will be sent when your reporting period has ended.

- The phone number(s) we have on file for your station are: [fill].
  - Please call us at 877-267-2879 if you need to change your phone number on record. Leave a voicemail with the address of your station and the new phone number.
- Please pass along this information to any manager, owner, or corporate representative that may need to verify your permission to provide price information each week.

**HOW TO REPORT EACH MONDAY:**

We can call you over the phone after 8 a.m. your time, or you can report through one of the below options. If you do not report by 12 p.m. Eastern Time, we will call you. Data must be reported by 2 p.m. ET.

<b>Web Survey</b>	<a href="https://eiasurveys.rti.org">https://eiasurveys.rti.org</a>	Log in with your PIN: «PIN»
<b>You Call EIA</b>	877-267-2879	Include your address or Station ID: «StationID» with price
<b>Email</b>	<a href="mailto:eia_survey@rti.org">eia_survey@rti.org</a>	
<b>Text Message</b>	919-816-2166	
<b>Fax</b>	919-541-8812	

EIA appreciates your efforts to provide this important information each week and hopes that no further action to impose sanctions will be necessary. Possible sanctions are listed in the second document sent with this letter and can be found at [www.eia.gov/survey/form/eia\\_888/faqs.php](http://www.eia.gov/survey/form/eia_888/faqs.php).

Sincerely,

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

## **Frequently Asked Questions**

### ***EIA-888 On-Highway Diesel Fuel Price Survey***

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#### **Do I have to report data?**

*Yes.* The report is mandatory. The timely submission of Form EIA-888 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) ([Public Law 93-275](#)), 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.

Title 18 USC 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.

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#### **Why was my outlet selected to participate in this survey?**

It is very important for those companies selected to participate in the survey to ensure accuracy and reliability of the published data. We survey a representative sample of outlets in order to minimize the public reporting burden. We need sufficient geographic coverage to produce national, regional, and state estimates. A representative sample includes a selection of large, medium, and small outlets.

The probability of selection of any particular outlet depends on the sampling method, target coefficient of variance, and allocation method. A large outlet has a higher probability of selection than a smaller one. It is important to have a representative sample of outlets by geographic area and size. Outlets are randomly selected from the sampling frame.

---

#### **How long is my outlet required to report on this survey?**

How long an outlet is required to report depends on several factors, including changes in the industry, sample design, and frequency of sample selection. When producing trend statistics, we aim to ensure consistency over time in the time-series data. Users of the data—policy makers, industry and financial analysts, researchers, media, and the public—also value this consistency. We cannot provide a specific end date.

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#### **Are my data confidential?**

*Yes.* Please be assured that the price and volume information you provide is *confidential* by law and will be used for statistical purposes only. Your price will be used along with other prices to calculate select state, regional and national average retail prices that will be used by the Executive Branch, Congress, and industry in monitoring on-highway diesel fuel markets. Your volume data are used strictly for internal statistical purposes and are not published.

EIA follows *rigorous* steps to safeguard your data. In accordance with the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) of 2018 and other applicable federal laws, we will not disclose your responses in identifiable form without your consent. Under 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.

***For more information call 877-267-2879. Or visit: [www.eia.gov/survey/form/eia\\_888/faqs.php](http://www.eia.gov/survey/form/eia_888/faqs.php).***