

EIA-813 MONTHLY CRUDE OIL REPORT

YOUR RESPONSE IS REQUIRED BY LAW

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

The Form EIA-813 must be completed by companies which carry or store 1,000 barrels or more of crude oil. Included are:

- gathering and trunk pipeline companies (including interstate, intrastate, and intracompany pipelines),
- terminal operators,
- storers of crude oil (except refineries), and
- companies transporting Alaskan crude oil by water in the 50 States and the District of Columbia.

PURPOSE

The U.S. Energy Information Administration's (EIA) Form EIA-813, *Monthly Crude Oil Report*, is used to collect data on end-of-month stocks of crude oil, and movements of crude oil by pipeline. A summary of the data appears on EIA's website at <http://www.eia.gov/> and in numerous government publications.

RESPONSE DUE DATE

EIA must receive the Form EIA-813 must be received by EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-813 *Monthly Crude Oil Report* covering the January report period must be received by February 20th).

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 <https://www.eia.gov/survey/#eia-813>.

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

By Secure File Transfer: <https://signon.eia.doe.gov/upload/noticeoog.jsp>

QUESTIONS

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

By email: eia4usa@eia.gov

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

HOW TO USE EIA'S SECURE FILE TRANSFER

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

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

SANCTIONS

The timely submission of Form EIA-813 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 \$13,273 each day for each violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 0.66 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistical Methods and Research, EI-21, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

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(b), the 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 the Department of Energy (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.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies. The data collected on Form EIA-813, *Monthly Crude Oil Report*, is used to report aggregate statistics on and conduct analyses of end-of-month stocks and movements of crude oil by pipeline.

SPECIFIC INSTRUCTIONS

[Definitions](#) of petroleum products and other terms are available on the EIA website. Please refer to these definitions before completing the survey form.

Quantities: Report using the following criteria:

- Report quantities to the nearest whole number in thousand barrels (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).
- Report data for only those lines which are applicable to your operation. If the quantity for a product for which you usually report data is zero, please leave the field blank and add a comment confirming no data. Shaded cells on the form are those in which data are not currently required to be reported.
- Report quantities corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

PART 1: RESPONDENT IDENTIFICATION DATA

- Enter the month and year for which you are filing on each page. The monthly report period begins at 12:01 a.m. Eastern Time on the first day of the month and ends midnight Eastern Time of the last day of the month.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.
- If there has been a change since the last report, enter an "X" in the block provided.
- Enter the name of the company filing the report.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the physical address of the reporting company.
- Enter the mailing address of the Contact. (Note: If the physical address and mailing address are the same, provide the information only for the physical address.)
- Enter the name, telephone number, facsimile number, and e-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported.

PART 2: SUBMISSION/RESUBMISSION INFORMATION

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

Resubmissions - A resubmission is required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by EIA. Enter "X" in the resubmission box if you are correcting information previously reported. Enter only those data cells which are affected by the changes. You are not required to file a complete form when you resubmit.

Comments - Report any unusual aspects of your operations during the current reporting period in the Comments section at the bottom of the form below Parts 1 to 5 on the first page. Comments will be used in the validation process and should address any data anomalies that could raise questions requiring contact by survey staff for clarification. Comments will be protected in the same manner as other information reported on this form as described in detail in "Disclosure of Information" portion of these instructions.

PART 3. CRUDE OIL STOCKS

Report stocks as of midnight of the last day of the report month.

Report all stocks in the **custody** of the facility regardless of ownership. Reported stock quantities should represent actual measured inventories.

Report all domestic and foreign stocks held in the custody of your company and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, "after entry through Customs" is said to occur on:

- the "entry date" specified in block 7 on the U.S. Customs and Border Protection CBP Form 7501, *Entry Summary* (the entry date for a warehouse withdrawal is the date of withdrawal);
- the "import date" specified in block 5 on the U.S. Customs and Border Protection CBP Form 214 or 214A (Statistical Copy), *Application for Foreign Trade Zone Admission and/or Status Designation*; or
- the "export date" specified in the U.S. Customs and Border Protection's Automated Export System (AES) for shipments from Puerto Rico to the 50 States and the District of Columbia.

Pipeline/Tank Farm Stocks (Code 056)

Report all domestic and foreign crude oil stocks held in pipelines, tank farms, and terminals operated by the reporting company in each PAD District.

Include stocks held in tanks above ground and in underground storage caverns.

Include stocks in transit to your facilities except those in transit by pipelines which you do not operate.

Include crude oil stocks at Cushing, Oklahoma with total Pipeline/Tank Farm Stocks in PAD District 2.

Report crude oil stocks at Cushing, Oklahoma separately using Code 053 as described below.

Use Table 1 to determine the PAD District classification of each State.

Cushing, Oklahoma Stocks (Code 053)

Report all domestic and foreign crude oil stocks held in pipelines, tank farms, and terminals operated by the reporting company in the Oklahoma counties of Lincoln, Payne, and Creek.

Lease stocks are no longer required to be reported.

Alaskan Crude Oil in Transit by Water (Code 092)

Report all Alaskan crude oil stocks in transit by water between Alaska and the other States, the District of Columbia.

Include stocks held at transshipment terminals in Alaskan Crude Oil in Transit (Code 092) rather than in PAD District 5 stocks. These stocks must be reported by the transporting company having custody of these stocks. Exclude stocks of Alaskan Crude Oil in Transit by Water from U.S. total crude oil stocks reported in Code 056 or Code 057.

Table 1. State Classification

PAD DISTRICT 1		
Connecticut	Maryland	Rhode Island
Delaware	Massachusetts	Pennsylvania
Dist. Columbia	New Hampshire	S. Carolina
Florida	New Jersey	Vermont
Georgia	New York	Virginia
Maine	N. Carolina	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

PART 4. STRATEGIC PETROLEUM RESERVE RECEIPTS OF DOMESTIC CRUDE OIL

Part 4 is completed only by the Strategic Petroleum Reserve of the U.S. Department of Energy. All other reporting companies skip this section of the survey form.

PART 5. MOVEMENTS OF CRUDE OIL BY PIPELINE BETWEEN PAD DISTRICTS DURING THE MONTH

Report all movements of petroleum products between PAD Districts made by your company during the month. Exclude intermediate movements for pipeline systems operating in more than two PAD Districts. For example, a shipment originating in PAD District 3, passing through PAD District 2, and terminating in PAD District 1, is reported as a movement from PAD District 3 to PAD District 1.