

EIA-815 MONTHLY BULK TERMINAL 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-815 must be completed by the operators of all bulk terminals and certain facilities storing natural gas liquids operated by end users located in the 50 states, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions.

A bulk terminal is a facility primarily used for storage, marketing, and, in many cases, blending of petroleum products, unfinished oils, biofuels, and natural gas liquids. Bulk terminal operators report stocks (on site and in-transit), receipts, input, production, shipments, and internal use and losses for facilities with total net available shell storage capacity not less than 50,000 barrels, and facilities with less than 50,000 barrels net available shell storage capacity that receive or ship products by tanker, barge, or pipeline. Report bulk terminals associated with product pipelines on Form EIA-815.

Operators of end-user storage facilities (including storage at petrochemical plants) report stocks (on site and in transit) of natural gas liquids (including ethane, propane, normal butane, isobutane, and natural gasoline) for facilities with not less than 50,000 barrels of net available shell storage capacity and capability to ship products by tanker, barge, or pipeline.

PURPOSE

The U.S. Energy Information Administration's (EIA) Form EIA-815, *Monthly Bulk Terminal Report*, is used to collect data on the operations of all bulk terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions. 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-815 must be received by EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-815 *Monthly Bulk Terminal 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-815>.

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-815 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 3.24 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-815, *Monthly Bulk Terminal Report*, is used to report aggregate statistics on and conduct analyses of the motor gasoline blending activity at terminals.

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 terminal site name.
- Enter the Terminal Control Number (TCN) used for identification of terminals and other facilities in the IRS ExSTARS system.
- 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 reporting month's operations in the Comments section at the bottom of the form below Parts 1 and 2 on the cover page. Comments regarding storage capacity should be reported in the Comments section below Part 6 on the last page of the form. 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 the "Disclosure of Information" portion of these instructions.

PART 3. BULK TERMINAL AND BLENDER ACTIVITY

The Form EIA-815 collects beginning stocks, receipts, inputs, production, shipments, fuel use and loss, and ending stocks of selected products at bulk petroleum products storage terminals. Input and production data reflect product blending and reclassification activity. Reported quantities should reflect a material balance such that beginning stocks plus receipts minus inputs plus production minus shipments minus fuel use and loss minus ending stocks equal zero. Minimal line imbalances due to rounding are acceptable. In addition, total input must equal total production with any gains or losses reported as Product code 911. Data contributing to line imbalances and/or gains and losses exceeding five thousand barrels should be checked for accuracy and will very likely prompt a follow-up call from EIA.

Stocks (Beginning and End of Month)

Report beginning stocks as of midnight of the last day of the month prior to the current report month. Report ending stocks as of midnight of the last day of the current report month.

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

Report stocks in above-ground and underground storage associated with the terminal.

Report stocks of natural gas liquids separately as ethane, propane, normal butane, isobutane and natural gasoline.

Report stocks of mixed natural gas liquids (i.e. unfractionated streams) as total natural gas liquids (product code 242) and by individual product based on chemical analysis.

Report stocks of propane including the propane component of unfractionated mixed products, (e.g. propane components of y-grade, refinery-grade propylene, and butane-propane mixes), as well as all grades of fractionated propane (e.g. HD-5 propane and HD-10 propane). Exclude propylene.

Report stocks of propane, fractionated and ready for sale as product code 626. Include fractionated propane ready for sale (e.g. HD-5 propane and HD-10 propane) but exclude the propane component of unfractionated mixed products. Exclude propylene. Propane, fractionated and ready for sale is a subset of total propane (product code 246).

Report all domestic and foreign stocks held at the terminal and in transit thereto, except product in transit by pipeline. Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-812, *Monthly Product Pipeline Report*. 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.

Receipts During the Month

Report all receipts at the terminal including product quantities in transit by tanker, barge, rail, or truck. Exclude from receipts any products in transit by pipeline until after the products are actually received at the terminal.

Input During the Month

Report as input any finished product, blending component, oxygenate, or other material blended or reclassified to a different product. Examples of quantities to report as input include Reformulated Blendstock for Oxygenate Blending (RBOB) and Fuel Ethanol blended to produce finished reformulated motor gasoline, and kerosene blended with distillate fuel oil.

Report input whether blending or product reclassification takes place due to transfers of products between tanks, through in-line blending systems, or by splash blending in trucks or rail cars.

Report as input any Distillate Fuel Oil to be reclassified to a different sulfur category as well as any Distillate Fuel Oil, Kerosene, or Kerosene-Type Jet Fuel being reclassified to a different product code (see Reclassification of Inventory discussed later in these instructions).

Report gross input for each item listed on the survey form except where shaded.

Report inputs of selected natural gas liquids (i.e., normal butane, isobutane, and natural gasoline) on their individual product lines as well as totals on the line for Natural Gas Liquids (Product code 242).

Production During the Month

Report as production any finished product or blending component blended or reclassified from inputs reported on Form EIA-815. Examples of production to report on Form EIA-815 include Finished Reformulated Motor Gasoline blended from input of RBOB and Fuel Ethanol, and the increase in distillate fuel oil volume resulting from blending kerosene.

Report gross production for each item listed on the survey form except where shaded.

Report production whether blending or product reclassification took place due to transfers of products between tanks, through in-line blending systems, or by splash blending in trucks or rail cars.

Report as production any Distillate Fuel Oil reclassified from a different sulfur category as well as any Distillate Fuel Oil, Kerosene, or Kerosene-Type Jet Fuel reclassified from a different product code (see Reclassification of Inventory discussed later in these instructions).

Report only production of fuel ethanol at the terminal resulting from blending of denaturant (finished gasoline, motor gasoline blending components, or natural gasoline) with undenatured fuel-grade ethanol.

Total Input and Total Production

When Form EIA-815 is completed correctly, every input barrel should have a corresponding production barrel. Therefore, total input should equal total production reported for Product code 999. Small variances may exist due to rounding, measurement, gains, and losses. These variances are reported using Product code 911, quantities reported for Product code 911 balance total input and total production. Reports with variances exceeding 5 thousand barrels should be checked for accuracy and will very likely prompt a follow-up call from EIA.

Shipments During the Month

Report all shipments, including intracompany shipments to other storage facilities, refineries, chemical plants or fractionating facilities. Inputs to onsite petrochemical plants should be reported as shipments from the terminal.

Fuel Use and Losses During the Month

Report all nonprocessing losses (e.g., spills, fire losses, contamination, etc.) by product. Include petroleum products used as fuel at the terminal.

Exclude fuel use at oil refineries and petrochemical facilities.

Reclassification of Inventory

Report a finished product that is reclassified as a different finished product or unfinished oil as follows: the quantity of the original product is reported in the "Input" column and the reclassified product is reported in the "Production" column.

For example, if you produce 10,000 barrels of kerosene during January and have it in storage at the end of the month, this quantity is to be reported as "Production" of Kerosene (Product code 311) on the January report. If during February the intended use of the 10,000 barrels of kerosene is changed to Kerosene-Type Jet Fuel, report this reclassification by reporting the 10,000 barrels as "Input" of Kerosene (Product code 311) and as "Production" of Kerosene-Type Jet Fuel (Product code 213).

Finished Motor Gasoline

Report finished motor gasoline blended with fuel ethanol that contains 55% denatured fuel ethanol or less by volume as Ed55 and Lower (Product code 166).

Report finished motor gasoline blended with fuel ethanol that contains greater than 55% denatured fuel ethanol by volume as Greater than Ed55 (Product code 149). All or most of the gasoline reported in this product category will be E85.

Biofuels Blending

If biofuel is blended at the terminal with distillate fuel oil to make a finished distillate blend (B5, B20, etc.) report the activity as follows:

Report the quantity of the distillate fuel oil (Product code 465, 466, or 467) being blended with biodiesel as inputs of Product code 465.

Report the quantity equal to the inputs of the biofuel and distillate as production of Product code 465, 466, or 467. Example, if during the reporting week you have blended 5,000 barrels of Biodiesel (B100) with 95,000 barrels of ULSD (Product code 465) to make 100,000 barrels of a B5 blended diesel, report 5 as part of your Product code 203 inputs, report 95 as Product code 465 inputs, and report 100 as Product code 465 production.

Gasoline Treated as Blendstock (GTAB)

If GTAB is tested at the terminal and is certified as a finished motor gasoline where no further blending or treatment such as adding oxygenates is required, report GTAB as follows:

- **Report** the quantity of GTAB that is certified as a finished product as an input of GTAB.
- **Report** an equal volume of the appropriate finished motor gasoline as a "Production" of the finished motor gasoline that it has been certified.
- **Report** input of GTAB and other material such as Fuel Ethanol and then production of Finished Motor Gasoline or another Motor Gasoline Blending Component in cases where GTAB is blended with another material to produce a new product.

Lubricants

Report beginning and ending stocks, receipts and shipments of lubricant base oils. Shipments include lubricant base oils blended to produce finished lubricants as well as lubricant base oils shipped out during the month. Do not report production of finished lubricants.

Asphalt

Report beginning and ending stocks, receipts and shipments of base asphalt. Shipments include any base asphalt blended to produce finished asphalt and any base asphalt that is shipped out during the month. Do not report production of finished asphalt. Do not report water or emulsifiers that are added to base asphalt to produce finished asphalt.

Transmix

Transmix is created when two different petroleum products (e.g., motor gasoline and distillate fuel oil) become commingled during pipeline transport. Exclude transmix from all quantities reported on Form EIA-815.

Some terminals have the capability to process transmix and recover finished products or blending components. In this case, exclude the transmix but report finished products or blending components from transmix processing as receipts at the terminal. The receipts may be blended to produce finished products, shipped from the terminal, or added to inventory.