EIA-830
ANNUAL STORAGE CAPACITY 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-830 must be completed by:

- operators of all operating and idle petroleum refineries and non-refinery operators of distillation, reforming, cracking, coking, hydrotreating and similar processes located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions
- companies which carry or store 1,000 barrels or more of crude oil, including:
    - 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.
- 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.
    - 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-830, *Annual Storage Capacity Report*, is used to collect data on the storage capacity of all petroleum refineries and bulk terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions, and companies transporting or storing crude oil on an as-needed basis to monitor market conditions and inform policy guidance.

RESPONSE DUE DATE

EIA will determine and communicate a response due date upon initiating a collection cycle.

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-830

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-830 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 2.19 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

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-830*, Annual Storage Capacity Report*, are used to report aggregate statistics on and conduct analyses of storage capacity of U.S. petroleum infrastructure.

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 year for which you are filing on each page. The annual report period begins at 12:01 a.m. Eastern Time on the first day of the reporting 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 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 operations during the current reporting period in the Comments section at the bottom of the form below Parts 1 and 2 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.

PARTS 3 - 7. ANNUAL STORAGE CAPACITY INSTRUCTIONS

Report storage capacity 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 underground and above ground storage capacity operated by your company. Include tanks and underground storage capacity at tank farms as well as working and breakout capacity of tanks and caverns associated with pipeline operations.

Exclude leased storage capacity located at facilities operated by other companies. This storage capacity will be reported by the companies operating those facilities.

Exclude storage capacity of pipes (line fill), trucks, rail cars, barges, and tankers.

Report working storage capacity and net available shell storage capacity as described in figure 1 for tanks or figure 2 for caverns. Figures 1 and 2 are based in part on schematics developed by the National Petroleum Council and U.S. Strategic Petroleum Reserve.

Report storage capacity at Cushing, Oklahoma in Part 5 equal to crude oil storage capacity located in the Oklahoma counties of Lincoln, Payne, and Creek. Include storage capacity at Cushing, Oklahoma when reporting total crude oil storage capacity in PAD District 2. Storage capacity at Cushing is a subset of total storage capacity in PAD District 2.

Figure 1. Schematic of Tank Storage Capacity and Stocks

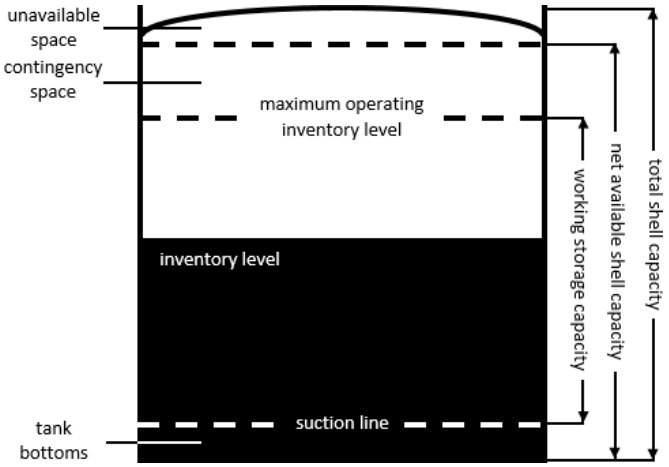
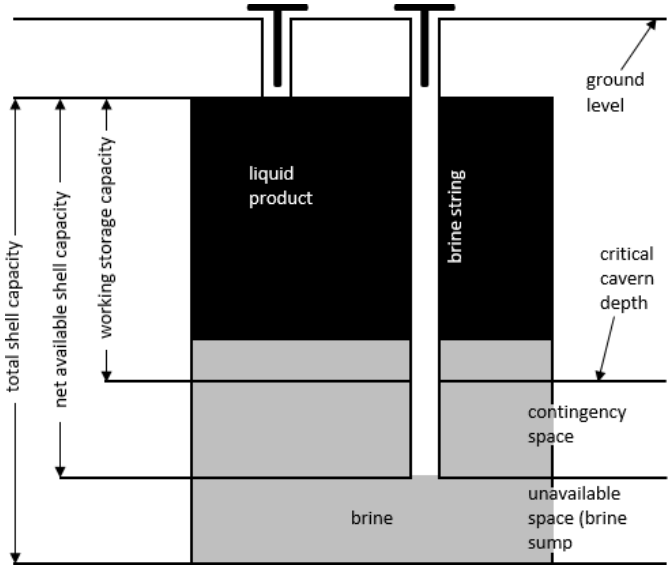


Figure 2. Schematic of Cavern Storage Capacity and Stocks



Terms used in Figures 1 and 2 are defined as follows.

- **Contingency Space** (Tank): Available space that is above the maximum operating inventory level. This storage space remains empty during normal operations, but it is available if needed. It allows flexibility to exceed working storage capacity without reaching an inventory level that might create safety hazards or disrupt operations. Storage space above the top of this level is unavailable.
- **Contingency Space (Cavern)**: Available space that is below the critical cavern depth but still above unavailable space. This storage space remains filled with brine during normal operations, but it is available if needed. It allows flexibility to exceed working storage capacity without reaching an inventory level that might create hazards or disrupt operations.
- **Net Available Shell Storage Capacity (Tank):** Total available space including tank bottoms, working storage capacity, and contingency space.
- **Net Available Shell Storage Capacity (Cavern):** Total available space including working storage capacity, and contingency space.
- **Tank Bottoms**: Inventory that is below the normal suction line of a storage tank. In floating roof tanks, this is at least the volume required to remain in a storage tank in order to keep the roof from touching the bottom of a storage tank.
- **Total Shell Capacity**: Total storage space including unavailable space and net available shell storage capacity.
- **Unavailable Space (Tank)**: Storage space that is required as part of the design of a tank but cannot be used. Includes tank tops, safety allowance, and any other space that is included by design but cannot be used.
- **Unavailable Space (Cavern):** Storage space that is required as part of the design of an underground storage facility but cannot be used. Includes the brine sump and any other space that is included by design but cannot be used.
- **Working Storage Capacity (Tank):** Available capacity for storing crude oil or liquid products that is above tank bottoms and below contingency space. When filled to this capacity, inventory of crude oil or liquid products stands at the maximum operating inventory level.
- **Working Storage Capacity (Cavern):** Available capacity for storing crude oil or liquid products that is above contingency space.

Storage Capacity in Operation

Storage capacity in operation includes capacity of tanks and caverns that were available and able to be used to hold stocks on the report date. Tanks and caverns in operation may hold stocks, they may hold only tank bottoms, or they may be empty, but they must have been able to be placed in operation on the report date.

Report working storage capacity of tanks and caverns that were in operation on the report date.

Report net available shell storage capacity of tanks and caverns that were in operation on the report date.

Report net available shell storage capacity in operation as either “leased to others” or “exclusive use” as follows.

- **Leased to Others:** Report the entire capacity of a tank or cavern as “leased to others” if all or any portion of the tank or cavern was leased to another company or to another part or business unit of your company on the report date. Also include the entire capacity of a tank or cavern if all or any portion of the tank or cavern was made available for lease to others on the report date.

- **Exclusive Use:** Include capacity of tanks and caverns that are used exclusively by your company and were not leased or made available for lease to other companies on the report date. Report capacity used for throughput agreements as exclusive use even if throughput agreements involve other companies.

Net available shell storage capacity of tanks in operation must always be greater than or equal to working storage capacity of tanks and caverns in operation.

Storage Capacity Temporarily Out of Service

Storage capacity temporarily out of service includes capacity of tanks and caverns that were not usable for holding stocks on the report date but could be placed in operation within 90 days of the report date after maintenance or repair. When assessing whether or not a tank can be placed in service within 90 days, it is acceptable to use a current planned or scheduled return to service date. It is unnecessary to try to account for possible contingencies (e.g., maintenance delays caused by weather) unless these were incorporated into the planned or scheduled in operation date.

Report net available shell storage capacity of tanks and caverns temporarily out of service.

Exclude storage capacity and caverns temporarily out of service when reporting working storage capacity.

Exclude storage capacity of tanks and caverns that were temporarily out of service at the end of the report month and could not be placed in operation within 90 days.

Exclude storage capacity of tanks and caverns temporarily out of service where there is no scheduled date when the capacity will be placed in service.

Exclude storage capacity of tanks and caverns under construction even when construction is scheduled for completion within 90 days. Storage capacity of tanks and caverns under construction is reported as capacity in operation only after new tanks and caverns are placed in service.

New Storage Capacity

Report new storage capacity beginning with the first storage capacity report period after the new capacity was placed in operation.

Exclude new capacity while it is under construction even when the scheduled completion date was within 90 days of a storage capacity report date.

Comparison of Stocks and Storage Capacity

EIA-810 stocks: In most cases, stocks reported in Part 5 of Form EIA-810 will be less than total shell storage capacity. There may be exceptions in cases where barrels stored in trucks, rail cars, barges, or tankers are reported as stocks in Part 5 of Form EIA-810 but the storage capacity is excluded from Part 3 of Form EIA-830.

EIA-813 stocks: Stocks reported in Part 6 of Form EIA-830 should equal Pipeline/Tank Farm Stocks (Code 056) reported in Part 3 of Form EIA-813 minus pipeline fill and minus any crude oil barrels in rail cars, trucks, tankers, or barges. Stocks reported in Part 6 of Form EIA-830 are intended to be on the same basis as storage capacity and will be used for calculating utilization of tank and cavern storage capacity. Stocks held in tanks and caverns should be less than or equal to net available shell storage capacity.

EIA-815 stocks: In most cases, stocks reported in Part 3 of Form EIA-815 will be less than total shell storage capacity. There may be exceptions in cases where barrels stored in trucks, rail cars, barges, or tankers are reported as stocks in Part 3 of Form EIA-815 but the storage capacity is excluded from Part 7 of Form EIA-830.