

## EIA-912 WEEKLY UNDERGROUND NATURAL GAS STORAGE REPORT INSTRUCTIONS

### PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-912, *Weekly Underground Natural Gas Storage Report*, is used to collect information on weekly inventories of natural gas in underground storage facilities.

### WHO MUST SUBMIT

Form EIA-912 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by underground natural gas storage operators in the United States. Companies receiving notification are statistically selected by EIA from a list of all underground natural gas storage operators in the United States.

### WHEN TO SUBMIT

You must complete Form EIA-912 using information as of 9:00 a.m., Central Standard Time (CST) each Friday by 5:00 p.m., Eastern Time (ET), on the Monday following the end of the report period (e.g., the *Weekly Underground Natural Gas Storage Report*, as of 9:00 a.m. CST, Friday, January 13, 2017 must be received by 5:00 p.m. ET, January 16, 2017). If Monday is a federal holiday, the report must be filed by 5:00 p.m. ET the first working day after the holiday.

### HOW TO SUBMIT

Instructions on how to file by secure file transfer are on Form EIA-912. If you want to use an alternative form of submission, contact EIA at (877) 800-5261.

**Secure File Transfer:** You can file through the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is a secure, encrypted method to send information electronically. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. You can access the Secure File Transfer System at:  
<https://signon.eia.doe.gov/upload/notice912.jsp>.

### COPIES OF SURVEY FORM AND INSTRUCTIONS

Copies in spreadsheet format (XLS) are available on EIA's website at:

<http://www.eia.gov/survey/#eia-912>

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

### QUESTIONS

**If you have questions on the Form EIA-912, call (877) 800-5261. If you contact to us about this report, be sure to include your EIA identification number.**

### SPECIFIC INSTRUCTIONS

#### PART 1: RESPONDENT IDENTIFICATION DATA

**Report period:** The weekly report period refers to the week ending on Friday at 9:00 a.m. CST. Write the month, day, and year (e.g., January 13, 2017 is: 01/13/2017).

**EIA ID number:** Enter the 10-digit EIA ID Number. If we haven't assigned an ID number to you, leave the space blank and contact us at (202) 586-4993.

**Resubmission:** Enter an "X" in the resubmission box if you are correcting information you previously reported. You must file a revised report if the data for any region for the previous week have been revised by 500 million cubic feet or more from the data previously reported. Submit a revised form for that region and indicate the appropriate report period on the form.

**Company name and address:** Enter the name and address of the company filing the report. Enter an "X" in the box if the company name, address, or other respondent identification information has changed since the last report.

**Contact information:** Enter the name, telephone number, fax number, and email address of the person to contact about the information on the report. The person listed should be the person most knowledgeable about the specific data you reported. Enter an "X" in the box if the contact information has changed since the last report.

#### PART 2: SUBMISSION INFORMATION

You must submit your completed Form EIA-912 via Secure File Transfer

#### PART 3. INVENTORY OF WORKING GAS IN STORAGE

You can report preliminary or estimated data if necessary to meet the filing due date.

**Working gas - current week:** Enter the volume of working gas in storage (at 9:00 a.m., CST on Friday) by region for all facilities your company operates.

## **PART 4. INVENTORY ADJUSTMENTS OF WORKING GAS IN STORAGE**

Report any non-flow related activity affecting working gas inventory levels. Examples include reclassifications between working and base gas levels, operational balancing agreements, or facility expansions. Enter volumes of non-flow activity in the appropriate region(s):

**East Region:** Connecticut, Delaware, District of Columbia, Florida, Georgia, Massachusetts, Maryland, Maine, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, and West Virginia.

**South Central Region:** Alabama, Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, and Texas. Operators in this region should identify the working gas inventory of the salt facilities in the "Salt" column, separately from inventory of the nonsalt facilities, which should be entered in the "Nonsalt" column. Salt facilities include both bedded and domal salt facilities.

**Midwest Region:** Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Tennessee, and Wisconsin.

**Mountain Region:** Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, and Wyoming.

**Pacific Region:** California, Oregon, and Washington.

### **COMMENTS**

Describe any unusual or substantially different aspects of your operations that affected the data you reported. Provide any explanations about operations or facility activity that affects the data you reported. If you reported information in Part 4, Inventory Adjustments, explain the nature of the adjustments.

### **DEFINITIONS**

Please refer to these definitions before completing the survey form.

**Base (cushion) gas:** The volume of gas needed to maintain adequate reservoir pressures and deliverability rates throughout the withdrawal season. Base gas usually is not withdrawn, and remains in the reservoir. All native gas is included in the base gas volume.

**Reclassification:** The volume representing any recorded change in the allocation between working and base gas levels in storage based on accounting or engineering assessments. Depending on the nature of the reclassification and/or the regulatory authority over the facility, respondents may or may not report reclassifications to such authorities.

**Working (top storage) gas:** The volume of natural gas in an underground storage facility available to be withdrawn, not including

base gas. Working gas may or may not be completely withdrawn during any particular withdrawal season.

## **CONFIDENTIALITY OF INFORMATION**

The information you provide on Form EIA-912 will be used for statistical purposes only and is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 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.

Disclosure limitation procedures are applied to the statistical data published from EIA-912 survey information to ensure that the risk of disclosing identifiable information is very small.

## **SANCTIONS**

If selected to report, you must submit Form EIA-912 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 \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal 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.

## **FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN**

Respondents are not required to file or reply to any federal collection of information unless it has a valid OMB-approved number. Public reporting burden for this collection of information is estimated to average 1.0 hour per response. This estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: U.S. Energy Information Administration, Office of Survey Development and Statistical Integration, EI-21, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.