

MONTHLY NATURAL GAS MARKETER SURVEY FORM EIA-910 INSTRUCTIONS

PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-910, *Monthly Natural Gas Marketer Survey*, collects information on natural gas sales from marketers in selected states that have active customer choice programs. EIA is requesting information on the volume and revenue for natural gas commodity sales, and any receipts for distribution charges and taxes associated with the sale of natural gas.

WHO MUST SUBMIT

Form EIA-910 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by all natural gas marketers with residential and/or commercial customers in Georgia, New York, and Ohio. EIA selected these states based on the percentage of natural gas that marketers in the residential and commercial end-use sectors sold.

WHEN TO SUBMIT

You must file Form EIA-910 no later than 30 days after the end of the reporting month.

HOW TO SUBMIT

Instructions on how to file by secure file transfer are below and on Form EIA-910. 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/noticeoog.jsp>

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

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

<http://www.eia.gov/survey/#eia-910>

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

QUESTIONS

If you have questions, 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: Enter the month and year for which you are reporting data (e.g., January 2008 should be 01 for January and 2008 for the year).

EIA ID number: Enter the last seven digits of the 10-digit EIA Identification (ID) number. If an ID number has not been assigned to you, leave the space blank and contact us at (877) 800-5261.

Resubmissions: Check the resubmission box if you are correcting information you have previously reported. Only enter data that have changed. You do not have to complete the entire form when you resubmit. Revised reports are not required unless actual or corrected data vary more than plus (+) or minus (-) 4% from the data you previously reported.

Company name and address: Enter the name and address of the company filing the report. If the information has changed since the last report, enter an "X" in the box.

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

State: You must complete a separate form for each state in which your company has sales to residential and/or commercial end-use customers.

PART 3. NATURAL GAS SALES

Item 1. State: You must complete a separate form for each state in which your company has sales to residential and/or commercial end-use customers.

Item 2. Customer counts should reflect customers in each end-use category at the end of the report month. Report the number of customers as the number of consumers you are actively selling gas to during each month. Each dwelling, building, plant, establishment, or location is considered a separate consumer for the purpose of this report, whether or not they are centrally billed and whether or not they are provided with more than one type of service (e.g., firm and interruptible).

Item 3. Provide information for your residential and commercial customers based on the definitions below. Include sales under both firm and non-firm service contracts.

When reporting volumes in either Mcf or therms, report flow data (i.e., the actual volumes that flowed to end-use customers in the reporting period). If flow data are not available at the survey due

date, provide your best estimate and any additional comments to help us evaluate your data submission.

Item 4. Revenue: Reported revenues should be gross receipts for the natural gas commodity sold plus customer service charges, taxes, and other charges, excluding the amount owed to the local distribution company for delivery services provided to your customers.

Item 5. For companies operating in Georgia, identify the gross receipts for the natural gas commodity sold plus customer service charges and taxes, including any amount owed to the local distribution company for delivery services provided to your customers.

A note about revenue: Reported revenues should be gross revenues, including any and all system charges or minimum bill amounts, commodity charges, taxes, surcharges, adjustments or other charges billed for the gas delivered. Include delivery charges only for companies operating in Georgia. Also include amounts that you refunded in the form of reduced bills. Do not include refunds to consumers in the form of check refunds, but instead report the total refunded in the comment area. For customers on level payment, deferred payment, or similar plans, report the amounts ultimately to be paid for the volumes delivered during the report month. If your regularly maintained records do not include all charges for which you billed your customers, for example local sales taxes, include this information in the comment area of your initial submission explaining the type of charges excluded. Include net gains or losses associated with financial hedges for the report month in which the gas associated with the hedge is delivered. Round all revenue values to the nearest whole number in dollars.

DEFINITIONS

Residential: An energy-consuming sector that consists of living quarters for private households. Common uses of energy associated with this sector include space heating, water heating, air conditioning, lighting, refrigeration, and cooking. The residential sector includes mobile homes and apartment buildings (whether privately owned or publicly subsidized) and excludes institutional living quarters.

Commercial: An energy-consuming sector that consists of service-providing facilities and equipment of: businesses; federal, state, and local governments; and other private and public organizations, such as religious, social, or fraternal groups. The commercial sector includes institutional living quarters. It also includes sewage treatment facilities. Common uses of energy associated with this sector include space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a wide variety of other equipment. This sector also includes generators that produce electricity and/or useful thermal output primarily to support the activities of the above-mentioned commercial establishments. Do not include vehicle fuel in the commercial sector.

Mcf: 1,000 cubic feet.

Natural Gas Marketer: A company that arranges purchases and sales of natural gas. The company generally does not own physical assets to supply natural gas, so it operates without taking possession

of the gas it owns. A marketer may be an affiliate of another company such as a local distribution company, natural gas pipeline, or producer, but it operates independently of other segments of the company. Marketers serve as alternative suppliers to end-users of natural gas, which is delivered by a local distribution company.

Therm: 100,000 British thermal units (Btu).

CONFIDENTIALITY OF INFORMATION

The information you provide on Form EIA-910 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-910 survey information to ensure that the risk of disclosing identifiable information is very small.

SANCTIONS

If selected to report, you must submit Form EIA-910 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 2 hours 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.