



MONTHLY AND ANNUAL UNDERGROUND GAS STORAGE REPORT FORM EIA-191 INSTRUCTIONS

PURPOSE

The Energy Information Administration (EIA) Form EIA-191, "Monthly and Annual Underground Gas Storage Report," provides data on the operations of all active underground storage facilities. Data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275. This report is mandatory under the FEA Act. The data appear in the EIA publications, *Monthly Energy Review*, *Natural Gas Annual*, and *Natural Gas Monthly*.

REPORTING REQUIREMENTS

All companies that operate underground natural gas storage fields in the United States must provide the information requested.

WHEN TO REPORT

Information requested must be provided within 20 days after the end of the report month. Twelve reports are required per calendar year.

The annual schedule Parts IV to VI must be completed on an annual basis with the January report.

AVAILABILITY OF ELECTRONIC FORM AND ELECTRONIC SUBMISSION

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

www.eia.doe.gov/oil_gas/natural_gas/survey_forms/nat_survey_forms.html

You may also access the materials by following these steps:

- Go to EIA's website at www.eia.doe.gov
- Click on the *By Fuel* category near the center of the page
- Click on the *Natural Gas* category
(This takes you to EIA's natural gas information page)
- Click on the *Survey Forms* tab on the left side of the page
- Select the materials you want.

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

HOW TO REPORT

Instructions on where to report via mail, fax, or email are printed on Form EIA-191.

SECURE FILE TRANSFER

Forms may be submitted through the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is an industry standard method to send information over the web using a secure, encrypted process. All information is

protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. The Secure File Transfer System may be accessed through the following web address: <https://idc.eia.doe.gov/upload/notice.htm>.

GENERAL INSTRUCTIONS

All volumes should be reported in thousand cubic feet (Mcf). Negative values should not be filed on any part of the Form EIA-191.

Provide data for all fields your company operates. You may copy additional forms or download additional electronic files when submitting data for more than 2 fields.

Reporting of preliminary or estimated data is encouraged if necessary to meet the due date. Indicate when revised reports are submitted by checking the box. A revised report is required if actual or corrected data vary more than plus or minus 4 percent from the data previously reported as estimated data.

SPECIFIC INSTRUCTIONS

PARTS I and IV: RESPONDENT IDENTIFICATION DATA

EIA ID Number: If you do not presently have an identification number, EIA will assign you one. However, prior to assignment, please submit this form leaving the identification number blank.

PART II: MONTHLY GAS STORAGE DATA

All information requested in this part of the form must be reported each time the form is submitted. In most cases, net injections or withdrawals should correspond to the difference between total gas volume for the current and prior report period.

Peak day withdrawals should not be larger than the total month withdrawals.

PART V: ANNUAL FIELD CHARACTERISTICS

For Type of Facility enter one of the following: depleted gas well, aquifer, salt dome, or other facility.

DEFINITIONS

Base (Cushion) Gas: The volume of gas needed as a permanent inventory to maintain adequate reservoir pressures and deliverability rates throughout the withdrawal season. All native gas is to be included in the base gas volume.

Injections: The volume of gas injected into storage reservoirs during the report month.

Maximum Design Deliverability: The maximum design deliverability rate (Mcf/day) estimated at the present developed maximum operating capacity.

Native Gas: Gas in place at the time the reservoir was converted to use as an underground storage reservoir, as in contrast to injected gas volumes. All native gas is to be included in the base gas volume.

Peak Day Withdrawals: The maximum daily withdrawal rate (Mcf/day) experienced during the report period.

Storage Field Capacity: The present developed maximum operating capacity.

Total Gas in Storage: The sum of base gas plus working gas.

Withdrawals: The volume of gas withdrawn during the report month.

Working (Top) Gas: The volume of gas in the reservoir that is in addition to the base gas. It may or may not be completely withdrawn during any particular withdrawal season. Conditions permitting, the working gas volumes may be withdrawn and reinjected more than once during any season.

SANCTIONS

The timely submission of Form EIA-191 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 a day for each violation, or a fine of not more than \$5,000 for each willful 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.

PROVISIONS FOR CONFIDENTIALITY

The information reported on Form EIA-191 will be kept confidential 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, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. The Energy Information Administration (EIA) will protect your information in accordance with its confidentiality and security policies and procedures.

The Federal Energy Administration Act requires the 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 General Accounting 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 EIA-191 survey 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.

FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 3.2 hours per response, including 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 the Energy Information Administration, Statistics and Methods Group EI-70, 1000 Independence Avenue, SW, Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.