



MONTHLY REPORT OF NATURAL GAS PURCHASES AND DELIVERIES TO CONSUMERS FORM EIA-857 INSTRUCTIONS

PURPOSE

The Energy Information Administration (EIA) Form EIA-857, "Monthly Report of Natural Gas Purchases and Deliveries to Consumers," is designed to collect data on the quantity and cost of natural gas delivered to distribution systems and the quantity and revenue of natural gas delivered to end-use consumers by market sector, on a monthly basis by State and Region. The data appear in the EIA publications *Monthly Energy Review*, *Natural Gas Annual*, and *Natural Gas Monthly*.

REPORTING REQUIREMENTS

Reports must be completed by all companies selected to submit the Form EIA-857. These companies were statistically selected by EIA from a list of all companies in the United States that distribute natural gas to consumers, including pipeline companies that serve consumers directly. The selection provides a representative sample of natural gas distribution in the various States and the District of Columbia.

Respondents that were selected to report in more than one State must submit a separate report for each State. A unique identification number has been provided for each State. Respondents should only report for the States in which they were selected even if they serve consumers in other States as well.

WHEN TO REPORT

The Form EIA-857 must be filed with EIA, on or before the 30th day after the end of the report month. When the 30th day falls on a weekend or national holiday, the reports are to be filed by the next business day.

If necessary, in order to file by the due date, complete the report based upon preliminary compilations or estimated figures. Estimated data items should be denoted by placing an "e" immediately after the item.

HOW TO REPORT

Instructions on where to report via mail, fax, or email are printed on Form EIA-857.

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>.

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.

GENERAL INSTRUCTIONS

The information to be reported on the Form EIA-857 should be available from your records without necessity for allocations or accounting adjustments. **Negative values are not acceptable.** Prior period adjustments should be filed as resubmissions for the months to which the adjustments were made. If company records do not permit allocation of adjustments to the appropriate months, the adjustments should be reported as a comment in Section II.

All deliveries and sales transactions should be reported when and where the gas physically enters or leaves your company's system.

Revised reports are not required unless actual or corrected data vary more than plus (+) or minus (-) 4 percent from the data previously reported.

All respondents should review forms prior to submission for any of the following conditions that may indicate problems:

1. Change in average unit price by sector of greater than plus (+) or minus (-) 15 percent from the previous month.
2. Large volume changes by sector from the previous month or from the same month in the previous year.

SPECIFIC INSTRUCTIONS

The information reported is intended to represent gas physically received or delivered during the report month.

Flexibility is afforded to accommodate differences in the billing schedules and accounting practices of respondents. Data may be reported based upon the supplier's monthly billing period and the respondent's scheduled consumer billing cycles. The timing and periods covered for purchases and deliveries to consumers need not, and would not normally be expected to, coincide.

SECTION I – NATURAL GAS PURCHASES AND DELIVERIES TO CONSUMERS

Purchased Gas Received in Distribution Service Area (City Gate) (item 01): Report the total volume and cost of purchased gas received in your distribution service area during the month. If your suppliers do not bill on a calendar month basis, base your report on the billing periods most nearly matching the designated report month. Volumes should represent all gas physically received for sale and delivery to consumers, whether purchased from pipeline companies, marketers, brokers, producers or other sources, or exchange gas, or company-owned gas received from storage.

Costs should represent the total cost of those volumes, including any and all demand charges, commodity charges, monthly minimum bill and/or take-or-pay charges, surcharges, refunds in the form of reduced charges, charges incidental to underground storage of company-owned gas, and transportation charges paid or incurred to deliver gas to your distribution service area.

Only transactions representing receipts in your distribution service area during the report period and for which full delivered costs, including any separately stated transportation cost, is regularly recorded, are to be reported. The data collected are not intended to represent, and will not be portrayed as representing, the total cost of gas sold during the report month. Respondents such as producers and pipeline companies, using transportation or transmission system supply to provide service to consumers directly from their lines for which delivered costs are not separately recorded should enter “NR” for Not Recorded and briefly describe their operations in the comment section on their initial report. Respondents with a contiguous distribution service area extending across States lines should report purchased gas information only on the reports for the States in which the gas was actually received.

Gas purchased for storage, except for storage in your own storage reservoirs within your distribution service area, should be excluded at the time of its purchase. The volumes and associated costs are to be reported when the gas is withdrawn from storage and transported to the distribution area for sale and delivery to consumers. The value then should include transportation and storage costs as well as the commodity cost.

Lump sum refunds received or lump sum minimum take, take-or-pay, or similar charges paid for prior period receipts should be excluded from Section I but described in Section II. Only total amounts received or paid need to be reported in the comments section. Prior reports need not be revised to reflect such sums.

Deliveries of natural gas that you own to end-use consumers within the report State: Report the volumes sold and delivered to consumers and the revenues received. Report for the following consumer groups: residential (item 02), commercial (item 03), industrial (item 04), electric power (item 05), and other (not included in above categories; Specify type) (item 06).

Revenues reported 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. Amounts refunded in the form of reduced bills should be reflected. Refunds to consumers in the form of check refunds should be excluded but the total refunded reported in the comment section. For customers on level payment, deferred payment, or similar plans, amounts ultimately to be paid for the volumes, delivered should be reported. In the event your regularly maintained records do not include all charges for which customers are billed, for example local sales taxes, provide a comment on your initial submission to the type of charges excluded.

Transportation of natural gas that you do not own to end-use consumers within the report State: Report the volumes transported to consumers and the revenues received. Report for the following consumer groups: residential (item 07), commercial (item 08), industrial (item 09), electric power (item 10), and other (not included in above categories; Specify type) (item 11).

Revenues reported should be gross revenues, including any and all system charges, surcharges, taxes, or other revenues collected by the local distribution company for delivery of natural gas for the account of others. These revenues do not include commodity charges and other revenues billed by marketers or other entities that sold the gas to the end user. **Pipeline companies are not required to provide revenue data.**

Classification of Consumers

Consumers should be classified by category in accordance with the definitions provided below. Multiple-use or combination consumers such as apartment buildings with commercial establishments, retail stores with attached dwellings, or industrial plants with on-site office space or buildings served from a common meter are to be classified based upon the predominate volumetric usage. If certain categories, e.g., residential and commercial, are carried on a combined basis in your accounts, please provide your best estimate of the information for each category separately.

Deliveries to end-use consumers are to be reported based on the following definitions:

Residential (items 02 and 07): 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, and cooking. The residential sector includes mobile homes and apartment buildings and excludes institutional living quarters.

Commercial (items 03 and 08): 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.

Industrial (items 04 and 09): An energy-consuming sector that consists of all facilities and equipment used for producing, processing, or assembling goods. The industrial sector encompasses the following types of activity: manufacturing; agriculture, forestry, and fisheries; mining; and construction. Overall energy use in this sector is largely for process heat and powering machinery, with lesser amounts used for facility heating. Natural gas is also used as raw material inputs to manufactured products.

Electric power (items 05 and 10): An energy-consuming sector that consists of all utility and nonutility facilities and equipment used to generate, transmit, and/or distribute electricity.

Other (not included in above categories; Specify type) (items 06 and 11): Specify the category of end use consumer to which you deliver natural gas directly.

How to Report on Type of Consumer on Form EIA-857

| | |
|--|-------------|
| Master-metered apartments | Residential |
| Mobile homes | Residential |
| Multi-family dwellings, individually metered | Residential |
| Single-family dwellings | Residential |
| Churches and hospitals | Commercial |
| Government (local, State and Federal) agencies | Commercial |
| Hotels | Commercial |
| Non-manufacturing military installations | Commercial |

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|---|------------|
| Restaurants | Commercial |
| Retail stores | Commercial |
| Schools and universities | Commercial |
| Wholesale stores | Commercial |
| Agriculture, forestry and fisheries | Industrial |
| Minerals extraction (oil and gas extraction) | Industrial |
| Manufacturing | Industrial |
| Regulated electric utilities | Electric |
| | Power |
| Nonregulated electricity generators | Electric |
| (formerly "other" nonutility power producers) | Power |

The size of an operation does not affect consumer classification:

1. Large commercial operations are classified as commercial, not industrial.
2. Small industrial operations are classified as industrial, not commercial.

Heat content of gas delivered to customers (Btu/cu. ft.) (item 12): This should be computed by summing the total Btu delivered each month (volume delivered directly to consumers multiplied by average Btu content per unit volume) and dividing by the total volume delivered directly to consumers during that month. The average Btu content for each month should be that used for billing purposes whether billing was on a therm (100,000 Btu) or decatherm (1,000,000 Btu) basis. If billing was on a volumetric basis and your company did not measure the Btu content, contact your supplier for the information. If the Btu content was not measured at any point, enter a "U" for Unknown.

SECTION II – COMMENTS

Section II is to be used to report any changes in company name or address and to provide any comments that explain, qualify, or expand the information provided in items 01 through 12. Please provide the item number, e.g., "02" with the comment.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on Form EIA-857 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-857 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.

SANCTIONS

The timely submission of Form EIA-857 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEA Act) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 each day for each violation, or a fine of not more than \$5,000 each day 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.

FILING FORMS WITH 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 control number. Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time of 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: Energy Information Administration, Statistics and Methods Group, EI-70, 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.