



MONTHLY NATURAL GAS MARKETER SURVEY FORM EIA-910 INSTRUCTIONS

PURPOSE

The Energy Information Administration (EIA) Form EIA-910, "Monthly Natural Gas Marketer Survey," is used to collect information on natural gas sales from marketers in selected States that have active customer choice programs. The 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.

REPORTING REQUIREMENTS

Form EIA-910 must be completed by all natural gas marketers with residential and/or commercial customers in the States of Florida, Georgia, Illinois, Maryland, Massachusetts, Michigan, New Jersey, New York, Ohio, Pennsylvania, Virginia, West Virginia and the District of Columbia. These States have been selected based on the percentage of natural gas sold by marketers in the residential and commercial end-use sectors.

WHEN TO SUBMIT

Form EIA-910 must be filed with the EIA no later than 30 days after the end of the reporting period.

HOW TO REPORT

Instructions on where to report via mail, fax, or email are printed on Form EIA-910.

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>.

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

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

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

You may also access the materials by following the steps below:

- Go to EIA's web site at www.eia.doe.gov
- Place the cursor on *By Fuel* near the center of the page and click on Natural Gas from the drop down menu.

- Click on *Survey Forms* 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 web site.

QUESTIONS?

If you have any questions, please call the EIA at 1-877-800-5261. In correspondence pertaining to this report, please refer to your EIA Identification number.

HOW TO COMPLETE THE SURVEY FORM

PART I. RESPONDENT IDENTIFICATION DATA

- **Report Period:** Enter the month and year for which you are reporting data (e.g., December 2004 should be 12 for December and 2004 for the year).
- **EIA ID Number:** Enter the seven last digits of the 10-digit EIA ID number. If you do not have a number, submit your report leaving this field blank. EIA will assign a number to you.
- **Resubmissions:** Enter an "X" in the resubmission box if you are correcting information previously reported. Enter only those data cells that are affected by the changes. You are not required to file a complete form when you resubmit. Revised reports are not required unless actual or corrected data vary more than plus (+) or minus (-) four percent from the data previously reported.
- **Company Name and Address:** Enter the name and address of the company filing the report. If there has been a change since the last report, enter an "X" in the block.
- **Contact Information:** Enter the name, telephone number, fax number, and e-mail address of the person to contact concerning the information on this report. The person listed should be the person most knowledgeable of the specific data reported.

PART II. NATURAL GAS SALES

SPECIFIC INSTRUCTIONS

Item 1. State: A separate form should be completed for each State in which your company has sales to residential and/or commercial end-use customers.

Items 2-5. Information should be provided for your residential and commercial customers as defined below in the definitions. Include sales under both firm and non-firm service contracts.

When reporting volumes in either Mcf or therms, please 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, please provide your best estimate and any additional comments to assist us in evaluating your data submission.

Comments: Use the space provided to describe any unusual or substantially different aspects of your monthly operations that affect the data reported.

DEFINITIONS

Commercial Customers - Nonmanufacturing establishments or agencies primarily engaged in the sale of goods or services. Included are hotels, restaurants, schools and universities, wholesale and retail stores, other service enterprises; and local, State, and Federal agencies engaged in nonmanufacturing activities.

Mcf - 1,000 cubic feet.

Residential Customers - Consumers using gas for heating, air conditioning, cooking, water heating, and other residential uses in single or multi-family dwellings, apartments or mobile homes.

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

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Beginning with data submitted for the first report period after April 1, 2004, the information you provide on Form EIA-910 will be used for statistical purposes only. All the information the Energy Information Administration (EIA) collects for this survey about your company is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. By law, 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.

SANCTIONS

The timely submission of Form EIA-910 by those required to report is mandatory 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 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: 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.