

EIA-803 WEEKLY CRUDE OIL STOCKS REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-803 after reading the instructions, please contact the Form Manager at (202) 586-9664.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-803, "Weekly Crude Oil Stocks Report," is used to collect data on end-of-week stocks of crude oil. The data appear on EIA's website at www.eia.doe.gov and in the EIA publication, *Weekly Petroleum Status Report*.

3. WHO MUST SUBMIT

The Form EIA-803 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by companies selected by EIA which carry or store 1,000 barrels or more of crude oil. Included are:

- gathering and trunk pipeline companies (including interstate, intrastate, and intracompany pipelines),
- crude oil producers,
- terminal operators,
- storers of crude oil (except refineries), and
- transporters of Alaskan crude oil by water in the 50 States and the District of Columbia.

Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element.

Section 9 explains the possible sanctions for failing to report.

4. WHEN TO SUBMIT

The Form EIA-803 must be filed with the EIA by 5 p.m. EST on the Monday following the end of the report period (e.g., the "Weekly Crude Oil Stocks Report" covering the week ending January 10, 2003 must be received by 5 p.m. EST January 13, 2003).

5. WHERE TO SUBMIT

Survey forms may be submitted by facsimile, e-mail, or electronically.

This form may be submitted to the EIA by fax, e-mail, or secure file transfer. Should you choose to submit your data via e-mail or facsimile, we must advise you that e-mail and facsimile are insecure means of transmission because the data are not encrypted, and there is some possibility that your data could be compromised. You can also send your Excel files to EIA using

a secure method of transmission: HTTPS. This is an industry standard method to send information over the web using secure, encrypted processes. (It is the same method that commercial companies communicate with customers when transacting business on the web.) To use this service, we recommend the use of Microsoft Internet Explorer 5.5 or later or Netscape 4.77 or later. Send your surveys using this secure method at: <https://idc.eia.doe.gov/upload/noticeoog.jsp>.

Fax completed forms to: **(202) 586-6323 or (202) 586-1076**

E-mail forms to: OOG.SURVEYS@eia.doe.gov

Electronic Filing Option: The PC Electronic Data Reporting Option (PEDRO) is a Windows-based application that will enable you to enter data interactively, import data from your own database, validate your data online, and transmit the encrypted data electronically to EIA via the Internet or a dial-up modem. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at **(202) 586-9659**.

6. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

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

www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html

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

- Go to EIA's website at www.eia.doe.gov
- Place the cursor on *By Fuel* near the center of the page and click on *Petroleum* 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 website.

7. HOW TO COMPLETE THE SURVEY FORM

PART A. RESPONDENT IDENTIFICATION

- Enter the month, day, and year for which you are filing (e.g., January 10, 2003 is: Month 01 Day 10 Year 03). The weekly report period begins at 7:01 a.m. EST on Friday and ends at 7:00 a.m. EST on the following Friday.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.

- 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 box to the right.
- Enter the name, title, telephone number, fax number and e-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported. Check the box provided if the contact information is different from the prior week.

Resubmission

A resubmission is required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission box if you are correcting information previously reported.

Identify only those data cells and lines which are affected by the changes. You are not required to file a complete form when you resubmit, but be sure to complete the EIA ID number, the report period for which you are resubmitting and contact information.

PART B. CRUDE OIL STOCKS

Definitions of petroleum products and other terms are available on our website. Refer to Section 6 for details. Please refer to these definitions before completing the survey form.

Quantities: Report using the following criteria.

- Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).
- Enter "0" if the quantity for which you usually report data is zero. Shaded cells on the form are those in which data are not currently required to be reported.
- Report all stocks in the **custody** of the refinery regardless of ownership. Reported stock quantities should represent actual measured inventories.
- Stocks as of 7 a.m. EST Friday, which is the end of the report period should be reported corrected to 60 degrees Fahrenheit ("F) less basic sediment and water (BS&W).
- Report all domestic and foreign stocks held in the custody of your company and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, "after entry through Customs" is said to occur on:

- the "entry date" specified on the U.S. Customs Form CF7501, "Entry Summary;" or
- the "date of withdrawal conditionally free of duty" specified on U.S. Customs Form CF 7501, "Entry Summary;" or
- the "import date" specified on the U.S. Customs Form 214, "Application for Foreign Trade Zone Admission and/or Status

Designation;" or

- the "date of exportation" specific on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

Crude Oil Stocks (Code 050) - Report all domestic and foreign crude oil stocks held in pipelines and tank farms, (associated with the pipelines), terminals and on leases operated by the reporting company in each PAD District. Report crude oil stocks held at refineries on Form EIA-800, "Weekly Refinery Report."

Cushing, Oklahoma Stocks (Code 053) - Report all domestic and foreign crude oil stocks held in tank farms operated by the reporting company in the Oklahoma counties of **Lincoln, Payne, and Creek**.

Alaskan Crude Oil in Transit by Water (Code 092) - Report all Alaskan Crude oil stocks in transit by water between Alaska and the other States, the District of Columbia, Puerto Rico, and the Virgin Islands. Include stocks held at transshipment terminals in Alaskan Crude Oil in Transit (Code 092) rather than in PAD District V stocks. These stocks must be reported by the transporting company having custody of the stocks. Do not include these quantities in Code 050.

Use Table 1 to determine the PAD District classification of each State.

Table 1. State Classification

PAD DISTRICT 1		
SUB-PADD 1A	SUB-PADD 1B	SUB-PADD 1C
Connecticut	Delaware	Florida
Maine	Dist. Columbia	Georgia
Massachusetts	Maryland	N. Carolina
New Hampshire	New Jersey	S. Carolina
Rhode Island	New York	Virginia
Vermont	Pennsylvania	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

PART C. COMMENTS

Describe any unusual or substantially different aspects of your weekly operations that affected the data reported.

8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form 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 this survey's 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.

9. SANCTIONS

The timely submission of Form EIA-803 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.

10. 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 30 minutes 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.