

EIA-804 WEEKLY IMPORTS REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-804 after reading the instructions, please contact the Form Manager at (202) 586-9664.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-804, "Weekly Imports Report," is used to collect data on petroleum imports. 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-804 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by Importers of Record or Ultimate Consignees who receive Canadian imports selected by EIA who import crude or petroleum products into the 50 States and the District of Columbia from foreign countries, Puerto Rico, the Virgin Islands, and other U.S. possessions.

Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element. **Companies selected into the sample must file a report each week even if there were zero imports.**

Imports into Foreign Trade Zones located in the 50 States and the District of Columbia are considered imports into the 50 States and the District of Columbia.

In the case of shipments from Puerto Rico, the Virgin Islands and other U.S. possessions to the 50 States and the District of Columbia, the EIA-804 must be completed by the exporter named on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration."

Canadian Imports

When crude oil or petroleum products are imported from Canada and when the shipper of the import is a Canadian company, the Ultimate Consignee must report imports on the EIA-804. For example, when a Canadian shipper is listed as the Importer of Record in Block 11 of the Customs Form (CF) 7501, "Entry Summary," the company listed as the Ultimate Consignee shown in Block 9 of the CF 7501 must report on the EIA-804.

Section 9 explains the possible sanctions for failing to report.

4. WHEN TO SUBMIT

The Form EIA-804 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 Imports 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* category 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. IMPORTS ACTIVITY

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 only the imports of crude oil and petroleum products that occurred during the report week.
- 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).
- Report quantities corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

- Imports that enter bonded storage should be reported only when they are withdrawn from storage with duty paid for domestic consumption or withdrawn free of duty for use as fuel for vessels and aircraft engaged in international trade. Exclude quantities of foreign origin in transit.

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

- the "entry date" specified on the U.S. Customs Form CF 7501, "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.
- Include ethyl tertiary butyl ether (ETBE), methyl tertiary butyl ether (MTBE), tertiary amyl methyl ether (TAME), tertiary butyl alcohol (TBA), fuel ethanol, and other aliphatic alcohols and ethers as "Other Petroleum Imports" (Code 666), not as motor gasoline blending components. Do not report imports of methanol.
- Table 2 lists products and codes for the EIA-804, "Weekly Imports Report", and corresponding codes that are used on the EIA-814, "Monthly Imports Report", e.g., ethane that is reported as product code 110 on the EIA-814 should be reported on the EIA-804 under product code 230 (Liquified Petroleum Gases).
- Report data only for those PAD Districts which are applicable to your operation. If the quantity for a category for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Use Table 1 (below) 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. TOTAL U.S. CRUDE OIL IMPORTS BY COUNTRY OF ORIGIN

Report crude oil imports by country of origin for countries shown on the survey form. If the countries of origin for imports are not specifically displayed on this survey form, report the imports in Other (Code 777). The sum of the quantities reported for individual countries plus Other (code 777) must equal the total U.S. imports reported for Crude Oil (Code 020) in the Total U.S. column (Code 999) in Part B.

PART D. 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-804 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 1 hour and 35 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.

Table 2. Commodity Abbreviations and Product Codes

Commodity Description (An asterisk (*) indicates that name and location of processing company is required on the EIA-814)	EIA-814 Commodity Abbreviation	EIA-814 Product Code	EIA-804 Product Code
=====	=====	=====	=====
Crude Oil *	CRUDE	020	020
Unfinished Oils, Naphthas and Lighter (less than 401 F endpoint) *	UNAPH	820	666
Unfinished Oils, Kerosene and Light Gas Oil (401 F - 650 F endpoint) *	ULITE	830	666
Unfinished Oils, Heavy Gas Oil (651 F - 1000 F endpoint) *	UHEVY	840	666
Unfinished Oils, Residuum (greater than 1000 F endpoint) *	URSID	850	666
Asphalt and Road Oil	ASPHL	931	666
Aviation Gasoline	AVGAS	111	666
Aviation Gasoline Blending Components *	AVGBC	112	666
Butylene	BUTL	633	230
Distillate Fuel Oil, Bonded 15 ppm Sulfur and Under	BDISU	457	465
Distillate Fuel Oil, Bonded Greater than 15 ppm to 500 ppm Sulfur (inclusive)	BDISL	458	466
Distillate Fuel Oil, Bonded Greater than 500 ppm to 2000 ppm Sulfur (inclusive)	BDISH	459	467
Distillate Fuel Oil, Bonded Greater than 2000 ppm Sulfur	BDISG	460	468
Distillate Fuel Oil, Other 15 ppm Sulfur and Under	DISU	465	465
Distillate Fuel Oil, Other Greater than 15 ppm to 500 ppm Sulfur (inclusive)	DISL	466	466
Distillate Fuel Oil, Other Greater than 500 ppm to 2000 ppm Sulfur (inclusive)	DISH	467	467
Distillate Fuel Oil, Other Greater than 2000 ppm Sulfur	DISG	468	468
Ethane	ETHN	110	230
Ethylene	ETHL	631	230
Isobutane	ISBTN	233	230
Isobutylene	ISBTL	634	230
Kerosene	KERO	311	666
Kerosene-Type Jet Fuel, Bonded	BKERJ	216	213
Kerosene-Type Jet Fuel, Other	KEROJ	213	213
Lubricants	LUBES	854	666
Miscellaneous Products	MISC	888	666
Motor Gasoline Blending Components, RBOB for Blending with Ether *	RBOBE	122	122
Motor Gasoline Blending Components, RBOB for Blending with Alcohol *	RBOBA	123	123
Motor Gasoline Blending Components, CBOB *	CBOB	139	139
Motor Gasoline Blending Components, GTAB, Reformulated *	GTABR	120	120
Motor Gasoline Blending Components, GTAB, Conventional *	GTABC	121	121
Motor Gasoline Blending Components, All Other *	BCOTH	138	138
Motor Gasoline, Reformulated, Blended with Ether	MGRFE	124	124
Motor Gasoline, Reformulated, Blended with Alcohol	MGRFA	125	125
Motor Gasoline, Reformulated, Non-Oxygenated	MGRNO	126	126
Motor Gasoline, Conventional, Blended with Alcohol	MGCWA	128	128
Motor Gasoline, Conventional, Other	MGCOT	130	130
Normal Butane	BUTN	232	230
Other Hydrocarbons/Hydrogen *	OHCHY	094	666
Oxygenates, Ethyl Tertiary Butyl Ether (ETBE) *	ETBE	142	666
Oxygenates, Fuel Ethanol (FE) *	FETH	141	666
Oxygenates, Methyl Tertiary Butyl Ether (MTBE) *	MTBE	144	666
Oxygenates, All Other *	OXYG	445	666
Pentanes Plus	PENT+	220	666
Petrochemical Feedstocks, Naphtha less than 401 F endpoint	NFEED	822	666
Petrochemical Feedstocks, Other Oils equal to or greater than 401 F endpoint	OFEED	824	666
Petroleum Coke	COKE	021	666
Propane	PROP	231	231
Propylene	PROPL	632	231
Residual Fuel Oil, Bonded	BRESO	516	511
Residual Fuel Oil, Other	RESID	511	511
Special Naphthas	SNAPH	051	666
Wax	WAX	070	666