

EIA-813 MONTHLY CRUDE OIL REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-813 after reading the instructions, please contact the Form Manager at (202) 586-1795.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-813, "Monthly Crude Oil Report," is used to collect data on end-of-month stocks of crude oil, crude oil consumed as fuel, and movements of crude oil by pipeline. The data appear on EIA's website at www.eia.doe.gov and in numerous government publications.

3. WHO MUST SUBMIT

Form EIA-813 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 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
- companies transporting Alaskan crude oil by water in the 50 States and the District of Columbia.

4. WHEN TO SUBMIT

Form EIA-813 must be filed with the EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-813 covering the January 2004 report period must be received by February 20, 2004).

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 completed 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 a 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 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 mailing address of the reporting company. 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 month.

Report Period

Enter the month and year (e.g., January 2004 is: Month 01 Year 2004).

The monthly report period begins at 12:01 a.m. EST on the first day of the month and ends midnight of the last day of the month.

Resubmission

A resubmission is required whenever an error greater than 5 percent of a previously reported 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.

Enter only those data cells which are affected by the changes. You are not required to file a complete form when you resubmit.

PART B. STOCKS OF CRUDE OIL AND CRUDE OIL CONSUMED AS FUEL

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.

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 data for only those lines which are applicable to your operation. If there are no data for a specific line, leave the entire line blank. 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 facility regardless of ownership. Reported stock quantities should represent actual measured inventories.

Report stocks as of midnight of the last day of the report month, 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.

Pipeline/Tank Farm Stocks (Code 056) - Report all domestic and foreign crude oil stocks held in pipelines and tank farms (associated with pipelines) and terminals operated by the reporting company in each PAD District. Use Table 1 to determine the PAD District classification of each State.

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**.

Lease Stocks (Code 057) - Report all crude oil stocks held on leases.

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 5 stocks. These stocks must be reported by the transporting company having custody of these stocks. Do not include these quantities in codes 056 and 057.

Crude Oil Consumed as Fuel (Code 058) - Report all crude oil consumed by pipelines and on leases as pump fuel boiler fuel, etc. Do not report crude oil consumed for non-fuel purposes (e.g., reinjection or frac oil).

PART C. MOVEMENTS OF CRUDE OIL BY PIPELINE BETWEEN PAD DISTRICTS DURING THE MONTH

Report all movements of petroleum products between PAD Districts made by your company during the month.

Do not include intermediate movements for pipeline systems operating in more than two PAD Districts. For example, a shipment originating in PAD District 3, passing through PAD District 2, and terminating in PAD District 1, is reported as a movement from PAD District 3 to PAD District 1.

PART D. COMMENTS

Explain any unusual or substantially different aspects of your reporting month's operations that affect 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

Table 1. State Classification

PAD DISTRICT 1			PAD DISTRICT 2		PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Connecticut	Maryland	Pennsylvania	Illinois	Nebraska	Alabama	Colorado	Alaska
Delaware	Massachusetts	Rhode Island	Indiana	N. Dakota	Arkansas	Idaho	Arizona
Dist. Columbia	New Hampshire	S. Carolina	Iowa	Ohio	Louisiana	Montana	California
Florida	New Jersey	Vermont	Kansas	Oklahoma	Mississippi	Utah	Hawaii
Georgia	New York	Virginia	Kentucky	S. Dakota	New Mexico	Wyoming	Nevada
Maine	N. Carolina	West Virginia	Michigan	Tennessee	Texas		Oregon
			Minnesota	Wisconsin			Washington
			Missouri				

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.

Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies.

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-813 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (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 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.

10. 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 control number. Public reporting burden for this collection of information is estimated to average 1 hour and 30 minutes 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.

