

## EIA-815 MONTHLY TERMINAL BLENDERS REPORT INSTRUCTIONS

### 1. QUESTIONS?

If you have any questions about Form EIA-815 after reading the instructions, please contact the Form Manager at (202) 586-5994.

### 2. PURPOSE

The Energy Information Administration (EIA) Form EIA-815, "Monthly Terminal Blenders Report," is used to collect data on the operations of all motor gasoline blending plants/terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam and other U.S. possessions. The data appear on EIA's website at [www.eia.doe.gov](http://www.eia.doe.gov) and in numerous government publications.

### 3. WHO MUST SUBMIT

Form EIA-815 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by the operators of all operating and idle petroleum refineries, or blending terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam and other U.S. possessions.

Section 9 explains the possible sanctions for failing to report.

### 4. WHEN TO SUBMIT

Form EIA-815 must be filed with the EIA by the 20<sup>th</sup> calendar day following the end of the report period (e.g., the Form EIA-815 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](mailto: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](http://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](http://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 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 refinery or blending plant site name.
- 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, 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 year and month (e.g., January 2004 is: Year 04 Month 01).

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. COMMENTS

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

## PART C. TERMINAL BLENDING ACTIVITY

The Form EIA-815 is designed to collect the amount of finished motor gasoline being produced at petroleum storage terminals. The form also collects the amounts of various components, such as fuel ethanol, motor gasoline blending components and conventional gasoline that are blended together to produce various types of finished motor gasoline. **When the form is filled out correctly there should be a material balance on the total line (code 999) where total inputs equals total production.**

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

EIA ID Number and Report Period: Enter the EIA identification number and report period on each page.

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).
- 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.
- For each product, report inputs and production, except where shaded.
- Do not report negative quantities.

## Input

Input represents the volume of various materials physically mixed together (e.g. splash blending or comingled in a tank) to produce finished gasoline and motor gasoline blending components or the reclassification of one product to another. See Part D. Additional Information for "Reclassification of Inventory".

## Production During Month

Production during the month represents the total volume of various finished motor gasoline that is produced during the month.

Report gross production during the month for each item identified on the survey except where shaded.

Do not "net out" the production by reporting the difference between inputs and production.

Report the volume of finished motor gasoline and motor gasoline blending components produced through blending activity or reclassification.

Report the total input and total production (code 999). Total input should equal total production.

## PART D. Additional Information

### Reclassification of Inventory

If a product is reclassified as a different product, the quantity of the original product is reported in the "Input" column and the new product is reported in the "Production" column.

For example, if tank bottoms of "Reformulated Motor Gasoline Blended with Alcohol" (Code 125) no longer meet product specification and it is decided to blend this off-spec material into a tank containing "RBOB for Blending with Alcohol", report the quantity of reformulated gasoline that is blended into the RBOB tank as "Input" of "Reformulated Motor Gasoline Blended with Alcohol" (Code 125) and report an equal quantity as "Production" of "Reformulated Blendstock for Oxygenated Blending with Alcohol" (Code 123).

### Gasoline Treated as Blendstock (GTAB)

When GTAB is tested at the terminal and is certified as a finished motor gasoline where no further blending or treatment is required, such as adding oxygenates, report GTAB as follows. Report the quantity of GTAB that is certified as a finished product as an input of "GTAB" and report an equal volume of the appropriate finished motor gasoline as a "Production" of the finished motor gasoline that it has been certified.

If GTAB requires oxygenate in order to meet the intended product specification, report the oxygenate and GTAB as "Input" and the resulting finished motor gasoline as "Production".

## **Stocks**

**All stocks located at motor gasoline blending terminals should be reported on Form EIA-811, "Monthly Bulk Terminal Report".**

## **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.

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-815 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 hours and 9 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.