

EIA-888 ON-HIGHWAY DIESEL FUEL PRICE SURVEY INSTRUCTIONS

1. PURPOSE

The Energy Information Administration (EIA) Form EIA-888, "On-Highway Diesel Fuel Price Survey," is designed to collect data on National and Petroleum Administration for Defense (PAD) District level cash price of self-serve, on-highway motor vehicle diesel fuel. The data are used to monitor changes in motor vehicle diesel fuel prices, and to report to the Congress and others when requested.

2. WHO MUST SUBMIT

The Form EIA-888 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by a scientifically selected sample of companies owning retail gasoline outlets which sell on-highway motor vehicle diesel fuel.

Section 7 explains the possible sanctions for failing to report.

3. WHEN TO SUBMIT

The data collected on Form EIA-888 are requested on Monday of each week by telephone. No written confirmation of your data submission is required.

4. WHERE TO SUBMIT

EIA personnel collect the data by telephone. Respondents are not required to submit any written information.

5. HOW TO COMPLETE THE SURVEY FORM

PART I. IDENTIFICATION DATA

If you have any questions about Form-888 after reading the instructions, please call our toll free number 1-800-639-3705. Report corrections to information contained on the label if the label information is incomplete or incorrect.

Your DOE Identification Number is the 10-digit number printed on the label.

Reference Dates - The report period is as of 8:00 a.m. EST. Indicate month, day, and year (e.g., November 5, 2004 is: Month 11 Day 05 Year 04).

PART II. PRICE DATA

The reported price should be the cash price for self-serve on-highway motor vehicle diesel fuel. If the station does not offer self-serve, then report the cash price for mini-serve (if available) or full serve. Once a year it will be required to report the state and local taxes included in the reported price. Tax data will be

requested by State for selected States in which the company reports price data.

6. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information you provide will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title 5, Subtitle A, Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents without your consent. By law, every Energy Information Administration employee as well as every agent has taken an oath and is subject to a jail term, a fine, or both if he or she makes public ANY identifiable information about you.

7. SANCTIONS

The timely submission of Form EIA-888 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.

8. 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 3 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.