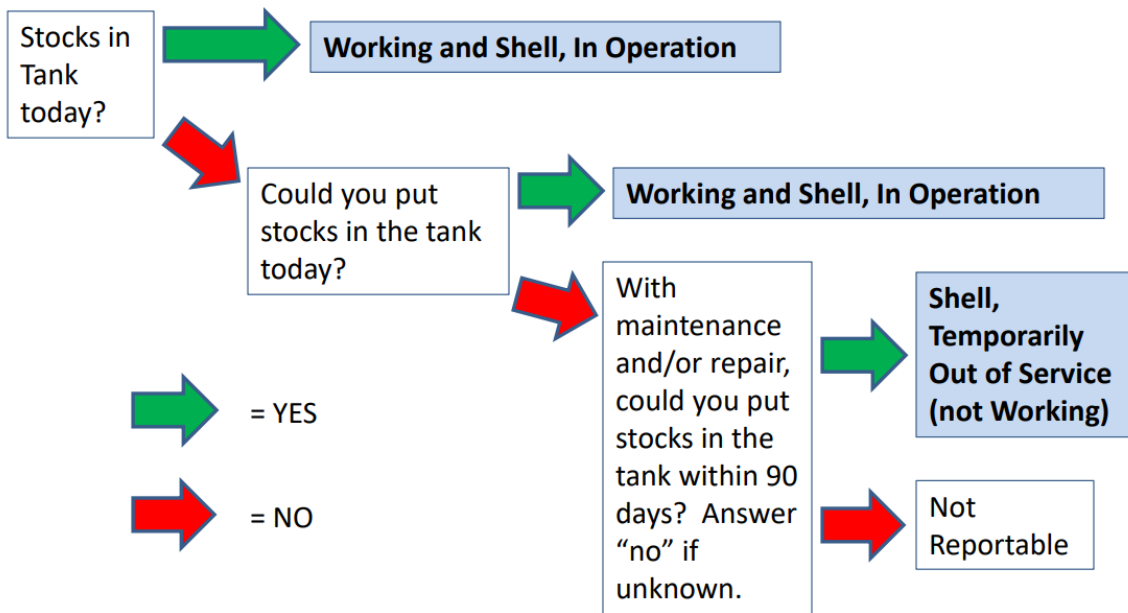


## STORAGE CAPACITY FAQs for Survey Form EIA-813 Monthly Crude Oil Report

How do I determine if my tanks are in operation or temporarily out of service or non-reportable?

Please refer to the following diagram:

### Storage Capacity Decision Tree In Operation-Temporarily Out of Service-Not Reportable



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**Should temporarily out of service capacity be included with working capacity?**

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No, only report working capacity of tanks and caverns in operation, but not for tanks and caverns temporarily out of service.

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**Should working capacity match net available shell in operation/total net available shell capacity?**

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Working capacity should be less than net available shell capacity because working capacity excludes contingency space and tank bottoms.

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**What is the difference between net available shell capacity in operation and total net available shell capacity?**

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Net available shell capacity in operation excludes capacity of tanks and caverns temporarily out of service.

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**What do you mean by transshipment tanks?**

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Transshipment tanks are routinely used for storing petroleum products as part of a transfer from one bulk transport mode to another. Bulk transport modes for petroleum products include pipelines, tankers, and barges. Transshipment tanks may be designed to "drain dry" to facilitate regular transitions from one product to another.

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**Do I have to report storage capacity every month?**

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No, only report storage capacity with data for March. You may report storage capacity every month if it is more convenient to do so, but the data are only required for March.

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**Can I just report the same numbers for storage capacity every month?**

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It is ok to report storage capacity every month, but we will only process storage capacity data with the March report. If storage capacity is reported every month, it should accurately reflect the status of your tanks on the last day of the month.

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**I'm not making anything at my terminal, why do I have to report storage capacity data?**

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As long as you have inventory of crude oil and/or petroleum products, you also need to report storage capacity even if there is no blending activity.

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**Submission**

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**What are the reporting deadlines?**

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Form EIA-813 Annual Storage Capacity Supplement must be received by EIA by the 20th of April for the March report period. Storage capacity data are not required for any other reporting period.

## **How do I submit the form?**

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EIA has the secure file transmission (HTTPS) for companies to use when sending these forms to EIA. Secure transmission is an industry standard method to send information over the internet using encrypted processes. Access the EIA secure transmission site at:  
<https://signon.eia.doe.gov/upload/noticeoog.jsp>

## **What time period should the data represent?**

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Storage capacity data are as of midnight on March 31.

## **Is the form still due even if the due date is a Federal holiday?**

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For Form EIA-813, if the 20th calendar day following the end of the report period happens to be a Federal holiday, your EIA-813 form must be filed on the first business day after that holiday.

## **Who do I contact if I need assistance submitting the form?**

Call the EIA Survey Support Team at 1-855-EIA-4USA (1-855-342-4872) or email to [eia4usa@eia.gov](mailto:eia4usa@eia.gov).

## **Resubmission**

### **Am I required to submit revised data?**

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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. EIA reserves the right to request resubmissions as part of the data quality review process.

### **How do I correct data after I have already submitted the form?**

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Resubmit the form by Secure File Transfer according to the form instructions. 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. Report any unusual aspects of your reporting month's operations in the Comments section below Part 3.

## **Contact EIA**

### **Who do I contact if I have technical questions on completing the form?**

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Call the EIA Survey Support Team at 1-855-EIA-4USA (1-855-342-4872) or email to [eia4usa@eia.gov](mailto:eia4usa@eia.gov).

### **I have questions about the form. How do I request help?**

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If you have any questions about this U.S. Energy Information Administration (EIA) survey after reading the instructions, please contact the EIA Survey Support Team Contact Center at 1-855-EIA-4USA (1-855-342-4872) or send an email to [eia4usa@eia.gov](mailto:eia4usa@eia.gov).