

FAQs for Survey Forms EIA-804 & EIA-814

Essentials

What is the Form EIA-804?

The Energy Information Administration (EIA) Form EIA-804, “Weekly Imports Report,” is used to collect data on petroleum imports.

What is the Form EIA-814?

The Energy Information Administration (EIA) Form EIA-814, “Monthly Imports Report,” is used to collect data on imports of crude oil and petroleum products.

Is reporting data on Forms EIA-804 and EIA-814 mandatory?

For those companies identified as respondents, yes, reporting is mandatory based on Title 15 U.S.C. §772(b), as amended.

Why does my company have to submit its data to EIA?

The Form EIA-804 is used to collect data on petroleum imports and Form EIA-814 is used to collect data on imports of crude oil and petroleum products. Data from these surveys inform policy and business decisions, and the data promote efficient markets by providing transparency to petroleum and biofuel supplies. Use of this data by academic researchers, educators, news media, and the general public promotes understanding of energy and its interaction with the economy and the environment.

How does EIA identify companies that must respond to the EIA-804?

Form EIA-804 must be completed by Importers of Record (or Ultimate Consignees, selected by EIA, who receive Canadian imports) 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.

How does EIA identify companies that must respond to the EIA-814?

Form EIA-814 must be completed by each Importer of Record (or Ultimate Consignee in some situations regarding Canadian imports) who imports crude oil or petroleum products: into the 50 States and the District of Columbia, into Puerto Rico, the U.S. Virgin Islands and other U.S. possessions (Guam, Midway Islands, Wake Island, American Samoa, and Northern Mariana Islands, into Foreign Trade Zones located in the 50 States and the District of Columbia, and from Puerto Rico, the U.S. Virgin Islands and other U.S. possessions into the 50 States and the District of Columbia.

What will the information collected be used for?

EIA uses this survey data in statistical reports including, but not limited to, the Weekly Petroleum Status Report (WPSR), Petroleum Supply Monthly (PSM), and the Monthly Energy Review (MER). EIA uses this survey data to support analysis and projection work with results reported in the Short Term Energy Outlook (STEO), Annual Energy Outlook (AEO), and other reports. EIA makes reports available at <https://www.eia.gov/>.

Form Questions

EIA-804 & EIA-814

How are different types of naphtha cargoes classified for reporting purposes?

Naphtha to be used as reformer feed is classified as unfinished oils, naphtha and lighter (code 820). Naphtha intended for gasoline blending is classified as motor gasoline blending components. If the naphtha is intended for gasoline blending but it's not already blended to form RBOB (codes 122 and 123), CBOB (code 139), or GTAB (codes 120 and 121), then classify the product as "All Other Motor Gasoline Blending Components" (code 138). Naphtha classified as unfinished oils requires reporting of a processing facility on the EIA-814.

Traders will probably be able to tell the difference between reformer feed and motor gasoline blending components based on product quality. The processing facility may provide an additional clue. If the processing facility is a refinery, it's likely, though not certain, the product will be handled as unfinished oils. If the processing facility is a petroleum storage terminal then it is more likely, though again not certain, the naphtha will be treated as motor gasoline blending components. The ideal solution is to contact the processing facility and ask how they will classify the product on their refinery or bulk terminal reports to EIA. If the product gets changed at a terminal or refinery after it first appears as a receipt and/or inventory, then it will be up to the terminal or refinery operator to report the reclassification to EIA.

There are two additional possible classifications for naphtha, again depending on intended end use, that do not require reporting a processing facility on Form EIA-814. One product is special naphtha (code 051). Classify naphtha as special naphtha if the intended end use is as solvent. Another is petrochemical feedstock (code 822). This would be the product classification for imported naphtha intended for cracking into olefins.

Submission

What are the reporting deadlines?

Form EIA-804 must be received by 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 6, 2023 must be received by 5 p.m. EST January 9, 2023).

Form EIA-814 must be received by EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-814 covering the January report period must be received by February 20).

How do I submit the form?

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?

The Form EIA-804 weekly report period begins at 7:01 a.m. Eastern Standard Time (EST) on Friday and ends at 7:00 a.m. EST on the following Friday.

The Form EIA-814 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.

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

For Form EIA-804, if Monday happens to be a Federal holiday, your EIA-804 form must be filed by 5 p.m. on the first business day after that holiday, typically Tuesday. Note that the data you report should still just represent the 7-day reporting period beginning at 7:01 a.m. (Eastern Time) on Friday and ending at 7:00 a.m. (Eastern Time) on the following Friday.

For Form EIA-814, if the 20th calendar day following the end of the report period happens to be a Federal 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.

Resubmission

Am I required to submit revised data?

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?

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.

In addition, resubmit Form EIA-814 whenever descriptive information (i.e., port of entry, country of origin, product description, sulfur, API gravity, processing company name and facility name) is added or changed. Report on the Imports Activity Detail page only the affected line(s) giving the revised data and using the same line number(s) used in the original submission. Then complete and submit a revised Imports Activity Summary. Complete the EIA ID number, the report period, contact information and enter "X" in the resubmission box if you are correcting information previously reported.

Contact EIA

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

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

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

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.