

FAQs for Survey Forms EIA-803 & EIA-813

Essentials

What is the Form EIA-803?

The Energy Information Administration (EIA) Form EIA-803, “Weekly Crude Oil Stocks Report,” is used to collect data on end-of-week stocks of crude oil.

What is the Form EIA-813?

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, and movements of crude oil by pipeline.

Is reporting data on Forms EIA-803 and EIA-813 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-803 is used to collect data on end-of-week stocks of crude oil and Form EIA-813 is used to collect data on end-of-month stocks of crude oil, and movements of crude oil by pipeline. 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-803?

Form EIA-803 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), 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.

Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element.

How does EIA identify companies that must respond to the EIA-813?

Form EIA-813 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), 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.

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-803 & EIA-813

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

Refer to the following [flowchart](#).

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

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

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

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

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

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

Do I have to report storage capacity every month?

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.

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

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.

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

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.

Submission

What are the reporting deadlines?

Form EIA-803 must be received by the EIA by 5 p.m. Eastern Time on the Monday following the end of the report period (e.g., the Form EIA-803 covering the week ending January 6, 2023 must be received by 5 p.m. Eastern Time January 9, 2023).

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

Form EIA-813 Annual Storage Capacity Supplement must be received by EIA by the 20th of April for the March report period.

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-803 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-813 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-803, if Monday happens to be a Federal holiday, your EIA-803 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-813, 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.

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.