

## FAQs for Survey Forms EIA-805 & EIA-815

### Essentials

#### **What is the Form EIA-805?**

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The Energy Information Administration (EIA) Form EIA-805, “Weekly Bulk Terminal Report,” is used to collect data on the end-of-week stocks and blending activity of blending plants and terminals (including bulk terminals).

#### **What is the Form EIA-815?**

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The Energy Information Administration (EIA) Form EIA-815, “Monthly Bulk Terminal Report,” is used to collect data on the operations of all bulk terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions.

#### **Is reporting data on Forms EIA-805 and EIA-815 mandatory?**

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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?**

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The Form EIA-805 is used to collect data on the end-of-week stocks and blending activity of blending plants and terminals (including bulk terminals) and Form EIA-815 is used to collect data on the operations of all bulk terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions. 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-805?**

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Form EIA-805 must be completed by the operators of bulk terminals, blending plants, and end-user storage facilities selected by EIA.

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-815?**

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Form EIA-815 must be completed by the operators of all bulk terminals and certain facilities storing natural gas liquids operated by end users located in the 50 states, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions.

A bulk terminal is a facility primarily used for storage, marketing, and, in many cases, blending of petroleum products, unfinished oils, biofuels, and natural gas liquids. Bulk terminal operators report

stocks (on site and in-transit), receipts, input, production, shipments, and internal use and losses for facilities with total net available shell storage capacity not less than 50,000 barrels, and facilities with less than 50,000 barrels net available shell storage capacity that receive or ship products by tanker, barge, or pipeline. Report bulk terminals associated with product pipelines on Form EIA-815.

Operators of end-user storage facilities (including storage at petrochemical plants) report stocks (on site and in transit) of natural gas liquids (including ethane, propane, normal butane, isobutane, and natural gasoline) for facilities with not less than 50,000 barrels of net available shell storage capacity and capability to ship products by tanker, barge, or pipeline.

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#### **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-805 & EIA-815**

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#### **On the EIA-815 survey, what should be reported in the "Fuel Uses & Losses During Month" column?**

The fuel use and loss column should only be used to report losses caused by spills, fires, contamination, and volumes used as fuel at a terminal. Data reported in these cells and all cells on the EIA-815 survey should always be positive. Do not use the fuel uses and losses column to correct line imbalances due to rounding. Line imbalances due to heat or pressure related variations, gauging problems, accounting adjustments and rounding that are less than or equal to 5 thousand barrels are acceptable. Line imbalances larger than 5 thousand barrels should be investigated for possible errors.

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#### **On both the EIA-805 and EIA-815 surveys, how should we report propylene, if at all?**

While propylene (product code 624) is no longer required to be reported on either survey, we do have additional rules around refinery-grade propylene. Refinery-grade propylene is typically around a 70-30 split with 30% propane in the mix. We are requesting the propane component of all refinery-grade propylene be broken out and reported under propane stocks (Product code 246). Specifically for the EIA-815 annual storage capacity supplement on Part 4, the propane component of refinery-grade propylene should be included with the Natural Gas Liquids totals (Product code 242) but excluded from the Propane (dedicated) storage line item.

### **Submission**

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#### **What are the reporting deadlines?**

Form EIA-805 must be received by EIA by 5 p.m. Eastern Time on the Monday following the end of the report period (e.g., the "Weekly Bulk Terminal Report" covering the week ending January 6, 2023 must be received by 5 p.m. Eastern Time January 9, 2023).

Form EIA-815 must be received by EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-815 covering the January report period must be received by February 20).

Form EIA-815 Annual Storage Capacity Supplement must be received by EIA by the 20th of April for the March report period.

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### **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>

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

The Form EIA-805 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-815 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.

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

For Form EIA-805, if Monday happens to be a Federal holiday, your EIA-805 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-815, if the 20th calendar day following the end of the report period happens to be a Federal holiday, your EIA-815 form must be filed on the first business day after that holiday.

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### **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**

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### **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.

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### **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**

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### **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](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).