

## EIA-812 MONTHLY PRODUCT PIPELINE REPORT

### **YOUR RESPONSE IS REQUIRED BY LAW**

This report is mandatory under Title 15 U.S.C. §772(b). Failure to comply may result in criminal fines, civil penalties and other sanctions as provided by Title 15 U.S.C. §797. Title 18 U.S.C. §1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

The Form EIA-812 must be completed by the operators of all product pipeline companies that carry petroleum products (including interstate, intrastate, and intracompany pipelines) in the 50 States and the District of Columbia.

### **PURPOSE**

The Energy Information Administration (EIA) Form EIA-812, *Monthly Product Pipeline Report*, is used to collect data on the end-of-month stocks and movements of petroleum products transported by pipeline. A summary of the data appear on EIA's website at <http://www.eia.gov/> and in numerous government publications.

### **RESPONSE DUE DATE**

The Form EIA-812 must be received by EIA by the 20<sup>th</sup> calendar day following the end of the report period (e.g., the Form EIA-812 covering the January report period must be received by February 20<sup>th</sup>).

### **HOW TO FILE A RESPONSE**

Respondents should transmit data using Secure file transmission (HTTPS). Secure transmission is an industry standard method to send information over the internet using encrypted processes. The secure hypertext transfer protocol (HTTPS) is a communications protocol designed to transfer encrypted information between computers over the Internet.

Copies in spreadsheet format (XLS) are available on EIA's website. You may access the materials here:

<https://www.eia.gov/survey/#eia-812>

Files must be saved to your personal computer. Data cannot be entered interactively on the website. EIA does not accept email, fax, or paper forms.

### **Data Submission Method**

By Secure File Transfer: <https://signon.eia.doe.gov/upload/noticeoog.jsp>

### **QUESTIONS**

Please contact the EIA Survey Support Team using the following communication methods:

By email: [eia4usa@eia.gov](mailto:eia4usa@eia.gov)

By phone: 1-855-EIA-4USA (1-855-342-4872) [Monday through Friday, 8:00 AM to 6:00 PM E.T.]

## HOW TO USE EIA'S SECURE FILE TRANSFER

EIA is ensuring the security of your transactions by using the latest Internet security technology. The technology being used to protect your data is encryption which is the scrambling of data into a code that is unreadable to anyone who does not have the key that deciphers it. The secure hypertext transfer protocol (HTTPS) is a communications protocol designed to transfer this encrypted information between computers over the internet. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of your data. The only thing you need to take advantage of strong encryption technology is a secure browser, one that supports 128-bit encryption.

1. Go to the EIA Secure File Transfer system located at <https://signon.eia.doe.gov/upload/noticeoog.jsp>
2. Read the Agreement and then click the **Accept** button.
3. Enter your name, company name, phone number and email address into the boxes provided. Note that the email address is required so that we can send you a confirmation of the receipt of your data.
4. Click on the **Choose Files** button to navigate to your saved Excel file submission. Select the file to upload and click on the **Open** button.
5. If you are ready to submit your file, click on the green **Submit File(s)** button. Please be patient, it may take a few minutes to upload your file. Do not close your browser during this upload. A confirmation page will be displayed with a Submission Successful banner and indicate the names of the files you have transferred, a confirmation number and the date and time of the transfer.

## SANCTIONS

The timely submission of Form EIA-812 by those required to report is mandatory under 15 USC 772(b), as amended. Failure to respond may result in a civil penalty of not more than \$10,633 each day for each 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.

## REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 2.70 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining 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, Statistical Methods and Research, EI-21, 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.

## DISCLOSURE OF INFORMATION

The information reported on this form will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552(b), the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. The Federal Energy Administration Act requires EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the Government Accountability Office, or other Federal agencies authorized by law to receive such information. A

court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent. Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies.

The data collected on Form EIA-812, *Monthly Product Pipeline Report*, is used to report aggregate statistics on and conduct analyses of end-of-month stocks and movements of petroleum products by pipeline.

## GENERAL INSTRUCTIONS

[Definitions](#) of petroleum products and other terms are available on the EIA website. Please refer to these definitions before completing the survey form.

**Quantities:** Report using the following criteria:

**Report** quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

**Report** data for only those lines which are applicable to your operation. If the quantity for a product for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

**Report** quantities corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

## SPECIFIC INSTRUCTIONS

### PART 1: RESPONDENT IDENTIFICATION DATA

- Enter the year and month on each page. The 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.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.
- If there has been a change since the last report, enter an "X" in the block provided.
- Enter the name of the reporting company.
- Enter the Doing Business As "DBA" name if appropriate.
- Enter the physical address of the reporting company.
- Enter the mailing address of the Contact. (Note: If the physical address and mailing address are the same, provide the information only for the physical address.)
- Enter the name, telephone number, facsimile number, and e-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported.

## PART 2: SUBMISSION/RESUBMISSION INFORMATION

**Submissions:** Refer to the “How to File a Response” section for more details for submitting data.

**Resubmissions:** A resubmission is required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by EIA. Enter "X" in the resubmission box if you are correcting information previously reported.

## COMMENTS

Report any unusual aspects of your operations during the current reporting period in the Comments section at the bottom of the form below Parts 1 and 2 on the cover page. Comments will be used in the validation process and should address any data anomalies that could raise questions requiring contact by survey staff for clarification. Comments will be protected in the same manner as other information reported on this form as described in detail in **Disclosure of Information** portion of these instructions.

## PART 3. PRODUCT PIPELINE STOCKS

Report calculated volumes of products in lines (pipeline fill) and measured volumes of products in working, breakout, and trans-shipment tanks at the end of the report period by Petroleum Administration for Defense (PAD) Districts and Sub-PAD Districts. Use Table 1 to determine the PAD District classification of each State.

**Table 1. State Classification**

PAD DISTRICT 1		
SUB-PADD 1A	SUB-PADD 1B	SUB-PADD 1C
Connecticut	Delaware	Florida
Maine	Dist. Columbia	Georgia
Massachusetts	Maryland	N. Carolina
New Hampshire	New Jersey	S. Carolina
Rhode Island	New York	Virginia
Vermont	Pennsylvania	West Virginia

PAD DISTRICT 2			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT 3	PAD DISTRICT 4	PAD DISTRICT 5
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

**Exclude** stocks of petroleum products held in bulk terminals. Stocks held at bulk terminals, including bulk terminals operated by product pipeline companies, are reported on Form EIA-815, *Monthly Bulk Terminal and Blender Report*.

### **Stocks**

**Report** stocks as of midnight of the last day of the report month.

**Report** all stocks in the **custody** of the facility regardless of ownership. Reported stock quantities should represent actual measured inventories.

**Report** stocks of mixed natural gas liquids (including unfractionated streams) by the individual components (i.e., ethane, propane, normal butane, and isobutane) as determined by chemical analysis.

**Report** all domestic and foreign stocks held in pipelines and in working tanks and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, “after entry through Customs” is said to occur on:

- the “entry date” specified in block 7 on the U.S. Customs and Border Protection CBP Form 7501, Entry Summary (the entry date for a warehouse withdrawal is the date of withdrawal);
- the “import date” specified in block 5 on the U.S. Customs and Border Protection CBP Form 214A (Statistical Copy), *Application for Foreign Trade Zone Admission and/or Status Designation*; or
- the “export date” specified in block 4 on the U.S. Department of Commerce Form 7525-V, *Shipper’s Export Declaration*, for shipments from Puerto Rico to the 50 States and the District of Columbia.

## **PART 4. PRODUCT PIPELINE MOVEMENTS DURING THE MONTH BETWEEN PAD DISTRICTS**

**Report** all movements of petroleum products between PAD Districts made by your company during the month.

**Report** intermediate movements for pipeline systems operating in more than two PAD Districts. For example, a shipment originating in PAD District 3, passing through PAD District 2, and terminating in PAD District 1, is reported as a movement from PAD District 3 to PAD District 2 and also from PAD District 2 to PAD District 1.

### **Transmix**

Transmix is created when two different petroleum products (e.g., motor gasoline and distillate fuel oil) become commingled during pipeline transport.

**Exclude** stocks held in transmix tanks from quantities reported on Form EIA-812.