Respondent Training for Revisions to the EIA-814 Form EIA-814 Monthly Imports Report

January 2024



U.S. Energy Information Administration Independent Statistics and Analysis www.eia.gov

Key Concepts

- Enhancements & Changes to the EIA-814
 - Reformatted form to enhance respondent user experience
 - Added data validation edits & enhanced instructional notes embedded into the form
 - Added functionality to link data programmatically
- Part 4 Crosswalk between the old EIA-814 and the new EIA-814
 - Changes in form structure
 - Data entry enhancements & interactive edits
 - Data linking functionality
- How to Submit the form to EIA
 - Using Secure File Transfer



Enhancements to the EIA-814

Data Edits

New form contains several data edit checks and validation to prevent potential respondent error submission by highlighting missing text values or numeric values exceeding parameters.

Form Features

Fewer Data Points

Drop-Downs: All text fields on the form now contain drop down lists to facilitate and standardize selection. Write-in capabilities exist in case an option is not listed.

Instructional Notes: All columns now contain embedded notes when clicking on each cell in each column. Part 4 of the Microsoft Excel® spreadsheet worksheets a, b, c, d, e, and f has been consolidated into one comprehensive worksheet.

Sulfur percentage by weight & API gravity fields are consolidated for easier reporting.

Data Linking

New form contains specific name ranges for each cell, allowing the respondent to copy and paste or programmatically link data into the spreadsheet and forego manual data entry.



EIA-814 (Old) / EIA-814 (New) Part 4 – Crosswalk

Form EIA-814 Part 4 (OLD)

Six separate worksheets (4a, b, c, d, e and f)

Product Code 207: Other Renewable fuels & intermediate products

Dropdown list for Commodity Type column

Multiple cells (including decimal point) for Sulfur content and API Gravity data

Limited data entry edit checks embedded on the form

Limited functionality for data linkage programmatically

Form EIA-814 Part 4 (NEW)

One consolidated worksheet with 300 rows to accommodate all data

Product Code 207: Other Biofuels & Biointermediates

Dropdown lists for all text fields on the 814, with option to manually type info if needed

One cell for Sulfur content and API Gravity data

Interactive data entry edits & validation checks on missing values, values exceeding parameters, and invalid data

Form enhanced to be populated programmatically through data linking capabilities in Microsoft Excel.



Microsoft Excel® Spreadsheet

The survey form Part 4 has been reduced from six separate worksheets (a, b, c, d, e, f) down to one comprehensive worksheet containing all 300 rows for data entry.

New EIA-814

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								Line #	Commodit y Code	Type of Commodity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	(at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
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					+												
Part4d	l Part4e	Part4f	0	-)			,										
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REPORTING PERIOD:

ART 4. IMPORTS ACTIVITY DETAIL

Type of Commodity

Parts1-3

U.S. Energy Information Administration

Month

Year

* * *

• •

Part4a Part4b Part4c

Port of Entry

Part 4 Instructional No

Anytime you click on any column in Part 4, appear to provide resp guidance on expected parameters for numer

Note: The Commodit column auto populates Commodity Type is se

Notes	eia Independent S U.S. Ene Adminis	itatistics and Analysis orgy Information stration							OMB No. 1905-0165 Expiration Date: 06/30/2026 Version No.:2023.01 Burden: 1.35 hours
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neric fields.	Line the point of	Type of Commodity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
odity Code	1 2		4		/	1	1		
ates once a	3 4					/			
	5		/		/				
s selected.	6								
	8				/				
Select Type of Commodity from the list	ct Port of Entry n the list. If not d, write-in Port of y. Alternatively, er 4-digit port code.	Select Country of Origin from the list. If unlisted, write-in Country of origin.	Enter Quan a whole nu in Thousan Barrels	tity as Enter Sulfur % Commodity is Residual Fuel C a precentage u up to 2 decim	if the Crude Oil or Dil. Specify Inder 10 with al places.	Enter A 70) if t is Cruc up to 2 places.	API Gravity (0 he Commodi le Oil. Speci 2 decimal	ty if required (not grayed out), select the Processing Refinery Name from the list. If unlisted, write in the Processing Refinery Name. If unknown, select UNKNOWN- <state>.</state>	After specifying Refinery Name, select the Location. If your Location is unlisted, write in the Location. If Refinery Name was entered as Unknown- <state>, Location will be grayed out and should be left blank.</state>
	16								
	17								
	19								
	21								
	22 Parts1-3	Part4 (+)							



Part 4 Drop Down Menus

Columns for Commodity, Port of Entry, Country of Origin, Refinery Name and Location now contain drop down lists. Choose from the lists provided; if the desired value is not listed, simply enter the information in the field.

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Line #	Commodity Code	Type of Commodity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
1			T		40.54				
2 3 4		Asphalt and Road Oil Aviation Gasoline Aviation Gasoline Blending Components							
5		Butylene Crude Oil							
6 7		Distillate Fuel Oil, Bonded 15 ppm Sulfur and Under Distillate Fuel Oil, Bonded Greater than 15 ppm to 5	00 ppm Sulfur (inclusive)						
8		Distillate Fuel Oil, Bonded Greater than 2000 ppm S Distillate Fuel Oil, Bonded Greater than 500 ppm to Distillate Fuel Oil, Other 15 ppm Sulfur and Under	ultur 2000 ppm Sulfur (inclusive)						
10		Distillate Fuel Oil, Other Greater than 15 ppm to 500) ppm Sulfur (inclusive)						



Part 4 Sulfur by Weight & API Gravity cells

The fields for sulfur by weight and API gravity have changed from four to five cells (including the decimal) to one numeric field. This change eliminates room for error and facilitates easier import of data if using the programmatic data linking feature (to be explained later in this presentation).

Parts1-3 Part4



OMB No. 1905-0165 Expiration Date: 06/30/2026 **U.S. Energy Information** eia Version No.:2023.0 Administrati Burden: 1.35 hour FORM FIA-814 MONTHLY IMPORTS REPORT EIA ID NUMBER: RESUBMISSION REPORTING PERIOD Month Year PART 4. IMPORTS ACTIVITY DETAIL Processing Refinery Quantity API Gravit Location (U.S. City & State) (Thousand Sulfur % by (at 60oF) Line OF EXSTARS Refinery Name Type of Commodity Port of Entry Country of Origin Barrels) Weight (Crude Oil Only) Terminal Control Number 2 3 4 5 6 **API Gravity** 8 Sulfur % by (at 60oF) 9 10 Weight (Crude Oil Only) 11 12 13 14 15 16 17 18 19 20 21 22



New EIA-814

Part 4 Commodity Code 207 Renamed

Commodity Code 207 formerly known as **Other Renewable Fuels and Intermediate Products** has been changed to **Other Biofuels and Biointermediates**. It has been renamed to more accurately align with industry standards.

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			1					Processing Refinery	
Line #	Commodity Code	Type of Commodity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
1	207	Other Biofuels and Biointermediates	ALBANY, NY	GERMANY	1,000				
2			J		_				
3									
4									



Part 4 Processing Company Data

The EIA-814 now requires a specific **Refinery Name and Location** for imports of Crude Oil and Unfinished Oils processed at a refinery. Respondents can select a refinery and its corresponding location from the drop-down lists on the form. If the imported crude or unfinished oil was processed at a blending or storage terminal, respondents should select **Unknown**.

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PART	. IMP	ORTS ACTIVITY DETAIL							-	
	x				I				Processing Refinery	
Line #	Commodit Code	Type of Commod	lity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
1	020	Crude Oil		BALTIMORE, MD	CANADA	1,000	2.00	50.00	UNKNOWN PROCESSOR-MD	UNKNOWN MARYLAND, MD
2										
3										
4										
5									••••••••••••••••••••••••••••••••••••••	



Part 4 Data Validation Edits

Missing Field Edit: this edit will identify any required fields that are missing data based on the initial data entered.

In this example, the respondent entered Crude Oil in the **Type of Commodity** column, but no other data in row #1. The yellow highlighted cells identify missing data fields. The red text in the header area of the form as well as above each column indicates the nature of the error and what is required to continue.

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Line #	Commodit	ту	pe of Commo	dity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
1	020	Crude Oil									
2											
3											
4		_									
5											



Part 4 Data Validation Edits

Invalid Integer Edit: this edit identifies miskeyed values in numeric fields.

In this example, the respondent entered a Quantity of 10.500 (using a decimal). This field requires a whole number to be reported in thousand barrels. Upon trying to advance to the next cell, the respondent will receive the error message box indicating the value must be a whole number between 1 and 1,000,000. The respondent must fix the data entered in the cell to proceed. A similar error will occur if the value is outside the range between 1 and 1,000,000.

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Line #	Commodi Code	Type of Commodity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
1	020	Crude Oil	BALTIMORE, MD	CANADA	10.500				
2					Enter a who	Quantity as le number	Microsoft Excel	×	
4					Barrel		Value m	ist be a whole number between 1 and 1 000 000.	
5									
6							Ret	y Cancel Help	
7									
8									



Part 4 Data Validation Edits

Invalid Sulfur Percentage Edit: this edit identifies miskeyed values in numeric fields.

In this example, the respondent entered 100% sulfur by weight. This field typically requires a value between zero and six percent and will not allow more than two decimal places. Upon trying to advance to the next cell, the respondent will receive the error message box indicating the error. The respondent must fix the data entered in the cell to proceed.

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1	020	Crude Oil		BALTIMORE, MD	CANADA	10,500	100			
2 3 4 5 6 7			Microsoft Excel	t typically ranges between 0 and 6.	Specify a value under 10 that includes not me Cancel <u>H</u> elp	ore than 2 decimal p	Access of the second se	fur % if the dity is Crude Oil or Fuel Oil. Specify tage under 10 with decimal places.		



Part 4 Data Validation Edits

Invalid API Gravity Edit: this edit identifies miskeyed values in numeric fields.

In this example, the respondent entered 100 in the API gravity field. This field requires a value between zero and 70. Upon trying to advance to the next cell, the respondent will receive the error message box indicating the error. The respondent must fix the data entered in the cell to proceed.

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	ţ,									Processing Refinery 1 Require	d
Line #	Commod Code		Type of Comm	nodity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
1	020	Crude Oil			BALTIMORE, MD	CANADA	10,500	5.00	100		-
2	_				N	1icrosoft Excel			× Enter AF	I Gravity (0-	
3	_								70) if the is Crude	e Commodity Oil. Specify	
4	_					API Gravity must range 0-70 a	and have at mo	st 2 decimal pl	aces places	decimal	
5	_				`	• ·		· · · · · · · · · · · · · · · · · · ·			
7						Retry Cancel	l Help	0			
8											



Part 4 Data Validation Edits

Data Field Validation Checks: these edits check whether necessary or unnecessary data have been entered. In this example, lines 1 and 2 are valid. Notice that in Line 3 for Asphalt & Road Oil commodity type, the columns for sulfur, API gravity, and refinery name are grayed out because this commodity type does not require these fields. The respondent attempted to enter data. The data are highlighted in red and have strikethrough lines generated by the form. The red text in the header area and above each column provides guidance on how to properly report these data, based on the commodity type entered. The yellow highlighted fields represent fields that are required for crude oil commodity type but are currently missing.

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			1	F		1 Required	1 Required	Processing Refinery	
Line #	Commodity Code	Type of Commodity	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)		Location (U.S. City & State) or ExSTARS Terminal Control Number
1	020	Crude Oil	BALTIMORE, MD	CANADA	1,000	4.00	65.00	BP PRODUCTS NORTH AMERICA	FERNDALE, WA
2	020	Crude Oil	BALTIMORE MD	MEXICO	500	2.00	50.00	BIG WEST OIL LLC	NORTH SALT LAKE UT
3	931	Asphalt and Road Oil	BALTIMORE, MD	CANADA	1,000	1.00	10.00	ALONIUSALE	BIG SPRING, TX
4	020	Crude Oil	BALTIMORE, MD	CANADA	1,000				
5									







Part 4 Data Linking (slide 2 of 2)

Data Linking Functionality – In this example, when the respondent is in the cell for Type of Commodity, Row #1, the cell has a specific "address" in the Microsoft Excel® spreadsheet. Type of Commodity Row #1 field is named **_CD_1**, as seen in the field at the top of the spreadsheet. This is the cell name to be used when programming a data linking process. For assistance in using this functionality, please contact the EIA Survey Support Team at <u>eia4usa@eia.gov</u> or call 855-EIA-4USA.

EIA has provided guidance on this process in the **Guide to Linking Data** available at: https://www.eia.gov/survey/fags/petguidelinkingdata.pdf

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Line #	Commodi Code	Type of Cor	nmoditv	Port of Entry	Country of Origin	Quantity (Thousand Barrels)	Sulfur % by Weight	API Gravity (at 60oF) (Crude Oil Only)	Refinery Name	Location (U.S. City & State) or ExSTARS Terminal Control Number
1	020	Crude Oil		TIMORE, MD	CANADA	1,000	2.00	50.00	UNKNOWN PROCESSOR-MD	UNKNOWN MARYLAND, MD
2 3 4 5		S C f	elect Type of commodity rom the list							



How to Submit the Form to EIA Using the Secure File Transfer (SFT)

How to File your Data using the EIA's Secure File Transfer (SFT) Step 2 Step 1 Step 3 Step 4 Download Complete Save the Upload the Form applicable file to your your EIA-814 sections submission computer

You can download instructions and the Form EIA-814 in Microsoft Excel® spreadsheet at https://www.eia.gov/survey/#eia-814

Submit your completed forms to EIA using the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is a communications protocol designed to transfer encrypted information between computers over the Internet.

Access the EIA Secure File Transfer site at <u>https://signon.eia.doe.gov/upload/noticeoog.jsp</u>



How to Use Secure File Transfer

Secure File Transfer Instructions

Once data have been compiled and saved in a Microsoft Excel® file, respondents will upload their submission by accessing the EIA secure transmission site at:

https://signon.eia.doe.gov/upload/noticeoog.jsp

Click on the Accept button.



Independent Statistics & Analysis U.S. Energy Information Administration

Secure File Transfer

Agreement

This is a Federal computer system and is the property of the United States Government. Users have no explicit or implicit expectation of privacy.

With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosute o authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies both domestic and foreign. By using this system, the user consents to lawful interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. CLOSE THIS WINDOW if you do not agree to the conditions.





How to Use Secure File Transfer

Secure File Transfer Instructions

Fill out the **Contact Information** fields for name, company, email address (a required field) and phone number.

Click on the **Choose Files** button to navigate to your saved Excel file submission. Instructions for choosing files are provided on the next two slides.

Click on the Submit File(s) button.

Contact Information	
Name	Company
* Email	Phone
File(s) to Be Transferred Select the file(s) from your system below. Curr (xls), Dat (.dat), Portable Document Format (.j	rently only Excel Workbook (.xlsx), Excel 97-2003 Workboo pdf) files are allowed.
File(s) to Be Transferred Select the file(s) from your system below. Curr (.xls), Dat (.dat), Portable Document Format (.j * File(s) Choose Files No file chosen	rently only Excel Workbook (.xlsx), Excel 97-2003 Workboo pdf) files are allowed.
File(s) to Be Transferred Select the file(s) from your system below. Curr (.xis), Dat (.dat), Portable Document Format (.) * File(s) Choose Files No file chosen Need to submit multiple files? In the file sele key to select non-adjacent files. See our help p	rently only Excel Workbook (.xlsx), Excel 97-2003 Workboo pdf) files are allowed.



How to Use Secure File Transfer

File(s) to Be Transferred Select the file(s) from your system below. Currently only Excel Workbook (.xlsx), Excel 97-2003 Workbook (.xls), Dat (.dat), Portable Document Format (.pdf) files are allowed. * File(s) Choose Files No file chosen

Choose Files

Click the button inside the yellow box and select the file you wish to upload. Select the file and click on the **Open** button.

If you are ready to submit your files, click the green **Submit File(s)** button.

Please be patient; it may take a minute or two to upload your file. Do not close your browser during the upload. Wait to see the confirmation page.





How to Use Secure File Transfer

Transfer submission confirmation

A confirmation page will be displayed that will tell you the names of the files you have transferred, the confirmation number for each file, and the date and time of the transfer.

The f	ollowing files have been trans	erred to EIA:	
1.	EIA Form 1.xlsx	Confirmation #: 1234	
2.	EIA Form 3.xlsx	Confirmation #: 1235	



For more information

Form and Instructions | <u>https://www.eia.gov/survey/#eia-814</u>

EIA's Secure File Transfer (SFT) | <u>https://signon.eia.doe.gov/upload/noticeoog.jsp</u>

EIA's Guide to Linking Data | https://www.eia.gov/survey/faqs/petguidelinkingdata.pdf

If you have further questions, please contact us at:

Phone: 1-855-EIA-4USA (1-855-342-4872)

Email: EIA4USA@eia.gov

U.S. Energy Information Administration home page | www.eia.gov

