

EIA-816 MONTHLY NATURAL GAS LIQUIDS 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-816 must be completed by the operators of all facilities that extract liquid hydrocarbons from a natural gas stream (natural gas processing plant) and/or separate a liquid hydrocarbon stream into its component products (fractionator), and/or convert normal butane to isobutane (isomerization plant).

PURPOSE

The Energy Information Administration (EIA) Form EIA-816, *Monthly Natural Gas Liquids Report*, is used to collect data on the operations of natural gas processing plants and end-of-month stocks of fractionators. A summary of the data appears on EIA's website at <http://www.eia.gov/> and in numerous government publications.

RESPONSE DUE DATE

The Form EIA-816 must be received by EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-816 covering the January report period must be received by February 20th).

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-816>

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

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-816 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 0.68 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-816, *Monthly Natural Gas Liquids Report*, is used to report aggregate statistics on and conduct analyses of the operation of U.S. natural gas processing plants and fractionators.

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. 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 site name of the facility.
- Enter the Terminal Control Number (TCN) used for identification of terminals and other facilities in the IRS ExSTARS system.
- 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, fax 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 reporting month’s operations in the **Comments** section below Part 3. 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 the **Disclosure of Information** portion of these instructions.

SPECIFIC INSTRUCTIONS

PART 3. NATURAL GAS LIQUIDS ACTIVITY

Natural Gas Processing Plants

Report for each natural gas liquid identified on the form, beginning and end-of-month stocks, receipts, inputs, production, shipments, and refinery fuel use and losses during the month, except where shaded.

Note: Ending stocks for each of the natural gas liquids identified on the form must be equal to the following: beginning stocks + receipts - inputs + production - shipments - plant fuel use and losses during the month.

Fractionators

Report only end-of-month stocks for each of the products identified on the form.

Note: If the fractionation facility also has isomerization units, report inputs and production of the products being converted.

Report all mixes of natural gas liquids (including unfractionated streams) by the individual components as determined by chemical analysis (i.e., ethane, propane, normal butane, isobutane, natural gasoline, and condensate including scrubber oil).

Stocks (Beginning and End of Month)

Report beginning stocks as of midnight of the last day of the month prior to the current report month. Report ending stocks as of midnight of the last day of the current report month.

Note: For natural gas processing plants only, stocks at the beginning of the month are to be the same as those reported as end-of-month stocks on the report for the preceding month.

Note: Fractionators are only required to report end-of-month stocks.

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

Report all domestic and foreign stocks held at facilities and in transit thereto, except those in transit by pipeline. Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-812, *Monthly Product Pipeline Report*. 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.

Receipts During Month

Report all receipts at the facility and in transit thereto, using the same criteria as those used to report stocks. Include intra-company transactions.

Inputs During Month

Report inputs of normal butane being converted to isobutane.

Report input of all barrels of condensate (Product code 210), regardless of source, including condensate input to stabilizers.

Production During Month

Report production during the month by individual components as determined by chemical analysis (i.e., ethane, propane, normal butane, isobutane, natural gasoline, and condensate including scrubber oil).

Report production of isobutane converted from normal butane through isomerization as well as isobutane extracted from natural gas.

Report production of ethane, propane, normal butane, isobutane, and natural gasoline derived from processing of condensate.

Shipments During Month

Report all shipments, including intracompany shipments to other plants, storage facilities, refineries, chemical plants or fractionating facilities.

Plant Fuel Use and Losses During Month

Report products consumed at the facility for all purposes.

Report all nonprocessing losses (e.g., spills, fire losses, contamination, etc.) by product.