EIA-912
WEEKLY UNDERGROUND NATURAL GAS STORAGE REPORT
INSTRUCTIONS

PURPOSE

The Energy Information Administration (EIA) Form EIA-912, "Weekly Underground Natural Gas Storage Report," is used to collect information on weekly inventories of natural gas in underground storage facilities. Data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275. This report is mandatory under the FEA Act.

REPORTING REQUIREMENTS

The EIA-912 must be completed by recipients of the Form EIA-912. Companies receiving notification were statistically selected by the EIA from a listing of all underground natural gas storage operators in the United States.

WHEN TO SUBMIT

Form EIA-912, with information as of 9:00 a.m., Central Standard Time (CST), on Friday, must be filed with the EIA by 5:00 p.m., Eastern Time (ET), on the Monday following the end of the report period (e.g., the "Weekly Underground Natural Gas Storage Report," as of 9:00 a.m. CST, Friday, January 10, 2014 must be received by 5 p.m. ET January 13, 2014). If Monday is a Federal holiday, the report must be filed by 5:00 p.m. ET the first working day after the holiday.

HOW TO REPORT

Instructions on where to report via mail, fax, secure file transfer, or email are printed on Form EIA-912.

SECURE FILE TRANSFER

Forms may be submitted through the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is an industry standard method to send information over the web using a secure, encrypted process. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. The Secure File Transfer System may be accessed through the following web address: https://signon.eia.doe.gov/upload/notice912.jsp.

QUESTIONS

If you have any questions on the Form EIA-912, please call (202) 586-4993. In correspondence pertaining to this report, please refer to your EIA ID number.

COPIES OF SURVEY FORM AND INSTRUCTIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:
http://www.eia.gov/survey/#eia-912

You can also access the survey by following these steps:

- Go to EIA's website at www.eia.gov.
- Click on the *Natural Gas* category (this takes you to EIA's natural gas information page).
- Click on the *Survey Forms* link located in the reference box in the lower right corner.
- Select the survey you want.

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

SPECIFIC INSTRUCTIONS

PART 1: RESPONDENT IDENTIFICATION DATA

Report Period: The weekly report period refers to the week ending on Friday at 9:00 a.m. CST. Indicate the month, day, and year (e.g., January 10, 2014 is: Month 01 Day 10 Year 2014).

EIA ID Number: Enter the 10-digit EIA ID Number. In the event an identification number has not been assigned, leave the space blank and contact the EIA at (202) 586-4993, a number will then be assigned by the EIA.

Resubmission: Enter an "X" in the resubmission box if you are correcting information previously reported. Revised reports are required if the data for any region for the prior week have been revised by 500 million cubic feet or more from the data previously reported. Please submit a revised form for that region and indicate the appropriate Report Period on the form.

Company Name and Address: Enter the name and address of the company filing the report. Place an "x" in the box if there has been a change in the company name or address information since the last report.

Contact Name: Enter the name, telephone number, fax number, and e-mail address of the person to contact concerning the information on the report. The person listed should be the person most knowledgeable of the specific data reported. Place an "x" in the box if there has been a change in the contact information since the last report.

PART 3. INVENTORY OF WORKING GAS IN STORAGE

Reporting of preliminary or estimated data is encouraged, if necessary, to meet the due date.

Working Gas - Current Week: Enter the volume of working gas in storage (at 9:00 a.m. CST on Friday) by Region for all facilities your company operates.

PART 4. INVENTORY ADJUSTMENTS OF WORKING GAS IN STORAGE

Report any non-flow related activity affecting working gas inventory levels. Examples include reclassifications between working and base gas levels, operational balancing agreements, or

facility expansions. Enter volumes of non-flow activity in the appropriate region(s):

East Region: The following states are included in the East Region: Connecticut, Delaware, District of Columbia, Florida, Georgia, Massachusetts, Maryland, Maine, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, and West Virginia.

South Central Region: The following states are included in the South Central Region: Alabama, Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, and Texas.

Midwest Region: The following states are included in the Midwest Region: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Tennessee, and Wisconsin.

Mountain Region: The following states are included in the Mountain Region: Arizona, Colorado, Idaho, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, and Wyoming.

Pacific Region: The following states are included in the Pacific Region: California, Oregon, and Washington.

COMMENTS

Describe any unusual or substantially different aspects of your operations that affected the data reported. Provide any explanatory information regarding operations or facility activity that affects the data reported. If there is information reported in Part 4, Inventory Adjustments, explain the nature of the adjustment(s).

DEFINITIONS

Please refer to these definitions before completing the survey form.

Base (Cushion) Gas: The volume of gas needed to maintain adequate reservoir pressures and deliverability rates throughout the withdrawal season. Base gas usually is not withdrawn, and remains in the reservoir. All native gas is included in the base gas volume.

Reclassification: The volume representing any recorded change in the allocation between working and base gas levels in storage based on accounting or engineering assessments. Depending on the nature of the reclassification and/or the regulatory authority over the facility, reclassifications may or may not be reported to such authorities.

Working (Top Storage) Gas: The volume of natural gas in an underground storage facility available to be withdrawn, not including base gas. Working gas may or may not be completely withdrawn during any particular withdrawal season.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information you provide on Form EIA-912 will be used for statistical purposes only. All the information the Energy Information Administration (EIA) collects for this survey about your company is confidential by law. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A of Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents without your consent. By law, every EIA employee, as well as every agent, is subject to a jail term, a fine of up to $250,000, or both if he or she discloses ANY identifiable information about you.

Disclosure limitation procedures are applied to the statistical data published from EIA-912 survey information to ensure that the risk of disclosure of identifiable information is very small.

SANCTIONS

The timely submission of Form EIA-912 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than $2,750 per day for each violation, or a fine of not more than $5,000 per day for each criminal 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.

FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB approved number. Public reporting burden for this collection of information is estimated to average 1.0 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the 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, Office of Survey Development and Statistical Integration, EI-21, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.