



**U.S. DEPARTMENT OF ENERGY
ENERGY INFORMATION ADMINISTRATION**

**COMMERCIAL BUILDINGS ENERGY
CONSUMPTION SURVEY FOR 1995**

**Instructions Booklet
for
Schedule A - Building Natural Gas Usage Form (Form EIA-871C-A)**

and

**Schedule B - Building Natural Gas DSM Program Participation Form
(Form EIA-871C-B)**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 1-800-927-0589
TOLL FREE AND ASK FOR THE SUPPLIER SURVEY SPECIALIST.

This report is mandatory under Public Law 93-275, as amended. For the provisions concerning the confidentiality of information submitted on this form and the sanctions, see the General Instructions. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, 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 the Energy Information Administration, Office of Statistical Standards EI-73, 1000 Independence Avenue SW, Washington, DC 20585, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Unless otherwise specified, these data collection forms are due by March 1, 1996.

Please use the enclosed self-addressed, postage-paid envelope to return the completed forms, or mail the forms to:

Commercial Buildings Energy Consumption Survey
c/o Westat, Inc.
1650 Research Blvd.
Rockville, MD 20850-9973

or FAX to:
1-301- 251-2257

**U.S. DEPARTMENT OF ENERGY
ENERGY INFORMATION ADMINISTRATION**

COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995

FORM EIA-871C-A, BUILDING NATURAL GAS USAGE FORM

INSTRUCTIONS FOR SPECIFIC ITEMS

General instructions are on the back of this folder. Following are the instructions for answering the specific data items on Form EIA-871C (see copy on facing page). Note that all items on Form EIA-871C-A, 1 through 5 inclusive, must be reported for each building requested.

Definition of "Account"

The term "account" is a billing unit. It can be linked to a company, office, person, agency, etc., that is sent a bill for usage of natural gas in the building. Your response should include all accounts for the building, including all separately billed tenants or occupants of the building, regardless of whether the bills are sent to the building address or to some other address. The term also includes any separate bill sent to the building management or owners for the costs of natural gas supplied to the building as a whole (hallways, lobbies, areas used for storage or maintenance operations, etc.).

Definition of "Local Distribution Company (Natural Gas Utility)"

For the purpose of this form, the terms "local distribution company" and "natural gas utility" will refer to companies primarily engaged in the sale **and delivery** of natural gas to consumers through a system of pipelines including mains (e.g., under roadway) and service lines (direct connectors to consumers). If your company does not fit this definition, then it should be considered a nonutility (transportation gas supplier).

Item 1

All billing information is to be reported for the entire building identified on the label on the front of the form. Complete this table for all billing periods for which there was consumption during the 14-month reference period. Enter the number of accounts opened or closed within each time period, if any.

For Local Distribution Companies Only (Natural Gas Utilities):

In Columns A and B, report volumes and costs for gas provided and delivered by your company. In Columns C, D, and E, report volumes, transport fees, and total cost (if available) for transportation gas. Transportation gas is defined as gas physically delivered by your company to the building, but not bought directly from your company. Transportation gas is also called spot-market gas, gas transported for the account of others, and transport gas. Exclude volumes and costs entered in Columns A and B from entries you make in Columns C, D, and E.

For Nonutilities (Transportation Gas Suppliers) Only :

If your company is not a utility, **do not make any entries in Columns A or B**. Report the volumes sold to the building in Column C, even when the gas was physically delivered by a local distribution company or utility. If you do not know the delivery charge in Column D, please indicate so by entering DK ("Don't Know"). You should enter the total cost of the gas in Column E, including fees in Column D (if known).

Item 2

Indicate whether the responses in Item 1 include all information (accounts) for the building.

Item 3

In your answer to Item 3, specify whether the consumption information reported in Item 1 represents more than total consumption for the building that is identified on the label on the front. Check the YES box if the bills that furnished the information for Item 1 show substantial consumption in buildings other than the one identified on the label and you are unable to report separately for that building. Check the NO box if the bills show consumption in the selected building only. (Also check the NO box if the figures include only minor out-buildings, such as a shed.)


Item 4

Check whichever account classification category you apply to the building that is identified on the label, or account in your records. Please provide all requested billing information on the form for the building that is identified on the label, even if you do not classify the building as commercial in your records. If there are several accounts in the building, and not all of them are classified the same, select the category that covers most of the building's natural gas consumption.

Item 5

Please provide the name, title, telephone number (including area code) and FAX number (if applicable) of the person who completed the form. This is the person we will contact if we have any questions about the completed form. Be sure to include the date of your response.

EXAMPLE: ITEMS 1 THROUGH 4 FROM THE BUILDING NATURAL GAS DSM PROGRAM PARTICIPATION FORM

Form EIA-871C-B (8/12/97) Natural Gas DSM Program Participation		Form Approval OMB No.: 1905-0145 Expires: July 31, 1998																																													
<h3>COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995 SCHEDULE B - BUILDING NATURAL GAS DSM PROGRAM PARTICIPATION FORM</h3>																																															
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> Label </div>	<p>Demand-Side Management (DSM) program participation data are to be provided for the accounts in the building identified on the label.</p> <p>Data may be submitted directly on the reporting form, or in any other format, such as a computer-generated listing, which provides the same information and is convenient for your company.</p> <p>Whatever format is used to submit data, answers to <u>all</u> questions on this form must be included with the submission.</p> <p>For additional information on how to complete the form, see the separate instructions.</p>																																														
<p>1) Does any account in this building have any of the following special <u>natural gas</u> service rates? (MARK ALL THAT APPLY)</p> <p><input type="checkbox"/> Seasonal Pricing</p> <p><input type="checkbox"/> Interruptible/Curtailable Service Rate</p> <p><input type="checkbox"/> Any Other Special Rate (Specify) _____</p>																																															
<p>2) Does your utility sponsor any type of DSM programs for any commercial and/or industrial customers?</p> <p><input type="checkbox"/> Yes) CONTINUE WITH QUESTION 3 <input type="checkbox"/> No) SKIP TO QUESTION 4 <input type="checkbox"/> Don't Know) SKIP TO QUESTION 4</p>																																															
<p>3) Utilities and other natural gas suppliers often offer the programs listed below as part of Demand-Side Management. Please indicate for each program below, whether <u>any</u> account or customer in this building has participated in the program during the period from January 1, 1993 to December 31, 1995. "Participation" refers to receiving active assistance, adaptation of equipment, or financial incentive. Please count as "no" programs for which the building received only general information as part of a mass mailing or similar activity.</p>																																															
If your records permit you only to report for the year January 1, 1995 to December 31, 1995, please do so and check here <input type="checkbox"/> and provide the data below. (See Instructions Booklet)																																															
<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">Program</th> <th colspan="4" style="text-align: left;">Participation</th> </tr> <tr> <td>a. Energy audit</td> <td>a. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td><input type="checkbox"/> Not Offered</td> </tr> <tr> <td>b. Building envelope or shell conservation program</td> <td>b. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td><input type="checkbox"/> Not Offered</td> </tr> <tr> <td>c. HVAC equipment installation or retrofit</td> <td>c. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td><input type="checkbox"/> Not Offered</td> </tr> <tr> <td>d. Water heating installation or retrofit</td> <td>d. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td><input type="checkbox"/> Not Offered</td> </tr> <tr> <td>e. Waste heat recovery</td> <td>e. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td><input type="checkbox"/> Not Offered</td> </tr> <tr> <td>f. Thermal energy storage</td> <td>f. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td><input type="checkbox"/> Not Offered</td> </tr> <tr> <td>g. Rebates or similar incentives</td> <td>g. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td><input type="checkbox"/> Not Offered</td> </tr> <tr> <td>h. Other Program (Specify) _____</td> <td>h. <input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Don't Know</td> <td></td> </tr> </table>	Program	Participation				a. Energy audit	a. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Not Offered	b. Building envelope or shell conservation program	b. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Not Offered	c. HVAC equipment installation or retrofit	c. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Not Offered	d. Water heating installation or retrofit	d. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Not Offered	e. Waste heat recovery	e. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Not Offered	f. Thermal energy storage	f. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Not Offered	g. Rebates or similar incentives	g. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Not Offered	h. Other Program (Specify) _____	h. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know			
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<p>4) Form completed by:</p>																																															
_____ NAME (Please Print)	(_____) Area Code TELEPHONE	(_____) Area Code FAX																																													
_____ TITLE	_____ DATE																																														

**U.S. DEPARTMENT OF ENERGY
ENERGY INFORMATION ADMINISTRATION**

COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995

FORM EIA-871C-B, BUILDING NATURAL GAS DSM PROGRAM PARTICIPATION FORM

INSTRUCTIONS FOR SPECIFIC ITEMS

General instructions are on the back of this folder. Following are the instructions for answering the specific data items on Form EIA-871C-B (see copy on facing page). Note that all items on Schedule B, 1 through 4 inclusive, must be reported for each building requested.

Definition of "Account"

The term "account" is a billing unit. It can be linked to a company, office, person, agency, etc., that is sent a bill for usage of natural gas in the building. Your response should include all accounts for the building, including all separately billed tenants or occupants of the building, regardless of whether the bills are sent to the building address or to some other address. The term also includes any separate bill sent to the building management or owners for the costs of natural gas supplied to the building as a whole (hallways, lobbies, areas used for storage or maintenance operations, etc.).

Item 1

Item 1 refers to special rate schedules or tariffs offered to customers. They are defined as follows:

Seasonal Pricing: A special natural gas rate feature under which the price per unit of energy depends on the season of the year.

Interruptible or Curtailable Rate: A special natural gas rate under which, in return for lower rates, the customer must either reduce energy demand on short notice or allow the utility to temporarily cut off the energy supply so that the utility can maintain service for higher priority users. This interruption or reduction in demand typically occurs during periods of high demand for the energy.

Item 2

Indicate in Item 2 whether your company offers any type of Demand-Side Management (DSM) program to commercial or industrial customers.

Item 3

DSM programs are designed to change the amount or pattern of energy consumption by a customer. The program can target the amount of energy used, the timing of the use, or the type of fuel used.

For each program listed, check "Yes", if any account in the building identified on the cover of the form participated in the program, "No" if no account in the building participated, or "Don't know" if the available records prevent you from making that determination. If you are aware that your utility does not sponsor a program, please indicate that by selecting "Not Offered." "Participation" refers to giving the customer active assistance, altering or installing equipment, or providing financial or similar incentives. **Please count as "No" programs for which the building received only general information as part of a mass mailing or similar activity.**

In some cases, past records become unavailable or retired after a specified period of time. If such a situation prevents you from answering for the entire period, January 1, 1993 through December 31, 1995, you may choose to respond for only the year January 1, 1995 through December 31, 1995. Please indicate by checking the appropriate box if the information provided is only for 1995. The DSM programs are defined as follows:

Energy audit: Program where a building is inspected and advice is offered on how to conserve energy.

Building envelope or shell: Measures that improve the building's ability to retain heat (e.g., reduction of air infiltration), to absorb heat (e.g., passive solar design), or to reflect heat (e.g., light colored roofs and walls).

HVAC equipment installation or retrofit: Measures that improve the operating efficiency of HVAC systems, including both higher efficiency equipment (e.g., heat pumps) and improved energy management systems.

Water heating equipment installation or retrofit: Measures that change the operating efficiency of water heating systems.

Waste heat recovery: Measures that actively capture byproduct heat to use for space heating or water heating. Included are refrigeration/air-conditioner compressors, manufacturing or other processes, data processing centers, lighting fixtures, and ventilation exhaust air. Excluded are passive use of radiant heat when there are no special systems for collection or redistributing passive heat.

Thermal energy storage: Measures that shift energy usage through the temporary storage of energy for later use.

Rebates or similar incentives: These may take the form of cash or non-cash awards or zero or low interest loans to customers for the purchase of energy-efficient equipment.

Other Program: An available program that does not meet any of the definitions defined above. Please specify the program type.

Item 4

Please provide the name, title, telephone number (including area code) and FAX number (if applicable) of the person who completed the form. This is the person we will contact if we have any questions about the completed form. Be sure to include the date of your response.

GENERAL INSTRUCTIONS

Purpose of the Survey

The Commercial Buildings Energy Consumption Survey (CBECS) collects data on energy consumption, expenditures, usage patterns, and DSM program participation for the nonresidential buildings sector of the U.S. economy. The information collected on the CBECS will be used to publish aggregate statistics on (1) the consumption and expenditures of energy by different types of buildings and (2) other consumption-related issues.

Purpose of the Form

The purpose of the reporting form is to obtain information on total consumption of natural gas and on DSM program participation for the building identified on the label on the front of the enclosed data collection forms. The total consumption to be reported is the sum of the individual amounts consumed by all separately billed customers in the building during the period from December 1, 1994, through January 31, 1996. The total should include former customers who were in the building during the reporting period. The total should include all customers, whether commercial or noncommercial. Program participation is to be reported if any account in the building participated in the DSM program. The time period covered is January 1, 1993 to December 31, 1995. Participation should be reported for former customers who were in the building during the reporting period.

Confidentiality

Any information collected that will permit identification of respondents or their buildings will be confidential and used only for statistical purposes. Data that can be identified with individual respondents will not be disclosed or released by Westat, Inc. to anyone (including the Department of Energy) for any other purpose, except as required by law.

If you are concerned about your individual account information, you may choose to mark out the account number or name on any computer-generated listing that you send us. The EIA requests only the information required to complete Items 1 through 5 on Schedule A and 1 through 4 on Schedule B.

Data Collection Authority and Sanctions

This report is mandatory under Public Law 93-275, as amended. The timely submission of Form EIA-871C 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 \$2,500 for each violation, or a fine of not more than \$5,000 for each willful 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 Media

Data may be submitted directly on the enclosed data collection forms, or in other formats, such as computer-generated printouts or formatted diskettes (if they were enclosed along with the forms). The diskettes provide all the information requested (Items 1 through 5 in Schedule A) and are convenient for your company. If it is more convenient for you to submit the data on computer printouts, please ensure the printout contains all of the same information as the reporting forms. **Also, please be certain there is adequate explanation so that we can interpret your format and relate the information to the survey forms.**

You may submit one report for the entire building, or if it is easier, one report for each of several accounts in the building, and EIA's survey contractor (Westat) will create a consolidated record for the building. If you provide individual account information for Item 1 on Schedule A, also complete Items 2 through 5 for the building identified on the label.

Further Information

If you have any further questions concerning this form, please call 1-800-927-0589 toll free and ask for the supplier survey specialist.

Due Date and Mailing Address

Unless otherwise specified, these data collection forms are due by March 1, 1996.

Please use the enclosed self-addressed, postage-paid envelope to return the completed forms, or mail the forms to:

Commercial Buildings Energy Consumption Survey
c/o Westat, Inc.
1650 Research Blvd.
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