ANNUAL REPORT OF NATURAL AND SUPPLEMENTAL GAS SUPPLY AND DISPOSITION
FORM EIA-176
INSTRUCTIONS

PURPOSE


WHO MUST SUBMIT

Form EIA-176 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by:

(1) Interstate natural gas pipeline companies
(2) Intrastate natural gas pipeline companies
(3) Natural gas distribution companies
(4) Underground natural gas storage operators
(5) Synthetic natural gas plant operators
(6) Field, well, or processing plant operators that deliver natural gas directly to consumers (including their own industrial facilities) other than for lease or plant use or processing
(7) Field, well, or processing plant operators that transport gas to, across, or from a state border through field or gathering facilities
(8) Liquefied natural gas (LNG) storage operators, both peaking facilities and marine terminals

You must complete a separate report for each state in which your company is engaged in one or more of the following activities:

(1) Gas (natural, commingled natural and supplemental gas, or LNG) transportation using respondent-operated facilities other than field or gathering lines
(2) Gas transportation to, from, or across a state border using respondent-operated field or gathering lines
(3) Gas delivery directly to consumers using respondent-operated facilities other than field, well, or plant operators delivering solely for lease and plant use or processing
(4) Gas storage in respondent-operated underground storage reservoirs, or LNG storage facilities
(5) Synthetic natural gas production in respondent-operated facilities

This report is mandatory. Each company subsidiary or affiliate meeting the filing requirements that operated separate systems within a state must file a separate report. However, you can request approval to report for a state on a consolidated basis by calling EIA at (877) 800-5261.

A state, for the purpose of this report, includes adjacent offshore Federal Domain areas.

WHEN TO SUBMIT

Form EIA-176 is due March 1. If an extension is needed, call (877) 800-5261.

HOW TO SUBMIT

Instructions on how to file by secure file transfer, mail, or fax, are printed on Part 2 of Form EIA-176.

Secure File Transfer: You can file through the Secure File Transfer System. The secure hypertext transfer protocol (HTTPS) is a secure, encrypted method to send information electronically. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. You can access the Secure File Transfer System at:
https://signon.eia.doe.gov/upload/noticesoog.jsp.

Fax: (202)586-1076
Mail to:
U. S. Department of Energy
Oil & Gas Survey
Ben Franklin Station
P.O. Box 279
Washington, DC 20044-0279

You can also file electronically using Electronic Filing System (EFS) for Form EIA-176, which can be installed on a personal computer. If you have questions, contact EIA at (202) 586-9659.

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

You can get copies in portable document format (PDF) and spreadsheet format (XLS) on EIA's website at:
http://www.eia.gov/survey/#eia-176

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

QUESTIONS

If you have questions, call (877) 800-5261. If you contact us about this report, be sure to include your EIA identification number.

HOW TO COMPLETE THE SURVEY FORM

Complete only the parts and data elements that apply to your operations. Leave all other spaces blank. Don’t enter any data in the shaded areas or spaces.
You must report all information on a calendar-year basis. Volumes must refer to natural gas physically in your possession (custody basis).

You don’t have to file a revised report unless actual or corrected data vary more than plus (+) or minus (-) 4% from the data you previously reported.

**SPECIFIC INSTRUCTIONS**

**PART 1: RESPONDENT IDENTIFICATION**

Please provide up-to-date company information.

**EIA ID number:** Complete the 10-digit identification number assigned to your company. Companies operating in more than one state have a unique number for operations in each state. If we haven’t assigned an ID number to you, contact us at (877) 800-5261.

**Resubmission:** Check the resubmission box only if you are filing a revised report.

**Company name:** Enter your company name.

**Operations in (state):** Enter the name of the state that the report covers. You must submit a separate report for each state in which your company operates.

**Contact information:** Enter the company’s contact information.

**PART 2: SUBMISSION INFORMATION**

This section provides information on the options available for submitting your completed Form EIA-176:

1. Secure File Transfer
2. Electronic Filing System
3. Fax
4. Mail

**PART 3: COMPANY CHARACTERISTICS**

**A. Type of operations (check all that apply).** Check all of the boxes that describe your company’s gas operations. EIA uses this information to provide aggregates of the data collected in the survey by type of company. The “Definitions” section in these instructions describes natural gas operations.

**B. Vehicles powered by natural gas.** Indicate whether your company fleet includes vehicles powered by alternative fuels, along with the type of fuel these vehicles use. If your company fleet includes vehicles powered by natural gas, enter the number of those vehicles that you have.

**C. Customer choice program.** Indicate if your company actively allows residential and/or commercial customers, regardless of size, to purchase fuel from an alternative supplier. If yes, enter the number of customers in your service territory eligible for such programs at the end of the calendar year and the number participating at the end of the year. The number of participants may not necessarily equal the number of transportation customers listed in Part 4, Line 11, because the measurements were taken at different times.

**D. Sales/acquisitions.** Indicate whether your company’s service territory changed because of a purchase or sale of any system or part of a system. For instance, if a municipal system was acquired, write “yes,” and in the Comments box write the name of the system and the transaction date.

**E. Distribution Territory.** If you are a local distribution company, list all counties to which your company delivers natural gas, even if you only deliver partially to a given county. Use the Comments box in Part 7A to list additional counties, if necessary.

**F. LNG storage.** If your company owns, operates, or uses LNG storage, write the name and zip code of each affiliated storage facility. Please list all aboveground LNG storage facilities owned, operated, or providing service to your company. An LNG facility means a pipeline facility that is used for liquefying natural gas or synthetic gas or transferring, storing, or vaporizing liquefied natural gas, typically stored in large tanks. Use the Comments box in Part 7A to list additional facilities, if necessary.

**PART 4: NATURAL AND SUPPLEMENTAL GAS SUPPLY FOR THE REPORT STATE**

Report the total volumes of natural and supplemental gas physically produced or received and taken into company-operated storage, company-operated transportation, or company-operated distribution facilities located in the report state. Report volumes on a physical possession basis regardless of ownership.

**1.0 If you are a producer, report production within the report state:**

1.1 **Natural gas:** Report gross production, after lease separation, (including royalty and overriding royalty interest) taken directly into your system at the wellhead, field, or tailgate of a processing plant, whether produced from wells operated by your company or operated by others.

   Report vented and flared volumes and extraction loss volumes on Line 18.4.

1.2 **Synthetic natural gas (SNG):** Report the volume of synthetic natural gas produced in the plant or plants your company operated. Synthetic natural gas, also referred to as substitute natural gas, is a manufactured product, chemically similar in most respects to natural gas, resulting from the conversion or reforming of coal or petroleum hydrocarbons that may easily be substituted for, or interchanged with, pipeline-quality natural gas.

**2.0 If you are a storage operator, report operations within the report state:** Report the total volume, regardless of ownership, of underground storage withdrawals (2.1) and liquefied natural gas (LNG) storage withdrawals (2.2).

2.1 **Underground storage withdrawals:** Include a corresponding entry on Part 6 (disposition), most likely on Line 18.2, so that the net value of your storage activity’s supply and disposition is zero.

2.2 **Liquefied natural gas (LNG) storage withdrawals (regasification):** LNG import and export marine terminals should not report withdrawals of natural gas during the course of routine operations for handling imports and not held in storage for future use.

The section of these instructions titled “LNG Marine Terminals Reporting” has further guidance.
3.0 If you are an interstate pipeline company or other company receiving physical custody at state lines or at U.S. borders, report receipts: Report the name of the company, the adjacent state or country from which you received the gas; the means of transportation to deliver gas (by pipeline, vessel, or truck); and the volume of gas you received at the state line or U.S. border. For liquefied natural gas (LNG) received by ship, rail, barge, or truck, consider the receiving terminal as a point on the state line or U.S. border, report the name of the state or country from which the LNG was shipped, and describe the transaction in a footnote on Part 7.

4.0 If you are a distributor, report receipts at city gates within the report state: Report gas volumes received at the city gate for delivery to end-use customers.

4.1 Report the total volume of purchased gas received in your distribution service area during the year: Volumes should represent all gas you physically received for sale and delivery to consumers, whether purchased from pipeline companies, marketers, brokers, producers, or other sources, or exchange gas, or company-owned gas received from storage not stored in company-owned storage facilities.

Pipeline companies are not required to report Citygate purchases.

Respondents with a contiguous distribution service area extending across states lines should report purchased gas information by state on the reports for the states in which you received the gas.

4.2 Report volumes of gas received into your service territory for delivery on behalf of third parties or marketers: Report receipts of gas in your distribution service area for delivery to your end-use transportation customers.

5.0 Report any other receipts of natural gas within the report state: Report the volume of other receipts within the report state if the gas was delivered to a point on your company’s system and not previously reported in questions 1.0 through 4.0 above. Include volumes of natural gas, liquefied natural gas, and synthetic natural gas.

6.0 Supplemental gaseous fuel supplies (specify type): Report sources of supplemental gas supply received or introduced into your system and the volumes of each. Supplemental gas includes any gaseous substance introduced into or commingled with natural gas that increases the volume available for disposition. Such substances include, but are not limited to, propane-air, refinery gas, coke oven gas, still gas, manufactured gas, biomass gas, or air or inerts added for Btu stabilization.

PART 5: LIQUEFIED NATURAL GAS (LNG) STORAGE INVENTORY

8.0 Inventory and capacity of liquefied natural gas in storage as of December 31 of report year: Report inventory and capacity of LNG facilities (8.1) and marine terminal facilities (8.2) as of December 31 of the report year. Capacity refers to the Maximum Daily Sendout Capacity of the LNG facility and should be reported in million cubic feet per day.

PART 6: NATURAL AND SUPPLEMENTAL GAS DISPOSITION FOR THE REPORT STATE

In Part 6, report the total volumes of and the revenue (including taxes) from natural and supplemental gas delivered to others, consumed, or stored in company-operated facilities or otherwise disposed of within the state, or delivered to bordering states or foreign countries.

The type of disposition (delivered, consumed, stored, etc.) is determined by the physical possession of the gas within your company-operated production, transportation, storage, or distribution facilities at the point of disposition.

Report revenue information only for volumes sold and delivered directly to the end-use customers. Revenues should be gross revenues, including any and all demand charges, commodity charges, taxes, surcharges, adjustments, or other charges billed for gas delivered. You must include any gains or losses associated with financial hedges. Check the F box and indicate by footnote if you did not include taxes in your revenue figures. Round all revenue values to the nearest whole number of dollars.

The average number of consumers during the year, for the purpose of this report, is the sum of the number of consumers attached to your system at the end of each month divided by twelve.

Count each dwelling, building, plant, establishment, or location as a separate consumer for this report, whether or not centrally billed and whether or not provided with more than one type of service, (e.g., firm and interruptible service).

Classify your consumers by category using the definitions provided below. Classify multiple-use or combination consumers (such as apartment buildings with commercial establishments, retail stores with attached dwellings, or industrial plants with on-site office space or buildings served from a common meter) based on the predominant volumetric usage. If certain categories (e.g., residential or commercial) are carried on a combined basis in your accounts, provide your best estimate of the information for each category separately. If you have no reasonable basis for categorizing the estimates, enter the information as “Other,” check the F box, and describe it in a footnote in Part 7.

Report deliveries directly to end-use consumers are to be reported based on the following definitions:

Residential: An energy-consuming sector that consists of living quarters for private households. Common uses of energy associated with this sector include space heating, water heating, and cooking. The residential sector includes mobile homes and apartment buildings (whether privately owned or publicly subsidized) and excludes institutional living quarters.

Commercial: An energy-consuming sector that consists of service-providing facilities and equipment of businesses; federal, state, and local governments; and other private and public organizations, such as religious, social, or fraternal groups. The commercial sector includes institutional living quarters. Common uses of energy associated with this sector include space heating, water heating, cooking, and running a wide variety of equipment. This sector includes generators that produce electricity and/or useful thermal output primarily to support the activities of the above-mentioned commercial establishments. Do not include vehicle fuel and company use in the commercial sector.

Industrial: An energy-consuming sector that consists of all facilities and equipment used for producing, processing, or assembling goods. The industrial sector encompasses the following types of activity: manufacturing (North American Industry Classification System (NAICS) codes 31-33); agriculture, forestry, and fishing and hunting (NAICS 11); mining, including oil and gas extraction (NAICS 21); and construction (NAICS 23). Overall energy use in this sector is...
largely for process heat and powering machinery, with lesser amounts used for facility heating. Natural gas is also used as raw material inputs to manufactured products. Note: This sector includes generators that produce electricity and/or useful thermal output primarily to support the above-mentioned industrial activities.

Electric power: An energy-consuming sector that consists of electricity-only plants and combined heat and power (CHP) plants, whose primary business is to sell electricity, or electricity and heat, to the public – i.e., NAICS 22 plants. Includes volumes consumed in company-owned generation facilities. Interdepartmental volumes used to fuel company-owned generation facilities should be classified as electric power.

Vehicle fuel: Natural gas, either compressed (CNG) or liquefied (LNG), used to power motor vehicles. Interdepartmental volumes used to fuel company-owned fleets should be classified as company use and reported on Line 10.5. Please exclude fuel for company-owned fleets from Lines 10.5 and 11.5. You can report CNG in thousand cubic feet (Mcf) or dekatherm conversion units.

Other (not included in above categories)/Specify type: Use this category only for service you provided directly to consumers for which you are uncertain of the correct category (residential, commercial, industrial, electric power, and vehicle fuel). Use the space provided to specify the type of delivery you are reporting here.

9.0 Heat content of gas delivered to consumers (Btu/cf): Compute the average annual heat content (Btu) by summing the total Btu delivered during the report year (volume delivered directly to consumers multiplied by average Btu content per unit volume) and dividing by the total volume delivered directly to consumers during that year. The value for heat content is expected to be in the range of 900 to 1,200 Btu/cf.

If you billed on a volumetric basis and your company did not measure the Btu content, contact your supplier for the information.

10.0 Deliveries of natural gas that you own to end-use consumers within the report state: Report the average number of consumers served directly from your facilities during the year, the volumes sold and delivered to those consumers, and the revenues received in the appropriate category. Include deliveries directly to your company-owned commercial, industrial, or electric power facilities.

11.0 Deliveries of natural gas that you do not own to end-use consumers within the report state: Report the average number of consumers served directly from your facilities, volumes delivered to, and revenues received for transportation of natural gas to those consumers for each end-use consumer category. Pipeline companies are not required to provide revenue data for deliveries of gas that they do not own. If your company supplies LNG and/or CNG to retail outlets, report these volumes on line 11.5 as vehicle fuel.

12.0 Natural gas consumed in your operations: Report the volume of gas consumed as fuel in your company's operations: Space heat of your own facilities (12.1), new pipeline fill (12.2), pipeline distribution or storage compressor use (12.3), gas used for vaporization, liquefaction, and LNG fuel (12.4), vehicle fuel used in your company-owned fleet (12.5), and other (specify type) (12.6) within the report state. Volume can represent your best estimate. Classify interdepartmental volumes used to fuel company-owned generation facilities as electric power.

13.0 If you are a storage operator, report operations within the state: Report the total volume added, regardless of ownership, to underground storage (including new fields) (13.1) and liquefied natural gas (LNG) storage additions (13.2) your company operated within the report state.

For the volume you reported on Line 13.1, include a corresponding entry on Part 4 (supply), most likely on Line 5.0, so that the net value of your storage activity’s supply and disposition is zero.

For Line 13.2 LNG storage injections, LNG import and export marine terminals should not report injections of LNG during the course of routine operations for handling imports nor held in storage for future use.

The guide for LNG marine terminals has further guidance.

14.0 If you are an interstate pipeline company or other company moving gas across or to state lines or U.S. borders, report volumes transported: Report the name of the company, the adjacent state or country to which you delivered gas, the means of transportation used to deliver gas (by pipeline, vessel, or truck), and the volume of gas you delivered at the state line or U.S. border. For liquefied natural gas sales shipped by ship, truck, rail, or barge, consider the loading terminal as a point on the state line or U.S. border. Report the name of the state or country where you deliver LNG, and describe the transaction in a footnote in Part 7.

15.0 If you are a producer, report lease use: Report the total volume of gas you used in your company’s well, field, and lease operations.

16.0 Returned to oil or gas reservoirs, used for repressuring, reinjection (for producers only): Report the volume of gas delivered directly from your system to oil or gas fields located within the report state for repressuring, pressure maintenance, and cycling operations.

17.0 Losses from leaks, damage, accidents, migration, and blow down within the report state: Report known loss volumes as a result of leaks, damage, accidents, migration and blow down within the report state where these events took place. Indicate known and
estimated losses from leaks encountered as a natural consequence of distribution activities. Volume can be your best estimate.

18.0 Other disposition within report state (not included above): Report any disposition of gas not included in lines 10.1 through 17.0. Report disposition to distribution companies (18.1), other pipelines (18.2), storage operators (18.3), and other (specify type) (18.4) within the report state. Provide estimates of the volume involved, if not measured. If you need additional space, continue on Part 7.

20.0 Difference between Supply (+) or Disposition (-) (Part 4 line 7.0 and Part 6 line 19.0): A positive entry indicates supply in excess of accounted-for disposition and a negative entry (shown by a minus sign preceding the entry) indicates accounted-for disposition in excess of supply reported.

PART 7: FOOTNOTES

Use the Part 7 footnotes sheet to explain the data you reported on Parts 1 through 6. The footnotes will become a permanent part of your submission.

LNG MARINE TERMINALS REPORTING

Liquefied natural gas (LNG) terminals should report the origin of natural gas imported, along with its ultimate destination, whether it is delivered to another pipeline, held in inventory, exported to a foreign country, or consumed during operations.

LNG terminals may report volumes on Lines 3.0 (imports), 5.0 (other receipts), 7.0 (total supply), 8.0 (inventory as of December 31 of the report year), 12.0 (volumes consumed in operations), 14.0 (deliveries within the report state), 19.0 (total disposal), and 20.0 (difference between supply and disposition). Please account for prior year inventory (Line 8.0 of the prior year’s report) on Line 5.0 of the current year’s report.

Figure 1 shows where you should report volumes on the Form EIA-176.
**Lease Operations:** Any well, lease, or field operations related to exploring or producing natural gas before delivery for processing or transportation out of the field. Gas used in lease operations includes drilling operations, heaters, dehydrators, field compressors, and net use for gas lift.

**Liquefied Natural Gas (LNG):** Natural gas (primarily methane) that has been liquefied by reducing its temperature to –260º Fahrenheit at atmospheric pressure.

**Marine Terminal:** Point of import or export for tankers carrying liquefied natural gas (LNG).

**Maximum Daily Sendout Capacity:** Maximum daily rate at which liquefied natural gas can be regassified and sent out from an LNG facility.

**Mcf:** 1,000 cubic feet.

**Natural Gas:** A gaseous mixture of hydrocarbon compounds, the primary one being methane. **Dry Natural Gas** and **Wet Natural Gas** definitions provide more detailed information.

**Offshore:** The geographic area that lies seaward of the coastline. In general, the coastline is the line of ordinary low water along with that portion of the coast that is in direct contact with the open sea or the line marking the seaward limit of inland water. If a state agency uses a different basis for classifying onshore and offshore areas use the state classification (e.g., Cook Inlet in Alaska is classified as offshore; for Louisiana, the coastline is defined as the Chapman Line, as modified by subsequent adjudication).

**Operator:** The company responsible for the management and day-to-day operations of natural gas production, gathering, treating, processing, transportation, storage, distribution facilities, or a synthetic natural gas plant.

**Pipeline:** A continuous pipe conduit, complete with equipment such as valves, compressor stations, communication systems, and meters for transporting natural or supplemental gas from one point to another, usually from a point on or beyond the producing field or processing plant to another pipeline or to points of use. Also refers to a company operating such facilities.

**Producer:** A company engaged in the production and sale of natural gas from gas or oil wells with delivery generally at or near the wellhead, the field, or the tailgate of a gas processing plant. For the purpose of company classification, a company primarily engaged in the exploration, development, or production of oil and natural gas.

**Received:** Gas physically transferred into the responding company’s transportation, storage, or distribution facilities.

**Supplemental Gas:** Any gaseous substance introduced into or commingled with natural gas that increases the volume available for disposition. Such substances include, but are not limited to, propane-air, refinery gas, coke oven gas, still gas, manufactured gas, biomass gas, or air or inerts added for Btu stabilization.

**Supply:** Natural, synthetic, and supplemental gas produced within, introduced into, or received into facilities operated by the responding company within the report state for disposition during the report year.

**Synthetic Natural Gas (SNG)** (Also referred to as substitute natural gas): A manufactured product, chemically similar in most respects to natural gas, resulting from the conversion or reforming of hydrocarbons that may easily be substituted for or interchanged with pipeline-quality natural gas.

**Underground Storage:** The storage of natural gas in underground reservoirs at a different location from where it was produced.

**Wet Natural Gas:** A mixture of hydrocarbon compounds and small quantities of various nonhydrocarbons existing in the gaseous phase or in solution with crude oil in porous rock formations at reservoir conditions. The principal hydrocarbons normally contained in the mixture are methane, ethane, propane, butane, and pentane. Typical nonhydrocarbon gases that may be present in reservoir natural gas are water vapor, carbon dioxide, hydrogen sulfide, nitrogen and trace amounts of helium. Under reservoir conditions, natural gas and its associated liquefiable portions occur either in a single gaseous phase in the reservoir or in a solution with crude oil and are not distinguishable at the time as separate substances. The Securities and Exchange Commission and the Financial Accounting Standards Board refer to this product as natural gas.

**DISCLOSURE OF INFORMATION**

Information reported on Form EIA-176 is considered public information and may be publicly released in company or individually identifiable form.

**SANCTIONS**

You must submit Form EIA-176 under Section 13(b) of the Federal Energy Administration Act of 1974 (FEA ACT) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than $2,750 each day for each violation, or a fine of not more than $5,000 each day 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 injunction commanding any person to comply with these reporting requirements.

**FILING FORMS WITH 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 12 hours per response. This estimate 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: U.S. 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.