U.S. DEPARTMENT OF ENERGY
ENERGY INFORMATION ADMINISTRATION
Washington, DC 20585

OMB No 1905-0175 Expiration Date: 1/31/2024 Burden: (Schedule A) 0.6 Hours Burden: (Schedule B) 1.5 Hours

NATURAL GAS PROCESSING PLANT SURVEY
FORM EIA-757
INSTRUCTIONS

PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-757, *Natural Gas Processing Plant Survey*, collects information on the capacity, status, operations, and connecting infrastructure of natural gas processing plants and monitors constraints of natural gas processing plants during periods of supply disruption in areas affected by an emergency such as a hurricane.

WHO MUST SUBMIT

Form EIA-757 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by natural gas processing plants. You must file a complete Form EIA-757 for each of the domestic natural gas processing plants identified in the notification letter, email, or telephone call you received. If you receive notice to report for more than one natural gas processing plant, you must submit separate responses for each natural gas processing plant.

Be sure to file only the schedule we request. Some recipients only receive Schedule A. Companies that we ask to file Schedule B: *Emergency Status Report* were selected by EIA from a list of all domestic natural gas processing plants based on plant capacity and proximity to the natural gas supply disruption.

WHEN TO SUBMIT

You must file a complete Form EIA-757 according to the collection schedule listed in the notification letter, email or phone call. The collection schedule will specify the Schedule or Schedules to complete, how often to file, due dates, and how to submit the report. Each submission should include the most current information. We will notify you of any changes to the collection schedule by email or telephone.

HOW TO SUBMIT

Send your completed Form EIA-757 by:

Fax: (202) 586-1076

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/notice757.jsp.

If you want to use an alternative form of submission, contact EIA at (877) 800-5261.

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

Copies in spreadsheet format (XLS) are available on EIA's website at:

http://www.eia.gov/survey/#eia-757

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

QUESTIONS

If you have any questions on the Form EIA-757, please contact EIA at (877) 800-5261.

HOW TO COMPLETE THE SURVEY FORM

Report all responses as of the date and time specified in the notification letter, email or phone call on the day you file. Report any changes or revisions in the next reporting period.

Report actual values, or if necessary, report estimated values. Report all quantities, as appropriate, in the nearest whole number in million cubic feet per day (MMcf per day).

Schedule A is the *Baseline Report*, which EIA collects from all processing plants no more than once every three years.

Schedule B is the *Emergency Status Report*, which EIA activates during an emergency situation that affects the supply of natural gas to consumers. EIA collects Schedule B from processing plants located in areas where the natural gas supply disruption has occurred. The schedule for filing Schedule B will be in the notification email, letter, fax or phone call. In addition, if it has been more than one year since you filed Schedule A, we may also ask you to submit an updated Schedule A.

SPECIFIC INSTRUCTIONS

SCHEDULE A & SCHEDULE B (Parts 1 – 3 are the same for both forms)

PART 1: PLANT IDENTIFICATION

EIA ID number: Enter the 10-digit EIA identification number

- Enter the 10-digit EIA ID number. If we haven't assigned an ID number to you, leave the space blank and contact us at (877) 800-5261.
- The plant address is the physical location of the plant. Do not use a P.O. Box or corporate address. If the plant does not have a recognizable address, you may report the address in the form of latitude and longitude coordinates.

Resubmission: Check the resubmission box if report is a revised report. If the report is an original, leave this space blank.

PART 2: SUBMISSION INFORMATION

You have two options for submitting your completed Form EIA-757:

(1) Secure File Transfer
(2) Fax

PART 3: CONTACTS

The processing plant operations and secondary contacts should be personnel with working knowledge of the plant, such as managerial personnel at the operating company. For example, the contact person should be able to provide capacity, flow, and pipeline data to EIA, as well as be able to describe any damage to the processing plant and to estimate restoration timeframes if there is damage to the plant. The phone, fax and email information should allow EIA to locate this person during an emergency. Because of the rapid turnaround of Schedule B, the secondary contact will be contacted if the primary respondent cannot be reached by EIA within a reasonable timeframe.

SCHEDULE A: *BASELINE REPORT*

Complete Schedule A if we request for this information. We will collect Schedule A reports no more than once every three years.

PART 4 SCHEDULE A: BASELINE PIPELINE CONNECTION DATA

Report baseline pipeline connection data. List all operating pipelines connected to the processing plant. Please do not list gathering lines or pipelines that are too small to be metered individually.

PART 5 SCHEDULE A: BASELINE PLANT OPERATIONAL STATUS

Report annual average volumes for each question. If your plant has been operating for less than one year, instead of annual average values, report average values covering the months in which your plant was processing gas. Report inlet gas capacity, throughput, and Btu content of unprocessed gas at the inlet of your plant in the same manner. If you have difficulty reporting an annual average Btu content, report an estimate.

SCHEDULE B: *EMERGENCY STATUS REPORT*

Complete Schedule B only if we request this information. EIA may activate Schedule B during an emergency situation that affects the supply of natural gas to consumers. EIA collects Schedule B from processing plants located in areas where the natural gas supply disruption has occurred. If you are located in an area of supply disruption, EIA may contact you and request that this form be completed, and provide you with information on how to submit, how frequently to report, and when submissions are due.

PART 4 SCHEDULE B: CURRENT POST-EMERGENCY PLANT OPERATIONAL STATUS

In Part 4 of the form, report **current** operational information for your plant. If your plant has no capacity or throughput constraints, you may report these figures as normal. If you have difficulty calculating any of these items precisely, report an estimate.

PART 5 SCHEDULE B: CURRENT PLANT OPPERATING CONSTRAINTS

If the plant has no capacity or operating constraints, check the boxes labeled NONE in Part 5. If the plant has capacity or operating constraints, check all conditions that apply. If the plant had capacity or operating constraints before the supply disruption, please describe those constraints in the comments.

- **Internal Constraints**: Conditions of the physical plant facility, including the complex of structures, machinery and associated equipment, and/or operating personnel that result in a reduction in the plant's current operating capacity. Internal constraints include:
  - Building infrastructure including damage to physical plant buildings and facilities
  - Employee or operator availability, or physical access to the plant are reduced or eliminated
  - Damage to electronic or operational equipment that either reduces or removes the ability to operate the plant
  - Damage to communications equipment, including SCADA systems and interpersonal communication devices necessary to operate the plant
  - Debris or foreign matter is present at the processing plant which limits plant capacity
  - Flooding or water damage
  - Other constraints of the processing plant not listed that have reduced the processing capacity of the plant. For instance, if the plant's capability to generate electricity is reduced.

- **External Constraints:** External conditions that that affect the complex of structures, machinery and associated equipment, and that reduce the operating capability of the plant to processing natural gas. External constraints include:
  - Upstream supply constraints such as pipeline supplies to the plant have been reduced since the event
  - Downstream infrastructure constraints include a reduced capacity of natural gas and/or liquids pipeline(s) exiting the plant, or reduced capacity of downstream fractionators or other facilities to take the products from the processing plant
  - Downstream demand reduction resulting from the event - For example, an industrial facility that typically consumes the processed products may have been damaged by the event that led to a decrease in demand.
  - Power sources, including reduced electricity available from outside the plant. List constraints in self-generated electrical power under internal constraints – Other.

PART 6 SCHEDULE B: CURRENT POST-EMERGENCY PLANT RESTORATION

Complete Part 6, if the event has affected the operational status of your plant *and* you have indicated in Part 5 that your plant has internal constraints. Section 6 refers to the recovery of at least the dehydration function of the plant. Once you have fully restored the dehydration function to pre-event levels, you don't need to complete Part 6. If you need to change any of the information you previously reported, explain the change in the Part 6 comments box.

Definitions

Dry natural gas: Natural gas that remains after: 1) the liquefiable hydrocarbon portion has been removed from the gas stream (i.e., gas after lease, field, and/or plant separation); and 2) any volumes of nonhydrocarbon gases have been removed where they occur in sufficient quantity to render the gas unmarketable. Dry natural gas is also known as consumer-grade natural gas. The parameters for measurement are cubic feet at 60 degrees Fahrenheit and 14.73 pounds per square inch absolute.

Natural gas liquids (NGL): Those hydrocarbons in natural gas that are separated from the gas as liquids through the process of absorption, condensation, adsorption, or other methods in gas processing or cycling plants. Generally, such liquids consist of propane and heavier hydrocarbons and are commonly referred to as lease condensate, natural gasoline, and liquefied petroleum gases. Natural gas liquids include natural gas plant liquids (primarily ethane, propane, butane, and isobutane) and lease condensate (primarily pentanes produced from natural gas at lease separators and field facilities).

Pipeline type: Indicate by checking the appropriate boxes whether the pipeline enters or exits the plant and if the pipeline transports wet gas, processed gas, or liquids.

Primary pipeline: Primary pipelines are the largest-capacity pipelines that are either entering or exiting the processing plant.

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 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-757 is considered public information, except for Part 3 of Schedules A and B, and may be publicly released in company or individually identifiable form.

SANCTIONS

You must submit Form EIA-757 Section 13(b) of the Federal Energy Administration Act of 1974 (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 for each willful violation.

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 0.5 hours per response for Schedule A; and 1.5 hours per response for Schedule B. 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.