QUESTIONS

If you have any questions about this U.S. Energy Information Administration (EIA) report after reading the instructions, please contact the EIA Support Team Contact Center at 1-855-EIA-4USA (1-855-342-4872) or send an email to eia4usa@eia.gov.

PURPOSE

The Energy Information Administration (EIA) Form EIA-803, Weekly Crude Oil Stocks Report, is used to collect data on end-of-week stocks of crude oil. A summary of the data appear on EIA’s website at www.eia.gov and in the EIA publication, Weekly Petroleum Status Report.

WHO MUST SUBMIT

The Form EIA-803 is mandatory under 15 U.S.C. §772(b) and must be completed by companies selected by EIA which carry or store 1,000 barrels or more of crude oil. Included are:

- gathering and trunk pipeline companies (including interstate, intrastate, and intracompany pipelines),
- terminal operators,
- storers of crude oil (except refineries), and
- companies transporting Alaskan crude oil by water in the 50 States and the District of Columbia.

Companies are selected into the EIA weekly sample according to a procedure that assures coverage of 90 percent of each information element.

WHEN TO SUBMIT

The Form EIA-803 must be received by EIA by 5 p.m. Eastern Time on the Monday following the end of the report period (e.g., the Weekly Crude Oil Stocks Report covering the week ending January 3, 2020 must be received by 5 p.m. Eastern Time January 6, 2020).

HOW TO SUBMIT

Instructions on how to report are printed on Part 2 of Form EIA-803.

We recommend secure file transmission (HTTPS) for companies to use when sending this form to EIA. Secure transmission is an industry standard method to send information over the internet using encrypted processes. Access the EIA secure transmission site at:

https://signon.eia.doe.gov/upload/noticeoog.jsp

COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in spreadsheet format (XLS) are available on EIA's website. You may access the materials at the following link:

https://www.eia.gov/survey/#eia-803

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

GENERAL INSTRUCTIONS

Definitions of petroleum products and other terms are available on our 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 as of 7 a.m. Eastern Time Friday, which is the end of the report period, corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

PART 1. RESPONDENT IDENTIFICATION DATA

- Enter the month, day, and year for which you are filing (e.g., January 3, 2020 is: Month 01 Day 03 Year 20). The weekly report period begins at 7:01 a.m. Eastern Time on Friday and ends at 7:00 a.m. Eastern Time on the following Friday.
- 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 company filing the report.
- Enter the Doing Business As “DBA” name if appropriate.
- 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, title, telephone number, facsimile 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

Submission

Refer to “How to Submit” section for more details or methods
for submitting data.

Resubmission

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 operations during the
current reporting period in the Comments section at the
bottom of the form below Parts 1-3. 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
“Provisions Regarding Confidentiality of Information” following
Part 3 of these instructions on Page 3.

SPECIFIC INSTRUCTIONS

PART 3. CRUDE OIL STOCKS

Report stocks as of 7 a.m. Eastern Time Friday, which is the
end of the report period.

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

Exclude stocks of crude oil held at refineries. Refinery stocks
are reported on Form EIA-800, Weekly Refinery Report.

Report all domestic and foreign stocks held in the custody of
your company and in transit thereto, except those in transit by
pipelines which you do not operate. 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.

Crude Oil Stocks (Code 050)

Report all domestic and foreign crude oil stocks held in
pipelines and tank farms associated with the pipelines,
terminals operated by the reporting company in each PAD
District. Include crude oil stocks at Cushing, Oklahoma with
total crude oil stocks in PAD District 2. Also report stocks at
Cushing, Oklahoma separately as described below.

Report the sum of PADDs 1-5 under the column “Total U.S.”

• Use Table 1 to determine the PAD District of each State.

Table 1. State Classification

<table>
<thead>
<tr>
<th>PAD DISTRICT 1</th>
<th>PAD DISTRICT 2</th>
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<tbody>
<tr>
<td>Connecticut</td>
<td>Maryland</td>
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<td>Delaware</td>
<td>Massachusetts</td>
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<td>Dist. Columbia</td>
<td>New Hampshire</td>
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<td>Florida</td>
<td>New Jersey</td>
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<td>Georgia</td>
<td>New York</td>
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<td>Vermont</td>
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<td>Virginia</td>
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<td></td>
<td>West Virginia</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAD DISTRICT 3</th>
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<td>Texas</td>
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<td>Oregon</td>
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<td></td>
<td>Washington</td>
</tr>
</tbody>
</table>

Cushing, Oklahoma Stocks (Code 053)

Report all domestic and foreign crude oil stocks held in tank
farms operated by the reporting company in the Oklahoma
counties of Lincoln, Payne, and Creek.

Alaskan Crude Oil in Transit by Water (Code 092)

Report all Alaskan Crude oil stocks in transit by water
between Alaska and the other States and the District of
Columbia. Include stocks held at transshipment terminals in
Alaskan Crude Oil in Transit (Code 092) rather than in PAD
District 5 stocks. These stocks must be reported by the
transporting company having custody of the stocks. Exclude
stocks of Alaskan Crude Oil in Transit by Water from U.S.
total crude oil stocks reported in Code 050.
PROVISIONS REGARDING CONFIDENTIALITY 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.

SANCTIONS

The timely submission of Form EIA-803 by those required to report is mandatory under 15 U.S.C. §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.

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 control number. Public reporting burden for this collection of information is estimated to average 0.5 hour per response, including the time of 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 Statistical Methods and Research, 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.