

## EIA-806 WEEKLY NATURAL GAS PLANT LIQUIDS REPORT INSTRUCTIONS

### QUESTIONS

If you have any questions about Form EIA-806 after reading the instructions, please contact the Survey Manager at (202) 586-4615.

### PURPOSE

The Energy Information Administration (EIA) Form EIA-806, "Weekly Natural Gas Liquids Report," is used to collect data on the operations of natural gas processing plants and fractionators. A summary of the data appear on EIA's website at <https://www.eia.gov/> and in numerous government publications.

### WHO MUST SUBMIT

Form EIA-806 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by the operators of all facilities that extract liquid hydrocarbons from a natural gas inlet stream (natural gas processing plant) and/or separate liquid hydrocarbon streams into component products (fractionator) selected by the EIA. 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-806 must be received by the EIA by 5 p.m. Eastern Time on the Monday following the end of the report period (e.g., the Form EIA-806 covering the week ending January 4, 2019 must be received by 5 p.m. Eastern Time January 7, 2019).

### HOW TO SUBMIT

Instructions on how to report are printed on PART 2 of Form EIA-806.

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>.

Other methods of sending this form to EIA include the PC Electronic Data Reporting Option (PEDRO), mail, and facsimile. PEDRO is a Windows-based application that enables you to enter data interactively, import data from your own database, validate your data online, and transmit the encrypted data electronically to EIA via the Internet. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at (202) 586-9659.

Email may be used for sending PDF forms, but EIA cannot accept Excel files sent by email. Should you choose to submit your PDF data by email, we must advise you that e-mail is an insecure means of transmission because the data are not encrypted, and there is some possibility that your data could be compromised.

### COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website. You may access the materials by following the steps below:

<http://www.eia.gov/survey/#petroleum>

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.

**Report** data for only those lines which are applicable to your operation. If there are no data for a specific line, leave the entire line blank. Shaded cells on the form are those in which data are not currently required to be reported.

**Report** all quantities to the nearest whole number in **barrels** (42 U.S. gallons/barrel). Quantities ending in 0.499 or less are rounded down, and quantities ending in 0.500 or more are rounded up (e.g., 106.499 barrels are reported as 106 and 106.500 barrels are reported as 107).

**Report** stocks as of the end of the report week (7:00 a.m. eastern time on Friday). Report all quantities corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

### PART 1. RESPONDENT IDENTIFICATION DATA

- Enter the month, day, year for which you are filing (e.g., January 1, 2016 is: Month 01 Day 01 Year 16). 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 reporting company.

- Enter the Doing Business As “DBA” name if appropriate.
- Enter the site name of the facility.
- Enter the Terminal Control Number (TCN) used for identification of terminals and other facilities in the IRS ExSTARS system.
- 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, telephone number, fax 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 a previously reported value is discovered by a respondent or if requested by the EIA.

Enter “X” in the resubmission box if you are correcting information previously reported.

Enter only those data cells which are affected by the changes. You are not required to file a complete form when you resubmit.

**Report** any unusual aspects of your reporting month’s operations in the **Comments** section below Part 3.

## SPECIFIC INSTRUCTIONS

### PART 3. PRODUCTION OF NATURAL GAS LIQUIDS FROM INLET NATURAL GAS STREAM (BARRELS)

**Report** production during the report week of natural gas plant liquids equal to barrels extracted from inlet natural gas.

**Exclude** production of plant condensate and scrubber oil.

There is no requirement for operators of **fractionators** to report barrels separated from a mixed natural gas liquids stream as production. Reporting barrels fractionated from mixed natural gas liquids streams as production will double count barrels already reported as production by operators of natural gas processing plants.

### PART 4. STOCKS OF UNFRACTIONATED NATURAL GAS LIQUIDS HELD AS A MIX (BARRELS)

**Report** stocks of mixed natural gas liquids (y-grade) held in custody of the natural gas processing plant in tanks and underground caverns and stocks in transit to the plant by water

and rail. Include stocks in custody of the plant regardless of ownership.

**Exclude** stocks in transit to the plant by pipeline when reporting stocks. Barrels in transit by pipeline will be reported by pipeline operators on Form EIA-802 “Weekly Product Pipeline Report”.

**Exclude** stocks reported by product component in part 5.

**Exclude** stocks of plant condensate and scrubber oil.

## PART 5. STOCKS OF FRACTIONATED NATURAL GAS LIQUIDS STORED AS SEPARATE PRODUCTS (BARRELS)

Reporting by operators of natural gas liquids **fractionators** on Form EIA-806 is limited to stocks held in custody of the fractionator in tanks and underground storage.

**Report** fractionated natural gas liquid stocks by individual components held in custody in tanks and underground caverns and stocks in transit by water and rail. Report all fractionated stocks in custody of the plant regardless of ownership.

**Exclude** stocks reported as mixed natural gas liquids (including y-grade) on Part 4 of the form.

**Exclude** barrels in transit to the plant by pipeline when reporting stocks. Barrels in transit by pipeline will be reported by pipeline operators on Form EIA-802 “Weekly Product Pipeline Report”.

### Combined Operations (Natural Gas Processing Plants and Fractionators)

Operators of natural gas processing plants that also operate a fractionator at the same location/facility may report production and/or stocks both operations on one Form EIA-806.

### Reporting stocks of foreign origin

**Report** stocks of foreign origin after entry through customs. For purposes of this report, entry through customs is said to occur on one of the following dates:

- The “entry date” specified in block 7 of U.S. Customs and Border Protection (CBP) Form 7501 “Entry Summary” or
- The “import date” specified in block 5 on CBP Form 214A (Statistical Copy) “Application for Foreign Trade Zone Admission and/or Status Designation or
- The “export date” specified in block 4 on U.S. Department of Commerce Form 7525-V “Shipper’s Export Declaration” for shipments from Puerto Rico to the 50 states and District of Columbia.

## 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, 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 the 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.

The data collected on Form EIA-806, "Weekly Natural Gas Liquids Report," is used to report aggregate statistics on and conduct analyses of the operation of U.S. natural gas processing plants and fractionators.

## **SANCTIONS**

The timely submission of Form EIA-806 by those required to report is mandatory under 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.

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 .95 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, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.