MONTHLY REPORT OF NATURAL GAS PURCHASES AND DELIVERIES TO CONSUMERS
FORM EIA-857
INSTRUCTIONS

PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-857, “Monthly Report of Natural Gas Purchases and Deliveries to Consumers,” is designed to collect data on the quantity and cost of natural gas delivered to distribution systems and the quantity and revenue of natural gas delivered to end-use consumers by market sector, on a monthly basis by state. The data appear in the EIA publications Monthly Energy Review, Natural Gas Annual, and Natural Gas Monthly.

WHO MUST REPORT

Form EIA-857 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by companies that deliver natural gas to a consumer. These companies were statistically selected by EIA from a list of all companies in the United States that deliver natural gas to consumers, including pipeline companies that serve consumers directly. The selection provides a representative sample of natural gas deliveries in the various states and the District of Columbia.

Respondents that were selected to report in more than one state must submit a separate report for each state. A unique identification number has been provided for each state. Respondents should only report for the states in which they were selected, even if they serve consumers in other states.

WHEN TO REPORT

Form EIA-857 must be filed with EIA on or before the 30th calendar day after the end of the report month. When the 30th day falls on a weekend or national holiday, the reports must be filed by the next business day.

HOW TO REPORT

Instructions on where to report via secure file transfer are printed below and on Part 2 of Form EIA-857.

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/noticeoog.jsp.

COPIES OF THE SURVEY FORM AND INSTRUCTIONS

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

http://www.eia.gov/oil_gas/natural_gas/survey_forms/nat_survey_forms.html

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

GENERAL INSTRUCTIONS

Complete only those parts and data elements applicable to your operations. Leave all other spaces blank. Do not enter data in the shaded areas or spaces.

Information reported is intended to represent gas physically received or delivered during the report month.

All purchase and delivery transactions should be reported when and where the gas physically enters or leaves your company’s system.

Negative values are not acceptable.

Resubmissions of reports are not required unless actual or corrected data vary more than plus (+) or minus (-) 4% from the data previously reported. This benchmark should also be applied to prior period adjustments, which should be filed as resubmissions for the months when the adjustments were made. If company records do not permit allocation of adjustments to the appropriate months, the adjustments should be reported in the comments section.

All respondents should review forms prior to submission. Use the comments section on the form to describe or list data anomalies, changes in business organization, changes in status of business operation, or any other pertinent information that may affect the processing of your Form EIA-857.

SPECIFIC INSTRUCTIONS

PART 1: RESPONDENT IDENTIFICATION

Please provide up-to-date company information.
**PART 3: NATURAL GAS PURCHASES AND DELIVERIES BASED ON CALENDAR MONTH RECORDS**

### Purchased Gas Received in Distribution Service Area (Citygate) (line 1.0):

Report the total volume and cost, including taxes, of purchased gas received in your distribution service area during the month. If your suppliers do not bill on a calendar month basis, base your report on the billing periods most nearly matching the designated report month. Volumes should represent all gas 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.

Costs should represent the total cost of those volumes, including any and all demand charges, commodity charges, monthly minimum bill and/or take-or-pay charges, surcharges, refunds in the form of reduced charges, charges incidental to underground storage of company-owned gas, and transportation charges paid or incurred to deliver gas to your distribution service area.

Net gains or losses associated with financial hedges should be included for the report month in which the gas associated with the hedge is received.

Only report receipts of gas in your distribution service area during the report period and for which full delivered costs, including any separately stated transportation cost, are regularly recorded. The data collected are not intended to represent, and will not be portrayed as representing, the total cost of gas sold during the report month.

Note: 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 only on the reports for the states in which the gas was actually received.

Gas purchased for storage, including for storage in your own storage reservoirs within your distribution service area, should be excluded at the time of its purchase. The volumes and associated costs (including net gains or losses from financial hedges) should be reported when the gas is withdrawn from storage and transported to the distribution area for sale and delivery to consumers. The value then should include transportation and storage costs as well as the commodity cost.

Lump sum refunds received or lump sum minimum take, take-or-pay, or similar charges paid for prior-period receipts should be excluded from Part 3 but described in the comments section. Only total amounts received or paid for need to be reported in the comments section. Prior reports do not need to be revised to reflect such sums.

**Total Operational Sendout to Consumers of Gas Owned and Not Owned (Sendout) (line 2.0):**

Report total operational system sendout delivered to consumers for the report month. Include all volumes received at the citygate or withdrawn from storage for customer use, including company and distribution use. Exclude all volumes delivered to storage facilities and pipelines. The sum of deliveries to the sectors reported on lines 3.0 through 13.0 is not required to match the system sendout because sector breakouts may not strictly coincide with the calendar month. The volumes reported in line 2.0 should be greater than or equal to the volumes in line 1.0, citygate purchases.

**PART 4: NATURAL GAS DELIVERIES TO CONSUMERS BASED ON FINANCIAL RECORDS (lines 3.0 through 13.0)**

Flexibility is allowed to accommodate differences in the billing schedules and accounting practices of respondents. Data may be reported based on the supplier’s monthly billing period and on the respondent’s scheduled consumer billing cycles. The timing and periods covered for purchases and deliveries to consumers need not, and would not normally be expected to, coincide. If necessary, in order to file by the due date, complete the report based upon estimates. Estimated data items should be noted in the comments section.

Report the number of customers, volumes sold and delivered directly to end-use consumers, and the revenues received. Report separately for natural gas that you own (items 3.0 through 7.0) and for natural gas that you do not own (items 8.0 through 12.0). For line 13.0, sum all lines to represent the total of all volumes delivered for consumption to all customers, including volumes the company used.
Number of Customers: The number of customers should reflect the average number of customers in each end-use category for the report month. Report the number of consumers attached to your system during each month. Count each dwelling, building, plant, establishment, or location as a separate customer, for the purpose of this report, whether or not centrally billed and whether or not provided with more than one type of service (e.g., firm and interruptible). Customers that switch from sales to transportation customers during the report month should be reported in the category in which they spent the majority of days during the report month to avoid double-counting.

Revenue: Revenue should include gross revenues, all system charges or minimum bill amounts, commodity charges, taxes, surcharges, adjustments, and other charges billed for the gas delivered. Amounts refunded in the form of reduced bills should be reflected. Refunds to consumers in the form of check refunds should be excluded, but the total amount refunded should be reported in the comments section. For customers on level payment, deferred payment, or similar plans, amounts ultimately to be paid for the volumes delivered should be reported. If your regularly maintained records do not include all charges for which customers are billed, for example local sales taxes, explain the type of charges excluded in the comments section. Net gains or losses associated with financial hedges should be included for the report month in which the gas associated with the hedge is delivered. All revenue values should be rounded to the nearest whole number in dollars.

Note: Pipeline companies are not required to provide revenue data for deliveries of gas that they do not own.

Classification of Consumers
Consumers should be classified by category using the definitions provided below.

The size of an operation does not affect consumer classification. Large commercial operations should be classified as commercial, not industrial. Likewise, small industrial operations should be classified as industrial, not commercial.

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 should be classified based on the predominate volumetric usage. If certain categories, e.g., residential and commercial, are carried on a combined basis in your accounts, please provide your best estimate of the information for each category separately.

Deliveries to end-use consumers should not include volumes for resale and should be reported based on the following definitions:

Residential (lines 3.0 and 8.0): 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, air conditioning, lighting, refrigeration, cooking, and running a wide variety of other equipment. Note: This sector includes generators that produce electricity and/or useful thermal output primarily to support the activities of the above-mentioned commercial establishments. Vehicle fuel and distribution company use are not included in commercial but should be recorded separately in lines 2.1, 4.1, and 9.1.

Vehicle Fuel (lines 4.1 and 9.1): An energy-consuming sector that consists of natural gas, either compressed (CNG) or liquefied (LNG) that is consumed by motor vehicles either in company fleets or for retail sales. Interdepartmental volumes used to fuel company-owned fleets should be classified as vehicle fuel. Report volumes in thousand cubic feet. CNG may be reported in thousand cubic feet (Mcf) or dekatherm conversion units.

Industrial (lines 5.0 and 10.0): 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 (lines 6.0 and 11.0): 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.

Other (lines 7.0 and 12.0) (not included in above categories; specify type): Use this category if you are uncertain of the correct category from among residential, commercial, industrial, and electric power. Please use the space provided to specify the type of delivery you report here.

Total of all deliveries (line 13.0): This category consists of the sum of all deliveries in lines 3.0 through 12.0. This total is not expected to match Total Operational Sendout in line 2.0 because of differences between calendar month records and financial records that may be kept according to billing cycles.

How to Report on Type of Consumer on Form EIA-857

<table>
<thead>
<tr>
<th>Master-metered apartments</th>
<th>Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile homes</td>
<td>Residential</td>
</tr>
<tr>
<td>Multi-family dwellings, individually metered</td>
<td>Residential</td>
</tr>
<tr>
<td>Single-family dwellings</td>
<td>Residential</td>
</tr>
<tr>
<td>Churches and hospitals</td>
<td>Commercial</td>
</tr>
<tr>
<td>Government (local, state, and federal) agencies</td>
<td>Commercial</td>
</tr>
<tr>
<td>Hotels</td>
<td>Commercial</td>
</tr>
<tr>
<td>Non-manufacturing military installations</td>
<td>Commercial</td>
</tr>
<tr>
<td>Restaurants</td>
<td>Commercial</td>
</tr>
<tr>
<td>Retail stores</td>
<td>Commercial</td>
</tr>
<tr>
<td>Schools and universities</td>
<td>Commercial</td>
</tr>
<tr>
<td>Wholesale stores</td>
<td>Commercial</td>
</tr>
<tr>
<td>Agriculture, forestry, and fisheries</td>
<td>Industrial</td>
</tr>
<tr>
<td>Mining (including oil and gas extraction)</td>
<td>Industrial</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>Industrial</td>
</tr>
<tr>
<td>Regulated electric utilities</td>
<td>Electric Power</td>
</tr>
<tr>
<td>Non-regulated electricity generators</td>
<td>Electric Power</td>
</tr>
</tbody>
</table>
Heat content of gas delivered to customers (Btu per cubic foot)
(line 14.0): The average heat content (Btu) should be computed by
summing the total Btu delivered each month (volume delivered
directly to consumers multiplied by average Btu content per unit
volume) and then dividing by the total volume delivered directly
to consumers during that month. The average Btu content for each
month should be based on whether billing was on a therm basis or
decatherm basis. The value for heat content is expected to be in
the range of 900 to 1,200 Btu per cubic foot.

If billing was on a volumetric basis and your company did not
measure the Btu content, contact your supplier for the information.
If the Btu content was not measured at any point, enter "U" for
Unknown.

DISCLOSURE OF INFORMATION

Information reported on Form EIA-857 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. EIA will protect your information in
accordance with its confidentiality and security policies and
procedures.

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); or 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 EIA-857 survey 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.

SANCTIONS

The timely submission of Form EIA-857 by those required to report
is mandatory 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 injunctions 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 control
number. Public reporting burden for this collection of information
is estimated to average 3.5 hours 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:
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.