

EIA-815 MONTHLY BULK TERMINAL REPORT INSTRUCTIONS

QUESTIONS

If you have any questions about Form EIA-815 after reading the instructions, please contact the Survey Manager at (202) 586-3536.

PURPOSE

The Energy Information Administration (EIA) Form EIA-815, *Monthly Bulk Terminal Report*, is used to collect data on the operations of all bulk terminals located in the 50 States, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions. A summary of the data appear on EIA's website at www.eia.gov and in numerous government publications.

WHO MUST SUBMIT

Form EIA-815 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 9-275) and must be completed by the operators of all bulk terminals and certain facilities storing natural gas liquids operated by end users located in the 50 states, District of Columbia, Puerto Rico, the Virgin Islands, Guam, and other U.S. possessions.

A bulk terminal is a facility primarily used for storage, marketing, and, in many cases, blending of petroleum products, unfinished oils, biofuels, and natural gas liquids. Bulk terminal operators report stocks (on site and in-transit), receipts, input, production, shipments, and internal use and losses for facilities with total net available shell storage capacity not less than 50,000 barrels, and facilities with less than 50,000 barrels net available shell storage capacity that receive or ship products by tanker, barge, or pipeline. Report bulk terminals associated with product pipelines on Form EIA-815.

Operators of end-user storage facilities (including storage at petrochemical plants) report stocks (on site and in transit) of natural gas liquids (including ethane, propane, normal butane, isobutane, and natural gasoline) for facilities with not less than 50,000 barrels of net available shell storage capacity and capability to ship products by tanker, barge, or pipeline.

WHEN TO SUBMIT

Form EIA-815 must be received by EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-815 covering the January report period must be received by February 20).

Form EIA-815 *Annual Storage Capacity Supplement* must be received by EIA by the 20th of April for the March report period.

HOW TO SUBMIT

Instructions on how to report are printed on Part 2 of Form EIA-815.

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). PEDRO is a Windows-based application that will enable 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.

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-815>

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.

PART 1. RESPONDENT IDENTIFICATION

- Enter the year and month. The monthly report period begins at 12:01 a.m. on the first day of the month and ends midnight of the last day of the month.
- 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 terminal site name.
- 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 EIA. Enter "X" in the resubmission box if you are correcting information previously reported.

Comments

Report any unusual aspects of your reporting month's operations in the **Comments** section below Parts 1 and 2. Comments regarding storage capacity should be reported in the **Comments** section below Part 6 on the last page of the form. 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 4 of these instructions on Page 6.

PART 3. TERMINAL ACTIVITY

The Form EIA-815 collects beginning stocks, receipts, inputs, production, shipments, fuel use and loss, and ending stocks of selected products at bulk petroleum products storage terminals. Input and production data reflect product blending and reclassification activity. Reported quantities should reflect a material balance such that beginning stocks plus receipts minus inputs plus production minus shipments minus fuel use and loss minus ending stocks equal zero. Minimal line imbalances due to rounding are acceptable. In addition, total input must equal total production with any gains or losses reported as Code 911. Data contributing to line imbalances and/or gains and losses exceeding 5 thousand barrels should be checked for accuracy and will very likely prompt a follow-up call from EIA.

Quantities: Report using the following criteria.

- **Report** all 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 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** inputs and production for each applicable product, except where shaded. All applicable products are to be.

Stocks (Beginning and End of Month)

- **Report** beginning stocks as of midnight of the last day of the month prior to the current report month. Report ending stocks as of midnight of the last day of the current report month. All stocks should be corrected to 60°F less basic sediment and water (BS&W).
- **Report** all stocks in the custody of the terminal regardless of ownership. Reported stock quantities should represent actual measured inventories.
- **Report** stocks in underground storage associated with the terminal.
- **Report** stocks of mixed liquefied petroleum gases (including unfractionated streams) by the individual components (i.e., ethane, propane, normal butane, and isobutane) as determined by chemical analysis.
- **Report** ending stocks of all liquefied gases on their individual product lines as well as of totals on the line for Natural Gas Plant Liquids and Liquefied Refinery Gases, TOTAL (Code 242).
- **Report** all domestic and foreign stocks held at the terminal and in transit thereto, except product in transit by pipeline. Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-812, *Monthly Product Pipeline Report*. 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.

Receipts During the Month

Report all receipts at the terminal including product quantities in transit by tanker, barge, rail, or truck. Exclude from receipts any products in transit by pipeline until after the products are actually received at the terminal.

Input During the Month

Report as input any finished product, blending component, oxygenate, or other material blended or reclassified to a different product. Examples of quantities to report as input include Reformulated Blendstock for Oxygenate Blending (RBOB) and Fuel Ethanol blended to produce finished reformulated motor gasoline, and kerosene blended with distillate fuel oil.

Report input whether blending or product reclassification takes place due to transfers of products between tanks, through in-line blending systems, or by splash blending in trucks or rail cars.

Report as input any Distillate Fuel Oil to be reclassified to a different sulfur category as well as any Distillate Fuel Oil, Kerosene, or Kerosene-Type Jet Fuel being reclassified to a different product code (see Reclassification of Inventory discussed later in these instructions).

Report gross input for each item listed on the survey form except where shaded.

Report inputs of selected natural gas liquids (i.e., normal butane, isobutane, and natural gasoline) on their individual product lines as well as totals on the line for Natural Gas Liquids (Code 242).

Production During the Month

Report as production any finished product or blending component blended or reclassified from inputs reported on Form EIA-815. Examples of production to report on Form EIA-815 include Finished Reformulated Motor Gasoline blended from input of RBOB and Fuel Ethanol, and the increase in distillate fuel oil volume resulting from blending kerosene.

Report gross production for each item listed on the survey form except where shaded.

Report production whether blending or product reclassification took place due to transfers of products between tanks, through in-line blending systems, or by splash blending in trucks or rail cars.

Report as production any Distillate Fuel Oil reclassified from a different sulfur category as well as any Distillate Fuel Oil, Kerosene, or Kerosene-Type Jet Fuel reclassified from a different product code (see Reclassification of Inventory discussed later in these instructions).

Report only production of fuel ethanol at the terminal resulting from blending of denaturant (finished gasoline, motor gasoline blending components, or natural gasoline) with undenatured fuel-grade ethanol.

Total Input and Total Production

When Form EIA-815 is completed correctly, every input barrel should have a corresponding production barrel. Therefore, total input should equal total production reported for Code 999. Small variances may exist due to rounding, measurement, gains, and losses. These variances are reported using Code 911, quantities reported for Code 911 balance total input and total production. Reports with variances exceeding 5 thousand barrels should be checked for accuracy and will very likely prompt a follow-up call from EIA.

Shipments During the Month

Report all shipments, including intracompany shipments to other storage facilities, refineries, chemical plants or fractionating facilities. Inputs to onsite petrochemical plants should be reported as shipments from the terminal.

Fuel Use and Losses During the Month

Report all nonprocessing losses (e.g., spills, fire losses, contamination, etc.) by product. Include petroleum products used as fuel at the terminal.

Exclude fuel use at oil refineries and petrochemical facilities.

Reclassification of Inventory

Report a finished product that is reclassified as a different finished product or as an unfinished oil as follows: the quantity of the original product is reported in the "Input" column and the reclassified product is reported in the "Production" column.

For example, if you produce 10,000 barrels of kerosene during January and have it in storage at the end of the month, this quantity is to be reported as "Production" of Kerosene (Code 311) on the January report. If during February the intended use of the 10,000 barrels of kerosene is changed to Kerosene-Type Jet Fuel, report this reclassification by reporting the 10,000 barrels as "Input" of Kerosene (Code 311) and as "Production" of Kerosene-Type Jet Fuel (Code 213).

Finished Motor Gasoline

Report finished motor gasoline blended with fuel ethanol that contains 55% denatured fuel ethanol or less by volume as Ed55 and Lower (code 166).

Report finished motor gasoline blended with fuel ethanol that contains greater than 55% denatured fuel ethanol by volume as Greater than Ed55 (code 149). All or most of the gasoline reported in this product category will be E85.

Gasoline Treated as Blendstock (GTAB)

When GTAB is tested at the terminal and is certified as a finished motor gasoline where no further blending or treatment such as adding oxygenates is required, report GTAB as follows:

Report the quantity of GTAB that is certified as a finished product as an input of GTAB and report an equal volume of the appropriate finished motor gasoline as a "Production" of the finished motor gasoline that it has been certified.

Report input of GTAB and other material such as Fuel Ethanol and then production of Finished Motor Gasoline or another Motor Gasoline Blending Component in cases where GTAB is blended with another material to produce a new product.

Lubricants

Report beginning and ending stocks, receipts and shipments of lubricant base oils. Shipments include lubricant base oils blended to produce finished lubricants as well as lubricant base oils shipped out during the month. Do not report production of finished lubricants.

Asphalt

Report beginning and ending stocks, receipts and shipments of base asphalt. Shipments include any base asphalt blended to produce finished asphalt and any base asphalt that is sold or shipped out during the month. Do not report production of finished asphalt. Do not report water or emulsifiers that are added to base asphalt to produce finished asphalt.

Transmix

Transmix is created when two different petroleum products (e.g., motor gasoline and distillate fuel oil) become commingled during pipeline transport. **Exclude** transmix from all quantities reported on Form EIA-815. Transmix should not be reported as miscellaneous products (EIA Product Code 888) or unfinished oils (EIA Product Codes 812, 820, 830, 840, and 850).

Some terminals have the capability to process transmix and recover finished products or blending components. In this case, exclude the transmix but report finished products or blending components from transmix processing as receipts at the terminal. The receipts may be blended to produce finished products, shipped from the terminal, or added to inventory.

For example, 50 thousand barrels of transmix are received at a terminal. Processing of the transmix yields 18 thousand barrels of finished conventional motor gasoline (Code 130) and 32 thousand barrels of ultra-low-sulfur distillate fuel oil (Code 465). The finished conventional motor gasoline is then blended with 2 thousand barrels of fuel ethanol (Code 141) taken from stocks before shipping. Assume for this example that the distillate fuel oil was added to stocks at the end of the report month. Form EIA-815 will show 18 thousand barrels of finished conventional gasoline received from transmix processing and input for blending with fuel ethanol. There will be 2 thousand barrels of fuel ethanol input and a corresponding decrease of 2 thousand barrels in fuel ethanol stocks. Gasoline blending results in production of 20 thousand barrels of finished conventional motor gasoline blended with fuel ethanol: Ed 55 and Lower (Code 166). Activity reported on Form EIA-815 for distillate fuel oil will include 32 thousand barrels of ultra-low-sulfur distillate fuel oil received from transmix processing and added to stocks at the end of the month.

PART 4. ANNUAL STORAGE CAPACITY SUPPLEMENT

Storage Capacity FAQs can be viewed on our Website. Please refer to these for answers to common questions after reading the survey instructions.

http://www.eia.gov/survey/faqs/storage_capacity.html

Report either "Yes" (Y) or "No" (N) in response to the question of whether any of the tanks at the terminal are used for transshipment of petroleum products.

Transshipment tanks are routinely used for storing petroleum products as part of a transfer from one **bulk** transport mode to another. Transshipment tanks may be designed to "drain dry" to facilitate regular transitions from one product to another.

Bulk transport modes for petroleum products include pipelines, tankers, and barges. Rail and trucks are considered to be **non-bulk** transport modes. Answer "Yes" if your terminal includes tanks that are used to store product barrels that are being transferred from one pipeline to another pipeline, between pipeline and waterborne transport, or from one waterborne transport mode to another. Answer "No" if your terminal only transfers products from a bulk transport mode to a non-bulk transport mode or from a non-bulk transport mode to a bulk transport mode.

Report storage capacity 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 storage capacity once each year with the submission for March. It is unnecessary to report storage capacity for months other than March.

Report underground and above ground storage capacity operated by your company.

Exclude leased storage capacity located at facilities operated by other companies. This storage capacity will be reported by the companies operating those facilities.

Exclude storage capacity in trucks, rail cars, barges, and tankers.

Report working storage capacity and net available shell storage capacity as described in figure 1 for tanks or figure 2 for caverns. Figures 1 and 2 are based in part on schematics developed by the National Petroleum Council and U.S. Strategic Petroleum Reserve.

Figure 1. Schematic of Tank Storage Capacity and Stocks

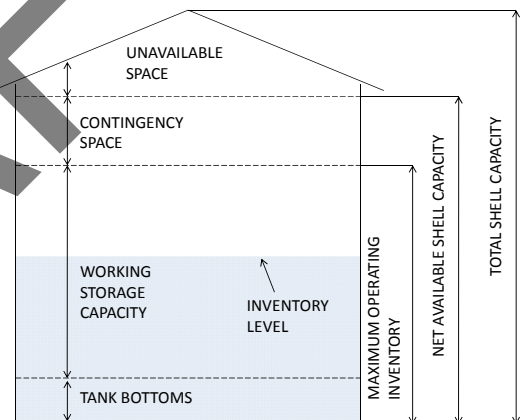
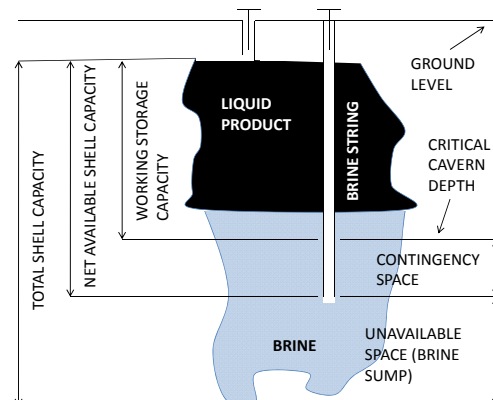


Figure 2. Schematic of Cavern Storage Capacity and Stocks



Terms used in Figures 1 and 2 are defined as follows.

- **Contingency Space (Tank):** Available space that is above the maximum operating inventory level. This storage space remains empty during normal operations, but it is available if needed. It allows flexibility to exceed working storage capacity without reaching an inventory level that might create safety hazards or disrupt operations. Storage space above the top of this level is unavailable.
- **Contingency Space (Cavern):** Available space that is below the critical cavern depth but still above unavailable space. This storage space remains filled with brine during normal operations, but it is available if needed. It allows flexibility to exceed working storage capacity without reaching an inventory level that might create hazards or disrupt operations.
- **Net Available Shell Storage Capacity (Tank):** Total available space including tank bottoms, working storage capacity, and contingency space.
- **Net Available Shell Storage Capacity (Cavern):** Total available space including working storage capacity, and contingency space.
- **Tank Bottoms:** Inventory that is below the normal suction line of a storage tank. In floating roof tanks, this is at least the volume required to remain in a storage tank in order to keep the roof from touching the bottom of a storage tank.
- **Total Shell Capacity:** Total storage space including unavailable space and net available shell storage capacity.
- **Unavailable Space (Tank):** Storage space that is required as part of the design of a tank but cannot be used. Includes tank tops, safety allowance, and any other space that is included by design but cannot be used.
- **Unavailable Space (Cavern):** Storage space that is required as part of the design of an underground storage facility but cannot be used. Includes the brine sump and any other space that is included by design but cannot be used.
- **Working Storage Capacity (Tank):** Available capacity for storing crude oil or liquid products that is above tank bottoms and below contingency space. When filled to this capacity, inventory of crude oil or liquid products stands at the maximum operating inventory level.
- **Working Storage Capacity (Cavern):** Available capacity for storing crude oil or liquid products that is above contingency space.

Storage Capacity in Operation

Storage capacity in operation includes capacity of tanks and caverns that were available and able to be used to hold stocks on the report date. Tanks and caverns in operation may hold stocks, they may hold only tank bottoms, or they may be empty, but they must have been able to be placed in operation on the report date.

Report working storage capacity of tanks and caverns that

were in operation on the report date.

Report net available shell storage capacity of tanks and caverns that were in operation on the report date.

Report net available shell storage capacity in operation as either “leased to others” or “exclusive use” as follows.

- **Leased to Others:** Report the entire capacity of a tank or cavern as “leased to others” if all or any portion of the tank or cavern was leased to another company or to another part or business unit of your company on the report date. Also include the entire capacity of a tank or cavern if all or any portion of the tank or cavern was made available for lease to others on the report date.
- **Exclusive Use:** Include capacity of tanks and caverns that are used exclusively by your company and were not leased or made available for lease to other companies on the report date. Report capacity used for throughput agreements as exclusive use even if throughput agreements involve other companies.

Net available shell storage capacity of tanks in operation must always be greater than or equal to working storage capacity of tanks and caverns in operation.

Storage Capacity Temporarily Out of Service

Storage capacity temporarily out of service includes capacity of tanks and caverns that were not usable for holding stocks on the report date but could be placed in operation within 90 days of the report date after maintenance or repair. When assessing whether or not a tank can be placed in service within 90 days, it is acceptable to use a current planned or scheduled return to service date. It is unnecessary to try to account for possible contingencies (e.g., maintenance delays caused by weather) unless these were incorporated into the planned or scheduled in operation date.

Report net available shell storage capacity of tanks and caverns temporarily out of service.

Exclude storage capacity and caverns temporarily out of service when reporting working storage capacity.

Exclude storage capacity of tanks and caverns that were temporarily out of service at the end of the report month and could not be placed in operation within 90 days.

Exclude storage capacity of tanks and caverns temporarily out of service where there is no scheduled date when the capacity will be placed in service.

Exclude storage capacity of tanks and caverns under construction even when construction is scheduled for completion within 90 days. Storage capacity of tanks and caverns under construction is reported as capacity in operation only after new tanks and caverns are placed in service.

New Storage Capacity

Report new storage capacity beginning with the first storage capacity report period after the new capacity was placed in operation.

Exclude new capacity while it is under construction even when the scheduled completion date was within 90 days of a storage capacity report date.

Comparison of Stocks and Storage Capacity

In most cases, stocks reported in Part 3 of Form EIA-815 will

be less than total shell storage capacity. There may be exceptions in cases where barrels stored in trucks, rail cars, barges, or tankers are reported as stocks in Part 3 but the storage capacity is excluded from Part 4.

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.

The data collected on Form EIA-815, *Monthly Bulk Terminal Report*, is used to report aggregate statistics on and conduct analyses of the motor gasoline blending activity at terminals.

SANCTIONS

The timely submission of Form EIA-815 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 4.2 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, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.