

## EIA-912

### WEEKLY UNDERGROUND NATURAL GAS STORAGE REPORT

#### **YOUR RESPONSE IS REQUIRED BY LAW**

This report is mandatory under Title 15 U.S.C. §772(b). Failure to comply may result in criminal fines, civil penalties and other sanctions as provided by Title 15 U.S.C. §797. Title 18 U.S.C. §1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

Form EIA-912 must be completed by underground natural gas storage operators in the United States. Companies receiving notification are statistically selected by EIA from a list of all underground natural gas storage operators in the United States. All marine terminals with operational LNG storage must also report.

#### **PURPOSE**

The U.S. Energy Information Administration (EIA) Form EIA-912 *Weekly Underground Natural Gas Storage Report* is used to collect information on weekly inventories of natural gas in underground storage facilities, as well as marine terminals that operate liquefied natural gas (LNG) storage.

#### **RESPONSE DUE DATE**

You must complete Form EIA-912 using information as of 9:00 a.m., Central Standard Time (CST) each Friday by 5:00 p.m., Eastern Time (ET), on the Monday following the end of the report period (e.g., the *Weekly Underground Natural Gas Storage Report*, as of 9:00 a.m. CST, Friday, January 13, 2017 must be received by 5:00 p.m. ET, January 16, 2017). If Monday is a federal holiday, the report must be filed by 5:00 p.m. ET the first working day after the holiday.

#### **HOW TO FILE A RESPONSE**

To facilitate the processing of data, the use of EIA forms is required. The form can be downloaded in XLS format on the EIA website, which can be accessed from <http://www.eia.gov/survey/#eia-912>.

Respondents must use the EIA's Secure File Transfer system to submit their data. With this Internet-based option, EIA uses security protocols to protect the information against unauthorized access during transmission. EIA does not accept email, fax, or paper forms.

**Data Submission Method** (see next page for step-by-step instructions)

By Secure File Transfer: <https://signon.eia.doe.gov/upload/notice912.jsp>

#### **QUESTIONS**

Please contact the EIA Survey Support Team using the following communication methods:

By email: [ooeiea-912@eia.gov](mailto:ooeiea-912@eia.gov)

By phone: 1-855-EIA-4USA (1-855-342-4872) [Monday through Friday, 8:00 AM to 6:00 PM E.T.]

## HOW TO USE EIA'S SECURE FILE TRANSFER

EIA is ensuring the security of your transactions by using the latest Internet security technology. The technology being used to protect your data is encryption which is the scrambling of data into a code that is unreadable to anyone who does not have the key that deciphers it. The secure hypertext transfer protocol (HTTPS) is a communications protocol designed to transfer this encrypted information between computers over the internet. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of your data. The only thing you need to take advantage of strong encryption technology is a secure browser, one that supports 128-bit encryption.

1. Go to the EIA Secure File Transfer system located at <https://signon.eia.doe.gov/upload/notice912.jsp>
2. Read the Agreement and then click the **Accept** button.
3. Enter your name, company name, phone number and email address into the boxes provided. Note that the email address is required so that we can send you a confirmation of the receipt of your data.
4. Click on the **Choose Files** button to navigate to your saved Excel file submission. Select the file to upload and click on the **Open** button.
5. If you are ready to submit your file, click on the green **Submit File(s)** button. Please be patient, it may take a few minutes to upload your file. Do not close your browser during this upload. A confirmation page will be displayed with a Submission Successful banner and indicate the names of the files you have transferred, a confirmation number and the date and time of the transfer.

## SANCTIONS

The timely submission of Form EIA-912 by those required to report is mandatory under 15 USC 772(b), as amended. Failure to respond may result in a civil penalty of not more than \$12,937 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.

## REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 1.0 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining 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, Statistical Methods and Research, 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.

## DISCLOSURE OF INFORMATION

The information you provide on Form EIA-912 will be used for statistical purposes only and is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. Every EIA employee, as well as every agent, is subject to a jail term, a fine, or both if he or she makes public ANY identifiable information you reported.

Disclosure limitation procedures are applied to the statistical data published from EIA-912 survey information to ensure that the risk of disclosing identifiable information is very small.

## SPECIFIC INSTRUCTIONS

### PART 1: RESPONDENT IDENTIFICATION DATA

**Report period:** The weekly report period refers to the week ending on Friday at 9:00 a.m. CST. Write the month, day, and year (e.g., January 13, 2022 is: 01/13/2022).

**EIA ID 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 1-855-EIA-4USA (1-855-342-4872).

**Resubmission:** Enter an "X" in the resubmission box if you are correcting information you previously reported. You must file a revised report if the data for any region for the previous week have been revised by 500 million cubic feet or more from the data previously reported. Submit a revised form for that region and indicate the appropriate report period on the form.

**Company name and address:** Enter the name and address of the company filing the report. Enter an "X" in the box if the company name, address, or other respondent identification information has changed since the last report.

**Contact information:** Enter the name, telephone number, fax number, and email address of the person to contact about the information on the report. The person listed should be the person most knowledgeable about the specific data you reported. Enter an "X" in the box if the contact information has changed since the last report.

### PART 2: SUBMISSION INFORMATION

**Submission** - Refer to the "How to File a Response" section for more details or method for submitting data.

### PART 3. INVENTORY OF WORKING GAS IN STORAGE

You can report preliminary or estimated data if necessary to meet the filing due date.

**Working gas - current week:** Enter the volume of working gas in storage (at 9:00 a.m., CST on Friday) by region for all facilities your company operates. For marine terminal LNG storage, enter total storage levels.

### PART 4. INVENTORY ADJUSTMENTS OF WORKING GAS IN STORAGE

**Report** any non-flow related activity affecting working gas inventory levels. Examples include reclassifications between working and base gas levels, operational balancing agreements, or facility expansions. Enter volumes of non-flow activity in the appropriate region(s):

**East Region:** Connecticut, Delaware, District of Columbia, Florida, Georgia, Massachusetts, Maryland, Maine, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, and West Virginia.

**South Central Region:** Alabama, Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, and Texas. Operators in this region should identify the working gas inventory of the salt facilities in the "Salt" column, separately from inventory of the nonsalt facilities, which should be entered in the "Nonsalt" column. Salt facilities include both bedded and domal salt facilities.

**Midwest Region:** Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Tennessee, and Wisconsin.

**Mountain Region:** Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, and Wyoming.

**Pacific Region:** California, Oregon, and Washington.

## COMMENTS

Describe any unusual or substantially different aspects of your operations that affected the data you reported. Provide any explanations about operations or facility activity that affects the data you reported. If you reported information in Part 4, Inventory Adjustments, explain the nature of the adjustments.

## DEFINITIONS

Please refer to these definitions before completing the survey form.

**Base (cushion) gas:** The volume of gas needed to maintain adequate reservoir pressures and deliverability rates throughout the withdrawal season. Base gas usually is not withdrawn and remains in the reservoir. All native gas is included in the base gas volume.

**Reclassification:** The volume representing any recorded change in the allocation between working and base gas levels in storage based on accounting or engineering assessments. Depending on the nature of the reclassification and/or the regulatory authority over the facility, respondents may or may not report reclassifications to such authorities.

**Working (top storage) gas:** The volume of natural gas in an underground storage facility available to be withdrawn, not including base gas. Working gas may or may not be completely withdrawn during any particular withdrawal season.