CALIFORNIA ENERGY COMMISSION

DRAFT PETROLEUM INDUSTRY INFORMATION REPORTING PROGRAM REPORTING INSTRUCTIONS

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Arnold Schwarzenegger,
Governor

The purpose of this manual is to provide instructions to those entities required to submit data to the California Energy Commission pursuant to Public Resources Code Section 25350 et seq. (Statute) and California Administrative Code Title 20, Section 1361 et seq. (Regulations). The Energy Commission's authority for requiring these reports are in the Public Resources Code and California Administrative Code.

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TABLE OF REPORTS

The following table summarizes the reports and the applicable reporting entities.

REPORT NUMBER	TITLE OF REPORT	COMPANIES REQUIRED TO FILE THIS REPORT
W08	Major Petroleum Product Storer and Terminal Weekly Report	Major Petroleum Product Storers, Terminal Operators, Bulk Terminals, Refiners, Refiners with Storage, Terminals Off the Refinery Site
W700	Imports, Exports and Intrastate Movements Weekly Report	Importers, Exporters, Major Petroleum Products Transporters
W800	Weekly Refinery Production and Stocks Report Addendum	Refiners
W900	Dealer Tank Wagon Price Weekly Report	Refiners
M08	Major Petroleum Product Storer and Terminal Monthly Report	Major Petroleum Product Storers, Terminal Operators, Bulk Terminals, Refiners, Refiners with Storage, Terminals Off the Refinery Site
M13	Refinery Monthly Fuel Use Report	Refiners
M700	Imports, Exports and Intrastate Movements Monthly Report	Importers, Exporters, Major Petroleum Products Transporters, Non California Fuel Transporters, Marine Fuels Distributors
M782A	Monthly Sales Report	Refiners, Major Petroleum Product Marketers
M810	Refinery Monthly Report	Refiners
M900	Dealer Tank Wagon Price Monthly Report	Refiners
A03	Major Crude Oil Transporter Annual Report	Major Crude Oil Transporters
A04	Refiner Annual Report	Refiners
A06	Major Petroleum Product Transporter Annual Report	Major Petroleum Product Transporters
A08	Major Petroleum Product Storer Annual Tank Report	Major Petroleum Products Storers, Terminal Operators, Bulk Terminals, Refiners, Refiners with Storage Terminals Off the Refinery Site
A14	Major Crude Oil Producer Annual TEOR Fuel Consumption Report	Major Crude Oil Producers
A14X	Major Crude Oil Producer Annual TEOR Steam Use Report	Major Crude Oil Producers
A15	Retail Fuel Outlet Survey Annual Report	Refiners, Major Petroleum Product Marketers, Independent Retail Fuel Outlet Operators. The A15 is filled out by the primary operator of retail fueling stations.
EIA 800	Weekly Refinery Report	Refiners
EIA 810	Monthly Refinery Report	Refiners

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FREQUENTLY ASKED QUESTIONS

WHAT IS THE AUTHORITY FOR THE ENERGY COMMISSION TO COLLECT THIS DATA?

The Energy Commission's authority for collecting this data is found at the Public Resources Code Section 25350 et seq. (Statute) and California Administrative Code Title 20, Section 1361 et seq. (Regulations).

IS THE DATA KEPT CONFIDENTIAL?

The Energy Commission's authority for maintaining confidentiality is specified at Public Resources Code:

"25364. (a) Any person required to present information to the commission pursuant to Section 25354 may request that specific information be held in confidence. Information requested to be held in confidence shall be presumed to be confidential.

(b) Information presented to the commission pursuant to Section 25354 shall be held in confidence by the commission or aggregated to the extent necessary to assure confidentiality if public disclosure of the specific information or data would result in unfair competitive disadvantage to the person supplying the information.

(c) (1) Whenever the commission receives a request to publicly disclose unaggregated information, or otherwise proposes to publicly disclose information submitted pursuant to Section 25354, notice of the request or proposal shall be provided to the person submitting the information. The notice shall indicate the form in which the information is to be released. Upon receipt of notice, the person submitting the information shall have 10 working days in which to respond to the notice to justify the claim of confidentiality on each specific item of information covered by the notice on the basis that public disclosure of the specific information would result in unfair competitive disadvantage to the person supplying the information.

(2) The commission shall consider the respondent's submittal in determining whether to publicly disclose the information submitted to it to which a claim of confidentiality is made. The commission shall issue a written decision which sets forth its reasons for making the determination whether each item of information for which a claim of confidentiality is made shall remain confidential or shall be publicly disclosed.

(d) The commission shall not make public disclosure of information submitted to it pursuant to Section 25354 within 10 working days after the commission has issued its written decision required in this section.

(e) No information submitted to the commission pursuant to Section 25354 shall be deemed confidential if the person submitting the information or data has made it public.

(f) With respect to petroleum products and blendstocks reported by type pursuant to paragraph (1) or (2) of subdivision (a) of Section 25354 and information provided pursuant to subdivision (h) or (i) of Section 25354, neither the commission nor any employee of the commission may do any of the following:

(1) Use the information furnished under paragraph (1) or (2) of subdivision (a) of Section 25354 or under subdivision (h) or (i) of Section 25354 for any purpose other than the statistical purposes for which it is supplied.

(2) Make any publication whereby the information furnished by any particular establishment or individual under paragraph (1) or (2) of subdivision (a) of Section 25354 or under subdivision (h) or (i) of Section 25354 can be identified.

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(3) Permit anyone other than commission members and employees of the commission to examine the individual reports provided under paragraph (1) or (2) of subdivision (a) of Section 25354 or under subdivision (h) or (i) of Section 25354.

(g) Notwithstanding any other provision of law, the commission may disclose confidential information received pursuant to subdivision (a) of Section 25304 or Section 25354 to the State Air Resources Board if the state board agrees to keep the information confidential. With respect to the information it receives, the state board shall be subject to all pertinent provisions of this section.

25366. Any confidential information pertinent to the responsibilities of the commission specified in this division which is obtained by another state agency shall be available to the commission and shall be treated in a confidential manner."

The procedures specified in the statutes will be implemented in the event of a request for information.

WHERE TO SUBMIT REPORTS?

Via email to PIIRA@ENERGY.STATE.CA.US

ARE ELECTRONIC REPORTS AVAILABLE?

Yes. Electronic versions of the reports can be downloaded in Microsoft Excel format from the Energy Commission website (www.energy.ca.gov).

DO I HAVE TO USE THE REPORT FORMAT SPECIFIED BY THE ENERGY COMMISSION?

No. However, the Energy Commission must approve the alternative format of the report. Energy Commission staff routinely work with companies to accommodate individual requests.

WHAT IS THE REPORTING PERIOD?

Weekly: Friday 12:00 a.m. to Thursday 11:59 p.m. Pacific Standard Time (PST)
Monthly: 12:00 a.m. on first day of the calendar month to 11:59 p.m. on the last day of the calendar month, PST.
Annually: January 1 (12:00 a.m. PST) to December 31 (11:59 p.m. PST).

Note: The Energy Commission may approve alternative reporting periods. Contact the Energy Commission if you would like to file reports under an alternative reporting period.

WHAT IS THE FILING DEADLINE?

Weekly: Tuesday of each week, 5:00 p.m. PST.
Monthly: No later than 30 days after the last day of each month, 5:00 p.m. PST.
Annually: No later than February 15, 5:00 p.m. PST each calendar year.

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HOW SHOULD THE DATA BE ROUNDED?

Report all prices to the nearest whole cent. Report all quantities to the nearest thousand barrels or thousand gallons

Quantities less than 0.5 thousand barrels (<500 barrels) are to be rounded down and quantities greater than or equal to 0.5 thousand barrels (>=500 barrels) are to be rounded up.

For example:

> 108,499 barrels would be reported as 108 (thousand barrels). 108,500 barrels would be reported as 109 (thousand barrels).

Report all percentages to the nearest whole number, rounding as necessary.

WHAT FEDERAL REPORTS ARE REQUIRED TO BE FILED WITH THE ENERGY COMMISSION?

Companies that file the EIA-800 and EIA-810 reports with the Federal Energy Information Administration shall also file copies of those reports with the Energy Commission.

HOW DO I SIGN THE ELECTRONIC REPORT?

The name of the person filing the report types their name into the signature block of the report.

HOW CAN I FILE A REVISED REPORT?

If data has already been submitted, submit a revised report with an explanation of why the report is being revised.

WHAT IF I HAVE MORE QUESTIONS?

Email your questions to piira@energy.state.ca.us. Someone from the Energy Commission's Transportation Fuels office will reply to your questions. You may also phone the Transportation Fuels Office at (916) 654-4868 and your call will be directed to the appropriate staff for response.

Staff assigned to PIIRA include:

Pat Perez, Transportation Fuels Office Manager – (916) 654-4527
Sue Kateley, Supervisor – (916) 657-4245
Michael Nyberg, Energy Specialist – (916) 654-5968
Keith O'Brien, Energy Analyst – (916) 651-9080
Irene Salazar, Associate Energy Specialist – (916) 657-4046
Any of these individuals should be able to assist you.

CEC-W08 INSTRUCTIONS

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CALIFORNIA MAJOR PETROLEUM PRODUCT STORER AND TERMINAL WEEKLY REPORT

The CEC Form W08 is used to collect data on the blending of gasoline with components such as ethanol, along with receipts and inventory levels of crude oil, finished petroleum products, blendstocks and blending components. Companies required to file this report are major petroleum product storers, terminal operators, bulk terminals, refiners, refiners with storage, terminals off the refinery site. The entity with control of the storage tanks (that is, responsible for maintenance, receiving and disbursing inventory, and monitoring inventory levels) is required to file this report.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Terminal Name – Enter the common name you use to refer to the terminal.

Terminal Address – Enter the physical address where the terminal is located.

Report Period – Enter the week and year that this report covers. Include beginning and end dates in MONTH/DAY format.

Production – Enter the volume of finished gasoline blended with blending components (such as ethanol) at the truck rack associated with the terminal.

Total Product Received – Enter the total receipts of each product as of the close of the reporting period. If a delivery to the terminal is completed after the reporting period ends, please include the balance of the receipt in the following week's report.

Ending Inventory – Enter the inventory on hand for each product as of the close of the reporting period.

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CALIFORNIA IMPORTS, EXPORTS, and INTRASTATE MOVEMENTS WEEKLY REPORT

The CEC Form W700 is used to collect data relating to petroleum product movements into California, exports from the state, and movement within the state of California. Importers, exporters, major petroleum products transporters, non-California fuel transporters, and marine fuel distributors are required to file this report.

Company Name – Enter the firm's corporate name. Local offices may each complete and submit forms.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Company Address – Enter the physical address where the company is located.

Report Period – Enter the week and year that this report covers. Include beginning and end dates in MONTH/DAY format.

Product Description – Enter the common name that best applies to each individual movement. Refer to the list of petroleum products in the Definitions section of this document for guidance.

Discharge/Load Date – Enter the date when cargo of similar product is fully loaded or completely discharged from the marine vessel. If load/discharge of cargo begins on a Friday but is completed after the reporting period ends, the cargo should be reported as "loaded" or "discharged" on the following week's report.

Vessel Name – This information is not required on the weekly report but is required on the monthly report.

Discharge/Load Port – Enter the name of the physical location that the marine cargo was loaded or discharged. Include wharf or berth designation and name of the closest incorporated city.

Country/State of Origin – This information is not required on the weekly report but is required on the monthly report.

Port(s) of Origin– This information is not required on the weekly report but is required on the monthly report.

Destination Country/State – This information is not required on the weekly report but is required on the monthly report.

Destination Port – This information is not required on the weekly report but is required on the monthly report.

Volume – Using thousands of barrels as the base unit of measure, enter the amount of product loaded or discharged.

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Product Code – Enter the appropriate product code for the pipeline shipment. If the product code is not listed, use the space provided to better describe the petroleum product. For rail shipments, list total product and destination.

Pipeline Name – Enter the name or designation of the pipeline segment or system.

Product Regrade – Enter the change in product description as a result of the pipeline tender being downgraded or redirected to a different storage tank.

Name of Delivery Terminal – Enter the name of the terminal that received the pipeline tender.

Discharge/Load Location – Enter the name of the physical location that the rail cargo was loaded or discharged. Include facility designation or name of the closest incorporated city.

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CEC-W800 INSTRUCTIONS
CALIFORNIA WEEKLY REFINERY PRODUCTION AND STOCK REPORT
ADDENDUM

The CEC Form W800 is used to collect data on the operations of petroleum refineries. Terminals connected to a refinery are included as part of the refinery. Data include input and stocks of refinery feedstock and net production and stocks of selected finished petroleum products. Refiners in the state of California are required to file this report. Firms required by the Department of Energy to submit EIA Form 800 must also provide copies of their completed EIA Form 800 to the Energy Commission.

Company Name – Enter the firm's corporate name. Local offices may each complete and submit forms.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Refinery Name – Enter the name of the refinery.

Refinery Address – Enter the physical street address of the refinery.

Report Period – Enter the week and year that this report covers. Include beginning and end dates in MONTH/DAY format.

Net Production – Enter quantities that represent net production of each product listed (gross refinery production of each product minus refinery input of each product). In calculating net production, do not subtract any product used as input to a petrochemical facility within the refinery. If net production is a negative number, enter it as a negative number.

Stocks – Report stocks in the custody of the refinery regardless of ownership. Reported stock quantities should represent actual measured inventories corrected to 60 degrees Fahrenheit.

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CEC-W900 INSTRUCTIONS
CALIFORNIA DEALER TANK WAGON PRICE WEEKLY REPORT

The CEC Form W900 is used to collect data on delivered wholesale gasoline prices and delivered volumes grouped by regions in California. All refiners that sold in excess of 840,000 gallons of gasoline the previous calendar year are required to file this report. Report only wholesale transactions for gasoline delivered. Exclude bulk and rack sales.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Company Address – Enter the physical street address of the company. ~~within California.~~

Report Period – Enter the week and year that this report covers. Include beginning and end dates in MONTH/DAY format.

Number of Sites – Report the total number of sites that were used to determine the weighted price and volume for each reporting period by region and fuel grade.

California Region – Report price and volume data for fuels delivered to the following regions:

Region	Counties
Central Coast	Monterey, San Benito, San Luis Obispo and Santa Barbara
Desert (Inland Empire)	Riverside and San Bernardino
Los Angeles Basin	Los Angeles, Orange and Ventura
Mountain	Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Modoc, Mono, Nevada, Placer, Plumas, Sierra, Siskiyou, Trinity and Tuolumne
North Coast	Del Norte, Humboldt, Lake and Mendocino
Sacramento Valley	Butte, Colusa, Glenn, Sacramento, Shasta, Sutter, Tehama, Yolo and Yuba
San Diego	San Diego and Imperial
San Francisco Bay Area	Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma
San Joaquin Valley	Fresno, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus and Tulare

Weighted Average Price – Enter the weighted average transaction price for all fuels and grades listed on the report. If done consistently for each report, companies may use a 24-hour period that aligns with the typical "day" that best corresponds to their individual accounting practices when calculating the weighted price.

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High Price – Enter the highest value transaction price during the reporting period for all fuels and grades listed on the report for each region of California.

Low Price – Enter the lowest value transaction price during the reporting period for all fuels and grades listed on the report for each region of California.

Volume – Report total volume of delivered wholesale gasoline sales for the reporting period for each region within California, for each fuel specified on the report, in thousands of gallons.

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CEC-M08 INSTRUCTIONS
CALIFORNIA MAJOR PETROLEUM PRODUCT STORER AND TERMINAL MONTHLY REPORT

The CEC Form M08 is used to collect Monthly data on the blending of gasoline with blending components (such as ethanol) at terminals, along with receipts and inventory levels of crude oil, finished petroleum products, blendstocks and blending components. Companies required to file this report are major petroleum product storers, terminal operators, bulk terminals, refiners, refiners with storage, terminals off the refinery site. The entity with control of the storage tanks (that is, responsible for maintenance, receiving and disbursing inventory, and monitoring inventory levels) is required to file this report.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Terminal Name – Enter the common name you use to refer to the terminal.

Terminal Address – Enter the physical address where the terminal is located.

Report Month/Year – Enter the two digit number for the year and the two digit number for the month of the report. For example, July 2002 would be entered as 07/02.

Production – Enter the volume of finished gasoline blended with blending components (such as ethanol) at the truck rack associated with the terminal.

Total Product Received – Enter the total receipts of each product as of the close of the reporting period. If a delivery to the terminal is completed after the reporting period ends, please include the balance of the receipt in the following week's report.

Ending Inventory – Enter the inventory on hand of each product as of 11:59 p.m. PST on the final day of each month.

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CEC-M13 INSTRUCTIONS
CALIFORNIA REFINERY MONTHLY FUEL USE REPORT

The CEC Form M13 is used to collect data on fuel, electricity and steam consumed for all purposes at the refinery. Refiners in the state of California are required to file this report.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will assign a Company ID Number.

Refinery Name – Enter the name of the refinery.

Refinery ID No. – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Report Period – Enter the two digit number for the year and the two digit number for the month of the report. For example, July 2002 would be entered as 07/02.

Quantity – Using the appropriate units for each fuel. Report the total amount of each product used at the refinery. Include fuels produced onsite and purchased fuels.

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CEC-M700 INSTRUCTIONS
CALIFORNIA IMPORTS, EXPORTS, AND INTRASTATE MOVEMENTS MONTHLY REPORT

The CEC Form M700 is used to collect data relating to petroleum product movements into California, exports from the state, and movement within the state of California. Importers, exporters, major petroleum products transporters, non-California fuel transporters, and marine fuel distributors are required to file this report.

Company Name – Enter the firm's corporate name. Local offices may each complete and submit forms.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Company Address – Enter the physical address where the company is located.

Report Month/Year – Enter the two digit number for the year and the two digit number for the month of the report. For example, July 2002 would be entered as 07/02.

Product Description – Enter the common name that best applies to each individual movement. Refer to the list of petroleum products in the Definitions section of this document for guidance.

Discharge/Load Date – Enter the date when cargo is fully loaded or completely discharged from the marine vessel. If cargo loading or discharging is completed after the reporting period ends, the cargo should be reported on the following month's report.

Vessel Name – Enter the name of the ship or marine vessel that transported the product.

Discharge/Load Port – Enter the name of the physical location that the marine cargo was loaded or discharged. Include wharf or berth designation and name of the closest incorporated city.

Country/State of Origin – Enter the product's country of origin for foreign sources and state of origin for domestic sources.

Destination Country/State – Enter the product's destination. Use country for foreign destinations and state for domestic destinations.

Port(s) of Origin – Enter the product's port of origin.

Destination Port: – Enter the product's destination port.

Volume – Using thousands of barrels as the base unit of measure, enter the amount of product loaded or discharged. Deliveries of non-California fuel, truck imports of petroleum products and truck exports of petroleum products shall be reported in thousands of gallons.

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Product Code – Enter the appropriate product code for the pipeline shipment. If the product code is not listed, use the space provided to better describe the petroleum product. For rail shipments, list total product and destination.

Pipeline Name – Enter the name or designation of the pipeline segment or system.

Product Regrade – Enter the change in product description as a result of the pipeline tender being downgraded or redirected to a different storage tank.

Name of Delivery Terminal – Enter the name of the terminal that received the pipeline tender.

Delivery Date – Enter the date that a delivery of non-California fuel was completed.

Delivery City – Enter the name of the city where the delivery of non-California fuel was completed.

Delivery Business Name – Enter the name of the business establishment where the delivery of non-California fuel was completed.

City of Origin for Non-California Fuel – Enter the name of the city and state from where the non-California fuel was obtained before delivery.

Discharge/Load Location – Enter the name of the physical location that the rail or truck cargo was loaded or discharged. Include facility designation or name of the closest incorporated city.

Name of Loading Vessel – Enter the name of the marine vessel that was used to load marine fuel before transfer to a Receipt Vessel.

Flag Designation of Receipt Vessel – Enter the country of registry for the marine vessel receiving a discharge of marine fuel from a Loading Vessel.

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CEC-M782B INSTRUCTIONSCALIFORNIA MONTHLY SALES REPORT

The CEC Form M782B is used to collect sales volumes and prices for motor gasoline, No. 2 distillate, propane, aviation fuel, and residual fuel oil. Refiners and major petroleum products marketers are required to file this report.

Company Name – Enter the firm's corporate name. Local offices may each complete and submit forms.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Company Address – Enter the physical address where the company is located.

Report Month/Year – Enter the two digit number for the year and the two digit number for the month of the report. For example, July 2002 would be entered as 07/02.

Sales Volumes – Enter the volume of sales in thousands of gallons for the reporting period.

Price – Enter the weighted average price in dollars per gallon for the reporting period.

Reporting of Gasoline Sales – Include in the column headed "Sales to Other End-Users" all direct sales to end-users that were not made through company operated retail outlets. Sales made to retail outlets other than those operated directly by the reported company, or its affiliates or subsidiaries should be included in the wholesale sales categories: DTW, Branded Rack, Unbranded Rack or Bulk.

Reporting of Distillate Sales – Report retail sales of distillates by the type of end-use customer.

> Include under the category "Residential Sales" those sales to individual households. Sales to apartment buildings/complexes or other multi-family dwellings should be excluded from the "Residential Sales" category but included in the "Commercial/Institutional Sales" category.
>
> Include under the category "Commercial/Institutional Sales" those sales of distillates to firms engaged in transportation, wholesale or retail trade, finance, insurance and real estate. Also include sales to apartment buildings/complexes or other multi-family dwellings, hotels and office buildings or complexes, sales to local, state or federal governmental facilities or organizations and military sales including those directed to post exchanges. Sales to schools, hospitals, religious institutions, universities or other government-supported organizations are also to be included in this category.
>
> Include under the category "Industrial Sales" those sales of distillates to public or private firms engaged in mining, construction, or manufacturing.
> Include under the category "Sales Through Company-Operated Retail Outlets" those sales of No. 2 diesel less than or equal to .05 percent Sulfur made through company-operated retail outlets that are subject to motor fuel gallonage taxes.

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Include under the category "Sales to Other End-Users" (such as distillate sales to agricultural customers or to utilities) sales of distillates to end-use customers not included in any of the above categories.

Reporting of Propane Sales – Report retail sales of propane by the type of end-use customer. Exclude the propane portion of any natural gas liquid mixes, e.g., butane-propane mix.

Include under the category "Residential Sales" those sales of propane for use in private households. Includes both sales of bottled gas delivered to the residence and truck sales delivered to the customer's tank. Sales to apartment buildings/complexes or other multi- family dwellings should be excluded from the "Residential Sales" category but included in the "Commercial/Institutional Sales" category.

Include under the category "Commercial/Institutional Sales" those sales of propane to firms engaged in wholesale or retail trade, finance, insurance and real estate. Include sales to apartment building/complexes, and other multi-family dwellings, hotels and office buildings or complexes hospitals, religious institutions, and universities or other government supported organizations. However, all propane sales for transportation use, including fleet vehicle use, regardless of the customer's classification, should be excluded from "Commercial/ Institutional Sales" but included in the "Sales Through Company-Operated Retail Outlets" category.

Include under the category "Industrial Sales" those sales of propane to public or private firms engaged in mining, construction or manufacturing. Propane sales to petrochemical plants should be excluded from the "Industrial Sales" category but included in the "Petrochemical Sales" category.

Include under the category "Sales Through Company-Operated Retail Outlets" those sales of propane for on-highway vehicle transportation use including fleet vehicle sales to private firms, local, state, or federal Governmental facilities, schools, religious institutions, universities or other government-supported organizations.

Include under the category "Petrochemical Sales" those sales of propane to manufacturers of chemicals derived from petroleum or natural gas, or from raw materials derived from petroleum or natural gas.

Include under the category “Sales to Other End-Users” (propane sales to agricultural customers or to utilities) sales of propane to end-use customers not included in any of the above categories.

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CEC-M810 INSTRUCTIONS
CALIFORNIA REFINERY MONTHLY REPORT ADDENDUM

The CEC Form M810 is used to collect information regarding the balance between the supply (beginning stocks, receipts, and production) and disposition (input, shipments, fuel use and losses, and ending stocks) of crude oil and refined products located at refineries in California. Refiners located in the state of California are required to file this report.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Refinery Name – Enter the name of the refinery.

Refinery Address – Enter the physical street address of the refinery within California.

Report Month/Year – Enter the two digit number for the year and the two digit number for the month of the report. For example, July 2002 would be entered as 07/02.

Stocks – Beginning of the Month - Report all stocks in the custody of the refinery regardless of ownership. Include all products held at captive plants. Stocks quantities should represent actual measured inventories, corrected to 60 degrees Fahrenheit.

Receipts – Report all receipts into the refinery at the time of the report, using the same criteria as those used for reporting stocks.

Inputs – Report the volumes of the listed products input to the refinery processing units for the purpose of producing finished petroleum products. Do not "net out" the inputs by reporting the difference between inputs and production.

Production – Report gross refinery production during the month for each item listed on the form. Do not "net out" the inputs by reporting the difference between inputs and production.

Shipments – Report all shipments, including inter-company shipments to other refineries, storage facilities, chemical plants, or fractioning facilities.

Uses and Losses – Report all non-processing losses (spills, fire losses, contamination, etc) by product listed. Exclude refinery processing gains and losses. Exclude fuel use at petrochemical facilities located at the same site as the refinery.

Stocks at End of Month – The spreadsheet automatically calculates this by adding "Stocks at Beginning of Month," "Receipts," "Inputs," and "Production" together and subtracting from that total the "Shipments" and "Use and Losses."

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CEC-M900 INSTRUCTIONS
CALIFORNIA DEALER TANK WAGON PRICE MONTHLY REPORT

The CEC Form M900 is used to collect data on delivered wholesale gasoline prices and delivered volumes grouped by regions of California. All refiners that sold in excess of 840,000 gallons of gasoline the previous calendar year are required to file this report. Report only wholesale transactions for gasoline delivered. Exclude bulk and rack sales.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Company Address – Enter the physical street address of the company within California.

Report Month/Year – Enter the two digit number for the year and the two digit number for the month of the report. For example, July 2002 would be entered as 07/02.

Number of Sites – Report the total number of sites that were used to determine the weighted price and volume for each reporting period by region and fuel grade.

Region – Report price and volume data for fuels delivered to the following California regions:

Region	Counties
Central Coast	Monterey, San Benito, San Luis Obispo and Santa Barbara
Desert (Inland Empire)	Riverside and San Bernardino
Los Angeles Basin	Los Angeles, Orange and Ventura
Mountain	Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Modoc, Mono, Nevada, Placer, Plumas, Sierra, Siskiyou, Trinity and Tuolumne
North Coast	Del Norte, Humboldt, Lake & Mendocino
Sacramento Valley	Butte, Colusa, Glenn, Sacramento, Shasta, Sutter, Tehama, Yolo and Yuba
San Diego	San Diego and Imperial
San Francisco Bay Area	Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma
San Joaquin Valley	Fresno, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus and Tulare

High Price – Enter the highest value transaction price during the reporting period for all fuels and grades listed on the report for each region of California.

Low Price – Enter the lowest value transaction price during the reporting period for all fuels and grades listed on the report for each region of California.

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Weighted Average Price – Enter the weighted average transaction price for all fuels and grades listed on the report.

Volume – Report total volume of delivered wholesale gasoline sales for the reporting period for each region within California, for each fuel specified on the report in thousands of gallons.

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CEC-A03 INSTRUCTIONS
CALIFORNIA MAJOR CRUDE OIL TRANSPORTER ANNUAL REPORT

The CEC Form A03 is used to collect data on various factors related to pipeline usage. Major crude oil transporters are required to file this report. This form is not to be used by end users transporting crude oil only between their facilities for their own use, or public storage facilities transporting crude oil only between their own storage, terminal, or warehouse operations.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Pipeline ID Number – Leave blank. The Energy Commission will assign a Pipeline ID Number once data collection is underway.

Report Year – Enter the 4-digit year.

Product Code – Leave blank. The Energy Commission will assign a Product Code once data collection is underway.

Pipeline Storage Tank Capacity – Enter the maximum total capacity of the storage facilities (in thousands of barrels) owned by the pipeline company. Total capacity is calculated from the physical dimensions of the tanks. Usable storage capacity is listed on a second line. It is calculated by subtracting the volume of crude oil that cannot be used during normal pipeline operations from the total storage volume.

Pipeline Utilization – Enter the maximum volume of crude oil (in thousands of barrels per day) that can be transported through the pipeline in a 24-hour period under normal operating conditions. Average throughput is calculated by dividing the total volume of crude oil transported through the pipeline during the year by the number of stream days during that year.

Receipts to Pipeline Systems – Enter, by source, the volume (in thousands of barrels) of crude oil received by the pipeline. The sum of the categories should equal the total yearly pipeline receipts. Transportation methods not specifically listed should be included under "Other." This category also includes receipts from other pipeline systems (proprietary and third party) that feed into your system.

Deliveries from Pipeline System to Refiners, Tankers, Barges or Other Pipeline Systems – Enter the volume (in thousands of barrels) of the crude oil delivered into the specified destination. Crude oil leaving this system by methods other than those listed should be included under "Other." Also included in this category are amounts feeding from this pipeline system into another system, regardless of product ownership.

Deliveries from Pipeline System to Out-of-State Receivers – Enter the volume (in thousands of barrels) of crude oil delivered from this pipeline system into another system or method of transport with a destination outside of California. This figure should also be included in "Deliveries from Pipeline System to" section.

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System Description – Attach a separate description and printed map for each crude oil pipeline system with sufficient detail to provide a thorough understanding of the system. The description should include information on the physical equipment for each segment, such as pipeline diameter, whether or not the pipeline is heated, pumping stations, location of terminals, points of interconnection with pipeline gathering systems operated by others, balancing and emergency storage tank locations, and other such information deemed relevant to a thorough understanding of the entire crude oil pipeline system. Submittal of electronic information for each pipeline system in a geographic information system (GIS) format is required by each major crude oil transporter.

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CEC-A04 INSTRUCTIONS
CALIFORNIA REFINER ANNUAL REPORT

The CEC Form A04 is used to collect data on transportation methods used to ship petroleum products. Refiners located in the state of California are required to file this report.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway

Refinery Name – Enter the name of the refinery. Be sure to include the city name in the title.

Refinery ID Number – Enter the "EIA Refinery ID Code" issued to you by the Energy Information Administration.

Report Year – Enter the four digit number for the year.

Shipments by Transportation Method – Enter the shipments of each category of fuels, as a percent, by transportation method.

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CEC-A06 INSTRUCTIONS
CALIFORNIA MAJOR PETROLEUM PRODUCT TRANSPORTER ANNUAL REPORT

The CEC Form A06 is used to collect data on product pipeline systems. This should not be used by end users transporting petroleum products within their facilities for their own use, or public storage facilities transporting petroleum products within their own storage, terminal, or warehouse operations. Major petroleum product transporters are required to file this report.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Pipeline ID Number – Leave blank. The Energy Commission will assign a Pipeline ID Number.

Report Year – Enter the four digit number for the year.

Product – For specific definitions of each product, please refer to the PIIRA Regulations (found in the California Administrative Code, Title 20, Section 1361 et seq.). The petroleum products to be reported are motor gasoline (total for oxygenated, reformulated unleaded), aviation fuels, distillates (total of low and high sulfur distillate fuels), and residual fuels (total of both high and low sulfur residual fuel).

Pipeline Capacity Information – The information requested on each pipeline system's capacity is as follows:

> **Pipeline Storage Tank Capacity** – Enter the total capacity of the storage facilities (in thousands of barrels) owned by the pipeline company. Total tank capacity is based on physical dimensions of the tank, rather than usable storage capacity.
>
> **Usable Storage Tank Capacity** – Enter the total usable storage tank capacity (in thousands of barrels). Usable storage tank capacity is defined as the total storage capacity minus the volume that cannot be used for normal operations.
>
> **Maximum Throughput** – Enter the maximum volume of products (in thousands of barrels) that can be transported through the pipeline in a 24-hour period under normal conditions.
>
> **Average Throughput** – Enter the total figure (in thousands of barrels) calculated by dividing the total volume of petroleum products transported through the pipeline during the reporting year by the number of stream days that year.

Receipts to Pipeline:

> **Refinery Storage Facility** – Enter the total volume of products (in thousands of barrels) entering the pipeline from refinery storage facilities. Include product shipments from other terminals into or through refinery storage facilities.

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Other Product Pipelines – Enter the total volume of products (in thousands of barrels) entering the pipeline from another product pipeline. Include the amount received from a system owned by your firm which inspects this system.

Shipments from Pipeline - The information requested on each pipeline system's capacity is as follows:

Shipments to California Terminals – Enter the volume of products (in thousands of barrels) leaving this pipeline system and entering a distribution point within California.

Other Product Pipelines – Indicate the volume of products (in thousands of barrels) transferred from this pipeline system to another product pipeline system. Include amounts leaving this pipeline system and entering another pipeline system owned by your firm.

Out-of-State – Enter the volume of products (in thousands of barrels) leaving California to out-of-state purchasers.

System Description – Attach a separate description and printed map for each petroleum product pipeline system with sufficient detail to provide a thorough understanding of the system. The description should include information on the pipeline diameter, physical equipment for each segment, whether or not the pipeline is heated, pumping stations, location of terminals, points of interconnection with pipeline gathering systems operated by others, balancing and emergency storage tank locations, and other such information deemed relevant to a thorough understanding of the entire petroleum product pipeline system. Submittal of electronic information for each pipeline system in a geographic information system (GIS) format is required by each major petroleum product transporter.

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CEC-A08 INSTRUCTIONS
CALIFORNIA MAJOR PETROLEUM PRODUCTS STORER ANNUAL TANK REPORT

The CEC Form A08 is used to collect data on characteristics and capacities of each crude oil and petroleum product storage tank. Major petroleum product storers, refiners, terminal operators, and refineries with storage terminals off the refinery site are required to file this report.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway.

Facility Name – Enter the name of the terminal or tank farm as well as its city location (for example, "Vinvale Terminal, South Gate").

Facility Address – Enter the physical address of the terminal or tank farm, including cross-streets.

Report Year – Enter the four digit number for the year.

Tank Identification – Report the tank name used internally by your firm.

Tank Type – Indicate the type of storage tank as of the reporting date. Types include, but are not limited to, Fixed, Floating Internal, Floating External, Domed, and Spherical.

Product Abbreviations – Use the following abbreviations for the associated product descriptions and report the total storage capacity available for the following groups of fuels and blending components. For tanks that have switched service during the year, indicate the type of service at the time this form is completed

Mogas	**Motor Gasoline**
Blends	**Gasoline Blendstocks**
Crude	**Crude Oil**
Dist	**Distillates**
Oxy	**Oxygenates**
Av Fuel	**Aviation Fuels**
Marine	**Marine Fuels**
Other	**Specify**

Physical Maximum Capacity - Report the total storage capacity (in barrels) of the storage tank in use at the end of the year. Total storage capacity is based on physical dimensions or shell capacity of the tank, rather than usable storage capacity. Storage tanks at retail stations or truck stops should not be included in this report.

Tank Heel and Net Usable Capacity – Enter both the typical tank heel (on drain-dry tanks this will be zero) and the resulting net usable capacity of the tank. The net usable capacity should be the difference between the maximum fill of the tank (not shell capacity) and the tank heel.

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CEC-A14 INSTRUCTION
SCALIFORNIA MAJOR CRUDE OIL PRODUCERS ANNUAL TEOR FUEL CONSUMPTION REPORT

The CEC Form A14 is used to collect data on Thermally Enhanced Oil Recovery (TEOR) fuel use by Major Crude Oil Producers.

A separate report must be filed for each oil field. Enter the appropriate oil field name and three digit oil field codes in the space provided at the top of the form for each oil field filing (a listing of oil fields and their codes are on the right side of the form). When Code 199 (all other fields) is used, list field names in adjacent spaces provided.

TEOR fuels use data is reported under two categories: crude oil burned as TEOR fuel and natural gas burned as TEOR fuel.

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will inform you of your number once data collection is underway

Report Year – Enter the four digit number for the year.

Designated Oil Field and Code – Select the appropriate producing oil field code number from the listed.

Thermally Enhanced Oil Recovery (TEOR) Fuel – Enter the amount (in barrels) of crude oil burned as TEOR fuel by your firm for each month of the year for which you are reporting. Enter the total amount (in thousands of cubic feet) of natural gas burned as TEOR fuel by your firm for each month of the year for which you are reporting.

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CEC-A14X INSTRUCTIONS
CALIFORNIA MAJOR CRUDE OIL PRODUCER ANNUAL TEOR STEAM USE REPORT

The CEC Form A14X is used to collect data on Thermally Enhanced Oil Recovery (TEOR) steam use by Major Crude Oil Producers.

A separate report must be filed for each oil field. Enter the appropriate oil field name and three digit oil field codes in the space provided at the top of the form for each oil field filing (a listing of oil fields and their codes is on the right side of the form). When Code 199 (all other fields) is used, list field names in adjacent spaces provided.

TEOR steam use data is reported from cogeneration plants in millions of British Thermal Units (Btus).

Company Name – Enter the firm's corporate name.

Company ID Number – Leave blank. The Energy Commission will assign a Company ID Number.

Report Year – Enter the four digit number for the year of the report.

Designated Oil Field and Code – Select the appropriate producing oil field code number from the listed.

TEOR Steam Use From Cogeneration Plants – Indicate the monthly amount of steam received from cogeneration plants for TEOR operations, using MMBtus as the unit of measure.

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CEC-A15 INSTRUCTIONS
CALIFORNIA RETAIL FUEL OUTLET SURVEY ANNUAL REPORT

The CEC Form A15 is used to collect information on fueling stations located in California. Information such as type of retail outlet, volumes of fuel dispensed, tank capacities, ownership designation, and business amenity information are collected using this form. A separate report must be filed for each retail fuel facility. Refiners, major petroleum products marketers, and independent retail fuel outlet operators are required to submit this report. The primary operator of retail fueling stations is responsible for filling out the report.

Facility Name – Enter the common name of the facility.

Brand Name – If applicable, enter the brand name of the fuel products sold at the facility.

Physical Address – Enter the physical address of the facility.

Normal Hours of Operation – Enter the normal hours of operation of the facility.

Product – For each product listed, enter the number of above-ground tanks and underground storage tanks and their respective capacities.

Sales Volumes – Enter the annual sales volumes for each of the products listed.

Facility Information – Check the box that applies to the type of facility ownership, type of operation and associated business amenities.

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