

EIA-782B RESELLERS'/RETAILERS' MONTHLY PETROLEUM PRODUCT SALES REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-782B after reading the instructions, please call our toll-free number 1-800-638-8812. Firms located in the Washington, D.C. Metropolitan Area should call (301) 495-8440.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-782B, "Resellers'/Retailers' Monthly Petroleum Product Sales Report," is used to collect data on the sales of motor gasoline, No. 2 distillate, propane, and residual fuel oil (volumes and prices) to various categories of end-users and resellers by type of seller at the State level. The data are used by the Department of Energy in determining petroleum product supply, demand, and price changes. In addition, the data are used by State and Federal agencies (such as the Bureau of Economic Analysis and the Defense Fuel Supply Center), Congress, industry analysts, trade publications, academia, and the public to analyze, model and forecast petroleum product prices and sales by State and end-use category.

3. WHO MUST SUBMIT

The Form EIA-782B is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by a selected sample of petroleum product resellers and retailers.

Section 9 explains the possible sanctions for failing to report.

4. WHEN TO SUBMIT

The Form EIA-782B must be submitted to the EIA no later than 30 calendar days after the close of the reference month (e.g., if the reference month is March 2007, the report must be submitted to the EIA by April 30, 2007).

5. WHERE TO SUBMIT

Completed forms may be submitted by facsimile, e-mail, electronic transmission, or mail.

Secure File Transfer forms to:
<https://idc.eia.doe.gov/upload/noticeoog.jsp>

Fax forms to: (301) 495-8483

E-mail forms to: OOG.SURVEYS@eia.doe.gov

Electronic Transmission: The PC Electronic Data Reporting Option (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 or a dial-up modem. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at (202) 586-9659.

Mail forms to:

Energy Information Administration, EI-45
U.S. Department of Energy
P.O. Box 8279
Silver Spring, MD 20907
Attn: EIA-782B

6. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website:

www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html

You may also access the materials by following the steps below:

- Go to EIA's website at www.eia.doe.gov
- Click on *Petroleum*
- Click on *Petroleum Survey Forms* located in the *References* box on the right side of the page
- Select the materials you want.

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

7. HOW TO COMPLETE THE SURVEY FORM

General Instructions

Exclude all sales to refiners and gas plant operators.

Report all volumes in **thousands of gallons** (e.g., report 6,500 gallons as 7, and 6,400 gallons as 6). Leave both volume and price blank if no volumes were sold. Enter 1 for volumes between 0 and 1,499. Note: One barrel is equal to 42 gallons.

Report only the data for products listed. DOE is not seeking full coverage of all petroleum products sold. Definitions of petroleum products and other terms are provided for your use. Please refer to Section 11 before completing the survey form.

If your firm does not maintain information sufficient to provide actual sales volumes and unit prices by the customer categories specified on the form, then estimate sales volumes and unit prices for these categories using available information. The estimating procedure and data supporting the estimates should result in a reasonably accurate estimate which will be subject to review.

Do not report negative volumes or prices.

Price Information

Report unit prices in decimals of U.S. dollars, expressed to the nearest tenth of a cent (e.g., \$1.065). Unit prices are calculated by dividing the total revenues derived from the sales of the product during the reference month by the total number of gallons sold. The unit price is the same as the weighted average price for all sales of that particular product to a particular group of customers or class-of-trade.

The reported unit price should exclude all taxes on the sale of the petroleum product such as Federal, State, and local excise or sales taxes. Taxes incurred while obtaining, importing, or producing petroleum products (such as crude oil or product importation tariffs, domestic crude oil taxes, facilities taxes, etc.) should not be excluded from sales prices for EIA reporting purposes. For example, even though upstream expenses such as the Superfund tax may be shown as a separate line item on invoices of product sales, they should be included in the reported sales price. Transportation costs that are paid as part of the sales price at the point of sale should be included in the reported unit price. Do not calculate unit prices using rounded volumes.

Volume Information

Enter data reflecting sales made during the reference month only. Exclude from all calculations any **material** prior period adjustments for volumes and/or prices, and revise the report(s) for the appropriate prior period(s).

Exclude amounts supplied to exchange partners except where the amount supplied exceeds the amount received and the imbalance is invoiced as a sale during the reference month.

Report sales in the State where the transfer of title occurred. For sales at a refinery/terminal, the State is the one in which the refinery/terminal is located. For delivered sales (by any mode of conveyance), the State is the one in which the buyer received the product (see Appendix A for a list of State abbreviations). If transfer of

title occurs in the United States, volumes sold for export should be included under "Wholesale Sales."

Report the entire firm's sales of the selected products. This includes sales made directly by the parent, affiliates, subsidiaries, or through commissioned agents. Exclude sales made among the parent firm, subsidiaries, and affiliates (i.e., intrafirm transfers/sales).

Resubmissions

Revisions to prior month's reports are required if previously reported price or volume data are in error by more than five percent ($\pm 5\%$). All revisions must be submitted within 120 days after the end of the reference month. However, EIA must be notified of significant changes discovered after this date and will determine if a late resubmission is required.

PART 1. RESPONDENT IDENTIFICATION DATA

Report Period: Enter the year and month for which this form is being submitted.

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.

Enter the name and addresses of the reporting company. If they are the same, only report one address. Enter the name, telephone number, fax number and email address for the contact person.

Enter the month, day, and year this report is being filed.

Enter the number of States for which data are reported. Report sales for all States in which your company does business.

Type of Report: Check the box which indicates whether this form is: (1) an Original, or (2) a Resubmission. If this is a resubmission, enter the date of the report for which this report is a resubmission.

PART 3. TYPE OF OPERATIONS

Mark the appropriate type of entity according to the definitions provided. The type of entity should not change from month to month but should reflect the activity of the firm throughout the year.

- Firms engaging in both reselling and retailing should mark "Reseller/Retailer."
- Firms which directly or indirectly control a refiner should mark "Refiner/Gas Plant Operator."
- Firms which directly or indirectly control a gas plant operator should mark "Refiner/Gas Plant Operator."

Enter the status of the firm at the end of the reference month. If the firm has been sold or leased, or permanently ceased operation, submit a letter to DOE stating the reason for the change in status. If the firm has been sold or leased, provide the name and address of the new company, and the date of the transfer. If the firm has permanently ceased operation, provide the date the firm ceased operation. You may either include the letter with your monthly report or send it separately to the address shown in Section 5.

File separate Parts 4, 5, and 6 forms for each State in which your company does business.

Check the box to indicate whether this is: (1) an Original, or (2) a Resubmission. If it is a resubmission, enter the reference month for which this is a resubmission.

Enter the month and year of the reference month for which these data are being submitted.

Enter the 10-digit number assigned to the reporting firm for this survey.

Enter the abbreviation for the State. See Appendix A for a list of State abbreviations.

PART 4. MONTHLY STATE SALES OF FINISHED MOTOR GASOLINE

Finished Motor Gasoline

Report gasoline sales volumes and prices by category and grade in accordance with their classification at the time of sale. The intent of this form is to collect sales volumes and prices for reformulated, oxygenated and conventional gasoline sold as regular, midgrade, and premium. For the majority of the United States, the octane ranges "(R+M)/2" identified in the Definitions (Section 11) are appropriate for distinguishing among the three grades of gasoline to be reported.

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, its affiliates, or subsidiaries, should be included in the wholesale sales categories DTW, Rack or Bulk.

Reformulated Gasoline

Report all sales of gasoline that have been certified as reformulated gasoline per EPA regulations as reformulated gasoline. Gasoline that meets both the oxygenated and reformulated definitions as certified by the EPA should be reported as reformulated gasoline.

Conventional Gasoline

Report sales of oxygenated gasoline as conventional gasoline if it meets the specifications for oxygenated gasoline as approved by EPA. Blends of gasoline containing Fuel Ethanol, Methyl Tertiary Butyl Ether (MTBE) or other oxygenates should be reported according to the above criteria. Report gasohol as conventional gasoline in the grade of gasoline in which it was sold. Do not report ethanol (alcohol) sold separately for blending purposes.

PART 5. MONTHLY STATE SALES OF NO. 2 DISTILLATES AND PROPANE

No. 2 Distillates

Report retail sales of No. 2 distillates by the type of end-use customer.

Include under the category "Residential Sales" those sales of No. 2 distillate 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 No. 2 distillate 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, along with 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 No. 2 distillate sales for vessel bunkering under this category.

Include under the category "Industrial Sales" those sales of No. 2 distillate to public or private firms engaged in mining, construction, or manufacturing.

Include under the category "Sales Through Company-Operated Retail Outlets" those sales of ultra-low and low sulfur No. 2 diesel fuel made through company-operated retail outlets which are subject to motor fuel gallonage taxes. Refer to the definition of company-operated retail outlets.

Include under the category "Sales to Other End-Users" (e.g., distillate sales to agricultural customers or to utilities) sales of No. 2 distillate to end-use customers not included in any of the above categories.

Report sales of No. 2 diesel fuel according to the parts per million (ppm) sulfur content.

Propane

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. Include 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, sales to hospitals, religious institutions, 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 a manufacturer 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" (e.g., propane sales to agricultural customers or to utilities) sales of propane to end-user customers not included in any of the above categories.

PART 6. MONTHLY STATE SALES OF RESIDUAL FUEL OIL

Include under the category "Retail Sales" all direct sales to end-users. Include under the category "Wholesale Sales" all sales to resellers or retailers.

Residual fuel oil sales for vessel bunkering should be reported under "Retail Sales."

8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the Government Accountability Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are applied to the statistical data published from EIA-782B survey information to ensure that the risk of disclosure of identifiable information is very small.

9. SANCTIONS

The timely submission of Form EIA-782B by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal 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.

10. 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 2.5 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: Energy Information Administration, Statistics and Methods Group, EI-70, 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.

11. DEFINITIONS

Affiliate - An entity which is directly or indirectly owned, operated, or controlled by another entity.

ASTM - The acronym for the American Society for Testing and Materials.

Bulk Sales - Wholesale sales of petroleum products in individual transactions which exceed the size of a truckload.

Commercial/Institutional - Firms engaged in transportation, wholesale or retail trade, finance, insurance, and real estate. Included are apartment buildings/complexes and other multi-family dwellings, hotels, and office buildings or complexes, local, State or Federal facilities or organizations including the military, schools, hospitals, religious institutions, universities and all other government-supported organizations.

Company-Operated Retail Outlet - Any retail outlet (i.e., service station) that sells motor vehicle fuel and is under the direct control of a firm that sells the retail product price and directly collects all or part of the retail margin. This category includes retail outlets operated by: (1) salaried employees of the firm and/or its subsidiaries and affiliates, (2) licensed or commissioned agents, and/or (3) personnel services contracted by the firm.

Conventional Gasoline - See Finished Motor Gasoline.

Dealer Tank Wagon (DTW) Sales - Wholesale sales of petroleum products priced on a delivered basis to a retail outlet.

Distillate Fuel Oil - A general classification for one of the petroleum fractions produced in conventional distillation operations. It includes diesel fuels and fuel oils. Products known as No. 1, No. 2, and No. 4 diesel fuel are used in on-highway diesel engines, such as those in trucks and automobiles, as well as off-highway engines, such as those in railroad locomotives and agricultural machinery. Products known as No. 1, No. 2, and No. 4 fuel oils are used primarily for space heating and electric power generation.

a. **No. 2 Distillate** - A petroleum distillate that can be used as either a diesel fuel (see **No. 2 Diesel Fuel**) or a fuel oil (see **No. 2 Fuel Oil**).

(1) **No. 2 Diesel Fuel** - A distillate fuel oil that has a distillation temperature of 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines that are generally operated under uniform speed and load conditions, such as those in railroad locomotives, trucks, and automobiles.

(a) **Ultra-low Sulfur No. 2 Diesel Fuel** - No. 2 diesel fuel that has a sulfur level no higher than 15 ppm. It is used primarily in motor vehicle diesel engines for on-highway use.

(b) **Low Sulfur No. 2 Diesel Fuel** - No. 2 diesel fuel that has a sulfur level between 15 ppm and 500 ppm (inclusive). It is used primarily in motor vehicle diesel engines for on-highway use.

(c) **High Sulfur No. 2 Diesel Fuel** - No. 2 diesel fuel that has a sulfur level above 500 ppm.

(2) **No. 2 Fuel Oil (Heating Oil)** - A distillate fuel oil that has distillation temperatures of 400 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 396. It is used in atomizing type burners for domestic heating or for moderate capacity commercial/industrial burner units.

Finished Motor Gasoline - A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in spark-ignition engines. Motor gasoline, as defined in ASTM Specification D 4814 or Federal Specification VV-G1690C, is characterized as having a boiling range of 122 to 158 degrees Fahrenheit at the 10-percent recovery point to 365 to 374 degrees Fahrenheit at the 90-percent recovery point. "Motor gasoline" includes conventional gasoline; all types of oxygenated gasoline, including gasohol; and reformulated gasoline, but excludes aviation gasoline. *Note:* Volumetric data on blending components, such as oxygenates, are not counted in data on finished motor gasoline until the blending components are blended into the gasoline.

a. **Reformulated Gasoline** - Finished motor gasoline formulated for use in motor vehicles, the composition and properties of which meet the requirements of the reformulated gasoline regulations promulgated by the U.S. Environmental Protection Agency under Section 211(k) of the Clean Air Act. It includes gasoline produced to meet or exceed emissions performance and benzene content standards of federal-program reformulated gasoline even though the gasoline may not meet all of the composition requirements (e.g. oxygen content) of federal-program reformulated gasoline. *Note:* This category includes oxygenated fuels program reformulated gasoline (OPRG) but excludes reformulated gasoline blendstock for oxygenate blending (RBOB).

b. **Oxygenated Gasoline** - Finished motor gasoline, other than reformulated gasoline, having an oxygen content of 2.7 percent or higher by weight and required by the U.S. Environmental Protection Agency (EPA) to be sold in areas designated by EPA as carbon monoxide (CO) nonattainment areas. *Note:* Oxygenated gasoline excludes oxygenated fuels program reformulated gasoline (OPRG) and reformulated gasoline blendstock for oxygenate blending (RBOB). Data on gasohol that has at least

2.7 percent oxygen, by weight, and is intended for sale inside CO attainment areas are included in data on oxygenated gasoline. Other data on gasohol are included in data on conventional gasoline. Oxygenated gasoline is included in conventional gasoline beginning with January 2007 data.

- c. **Conventional Gasoline** - Finished motor gasoline not included in the oxygenated or reformulated gasoline categories. *Note:* This category excludes reformulated gasoline blendstock for oxygenate blending (RBOB) as well as other blendstock.

Within each of these three types of gasoline are the following three grades:

1. **Regular Gasoline** - Gasoline having an antiknock index, i.e., octane rating, greater than or equal to 85 and less than 88.
2. **Midgrade Gasoline** - Gasoline having an antiknock index, i.e., octane rating, greater than or equal to 88 but less than or equal to 90.
3. **Premium Gasoline** - Gasoline having an antiknock index, i.e., octane rating, greater than 90.

Note: In general, automotive octane requirements are lower at high altitudes. Therefore, in some areas of the United States, such as the Rocky Mountain States, the octane ranges for the gasoline grades above may be 2 or more octane points lower.

Firm - Any association, company, corporation, estate, individual, joint-venture, partnership, or sole proprietorship or any other entity, however organized, including: (a) charitable or educational institutions; (b) the Federal Government, including corporations, departments, Federal agencies, and other instrumentalities; and (c) State and local governments. A firm may consist of (1) a parent entity, including the consolidated and unconsolidated entities (if any) that it directly or indirectly controls; (2) a parent and its consolidated entities only; (3) an unconsolidated entity; or (4) any part or combination of the above.

Gas Plant Operator - Any firm, including a gas plant owner, which operates a gas plant and keeps the gas plant records. A gas plant is a facility in which natural gas liquids are separated from natural gas, or in which natural gas liquids are fractionated or otherwise separated into natural gas liquid products or both.

Gasohol - A blend of finished motor gasoline and alcohol (generally ethanol but sometimes methanol) at a concentration of 10 percent or less by volume. Data on gasohol that has at least 2.7 percent oxygen, by weight, and is intended for sale inside carbon monoxide nonattainment areas are included in data on oxygenated gasoline.

Industrial - Firms engaged in mining, construction, or manufacturing.

Nonattainment Areas - Any area that does not meet the national primary or secondary ambient air quality standard established by the Environmental Protection Agency for designated pollutants, such as carbon monoxide and ozone.

OPRG - "Oxygenated Fuels Program Reformulated Gasoline" is reformulated gasoline which is intended for use in an oxygenated fuels program control area during an oxygenated fuels program control period.

Oxygenated Gasoline - See Finished Motor Gasoline.

Oxygenates - Substances which, when added to gasoline, increase the amount of oxygen in that gasoline blend. Ethanol, Methyl Tertiary Butyl Ether (MTBE), Ethyl Tertiary Butyl Ether (ETBE), and methanol are common oxygenates.

Parent - A firm that directly or indirectly controls another entity.

Propane, Consumer Grade - A normally gaseous paraffinic compound (C₃H₈), which includes all products covered by Natural Gas Policy Act specifications for commercial use and HD-5 propane and ASTM Specification D 1835. It is a colorless paraffinic gas that boils at a temperature of -43.67°F. It does not include the propane portion of any natural gas liquid mixes, e.g., butane-propane mix.

Rack Sales - Wholesale truckload sales or smaller of petroleum products where title transfers at a terminal.

Reference Month - The calendar month and year to which the reported cost, price, and volume information relates.

Refiner - A firm or the part of a firm that refines products or blends and substantially changes products, or refines liquid hydrocarbons from oil and gas field gases, or recovers liquefied petroleum gases incident to petroleum refining and sells those products to resellers, retailers, reseller/retailers or ultimate consumers. "Refiner" includes any owner of products which contracts to have those products refined and then sells the refined products to resellers, retailers, or ultimate consumers.

RBOB - "Reformulated Gasoline Blendstock for Oxygenate Blending" is a motor gasoline blending component which, when blended with a specified type and percentage of oxygenate, meets the definition of reformulated gasoline.

Reformulated Gasoline - See Finished Motor Gasoline.

Reseller - A firm (other than a refiner) that is engaged in a trade or business that buys refined petroleum products and then sells them to a purchaser who is not the ultimate consumer of those refined products.

Reseller/Retailer - A firm (other than a refiner) that carries on the trade or business activities of both a reseller and a retailer; i.e., purchasing refined petroleum products and reselling them to purchasers who may be either ultimate or other than ultimate consumers.

Residential - Sales of No. 2 distillate and propane to individual customers or households (as opposed to businesses or institutions) who ostensibly use the fuel in a residence for space heating, cooking, etc. Sales to apartment buildings/complexes or to other multi-family dwellings are excluded from the "Residential Sales" category and are included in the "Commercial/Institutional Sales" category.

Residual Fuel Oils - The heavier oils, known as No. 5 and No. 6 fuel oils, that remain after the distillate fuel oils and lighter hydrocarbons are distilled away in refinery operations. They conform to ASTM Specifications D 396 and D 975 and Federal Specification VV-F-815C. No. 5, a residual fuel oil of medium viscosity, is also known as Navy Special and is defined in Military Specification MIL-F-859E, including Amendment 2 (NATO Symbol F-770). It is used in steam-powered vessels in government service and inshore powerplants. No. 6 fuel oil includes Bunker C fuel oil and is used for the production of electric power, space heating, vessel bunkering, and various industrial purposes.

Retailer - A firm (other than a refiner, reseller, or reseller/retailer) that carries on the trade or business of purchasing refined petroleum products and reselling them to ultimate consumers.

Sale - The transfer of title of an energy commodity from the seller to a buyer for a price or quantity transferred

during a specified period. **EXCLUDES:** Intrafirm transfers, product consumed directly by the reporting firm, sales of bonded fuel, and products delivered/loaned to exchange partners except where the amount supplied exceeds the amount received and the differential is invoiced as a sale during the reference month.

Subsidiary - An entity directly or indirectly controlled by a parent company which owns 50% or more of its voting stock.

Unit Price - Total revenue derived from the sale of product during the reference month divided by the total volume sold; also known as the weighted average price. Total revenue excludes all taxes but includes transportation costs that were paid as part of the purchase price.

United States - The 50 States and the District of Columbia.

APPENDIX A

LIST OF STANDARD STATE ABBREVIATIONS

| | | |
|-----------------------------|-----------------------|-----------------------|
| AL ... Alabama | KY ... Kentucky | ND ... North Dakota |
| AK ... Alaska | LA ... Louisiana | OH ... Ohio |
| AZ ... Arizona | ME ... Maine | OK ... Oklahoma |
| AR ... Arkansas | MD ... Maryland | OR ... Oregon |
| CA ... California | MA ... Massachusetts | PA ... Pennsylvania |
| CO ... Colorado | MI ... Michigan | RI ... Rhode Island |
| CT ... Connecticut | MN ... Minnesota | SC ... South Carolina |
| DE ... Delaware | MS ... Mississippi | SD ... South Dakota |
| DC ... District of Columbia | MO ... Missouri | TN ... Tennessee |
| FL ... Florida | MT ... Montana | TX ... Texas |
| GA ... Georgia | NE ... Nebraska | UT ... Utah |
| HI ... Hawaii | NV ... Nevada | VT ... Vermont |
| ID ... Idaho | NH ... New Hampshire | VA ... Virginia |
| IL ... Illinois | NJ ... New Jersey | WA ... Washington |
| IN ... Indiana | NM ... New Mexico | WV ... West Virginia |
| IA ... Iowa | NY ... New York | WI ... Wisconsin |
| KS ... Kansas | NC ... North Carolina | WY ... Wyoming |