



FORM EIA-914 MONTHLY NATURAL GAS PRODUCTION REPORT INSTRUCTIONS

PURPOSE

The Energy Information Administration's (EIA) Form EIA-914 "Monthly Natural Gas Production Report" collects information on natural gas production by operators in the United States. Data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275. This report is mandatory under the FEA Act. The aggregated data will appear in EIA publications *Natural Gas Annual*, *Monthly Energy Review* and *Natural Gas Monthly*, and on EIA's website <http://www.eia.doe.gov>.

REPORTING REQUIREMENTS

Report must be completed by selected operators of oil and gas wells in the United States that produce natural gas, including federal and state offshore well operators. The operator is the person, company, or entity recognized by State or Federal regulatory agencies as the operator. Generally a working interest owner operating wells that produce natural gas from natural gas wells, gas condensate wells, or oil wells.

Report for operated wells only. Report totals for the following areas: **Federal Offshore Gulf of Mexico, Louisiana, New Mexico, Oklahoma, Texas, Wyoming, and Other States**. The Other States include all remaining states except Alaska, and includes other Federal Offshore (i.e., California) production not specifically asked for in the other six areas.

WHEN TO REPORT

Information requested must be provided within 40 days after the end of the production report month, i.e., June production reported by August 10. Twelve reports are required per calendar year.

HOW TO REPORT

You may submit your EIA-914 data to EIA via Secure File Transfer, email, fax, or mail.

Secure File Transfer – For submitting spreadsheet format (XLS) electronic form. The Secure hypertext transfer protocol (HTTPS) is an industry standard method to send information over the web using a secure, encrypted process. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. Website: <https://idc.eia.doe.gov/upload/notice914.jsp>

Email, Fax, or Mail – Refer to Form EIA-914 for information on filing in this manner.

ELECTRONIC FORMS / INSTRUCTIONS

You may access these materials by following these steps:

1. Go to EIA's website <http://www.eia.doe.gov>
2. Click on **Survey Forms** on the left side of the page
3. Scroll down and click on EIA-914
4. Click on XLS or PFD version of the materials
5. Form must be saved to your personal computer.

DEFINITIONS

Flared: Natural gas that is disposed of by burning.

Gross Withdrawals: Full well stream volume from both oil and gas wells, including all natural gas plant liquids and nonhydrocarbon gases after oil, lease condensate, and water have been removed. Also includes production delivered as royalty payments and production used as fuel on the lease. See item 1 on Figure 1.

Lease Condensate: A mixture consisting primarily of hydrocarbons heavier than pentanes that is recovered as a liquid from natural gas in lease separation facilities. This category excludes natural gas plant liquids, such as butane and propane, which are recovered at downstream natural gas processing plants or facilities.

Lease Separator: A facility installed at the surface for the purpose of separating the full well stream volume into three parts at the temperature and pressure conditions set by the separator. For oil wells, these parts include produced crude oil, natural gas and water. For gas wells, these parts include produced natural gas, lease condensate and water.

Natural Gas Lease Production: Gross Withdrawals of natural gas minus gas production injected on the lease into producing reservoirs, vented, flared, used as fuel on the lease, and nonhydrocarbon gases removed in treating or processing operations on the lease. See item 2 on Figure 1.

Nonhydrocarbon Gases: Typical nonhydrocarbon gases that may be present in reservoir natural gas, such as carbon dioxide, helium, hydrogen sulfide, nitrogen, and water vapor.

Vented: Natural gas that is disposed of by releasing to the atmosphere.

GENERAL INSTRUCTIONS

Report all production volumes on a total operated basis. This includes all gas production associated with oil and gas wells operated by an individual operator within a State. This is also called the “Gross Operated” or “8/8ths Basis”.

Report all production in million cubic feet (MMCF) rounded to the nearest million.

Report all production at a pressure base of 14.73 psia at 60 degrees Fahrenheit.

Negative values should not be filed on any part of the Form EIA-914. If operated properties in any area produce no gas, a value of zero (0) should be reported for that area. If there are no operated properties in an area, leave the cell blank for that area.

Reporting of reasonable estimates is encouraged if necessary to meet the due date.

A report is required to be resubmitted if actual or corrected data vary more than plus or minus four percent (4%) from the data previously reported. Resubmitting data that vary by less than four percent (4%) from the data previously reported is not required, but is encouraged. Indicate a resubmission by checking the box provided in Part I of Form EIA-914. When reporting revisions, report for all areas again: the original data for areas with no corrections and revised data for areas with corrections. A revised report should be resubmitted as soon as changes become known.

SPECIFIC INSTRUCTIONS

PART I: RESPONDENT IDENTIFICATION DATA

EIA ID Number: If you do not presently have an identification number, EIA will assign you one. However, prior to assignment, please submit this form leaving the identification number blank.

PART II: MONTHLY NATURAL GAS PRODUCTION

All information requested in this part of the form must be reported each time the form is submitted. Line 1 and 2 values should correspond to the boxes numbered 1 and 2 seen in Figure 1 of these instructions.

EXPLANATORY NOTES

Please use this space to explain any unusual data values, revisions, or changes to data reported on Form EIA-914, such as changes to respondent identification information, revisions to production data, significant changes from prior month, change of operatorship, and effective date, etc.

SANCTIONS

The timely and factual submission of Form EIA-914 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 a day for each violation, or a fine of not more than \$5,000 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.

PROVISIONS FOR CONFIDENTIALITY

The information you provide will be used for statistical purposes only. All the information the Energy Information Administration (EIA) collects for this survey about your company is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (CIPSEA) (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. By law, 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.

FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 3 hours 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 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 SW, Washington, DC 20585; and to Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

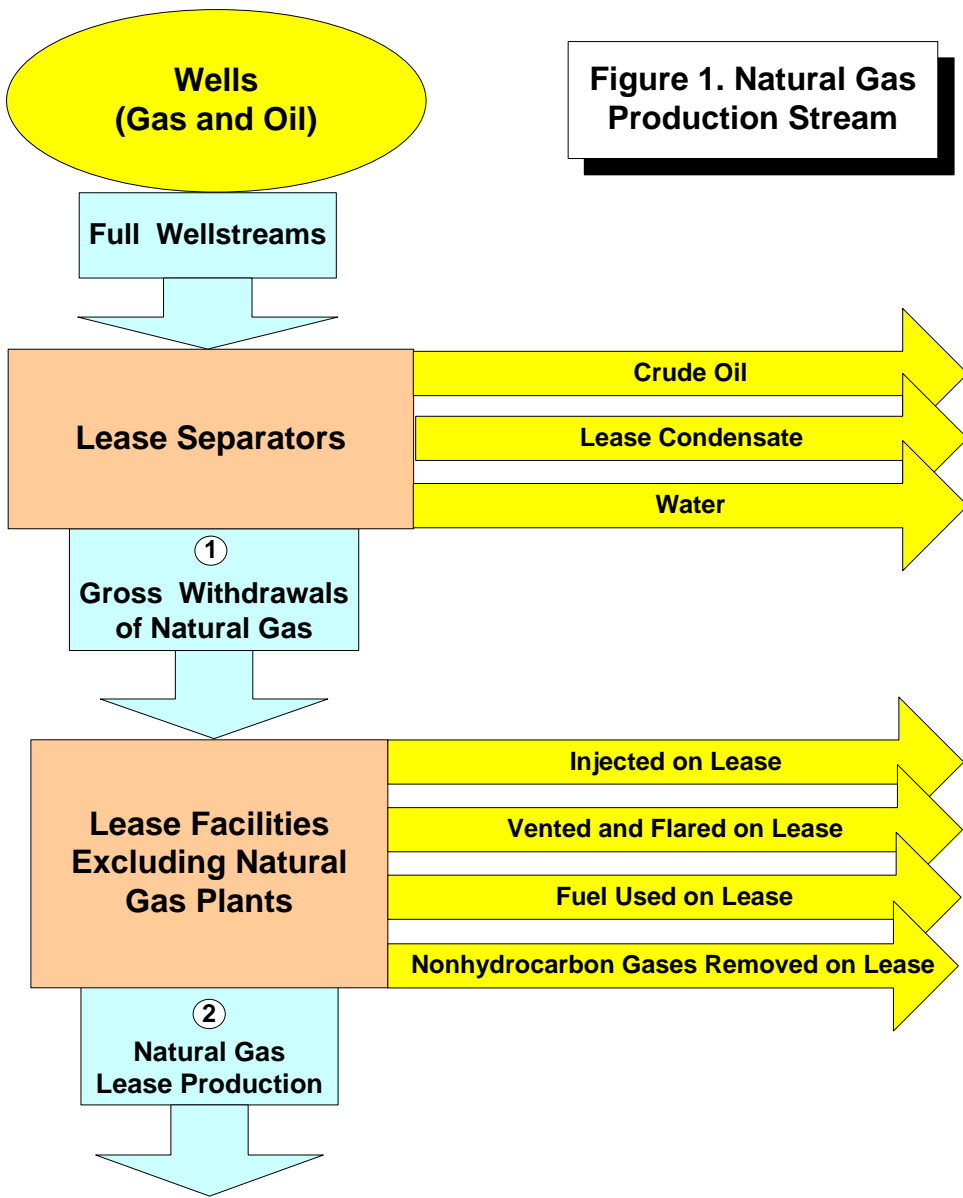


Figure 1. Natural Gas Production Stream