

Federal Energy Regulatory Commission
Office of Enforcement
Washington DC 20426

December 16, 2008

**TO OIL PIPELINE COMPANIES
FILING FERC FORM NOS. 6 AND 6-Q**

Enclosed are instructions and other pertinent information for use in preparation and submission of FERC Form No. 6, Annual Report of Oil Pipeline Companies for the reporting year ending December 31, 2008 and Supplemental Form 6-Q, Quarterly Financial Report (FERC Form No. 6-Q) for the 2009 reporting year.

HIGHLIGHTS

- The deadline for filing the 2008 FERC Form No. 6 is **April 18, 2009**.
- The 2009 FERC Form No. 6-Q due dates are: Quarter 1 - June 9, 2009; Quarter 2 – September 8, 2009; Quarter 3 – December 9, 2009.
- Data validation checks will be incorporated into the annual form submission software in December 2008 to improve the overall quality of FERC forms data filed with the Commission.
- Questions concerning reporting and filing requirements should be directed to the Office of Enforcement’s Forms Administration and Data Branch staff, which has responsibility for administering Form No. 6 and FERC Form No. 6-Q.
- All software and technical questions regarding submission and accessing FERC Form No. 6 data will be handled by FERC Online Support Staff.

WHO MUST SUBMIT FERC FORMS NOS. 6 AND 6-Q

Each oil pipeline company must submit FERC Form No. 6 as described in (18 C.F.R. § 357.2a). Oil pipeline companies with jurisdictional revenues less than \$500,000 must file certain FERC Form No. 6 pages as described in (18 C.F.R. § 357.2).

WHEN AND HOW TO SUBMIT FERC FORM NO. 6

Companies filing FERC Form No. 6 must file electronically by April 18, 2009. The electronic submission must be created by using the FERC Form No. 6 submission software provided free of charge by the Commission on its web site <http://www.ferc.gov/docs-filing/eforms/form-6/elec-subm-soft.asp>. The software is used to submit the electronic filing to the Commission via the Internet. It is not necessary to file a paper copy with the Commission.

DATA VALIDATION CHECKS

FERC staff will be implementing data validation checks in the annual form submission software in December 2008 to improve the overall quality of the annual FERC Form data filed with the Commission. The data validation feature will not be enabled for quarterly filings. The form submission software will generate a Data Error and Warning Checks Report to determine if the data are free of “critical” errors. The report will identify both “errors” and “warnings” regarding specific items in the filing. Data that contain “errors” can not be electronically filed until the errors have been corrected by the filer.

As a courtesy, the Data Error and Warning Checks Report will also flag the remaining items as data “warnings.” While respondents may file their Form data with “warnings” and in some instances the data entry may be correct, we encourage respondents to review the warnings and if necessary resolve any data inconsistencies. FERC staff may also review the “warnings” in the Data Error and Warning Checks Report. For detailed information on the Data Validation Checks please see: <http://www.ferc.gov/docs-filing/eforms.asp#6>

HELP WITH FORM 6 SUBMISSION SOFTWARE AND ELECTRONIC FILING

All questions about how to install or use the software should be referred to FERC Online Support toll free at 1-866-208-3676, locally at 202-502-6652 (or 202-502-8659 for TTY), or email ferconlinesupport@ferc.gov.

New companies or companies filing with a new name must first register by sending an email to ferconlinesupport@ferc.gov containing the following information: company name, company address, point-of-contact name, email address and phone number.

After receiving this information, FERC Online Support will provide the requestor with instructions on how to set up the software application and an access number to permit electronic filing via the forms submission software. The point-of-contact list will be used to disseminate any future information on the software. Once a company has been assigned an access number it does not need to obtain a new one for subsequent annual filings.

RESUBMISSIONS OF FERC FORM NO. 6 FILINGS

Resubmit any revised FERC Form No. 6 data using the form submission software only. Revised schedules should be noted in the remarks section of the List of Schedules. Explain the reason for the resubmission in a footnote for any revised data fields.

OTHER REPORTING MATTERS

Questions Concerning Filing and Reporting Requirements for FERC Form No. 6 and FERC Form No. 6-Q

All informal questions regarding filing and reporting requirements and other matters relating to the reporting of information in FERC Form 6 should be directed the Office of Enforcement’s Forms Administration and Data Branch. Please contact Samuel Berrios, Jr. at 202-502-6212, or Brian Holmes at 202-502-6008 or send questions to form6@ferc.gov.

Clarification of the term “Year to Date” in regard to Quarterly Forms

The chart below clarifies what is meant by year to date data:

| Quarter | Reporting Period for Year-to-Date Information |
|----------------|--|
| Q1 | January 1-March 31 |
| Q2 | January 1-June 30 |
| Q3 | January 1-September 30 |

Questions Regarding Forms Submission Software and Data Downloading Issues

All questions regarding filing and reporting requirements for FERC Form Nos. 6 and 6-Q should be directed to the Office of Enforcement’s Forms Administration and Data Branch. Please contact Samuel Berrios, Jr. at 202-502-6212 or Brian Holmes at 202-502-6008 or send questions to form6@ferc.gov.

Sincerely,

Jerome Pederson, Director
Division of Financial Regulation