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## EIA-878 MOTOR GASOLINE PRICE SURVEY INSTRUCTIONS

### 1. QUESTIONS?

If you have any questions about Form-878 after reading the instructions, please call our toll free number 1-800-639-3705.

### 2. PURPOSE

The Energy Information Administration (EIA) Form EIA-878, "Motor Gasoline Price Survey," is designed to collect data on the cash, pump price of self-serve, unleaded gasoline, by grade of gasoline. The data are used to monitor changes in gasoline prices and to report to Congress and others when requested.

### 3. WHO MUST REPORT

Response to the Form EIA-878 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) for the scientifically selected sample of companies selling gasoline at retail outlets. Companies sampled are notified in writing or by phone in advance.

Section 8 explains the possible sanctions for failing to report.

### 4. WHEN TO REPORT

The data on Form EIA-878 are collected on Monday of each week by telephone, except for National holidays, in which case, the data are collected on the following Tuesday.

### 5. WHERE TO REPORT

EIA personnel collect the data by telephone. Respondents are required to provide the data when contacted. Companies preferring to report by facsimile or email should contact the toll free number above in advance to make arrangements.

### 6. HOW TO REPORT

#### PART I. IDENTIFICATION DATA

At the time of respondent initiation, the identification information will be verified with the company. Should any of this information change after initiation, report the change the next data collection time. If the outlet is sold to another company, this change should also be reported.

Indicate the month, day, and year (e.g., November 5, 2007 is: Month 11 Day 05 Year 07) of the price in the "Prices for" area. Prices are as of 8:00 a.m. EST.

#### PART II. PRICE DATA

The reported price should be the cash pump price for self-serve unleaded gasoline. If the station does not offer self-serve, then report the cash price for mini-serve (if available) or full serve.

### 7. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information you provide will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title 5, Subtitle A, Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents without your consent. By law, every EIA employee as well as every agent has taken an oath and is subject to a jail term, a fine of up to \$250,000, or both if he or she discloses ANY identifiable information about you.

### 8. SANCTIONS

The timely submission of Form EIA-878 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.

### 9. REPORTING 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 .05 hours per response, including the time of gathering and maintaining the data needed, and reporting the 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.