



Building Fuel Oil Usage Form

1999 Commercial Buildings Energy Consumption Survey (CBECS)

1. **Timely submission of this report is mandatory under Public Law 93-275, as amended.**
2. **This completed report is due by**
3. **Data reported on this questionnaire are for the entire building identified in the label to the right.**
4. **Data may be submitted directly on this questionnaire or in any other format, such as a computer-generated listing, which provides the same information and is convenient for your company.**

Label

 - a. **You may submit a single report for the entire building, or if it is easier, a separate report for each of several accounts in the building. These will then be aggregated by the survey contractor.**
 - b. **If you are concerned about your individual account information, you may choose to mark out account numbers on any computer-generated listing that you send us; however, write the CBECS building identification number (indicated in the label above) on your listing.**
 - c. **Whatever format you use, ensure that all questions are answered.**
5. **If you have any specific questions concerning this questionnaire, please contact the CBECS Supplier Survey Specialist (toll free) at 1-888-861-0464.**

For general information about the survey, visit our Web site at <http://www.eia.doe.gov/emeu/cbecs>.
6. **Please use the enclosed self-addressed, postage-paid envelope to return the completed form, or mail the form to:**

Commercial Buildings Energy Consumption Survey	or FAX to:
c/o Westat	1-888-881-6757
1650 Research Blvd.	
Rockville, MD 20850-3129	

This report is mandatory under Public Law 93-275, as amended. The timely submission of Form EIA-871F by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Failure to respond may result in criminal fines, civil penalties, and other sanctions as provided by law. Per the Paperwork Reduction Act of 1995, you are not required to respond to any Federally-sponsored collection of information unless it displays a valid OMB Approval Number. The valid OMB Approval Number for this information collection (1905-0145) is displayed at the lower left hand corner of this page.

Confidentiality: Any information collected that will permit identification of respondents or their buildings will be confidential and used only for statistical purposes. Data that can be identified with individual respondents will not be disclosed or released by the survey contractor to anyone (including the Department of Energy) for any other purpose, except as required by law.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, 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 the Energy Information Administration, Statistics and Methods Group, EI-70, Washington, DC 20585-0670, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Form EIA-871F

OMB Approval Number: 1905-0145

Expires: November 30, 2002

Building Fuel Oil Usage

1.	<p>Questions 2 through 6 ask for the total annual deliveries and costs for fuel oil delivered to the building identified on the mailing label on the front page of this questionnaire, as well as the reporting period for the information.</p> <p>If it is easier for you to report separate deliveries, you may use the Worksheet on page 4 to list all deliveries, otherwise go to Question 2 to enter annual figures.</p>	
2.	<p>Enter the total amount of fuel oil delivered to the building identified in the label on the front page of this questionnaire during the period from January 1, 1999 through December 31, 1999.</p> <p>The total to be reported is the sum of the individual deliveries of fuel oil to all separately billed customers in the building during the period from January 1, 1999, through December 31, 1999.</p> <p>The total should include: --former customers who were in the building during the reporting period, and --all customers or accounts in the building, whether commercial or noncommercial.</p>	<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <p>Gallons</p>
3.	<p>Enter the type of fuel delivered to this building. (Check one)</p> <p>If more than one type of fuel was delivered, indicate the type of fuel delivered to most of the customers in the building most of the time.</p> <p>Fuel oil includes distillate (#1, #2, and #4 fuel oil) and residual (#5 and #6 fuel oil). Diesel includes #1 and #2 diesel oils.</p>	<p><input type="checkbox"/> Fuel Oil (includes distillate and residual)</p> <p><input type="checkbox"/> Kerosene</p> <p><input type="checkbox"/> Diesel</p> <p><input type="checkbox"/> Don't Know</p>
4.	<p>Enter the total costs for the total fuel oil deliveries reported in Question 2.</p> <p>Include State and local taxes. Exclude merchandise, repair or service charges.</p> <p>Round amounts to the nearest dollar.</p>	<div style="border: 1px solid black; width: 150px; height: 20px; display: flex; align-items: center;"> \$ </div> <p>U.S. Dollars</p>
5.	<p>Please enter the starting and ending dates of the reporting period for the fuel oil deliveries reported in Question 2.</p>	<p>Starting Date: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> Mo/Day/Yr</p> <p>Ending Date: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> Mo/Day/Yr</p>
6.	<p>Enter the date of the last delivery to this building prior to the starting date reported in Question 5.</p>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <p>Mo/Day/Yr</p>

Building Fuel Oil Usage, cont.

7.	<p>Do the responses to Question 2 or on the Worksheet include all accounts or customers active in this building as of December 31, 1999?</p> <p>The term "customer" refers to a company, office, person, agency, etc., that is sent a bill for deliveries of fuel oil to the building. "Customer" means all separately billed tenants or occupants of the building, regardless of whether the bills are sent to the building address or to some other address. The term also includes any separate bill sent to the building management or owners for the costs of deliveries of fuel oil for the building as a whole (hallways, lobbies, areas used for storage or maintenance operations, etc.).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
8.	<p>Does the information in Question 2 or on the Worksheet include deliveries to any building(s) other than the building shown in the label on the front page of this questionnaire?</p> <p>Check the YES box if the bills that furnished the information for Question 2 or the Worksheet include substantial deliveries to buildings other than the selected one, and you are unable to report separately for the selected building.</p> <p>Check the NO box if the bills include deliveries for the selected building only. Also check the NO box if the figures include only <u>minor</u> out-buildings, such as a shed.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know

9.	Contact Information (please print)		
Name of person who completed this questionnaire:	_____		
Date:	<input style="width: 150px; height: 20px;" type="text"/>		
Title:	_____		
Telephone Number:	<input style="width: 50px; height: 20px;" type="text"/> <small>Area Code</small>	<input style="width: 100px; height: 20px;" type="text"/> - <input style="width: 50px; height: 20px;" type="text"/> <small>Number</small>	<input style="width: 80px; height: 20px;" type="text"/> <small>Extension</small>
Fax Number:	<input style="width: 50px; height: 20px;" type="text"/> <small>Area Code</small>	<input style="width: 100px; height: 20px;" type="text"/> - <input style="width: 50px; height: 20px;" type="text"/> <small>Number</small>	<input style="width: 80px; height: 20px;" type="text"/> <small>Extension</small>
E-mail address:	_____		

Thank you for completing this questionnaire!

Please return your completed questionnaire to:

Commercial Buildings Energy Consumption Survey
c/o Westat
1650 Research Blvd.
Rockville, MD 20850-3129

Worksheet (Optional)

Note: Use this worksheet only if you have *not* provided annual amounts in Questions 2 through 6 on page 2.

In the table below, please report the date, quantity delivered, and dollar amount for all deliveries of fuel oil to the building identified in the label on the front page of this questionnaire from December 1, 1998 through January 31, 2000, beginning at Time Period 1.

For Time Period 0, indicate the date of the last delivery prior to those for which quantities are reported.

Time Period	Delivery Date (month/day/year)	Fuel Oil Delivered (gallons)	Total Costs ¹ (U.S. Dollars)
0			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
Note 1:	Total costs should <u>include</u> State and local taxes, and <u>exclude</u> merchandise, repair or service charges. Round all amounts to the nearest dollar.		
Go to Question 7, page 3 and complete the questionnaire.			

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