

Form EIA-176
Electronic Filing System
(EFS)

User's Guide
Version 3.0

EIA-176 Electronic Filing System User's Guide
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Introduction

The Form EIA-176, "Annual Report of Natural and Supplemental Gas Supply and Disposition," is used to collect data on the supply and disposition of natural gas in the United States. These data are collected by the Energy Information Administration (EIA), U.S. Department of Energy (DOE), to fulfill its responsibilities for gathering and reporting energy data. Reporting on the Form EIA-176 is mandatory.

Each year the EIA sends a copy of the Form EIA-176 (including form completion instructions) to all respondents. The form and instructions describe who is required to file a Form EIA-176 and provide definitions of the data requested.

This system, the Form EIA-176 Electronic Filing System (EFS), provides respondents with an efficient and effective means for filing the form using a personal computer (PC). You have a choice of submitting your data via either Secure File Transfer, diskette or e-mail (see section titled "Send Forms to EIA" for detailed instructions). This User's Guide provides instructions for using the EFS.

Note: If you wish to load EIA-176 data on to a diskette for mailing, you may use the Filing disk included in the mailing package.

If you require any assistance in installing or running the EFS, call the EIA at (202) 586-9659.

Hardware / Software Requirements

The minimum hardware requirements needed to install and use the EFS are:

- o An IBM-compatible personal computer (PC), with a CD ROM installed
- o The Windows operating system (2000, NT, XP, or Vista)
- o A hard drive with at least 5.0 megabytes of free disk space
- o An 80-column monitor (color or monochrome)
- o A high density 3½-inch floppy disk drive (to submit via diskette)
- o Internet connection and browsing program (Internet Explorer, Firefox, Netscape, etc.)
(to submit via Secure File Transfer)

Installing the EFS Software

IMPORTANT NOTE: If you have previously installed the EFS on your PC, you must first UNINSTALL the old version prior to installing this year's version. To do so, click the Windows Start button, then click Settings. From the Settings menu, click Control Panel. In Control Panel, click Add/Remove Programs. The Add/Remove Programs Properties box is displayed. A list of all programs installed on your PC is shown in the bottom half of this box; select "EIA's Form 176 Electronic Filing System," then click the Add/Remove button at the bottom of the box. Follow the prompts to uninstall the EFS, then proceed to install the new version, as explained below.

To install the EIA-176 EFS on your PC:

- 1) Insert the EFS CD into your PC's CD drive.
- 2) Click the Windows Start button; then click Run. In the Windows RUN command line, type:

D:\EFS176_2008_Installation

[Where D is the drive letter for your CD ROM; yours may differ (i.e., E or F)]

- 3) Click the OK button.

Note: If an installation error message appears, see the "Installation Error Messages" section on the next page. If no error message appears, go to step 4.

- 4) As the install begins, an InstallShield Welcome screen is displayed; click the Next button to continue. Enter your User Name and Company Name in the next screen, and click Next.

- 5) A Filing System Setup screen is displayed. The default directory to which the system will be installed is:

C:\EIA176 2008

(If you wish to change the directory, click the Browse button.)

Click the Next button to continue the installation to the default directory.

- 6) Next, the Select Program Folder box is displayed. The name you enter will be the name you see in your Windows "Programs" menu. The default is efs176_2008. Click the Next button; the Start Copying Files screen is displayed. Click the Next button to complete the installation.

- 7) A box will appear, informing you that the installation was completed successfully. Click Finish to exit the installation process.

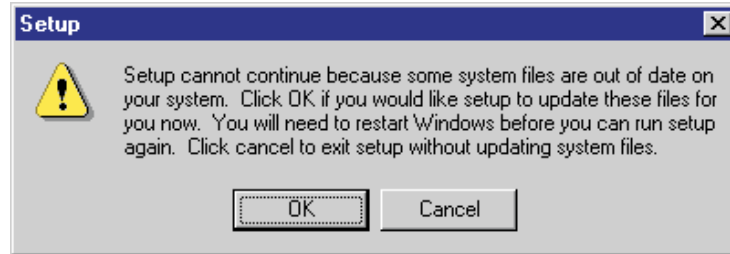
Note: In order to view the EFS optimally, you should have your Windows display set for "Small Font." To check your current font setting, click your Windows Start button, then the Settings button. Select Control Panel. In the Control Panel box, click the Display button. On the Display Properties screen that appears, click the Settings tab at the top. In the left column, there is a "Font size" option:

- If the current font setting is "Small Fonts," click Cancel, close Control Panel, and proceed.

- If the current font setting is "Large Fonts," click the "Font Size" box and select "Small Fonts." Click the OK button at the bottom of the Control Panel. A dialog box is displayed, informing you that you must restart your computer for the changes to take effect. Click Yes to restart your PC with the correct "Small Fonts" setting.

Installation Error Message

During installation, you may receive the following message:

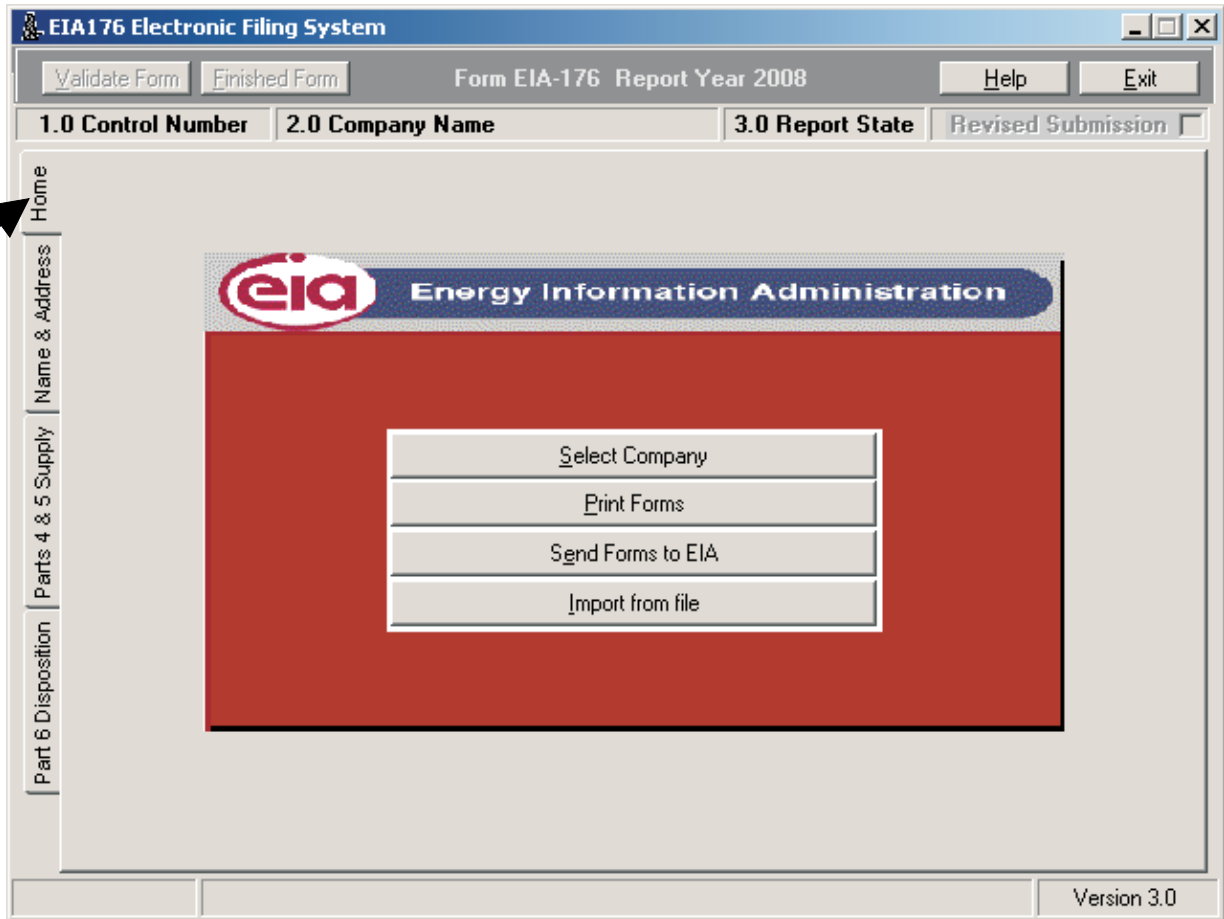


Installation Error: Files Out of Date

If you receive this message, it indicates that certain files on your system need to be updated in order to install the EFS successfully. To update these files automatically, simply click the OK button, and reboot your PC. Once it reboots, install the EFS (perform all procedures described at the beginning of this section (steps 1 through 7). You should no longer receive the Files Out of Date error.

Using the EIA-176 Electronic Filing System

From your Windows Desktop, click the Start - Programs - EIA Applications menu option. Select the EFS176 2008 icon, and the Main Menu Screen of the EIA-176 EFS is displayed, as shown below:



Main Menu Screen

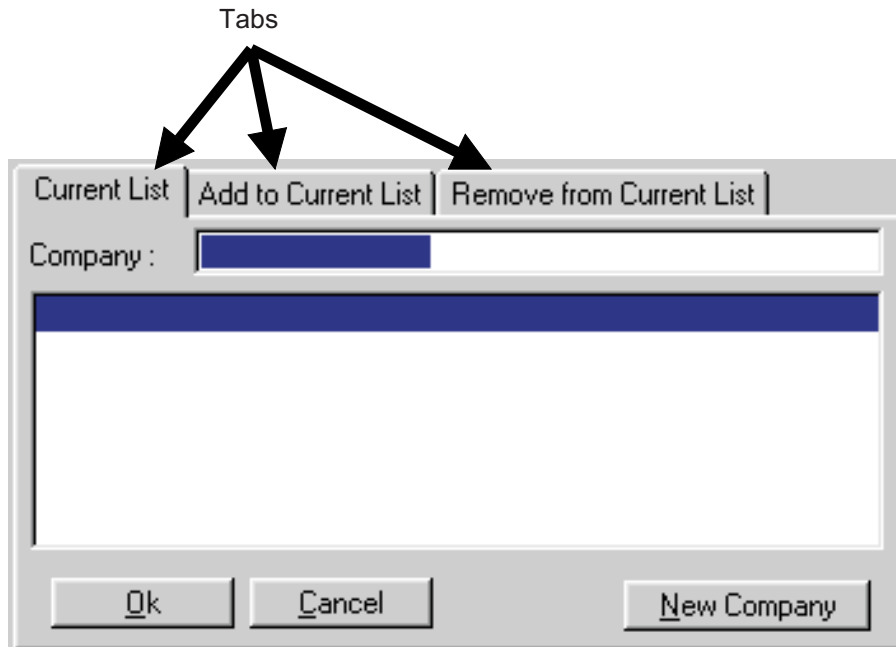
The four main options available in the EFS are accessed via this menu. They are as follows:

- 1) **Select Company:** Click this button to add a company to the Current List (described in the "Select a Company" section), add a new company to the system that is not currently on the list of known EIA-176 respondents, select a current company for editing, or remove a company from the Current List.
- 2) **Print Forms:** Click this button to print a copy of the current version of the active company's EIA-176 form.
- 3) **Send Forms to EIA:** Click this button to generate a file of the completed EIA-176 form for submission to EIA.
- 4) **Import from File:** Click this button to load an externally-created data file into the EFS.

Each option is described in the sections that follow.

Select a Company

After clicking the Select a Company button on the Main Menu Screen, the following Current List screen is displayed:



Select a Company - Current List Screen

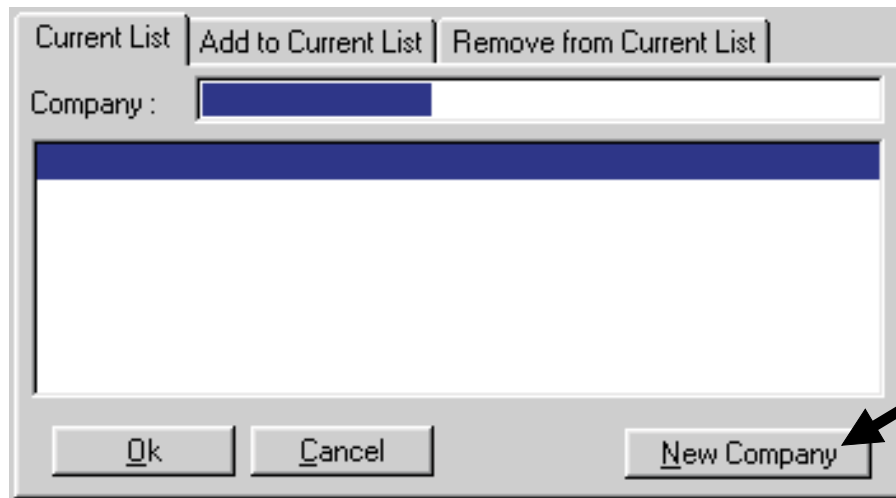
On this screen, there are three tabs, representing the three options available. You may select a company to edit (Current List), add a new company to the EFS from the list of all known EIA-176 respondents (Add to Current List) or delete a company from your current list (Remove From Current List). You may also add a brand new company, using the New Company button.

Current List: This list shows the name and control number of each company for which the respondent intends to submit EIA-176 data. Companies can be easily added and removed from this list. Once the list is completed, the user can select any company to edit or validate from the Current List.

Add A New Company

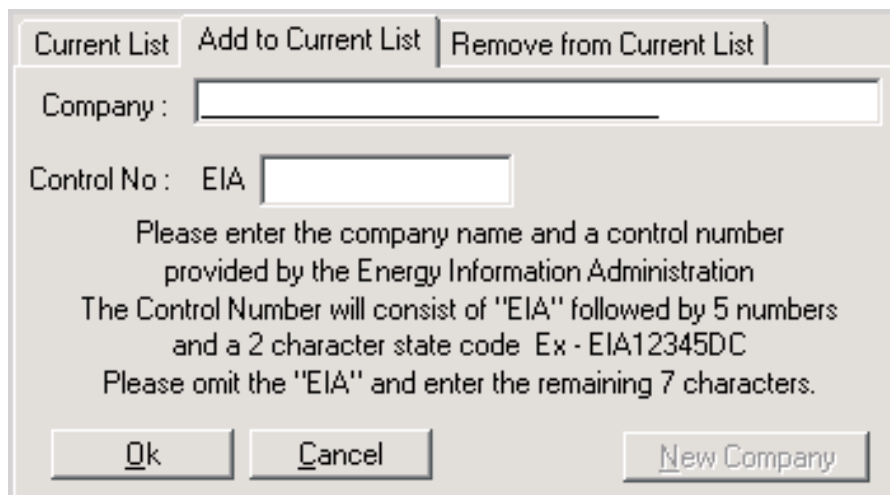
To add a new company that is not yet listed in the EIA-176 database of current EIA-176 respondents to your list of current companies, follow these procedures:

- 1) Click the Select Company button from the Main Menu Screen.
- 2) Click the New Company button in the bottom right corner of the screen, as shown below:



Select a Company - New Company Button

The New Company box is displayed, as shown below:



Select a Company - New Company Box

- 3) Type in the new company's name in the Company box.
- 4) Press the Tab key to move the cursor to the Control number box, and type in the control number of the new company. If you do not know the company's control number, contact the EIA at (202) 586-9659 -- do not make one up!
- 5) Click the OK button to add the new company to your Current List.

Add to Current List

To enter data for a company that currently exists in the EIA respondent database, the company must be added to your Current List. You may add more than one company to your list, but each must be added one at a time. To add an existing company to the current list, follow these procedures:

- 1) Click the Select Company button from the Main Menu Screen.
- 2) Click the Add to Current List tab. A list of existing companies is displayed, as shown below:

Company Name	Control Number
ABBYVILLE CITY OF	17600032KS
ABITA SPRINGS NAT GAS & WTR	17600041LA
ACACIA NAT GAS CORP	17604010TX
ADAIRSVILLE NAT GAS SYS	17600081GA
ADAMSVILLE CITY OF	17647093TN
ADEL NAT GAS SYS	17619900GA
AERA ENERGY	17617016CA

Select a Company - Add to Current List Box

- 3) Scroll down the list to locate the company you wish to add to the Current List, OR type in the first few letters of the company name and the list will automatically scroll to company names that begin with the letters being typed. Once you've located the desired company, click the company name, then click the OK button. The selected company is then added to the Current List. The Add to Current List screen tab is still displayed, in case you wish to add more companies.

Remove From Current List

To remove a company from the current list , follow these procedures:

- 1) Click the Select Company button from the Main Menu Screen.
- 2) Click the Remove from Current List tab. A list of current companies is displayed.
- 3) Scroll down the list to locate the company you wish to remove from the Current List, OR type in the first few letters of the company name and the list will automatically scroll to company names that begin with the letters being typed. Once you've located the desired company, click the company name, then click the OK button.
- 4) A confirmation box is displayed, asking if you are sure you wish to delete the company. Click the Yes button to confirm removal of the company, or No to cancel the removal process. If you click Yes, the selected company is removed from the Current List, and the Remove from Current List screen tab is still displayed, in case you wish to remove more companies.

Note: This does not remove the company from the existing company list. If you wish, you may add the company to the Current List again at a later time.

Enter Data

After you have added at least one company to your Current List, you may begin to enter data for that company. To begin updating company data, follow these procedures:

- 1) Click the Select Company box from the Main Menu Screen.
- 2) The default tab selection is Current List. Single click on a company in the Current List box. The selected company's name then appears in the text box to the right of the Company: label. Click the OK button to enter data for that company. You may also type in the first few letters of the company name and the list will automatically scroll to company names that begin with the letters being typed. Once you've located the desired company, click the company name, then click the OK button. The following screen is displayed:

Data Editing - Name and Address Screen

Notes: The currently-active company's basic identification information is displayed constantly at the top of the screen (as indicated above). When you have completed entering data for the current company, click the Finished Form button (as shown above) to clear the identification information at the top of the screen and return to the Main Menu Screen.

Note: All data are saved as they are entered.

3) The cursor will be automatically positioned on the first input field of the current screen. After entering or modifying data, you can press the Enter or Tab key to continue to the next input field. Press the Shift + Tab key combination to move the cursor to the previous input field.

Where numeric values are expected:

- o All fields must have positive values, except Part 6, Line 20.0, which is auto-generated and can be a negative number.
- o Enter the appropriate number, or leave the field blank.
- o Use the Right Arrow key or the Left Arrow key to move within a current field.
- o Previous year's Volume data that are compared to current data are displayed in the yellow box that appears below the active data field, as shown below:

The screenshot shows a data entry form with two rows. The first row is labeled '5.0 Report any other receipts of natural gas within the report State' and has an empty input field. The second row is labeled '6.0 Supplemental gaseous fuels supplies (Specify Type)' and has an input field containing 'Biomass Gas'. To the right of the 'Biomass Gas' field is a numeric input field containing '65'. Below the '65' field is a yellow box containing the text 'Last Years Value : 273761387'. A black arrow points to this yellow box.

Data Editing - Prior Year Data

4) When a data entry entered differs by a large percentage (usually 50%) from the previous year's submitted value, a footnote screen automatically appears, requiring the respondent to footnote the discrepancy.

The screenshot shows a dialog box titled 'Footnote Entry'. It has a large empty text area on the left. On the right side, there are three buttons: 'OK', 'Cancel', and 'Estimated Data' (with a checkbox). At the bottom of the dialog, there is a red banner with white text that reads: 'Please enter why the data exceeds a 50% variance from last year's data'.

Data Editing - Footnote Entry (50% Variance)

You may either type in an explanation (or click the Estimated Data box) and click the OK button to move on to the next data field, or click Cancel and change the data to correct the anomaly. You must either type text in the footnote text box, click the Estimated Data box, or correct the data in order to exit the line number in error.

5) As noted earlier, data are saved as entered. When all data have been added or modified on the current screen, go to the next data entry section by clicking the desired tab along the left side of the screen, as shown below.

EIA176 Electronic Filing System

Validate Form Finished Form Form EIA-176 Report Year 2008 Help Exit

1.0 17677555HI 2.0 STATE GAS 3.0 Hawaii Revised Submission

Part 1: Respondent Identification

Enter the name and mailing address of the company filing the EIA-176

If the Respondent Identification Data has changed since the last report, place a check in the box.

Company Name: _____

Contact: _____

Phone Number: (____) ____ - ____ Ext: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____ - _____

Fax Number: (____) ____ - ____

E-mail Address: _____

List the affiliates or subsidiaries for which data are included in this State:

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Data Editing - Tabs

The Enter Data portion of the system has two parts (Parts 4 & 5 - Supply, and Part 6 - Disposition) and is, essentially, an electronic copy of Form EIA-176. Each of the parts is described in the remainder of this section.

Name & Address: Part 1 - Respondent Information

This screen can be viewed and edited by clicking the Name & Address tab, as shown below. The user checks mailing label information and contact person data that appear on the mailing package for accuracy. Corrections to the company address, telephone number, and point-of-contact can be made from this screen.

Note: If the company's status, name, and/or address are different than what is stated in the Label Information portion of the screen, then you should check the box shown below to report a change in address or contact information. Also enter any Affiliates in the appropriate box.

Part 1: Respondent Identification

Enter the name and mailing address of the company filing the EIA-176

If the Respondent Identification Data has changed since the last report, place a check in the box.

Company Name:

Contact:

Phone Number: - Ext:

Address 1:

Address 2:

City: State: Zip: -

Fax Number:

E-mail Address:

List the affiliates or subsidiaries for which data are included in this State:

Part 3: Type of Operations (Check all that apply)

a. <input type="checkbox"/> Distribution Company - Investor owned	h. <input type="checkbox"/> Storage Operator
b. <input type="checkbox"/> Distribution Company - Municipally owned	i. <input type="checkbox"/> Synthetic Natural Gas (SNG) Plant Operator
c. <input type="checkbox"/> Distribution Company - Privately owned	j. <input type="checkbox"/> Producer
d. <input type="checkbox"/> Distribution Company - Cooperative	k. <input type="checkbox"/> Gatherer
e. <input type="checkbox"/> Distribution Company - Other ownership	l. <input type="checkbox"/> Liquefied Natural Gas (LNG) Operations
f. <input type="checkbox"/> Interstate Pipeline (FERC regulated)	m. <input type="checkbox"/> Other <input type="text"/>
g. <input type="checkbox"/> Intrastate Pipeline	

Does your company vehicle fleet include vehicles powered by alternative fuels? [Check if Yes]

If Yes, how many vehicles in your company fleet are powered by alternative fuels?

Comments

Data Editing - Part 1: Respondent Information, Part 3: Type of Operation, and Comments

Click on the scroll bar along the right edge of the screen to navigate up and down.

Press Enter or Tab to move to the next data entry field. This will automatically scroll down the screen as necessary.

IMPORTANT!

When you have entered and corrected all of the data, print the entire Form EIA-176, and sign and date the Form EIA-176 hard copy.

Return to EIA the signed and dated copy of the Form EIA-176 hard copy along with your filings diskette (see "Send Forms to EIA" section of this guide).

Part 3: Type of Operations in the Report State

Part 3 of the EIA-176 Form is used for identifying the "Type of Operations." This screen can be viewed on the "Name and Address" tab. The user enters data regarding the type of company and gas activities in Part 3, as shown below.

Part 3: Type of Operations (Check all that apply)

a. <input type="checkbox"/> Distribution Company - Investor owned	h. <input type="checkbox"/> Storage Operator
b. <input type="checkbox"/> Distribution Company - Municipally owned	i. <input type="checkbox"/> Synthetic Natural Gas (SNG) Plant Operator
c. <input type="checkbox"/> Distribution Company - Privately owned	j. <input type="checkbox"/> Producer
d. <input type="checkbox"/> Distribution Company - Cooperative	k. <input type="checkbox"/> Gatherer
e. <input type="checkbox"/> Distribution Company - Other ownership	l. <input type="checkbox"/> Liquefied Natural Gas (LNG) Operations
f. <input type="checkbox"/> Interstate Pipeline (FERC regulated)	m. <input type="checkbox"/> Other <input type="text"/>
g. <input type="checkbox"/> Intrastate Pipeline	

Does your company vehicle fleet include vehicles powered by alternative fuels? (Check if Yes)

If Yes, how many vehicles in your company fleet are powered by alternative fuels?

Data Editing - Part 3: Type of Operations in the Report State

Helpful Hints

- **Type of Company** is a required field. Click on the letter corresponding to the type of company. If you select "n. Other," enter the type of company in the box to the right of the "Other" option.
- If your company uses vehicles powered by alternative fuels, check the appropriate box, then enter the total number of such vehicles that were in your fleet for the report year in question.
- Part 2 of the Form EIA-176 is not included in the EFS. It shows Submission Information.

Comments

This screen can be viewed on the "Name and Address" tab. The user enters any pertinent information into the comments box, as shown below.

Comments

Data Editing - Part 3: Comments

Parts 4 & 5: Supply of Natural & Supplemental Gas Supply and Liquefied Natural Gas (LNG) Storage Inventory for the Report State

This screen can be viewed and edited by clicking the "Parts 4 & 5 Supply" tab, as shown below. The user reports on the total volumes of natural and supplemental gas physically received or produced and taken into company-operated transportation, storage, or distribution facilities located in the report State.

Part 4: Natural and Supplemental Gas Supply for the Report State			
	Item Description	Volume (Mcf at 14.73 psia)	foot note
Home Name & Address Parts 4 & 5 Supply Part 6 Disposition	1.0 If you are a producer, report production within the report State		
	1.1 Natural gas (if reporting natural gas production, lease use data should also be reported on line 15.0)	0	<input type="checkbox"/>
	1.2 Synthetic natural gas (SNG)	0	<input type="checkbox"/>
	2.0 If you are a storage operator, report operations within the report State		
	2.1 Underground storage withdrawals	0	<input type="checkbox"/>
	2.2 Liquefied natural gas (LNG) storage withdrawals	0	<input type="checkbox"/>
	2.3 Above ground storage withdrawals	0	<input type="checkbox"/>
	3.0 If you are an interstate pipeline company or other company receiving physical custody at the State lines or U.S. borders, report receipts		
	From Company : <input type="text"/>	0	<input type="checkbox"/>
	in neighboring State or Country : <input type="text"/>		
	<input type="checkbox"/> Continue if more space is needed		
	4.0 If you are a distributor, report receipts at city gates within the report State	0	<input type="checkbox"/>
	5.0 Report any other receipts of natural gas within the report State	0	<input type="checkbox"/>
	6.0 Supplemental gaseous fuels supplies (Specify type)		
<input type="text"/>	0	<input type="checkbox"/>	
<input type="checkbox"/> Continue if more space is needed			
7.0 Total supply within report State :	0	<input type="checkbox"/>	
Part 5: Liquefied Natural Gas (LNG) Storage Inventory			
	8.0 If you operate a LNG facility, report LNG inventory as of December 31 of report year	0	<input type="checkbox"/>

Data Editing - Parts 4 & 5: Natural & Supplemental Gas Received and Liquefied Natural Gas (LNG) Storage Inventory

Click on the scroll bar along the right edge of the screen to navigate up and down.

Press Enter or Tab to move to the next data entry field. This will automatically scroll down the screen as necessary.

Helpful Hints

- If data are entered on line 3.0, then both company name and reporting state or country must be entered. (This rule also applies to various other lines of the form.) To choose from a list of companies, click on the Company field to select from a drop-down list. If desired company name is not found on the drop-down list, you may also type in the company name. To choose from a list of states and countries, click on the State or Country field (only valid state and country codes are accepted in this field).

Continuation Fields for Part 4 (also applies to Part 6)

To display, add, or edit continuation screens for multiple entries to items 3.0 or 6.0:

- 1) Click on the check box below the item, as shown below:

3.0 If you are an interstate pipeline company or other company transferring custody at the State lines or U.S. borders, report receipts		
From Company :	<input type="text"/>	<input type="text" value="0"/>
in State or Country :	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Continue if more space is needed	

Data Editing - Part 4: Continuation Check Box

When the continuation check box is selected via a mouse click, the corresponding continuation field is displayed:

The screenshot shows a window titled "Continuations" with a blue header and footer. The header contains buttons for "Add", "Edit", "Delete", "Save", and "Exit". Below the header is a "Continuation List" grid with three columns: "Company Name", "State", and "Volume". The grid is currently empty. At the bottom of the window, a blue bar contains the text: "To select an entry for modification or deletion, highlight the entry in grid."

Data Editing - Part 4: Continuation List

- 2) Click the Add button in the upper left of the Continuation List screen to add company data.

The following screen is displayed:

The screenshot shows a window titled "Continuations" with a toolbar containing "Add", "Edit", "Delete", "Save", and "Cancel". Below the toolbar is a section titled "Add Continuation Company data". This section contains a "Company:" text box, a "State or Coun" dropdown menu, and a table with four columns: "Volume", "foot note", "Cost", and "foot note". The "State or Coun" dropdown is open, showing a list of company names: "ABBYVILLE CITY OF", "ABITA SPRINGS NATURAL GAS CO", "ACACIA NAT GAS CORP", "ACADIAN GAS P L SYS", and "ADAIRSVILLE NAT GAS SYS". At the bottom of the window, a blue bar contains the text: "To select an entry for modification or deletion, highlight the entry in grid."

Data Editing - Part 4: Add Continuation Company Data

3) Select a Company from the drop-down list (or type in a new company name), select a State or Country, and type in a Volume and Cost for the selected company.

4) After completing all four data fields, click the Save button in the right corner of the screen to save the newly-entered company and its data. The original Continuation List box is re-displayed, as shown below:

The screenshot shows the same "Continuations" window, but now displaying a "Continuation List" table. The toolbar now includes "Add", "Edit", "Delete", "Save", and "Exit". The table has three columns: "Company Name", "State", and "Volume". One entry is listed: "JOES NEW GAS" with "CO" in the State column and "34" in the Volume column. At the bottom of the window, a blue bar contains the text: "To select an entry for modification or deletion, highlight the entry in grid."

Data Editing - Part 4: Continuation List

- Edit a Continuation Entry

To edit an existing continuation entry, double-click the company name OR highlight the company using the Up or Down Arrow key and click the Edit button to display the Modify Continuation Company Data box. Modify the data and click Save to retain the changes, or click Cancel to return to the Continuation List box.

- Delete a Continuation Entry

To delete a continuation entry, single-click the company name OR highlight the company using the Up or Down Arrow key and click the Delete button. A confirmation box is displayed, asking if you are sure you want to delete the company. If so, click Yes and the selected company is deleted from the Continuation List.

Part 6: Natural and Supplemental Gas Disposition for the Report State

Unlike previous versions of the EFS, this version picks up the numbering where it left off from the previous section. Therefore, the first line in Part 6 is 9.0. The user reports total volume (and, where indicated, the total cost) of natural and supplemental gas used, delivered, stored in company operated facilities, or otherwise disposed of within the State, or delivered to bordering States or to foreign countries.

Part 6: Natural and Supplemental Gas Disposition for the Report State			
Item Description	Volume (Mcf at 14.73 psia)	Revenue (whole dollars)	Foot note
9.0 Heat content of gas delivered to consumers	0		
10.0 Deliveries of natural gas that you own to end-use consumers within the report State			
Number of Customers			
10.1 Residential	0	0	<input type="checkbox"/>
10.2 Commercial	0	0	<input type="checkbox"/>
10.3 Industrial	0	0	<input type="checkbox"/>
10.4 Electric Power	0	0	<input type="checkbox"/>
10.5 Vehicle Fuel	0	0	<input type="checkbox"/>
10.6 Other (not included above)	0	0	<input type="checkbox"/>
Specify type			
11.0 Deliveries of natural gas that you do not own to end-use consumers within the report State			
Number of Customers			
11.1 Residential	0	0	<input type="checkbox"/>
11.2 Commercial	0	0	<input type="checkbox"/>
11.3 Industrial	0	0	<input type="checkbox"/>
11.4 Electric Power	0	0	<input type="checkbox"/>
11.5 Vehicle Fuel	0	0	<input type="checkbox"/>
11.6 Other (not included above)	0	0	<input type="checkbox"/>
Specify type			
12.0 Natural gas consumed in your operations			
12.1 Pipeline or storage compressor use	0		<input type="checkbox"/>
12.2 New pipeline fill	0		<input type="checkbox"/>
12.3 Pipeline distribution use	0		<input type="checkbox"/>
12.4 Other (Specify type)	0		<input type="checkbox"/>
<input type="checkbox"/> Continue if more space is needed			
13.0 If you are a storage operator, report operations within the State			
13.1 Underground storage injections (including new fields)	0		<input type="checkbox"/>
13.2 Liquefied natural gas (LNG) storage additions	0		<input type="checkbox"/>
13.3 Above ground storage additions	0		<input type="checkbox"/>
14.0 If you're an interstate pipeline company or other company moving gas across or to State lines or U.S. borders, report volumes transported			
To Company	0		<input type="checkbox"/>
in neighboring State or Country			<input type="checkbox"/>
<input type="checkbox"/> Continue if more space is needed			
15.0 Lease use (Reported by producers only)	0		<input type="checkbox"/>
16.0 Returned to oil and/or gas reservoirs, for repressuring, reinjection (reported by producers only)	0		<input type="checkbox"/>
17.0 Losses from leaks, migration, damage, and/or accidents within report State	0		<input type="checkbox"/>
18.0 Other disposition within report State (not included above)			
18.1 To distribution companies	0		<input type="checkbox"/>
18.2 To other pipelines in the report State	0		<input type="checkbox"/>
18.3 To storage operators in the report State	0		<input type="checkbox"/>
18.4 To other (Specify type)	0		<input type="checkbox"/>
<input type="checkbox"/> Continue if more space is needed			
19.0 Total disposition (sum items 10.1 through 18.4)	0		<input type="checkbox"/>
20.0 Difference between gas total supply(+) and total disposition(-) (Part 4 line 7.0 minus Part 6 line 19.0)	0		<input type="checkbox"/>

Data Editing - Part 6: Natural and Supplemental Gas Disposition for the Report State

Click on the scroll bar along the right edge of the screen to navigate up and down.

Press Enter or Tab to move to the next data entry field. This will automatically scroll down the screen as necessary.

Helpful Hints

- If one field in a response line is entered, then all fields in that line must also be entered. For example, if volume is entered there must be an associated cost; likewise, if cost is entered, there must be an associated volume.
- To view or edit continuation screens for multiple entries to item 14.0, click on the check box below the item. Follow the detailed continuation field procedures described in the section titled, "Continuation Fields for Part 4 (also applies to Part 6)."
- The grand total for Part 4 and the grand total for Part 6 must balance; therefore, these numbers are automatically generated. They cannot be edited individually.
- If only a single digit needs correction, double-click on the number you wish to change to position the cursor on the error, and edit the incorrect digit.

Insert a Footnote

If you wish to add a comment to a specific data entry, attach a footnote to the field in question. To do so, follow these procedures:

- 1) Click the Footnote Indicator box to the immediate right of the data field. In the example below, a footnote is being added to Line 2.1:

2.0 If you are a storage operator, report operations within the report state		
2.1 Underground storage withdrawals	0	<input type="checkbox"/>

Data Editing - Select Data for Footnoting

Click in this box to add a footnote for Line 2.1

- 2) When the Footnote Indicator box is clicked, the following Footnote Entry screen is displayed:

Footnote Entry	
<input type="text"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="checkbox"/> Estimated Data

Footnote Entry

- 3) Type in your desired footnote, and click the OK button. The data entry screen is re-displayed, and a check mark will appear in the newly-footnoted data's Footnote Indicator box.

Notes: If data are being estimated for the Line number being footnoted, click on the Estimated Data box in the bottom right corner of the Footnote Entry screen. A check appears in the box; click the OK button to save and return to the data entry screen. A check mark will appear on the newly-footnoted data's Footnote Indicator box, even if the check mark in the Estimated Data box is the only footnote entered for that Line number (i.e., you've typed no text in the footnote).

When the form is printed, Line numbers with Estimated Data checks will appear with an E.

Edit an Existing Footnote

If you wish to edit an existing footnote, simply click on the checked Footnote Indicator to retrieve the Footnote Entry box. Edit the footnote as desired and click the OK button to save any changes.

Validate Form

The Validate Form button (located above the basic company information bar near the top of the screen) generates a Discrepancy Report, which lists each potential error found in the current company's data.

All unfootnoted errors must be corrected before submission of company data to EIA, either by correcting the error or by explaining the anomaly using the Footnote function.

Generating a Discrepancy Report

You may run the Discrepancy Report any time throughout the data entry/data edit process; however, it is best to wait until you have entered all data before running the report.

To generate a Discrepancy Report, click the Validate Form button in the upper left corner of the screen (above the basic company information bar). A Discrepancy Report is automatically generated for the currently-active company. The Print screen is displayed -- click the OK button to print the Discrepancy Report.

Note: If the Validate Form button is not active (appears "grayed out"), you need to select a company first. Usually, the Discrepancy Report is run during or immediately following data entering and/or editing, and the currently active company is labeled at the top of the screen. If no company is listed there, however, simply click the Home tab, and click the Select Company option to choose the company you wish to validate.

The Discrepancy Report:

- Checks to ensure that all fields are completed. For example, if there are data in any of the following Part 5 fields (lines 10.1, 10.2, 10.3, 10.5, or 10.6), then all fields (Number of Consumers, Volume, and Cost) in that line(s) must be filled in. This rule also applies to lines 11.1 through 11.6, which added Revenue data for Report Year 2008.
- Checks to ensure that calculated prices (cost/volume) of deliveries to gas that you own to end use consumers (lines 10.1 through 10.4) are within the established ranges, which were updated for the 2008 version of EFS. These acceptable price ranges for all States (except Alaska and Hawaii) are:

Residential:	Between \$9.00 and \$27.00, inclusive (AK: $\geq \$5$, $\leq \$19$; HI: $\geq \$29$, $\leq \$40$)
Commercial:	Between \$7.00 and \$21.00, inclusive (AK: $\geq \$2$, $\leq \$18$; HI: $\geq \$25$, $\leq \$33$)
Industrial:	Between \$5.00 and \$21.00, inclusive (AK: $\geq \$1$, $\leq \$10$; HI: $\geq \$15$, $\leq \$24$)
Electric:	Between \$2.00 and \$18.00, inclusive (AK: $\geq \$2$, $\leq \$18$; HI: $\geq \$2$, $\leq \$18$)

The price checks for deliveries to gas that you do not own to end use consumers are more varied, according to State:

Residential:	These ranges can be anywhere from \$0.03 up to \$26.00
Commercial:	These ranges can be anywhere from \$0.02 up to \$9.25
Industrial:	These ranges can be anywhere from \$0.01 up to \$9.00
Electric:	There is no price range edit check in place for Electric data at this time.

- Checks to ensure that data totals match the sum of the individual lines.
- Performs various other checks to ensure data integrity.

Shown below is a sample version of a Discrepancy Report:

EIA-176, ANNUAL REPORT OF NATURAL AND SUPPLEMENTAL GAS SUPPLY AND DISPOSITION
DISCREPANCY REPORT - REPORT YEAR: 2008

ERROR: Part IV, Line 3.0 must have all fields filled in.

ERROR: Part VI, Line 10.0 must have all fields filled in.

WARNING: Part IV, Line 7.0 is greater than a 50% variance from last year's value of 255043628.

WARNING: Part VI, Line 20.0 is greater than a 50% variance from last year's value of 1219452.

Sample Discrepancy Report

Note that some flagged items are labeled as ERRORS, others as WARNINGS,

- A discrepancy that must be fixed prior to submission is labeled as an ERROR.
- A discrepancy that may be fixed with a footnote is labeled as a WARNING. These are provided to alert the user that there is an anomaly that may or may not require fixing.

Print Form

The Print Form function is used to print out a hard copy of the EIA-176 Form. This can be done one of two ways:

Printing a Form For a Company Currently Being Edited

If you are editing a company's data and wish to print a facsimile of the form in its current state, follow these procedures:

- 1) While viewing or editing a company, its basic company information is displayed near the top of the screen, as shown below:

Basic Company Information

Item Description	Volume (Mcf at 14.73 psia)	foot note
1.0 If you are a producer, report production within the report State		
1.1 Natural gas (if reporting natural gas production, lease use data should also be reported on line 15.0)	0	<input type="checkbox"/>
1.2 Synthetic natural gas (SNG)	21	<input checked="" type="checkbox"/>
2.0 If you are a storage operator, report operations within the report State	Last Years Value : 0	
2.1 Underground storage withdrawals	0	<input type="checkbox"/>
2.2 Liquefied natural gas (LNG) storage withdrawals	0	<input type="checkbox"/>
2.3 Above ground storage withdrawals	0	<input type="checkbox"/>
3.0 If you are an interstate pipeline company or other company receiving physical custody at the State lines or U.S. borders, report receipts		
From Company : <input type="text"/>	0	<input type="checkbox"/>
in neighboring State or Country : <input type="text"/>		
<input type="checkbox"/> Continue if more space is needed		
4.0 If you are a distributor, report receipts at city gates within the report State	0	<input type="checkbox"/>
5.0 Report any other receipts of natural gas within the report State	0	<input type="checkbox"/>

Version 3.0

Print Form - Basic Company Information

- 2) If the company information is listed as shown above, click the Home tab to view the Main Menu Screen. Note that the basic company information highlighted above is still displayed.
- 3) From the Main Menu Screen, click the Print Forms button to print the currently-active company. The Print screen is displayed -- click the OK button to print the form. You may then click any of the data entry tabs to continue editing data for the currently active company.

Printing a Form For a Company Not Currently Selected

You may wish to print a form when no current company is selected (there will be no basic company information at the top of the screen, as shown below).



Print Form - Basic Company Information (Blank)

To print a form when no company information is listed on the Main Menu Screen, follow these procedures:

- 1) Click the Print Forms button. A list of all current companies is displayed, as shown below:

Company :	
JONES FUEL	17600100MD
SMITH GAS	17601010LA

Print Form - Select a Company

- 2) Click the company name for which you wish to print a form, or use the Up or Down Arrow keys to highlight the desired company.
- 3) Click the OK button. The Print screen is displayed -- click the OK button to print the form. The Main Menu Screen is re-displayed.

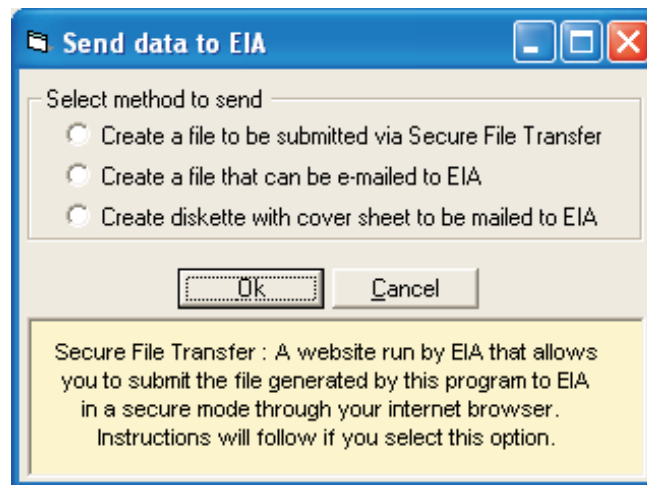
Send Forms to EIA

After entering and validating all companies' data for which you are responsible, you must submit your final data to EIA. There are several methods of sending your data to EIA:

- 1) Create a single file (containing all respondent companies' data that you've added or updated), to send to EIA via Secure File Transfer;
- 2) Create a file to e-mail to EIA,
- 3) Create a diskette to mail to EIA, or
- 4) Print the completed EIA-176 Form (see the "Print Form" section of this guide) and mail or fax the form to EIA (the EIA mailing address can be found at the end of this section and on the form itself; the EIA fax number is (202) 586-1076).

To create a file to send via Secure File Transfer (SFT), follow these procedures:

- 1) From the Main Menu Screen, click the Send Forms to EIA button. The following screen is displayed:



Send Form to EIA - Select Method

- 2) Click the first option, Create a file to be submitted via Secure File Transfer, and click the OK button. A message is displayed, describing the process for submitting via SFT.
- 3) You have two options: a) Allow the EFS to try to open your web browser to the SFT page on EIA's web site, and commence the submission process from there; or b) Create the submission file and open your web browser on your own, copying the SFT web address and submitting from there. As the message states, the file containing your company data can be found at:

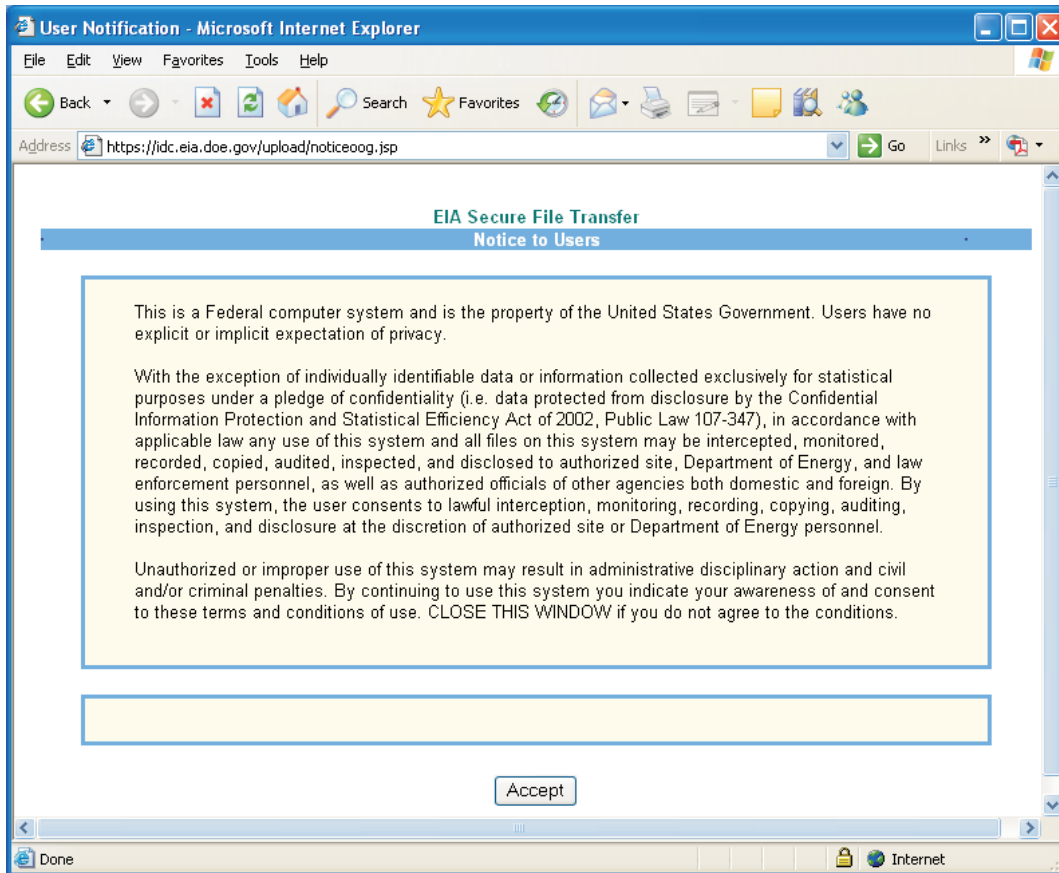
C:\EIA176 2008\176XXXXXXSS.DAT

[where C:\EIA176 2008 is the directory to which you installed the EFS; if you opted to change from the default installation directory during the install process, the file will be copied to whatever drive/directory to which the EFS was installed]

[where 176XXXXXXSS is the company control number and two-character State ID]

All companies that you have added to the EFS are found in a single file.

4) To allow the EFS to attempt to open your web browser to the EIA SFT site, click "Yes" when the Secure File Transfer message is displayed. Your Internet browser should open, and the SFT "Notice to Users" should be displayed. If you do not want the EFS to open your browser, click "No" on the SFT message box and print the instructions when the "Print" box is displayed. Open your Internet browser. Type in the SFT site address (<https://idc.eia.doe.gov/upload/noticeoog.jsp>); the "Notice to Users" is displayed, as shown below:



Send Form to EIA - Secure File Transfer
Internet Browser "Notice to Users"

5) If you accept the conditions, click the "Accept" button. The main SFT screen is displayed, as shown below:

Enter your Contact Information in the appropriate fields at the top of the screen. In the "File 1" field, type in the name of the submission file that has been created by EFS, located here: "C:\efs176 2008\176XXXXXSS.DAT." You may use the "Browse" button to locate the file. Note that the location and name of this submission file is now displayed at the bottom of the EFS Main Menu screen for reference, as shown below:

6) When you are finished filling in all the required information on the Secure File Transfer screen, click the "Submit" button and your EFS filing will be sent to EIA. A confirmation screen is displayed, alerting you that the submission was successful.

To create a file to e-mail to EIA, follow these procedures:

- 1) From the Main Menu Screen, click the Send Forms to EIA button. A box is displayed, from which you can select the method by which you intend to send your data.
- 2) Click the second option, Create a file that can be e-mailed to EIA.
- 3) Click the OK button. The following screen is displayed, describing the process for e-mailing the data:



Send Form to EIA - E-Mail Instructions

As the message states, you must manually send the newly generated file to EIA at:

OOG.Surveys@eia.doe.gov

The file containing your company data can be found at:

C:\EIA176 2008\176XXXXXSS

[where XXXXX is the company control number and SS is the state code]

All companies listed on the message screen are found in a single file.

4) After you click the OK button from the e-mail message screen, the Print screen box is displayed:

- Click OK to print the instructions for e-mailing your data, or
- Click Cancel to return to the Main Menu Screen.

IMPORTANT!

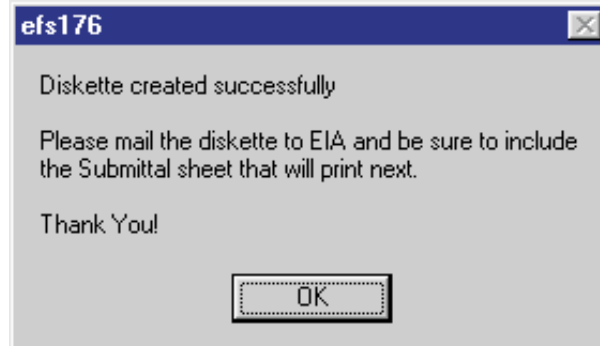
Remember, you must attach the described data file to an e-mail message addressed to:

OOG.Surveys@eia.doe.gov

using your e-mail system. The EIA-176 EFS will not automatically e-mail the newly-generated data file to EIA! You must attach the file to an e-mail and send it to EIA using your PC's e-mail software (CC:MAIL, MS Exchange, MS Outlook, etc.). Form EIA-176 data are NOT proprietary, therefore standard e-mail security is acceptable.

To load the data on to a diskette for mailing to EIA, follow these procedures:

- 1) From the Main Menu Screen, click the Send Forms to EIA button. The Select Method screen is displayed.
- 2) Click the second option, Create a Diskette with Cover Sheet to be Mailed to EIA.
- 3) Click the OK button. A Create Submittal Diskette box is displayed.
- 4) Insert a blank diskette (you may use the Filing disk included in your EFS installation package) into your 3 ½-inch floppy drive, and type in the drive letter in the Create Submittal Diskette field. A confirmation box is displayed, informing you that the data diskette was created successfully (as shown below).



Send Form to EIA - Diskette Created Successfully

5) Click the OK button, and the Print screen is displayed. Click OK on the Print screen to print a copy of your submittal sheet. The submittal sheet contains a listing of all companies contained on the diskette.

6) Mail the completed diskette and the submittal report to:

U.S. Department of Energy
Oil & Gas Survey
Ben Franklin Station
P.O. Box 279
Washington, DC 20044-0279

Import From File

Some companies that maintain a large amount of natural gas data keep their own EIA-176 data file up-to-date throughout the year in a space-delimited text file. If you have such a file, you can load it into the EFS and avoid having to enter your data manually.

The file(s) to be imported must follow the format below:

Basic data layout

Control number (10 characters)
 Field ID (up to 5 characters)*
 Field value (up to 40 characters; left-justified)

* Valid Field IDs are listed in Appendix A, "Field ID Codes."

Continuation Layout

Control number (10 characters)
 Part number (2 characters) - Valid values = "IV" or "VI"
 Line number (4 characters) - Valid values - 3.0, 6.0, or 14.0
 Company name, other supply or other disposition (40 characters) - dependent on Part # and Line #
 State code (2 characters)*
 Volume (12 characters)
 Cost (12 characters)

* Valid State codes are listed in Appendix B, "State and Country Codes."

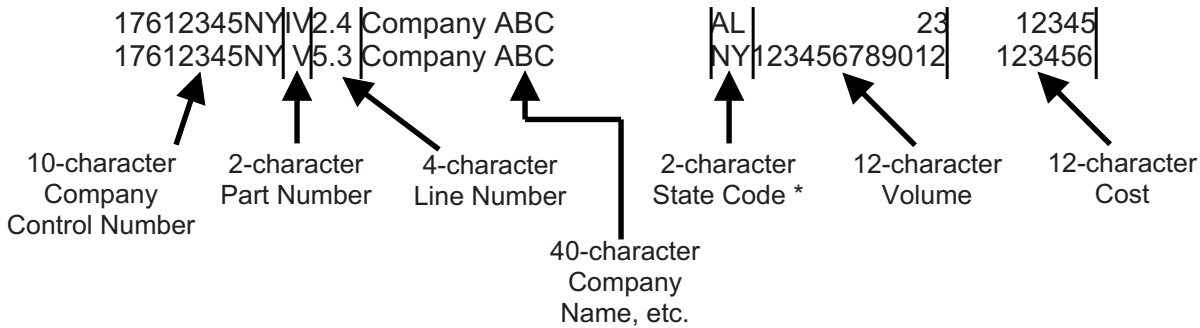
Note: These are two separate files: The initial basic data file, and the file containing any Continuation field data. They are loaded separately. Samples are provided below.

Sample Basic Data File:

```

17612345NY00461
17612345NY0070John Doe
17612345NY0001Analyst
17612345NY00722025551212
17612345NY0003John.Doe@EIA.DOE.GOV
17612345NY0094Investor owned distributor
17612345NY01201
17612345NY013624567
17612345NY0183Company XYZ
17612345NY0184DC
17612345NY01851001
17612345NY0187500
17612345NY030425568
  
```

Sample Continuation File

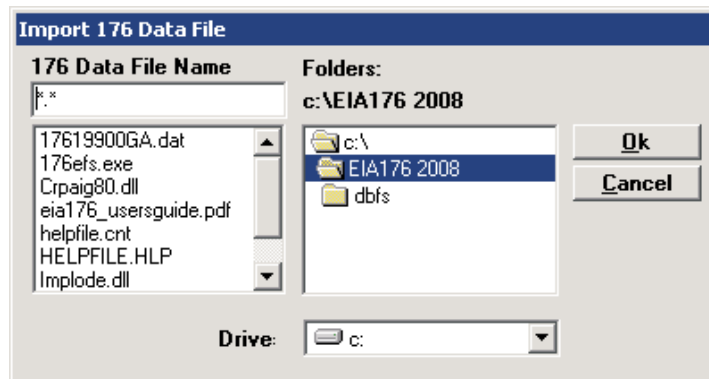


* See Appendix B for a list of State and Country codes.

Note: All Continuation File data must fill the exact number of characters shown above. For example, note that the Volume value is 23 in the first entry shown above -- therefore, you must insert ten blank spaces before 23 in the continuation file, to act as space-holders (the Volume field must be 12 characters long).

To import data and continuation files into the EFS, follow these procedures:

- 1) From the Main Menu Screen, click on the Import from File button. The following screen is displayed:



Import From File - Select Data File

- 2) Select the file name that is to be imported, and click the OK button. A confirmation box is displayed, informing you that the import is complete.
- 3) A second import screen is displayed, the Import 176 Continuation File box. Again, select the name of the continuation file that is to be imported, and click the OK button. A confirmation box is displayed, informing you that the import is complete.

Note: You may receive a message informing you that the company for which you are attempting to import data does not exist in your version of EFS. You must add the company to the system prior to importing of data. See the "Select a Company" section for instructions on adding a company.

If you are only importing a Continuation file without the Data file, simply click Cancel at the original Import 176 Data File screen, and the Import 176 Continuation File box is displayed, ready to perform the import.

Revised Submission

If the form you are entering is a resubmission (correcting or updating previously submitted data), click on the Revised Submission box in the upper right corner of the screen, as shown below.



The screenshot shows the EIA176 Electronic Filing System window. The title bar reads "EIA176 Electronic Filing System". Below the title bar, there are buttons for "Validate Form", "Finished Form", "Form EIA-176 Report Year 2008", "Help", and "Exit". The main area contains three tabs: "1.0 17611111LA", "2.0 COMPANY GAS", and "3.0 Louisiana". To the right of these tabs is a checkbox labeled "Revised Submission", which is checked. A black arrow points to this checkbox. Below the tabs is a vertical navigation menu with options: "Home", "Name & Address", "Parts 4 & 5 Supply", and "Part 6 Disposition". The main content area features the EIA logo and the text "Energy Information Administration". Below this, there is a red box containing four buttons: "Select Company", "Print Forms", "Send Forms to EIA", and "Import from file". The bottom right corner of the window displays "Version 3.0".

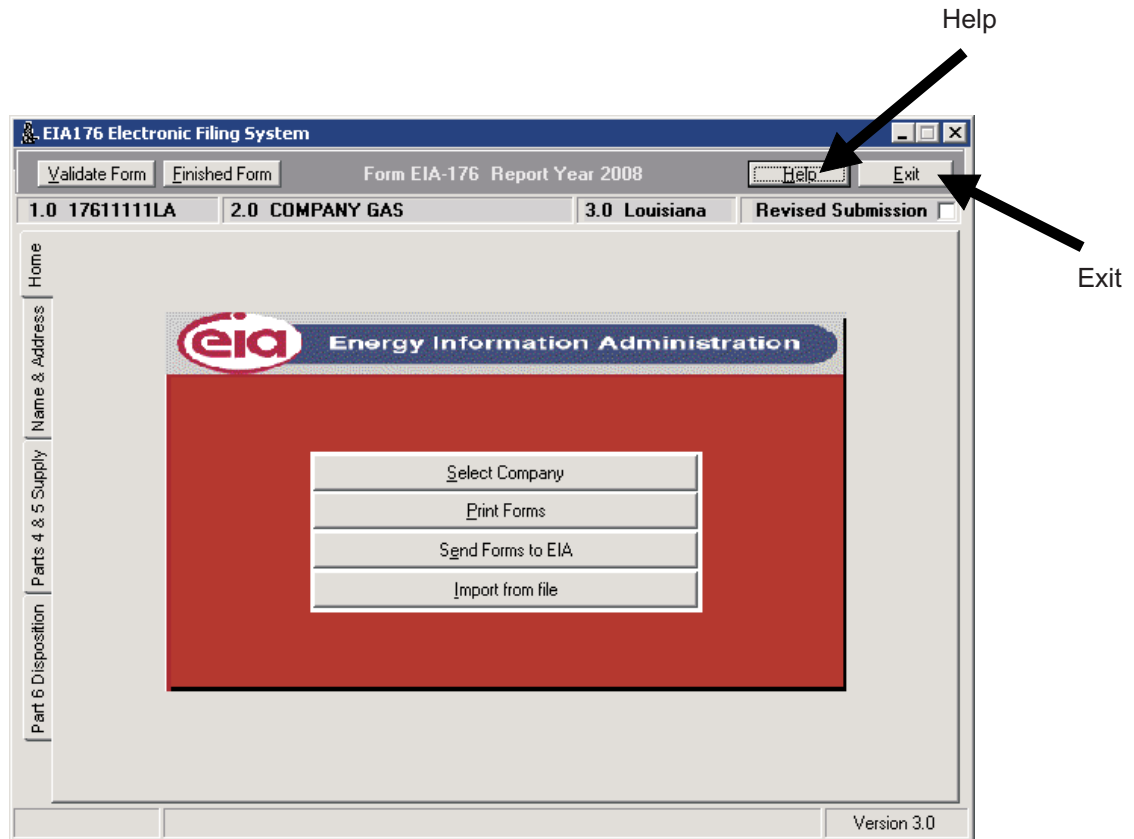
Revised Submission

A check will appear in the box, and the "Revised Report Indicator" will display "REVISED" on each page of the hard copy of the form when it is printed.

You may also "uncheck" the Revised Submission box to change it back to "INITIAL" submission on the hard copy.

Help

To get information about the various functions available within the EFS, you may click the Help button (in the upper right corner of the screen) at any time, as shown below. The Help screens that appear work in the same manner as standard Windows Help.



Help / Exit

Exit

To exit the EFS, click on the Exit button in the upper right corner of the screen, as shown above.



Form Approved
OMB No. 1905-0175
Expiration Date: 11/30/05

Appendix A - Field ID Codes

Field ID Codes are listed in **Bold**. If no Field ID Number is shown in the field, that data cannot be imported.

**ANNUAL REPORT OF NATURAL AND SUPPLEMENTAL GAS SUPPLY AND DISPOSITION
FORM EIA-176
REPORT YEAR**

Check box to indicate revised report

This report is **mandatory** under the Federal Energy Administration Act of 1974 (Public Law 93-275). For the sanctions and the provisions concerning the confidentiality, see instructions. **Title 18 USC 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.**

SECTION I. RESPONDENT IDENTIFICATION

Enter the name and mailing address of the company filing the EIA-176

EIA ID NUMBER: **ID**

Company Name: NAME1
Operations in (State): NAME2
Address 1: STREET
Address 2: _____
City: CITY

State: **STATE** Zip Code: **ZIP** - **ZIP4**

Attention: ATTN
Contact Name: _____
(Person who can answer questions about the reported data)

Phone No.: - - Ext:

Fax No.: - -

Email address: _____

Check the box, if you are reporting a change in address or contact information

Complete form and return by March 1, 2003:

Energy Information Administration
U.S. Department of Energy
P.O. Box 8279
Silver Spring, MD 20907
ATTN: Form EIA-176
OR
Fax to: (202) 586-1076

Email to: OOG.SURVEYS@eia.doe.gov

Questions? Call (202) 586-8695

List the affiliates or subsidiaries for which data are included in this State:

RESPONDENT NOTES

Section II. TYPE OF OPERATIONS (Check all that apply)

a.	Distribution company - investor owned	h.	Storage operator
b.	Distribution company - municipally owned	i.	Synthetic natural gas (SNG) plant operator
c.	Distribution company - privately owned	j.	Producer
d.	Distribution company - cooperative	k.	Gatherer
e.	Distribution company - other ownership	l.	Liquefied natural gas (LNG) operations
f.	Interstate pipeline	m.	Other (specify)
g.	Intrastate pipeline		

Section III. Comments: To enter a new line of comments, hold down the alt key and hit the enter key.

RESPONDENT NOTES

EIA-176, ANNUAL REPORT OF NATURAL AND SUPPLEMENTAL GAS SUPPLY AND DISPOSITION

REPORT YEAR 2 0

EIA ID NUMBER: 1 7 6 	Company Name: _____	Revised Report Indicator <input type="checkbox"/>
--	---------------------	---

SECTION IV. NATURAL AND SUPPLEMENTAL GAS SUPPLY FOR THE REPORT STATE

ITEM DESCRIPTION	VOLUME (Mcf @14.73 psia and 60° F)	NOTES*	
		E	F
1.0 If you are a producer report production within the report State of			
1.1 Natural gas.....	PNGV		
1.2 Synthetic natural gas (SNG).....	PSNGV		
2.0 If you are a storage operator, report operations within the report State			
2.1 Underground storage withdrawals.....	WUGV		
2.2 Liquefied natural gas (LNG) storage withdrawals.....	WLNGV		
2.3 Other storage withdrawals (Specify type) _____ WOTC 	WOTV		
3.0 If you are an interstate pipeline company or other company transferring custody at State lines or U.S. borders, report receipts			
From Company _____	TIR	TIS	TIV
in State or Country	State = ST03		
From Company _____	TIR	TIS	TIV
in State or Country	State = ST03		
From Company _____	TIR	TIS	TIV
in State or Country	State = ST03		
From Company _____	TIR	TIS	TIV
in State or Country	State = ST03		
4.0 If you are a distributor, report receipts at city gate within the report State.....			
		RCTYV	
5.0 Report any other receipts of natural gas within the report State.....			
		ROTV	
6.0 Supplemental gaseous fuels supplies (Specify type) _____ SUPC			
State = ST06		SUPV	
7.0 Total supply within report State (sum of all items in 1 through 6).....			
		TSUPV	

SECTION V. LIQUEFIED NATURAL GAS (LNG) STORAGE INVENTORY

8.0 Inventory of LNG (gaseous equivalent) in storage as of December 31 of report year	LNGV		
--	------	--	--

*Check E if data reported are an estimate; check F if you are providing a footnote for this data item on Page 4.

SECTION VI. NATURAL AND SUPPLEMENTAL GAS DISPOSITION FOR THE REPORT STATE

Item Description	Volume (Mcf at 14.73 and psia 60° F)	Revenue (whole dollars)	Notes*		
			E	F	
9.0 Heat content of gas delivered to consumers ____ HEATV					
10.0 Deliveries of natural gas that you own to end-use consumers within the report State					
	Number of Customers				
10.1 Residential.....	DRESN	DRESV	DRESC		
10.2 Commercial.....	DCOMN	DCOMV	DCOMC		
10.3 Industrial.....	DINDN	DINDV	DINDC		
10.4 Electric power.....	DELEN	DELEV	DELEC		
10.5 Vehicle fuel.....	DVEHN	DVEHV	DVEHC		
10.6 Other (not included in above categories).....	DOTN	DOTV	DOTC		
Specify type _____					
11.0 Deliveries of natural gas that you do not own to end-use consumers within the report State					
	Number of Customers				
11.1 Residential.....	TRESN	TRESV	TRESC		
11.2 Commercial.....	TCOMN	TCOMV	TCOMC		
11.3 Industrial.....	TINDN	TINDV	TINDC		
11.4 Electric power.....	TELEN	TELEV	TELEC		
11.5 Vehicle fuel.....	TVEHN	TVEHV	TVEHC		
11.6 Other (not included in above categories).....	TOTN	TOTV	TOTC		
Specify type _____					
12.0 Natural gas consumed in your operations					
12.1 Pipeline compressor use.....		CPCUV			
12.2 New pipeline fill.....		CNVV			
12.3 Distribution company use.....		CDCUV			
12.4 Other (Specify type) _____ COTC		COTV			
13.0 If you are a storage operator, report operations within the State					
13.1 Underground storage injections (including new fields).....		IUGV			
13.2 Liquefied natural gas (LNG) storage additions.....		ILNGV			
13.3 Other storage injections (Specify type) _____ IOTC		IOTV			
14.0 If you are an interstate pipeline company or other company transferring custody at State lines or U.S. borders, report deliveries					
To Company _____	TOR	TOS	TOV		
in State or Country State of Reporter = ST14					
To Company _____	TOR	TOS	TOV		
in State or Country State of Reporter = ST14					
To Company _____	TOR	TOS	TOV		
in State or Country State of Reporter = ST14					
15.0 Lease use (Reported by producers only).....		LLSEV			
16.0 Returned to oil and/or gas reservoirs, used for repressuring, reinjection (Reported by producers only).....		LLRTV			
17.0 Losses from leaks, migration, damage, and/or accidents within report State.....		LLOSV			
18.0 Other disposition within report State (not included above)					
18.1 Distribution companies.....		ODCV			
18.2 To other pipelines in the report State.....		OPLV			
18.3 To storage operators in the report State.....		ODSOV			
18.4 To other (Specify type) _____ State or Reporter = ST18 ODC		ODV			
19.0 Total disposition (sum of all items 10.1 through 18.4).....		TDSPV			
20.0 Difference between gas supply (+) and disposition (-) (Section IV line 7.0 and Section VI line 19.0).....		UNACV			

*Check E if data reported are an estimate; check F if you are providing a footnote for this data item on Page 4.

Appendix B - State and Country Codes

Country Name	Alpha Code	Code #	Country Name	Alpha Code	Code #
Alabama	AL	1	Equatorial Guinea	GQ	72
Alaska	AK	2	Russia	RU	63
Arizona	AZ	4	Qatar	QA	70
Arkansas	AR	5	United Arab Emirates	UA	71
California	CA	6	Trinidad	TD	73
Colorado	CO	8	Algeria	AG	75
Connecticut	CT	9	Canada	CN	76
Delaware	DE	10	Japan	JA	77
District of Columbia	DC	11	Mexico	MX	78
Florida	FL	12	Indonesia	II	79
Georgia	GA	13	Australia	AU	80
Hawaii	HI	15	Norway	NO	82
Idaho	ID	16	Nigeria	NI	83
Illinois	IL	17	Malaysia	MY	88
Indiana	IN	18	Egypt	EG	89
Iowa	IA	19	Other	OT	98
Kansas	KS	20			
Kentucky	KY	21			
Louisiana	LA	22			
Maine	ME	23			
Maryland	MD	24			
Massachusetts	MA	25			
Michigan	MI	26			
Minnesota	MN	27			
Mississippi	MS	28			
Missouri	MO	29			
Montana	MT	30			
Nebraska	NE	31			
Nevada	NV	32			
New Hampshire	NH	33			
New Jersey	NJ	34			
New Mexico	NM	35			
New York	NY	36			
North Carolina	NC	37			
North Dakota	ND	38			
Ohio	OH	39			
Oklahoma	OK	40			
Oregon	OR	41			
Pennsylvania	PA	42			
Rhode Island	RI	44			
South Carolina	SC	45			
South Dakota	SD	46			
Tennessee	TN	47			
Texas	TX	48			
Utah	UT	49			
Vermont	VT	50			
Virginia	VA	51			
Washington	WA	53			
West Virginia	WV	54			
Wisconsin	WI	55			
Wyoming	WY	56			