

2001 Residential Energy Consumption Survey
Answers to Frequently Asked Questions
About the Household Bottled Gas (LPG or Propane) Usage Form

What is the purpose of the Residential Energy Consumption Survey?

The Residential Energy Consumption Survey (RECS) collects data on energy consumption and expenditures in U.S. housing units. Over 5,000 statistically selected households across the U.S. have already provided information about their household, the physical characteristics of their housing unit, their energy-using equipment, and their energy suppliers. Now we are requesting the energy billing records for these households from each of their energy suppliers. After all this information has been collected, the information will be used to publish aggregate statistics on the consumption and expenditures of energy by U.S. households.

What is the purpose of this form?

The purpose of this form is to obtain information on the total consumption of, and charges for, bottled gas (also called LPG or propane) for the *household* identified on the front of the enclosed data collection form.

How do I know this is a valid U.S. Government survey?

All U.S. Government surveys are required to be reviewed by the U.S. Office of Management and Budget (OMB). An OMB approved survey will have a valid OMB number and expiration date on the data collection form. You are not required to respond to this form unless it displays a currently valid OMB control number. You will find the OMB approval number and expiration date at the top left-hand corner of this form. In addition, if you wish to contact someone at the U.S. Department of Energy to verify that this is a valid survey, call Michael Laurence at (202) 586-2453 or you can e-mail him at Michael.Laurence@eia.doe.gov.

What data are to be reported?

The total consumption to be reported is all the individual amounts delivered to the household during the period from October 1, 2000, to the present. If the household has been a customer at the specified address for less than this period, just report the household's consumption at that address for whatever period you have data in your records. All dollar amounts should be reported in U.S. dollars and cents.

Who is RoperASW?

The sponsor of this survey, the Energy Information Administration of the U.S. Department of Energy, has contracted with RoperASW to collect the information for the Residential Energy Consumption Survey. RoperASW is a well respected survey research firm. You will return your completed forms to RoperASW.

How long will it take to complete this form?

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.

Why must I fill out this form? Why is my response mandatory?

This report is required by law. The timely submission of Form EIA-457D 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 willful 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.

How may I report these data? What format can I use?

Data may be submitted directly on the enclosed data collection form. Other formats, such as computer-generated listings, which provide *all* the information requested and are convenient for your company may also be used. If some other format is used, please clearly indicate where each piece of the requested information on this form is listed.

When is this form due?

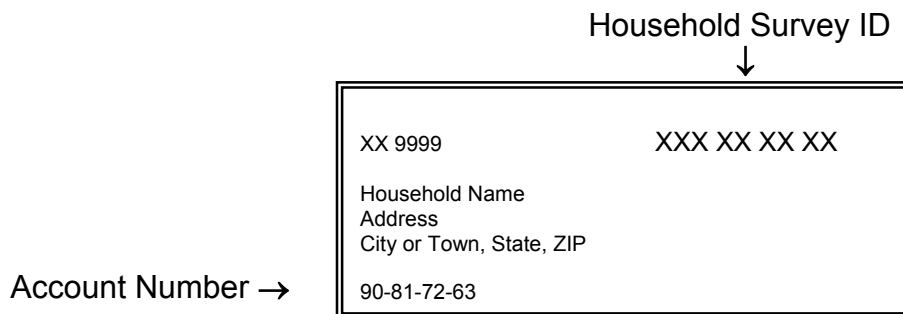
Unless otherwise specified, this data collection form is due by **March 4, 2002**. You are encouraged to submit the completed form prior to the due date.

How are the data protected and kept confidential?

Any information collected that might permit the identification of respondents or their households will be kept confidential and used only for statistical purposes. Data that can be identified with individual respondents will not be disclosed or released by RoperASW to anyone (including the Department of Energy) for any other purpose, except as required by law. If you are concerned about individual account information, you may choose to mark out the account number or name on any computer-generated listing that you send us.

What is the Survey Identification Number (ID)?

The survey identification number (ID) for each household is in the upper right-hand corner of the household label on the front of each reporting form. Whenever available, the customer account number is printed beneath the household's address on the label. Please use the survey ID number for the household whenever it is necessary to communicate with RoperASW for clarification or additional information.



Where do I send the form?

Please use the enclosed self-addressed envelope to mail the completed form to:

U.S. Department of Energy
c/o RoperASW
1060 State Road, P.O. Box 158
Princeton, NJ 08542

You may also FAX the completed form to RoperASW at: (609) 921-2611.

What if I still have questions?

If you have any further questions concerning this form, please call (800) 888-9213 toll free. Ask for the RECS Supplier Survey Specialist, or extension 447. If you wish to contact someone at the U.S. Department of Energy, call Michael Laurence at (202) 586-2453 or e-mail him at Michael.Laurence@eia.doe.gov.

2. If some other type of fuel was delivered to the household ("Other" was circled for type of fuel in Question 1), what fuel was sold? Write in the type of fuel on the lines below. If a mixture of fuels was sold, write in the types of fuels and the proportion of each.

3. What is the capacity of this household's storage tank(s)? Enter the capacity for the two largest tanks (if there is more than one) in the boxes below. Under each box, check the appropriate measure of capacity for each tank. If the capacity is not known, write "Not Known" in the box.

Tank #1

- Gallons
- Pounds
- Other _____
(Specify)

Tank #2

- Gallons
- Pounds
- Other _____
(Specify)

4. Was this household your customer as of January 1, 2001?

- Yes → Go to Question 5.
- No

4a. If no, what was the date this household became a customer of your company? Enter the date in the box below. If you don't know the date or the household was never a customer, check the appropriate answer below the box.

/ /

Mth Day Year

- Don't know the date
- Household was never a customer

5. Is this household currently your customer?

- Yes → Go to Question 6.
- No

5a. If no, what was the date when this household stopped being a customer of your company? Enter the date in the box below. If you don't know the date or the household was never a customer, check the appropriate answer below the box.

/ /

Mth Day Year

- Don't know the date
- Household was never a customer

6. What was the source of the information about deliveries to this household?

Mark all sources of information that apply.

- From the company records
- An estimate made by a company representative
- Information secured from the customer

7. Please provide the following information for the person who completed this form. Please print.

Name: _____

Company: _____

Telephone: _____

E-mail Address: _____

Fax Number: _____

Date: _____

USE THIS SPACE FOR ANY ADDITIONAL NOTES TO EXPLAIN YOUR ENTRIES ON THIS FORM

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