

Form EIA-176
Electronic Filing System
(EFS)

User's Guide
For Report Year 2015

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 posts an electronic version of the Form EIA-176, in PDF and XLS formats (including form completion instructions), to the EIA web site, at this address:

<http://www.eia.gov/survey/#eia-176>

The form and instructions, which were updated for Report Year 2015, 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). It is available for download at the following address:

http://www.eia.gov/survey/form/eia_176/eia176.htm

You have a choice of submitting your data via either Secure File Transfer or e-mail (see section titled "Send Forms to EIA" for detailed instructions), or you can print out a paper copy of the file from EFS to mail or fax to EIA. This User's Guide provides instructions for using the EFS.

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)
- o The Windows operating system (2000, NT, XP, Vista, Windows 7, 8, or 10)
- o A hard drive with at least 30.0 megabytes of free disk space
- o Internet connection and browsing program (Internet Explorer, Firefox, Netscape, etc.)
(to download EFS program and submit via Secure File Transfer)

Installing the EFS Software

To install the EIA-176 EFS on your PC:

- 1) Open your Internet browser (Internet Explorer, Firefox, etc.), and go to the following address:

http://www.eia.gov/survey/form/eia_176/efs176.cfm

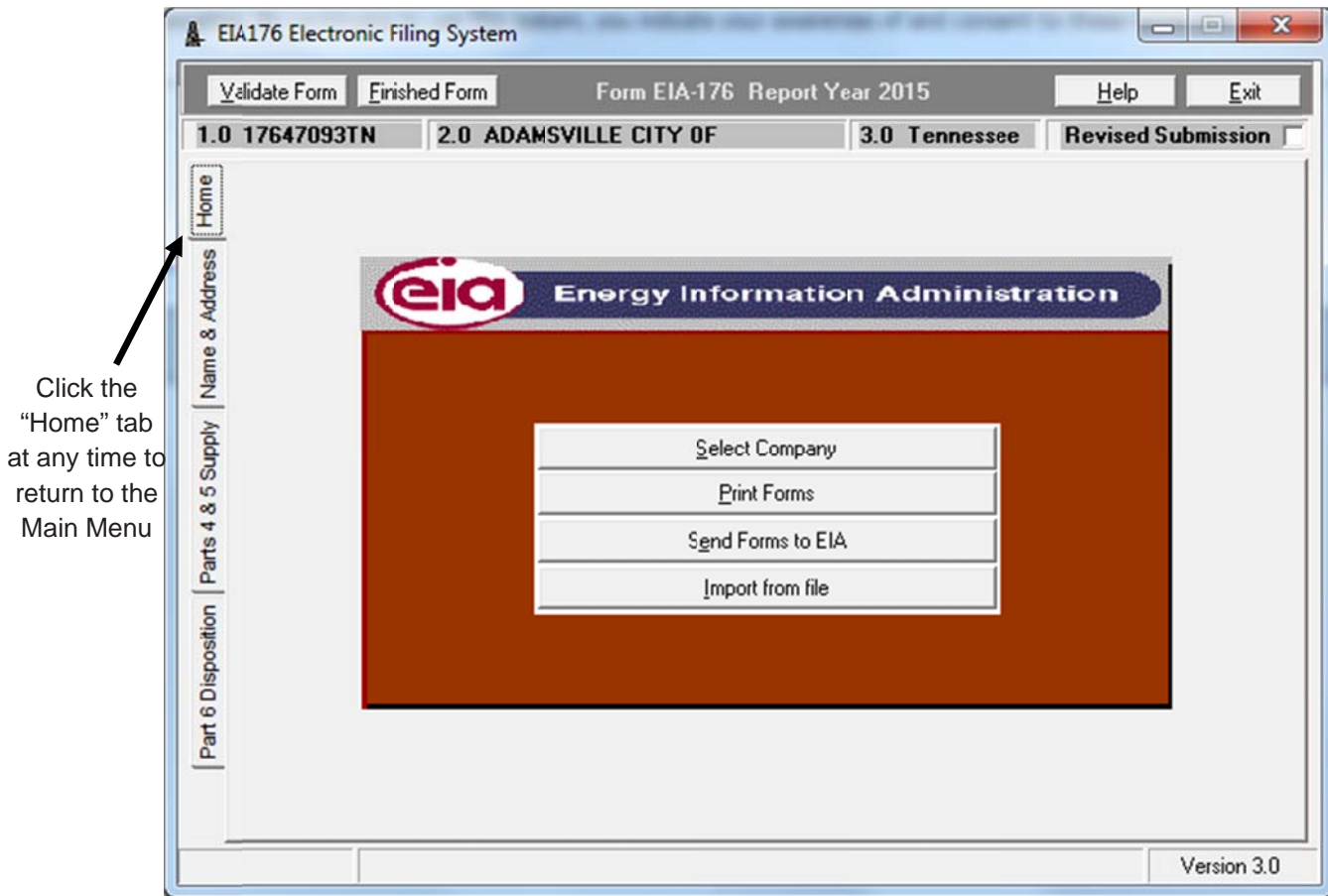
- 2) Click the "Download EFS Application" link under the "Downloading and Installing" heading. You are prompted to either "Run this program from its current location" or "Save this program to disk." Select "Save this program to disk," and click the OK button.
- 3) A box is displayed, asking where you wish to copy the "EFS176_2015.EXE" file. You may copy it anywhere on your hard drive, but it is recommended that you NOT copy it directly to your root directory, C:\. The directory in which you copy this file is NOT necessarily the directory where the system will be installed. The file is a self-extracting compressed file (zipped).
- 4) Open Windows Explorer and go to the drive/directory into which you've copied the EFS176_2015.EXE file from the Internet, and double-click on the EFS176_2015.EXE file.
- 5) As the EFS 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.
- 6) A Filing System Setup screen is displayed. The default directory to which the system will be installed is: C:\EIA176 2015 (If you wish to change the directory, click the Browse button.) Click the Next button to continue the installation.
- 7) 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 2015**. Click the Next button; the Start Copying Files screen is displayed. Click the Next button to complete the installation.
- 8) A box will appear, informing you that the installation was completed successfully. Click Finish.

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.

Using the EIA-176 Electronic Filing System

From your Windows Desktop, click the Start - Programs - EIA Applications menu option. Select the EFS176 2015 icon and the Main Menu Screen of the EIA-176 EFS is displayed, as shown below:



Main Menu Screen

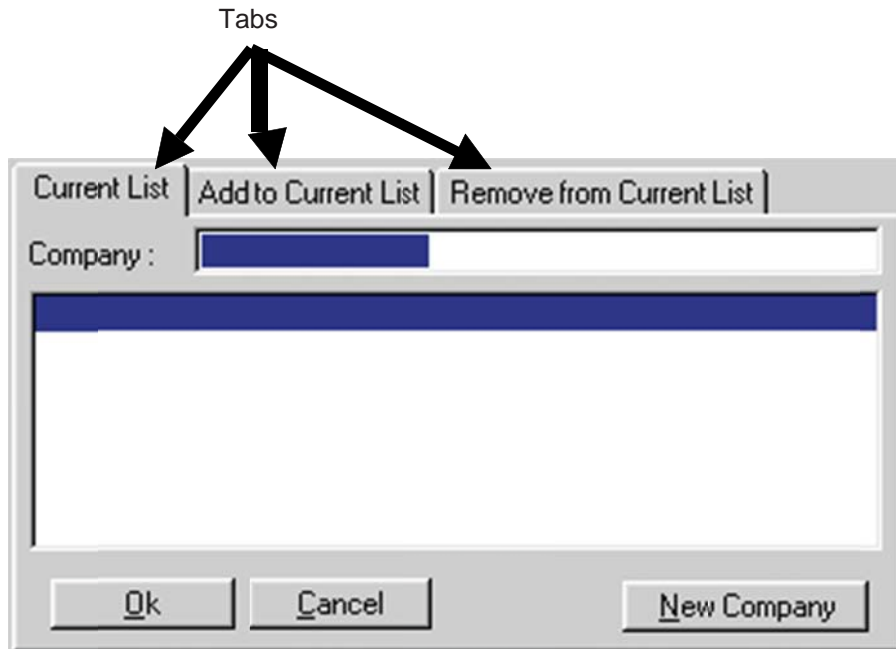
The four main options available in the EFS are accessed via this menu. They are as follows:

- 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

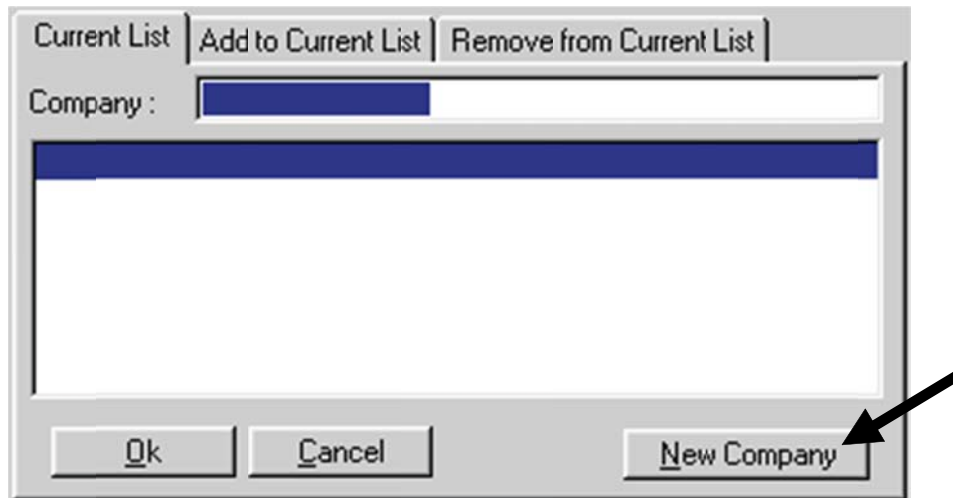
On this screen, there are three tabs, representing the three options available. You may select a company to edit (Current List), add a new company to the EFS from the list of all known EIA-176 respondents (Add to Current List) or delete a company from your current list (Remove from Current List). You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

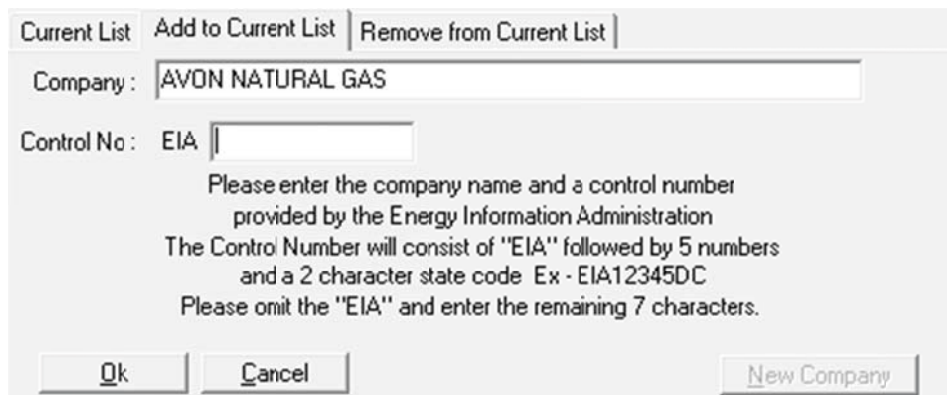
To add a new company that is not yet listed in the EIA-176 database of current EIA-176 respondents to your list of current companies, follow these procedures:

- 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:

A screenshot of the "New Company" dialog box. It has the same tabs as the previous dialog: "Current List", "Add to Current List", and "Remove from Current List". The "Company:" input field now contains the text "AVON NATURAL GAS". Below this is another input field labeled "Control No:" with "EIA" followed by a cursor. Below the input fields is a block of instructional text: "Please enter the company name and a control number provided by the Energy Information Administration. The Control Number will consist of 'EIA' followed by 5 numbers and a 2 character state code Ex - EIA12345DC. Please omit the 'EIA' and enter the remaining 7 characters." At the bottom, there are three buttons: "Ok", "Cancel", and "New Company".

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	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 interface with two rows of data. 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 for entering a footnote. To the right of the text area are three buttons: 'OK', 'Cancel', and 'Estimated Data' (with an unchecked checkbox). At the bottom of the dialog box 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.

The screenshot displays the 'EIA176 Electronic Filing System' window. At the top, there are buttons for 'Validate Form', 'Finished Form', 'Form EIA-176 Report Year 2015', 'Help', and 'Exit'. Below these are tabs for '1.0 17610001LA', '2.0 STATE GAS', '3.0 Louisiana', and 'Revised Submission'. On the left side, a vertical navigation pane contains four tabs: 'Home', 'Name & Address', 'Parts 4 & 5 Supply', and 'Part 6 Disposition'. The 'Part 6 Disposition' tab is highlighted with a red box, and a black arrow points to it from the bottom left. The main content area shows the following sections:

- 7.** Intrastate Pipeline 14. Other
- B: Vehicles Powered by natural gas**
 - 1. Does your company vehicle fleet include vehicles powered by natural gas? (Check if Yes)
 - 2. If Yes, how many vehicles in your company fleet are powered by natural gas?
 - 3. If you sell natural gas directly to the public at a fueling facility, what was the natural gas pump price on Dec 31 of the report year, in cents per gasoline gallon equivalent
- C: Customer Choice Program**

	Eligible	Participating
1. If there is a Customer Care program available in your service territory, enter the number of customers currently eligible for and participating in the Customer Choice program at the end of the calendar year.	<input type="text" value="0"/> Residential	<input type="text" value="0"/> Residential
	<input type="text" value="0"/> Commercial	<input type="text" value="0"/> Commercial
- D: Sales/Acquisitions**
 - 1. Did your distribution territory increase or decrease in size in the report State due to acquisition or sale this year? If Yes, please describe the sale or acquisition in the Comments box below. (Check if Yes)

At the bottom, there is a 'Comments' field and a 'Version 3.0' label.

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 applicable Comments in the appropriate box.

The screenshot displays the 'Name & Address' tab in the software interface. On the left, a vertical navigation bar includes tabs for 'Home', 'Name & Address', 'Parts 4 & 5 Supply', and 'Part 6 Disposition'. The main content area is divided into sections:

- Part 1: Respondent Identification**: Contains a checkbox for reporting changes, and input fields for Company Name (STATE GAS), Contact, Phone Number, Address 1, Address 2, City, State, Zip, Fax Number, Email Address, Secondary Contact, and Secondary Email Address. The last two fields are highlighted with a red box.
- Part 3: Company Characteristics**: Includes:
 - A: Type of Operations**: A grid of 14 checkboxes for various roles like Distribution Company, Storage Operator, etc.
 - B: Vehicles Powered by natural gas**: Questions about vehicle fleet and fueling prices.
 - C: Customer Choice Program**: Fields for Eligible and Participating residential and commercial customers.
 - D: Sales/Acquisitions**: A question about territory changes.
 - Comments**: A text area at the bottom.

A callout box on the right states: "Note that 'Secondary Contact' and 'Secondary Email Address' have been added for RY 2015".

Data Editing - Part 1: Respondent Information and Part 3: Company Characteristics

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.

Note that, for Report Year 2015, two new optional fields have been added to "Part 1 – Respondent Information":

Secondary Contact: Enter the name of a person at your company, other than the primary contact person, who EIA may contact with questions about your EIA-176 data.

Secondary Email Address: Enter the secondary contact person's email address.

Part 3: Company Characteristics

Part 3 of the EIA-176 Form is used for various "Company Characteristics" information, and is split into the following four sections:

- A. "Type of Operations." The user enters data regarding the type of company and gas activities.
- B. "Vehicles Powered by Natural Gas." If your company's fleet includes one or more vehicles that are powered by natural gas, check the "Yes" box in line 1 and enter the number of natural gas vehicles in your fleet in line 2. If you sell natural gas directly to the public at a fueling facility, enter the natural gas pump price as of December 31.
- C. "Customer Choice Program." Indicate in the appropriate boxes if your company actively allows "Residential" and/or "Commercial" customers, regardless of size, to purchase fuel from an alternative supplier. If yes, indicate the number of customers in your service territory eligible for such programs at the end of the calendar year (in the "Eligible" column), as well as the number currently participating at the end of the year (in the "Participating" column).
- D. "Sales/Acquisitions." Indicate whether your company's service territory changed due to purchase or sale of any system or part thereof. If so, check the "Yes" box and describe the sale/acquisition in the Comments box at the bottom of Part 3.

Helpful Hints

- - Type of Company is a required field. Click on the letter corresponding to the type of company. If you select "14. Other," enter the type of company in the box to the right of the "Other" option.
 - If your company uses vehicles powered by natural gas, 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 (including details about any sales or acquisitions), as shown below.



The image shows a screenshot of a software interface. At the top, there is a yellow header bar with the word "Comments" in black text. Below this header is a large, empty white rectangular box with a thin black border, intended for entering text.

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 14.73 psia)	Cost	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)	<input type="text" value="0"/>		<input type="checkbox"/>	
1.2 Synthetic natural gas (SNG)	<input type="text" value="0"/>		<input type="checkbox"/>	
2.0 If you are a storage operator, report operations within the report State				
2.1 Underground storage withdrawals	<input type="text" value="0"/>		<input type="checkbox"/>	
2.2 Liquefied natural gas (LNG) storage withdrawals (regasification)	<input type="text" value="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"/>	<input type="text" value="0"/>		<input type="checkbox"/>	
In neighboring State or County : <input type="text"/>				
Means of Transport : <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				
4.1 Purchase gas received at city gates within the report state	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	
4.2 Receipts of gas in distribution service area for delivery to your sales customers	<input type="text" value="0"/>		<input type="checkbox"/>	
5.0 Report any other receipts of natural gas within the report State (excluding Federal Offshore)	<input type="text" value="0"/>		<input type="checkbox"/>	
6.0 Supplemental gaseous fuels supplies (Specify type)				
<input type="text"/>	<input type="text" value="0"/>		<input type="checkbox"/>	
<input type="checkbox"/> Continue if more space is needed				
7.0 Total supply within report State :	<input type="text" value="0"/>		<input type="checkbox"/>	
Part 5: Liquefied Natural Gas (LNG) Storage Inventory		Capacity		
8.0 If you operate a natural gas facility, report inventory as of Dec 31 of report year		(Mmcf per day)		
8.1 Liquefied Natural Gas (LNG) facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	
8.2 Marine terminal facility	<input type="text" value="0"/>	<input type="text" value="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

- o Note that, for Report Year 2014, "Means of Transport" was added to the list of data entry fields for line 3.0. As its name implies, the method by which the gas was transported should be selected from the drop-down list; choices include Pipeline, Vessel, or Truck. The "Means of Transport" should also be selected for any continuation entries for Line 3.0. As in previous years, if data are entered on line 3.0, then company name, reporting state or country, and means of transport 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).
- o Also new this year, Cost data should now be entered for Line 4.1, purchased gas received in your distribution area during the year. The Cost should represent the total cost of all volumes entered in the Volume field for line 4.1. See the [EIA-176 Instructions](#) for more details.
- o In Part 5, Line 8.0 is now split into two data entry fields:
 - Line 8.1 should be used for reporting inventory and capacity of LNG facilities, along with the associated capacity.
 - Line 8.2 should be used for reporting marine terminal facilities inventory and capacity.
 - Capacity refers to the Maximum Daily Sendout Capacity of the LNG facility and should be reported in million cubic feet per day.

Continuation Fields for Part 4 (also applies to Part 6, Lines 12.4, 13.0, and 18.4)

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 receiving physical custody at the State lines or U.S. borders, report receipts

From Company:

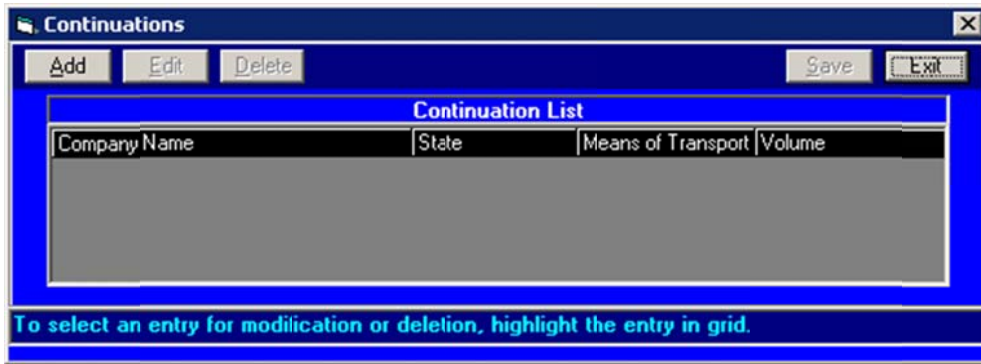
In neighboring State or Country:

Means of Transport:

Continue if more space is needed

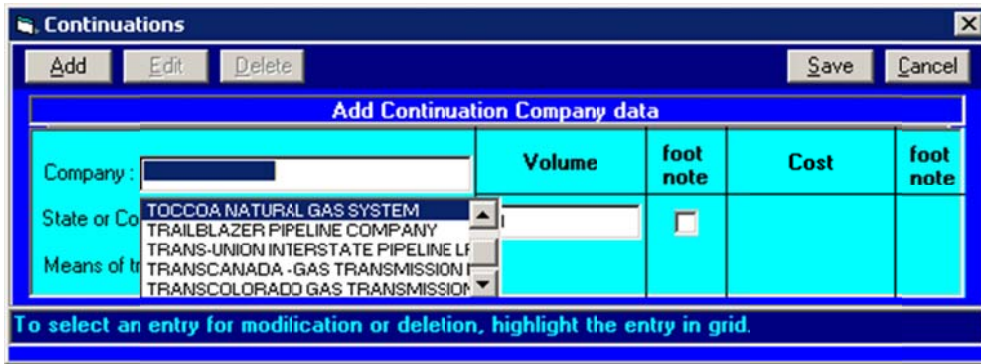
Data Editing - Part 4: Continuation Check Box

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



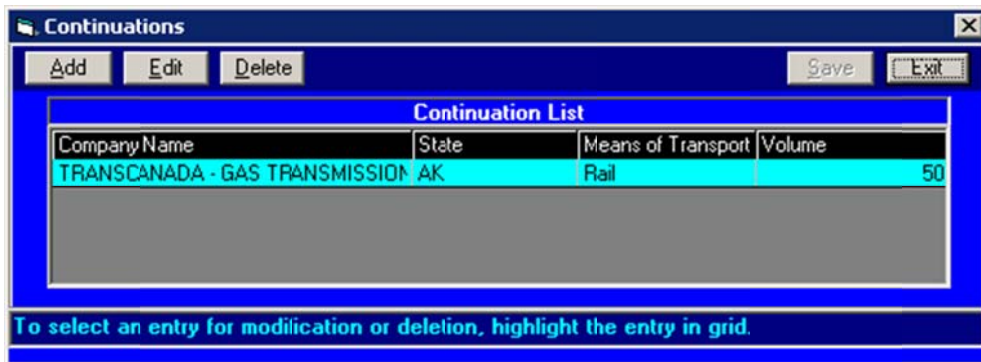
Data Editing - Part 4: Continuation List

- 2) Click the Add button in the upper left of the Continuation List screen to add company data. The following screen is displayed:



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, select the Means of Transport, and type in the Volume 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:



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

In Part 6, the numbering picks up 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	Btu			
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 Space heat of your facilities	0			<input type="checkbox"/>
12.2 New pipeline fill	0			<input type="checkbox"/>
12.3 Pipeline distribution or storage compressor 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 (peaking facilities only)	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				
Means of transport				
<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)	72			<input type="checkbox"/>

Data Editing – Part 6: Natural & 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

- - o 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.
 - o 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)."
 - o 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.
 - o 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

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:

- o 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.
- o 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. These acceptable price ranges for all States (except Alaska and Hawaii) are:

Residential:	Between \$4.00 and \$27.00, inclusive (AK: \geq \$5, \leq \$19; HI: \geq \$29, \leq \$40)
Commercial:	Between \$2.00 and \$21.00, inclusive (AK: \geq \$2, \leq \$18; HI: \geq \$25, \leq \$33)
Industrial:	Between \$1.00 and \$21.00, inclusive (AK: \geq \$1, \leq \$10; HI: \geq \$15, \leq \$24)
Electric:	Between \$1.00 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 \$0.05 up to \$26.00
Commercial: These ranges can be anywhere from \$0.15 up to \$6.00
Industrial: These ranges can be anywhere from \$0.03 up to \$6.25
Electric: There is no price range edit check in place for Electric data at this time.

Note that DOE uses these price ranges as a guide; we may still follow up on a reported price if we find it does not fit within the patterns reported by other similar companies in the State.

- o Checks to ensure that data totals match the sum of the individual lines.
- o 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: 2015

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:

The screenshot displays the EIA176 Electronic Filing System window. At the top, there are buttons for 'Validate Form', 'Finished Form', 'Form EIA-176 Report Year 2015', 'Help', and 'Exit'. Below these, a red box highlights the company information: '1.0 17610001LA', '2.0 STATE GAS', and '3.0 Louisiana'. A 'Revised Submission' checkbox is also visible. The main area is a table with columns for 'Item Description', 'Volume (Mcf 14.73 psia)', 'Cost', and 'Foot note'. The table contains several rows of data, including production and storage information. A vertical navigation bar on the left has tabs for 'Home', 'Name & Address', 'Parts 4 & 5 Supply', and 'Part 6 Disposition'. An arrow points from the text 'Basic Company Information' to the highlighted company information at the top of the window.

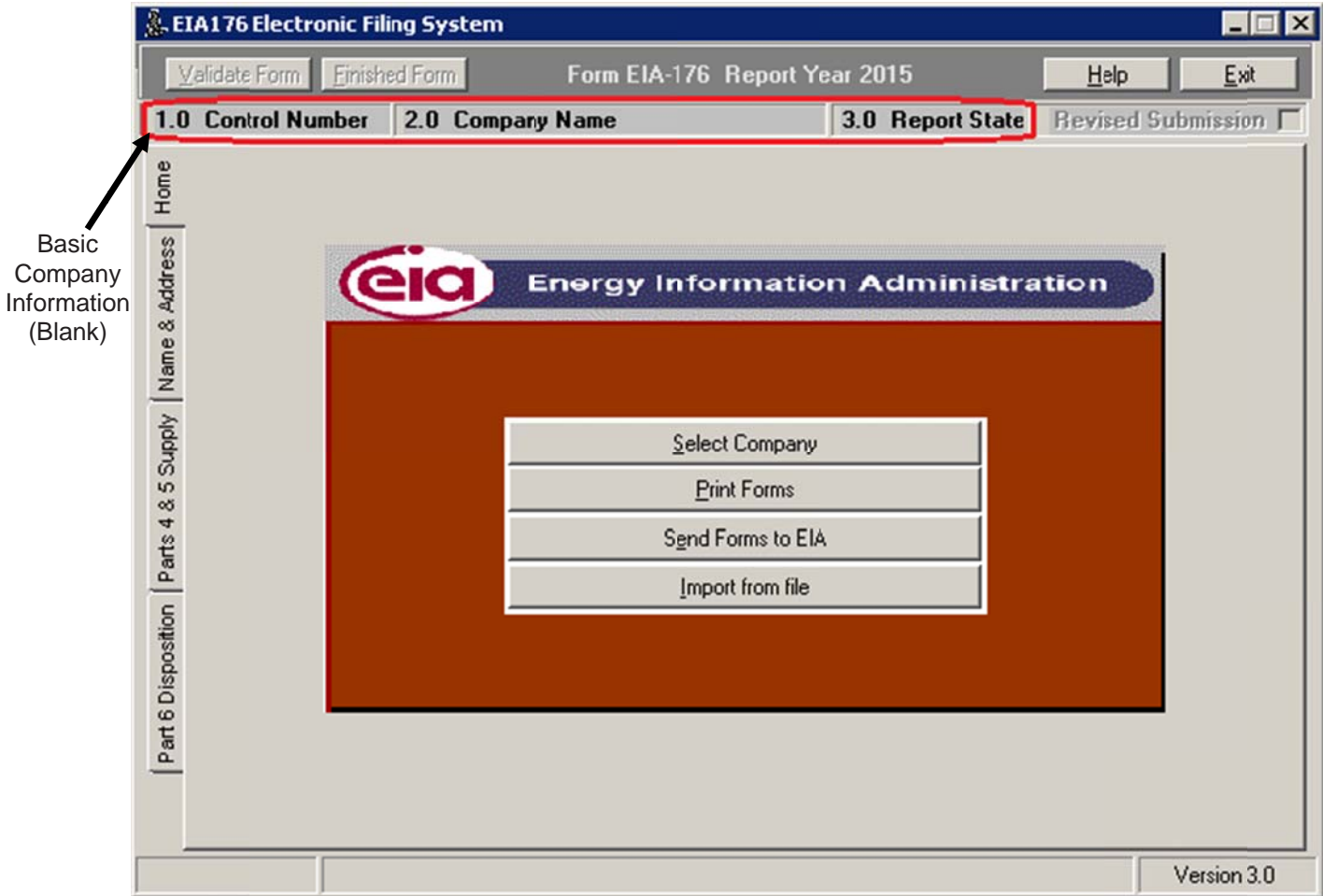
Item Description	Volume (Mcf 14.73 psia)	Cost	Foot note
1.0 If you are a producer, report production within the report State			
1.1 Natural gas (if reporting natural gas production, lease use data should also be reported on line 15.0)	0		<input type="checkbox"/>
1.2 Synthetic natural gas (SNG)	0		<input 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 (regasification)	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 :	0		<input type="checkbox"/>
In neighboring State or Country :			
Means of Transport :			
<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			
4.1 Purchase gas received at city gates within the report state	0	0	<input type="checkbox"/>
4.2 Receipts of gas in distribution service area for delivery to your sales customers	0		<input type="checkbox"/>

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

Buttons:

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.

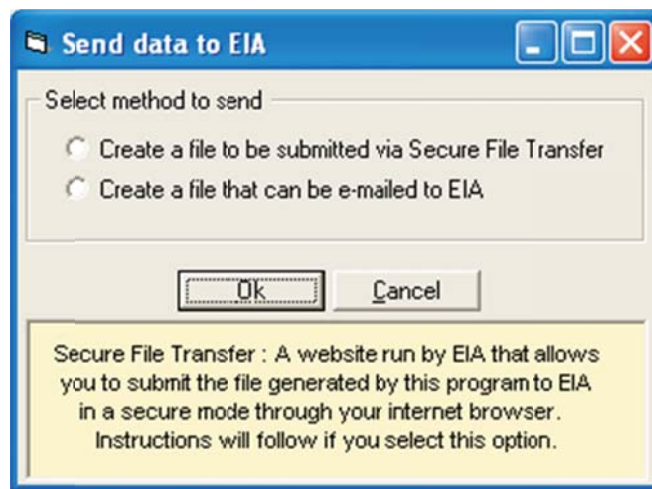
Send Forms to EIA

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) 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:

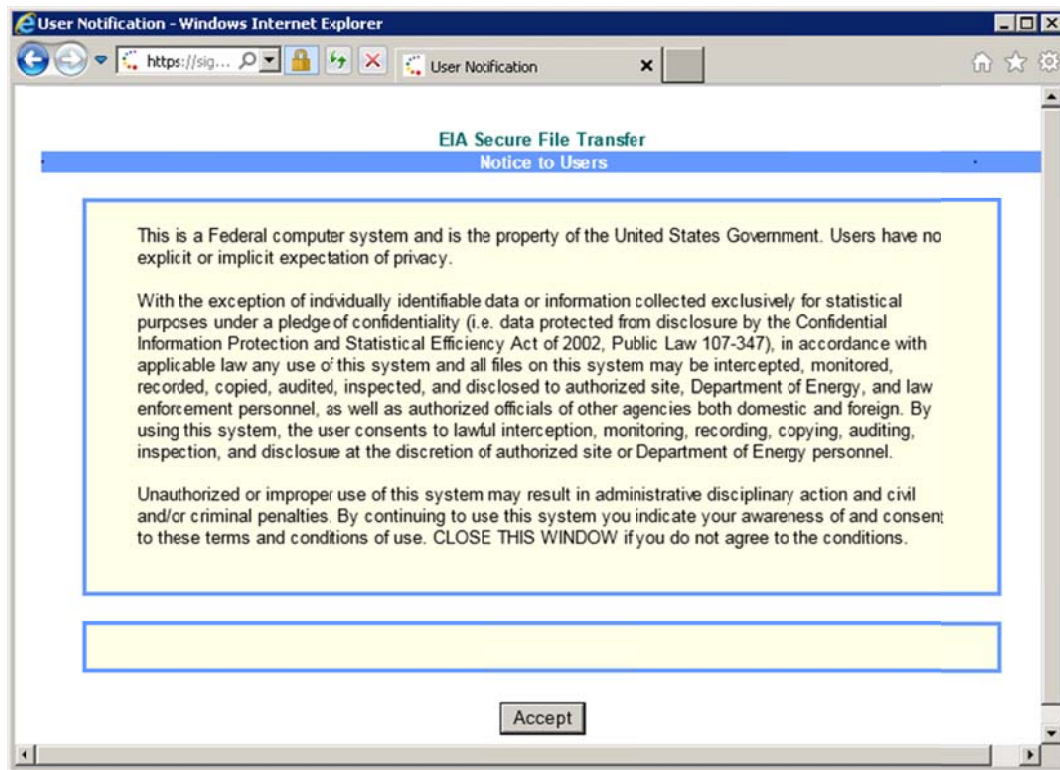
C:\EIA176 2015\176XXXXXXSS.DAT

[where C:\EIA176 2015 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://signon.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:

The screenshot shows a web browser window titled "Secure File Transfer System - Windows Internet Explorer". The address bar shows "https://sig...". The page content includes the EIA logo and "U.S. Energy Information Administration" text. Below this, there is a section for "Contact Information" with fields for Name, Company, Email, and Phone. A section for "File(s) to be transferred" includes instructions and five "Browse..." buttons for file selection. At the bottom, there are "Submit" and "Reset" buttons.

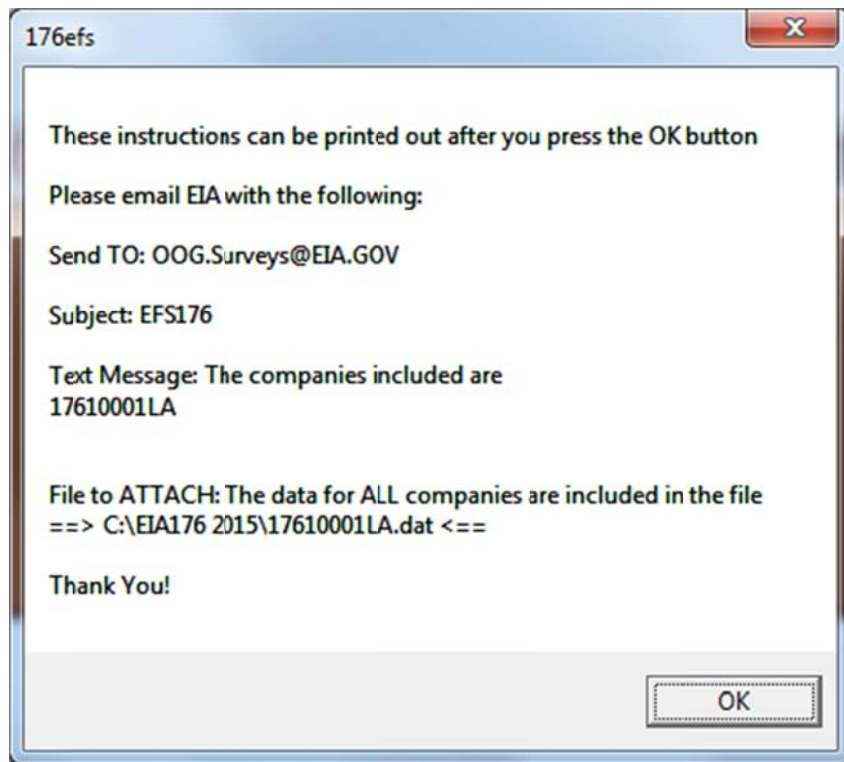
Enter your Contact Information in the appropriate fields at the top of the screen. In the "File 1" field, type in the name of the submission file that has been created by EFS, located here: "C:\efs176 2015\176XXXXXSS.DAT." You may use the "Browse" button to locate the file. Note that the location and name of this submission file is now displayed at the bottom of the EFS Main Menu screen for reference, as shown below:

The screenshot shows the EIA176 Electronic Filing System main menu. The window title is "EIA176 Electronic Filing System". The menu includes options like "Validate Form", "Finished Form", "Form EIA-176 Report Year 2015", "Help", and "Exit". The main content area shows the EIA logo and "Energy Information Administration" text, with buttons for "Select Company", "Print Forms", "Send Forms to EIA", and "Import from file". The status bar at the bottom shows "File To Send to EIA : C:\EIA176 2014\17672373TX.dat" and "Version 3.0".

- 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.gov

The file containing your company data can be found at:

C:\EIA176 2015\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.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 (MS Outlook, web mail such as Gmail or Yahoo Mail, etc.). Form EIA-176 data are NOT proprietary; therefore standard e-mail security is acceptable.

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 6 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)

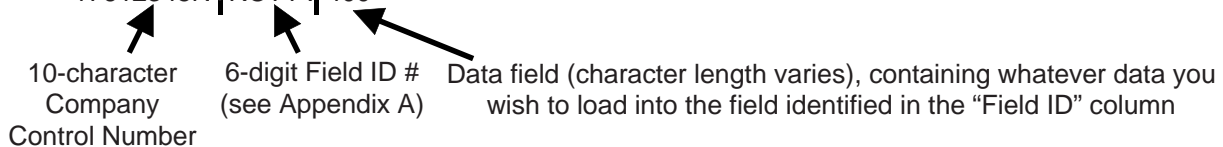
* Valid State codes are listed in Appendix B, "State and Country Codes."

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.

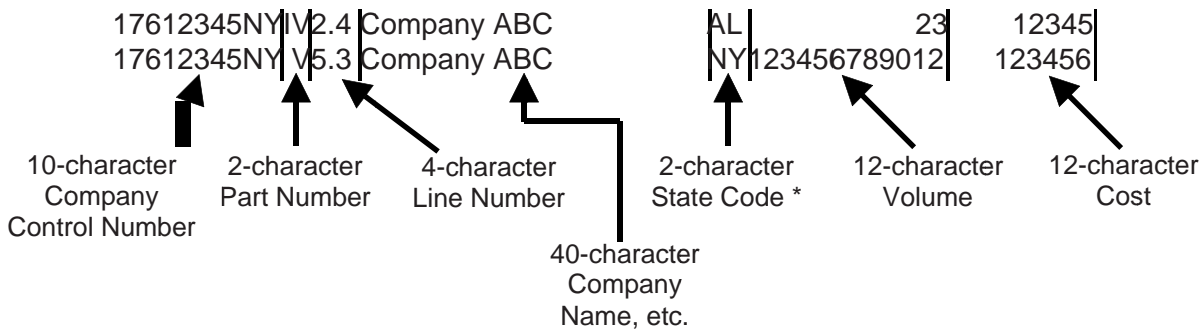
Sample Basic Data File:

```

17612345NY0046 1
17612345NY0070 John Doe
17612345NY0001 Analyst
17612345NY0072 2025551212
17612345NY0003 John.Doe@EIA.GOV
17612345NY0094 Investor owned distributor
17612345NY0120 1
17612345NY0136 24567
17612345NY0183 Company XYZ
17612345NYPNGV 100
17612345NYPSNGV 200
17612345NYWUGV 300
17612345NYRCTYV 400
  
```



Sample Continuation File

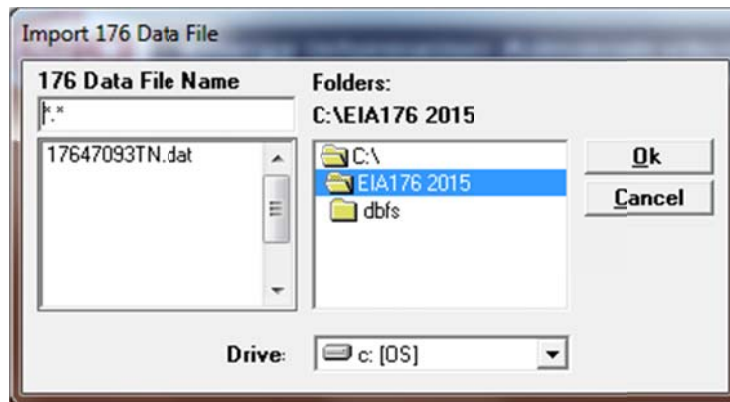


* See Appendix B for a list of State and Country codes.

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

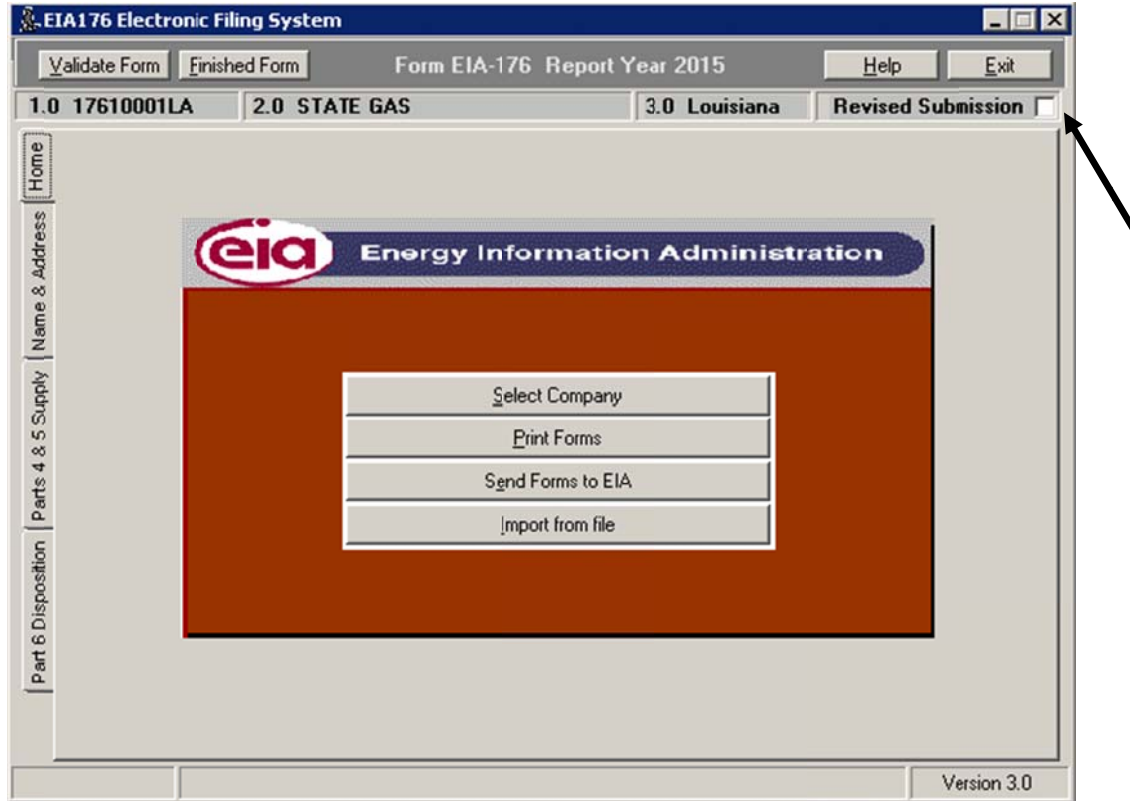
- 2) Select the file name that is to be imported, and click the OK button. A confirmation box is displayed, informing you that the import is complete.
- 3) A second import screen is displayed, the Import 176 Continuation File box. Again, select the name of the continuation file that is to be imported,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



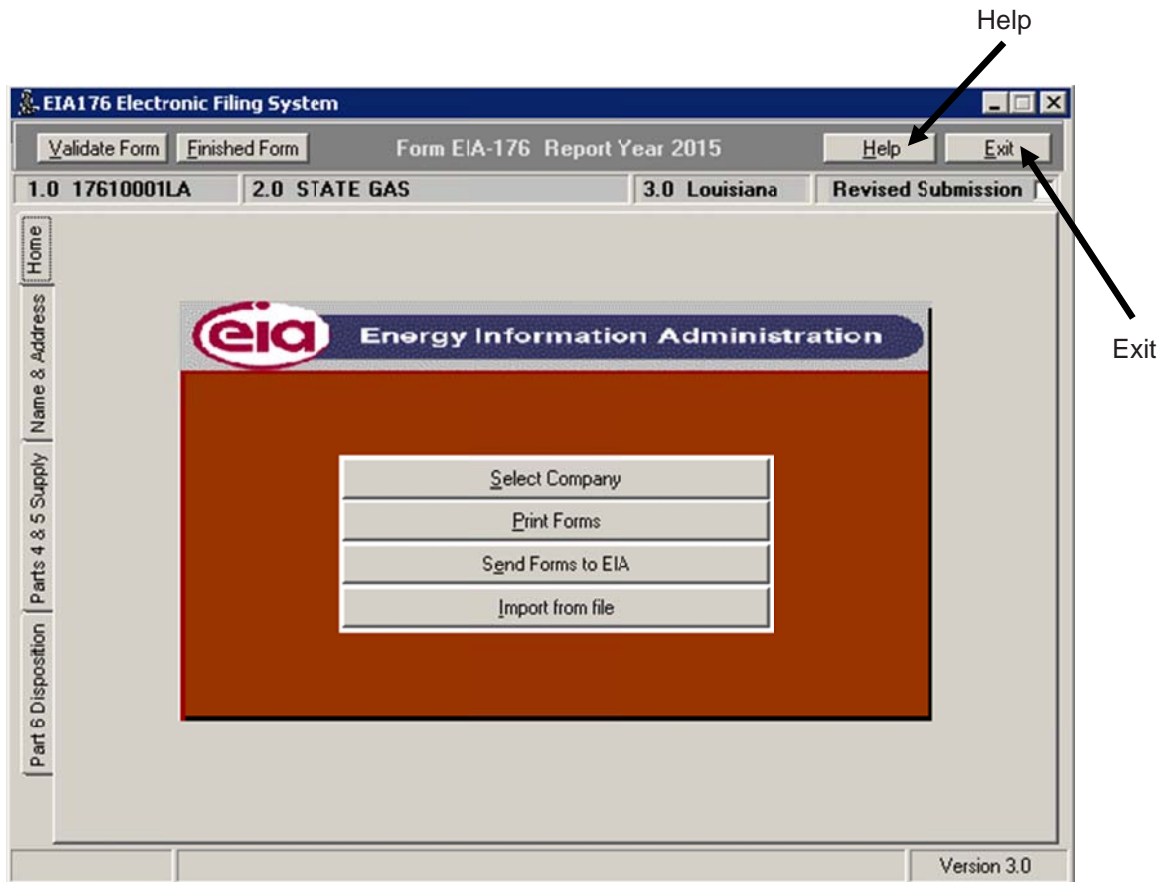
Revised Submission

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 button opens this "EFS User's Guide" in your Internet browser, at http://www.eia.gov/survey/form/eia_176/efsusers.pdf



Help / Exit

Exit

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

Appendix A- Field ID Codes

Field ID Codes are shown in their associated data entry boxes. If no code is shown, that field's data cannot be imported.

Part 1: Respondent Identification		
Enter the name and mailing address of the company filing the EIA-176		
CHG If the Respondent Identification Data has changed since the last report, place a check in the box.		
Company Name	<input type="text" value="NAME1"/>	
Contact :	<input type="text" value="CONTNM"/>	
Phone Number :	<input type="text" value="PHONE"/> Ext: <input type="text" value="CEXT"/>	
Address 1 :	<input type="text" value="ADLN1"/>	
Address 2 :	<input type="text" value="ADLN2"/>	
City:	<input type="text" value="CITY"/> State: <input type="text" value="STATE"/> Zip: <input type="text" value="ZIP"/> - <input type="text" value="ZIP4"/>	
Fax Number :	<input type="text" value="FAX"/>	
E-mail Address :	<input type="text" value="INTNET"/>	
Secondary Contact :	<input type="text" value="_E2NME"/>	
Secondary Email Address :	<input type="text" value="_EMAIL"/>	
Part 3: Company Characteristics		
A: Type of Operations (Check all that apply)		
1. <input type="checkbox"/> IA Distribution Company - Investor owned	8. <input type="checkbox"/> IH Storage Operator	
2. <input type="checkbox"/> IB Distribution Company - Municipally owned	9. <input type="checkbox"/> II Synthetic Natural Gas (SNG) Plant Operator	
3. <input type="checkbox"/> IC Distribution Company - Privately owned	10. <input type="checkbox"/> ID Producer	
4. <input type="checkbox"/> ID Distribution Company - Cooperative	11. <input type="checkbox"/> IK Gatherer	
5. <input type="checkbox"/> IE Distribution Company - Other ownership	12. <input type="checkbox"/> IL Liquefied Natural Gas Peak Facility Operator	
6. <input type="checkbox"/> IF Interstate Pipeline (FERC regulated)	13. <input type="checkbox"/> IM Liquefied Natural Gas Marine Terminal	
7. <input type="checkbox"/> IG Intrastate Pipeline	14. <input type="checkbox"/> IN Other <input type="text" value="IINT"/>	
B: Vehicles Powered by Natural Gas		
1. Does your company vehicle fleet include vehicles powered by natural gas? <input type="checkbox"/> VEHU (Check if Yes)		
2. If Yes, how many vehicles in your company fleet are powered by natural gas?	<input type="text" value="VEHN"/>	
3. If you sell natural gas directly to the public at a fueling facility, what was the natural gas pump price on Dec 31 of the report year, in cents per gasoline gallon equivalent	<input type="text" value="NGPPR"/>	
C: Customer Choice Program		
1. If there is a Customer Care program available in your service territory, enter the number of customers currently eligible for and participating in the Customer Choice program at the end of the calendar year.	Eligible	Participating
	<input type="text" value="CCREV"/> Residential	<input type="text" value="CCRPV"/> Residential
	<input type="text" value="CCCEV"/> Commercial	<input type="text" value="CCCPV"/> Commercial
D: Sales/Acquisitions		
1. Did your distribution territory increase or decrease in size in the report State due to acquisition or sale this year? If Yes, please describe the sale or acquisition in <input type="text" value="SACGV"/> (Check if Yes) the Comments box below.		
Comments		
<input type="text" value="NOTES2"/>		

Part 4: Natural and Supplemental Gas Supply for the Report State			
Item Description	Volume (Mcf 14.73 psia)	Cost	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)	<input type="text" value="0"/> PNGV		<input type="checkbox"/>
1.2 Synthetic natural gas (SNG)	<input type="text" value="0"/> PSNGV		<input type="checkbox"/>
2.0 If you are a storage operator, report operations within the report State			
2.1 Underground storage withdrawals	<input type="text" value="0"/> WUGV		<input type="checkbox"/>
2.2 Liquefied natural gas (LNG) storage withdrawals (regasification)	<input type="text" value="0"/> WLNGV		<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" value="TIR"/>	<input type="text" value="0"/> TIV		<input type="checkbox"/>
In neighboring State or Country: <input type="text" value="TIS"/>			
Means of Transport : <input type="text" value="TIM"/>			
<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			
4.1 Purchase gas received at city gates within the report state	<input type="text" value="0"/> RCTVW	<input type="text" value="0"/> RCTYC	<input type="checkbox"/>
4.2 Receipts of gas in distribution service area for delivery to your sales customers	<input type="text" value="0"/> RTRNV		<input type="checkbox"/>
5.0 Report any other receipts of natural gas within the report State (excluding Federal Offshore)	<input type="text" value="0"/> ROTV		<input type="checkbox"/>
6.0 Supplemental gaseous fuels supplies (Specify type)			
<input type="text" value="SUPC"/>	<input type="text" value="0"/> SUPV		<input type="checkbox"/>
<input type="checkbox"/> Continue if more space is needed			
7.0 Total supply within report State :	<input type="text" value="0"/> TSUPV		<input type="checkbox"/>
Part 5: Liquefied Natural Gas (LNG) Storage Inventory		Capacity	
8.0 If you operate a natural gas facility, report inventory as of Dec 31 of report year		(Mmcf per day)	
8.1 Liquefied Natural Gas (LNG) facility	<input type="text" value="0"/> LNGV	<input type="text" value="0"/> LNGC	<input type="checkbox"/>
8.2 Marine terminal facility	<input type="text" value="0"/> MTFV	<input type="text" value="0"/> MTFC	<input type="checkbox"/>

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	<input checked="" type="checkbox"/> HEATV	Btu		
10.0 Deliveries of natural gas that you own to end-use consumers within the report State	Number of Customers			
10.1 Residential	<input type="checkbox"/> DRESN	<input type="checkbox"/> DRESV	<input type="checkbox"/> DRESC	<input type="checkbox"/>
10.2 Commercial	<input type="checkbox"/> DCOMN	<input type="checkbox"/> DCOMV	<input type="checkbox"/> DCOMC	<input type="checkbox"/>
10.3 Industrial	<input type="checkbox"/> DINDN	<input type="checkbox"/> DINDV	<input type="checkbox"/> DINDC	<input type="checkbox"/>
10.4 Electric Power	<input type="checkbox"/> DELEN	<input type="checkbox"/> DELEV	<input type="checkbox"/> DELEC	<input type="checkbox"/>
10.5 Vehicle Fuel	<input type="checkbox"/> DVEHN	<input type="checkbox"/> DVEHV	<input type="checkbox"/> DVEHC	<input type="checkbox"/>
10.6 Other (not included above)	<input type="checkbox"/> DOTN	<input type="checkbox"/> DOTV	<input type="checkbox"/> DOTC	<input type="checkbox"/>
Specify type	<input type="text" value="DOTO"/>			
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	<input type="checkbox"/> TRESN	<input type="checkbox"/> TRESV	<input type="checkbox"/> TRESC	<input type="checkbox"/>
11.2 Commercial	<input type="checkbox"/> TCOMN	<input type="checkbox"/> TCOMV	<input type="checkbox"/> TCOMC	<input type="checkbox"/>
11.3 Industrial	<input type="checkbox"/> TINDN	<input type="checkbox"/> TINDV	<input type="checkbox"/> TINDC	<input type="checkbox"/>
11.4 Electric Power	<input type="checkbox"/> TELEN	<input type="checkbox"/> TELEV	<input type="checkbox"/> TELEC	<input type="checkbox"/>
11.5 Vehicle Fuel	<input type="checkbox"/> TVEHN	<input type="checkbox"/> TVEHV	<input type="checkbox"/> TVEHC	<input type="checkbox"/>
11.6 Other (not included above)	<input type="checkbox"/> TOTN	<input type="checkbox"/> TOTV	<input type="checkbox"/> TOTC	<input type="checkbox"/>
Specify type	<input type="text" value="TOTO"/>			
12.0 Natural gas consumed in your operations				
12.1 Space heat of your facilities		<input type="checkbox"/> CSHV		<input type="checkbox"/>
12.2 New pipeline fill		<input type="checkbox"/> CNWV		<input type="checkbox"/>
12.3 Pipeline distribution or storage compressor use		<input type="checkbox"/> C3CUV		<input type="checkbox"/>
12.4 Other (Specify type)	<input type="text" value="COTC"/>	<input type="checkbox"/> COTV		<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)		<input type="checkbox"/> IUGV		<input type="checkbox"/>
13.2 Liquefied natural gas (LNG) storage additions (peaking facilities only)		<input type="checkbox"/> ILNGV		<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	<input type="text" value="TOR"/>	<input type="checkbox"/> TOV		<input type="checkbox"/>
in neighboring State or Country	<input type="text" value="TOS"/>			
Means of transport	<input type="text" value="TOM"/>			
<input type="checkbox"/> Continue if more space is needed				
15.0 Lease use (Reported by producers only)		<input type="checkbox"/> LLSEV		<input type="checkbox"/>
16.0 Returned to oil and/or gas reservoirs, for repressuring, reinjection (reported by producers only)		<input type="checkbox"/> LLRTV		<input type="checkbox"/>
17.0 Losses from leaks, migration, damage, and/or accidents within report State		<input type="checkbox"/> LLOSV		<input type="checkbox"/>
18.0 Other disposition within report State (not included above)				
18.1 To distribution companies		<input type="checkbox"/> ODCV		<input type="checkbox"/>
18.2 To other pipelines in the report State		<input type="checkbox"/> OPLV		<input type="checkbox"/>
18.3 To storage operators in the report State		<input type="checkbox"/> ODSOV		<input type="checkbox"/>
18.4 To other (Specify type)	<input type="text" value="ODC"/>	<input type="checkbox"/> ODV		<input type="checkbox"/>
<input type="checkbox"/> Continue if more space is needed				
19.0 Total disposition (sum items 10.1 through 18.4)		<input type="checkbox"/> TDSPV		<input type="checkbox"/>
20.0 Difference between gas total supply(+) and total disposition(-) (Part 4 line 7.0 minus Part 6 line 19.0)		<input type="checkbox"/> UNACV		<input type="checkbox"/>

Appendix B - State and Country Codes

State Name	Alpha Code	Code #	Country Name	Alpha Code	Code #
Alabama	AL	1	Puerto Rico	PR	43
Alaska	AK	2	Virgin Islands	VI	52
Arizona	AZ	4	Yemen	YM	59
Arkansas	AR	5	Spain	ES	61
California	CA	6	Brazil	BL	62
Colorado	CO	8	United Kingdom	UK	63
Connecticut	CT	9	India	I2	64
Delaware	DE	10	Chile	CI	66
District of Columbia	DC	11	China	C2	67
Federal Offshore	FX	60	Portugal	PT	68
Florida	FL	12	Qatar	QR	70
Georgia	GA	13	United Arab Emirates	UA	71
Hawaii	HI	15	Equatorial Guinea	GQ	72
Idaho	ID	16	Trinidad	TD	73
Illinois	IL	17	Algeria	AG	75
Indiana	IN	18	Canada	CN	76
Iowa	IA	19	Japan	JA	77
Kansas	KS	20	Mexico	MX	78
Kentucky	KY	21	Indonesia	II	79
Louisiana	LA	22	Australia	AU	80
Maine	ME	23	Russia	RU	81
Maryland	MD	24	Norway	NO	82
Massachusetts	MA	25	Nigeria	NG	83
Michigan	MI	26	Peru	PE	85
Minnesota	MN	27	Malaysia	MY	88
Mississippi	MS	28	Egypt	EG	89
Missouri	MO	29	South Korea	KR	90
Montana	MT	30	Taiwan	TW	92
Nebraska	NE	31	Other	OT	98
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			