



U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION

**COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995  
BUILDING FUEL OIL USAGE FORM**

Consumption data are to be provided for the entire building identified on the label.

A copy of the authorization form signed by the building owner/manager is included inside.

Data may be submitted directly on the reporting form inside this folder, or in any other format, such as a computer-generated listing or the enclosed formatted diskette, which provides the same information and is convenient for your company.

Whatever format is used to submit data, answers to all questions on this form must be included with the submission.

For additional information on how to complete the form, see the separate instructions.

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL 1-800-927-0589 TOLL FREE  
AND ASK FOR THE SUPPLIER SURVEY SPECIALIST.**

Label

**This report is mandatory under Public Law 93-275, as amended.** For the provisions concerning the confidentiality of information submitted on this form and the sanctions, see the General Instructions. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Office of Statistical Standards EI-73, 1000 Independence Avenue SW, Washington, DC 20585, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Unless otherwise specified, **these data collection forms are due by March 1, 1996.** Please use the enclosed self-addressed, postage-paid envelope to return the completed forms, or mail the forms to:

Commercial Buildings Energy Consumption Survey  
c/o Westat, Inc.  
1650 Research Blvd.  
Rockville, MD 20850-9973

or FAX to:  
1-301-251-2257

1. In the table below, please report the date, quantity delivered, and dollar amount for all deliveries of fuel oil to this building from December 1, 1994 through January 31, 1996, beginning at Time Period 1.

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

Time Period	Delivery Date Mo./Day/Yr.	Check <input checked="" type="checkbox"/> if first delivery to a new customer	GALLONS DELIVERED	Please indicate the type(s) of fuel supplied to this building. Circle one answer for each delivery. D = Distillate (#1, #2, and #4 fuel oil; #1 and #2 diesel oil) R = Residual (#5 and #6 fuel oil) K = Kerosene O = Other DK = Don't Know	TOTAL DOLLAR AMOUNT*
0				D R K O DK	
1				D R K O DK	
2				D R K O DK	
3				D R K O DK	
4				D R K O DK	
5				D R K O DK	
6				D R K O DK	
7				D R K O DK	
8				D R K O DK	
9				D R K O DK	
10				D R K O DK	
11				D R K O DK	
12				D R K O DK	
13				D R K O DK	
14				D R K O DK	

\*TOTAL DOLLAR AMOUNT should include State and local taxes, and exclude merchandise, repair or service charges.

2. Does the response to Item 1 include all accounts or customers active in this building as of January 31, 1996?

- Yes
- No
- Don't Know

3. Other than the building shown on the label on the cover, does the information in Item 1 include deliveries to any other building(s)?

- Yes
- No
- Don't Know

4. How do you classify this building/account in your records? (CHECK ONE)

- Residential
- Commercial
- Industrial
- Commercial/Industrial
- Other (please specify): \_\_\_\_\_

NOTE: Please provide the requested information for this building even if this is not a commercial building according to your definition.

5. Person to contact regarding information on this form:

NAME (Please Print) \_\_\_\_\_

TITLE \_\_\_\_\_

( ) \_\_\_\_\_

Area Code TELEPHONE

( ) \_\_\_\_\_

Area Code FAX

DATE \_\_\_\_\_

## INSTRUCTIONS FOR SPECIFIC ITEMS

### Definition of "Customer"

The term "customer" refers to a company, office, person, agency, etc., that is sent a bill for deliveries of fuel oil to the building. "Customer" means all separately billed tenants or occupants of the building, regardless of whether the bills are sent to the building address or to some other address. The term also includes any separate bill sent to the building management or owners for the costs of deliveries of fuel oil for the building as a whole (hallways, lobbies, areas used for storage or maintenance operations, etc.).

### Item 1

All billing information is to be reported for the entire building identified on the label on the front of the form. For Time Period 0, indicate the date of the last delivery prior to those for which quantities are reported. Indicate if any delivery is the first delivery to a new customer in the building.

In Column 5, if more than one type of fuel oil is delivered, circle the letter of the type of fuel oil delivered to most of the customers in the building. The three major categories are: distillate fuel oil (includes #1, #2, and #4 fuel oil and #1 and #2 diesel fuel oil), residual fuel oil (includes #5 and #6 fuel oil), and kerosene.

### Item 2

Indicate whether the responses in Item 1 include all customers for the building identified on the label.

### Item 3

In your answer to Item 3, specify whether the delivery information reported in Item 1 represents more than total deliveries in the building for which information is requested on this form. Check the YES box if the bills that furnished the information for Item 1 show substantial consumption in buildings other than the selected one and you are unable to report separately for the selected building. Check the NO box if the bills show consumption in the selected building only. (Also check the NO box if the figures include only minor out-buildings, such as a shed.)

### Item 4

Check whichever category you apply to this building or account in your records. Please provide all requested billing information on this form for this building/account even if you do not classify this building as commercial in your records.

### Item 5

Please provide the name, title, telephone and fax number (if applicable) of the person who completed this form. This is the person we will contact if we have any questions about the completed form. Be sure to include the date of your response.

## GENERAL INSTRUCTIONS

### Purpose of the Survey

The Commercial Buildings Energy Consumption Survey (CBECS) collects data every 3 years on energy consumption, expenditures, and usage patterns for the nonresidential buildings sector of the U.S. economy. The information collected on the CBECS will be used to publish aggregate statistics on (1) the consumption and expenditures of energy by different types of buildings and (2) other consumption-related issues.

### Purpose of this Form

The purpose of this reporting form is to obtain information on total consumption of fuel oil for the **building** identified on the label on the front of the enclosed data collection forms. The total to be reported is the sum of the individual deliveries of fuel oil to all separately billed customers in the building during the period from December 1, 1994, through January 31, 1996. The total should include former customers who were in the building during the reporting period. The total should also include all customers or accounts in the building, whether commercial or noncommercial.

### Confidentiality

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

If you are concerned about your individual account information, you may choose to mark out the account number or name on any computer-generated listing that you send us. The EIA requests only the information required to complete Items 1 through 5. If you provide individual account information for Item 1, also complete Items 2 through 5 for the building on the label.

### Data Collection Authority and Sanctions

**This report is mandatory under Public Law 93-275, as amended.** The timely submission of Form EIA-871F by those required to report is mandatory under Section 13 (b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations that 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.

### Reporting Media

Data may be submitted directly on the enclosed data collection forms or in other formats, such as computer-generated listings or the enclosed formatted diskette (if enclosed), which provides all the information requested (Items 1 through 5) and are convenient for your company. **If a company format is used, please indicate where each piece of requested information is listed on the provided format.**

You may submit one report for the entire building, or if it is easier, one report for each of several accounts in the building and EIA's survey contractor (Westat) will create an aggregated record for the building.