



## EIA-878: MOTOR GASOLINE PRICE SURVEY INSTRUCTIONS

### 1. QUESTIONS?

If you have any questions about Form EIA-878 after reading the instructions, please call our toll free number 1-866-582-4052.

### 2. PURPOSE

The U.S. Energy Information Administration (EIA) Form EIA-878, "Motor Gasoline Price Survey," is designed to collect data on the cash, pump price of self-serve, unleaded gasoline, by grade of gasoline. The data are used to monitor changes in gasoline prices and to report to Congress and others when requested.

### 3. WHO MUST REPORT

Response to the Form EIA-878 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) for the scientifically selected sample of companies selling gasoline at retail outlets. Companies sampled are notified in writing or by phone in advance. Section 8 explains the possible sanctions for failing to report.

### 4. WHEN TO REPORT

The data on Form EIA-878 are collected on Monday of each week by telephone, except for National holidays, in which case, the data are collected on the following Tuesday.

### 5. WHERE TO REPORT

EIA personnel collect the data by telephone. Respondents are required to provide the data when contacted. Companies preferring to report by other electronic means should contact the toll free number above in advance to make arrangements.

### 6. HOW TO REPORT

#### PART 1. IDENTIFICATION DATA

At the time of respondent initiation, the identification information will be verified with the company. Should any of this information change after initiation, report the change the next data collection time. If the outlet is sold to another company, this change should also be reported.

Indicate the month, day, and year (e.g., November 5, 2013 is: Month 11 Day 05 Year 13) of the price in the "Prices for" area. Prices are as of Monday 8:00 a.m. local time.

### PART 2. PRICE DATA

The reported prices should be the cash pump price for self-serve unleaded gasoline. If the station does not offer self-serve, then report the cash price for mini-serve (if available) or full serve.

### 7. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information you provide on Form EIA-878 will be used for statistical purposes only and is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. Every EIA employee, as well as every agent, is subject to a jail term, a fine, or both if he or she makes public ANY identifiable information you reported.

### 8. SANCTIONS

The timely submission of Form EIA-878 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 criminal 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.

### 9. REPORTING AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time of gathering and maintaining the data needed, and reporting the information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: U.S. Energy Information Administration, Office of Survey Development and Statistical Integration, EI-21, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.