



INSTRUCTIONS for FORM EIA-914 MONTHLY NATURAL GAS PRODUCTION REPORT

PURPOSE

The Energy Information Administration's (EIA) Form EIA-914 *Monthly Natural Gas Production Report* collects information on natural gas production by operators in the United States. Data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275. This report is mandatory under the FEA Act. The aggregated data will appear in EIA publications *Natural Gas Annual*, *Monthly Energy Review*, and *Natural Gas Monthly*, and on EIA's website <http://www.eia.gov>.

REPORTING REQUIREMENTS

Report must be completed by selected operators of oil and gas wells in the United States that produce natural gas, including federal and state offshore well operators. The operator is the person, company, or entity recognized by State or Federal regulatory agencies as the operator. Generally a working interest owner operating wells that produce natural gas from natural gas wells, gas condensate wells, or oil wells.

Only report production for wells you operated. Report totals for the following areas: **Federal Offshore Gulf of Mexico, Louisiana, New Mexico, Oklahoma, Texas, Wyoming, and Other States**. The Other States include all remaining states except Alaska, and includes other Federal Offshore (i.e., California) production not specifically asked for in the other six areas.

ELECTRONIC FORMS / INSTRUCTIONS

The [EIA-914 form and instructions are available on the EIA website](#). Choose the XLS or PFD version of the form. Form must be saved to your personal computer to use.

WHEN TO REPORT

Information requested must be provided monthly within 40 days after the end of the production report month, i.e., June production reported by August 10.

HOW TO REPORT

You may submit your completed EIA-914 data form to EIA via Secure File Transfer, email, fax, or mail.

Secure File Transfer - For submitting spreadsheet format (XLS) electronic form. The Secure hypertext transfer protocol (HTTPS) is an industry standard method to send information over the web using a

secure, encrypted process. All information is protected by 128-bit encryption to maintain the privacy and confidentiality of transmitted data. Website: <https://signon.eia.doe.gov/upload/notice914.jsp>

Email completed forms to:
OOG.EIA914@eia.gov

Fax completed forms to: 202-586-1076

Mail completed paper forms to:

Attn: EIA-914
U.S. Department of Energy
Oil & Gas Survey
Ben Franklin Station
P O Box 279
Washington, DC, 20044-0279

DEFINITIONS USED FOR THIS REPORT

Flared: Natural gas that is disposed of by burning.

Gross Withdrawals: Full well stream volume from both oil and gas wells, including all natural gas plant liquids and nonhydrocarbon gases after oil, lease condensate, and water have been removed. Also includes production delivered as royalty payments and production used as fuel on the lease. See item 1, Figure 1 on page 3.

Lease Condensate: A mixture consisting primarily of hydrocarbons heavier than pentanes that is recovered as a liquid from natural gas in lease separation facilities. This category excludes natural gas plant liquids, such as butane and propane, which are recovered at downstream natural gas processing plants or facilities.

Lease Separator: A facility installed at the surface for the purpose of separating the full well stream volume into three parts at the temperature and pressure conditions set by the separator. For oil wells, these parts include produced crude oil, natural gas, and water. For gas wells, these parts include produced natural gas, lease condensate, and water.

Natural Gas Lease Production: Gross Withdrawals of natural gas minus gas production injected on the lease into producing reservoirs, vented, flared, used as fuel on the lease, and nonhydrocarbon gases removed in treating or processing operations on the lease. See item 2, Figure 1 on page 3.

Nonhydrocarbon Gases: Typical nonhydrocarbon gases that may be present in reservoir natural gas, such as carbon dioxide, helium, hydrogen sulfide, nitrogen, and water vapor.

Vented: Natural gas that is disposed of by releasing to the atmosphere.

GENERAL INSTRUCTIONS

Report all production volumes on a total operated basis. This includes all gas production associated with oil and gas wells operated by an individual operator within a State. This is also called the "Gross Operated" or "8/8ths Basis".

Report all production in million cubic feet (MMCF) rounded to the nearest million.

Report all production at a pressure base of 14.73 psia at 60 degrees Fahrenheit.

Negative values should not be filed on any part of the Form EIA-914. If operated properties in any area produce no gas, a value of zero (0) should be reported for that area. If there are no operated properties in an area, leave the cell blank for that area. Reporting of reasonable estimates is encouraged if necessary to meet the due date.

A report is required to be resubmitted when actual or corrected data become available. Indicate a resubmission by checking the box provided in Part I of Form EIA-914. When reporting revisions, report for all areas again: the original data for areas with no corrections and revised data for areas with corrections.

If the change in reported production is more than 5 million cubic feet per day, plus or minus, for any State or area, for either or both of the previous 2 months, the operator must submit a revised EIA-914 form.

If at any time an operator has questions concerning the reporting of production revisions, the operator can call the EIA-914 hotline for help (1-877-434-2914). EIA has, and will continue to work with all operators to minimize their reporting burden.

SPECIFIC INSTRUCTIONS

PART I: RESPONDENT IDENTIFICATION DATA

Report Period: Month and year of production you are reporting.

EIA ID Number: This is the 6-digit identification number EIA has assigned to your company.

Company Name: Enter current company information.

Contact Information: Enter current contact information.

PART II: MONTHLY NATURAL GAS PRODUCTION

All information requested in this part of the form must be reported each time the form is submitted. Line 1 and 2 values should correspond to the boxes

numbered 1 and 2 seen in Figure 1, page 3 of these instructions.

EXPLANATORY NOTES

Please use this space to explain any unusual data values, revisions, or changes to data reported on Form EIA-914, such as changes to respondent identification information, revisions to production data, significant changes from prior month, change of operatorship, and effective date, etc.

SANCTIONS

The timely and factual submission of Form EIA-914 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 a day for each violation, or a fine of not more than \$5,000 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.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information you provide will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A of Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents without your consent. By law, every EIA employee, as well as every agent, is subject to a jail term, a fine of up to \$250,000, or both if he or she discloses ANY identifiable information about you.

FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Send comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Energy Information Administration, Statistics and Methods Group EI-70, 1000 Independence Avenue SW, Washington, DC 20585; and to Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Figure 1. Natural Gas Production Stream

