

Natural Gas Import & Export Regulation - Guidelines for Filing Monthly Reports

Reporting Requirements

Importers and exporters of natural gas must file monthly reports on their activities, as required in DOE/FE Order No. 2464, dated February 1, 2008. Reports are required to contain certain information, but there is no requirement regarding the format for the monthly submissions. The collection of this information is approved by OMB No. 1901-0294 which has an expiration date of April 30, 2013 (extension of approval is pending). For the convenience of filers, the Office of Natural Gas Regulatory Activities provides formats for reporting through Form FE-746R.

Filing Forms With The Federal Government 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 hours per response, including the time for reviewing instructions, searching existing data sources, 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: 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

General Guidelines

Send your reports to the Import/Export Docket Room:

Address:	U.S. Department of Energy Office of Fossil Energy Attn: Natural Gas Reports FE-34; Room 3E-042 Forrestal Building Washington, D.C. 20585
Phone:	202-586-9478
Fax:	202-586-6050
E-mail	ngreports@hq.doe.gov

- Reports may be e-mailed, faxed or mailed. **E-MAIL IS THE PREFERRED METHOD.** It is especially helpful if the report is attached in an Excel file.
- Reports are due 30 days after the end of each month, or the first business day after if the 30th day falls on a holiday or weekend.
- Reports must be filed even if there was no Import/Export activity. In this case, a simple report indicating "No Activity" will suffice.
- All reports, even those with no activity, should still include: company name; contact name, address, phone, fax and e-mail; docket and order numbers; and the reporting month. Please, remember to also include this information on e-mailed reports.
- Please contact the Import/Export Docket Room (ngreports@hq.doe.gov) with comments or questions, or for assistance with your monthly report, if needed.

MONTHLY REPORT FORM INSTRUCTIONS

There are nine (9) different reporting formats, corresponding to different import and export activities. If you choose to use one of the formats, please use the one that matches the activity you are reporting. If you are reporting more than one kind of activity (e.g. both importing and exporting), please use different formats for each different activity.

The nine formats are contained in three groups, according to whether import/export activity is in gaseous (transportation by pipeline), liquid (transportation by vessel or truck) or compressed gaseous transportation (by truck) form.

The instructions below provide details on how to use each of the formats.

Natural Gas Imports (Pipeline)

1. Country of Origin: Country from which natural gas is shipped to the U.S. Typically, this is the country where the gas is produced from wells.
2. Point of Entry into U.S.: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
3. Volume: Enter the volume in thousand cubic feet (Mcf). Make sure to list the volume at the border and not at the point of purchase, unless the purchase occurs at the border. Provide separate volumes for each combination of point of entry, supplier, pipelines, and markets served.
4. Average Price at U.S. Border: List the price in U.S. \$/MMBtu at the border. In other words, include the cost of foreign transportation, but do not include the cost of transportation within the U.S. List the average price of each volume.
5. Supplier(s): List the company or companies from which you purchased the natural gas that you imported into the U.S.
6. Foreign Pipeline at U.S. Border Point: List the name of the company/pipeline that transported the gas to the border. It is not necessary to list the pipeline(s) involved before this one.
7. U.S. Pipeline at U.S. Border Point: List the name of the company/pipeline that received the gas at the border. It is not necessary to list the pipeline(s) involved after this one.
8. Markets Served – U.S. Area: List the U.S. geographic area where the imported gas is to be consumed. For the purpose of this report, the U.S. geographic areas are Northeast, Midwest, South and West. Table 2 provides a listing of states in each geographic area.
9. Estimated Duration of Supply Contract: This information relates to the supplier(s) listed in Column 5. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

Natural Gas Exports (Pipeline)

1. Country of Destination: The country where natural gas is delivered after leaving the U.S.
2. Point of Exit from U.S.: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
3. Volume: Enter the volume in thousand cubic feet (Mcf). Make sure to list the volume at the border and not at the point of purchase, unless the purchase occurs at the border. Provide separate volumes for each combination of point of entry, supplier, pipelines, and markets served.
4. Average Price at U.S. Border: List the price in U.S. \$/MMBtu at the border. In other words, include the cost of U.S. transportation up to the border, but do not include the cost of transportation outside of the U.S. List the average price of each volume.
5. Supplier(s): List the company or companies from which you purchased the natural gas that you exported out of the U.S.
6. Foreign Pipeline at U.S. Border Point: List the name of the company/pipeline that picked up the gas at the border. It is not necessary to list the pipeline(s) involved after this one.
7. U.S. Pipeline at U.S. Border Point: List the name of the company/pipeline that transported the gas to the border. It is not necessary to list the pipeline(s) involved before this one.
8. Estimated Duration of Supply Contract: This information relates to the supplier(s) listed in Column 5. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

In-Transit Natural Gas (Pipeline)

In-Transit gas is gas that is transported through another country without being consumed there. An example is gas that is imported from Canada into the U.S. at one border point and transported across the U.S. to another border point, where it is exported back to Canada, without being consumed in the U.S.

1. Origin & Final Destination Country (one country): Since this is an in-transit transaction, the origin and final destination country should be the same. The country may be the U.S. or another country.
2. Transit Country: The country through which the gas is transported before returning to the origin country. The country may be the U.S. or another country.
3. Initial Border Crossing Point: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
4. Foreign Pipeline at Initial Border Crossing: List the name of the non-U.S. company/pipeline that transported the gas at the point where it crossed from the origin country into the transit country. It is not necessary to list the pipeline(s) involved before/after this one.
5. U.S. Pipeline at Initial Border Crossing: List the name of the U.S. company/pipeline that transported the gas at the point where it crossed from the origin country into the transit country. It is not necessary to list the pipeline(s) involved before/after this one.
6. Final Border Crossing Point: Formal name of the border crossing point, which is typically an interconnection between a foreign pipeline and a U.S. pipeline. List the U.S. side name. See Table 1 for a list of point of entry/exits with the corresponding Canadian or Mexican point names.
7. Foreign Pipeline at Final Border Crossing: List the name of the non-U.S. company/pipeline that transported the gas at the point where it crossed back into the origin country. It is not necessary to list the pipeline(s) involved before/after this one.
8. U.S. Pipeline at Final Border Crossing: List the name of the U.S. company/pipeline that transported the gas at the point where it crossed back into the origin country. It is not necessary to list the pipeline(s) involved before/after this one.
9. Volume at Final Border Crossing Point: List the volume in thousand cubic feet (Mcf) at the border. Even though the volume at the final border crossing will be lower due to fuel use, list just the volume at the final border crossing point.

LNG Imports (Vessel)

1. Delivery Date: List the date that the LNG cargo was delivered to the U.S. LNG receiving terminal.
2. Country of Origin: Country from which LNG is shipped to the U.S. Typically, this is the country where the gas is produced from wells.
3. Supplier(s): List the name of the company or companies from which the LNG was purchased. If there was a middleman involved in the purchase (such as a company affiliate), list the original seller, as well.

4. Cargo Volume: List the volume in thousand cubic feet (Mcf). List the equivalent volume of the gas in gaseous form, not the volume of the liquid.
5. U.S. Receiving Terminal: The LNG receiving facility in the U.S. where the cargo is delivered.
6. Landed Price: The landed price should include the price of the LNG, the transportation cost to the U.S. terminal, and the cost of offloading the LNG. The price should be listed in U.S. \$/per MMBtu.
7. LNG Vessel Name: The name of the vessel carrying the shipment of LNG from the Country of Origin to the U.S.
8. Specific Purchaser/End-User: List the name(s) of the party or parties to which the LNG was sold by your company (the importer).
9. Markets Served – U.S. Area: List the U.S. geographic area where the imported gas is to be consumed. For the purpose of this report, the U.S. geographic areas are Northeast, Midwest, South and West. Table 2 provides a listing of states in each geographic area.
10. Estimated Duration of Supply Contract: This relates to the supplier(s) listed in Column 3. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. Anything more than two years is considered a long-term contract and needs a long-term authorization.

LNG Exports (Vessel)

1. Departure Date: List the date that the LNG vessel left the U.S. export terminal.
2. Country of Destination: The country where LNG is delivered after leaving the U.S.
3. Supplier(s): List the company or companies from which the natural gas being exported was purchased.
4. Cargo Volume: List the volume of the exported cargo of LNG in thousand cubic feet (Mcf). List the equivalent volume of the gas in gaseous form, not the volume of the liquid.
5. U.S. Export Terminal: The LNG shipping facility in the U.S. where the LNG vessel is loaded and departs for the country of destination.
6. Price at Export Point: List the price at the point of export in U.S. \$/MMBtu (FOB).
7. LNG Vessel Name: The name of the vessel carrying this shipment of LNG from the U.S. to the country of destination.
8. Specific Purchaser/End-User: List the name(s) of the party or parties to which the LNG was sold by your company (the exporter).
9. Estimated Duration of Supply Contract: This information relates to the supplier(s) listed in Column 3. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

LNG Exports (By Vessel in ISO Containers)

1. Departure Date: List the date that the LNG vessel left the U.S. export port or terminal.
2. Country of Destination: The country where the LNG is delivered after leaving the U.S.
3. Supplier(s): List the company or companies from which the natural gas being exported was purchased.
4. Cargo Volume: List the volume of the exported cargo of LNG in thousand cubic feet (Mcf). List the equivalent volume of the gas in gaseous form, not the volume of the liquid.
5. ISO Container Loading Facility & Location: The facility in the U.S. where the LNG was loaded into ISO containers. Include the city and state where the facility is located.
6. Mode(s) of Transport From ISO Container Loading Facility to Export Port: List the mode(s) (e.g. Truck, Rail, Barge) used to transport the ISO containers from the Loading Facility to the Export Port. If more than one mode of transport is used (e.g. both Truck and Rail), list all of them here in the order they were used.
7. U.S. Export Port or Terminal: The port in the U.S. where the vessel is loaded and departs for the country of destination.
8. Price at Export Point: List the price at the point of export in U.S. \$/MMBtu (FOB).
9. Name of Ocean Going Vessel: The name of the vessel carrying this shipment of LNG from the U.S. to the country of destination.
10. Specific Purchaser/End-User: List the name(s) of the party or parties to which the LNG was sold by your company (the exporter).
11. Estimated Duration of Supply Contract: This information relates to the supplier(s) listed in Column 3. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

LNG Imports (Truck)

1. Country of Origin: Country from which the LNG is trucked to the U.S.
2. Point of Entry into U.S.: Name of the border crossing point. For transportation by truck, this is the name of the border town or other geographic name used to refer to the part where the road crosses between the countries. List the U.S. side name.
3. U.S. Receiving Facility: List the name of the facility in the U.S. where the LNG is delivered. Include the city and state where the facility is located.
4. Volume: List the volume at the border in thousand cubic feet (Mcf). List the equivalent volume of the gas in gaseous form, not the volume of the liquid.
5. Price at U.S. Border: List the price in U.S. \$/MMBtu at the U.S. border. In other words, include the cost of foreign transportation up to the U.S. border, but do not include the cost of transportation within the U.S.
6. Supplier(s): List the supplier(s) from which the LNG was purchased.
7. LNG Truck Transporting Company: List the name of the company that transported the LNG in the U.S.
8. Markets Served – U.S. Area: List the U.S. geographic area where the imported gas is to be consumed. For the purpose of this report, the U.S. geographic areas are Northeast, Midwest, South and West. Table 2 provides a listing of states in each geographic area.
9. Estimated Duration of Supply Contract: This information relates to the supplier(s) listed in Column 6. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

LNG Exports (Truck)

1. Country of Destination: The country where the LNG is delivered after leaving the United States.
2. Point of Exit from U.S.: Name of the border crossing point. For transportation by truck, this is the name of the border town or other geographic name used to refer to the point where the road crosses between the countries. List the U.S. side name.
3. U.S. Truck Loading Facility and Location: List the name of the facility that the truck transporting the LNG departed from. Include the city and state where the facility is located.
4. Volume: List the volume at the border in thousand cubic feet (Mcf). List the equivalent volume of the gas in gaseous form, not the volume of the liquid.
5. Price at U.S. Border: List the price in U.S. \$/MMBtu at the U.S. border. In other words, include the cost of U.S. transportation up to the border, but do not include the cost of transportation after the LNG leaves the U.S.
6. Supplier(s): List the supplier(s) from which the LNG was purchased.
7. LNG Truck Transporting Company: List the name of the company that transported the LNG in the U.S.
8. Specific Purchaser/End-User: List the name(s) of the party or parties to which the LNG was sold by your company.
9. Estimated Duration of Supply Contract: This information relates to the supplier(s) listed in Column 6. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

CNG Exports (Truck)

1. Country of Destination: The country where the CNG is delivered after leaving the United States.
2. Point of Exit from U.S.: Name of the border crossing point. For transportation by truck, this is the name of the border town or other geographic name used to refer to the point where the road crosses between the countries. List the U.S. side name.
3. U.S. Truck Loading Facility and Location: List the name of the facility that the truck transporting the CNG departed from. Include the city and state where the facility is located.
4. Volume: List the volume at the border in thousand cubic feet (Mcf).
5. Price at U.S. Border: List the price in U.S. \$/MMBtu at the U.S. border. In other words, include the cost of U.S. transportation up to the border, but do not include the cost of transportation after the CNG leaves the U.S.
6. Supplier(s): List the supplier(s) from which the CNG was purchased.
7. CNG Truck Transporting Company: List the name of the company that transported the CNG in the U.S.
8. Specific Purchaser/End-User: List the name(s) of the party or parties to which the CNG was sold by your company.
9. Estimated Duration of Supply Contract: This information relates to the supplier(s) listed in Column 6. Remember that short-term/blanket authorizations should only involve supply contracts with terms not longer than two years. An agreement with a term of more than two years is considered a long-term contract and requires a long-term authorization.

