You must have an EIA Data xChange account to use these instructions

MONTHLY BIODIESEL PRODUCTION SURVEY
DATA XCHANGE TRANSMITTAL INSTRUCTIONS
EIA- 22M

QUESTIONS
If you have any questions about the U.S. Energy Information Administration (EIA) Form after reading the instructions, please contact the EIA Customer Service Center at 1-855-EIA-4USA (1-855-342-4872). The email address is EIA4USA@eia.gov

HOW TO SUBMIT
The form must be submitted to the EIA via electronic filing using the Data xChange Portal. The Data xChange Portal is a secure Web-based application that will enable you to upload a PDF transmittal sheet, enter data interactively using a web form, and validate your data online. Send your surveys using this secure method at:

- **Uploading the Form to the Data xChange Portal (PDF):** Once the EIA-22M form is completed, follow the instructions on the Data xChange Portal for uploading the transmittal sheet.

- **Entering the Form data interactively (Web Form):** You may enter the required data manually via a web form into the Data xChange Portal. Follow the instructions on the Data xChange Portal to complete the online form.

- **System to System Transfer/Bulk Upload:** Should you choose to transfer your data directly from your database to a specified secure location, you will be required to format your data using the Electronic Data format provided on the Data xChange Portal. Follow the instructions on the Data xChange Portal to submit your data via system transfer.

SURVEY QUESTIONS INSTRUCTIONS
**RESPONDENT IDENTIFICATION**

**Uploading the Form to the Data xChange Portal (PDF)**

The fields identified in the Respondent Identification section are required if submitting data via transmittal sheet. Please copy the information from the Data xChange Portal. Information **MUST MATCH** the information displayed in the Portal.

**Entering the Form Data Interactively (Web Form)**

The fields identified in the Respondent Identification section are read only fields.

**System to System Transfer/Bulk Upload**

The fields identified in the Respondent Identification section are required if submitting data via system to system transfer. Please copy the information from the Data xChange Portal. Information **MUST MATCH** the information displayed in the Portal.

**PLANT INFORMATION AND OPERATING STATUS**

- **Campaign Name:** The name of the survey form and report period for which data are being collected.
- **Account Name:** Name of the company.
- **Alias:** Doing Business As (DBA) or secondary name of the company.
- **Account City:** City in which the company is located.
- **Account State:** State in which the company is located.

For definitions of the operating status categories, refer to the glossary. Note: The status, "leased to another company" does not include biodiesel plants that process feedstock for fuel marketers under tolling agreements.

**PRODUCTION, INPUTS, STOCKS, AND SALES**

- **Report annual production capacity of the plant, by volume in gallons.**
- **Report “YES” or “NO” if the plant is a farmer’s cooperative.**
- **This section requires the respondent to provide information on the production, inputs, stocks, and sales of biodiesel.**

Respondents should mark only ONE of the categories. Only those respondents stating that the plant has been sold or leased during the reporting month should complete the new company information part. Data should only be given for any production, sales, or inputs up to the date of transaction. Respondents marking ‘active’, ‘temporarily inactive’ or ‘permanently ceased operation’ should skip the new company information part and continue to the Production, Inputs, Stocks, and Sales section to complete the rest of the form. Respondents marking ‘temporarily inactive’ should fill out only the end-of-month stocks information in the Production, Inputs, Stocks, and Sales section under the Volumetric Balance, Production, and Inputs to Production of B100 heading.

Respondents should report the volume, in gallons, of biodiesel (B100) held in storage at the plant. Beginning of month stocks are inventories held as of midnight on the last day of the month prior to the survey month. The respondent should not report stocks of any biodiesel blends.

Respondents should then report the total number of gallons
of biodiesel (B100) produced at this plant during the survey month.

- Next report sales of non-blended biodiesel (B100) and biodiesel blends. For sales of biodiesel blends, the respondent should report only biodiesel included in the blend. Other components of the blends will be reported in Sales of B100 and Blended Biodiesel.

- Changes in biodiesel stock that are not accounted for by sales in the domestic U.S. market should be reported as B100 adjustments. These could include, for example, changes resulting from leaks, imports and exports.

- End of month stocks are inventories held as of midnight on the last day of the survey month. The respondent should not report stocks of any biodiesel blends.

- Data provided in Volumetric Balance, Production, and Inputs to Production of B100 will be used to generate a volumetric balance equation to verify the quality of the data. The balance equation is calculated as follows: beginning month stock of B100 plus production of B100 less sales of B100 less B100 sold in biodiesel blends plus or minus adjustments of B100 should equal end of month stocks. For questions about the definitions of these terms, refer to the glossary. If the equation does not balance, please review the data entered for stocks, receipts, consumption, and adjustments. If the balance is not a numerical error, enter a comment to explain any discrepancy. Also, enter in the comments section an explanation of the source of B100 adjustments, if available.

- Co-Product Production collects data on monthly co-product production. Production values may be given by volume in gallons or by weight in pounds. The quantity of pure glycerol contained in the glycerin co-product may be estimated by material balance or verified by laboratory analysis. Respondents should answer “Yes” to “Was Glycerol Purity Verified by Laboratory Test?” if the glycerol purity of at least one sample of the glycerin co-product was verified by laboratory analysis within the reporting period. If the glycerol is used to produce some other chemical at the biodiesel plant, respondents should report zero glycerol production for Glycerol Production and include the production of glycerol-derived chemicals for Alcohol Used in Production.

- Inputs to Production asks for information about feedstock used to produce biodiesel during the survey month. Feedstocks are divided into vegetable oils (canola oil, corn oil, cottonseed oil, palm oil, peanut oil, soybean oil, sunflower oil, and other); animal fats (poultry fat, tallow, white grease, and other fats such as lard); recycled feedstock (yellow grease and other recycled feedstocks such as brown grease); algae; and other feedstocks. Inputs should be listed by feedstock in pounds. The respondent should also report the amount of alcohol and catalysts used in production in this section. “Alcohol” is the total of methanol, ethanol, and any other alcohols used in production.

- Sales of B100 and Blended Biodiesel gather information about the sale of biodiesel and biodiesel blends. First, the respondent should list the total volume of sales in gallons and total revenue in dollars received from these sales of biodiesel and biodiesel blends and not co-product sales. Total volume and revenue are to be reported separately based on whether tax credit has been taken (i.e., Sales for Which Producer Claimed Tax Credit) or whether tax credit was not taken on the sale (i.e., Sales for Which Producer Did Not Claim Tax Credit).

- “Tax credit” for purposes of this part is defined as the credit against the Federal income tax and/or the Federal motor fuels excise tax for the blending of biodiesel. If a biodiesel producer claims the Federal small producer credit for biodiesel but does not claim any Federal credit for biodiesel blending, then the volume and revenue of the producer’s sales should be reported under “Sales for Which Producer Did Not Claim Tax Credit.” Sales for which a producer claimed any State tax incentive and no Federal tax credits for biodiesel blending should also be reported under “Sales for Which Producer Did Not Claim Tax Credit.”

- Next, the respondent must provide volume and revenue figures for sales to end users and sales for resale separately. Sales to end users are sales made directly to the user of the product. End users can be bulk customers, such as agriculture and industry, as well as residential and commercial customers. Sales for Resale are sales to customers who are other than final consumers. Most frequently, these are wholesale sales. If the plant sells product both to end users and for resale, the respondent should complete all parts under Sales of B100 and Blended Biodiesel. Otherwise, the respondent should report monthly sales under either Sales to End Users or Sales for Resale, as appropriate. For further definition of sales to end users and sales for resale, refer to the glossary.

- In Sales to End Users, the respondent must list the total volume and revenue received from B98 to B100 sold to end users in line 1.a. Volume and revenues for sales on which the tax credit was taken and those on which the tax credit was not taken must be reported separately. On line 1.a, sales blends should include the volume of non-biodiesel components in the blend. On line 1.a.1, respondents must give the total volume of diesel fuel included in the B98-B100 sales reported. On line 1.b, respondents must list the volume and revenue earned from all other biodiesel blends below B98, i.e., B0.1 to B97.9. On this line, sales of blends should include the volume of non-biodiesel components in the blend. On line 1.b.1, the amount of diesel fuel included in the other biodiesel blends category should be given in volume.

- Sales for Resale require the respondent to list information regarding the sale of biodiesel or biodiesel blends for resale. One line 2.a, the respondent must list the total volume and revenue received from B98-B100 sold to end users. Volume and revenues for sales on which the tax credit was taken and those on which the tax credit was not taken must be reported separately. On line 2.a, sales blends should include the volume of non biodiesel components in the blend. On line 2.a.1, respondents must give the total volume of diesel fuel included in the B98-B100 blends reported. On line 2.b, respondents must list the volume and revenue earned from all other biodiesel blends below B98, i.e., B0.1 to B97.9. On line 2.b, sales of blends should include the volume of non-biodiesel components in the blend. On the line 2.b.1, the amount of diesel fuel included in the other biodiesel blends category should be given in volume.

- End Use Sales of Biodiesel relates to the sale of biodiesel to end users. This section should be completed only if sales to end users were reported.

- Total end-use sales should be divided according to their type of use: on-road transportation, off-road transportation, heating, or any other industrial or consumer use. For definitions of usage type, refer to the glossary. For each applicable end use, respondents are required to give end-use sales by volume in gallons. Respondents are required to list end-use sales for B98-B100 biodiesel on line 1, diesel fuel included in the B98 to B100 on line 2, other biodiesel blends of B0.1 to B97.9 on line 3 and diesel fuel used in other biodiesel blends of B0.1 to B97.9 on line 4.