



# **ENERGY INDUSTRY INFORMATION REPORTING PROGRAM ("EIIRP") INSTRUCTIONS**

Phone: (808) 586-2488  
Email: [edata@dbedt.hawaii.gov](mailto:edata@dbedt.hawaii.gov)  
<http://hawaii.gov/dbedt/info/economic>

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## Form R-001 REGISTRATION FORM INSTRUCTIONS

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### QUESTIONS

If you have any questions about Form R-001 after reading the instructions, please contact DBEDT support at (808) 586-2488.

### WHO MUST SUBMIT

Form R-001 is mandatory pursuant to HRS § 486J and must be completed and filed with the Department of Business, Economic Development, and Tourism for all current and new distributors and refiners.

### WHEN TO SUBMIT

For current and existing distributors, major oil storers, and refiners as of July 1, 2010, the initial filing date to register is no later than **July 31, 2010**. All changes to a previously filed registration form shall be filed no later than seven (7) business days from the date of the change.

### HOW TO SUBMIT

Submit Microsoft Excel versions of each form to the following secure email address: [edata@dbedt.hawaii.gov](mailto:edata@dbedt.hawaii.gov).

### COPIES OF SURVEY FORMS AND INSTRUCTIONS

Copies of the reporting form in portable document format (PDF) and spreadsheet format (XLS) are available on DBEDT's website. Copies of the instruction form in PDF are also located on DBEDT's website below.

#### **Reporting Forms in Excel**

- [http://hawaii.gov/dbedt/info/economic/EIIRP/eiirp\\_forms/EIIRP\\_Forms.zip](http://hawaii.gov/dbedt/info/economic/EIIRP/eiirp_forms/EIIRP_Forms.zip)

#### **Instruction Forms**

- [http://hawaii.gov/dbedt/info/economic/EIIRP/eiirp\\_forms/EIIRP\\_Instruction\\_Forms.pdf](http://hawaii.gov/dbedt/info/economic/EIIRP/eiirp_forms/EIIRP_Instruction_Forms.pdf)

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

### PART 1. RESPONDENT IDENTIFICATION

- **Report Date** – Enter as Month (##), Day (1-31) and Year.
- **Company name** – Enter the name of the reporting entity.
- **Doing business as a** – check all the boxes that apply to your company. See definitions below.
  - **Distributor (§486J-1):**
    - (1) Every person who refines, manufactures, produces, or compounds fuel in the State and sells it at wholesale or at retail;
    - (2) Every person who imports or causes to be imported into the State, or exports or causes to be exported from the State, any fuel;
    - (3) Every person who acquires fuel through exchanges with another distributor; or
    - (4) Every person who purchases fuel for resale at wholesale or retail from any person described in paragraph (1), (2), or (3); provided that "distributor" shall not include a marina, lessee dealer-operated station, owner-operated station, or other retailer that retails fuel only to end users or the public.
  - **Petroleum Product Refiner (§486J-1):** Any person who owns, operates, or controls the operations of one or more refineries in Hawaii.
- **Facility Location** – Enter the physical location of the reporting company. If the physical location is the same as the mailing address, check the box next to "Mailing Address same as Physical Address."
- **Mailing Address** – Enter mailing address if it is different than physical location.
- **Contact Information** – Enter the name, telephone number, and e-mail address of the contact person for the reporting entity concerning information shown in the report. The contact person should be the person most knowledgeable of the specific data reported.
- **Comments** – Please provide an explanation on any unusual aspects of your reporting month's operations.

- **Certification** – The certification section at the bottom of the form shall be completed and executed by the person filing the report on behalf of the company.

## PART 2. SUBMISSION OR RESUBMISSION INFORMATION

### Submission

Refer to the “How To Submit” section for detailed instructions.

### Resubmission

- A resubmission is required whenever an error is found in a previous report. A resubmission must be done regardless if an error was discovered by a respondent or requested by DBEDT. In addition, resubmission is required whenever descriptive information is added or changed.
- Check the box next to “Resubmission,” if the report is being resubmitted.
- For resubmissions, report on the form only the affected line(s) giving the revised data and using the same line number(s) used in the original submission. Then complete and submit a revised form. Complete the DBEDT Form ID number, the report period, report date, contact information (if applicable) and click the box next to “Resubmission.” Please provide an explanation of any unusual aspects of the company’s reporting month’s operations and/or reason for resubmission in the **Comments** section located at the bottom of the form.

## PART 3. INFORMATION OF REPORTING REQUIREMENTS UNDER CHAPTER 486J, HAWAII REVISED STATUTES

### Type of Report

There are two types of reports: Registration and Monthly.

### Reporting Period

The reporting period for each of the three report types are the following:

- Registration – Registration is prior to reporting, with resubmission as necessary.
- Monthly – Every calendar month.

### Filing Deadline

The filing deadline for each of the two report types are the following:

- Registration – Registration must be prior to reporting entity becoming a distributor or petroleum product refiner, as defined in chapter 486J, HRS. For existing distributors or petroleum product refiner, as of July 1, 2010, the filing deadline is July 31, 2010.
- Monthly – A completed form must be received on or before the last day of the month following the end of the report month (e.g., July 2010 report period must be received by or on August 31, 2010).
- Filing deadlines are subject to change by the Department of Business, Economic Development & Tourism. If the filing deadline for a report falls on a State or Federal holiday or weekends, the report shall be due on the next business day.

### EIIRP Reports

The following reports and corresponding report number compose the reporting forms within the Energy Industry Information Reporting Program.

- DBEDT-110 Monthly Petroleum Imports Report
- DBEDT-111 Monthly Petroleum Exports Report
- DBEDT-120 Monthly Terminal Report
- DBEDT-130 Monthly Retail and Wholesale Transactions Report
- DBEDT-140 Monthly Refinery Report
- DBEDT-301 Monthly Storage Facility Report

## PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information reported on Form R-001 will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.



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**SCHEDULE "A"**  
**2010-2011 MONTHLY FILING DEADLINES**

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(All monthly reports are due at 4:30 pm HST on the respective filing deadlines)

<b>Report Beginning First of Month</b>	<b>Report Ending Last of Month</b>	<b>Filing Deadline*</b>
07/01/10	07/31/10	08/31/10
08/01/10	08/31/10	09/30/10
09/01/10	09/30/10	10/31/10
10/01/10	10/31/10	11/30/10
11/01/10	11/30/10	12/31/10
12/01/10	12/31/10	01/31/11
01/01/11	01/31/11	02/28/11
02/01/11	02/28/11	03/31/11
03/01/11	03/31/11	04/30/11
04/01/11	04/30/11	05/31/11
05/01/11	05/31/11	06/30/11
06/01/11	06/30/11	07/31/11
07/01/11	07/31/11	08/31/11

\* Filing deadlines are subject to change by DBEDT. If the filing deadline for a report falls on a State holiday, the report shall be due on the next business day. Future monthly filing deadlines will be published by DBEDT.



GENERAL INSTRUCTIONS  
FORM DBEDT-110, 111, 120, 130, 140, 301

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QUESTIONS

If you have any questions after reading the general instructions, please contact DBEDT at (808) 586-2488.

PURPOSE

The Department of Business, Economic Development, and Tourism (DBEDT) is collecting petroleum product volume information for state energy planning and policy development, energy assurance planning, and energy security. These general instructions are applicable to all forms listed below.

WHO MUST SUBMIT

Pursuant to HRS § 486J, the following forms must be completed by these reporting entities:

- 1. Form DBEDT-110 Monthly Petroleum Imports Report –**  
Each distributor who imports crude oil or petroleum products into the State of Hawaii.
- 2. Form DBEDT-111 Monthly Petroleum Exports Report –**  
Each distributor who exports crude oil or petroleum products from the State of Hawaii.
- 3. Form DBEDT-120 Monthly Terminal Report –**  
Each distributor that owns and/or controls crude oil or petroleum product storage tanks/facilities in the State of Hawaii.
- 4. Form DBEDT-130 Monthly Retail and Wholesale Transactions Report –**  
Each distributor who directly sells it at wholesale or retail or who uses it directly in the manufacture of products.
- 5. Form DBEDT-140 Monthly Refinery Report –**  
By the operators of oil refineries in the State of Hawaii.
- 6. Form DBEDT-301 Monthly Storage Facility Report –**  
By manufacturers, distributors, or jobbers who own or control, or uses, storage facilities in the State of Hawaii.

WHEN TO SUBMIT

All forms, DBEDT-110, DBEDT-111, DBEDT-120, DBEDT-130, DBEDT-140, and DBEDT-301, must be received by DBEDT on or before the last day of each month following the end of the report month (e.g., July 2010 report period must be received on or before August 31, 2010). Due dates that fall on a Saturday, Sunday, or legal holiday, must be submitted by the next business day.

HOW TO SUBMIT

Submit Microsoft Excel versions of each form to the following secure email address: [edata@dbedt.hawaii.gov](mailto:edata@dbedt.hawaii.gov). A separate report for each zone must be submitted. A statewide consolidated report (an aggregated report of zones 1 through 8 listed as "Total State") will automatically sum zone reports 1 through 8.

COPIES OF SURVEY FORMS AND INSTRUCTIONS

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**Reporting Forms in Excel**

- [http://hawaii.gov/dbedt/info/economic/EIIRP/eiirp\\_forms/EIIRP\\_Forms.zip](http://hawaii.gov/dbedt/info/economic/EIIRP/eiirp_forms/EIIRP_Forms.zip)

**Instruction Forms**

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Files must be saved to your personal computer. Data cannot be entered interactively on the website.

## GENERAL INSTRUCTIONS

### PART 1. RESPONDENT IDENTIFICATION

- **Company name** – Enter the name of the reporting entity.
- **Report Period (Month Ending)** – Enter the month and year. The monthly report period begins at 12:01 a.m. Hawaii Standard Time (HST) on the first day of the month and ends midnight of the last day of the month.
- **Report Date** – Enter the date the form was sent to DBEDT electronically in MM/DD/YYYY format.
- **DBEDT Form ID Number** – Enter the 5-digit DBEDT Form ID Number. If you do not have a number, submit your report leaving this field blank. DBEDT will assign you a number.
- If there has been a change of respondent information since the previous report, please check box (“Respondent information has changed”) and fill out the form below. If more than one contact and/or facility information has changed, please provide additional changes in the comments section below.
- **Doing business as a** – check all the boxes that apply to your company. See definitions below.
  - **Distributor (§486J-1):**
    - (1) Every person who refines, manufactures, produces, or compounds fuel in the State and sells it at wholesale or at retail;
    - (2) Every person who imports or causes to be imported into the State, or exports or causes to be exported from the State, any fuel;
    - (3) Every person who acquires fuel through exchanges with another distributor; or
    - (4) Every person who purchases fuel for resale at wholesale or retail from any person described in paragraph (1), (2), or (3); provided that "distributor" shall not include a marina, lessee dealer-operated station, owner-operated station, or other retailer that retails fuel only to end users or the public.
  - **Refiner (§486J-1):** Any person who owns, operates, or controls the operations of one or more refineries in Hawaii.
- **Facility Location** – Enter the physical location of the reporting company. If the physical location is the same as the mailing address, check the box next to “Mailing Address same as Physical Address.”
- **Mailing Address** – Enter mailing address if it is different than physical location.
- **Contact Information** – Enter the name, telephone number, and e-mail address of the contact person for the reporting entity concerning information shown in the report. The contact person should be the person most knowledgeable of the specific data reported.
- **Comments** – Please provide an explanation on any unusual aspects of your reporting month’s operations.
- **Certification** – The certification section at the bottom of the form shall be completed and executed by the person filing the report on behalf of the company.

### PART 2. SUBMISSION OR RESUBMISSION INFORMATION

#### **Submission**

For monthly reporting forms, submit a separate report for each zone indicated in each worksheet tab.

#### **Resubmission**

- A resubmission is required whenever an error is found in a previous report. A resubmission must be done regardless if an error was discovered by a respondent or requested by DBEDT. In addition, resubmission is required whenever descriptive information (e.g., port of entry, state or country of origin, product description, sulfur, API gravity, etc.) is added or changed.
- Check the box next to “Resubmission,” if the report is being resubmitted.
- For resubmissions, report on the form only the affected line(s) giving the revised data and using the same line number(s) used in the original submission. Then complete and submit a revised form. Complete the DBEDT Form ID number, the report period, report date, contact information (if applicable) and click the box next to “Resubmission.” Please provide an explanation of any unusual aspects of the company’s reporting month’s operations and/or reason for resubmission in the **Comments** section located at the bottom of the form.

## PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information reported will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.

## SANCTIONS

The timely submission by those required to report is mandatory under HRS § 486J-9. Failure to respond may result in civil penalties as stated in HRS § 486J-9



FORM DBEDT-110  
MONTHLY PETROLEUM IMPORTS REPORT INSTRUCTIONS

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SPECIFIC INSTRUCTIONS

PART 3. IMPORT ACTIVITY DETAIL

- **Zone** – Identify the zone of the import location: [1] Oahu, [2] Kauai, [3] Maui (except Hana), [4] Hana (Maui), [5] Molokai, [6] Lanai, [7] Hawaii (Hilo, Hamakua, Puna), [8] Hawaii (Kona, Kohala, Kau) report in the corresponding tab with the appropriate zone number.
- **Product Description** – If the product reported is not listed, then enter the unlisted product name under the cell named “OTHER (Not listed in the selection above): Specify below.” If identical product types are imported from various states or countries, report each product by each specific state or country of origin after row 37 (“LIST PRODUCTS THAT MAY HAVE MORE THAN ONE STATE OR COUNTRY OF ORIGIN”).
- **Port of Entry (Select from list)** – For zones 1, 2, 7 and 8, select the appropriate port of entry under the cell named “port of entry.”
- **State or Country of Origin (if product has more than one origin, then list below line 37)** – Report the petroleum product’s state or country of origin. If the product imported has more than one origin, then list them below by product type beginning row 38.
- **Volume of Import (Barrels)** – Report the quantity (in barrels) of petroleum product imported into the State of Hawaii.
- **Sulfur Percent by Weight (Crude Oil and Residual Fuel Oil Only)** – Enter the sulfur percent by weight rounded to two significant digits (e.g., 1.28) for products with cells that are not grayed out.
- **API Gravity (at 60°F For Crude Oil Only)** – Enter the API (American Petroleum Institute) Gravity rounded to two significant digits (e.g., 26.71) for products with cells that are not grayed out.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information reported on Form DBEDT-110 will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.

SANCTIONS

The timely submission of Form DBEDT-110 by those required to report is mandatory under HRS § 486J-9. Failure to respond may result in civil penalties as stated in HRS § 486J-9.



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FORM DBEDT-111  
MONTHLY PETROLEUM EXPORTS REPORT INSTRUCTIONS

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SPECIFIC INSTRUCTIONS

PART 3. EXPORT ACTIVITY DETAIL

- **Zone** – Identify the zone of the export destination: [1] Oahu, [2] Kauai, [3] Maui (except Hana), [4] Hana (Maui), [5] Molokai, [6] Lanai, [7] Hawaii (Hilo, Hamakua, Puna), [8] Hawaii (Kona, Kohala, Kau) report in the corresponding tab with the appropriate zone number.
- **Product Description** – If the product reported is not listed, then enter the unlisted product name under the cell named “OTHER (Not listed in the selection above): Specify below.” If identical product types are exported to various states or countries, report each product by each specific destination (state or country) after row 35 (“LIST PRODUCTS THAT MAY HAVE MORE THAN ONE EXPORT DESTINATION”).
- **Port of Exit (Select from list)** – Select the appropriate port of exit under the cell named “port of exit.”
- **Destination: State or Country (if product has more than one destination, then list below line 35)** – Report the destination state or country of the petroleum product.
- **Volume of Export (Barrels)** – Report the quantity (in barrels) of petroleum product exported from the State of Hawaii.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information reported on Form DBEDT-111 will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.

SANCTIONS

The timely submission of Form DBEDT-111 by those required to report is mandatory under HRS § 486J-9. Failure to respond may result in civil penalties as stated in HRS § 486J-9.



FORM DBEDT-120  
MONTHLY TERMINAL REPORT INSTRUCTIONS

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SPECIFIC INSTRUCTIONS

PART 3. TERMINAL ACTIVITY DETAIL

- **Zone** – Identify the zone of the terminal location: [1] Oahu, [2] Kauai, [3] Maui (except Hana), [4] Hana (Maui), [5] Molokai, [6] Lanai, [7] Hawaii (Hilo, Hamakua, Puna, [8] Hawaii (Kona, Kohala, Kau) report in the corresponding tab with the appropriate zone number.
- **Product Description** – If the product reported is not listed, then enter the unlisted product name under the cell named “OTHER (Not listed in the selection above): Specify below.”
- **Terminal** – Enter the name your company uses to refer to the terminal. Terminal is defined as a facility used primarily for the storage and/or marketing of petroleum products and that receives petroleum product by tanker, barge, or pipeline. The reported terminal name should be consistent each reporting month (i.e. if you report Honolulu Port as a terminal name, do not enter Honolulu Harbor Port the next month as the system will not recognize “Honolulu Harbor Port” and will cause an error.).
- **Address** – Enter the facility address (e.g., the physical address) of each terminal under the reported terminal name.

Report all domestic and foreign inventory held at each bulk terminal or storage tank your company owns. Report all inventory in your company’s bulk terminals or storage tanks located at these terminals, regardless of ownership. Do not include petroleum products stored in underground tanks – only above-ground tanks.

**Inventory End of Month (Barrels)**

- **Report** inventory end of the month as of midnight of the last day of the current report month.
- **Report** all inventory in the custody of the refinery regardless of ownership. Reported inventory quantities should represent actual measured inventories.
- **Report** all domestic and foreign inventory held at terminals. Include foreign inventory only after entry through Customs. Exclude inventory of foreign origin held in bond.

PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information reported on Form DBEDT-120 will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.

SANCTIONS

The timely submission of Form DBEDT-120 by those required to report is mandatory under HRS § 486J-9. Failure to respond may result in civil penalties as stated in HRS § 486J-9.



FORM DBEDT-130  
MONTHLY RETAIL AND WHOLESALE TRANSACTIONS REPORT INSTRUCTIONS

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SPECIFIC INSTRUCTIONS

PART 3. TRANSACTION ACTIVITY DETAIL

- **Zone** – Identify the zone of the end-user in the transaction: [1] Oahu, [2] Kauai, [3] Maui (except Hana), [4] Hana (Maui), [5] Molokai, [6] Lanai, [7] Hawaii (Hilo, Hamakua, Puna), [8] Hawaii (Kona, Kohala, Kau) report in the corresponding tab with the appropriate zone number.
- **Product Description** – If the product reported is not listed, then enter the unlisted product name under the cell named “OTHER (Not listed in the selection above): Specify below.”

**Total Retail Transactions (Sales to End-Users)**

***Through Company Operated Retail Outlets [a]***

- **Report** sales volume (in barrels) of petroleum products made through company-operated retail outlets, which are subject to motor fuel taxes. For diesel fuel, include sales volume made through company-operated retail outlets which are subject to motor fuel highway taxes. Do not include wholesale sales, or the sale of product for resale, in this category.

***To Other End-Users (Barrels)***

- **Residential [b]]**
  - **Report** sales volume (in barrels) for an energy-consuming sector that consists of living quarters for private households (e.g., individual households, apartment buildings, condominiums, or other multi-family dwellings).
  - **Report** volumes of kerosene, No. 1 and No. 2 distillate fuel oil, as well as other petroleum product types used this type of energy-consuming sector, sold for use in private households for space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a variety of other appliances. For propane, include both sales of bottled gas delivered to the residence and truck sales delivered to customer tanks.
- **Commercial/Institutional [c & d]**
  - **Commercial Agriculture [c]**
    - **Report** sales volume (in barrels) of an energy-consuming sector that consists of all facilities and equipment engaged in growing crops and raising animals.
    - **Report** volumes of No. 2 diesel < 500 ppm sulfur, No. 2 diesel > 500 ppm sulfur, other distillate fuel oil, and kerosene, as well as other petroleum product types used this type of energy-consuming sector, sold for use in tractors, irrigation pumps, milking machines, and other agricultural machinery or equipment for any other agricultural purpose including, fuel used for crop drying, smudge pots, space heating of buildings, and cooking. Energy use by all facilities and equipment at these establishments is included, whether or not it is directly associated with growing crops and/or raising animals. Note that facility energy use encompasses all structures at the establishment, including the farm house.
  - **Commercial/Institutional Non-Agriculture [d]**
    - **Report** sales volume (in barrels) for an energy-consuming sector that consists of service-providing facilities and equipment of: nonmanufacturing businesses, such as motels, restaurants, retail stores, laundries, etc.; other private and public organizations, such as religious, social, or fraternal groups; and apartment buildings, schools, and institutional living quarters.
    - **Report** volumes of kerosene, No. 1 distillate, No. 2 fuel oil, No. 2 diesel < 15 ppm sulfur, No. 2 diesel > 15 and < 500 ppm sulfur, No. 2 diesel > 500 ppm sulfur, No. 4 distillate, and residual, as well as other petroleum product types used this type of energy-consuming sector, sold for use in space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a wide variety of other equipment.
    - **Report** sales of non-taxed on-highway diesel, distillate, or other sold for government use or sales of residual fuel of other for use by off-highway.

- **Industrial [e]**
  - **Report** sales volume (in barrels) of an energy-consuming sector that consists of all facilities and equipment used for producing, processing, or assembling goods. The industrial sector encompasses the following types of activity: manufacturing and mining.
  - **Report** volumes of kerosene, No. 1 distillate, No. 2 fuel oil, No. 2 diesel < 500 ppm sulfur, No. 2 diesel > 500 ppm sulfur, No. 4 distillate, and residual, as well as other petroleum product types used this type of energy-consuming sector, sold for use in heating, air conditioning, lighting, powering machinery, and fuels used as raw material inputs to manufactured products.
- **Maritime [f]**
  - **Report** sales volume (in barrels) of an energy-consuming sector that consists of commercial or private boats, such as pleasure craft, fishing boats, tugboats, and ocean-going vessels, including vessels operated by oil companies.
  - **Report** volumes of No. 2 diesel < 500 ppm sulfur, No. 2 diesel > 500 ppm sulfur, other distillate fuel oil and residual fuel oil, as well as other petroleum product types used this type of energy-consuming sector, sold for all uses.
  - **Exclude** volumes sold to the U.S. Armed Forces.
- **Government Agencies [g through i]**
  - **Federal Non-Military Agencies (g)**
    - **Report** sales volume of petroleum product (in barrels) to *Federal Non-Military Agencies* for their storage, distribution, and usage.
  - **State Agencies (h)**
    - **Report** sales volume of petroleum product (in barrels) to *State Agencies* for their storage, distribution, and usage.
  - **County Agencies (i)**
    - **Report** sales volume of petroleum product (in barrels) to *County Agencies* for their storage, distribution, and usage.
- **Military [j]**
  - **Report** sales volume (in barrels) of an energy-consuming sector that consists of the U.S. Armed Forces, Defense Energy Support Center (DESC), and all branches of the Department of Defense (DOD).
  - **Report** volumes of No. 2 diesel < 500 ppm sulfur, No. 2 diesel > 500 ppm sulfur, other distillate fuel oil and residual fuel oil, as well as other petroleum product types used this type of energy-consuming sector, sold for all uses.
- **Other [k]**
  - **Report** sales volume (in barrels) under the “Other” category that pertains to other areas under which the descriptions of “Residential”, “Commercial/Institutional”, “Industrial”, “Maritime”, “Government Agencies”, or “Military” are not relevant. If “Other”, please explain what it is comprised of in the comments section of the form.

**Wholesale (For Resale): Total (Barrels)**

- **Report** the total sales volume (in barrels) of all petroleum products distributed for wholesale sales (or direct sales to users for resale).
- **Include** sales volume of petroleum product (in barrels) to retail dealers, which are individuals or firms that buy goods from a producer or distributor for wholesale and/or retail resale.

**Distributor Used: Total (Barrels)**

- **Report** volumes (in barrels) of petroleum products that are consumed internally by reporting entity while in the process of distributing product.
- **Exclude** sales volume (in barrels) of petroleum products made through company-operated retail outlets.
- **Report** sales volume of an energy-consuming sector that includes drilling companies, pipelines, or other related company operations not engaged in the direct selling of petroleum products to energy users.
- **Include** fuel oil that was purchased or produced and used at your own facilities for the operation of drilling equipment, other field or refinery operations, and space heating. Also include sales to the other oil companies for field use.
- **Exclude** sales for use as refinery charging stocks and fuel oil used in ships and boats, which should be reported as vessel bunkering.

**PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION**

Information reported on Form DBEDT-130 will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.

**SANCTIONS**

The timely submission of Form DBEDT-130 by those required to report is mandatory under HRS § 486J-9. Failure to respond may result in civil penalties as stated in HRS § 486J-9.



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Email: [edata@dbedt.hawaii.gov](mailto:edata@dbedt.hawaii.gov)  
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## FORM DBEDT-140 MONTHLY REFINERY REPORT INSTRUCTIONS

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### SPECIFIC INSTRUCTIONS

#### PART 3. REFINERY ACTIVITY DETAIL

- **Zone** – Identify the zone of the refinery location: [1] Oahu, [2] Kauai, [3] Maui (except Hana), [4] Hana (Maui), [5] Molokai, [6] Lanai, [7] Hawaii (Hilo, Hamakua, Puna, [8] Hawaii (Kona, Kohala, Kau) report in the corresponding tab with the appropriate zone number.

#### **Total Refined, Manufactured, or Compounded (Barrels)**

- **Report** quantity (barrels) of product refined, manufactured, or compounded, defined as the following:
  - **Refined:** The reductive result of applying heat and pressure to hydrocarbon base stocks, which can include crude oil and intermediary petroleum products. Refined petroleum products include but are not limited to gasolines, kerosene, distillates (including No. 2 fuel oil), liquefied petroleum gases, asphalt, lubricating oils, diesel oils, and residual oils.
  - **Manufactured:** The petroleum product components processed and produced into a finished, salable product for resellers, retailers, or ultimate consumers.
  - **Compounded:** The mixing or blending and/or reacting of all of the components required to produce a finished product at the refinery.
- **Report** ending product inventories as of midnight of the last day of the current report month.
- **Report** all inventories in the custody of the refinery regardless of ownership. Reported inventory quantities should represent actual measured inventories.
- **Report** all domestic and foreign inventories held at refineries. Include foreign inventories only after entry through Customs. Exclude inventories of foreign origin held in bond.
- **Report** inventories in underground storage associated with the refinery when reporting liquefied petroleum gas and liquefied refinery gas.

### PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information reported on Form DBEDT-140 will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.

### SANCTIONS

The timely submission of Form DBEDT-140 by those required to report is mandatory under HRS § 486J-9. Failure to respond may result in civil penalties as stated in HRS § 486J-9.



FORM DBEDT-301  
MONTHLY STORAGE FACILITY REPORT INSTRUCTIONS

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SPECIFIC INSTRUCTIONS

PART 3. STORAGE FACILITY DETAIL

- **Facility Name, Street Address, City and Zip Code** - Enter the physical location of the above-ground storage facility. If there are storage facilities at other physical locations, enter data for each respective storage facility, with each physical location reporting on a separate form. Each separate form is characterized by a different letter of the alphabet in each Excel tab ((3)a through (3)g). Report all petroleum product stored at the refinery facility in tab "(3) Refinery".
- **Zone** – Identify the zone of the storage facility location: [1] Oahu, [2] Kauai, [3] Maui (except Hana), [4] Hana (Maui), [5] Molokai, [6] Lanai, [7] Hawaii (Hilo, Hamakua, Puna), [8] Hawaii (Kona, Kohala, Kau) report in the corresponding tab with the appropriate zone number.
- **Product** – Identify product type by clicking on the drop-down column box and clicking on the appropriate product type that is being stored in the specific tank type. If the product reported is not listed, then enter the unlisted product name under the cell named "OTHER (Not listed in the selection above): Specify below."

**Tank ID**

- **Report** the tank name used internally by your company.

**Tank Type**

- **Report** the type of storage tank: Fixed, Floating Internal, Floating External, Domed, Spherical, etc.:
  - **Fixed:** Fixed roof storage tanks are designed for very high flash points (e.g., fuel oil, water, bitumen, etc.).
  - **Floating (Internal and External):** Broadly divided into external floating roof tanks and internal floating roof tanks, these tanks typically are used for liquids with low flash points (e.g., ATF, gasoline, and ethanol) as well as medium flash point liquids (e.g., naphtha, kerosene, diesel, crude oil, etc.).
  - **Domed:** Domed roof storage tanks are designed for tanks with slightly higher storage pressure than that of atmosphere.
  - **Spherical:** Spherical storage tanks are designed for tanks with very low flash points (e.g., LPG, hydrogen, hexane, nitrogen, oxygen, etc.)

**Product**

- **Report** the petroleum product stored in the above-ground storage tank. Click on the downward-facing arrow and again on the product type stored in the storage tank, which is listed in the drop-down column box. Upon identifying the appropriate product type, its corresponding product code will appear beside it.

**Maximum Capacity (Barrels)**

- **Report** the maximum petroleum product that is capable of being stored in the tank. Total storage capacity is based on physical dimensions or shell capacity.
- **Report** all capacity quantities in barrels.

**Net Usable Capacity (Barrels)**

- **Report** the difference between the maximum fill of the tank (not shell capacity) and the tank heel.
- **Report** all capacity quantities in barrels.

**Methods of Transport**

- **Report** the volume (in barrels) of the **receipts** and **distributions** of the petroleum products by method of transportation – pipeline, tanker, barge, or truck – used to receive and distribute the petroleum products to and from the facility.

### PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

Information reported on Form DBEDT-301 will not be publicly released in company or individually identifiable form and will be protected from disclosure in identifiable form, pursuant to HRS § 486J-6.

### SANCTIONS

The timely submission of Form DBEDT-301 by those required to report is mandatory under HRS § 486J-9. Failure to respond may result in civil penalties as stated in HRS § 486J-9.



## PRODUCT TYPE DEFINITIONS

Alkylate	The product of an alkylation reaction. It usually refers to the high-octane product from alkylation units. This alkylate is used in blending high octane gasoline.
Asphalt	A dark brown-to-black cement-like material obtained by petroleum processing and containing bitumens as the predominant component; used primarily for road construction. It includes crude asphalt as well as the following finished products: cements, fluxes, the asphalt content of emulsions (exclusive of water), and petroleum distillates blended with asphalt to make cutback asphalts. Note: The conversion factor for asphalt is 5.5 barrels per short ton.
Aviation	A complex mixture of relatively volatile hydrocarbons with or without small quantities of additives, blended to form a fuel suitable for use in aviation reciprocating engines. Fuel specifications are provided in ASTM Specification D 910 and Military Specification MIL-G-5572. Note: Data on blending components are not counted in data on finished aviation gasoline.
Biodiesel (Unspecified)	Unspecified Biodiesel
Biodiesel 100%	A fuel typically made from soybean, canola, or other vegetable oils; animal fats; and recycled grease. It can serve as a substitute for petroleum-derived diesel or distillate fuel. For DBEDT reporting, it is a fuel composed of mono-alkyl esters of long chain fatty acids derived from vegetable oils or animal fats, designated B100, and meeting the requirements of ASTM (American Society for Testing materials) D 6751.
Biodiesel 20%	20% Biodiesel blend
Biodiesel Feedstock	Biodiesel blending components. Including but not limited to: Veg Fuel Oil [if feedstock], rapeseed oil, restaurant grease, etc.
Butane	A normally gaseous straight-chain or branch-chain hydrocarbon extracted from hydrocarbon extracted from natural gas or refinery gas streams. It includes isobutane and normal butane and is designated in ASTM Specification D1835 and Gas Processors Association Specifications for commercial butane.
Crude Oil	Raw material for refinery processing into products.
Cycle Oil (Heavy/Light)	An unwanted liquid residue produced when using catalytic cracking to convert heavy hydrocarbon fractions from earlier stages of refining into more valuable lighter products. Cycle oil may be processed further to break it down into more useful products; in particular it may be mixed with heavier products and put through the refining process again (recycled). Heavy cycle oil typically measured with 18-25 carbon atoms and light cycle oil with 13-17 carbon atoms.
Decant Oil	Heavy oil taken from the bottom of a fractionator in a catalytic cracking process, and from which the residual catalyst particles have been removed by centrifugation
Distillate	A general classification for one of the petroleum fractions produced in conventional distillation operations. It includes diesel fuels and fuel oils. Products known as No. 1, No. 2, and No. 4 diesel fuel are used in on-highway diesel engines, such as those in trucks and automobiles, as well as off-highway engines, such as those in railroad locomotives and agricultural machinery. Products known as No. 1, No. 2, and No. 4 fuel oils are used primarily for space heating and electric power generation.

Ethanol	(CH <sub>3</sub> -CH <sub>2</sub> OH): A clear, colorless, flammable oxygenated hydrocarbon. Ethanol is typically produced chemically from ethylene, or biologically from fermentation of various sugars from carbohydrates found in agricultural crops and cellulosic residues from crops or wood. It is used in the United States as a gasoline octane enhancer and oxygenate (blended up to 10 percent concentration). Ethanol can also be used in high concentrations (E85) in vehicles designed for its use.
FCC Feed Hydrorefined/Unhydrorefined	Or Fluid Catalytic Cracking Hydrorefined/Unhydrorefined is a type of gas oil (through a hydrorefiner or not) used in the distillation of petroleum, intermediate in viscosity and boiling point between paraffin and lubricating oils.
FCC Heavy/Light Gasoline	Gasoline blendstocks necessary in the genesis of gasoline.
Gas H <sub>2</sub> S	Natural Gas (Hydrogen Sulfide)
Gasoline (E10) Midgrade	A blend of 90% HIBOB Premium and Regular and 10% Ethanol. Midgrade gasoline has a road antiknock index, i.e., octane rating, greater than or equal to 88 and less than or equal to 90. Typically 89 Rd in U.S. markets.
Gasoline (E10) Premium	A blend of 90% HIBOB Premium and 10% Ethanol.
Gasoline (E10) Regular	A blend of 90% HIBOB Regular and 10% Ethanol.
HIBOB Premium	Or Hawaii Gasoline Before Oxygenated Blending of Gasoline Premium, which is gasoline having a road antiknock index, i.e., octane rating, greater than 90. Typically either 93 Rd or 92 Rd in U.S. markets; Hawaii Premium is 92 Rd.
HIBOB Regular	Or Hawaii Gasoline Before Oxygenated Blending of Gasoline Regular, which is gasoline having a road antiknock index, i.e., octane rating, greater than or equal to 85 and less than 88. Typically 87 Rd in U.S. markets.
HS Resids VBK Feed	High Sulfur Resids Visbreaker Feed -- A visbreaker is a processing unit in oil refinery whose purpose is to reduce the quantity of residual oil produced in the distillation of crude oil and to increase the yield of more valuable middle distillates (heating oil and diesel) by the refinery. A visbreaker thermally cracks large hydrocarbon molecules in the oil by heating in a furnace to reduce its viscosity and to produce small quantities of light hydrocarbons (LPG and gasoline). The process name of "visbreaker" refers to the fact that the process reduces (i.e., breaks) the viscosity of the residual oil. The process is non-catalytic.
HSVGO/LSVGO DHC Feed	High Sulfur Vacuum Gas Oil/Low Sulfur Vacuum Gas Oil Commercial Silica-Alumina Catalyst Feed. The addition of DHC to VGO leads to a decrease in the gas yield and increase in the liquid yield to be fed into the hydrocracking unit.
Hydrogen	The lightest of all gases, occurring chiefly in combination with oxygen in water; exists also in acids, bases, alcohols, petroleum, and other hydrocarbons.
Intermediate Fuel Oil 180 CST	Intermediate fuel oil with a maximum viscosity of 180 Centistokes
Intermediate Fuel Oil 380 CST	Intermediate fuel oil with a maximum viscosity of 380 Centistokes
Intermediate Fuel Oil 480 CST	Intermediate fuel oil with a maximum viscosity of 480 Centistokes
Intermediate Fuel Oil 510 CST	Intermediate fuel oil with a maximum viscosity of 510 Centistokes
Jet Kerosene	A kerosene-based product having a maximum distillation temperature of 400 degrees Fahrenheit at the 10-percent recovery point and a final maximum boiling point of 572 degrees Fahrenheit and meeting ASTM Specification D 1655 and Military Specifications MIL-T-5624P and MIL-T-83133D (Grades JP-5 and JP-8), and it is used for commercial and military turbo jet and turbo prop aircraft engines.

Kerosene	A light petroleum distillate that is used in space heaters, cook stoves, and water heaters and is suitable for use as a light source when burned in wick-fed lamps. Kerosene has a maximum distillation temperature of 400 degrees Fahrenheit at the 10-percent recovery point, a final boiling point of 572 degrees Fahrenheit, and a minimum flash point of 100 degrees Fahrenheit. Included are No. 1-K and No. 2-K, the two grades recognized by ASTM Specification D 3699 as well as all other grades of kerosene called range or stove oil, which have properties similar to those of No. 1 fuel oil.
Liquefied Petroleum Gas (LPG)	A group of hydrocarbon-based gases derived from crude oil refining or natural gas fractionation. They include ethane, ethylene, propane, propylene, normal butane, butylene, isobutane, and isobutylene. For convenience of transportation, these gases are liquefied through pressurization. LPG is a vapor at ambient temperature and pressure, but condenses to a liquid at pressures of ~125 psi or at reduced temperature.
Low Sulfur Waxy Residue	An unwanted residue, solid at room temperature and waxy in nature, that is used for processing (e.g., burning).
Marine Gasoil	Or MGO , is roughly equivalent to No. 2 fuel oil, made from distillate only
Military Jet Fuel (JP5 and JP8)	A refined petroleum product used in jet aircraft engines. It includes kerosene-type jet fuel and naphtha-type jet fuel.
Motor Gasoline Blend Components	Motor gasoline (also known as MoGas) is a light hydrocarbon fuel for use in internal combustion engines, excluding those in aircraft. Oxygenates, such as ethanol, are blending components, to improve engine emissions. Motor gasoline blend components include but are not limited to terms such as Gasoline Blendstock, otherwise known as MOGAS Blend.
Naphtha	A generic term applied to a petroleum fraction with an approximate boiling range between 122 degrees Fahrenheit and 400 degrees Fahrenheit. Also includes Whole Straight Run (product directly recovered from first boil), Naphtha Catalytic Reforming Unit (CRU) Feed
No. 2 Diesel 15 ppm < Sulfur <= 500 ppm	A fuel that has distillation temperatures of 500 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines, such as those in railroad locomotives, trucks, and automobiles. Composed of sulfur between 15 and 500 ppm.
No. 2 Diesel Sulfur <= 15 ppm	A fuel that has distillation temperatures of 500 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines, such as those in railroad locomotives, trucks, and automobiles. Composed of sulfur less than 15 ppm.
No. 2 Diesel Sulfur > 500	A fuel that has distillation temperatures of 500 degrees Fahrenheit at the 10-percent recovery point and 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 975. It is used in high-speed diesel engines, such as those in railroad locomotives, trucks, and automobiles. Composed of sulfur that exceeds 500 ppm.
No. 2 Fuel Oil	A type of diesel fuel that trucks and some cars run on, leading to the name "road diesel". It is the synonymous with heating oil.
No. 4 Fuel Oil	Typically a blend of distillate and residual fuel oils, such as No. 2 and No. 6; however, sometimes it is just a heavy distillate. No. 4 may be classified as diesel, distillate, or residual fuel oil.
Process Gas	Any gas product or by-product fuel that is produced through the refining process.
Propane (HD-5)	A normally gaseous straight-chain hydrocarbon. It is a colorless paraffinic gas that boils at a temperature of -43.67 degrees Fahrenheit. It is extracted from natural gas or refinery gas streams. It includes all products designated in ASTM Specification D1835 and Gas Processors Association Specifications for commercial propane and HD-5 propane.
Reformate	Used in blending or compounding high octane gasoline or finished aviation or motor gasoline.
Re-Run Oil	Oil that is returned to the refinery process for further processing.

Residual Fuel Oil <= 1%	A general classification for the heavier oils, known as No. 5 and No. 6 fuel oils, that remain after the distillate fuel oils and lighter hydrocarbons are distilled away in refinery operations. It is used in steam-powered vessels in government service and inshore power plants. No. 6 oil includes Bunker C fuel oil and is used for the production of electric power, space heating, vessel bunkering, and various industrial purposes. This classification is for residual fuel oil with a sulfur content of less than or equal to 1%.
Residual Fuel Oil > 1%	This classification is for residual fuel oil with a sulfur content greater than 1%.
Synthetic Natural Gas	Or SNG and also referred to as substitute natural gas. A manufactured product, chemically similar in most respects to natural gas, resulting from the conversion or reforming of hydrocarbons that may easily be substituted for or interchanged with pipeline-quality natural gas.
Synthetic Natural Gas Feedstock	SNG is often created through the converting or reforming of carbonaceous feedstocks (coal, biomass).
Unfinished Oil (all other)	All oils requiring further processing, except those requiring only mechanical blending. Unfinished oils are produced by partial refining of crude oil and include naphthas and lighter oils, kerosene and light gas oils, heavy gas oils, and residuum.
Unleaded Gasoline Midgrade	See Gasoline Midgrade. Unleaded gasoline does not contain tetraethyllead (lead-free).
Unleaded Gasoline Premium	See Gasoline Premium. Unleaded gasoline does not contain tetraethyllead (lead-free).
Unleaded Gasoline Regular	See Gasoline Regular. Unleaded gasoline does not contain tetraethyllead (lead-free).
Vacuum Gas Oil	Referring to the process of distillation. Extracted byproduct from heavy residuum (26 to over 60 carbons). Lighter and heavier gas oil are called flasher tops and bottoms, respectively. Cut point for where product typically is separated is between 450 and 800 degrees Fahrenheit. Heavy gas oil can be immediately used as asphalt.
Vegetable Fuel Oil	Vegetable oil is an alternative fuel for diesel engines and for heating oil burners. For engines designed to burn diesel fuel, the viscosity of vegetable oil must be lowered to allow for proper atomization of the fuel, otherwise incomplete combustion and carbon build up will ultimately damage the engine. Many enthusiasts refer to vegetable oil used as fuel as waste vegetable oil (WVO) if it is oil that was discarded from a restaurant or straight vegetable oil (SVO) or pure plant oil (PPO) to distinguish it from biodiesel.