



# TRAINING SESSION:

EIIRP Submission Process and Streamlined  
Forms

5/30/2024

# Agenda



- Program Purpose
- Overview of New Submission Process
- Possible Error Messages
- New Forms and Comparison
- Due Date Reminders
- Questions?

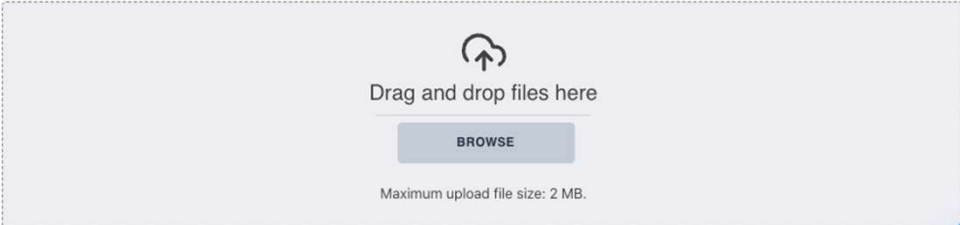
# Program Purpose

- 1. Purpose:** The Energy Industry Information Reporting Program (EIIRP) aims to monitor and report on various aspects of the energy industry in Hawaii. As you may recall, the Hawaii State Energy Office (HSEO) had reached out to industry in 2022 to look for ways to improve the EIIRP reporting process. HSEO has worked closely with READ in implementing these changes and is introducing a new **EIIRP submission process and streamlined forms** that will enhance the State's accuracy in managing fuel-related data and in turn, elevate the State's situational awareness of the fuel market.
- 2. Coverage:** It applies to several categories of entities involved in the energy sector:
  - 1. Fuel Producers and Sellers:** Anyone who refines, manufactures, produces, or compounds fuel in the State and sells it at wholesale or retail.
  - 2. Fuel Importers and Exporters:** Individuals or businesses importing or exporting fuel into or from Hawaii, or causes to be imported.
- 3. Reporting Requirements:** Entities covered by EIIRP must submit relevant information, including data on fuel production, sales, storage, and imports/exports. This data helps policymakers and researchers understand energy trends and make informed decisions.

# Overview of New Submission Process

- Fill out new forms in excel
- Enter portal with authentication
- Upload all relevant forms for the month

## Submit File



Drag and drop files here

**BROWSE**

Maximum upload file size: 2 MB.

 CompanyID\_FilledOut\_R&W\_DBEDT130\_v3.xlsx 57M 

 File uploaded successfully.

**SUBMIT**

## My Submissions

No files submitted yet.

# Possible Error Messages


- Error: You submitted the wrong file type. Please submit the filled out template from <https://dbedt.hawaii.gov/economic/eiirp/>
  - Error: Missing required field on Part 1. Please fill in and submit.
  - Error: You have already submitted this form for this report period, but this was not indicated to be a resubmission. Please submit with the resubmission box clicked if appropriate or contact [dbedt.hseo.eiirp@hawaii.gov](mailto:dbedt.hseo.eiirp@hawaii.gov).
  - Error: An error occurred with the file upload. Please contact [dbedt.hseo.eiirp@hawaii.gov](mailto:dbedt.hseo.eiirp@hawaii.gov).
  - Warning: You submitted the identical values as a prior submission. Please validate that this data is accurate for the current period.
- 
- You should not indicate resubmission if it did not accept your submission due to error.

# Forms Summary

- Product codes have been reduced to try to eliminate some confusion and codes not historically used.
- Facility level information now. Not zone/island aggregation (except for retail/wholesale report) and not tank level data. Companies will fill out individual forms for each relevant facility.
- New instructions will be available to accompany the new forms on a new HSEO EIIRP landing page.

# Form Parts 1 And 2

- Drop-down selections for:
  - Company Name
  - Facility Name (which auto-fills the facility address)
- Manual Entry for:
  - Report Period
  - Report Date
  - Mailing Address
  - Contact Info
  - Resubmission check box

 HAWAII STATE ENERGY OFFICE  
Navigating Hawaii's Energy Future

Phone: (808) 587-3807  
Email: [dbedt.hseo.eirp@hawaii.gov](mailto:dbedt.hseo.eirp@hawaii.gov)  
<http://hawaii.gov/dbedt/info/economic>

**Form DBEDT-140**  
**MONTHLY REFINERY REPORT**

This Report is mandatory under chapter 486J, Hawaii Revised Statutes ("HRS"). Violations are subject to civil and criminal penalties pursuant to HRS § 486J-9 and other applicable laws or orders. CONFIDENTIAL PURSUANT TO APPLICABLE STATUTORY AUTHORITY (E.G., HRS § 486J-6) AND APPLICABLE PROTECTIVE ORDERS.

Part 1. Respondent Identification	Part 2. Submission or Resubmission Information
<p>COMPANY NAME: <input type="text"/></p> <p>REPORT PERIOD (Month Ending): MONTH (##) <input type="text"/> YEAR <input type="text"/></p> <p>REPORT DATE: MONTH (##) <input type="text"/> DAY <input type="text"/> YEAR <input type="text"/></p> <p>If respondent contact information has changed since the previous report, please check box 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</p> <p><input type="checkbox"/> Respondent information has changed</p> <p>Doing business as a (check all that apply): <input type="checkbox"/> Distributor <input type="checkbox"/> Petroleum Product Refiner</p> <p>Facility Name: <input type="text"/></p> <p>Facility Location: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p><input type="checkbox"/> Mailing Address same as Facility Location (If different, enter Mailing Address below)</p> <p>Mailing Address: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>Contact Name: <input type="text"/></p> <p>Phone Number: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext.: <input type="text"/></p> <p>Email address: <input type="text"/></p>	<p><input type="checkbox"/> Resubmission (Indicate reason of resubmission in the Comments section below)</p> <p>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 2023 report period must be received on or before August 31, 2023).</p> <p>Please submit a separate report for each facility.</p> <p>Forms must be uploaded to <a href="https://develop.dc3groq0aev53.amplifyapp.com/">https://develop.dc3groq0aev53.amplifyapp.com/</a></p> <p>If you have any questions about the form after reading the PDF instructions, please contact HSEO at (808) 587-3807.</p>

**COMMENTS: Please describe any unusual aspect of the company's reporting month's operations and/or reason for resubmission.**

*I certify under penalty of perjury (under section 486J-30) that the information contained in this report is true, correct and complete to the best of my knowledge. I am authorized to file this report on behalf of the company.*


Name  Title  /Date



# DBEDT-140 Refinery Report

- Top will autofill with the information from Parts 1 and 2
- Primary change is to break feedstocks processed and product produced into two distinct columns

**Part 3. Refinery Activity Detail**



Phone: (808) 587-3807  
 Email: [dbedt.hseo.eiirp@hawaii.gov](mailto:dbedt.hseo.eiirp@hawaii.gov)  
<http://hawaii.gov/dbedt/info/economic>

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<b>Company Name</b>	
<b>Company Short Code</b>	
<b>Company Code</b>	
<b>Form Code</b>	
<b>Facility Name</b>	
<b>Island</b>	
<b>Island Code</b>	
<b>Report Date</b>	//
<b>Report Period (Month Ending)</b>	/
<b>Report Period</b>	
<b>Resubmission (Y/N)</b>	N


Line No.	Product Description	Product Code	Total Feedstock Processed (Barrels)	Total Product Produced (Barrels)
1	Crude Oil	001		
2	Unleaded Gasoline Regular (no ethanol finished)	002		
3	Unleaded Gasoline Midgrade (no ethanol finished)	003		
4	Unleaded Gasoline Premium (no ethanol finished)	004		
5	Gasoline (E10) Regular	005		
6	Gasoline (E10) Midgrade	006		
7	Gasoline (E10) Premium	007		
8	HIBOE Regular	008		
9	HIBOE Premium	009		
10	Aviation	010		
11	Jet Kerosene, Non-bonded	011		
12	Jet Kerosene, Bonded	012		
13	Military Jet Fuel (JP5 and JP8)	013		
14	No. 2 Diesel Sulfur <= 15 ppm	015		



# DBEDT-110 Imports Report




- Top will autofill with the information from Parts 1 and 2
- New drop-down selections for Port of Entry and State/Country of Origin

Part 3. Import Activity Detail							
 Navigating Hawaii's Energy Future				Phone: (808) 587-3807 Email: <a href="mailto:dbedt.hseo.eitrp@hawaii.gov">dbedt.hseo.eitrp@hawaii.gov</a> <a href="http://hawaii.gov/dbedt/info/economic">http://hawaii.gov/dbedt/info/economic</a>			
<b>Form DBEDT-110</b> <b>MONTHLY PETROLEUM IMPORTS REPORT</b>							
This Report is mandatory under chapter 486J, Hawaii Revised Statutes ("HRS"). Violations are subject to civil and criminal penalties pursuant to HRS § 486J-9 and other applicable laws or orders. CONFIDENTIAL PURSUANT TO APPLICABLE STATUTORY AUTHORITY (E.G., HRS § 486J-6) AND APPLICABLE PROTECTIVE ORDERS.							
Company Name							
Company Short Code							
Company Code							
Form Code							
Facility Name							
Island							
Island Code							
Report Date		//					
Report Period (Month Ending)		/					
Report Period							
Resubmission (Y/N)		N					
Line No.	Product Description	Product No.	Port of Entry (Select from list)	State or Country of Origin (if product has more than one origin, then list below line 34)	Volume of Import (Barrels)	Sulfur % by Weight (Crude Oil and Residual Fuel Oil Only)	API Gravity (at 60°F; Crude Oil Only)
1	Crude Oil	001					
2	Unleaded Gasoline Regular (no ethanol finished)	002					
3	Unleaded Gasoline Midgrade (no ethanol finished)	003					
4	Unleaded Gasoline Premium (no ethanol finished)	004					
5	Gasoline (E10) Regular	005					
6	Gasoline (E10) Midgrade	006					
7	Gasoline (E10) Premium	007					
8	HIBOB Regular	008					
9	HIBOB Premium	009					

# DBEDT-111 Exports Report

- Top will autofill with the information from Parts 1 and 2
- New drop-down selections for Port of Exit and Destination State/Country

**Part 3. Export Activity Detail**



Phone: (808) 587-3807  
Email: [dbedt.hseo.elip@hawaii.gov](mailto:dbedt.hseo.elip@hawaii.gov)  
<http://hawaii.gov/dbedt/info/economic>

**Form DBEDT-111  
MONTHLY PETROLEUM EXPORTS REPORT**

This Report is mandatory under chapter 486J, Hawaii Revised Statutes ("HRS"). Violations are subject to civil and criminal penalties pursuant to HRS § 486J-3 and other applicable laws or orders. CONFIDENTIAL PURSUANT TO APPLICABLE STATUTORY AUTHORITY (E.G., HRS § 486J-8) AND APPLICABLE PROTECTIVE ORDERS.

<b>Company Name</b>	
<b>Company Short Code</b>	
<b>Company Code</b>	
<b>Form Code</b>	
<b>Facility Name</b>	
<b>Island</b>	
<b>Island Code</b>	
<b>Report Date</b>	#/
<b>Report Period (Month Ending)</b>	/
<b>Report Period</b>	
<b>Resubmission (Y/N)</b>	N

Line No.	Product Description	Product No.	Port of Exit	Destination: State or Country	Volume of Export (Barrels)
1	Crude Oil	001			
2	Unleaded Gasoline Regular (no ethanol finished)	002			
3	Unleaded Gasoline Midgrade (no ethanol finished)	003			
4	Unleaded Gasoline Premium (no ethanol finished)	004			
5	Gasoline (E10) Regular	005			
6	Gasoline (E10) Midgrade	006			
7	Gasoline (E10) Premium	007			
8	HIBOE Regular	008			
9	HIBOE Premium	009			
10	Aviation	010			
11	Jet Kerosene, Non-bonded	011			

# DBEDT-301 Storage Report



## Part 3. Storage Facility Detail



### Form DBEDT-301 MONTHLY STORAGE FACILITY REPORT

Phone: (808) 587-3807  
 Email: [dbedt.hseo.eirp@hawaii.gov](mailto:dbedt.hseo.eirp@hawaii.gov)  
<http://hawaii.gov/dbedt/info/economic>

This Report is mandatory under chapter 486J, Hawaii Revised Statutes ("HRS"). Violations are subject to civil and criminal penalties pursuant to HRS § 486J-9 and other applicable laws or orders. CONFIDENTIAL PURSUANT TO APPLICABLE STATUTORY AUTHORITY (E.G., HRS § 486J-6) AND APPLICABLE PROTECTIVE ORDERS.

Company Name	
Company Code	
Form Code	
Facility Name	
Island	
Report Date	//
Report Period (Month Ending)	/
Resubmission (Y/N)	N

Line No.	Product	Prod. Code	Maximum Capacity (Barrels)	Net Usable Capacity (Barrels)	End of Month Inventory (Barrels)	Method of Transport: Receipts (Barrels)				Method of Transport: Distribution (Barrels)			
						Pipeline	Tanker	Barge	Truck	Pipeline	Tanker	Barge	Truck
1	Crude Oil	001											
2	Unleaded Gasoline Regular (no ethanol finished)	002											
3	Unleaded Gasoline Midgrade (no ethanol finished)	003											
4	Unleaded Gasoline Premium (no ethanol finished)	004											
5	Gasoline (E10) Regular	005											
6	Gasoline (E10) Midgrade	006											
7	Gasoline (E10) Premium	007											
8	HIBOB Regular	008											
9	HIBOB Premium	009											
10	Aviation	010											
11	Jet Kerosene, Non-bonded	011											
12	Jet Kerosene, Bonded	012											
13	Military Jet Fuel (JP5 and JP8)	013											
14	No. 2 Diesel Sulfur <= 15 ppm	015											
15	No. 2 Diesel 15 ppm < Sulfur <= 500 ppm	016											
16	No. 2 Diesel Sulfur > 500	017											

- We consolidated the terminal and storage reports into one with the focus on the facility-level. Brings together total capacity, inventory, and receipts/ distributions via various transport modes. No tank-level data any more
- Storage facility will be the submitter, not individual stockholders



# Due Date Reminders

- We will be sending each of you an email in the next week to set up your account with multi-factor authentication to have access to the portal. Please get your accounts set up by June 21st.
- You will see an email in June about the launch of the new landing page with the new forms and instructions.
- A completed form must be received on or before the last day of the month following the end of the report month (e.g., June 2024 report period must be received by or on July 31, 2024).
- If the filing deadline for a report falls on a State or Federal holiday or weekends, the report will be due on the next business day.

If you are behind on submissions, please submit prior period submissions on the old forms via normal email process. Reminder that the May 2024 report period should also be submitted on the old forms via email.

# Questions?



Contact [dbedt.hseo.eiirp@hawaii.gov](mailto:dbedt.hseo.eiirp@hawaii.gov) with any questions that come to mind after the session.