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**CALIFORNIA
ENERGY COMMISSION**



**CALIFORNIA
NATURAL
RESOURCES
AGENCY**

California Energy Commission

CEC-D354_I Daily Spot Contract Reporting Instructions

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California Energy Commission

Jeremy Smith
Ryan Eggers
Primary Authors

Jeremy Smith
Project Manager

Michael Nyberg (acting)
Office Manager
DATA INTEGRATION BRANCH

Aleecia Gutierrez
Director
ENERGY ASSESSMENTS DIVISION

Drew Bohan
Executive Director

DISCLAIMER

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ABSTRACT

This manual provides instructions to entities required to submit data to the California Energy Commission (CEC) pursuant to Public Resources Code Section 25350 et seq. (Statute) and California Administrative Code Title 20, Section 1361 et seq. (Regulations).

NOTICE: In accordance with the California Code of Regulations, Title 20, Section 1367, the executive director has specified the format of the reporting forms and instructions to facilitate the filing of the information required by this regulation. The executive director of the CEC may revise the forms and instructions following a 30-day notice specifying or modifying the forms.

Keywords: California Energy Commission, Petroleum Industry Information Reporting Act (PIIRA), forms, instructions, transportation fuels, gasoline, petroleum, diesel, liquid fuels

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FREQUENTLY ASKED QUESTIONS

What is the authority for the California Energy Commission (CEC) to collect these data?

The CEC's authority for collecting this data is found in Public Resources Code Section 25350 et seq. (Statute) and California Administrative Code Title 20, Section 1361 et seq. (Regulations).

Is the data kept confidential?

Yes. The California Code of Regulations, title 20, section 1370 states:

“(a) CEC staff and support staff assigned to collect or analyze data submitted in confidence, pursuant to this article, will hold unaggregated PIIRA data confidential.”

Where to submit reports?

Email reports to piira@energy.ca.gov.

Are electronic reports available?

Yes. Electronic versions of the reports can be downloaded in Microsoft Excel format from the CEC website: <https://www.energy.ca.gov/files/piira-forms-and-instructions>.

Do I have to use the report format specified by the CEC?

No. However, the CEC must approve the alternative format of the report. CEC staff routinely work with companies to accommodate individual requests.

What is the reporting period?

Weekly: Friday 12 a.m. to Thursday 11:59 p.m. Pacific Standard Time (PST).

Monthly: 12 a.m. on the first day of the calendar month to 11:59 p.m. on the last day of the calendar month, PST.

Annually: January 1 (12 a.m. PST) to December 31 (11:59 p.m. PST).

NOTE: The CEC may approve alternative reporting periods. Contact CEC if you would like to file reports under an alternative reporting period.

What is the filing deadline?

Daily: 24 hours after the completion of agreement and settlement.

How should the data be rounded?

Report all prices to the nearest whole cent. Report all quantities to the nearest thousand barrels or thousand gallons.

Quantities less than 0.5 thousand barrels (<500 barrels) are to be rounded down and quantities greater than or equal to 0.5 thousand barrels (\geq 500 barrels) are to be rounded up.

For example:

108,499 barrels would be reported as 108 (thousand barrels). 108,500 barrels would be reported as 109 (thousand barrels).

Report all percentages to the nearest whole number, rounding as necessary.

How do I sign the electronic report?

Type name of the person filing the report into the signature block of the report.

How can I file a revised report?

If data has already been submitted, submit a revised report with an explanation of why the report is being revised.

What if I have more questions?

E-mail your questions to piira@energy.ca.gov. Someone from the CEC's PIIRA program will reply to your questions.

CEC-D354_I_Trading INSTRUCTIONS: Daily Spot Contract Report

The CEC Form D354_I_Trading collects daily spot market transactions for transactions related to the California transportation fuel market. Any participant that trades transportation fuel to be later resold to retail and is to be delivered on the spot within the California fuels market is subject to this reporting requirement.

Data Collection Forms:

Obligated parties are instructed to submit all appropriate daily data without making any modifications to the existing form structure.

Obligated Parties:

Refiners, traders, brokers, and any other identified counterparties to spot market transactions.

Transportation Fuel Types Required to Be Submitted on this Form:

Gasoline, blending components, diesel fuel, aviation fuel, and renewable fuels. See details in the Product Name instructions. All other transportation fuel types and refining feedstocks are excluded.

Daily Transactions Required to Be Submitted on this Form:

1. Spot or bulk transactions for delivery (or receipt) by pipeline
2. Spot or bulk transactions for delivery (or receipt) by inter-tank or in-tank transfer
3. Spot or bulk transactions for delivery (or receipt) by marine vessel, both barge and product tanker
4. California destination inbound marine cargo in-transit acquisitions or sales, partial or whole

Daily Transactions Not Required to Be Submitted on this Form:

1. Rail car loadings and discharges at terminals or via rail transloading
2. Ship-to-ship transfers
3. Barge loading events intended for bunkering operations.
4. Distribution terminal rack sales
5. DTW retail deliveries
6. Deliveries to company owned and operated retail outlets.
7. In-wing jet fuel loading transactions

Reporting Deadlines:

Submit daily containing all contracts agreed to in the previous 24 hours.

Company Information Tab:

Report Period (Month/Day/Year) – Enter the date as the two-digit number for the month, the two-digit number for the day, and the four-digit number for the year. For example, May 1, 2023, would be entered as 05/01/2023.

Company Name – Enter the firm’s corporate name.

Company ID Number – Leave blank until the CEC assigns a Company ID Number.

Company Address – Enter the physical Street #, Street Name, City, State, and Zip Code.

Company Email – Enter the company email.

Company Phone Number – Enter the company phone number.

Contact Name – Enter the name of contact.

Contact Phone Number – Enter the phone number of the person to contact regarding information provided in the report.

Contact Email – Enter the email address of the person to contact regarding information provided in the report.

Date Filed – Enter the date when the report was filed.

Trading Tab:

Information included in and available from the transaction contract. Note – capital letters preceding each field name (e.g., (A), (B), etc.) correspond to form columns.

(A) Date of Contract – Enter the date on which the trade was agreed to, in date format mm/dd/yyyy (e.g., 12/12/2023).

(B) Contract Identification Number - Enter the unique contract identification number identifying the transaction.

(C) Position Sequence Number – Enter the position sequence number for the contract.

(D) CPID (Contract Position ID Number) – Enter the contract position identification number for the contract.

(E) Trading Counterparty Entity – Enter the counterparty entity company or organization name for the trade.

(F) Trading Counterparty Contact Name – Enter the first and last name for the counterparty contact to the trade.

(G) Spot Market Trading Location – Enter if the location of the spot market where the trade occurred as either LA (Los Angeles) or SF (San Francisco).

(H) Seller or Buyer – Enter whether the reporting entity is the seller or buyer.

(I) Product Type Traded – Enter the general category of transportation fuel from the following: gasoline, blending components, diesel fuel, aviation fuel, or renewable fuels.

(J) Product Name – Enter the specific product name for the category of transportation fuel from the following list:

1. Gasolines: CARBOB, AZBOB, RBOB, CBOB, or Conventional
2. Blending Components: Alkylate, Isomate, Naphtha, Reformate, GTAB, or other gasoline blendstocks (specify name)
3. Diesel fuels: CARB ULSD, EPA ULSD
4. Aviation Fuels (Commercial and Military): Jet A (including bonded turbine) and JP-5, Aviation Gasoline
5. Renewable Fuels: Renewable Diesel, Renewable Naphtha, Sustainable Aviation Fuel, Biodiesel

(K) Contract Volume – Enter the total volume for each contract in barrels.

(L) Contract Delivery Month – Enter the date the contracted material was agreed upon to be delivered in date format mm/dd/yyyy (e.g., 12/12/2023).

(M) Delivery Method – Enter the method of transportation for the delivery. For example, but not limited to pipeline, pump-over, in-tank transfer, barge, marine vessel, etc.

(N) Marine Vessel Name – Enter the barge or product tanker vessel name.

(O) Marine Vessel IMO Number – Enter the seven-digit International Maritime Organization (IMO) ship identification number for each product tanker.

(P) Delivery Location – Enter the delivery location specified in the contract where the title transfer is to take place.

(Q) Pipeline Delivery Sub-cycle – Identify the contract sub-cycle for pipeline deliveries. Include the descriptors such as, but not limited to:

1. KM West Any
2. KM South L3
3. KM North FH
4. C1, C2, C3, C4, etc.

(R) Delivery Start Date – Enter the contracted delivery start date in date format mm/dd/yyyy (e.g., 12/12/2023).

(S) Delivery End Date – Enter the contracted delivery end date in date format mm/dd/yyyy (e.g., 12/12/2023).

(T) Price Basis – Identify the type of pricing method agreed upon from the list below:

1. EFP (exchange of futures for physical)
2. Fixed (fixed price)
3. Floating (floating date range) wherein pricing is to be dictated by dates governed by a future delivery event, deemed (floating price) wherein future pricing dates are agreed to at time of contract.
4. Other utilized method of pricing (specify).

(U) Reference Product – Enter the reference product wherein pricing is to be based on (such as NYMEX RBOB for EFPs and OPIS LA CARBOB Regular for floating date range).

(V) Reference Month – Enter the reference month for EFP trades that NYMEX Futures price is to be based on, in mmm/yyyy (e.g. Dec-2023)

(W) Price Differential vs Reference – Enter the agreed upon price difference from the reference product in cents per gallon. For example, an LA CARBOB Regular EFP is +65 cents per gallon (vs a reference of January '24 NYMEX RBOB) or +1 cents per gallon (vs a reference of December 10 OPIS LA CARBOB Regular).

(X) Pricing Event Type (For Floating Price Contracts ONLY) – Indicate pricing is to be based on a future event or pricing dates that were agreed to at the time of contract. For event-based pricing, include the event trigger and the duration of the pricing window. For example:

1. Title Transfer (TT) date
2. 3-day wrap (around pump date)
3. NOR (Notice of Readiness)
4. 1/1/1 (day before, day of, day after)
5. Month average

For contracts wherein pricing dates were agreed to at time of contract, indicate "fixed dates".

(Y) Pricing Event Date (For Floating Price Contracts ONLY) – Enter the date of the event for which pricing was based, in date format mm/dd/yyyy (e.g., 12/12/2023).

(Z) Pricing Start Date (For trades with dates agreed to at time of contract ONLY) – Enter the contracted date that floating pricing is to start in date format mm/dd/yyyy (e.g., 12/12/2023).

(AA) Pricing End Date (For trades with dates agreed to at time of contract) – Enter the date agreed upon at the time of contract when floating pricing is to end, in date format mm/dd/yyyy (e.g., 12/12/2023).

(AB) NYMEX Price (For EFPs only) – Enter the NYMEX Futures price reference for the trade, in cents per gallon.

(AC) Cash Price – Enter the cash price for EFP, fixed price or any other pricing method wherein cash price is known at time of contract, in cents per gallon.

(AD) Broker Used Entity – Identify the broker company name used for the trade (if used) to facilitate this contract.

(AE) Broker Used Entity Contact Name – Enter the first and last name of the Broker Entity contact used as part of this transaction.

(AF) Was this Transaction Reported to OPIS – Indicate whether this trade was reported to or confirmed with OPIS by either:

- a. You
- b. Counterparty
- c. Your Broker
- d. Other Party (specify), or
- e. None

CEC-D354_I_Settlement INSTRUCTIONS: Daily Spot Contract Report

The CEC Form D354_I_Settlement collects daily spot market transactions for transactions related to the California transportation fuel market. Any participant that trades transportation fuel to be later resold to retail and is to be delivered on the spot within the California fuels market is subject to this reporting requirement.

Data Collection Forms:

Obligated parties are instructed to submit all appropriate daily data without making any modifications to the existing form structure.

Obligated Parties:

Refiners, traders, brokers, and any other identified counterparties to spot market transactions. Brokers are excluded from reporting Settlement information.

Transportation Fuel Types Required to Be Submitted on this Form:

Gasoline, blending components, diesel fuel, aviation fuel, and renewable fuels. See details in the Product Name instructions. All other transportation fuel types and refining feedstocks are excluded.

Daily Transactions Required to Be Submitted on this Form:

1. Spot or bulk transactions for delivery (or receipt) by pipeline
2. Spot or bulk transactions for delivery (or receipt) by inter-tank or in-tank transfer
3. Spot or bulk transactions for delivery (or receipt) by marine vessel, both barge and product tanker
4. California destination inbound marine cargo in-transit acquisitions or sales, partial or whole

Daily Transactions Not Required to Be Submitted on this Form:

1. Rail car loadings and discharges at terminals or via rail transloading
2. Ship-to-ship transfers
3. Barge loading events intended for bunkering operations.
4. Distribution terminal rack sales
5. DTW retail deliveries
6. Deliveries to company owned and operated retail outlets.
7. In-wing jet fuel loading transactions

Reporting Deadlines:

Submit daily containing all settlement data for contracts invoiced in the previous 24 hours.

Company Information Tab:

Report Period (Month/Day/Year) – Enter the date as the two-digit number for the month, the two-digit number for the day, and the four-digit number for the year. For example, May 1, 2023, would be entered as 05/01/2023.

Company Name – Enter the firm’s corporate name.

Company ID Number – Leave blank until the CEC assigns a Company ID Number.

Company Address – Enter the physical Street #, Street Name, City, State, and Zip Code.

Company Email – Enter the company email.

Company Phone Number – Enter the company phone number.

Contact Name – Enter the name of contact.

Contact Phone Number – Enter the phone number of the person to contact regarding information provided in the report.

Contact Email – Enter the email address of the person to contact regarding information provided in the report.

Date Filed – Enter the date when the report was filed.

Settlement Tab:

Information available upon execution of contract terms. Note – capital letters preceding each field name (e.g., (A), (B), etc.) correspond to form columns.

(A) Date of Contract – Enter the date on which the contract was agreed to and formally executed, in date format mm/dd/yyyy (e.g., 12/12/2023).

(B) Contract Identification Number – Enter the unique contract identification number identifying the transaction.

(C) CPID (Contract Position ID Number) – Enter the position identification number for each transaction under this contract. For example, for a 25,000 barrel contract, with deliveries of 15,000 and 10,000 barrels respectively, enter as separate line item CPID transactions.

(D) Trading Counterparty Entity – Enter the counterparty entity company or organization name for the transaction.

(E) Trading Counterparty Entity Contact Name – Enter the first and last name for the counterparty contact to the trade.

(F) Settlement / Title Transfer Date – Enter the actual title transfer date, in date format mm/dd/yyyy (e.g., 12/12/2023).

(G) Settlement Type – Enter settlement type disposition as either:

1. Physical Delivery – pump, inter or in-tank transfer
2. Book Transfer

3. Net-Out, or
4. Other (specify)

(H) Delivered Volume – Enter the volume delivered for each transaction under this contract in barrels. For example, for a 25,000 barrel contract, with deliveries of 15,000 and 10,000 barrels respectively, enter as separate line items CPID transactions.

(I) Actual Delivery Method – Enter the actual method of transportation used for the delivery. For example, but not limited to:

1. Pipeline
2. Pump-Over
3. In-Tank Transfer
4. Barge
5. Marine Vessel, or
6. Other (specify)

(J) Marine Vessel Name – Enter the barge or product tanker vessel name.

(K) Marine Vessel IMO Number – Enter the seven-digit International Maritime Organization (IMO) ship identification number for each product tanker.

(L) Actual Delivery Location – Enter the actual delivery location where title transfer took place.

(M) Pipeline Batch Designation (For KM pipeline shipments ONLY) – Enter the Kinder Morgan batch designation associated with this shipment. Designations are in the form of AAA-B-CC-DDD, where AAA is Shipper company abbreviation, B is KM line segment designation (for example, W = West Line), CC is KM pipeline product designation code (for example A1 = summer grade CARBOB Regular), DDD is Kinder Morgan Pipeline Cycle Designation Number. If no KM batch, leave blank.

(N) Delivery Chain – Enter the parties involved in final settlement from originating (buyer) to supplying (seller) party. The sequence must follow the industry standard convention right to left, with originating party on the right, party bought from to the left, until final supplying party on the left.

(O) Pricing Event Type (For Floating Price Contracts ONLY) – Indicate pricing is to be based on a future event or pricing dates that were agreed to at the time of contract. For event-based pricing, include the event trigger and the duration of the pricing window. For example:

1. Title Transfer (TT) date
2. 3-day wrap (around pump date)
3. NOR (Notice of Readiness)
4. 1/1/1 (day before, day of, day after)
5. Month average

(P) Pricing Event Settlement Date(s) (For Floating Price Contracts ONLY) – Enter the settlement date or dates of the event for which pricing was based, in date format mm/dd/yyyy

(e.g., 12/12/2023). For multiple dates, separate each date with a semicolon (e.g., 12/12/2023; 12/14/2023).

(Q) Actual Pricing Settlement Start Date (For Floating Price Contracts ONLY) – Enter the settlement start date the transaction was priced, in date format mm/dd/yyyy (e.g., 12/12/2023).

(R) Actual Pricing Settlement End Date (For Floating Price Contracts ONLY) – Enter the settlement end date the transaction was priced, in date format mm/dd/yyyy (e.g., 12/12/2023).

(S) Invoiced Volume – Enter the invoiced volume of each transaction in barrels.

(T) Invoiced Price – Enter the price you invoiced the buyer, or were invoiced by the seller, in cents per gallon.

(U) Date Request for Shipment Issued – Enter the date when the request for shipment was tendered by you (for transaction where you were the buyer) or was received by you (for transactions where you were the seller), in date format mm/dd/yyyy (e.g., 12/12/2023).

(V) Party Request for Shipment Issued Entity – Enter the entity name of the party that a request for shipment was tendered to by you (for transaction where you were the buyer) or was received by you (for transactions where you were the seller).

(W) Party Request for Shipment Issued Entity Contact Name – Enter the first and last name of the entity contact that a request for shipment was tendered to by you (for transaction where you were the buyer) or was received by you (for transactions where you were the seller).

ACRONYMS AND ABBREVIATIONS

The following acronyms and abbreviations are applicable to this Reporting Requirement.

AAA – Kinder Morgan pipeline shipper company name abbreviation

AZBOB – Arizona Blendstock for Oxygenate Blending

B – Kinder Morgan pipeline segment designation code

C1 – Cycle 1 on Kinder Morgan current month or forward pipeline schedule

C2 – Cycle 2 on Kinder Morgan current month or forward pipeline schedule

C3 – Cycle 3 on Kinder Morgan current month or forward pipeline schedule

C4 – Cycle 4 on Kinder Morgan current month or forward pipeline schedule

CARB – California Air Resources Board

CARBOB – California Reformulated Blendstock for Oxygenate Blending

CBOB – Conventional Blendstock for Oxygenate Blending

CC – Kinder Morgan pipeline product name designation code

CEC – California Energy Commission

CPID – Contract Position ID Number

DDD – Kinder Morgan pipeline cycle designation number

DTW – Dealer Tank Wagon

EFF – Exchange of Futures for Physical

EPA – Environmental Protection Agency

FDR – Floating Date Range

FP – Fixed Price

GTAB – Gasoline Treated As Blendstock

FH – First Half

IMO – International Maritime Organization

KM – Kinder Morgan

LA – Los Angeles

NOR – Notice of Readiness

NYMEX – New York Mercantile Exchange

OPIS – Oil Price Information Service

RBOB – Reformulated Blendstock for Oxygenate Blending

SF – San Francisco

TT – Title Transfer

ULSD – Ultra-Low Sulfur Diesel fuel

Vs – versus

W – West Line, Kinder Morgan pipeline segment designation code

SELECTED DEFINITIONS

The following definitions are applicable to the D_354_I_Trading and D_354_I_Settlement reporting requirement. For other specific definitions for purposes of reporting requirements from California Code of Regulations, Title 20, see Petroleum Industry Information Reporting Act (PIIRA) Program Reporting Instructions.

1/1/1 – A pricing window associated with the loading or discharge of a marine vessel that is bench-marked to a published reference price (such as OPIS prompt spot LA CARBOB Regular) the business day before, business day of, and business day after title transfer has commenced.

3-Day Wrap – A pricing window associated with the pumping of a pipeline tender that is bench-marked to a published reference price (such as OPIS prompt spot LA CARBOB Regular) the business day before, business day of, and business day after the pumping of the tender has commenced.

Book Transfer – The completion of a spot market purchase or sale obligation without a physical movement or title transfer of the product as a result of two parties having contracts which serve to offset each other, directly or in a contractual chain with other parties.

Brokers – Entities that are involved in the facilitation of spot market transactions that are not classified as refiners or traders.

Dealer Tank Wagon – A delivered wholesale price for gasoline transported by tanker truck to a retail fuel outlet.

Exchange Futures for Physical (EFP) – A negotiated and simultaneous exchange of a futures position for a corresponding cash position, priced as a differential to a NYMEX futures reference product.

Fixed Price – means a spot market transaction in which the cash price is agreed upon between the buyer and seller before the contract is executed.

Floating Price – A spot market transaction in which the buyer and seller agree that the cash price will be determined at some future time and agree on an event or a specific the timeframe and pricing reference from which the cash price will be set.

Inter-tank Transfer – The change of ownership of inventory of Refined Product or Renewable Fuel where the Seller delivers material from one tank to a different tank owned or leased by the buyer are both terminal customers in the same storage tank in California.

In-tank Transfer – The change of ownership of inventory of Refined Product or Renewable Fuel on the books and records of a Terminal Operator where the Buyer and Seller are both terminal customers in the same storage tank in California.

Notice of Readiness (NOR) – A communication provided by the marine vessel owner or agent that the vessel has arrived and is ready for loading or discharge at a designated berth within a designated period of time.

Pump-over Transfer – The transfer of physical inventory and ownership of Refined Product or Renewable Fuel on the books and records of a Terminal Operator from one storage tank to another where the Buyer and Seller are both terminal customers.

Refiner – A firm that produces or alters products or blends to manufacture liquid hydrocarbons from oil and gas field gases, recovers liquefied petroleum gases incident to petroleum refining or produces fuel ethanol and sells those products to resellers, retailers, reseller/retailers, or ultimate consumers.

Trader – An entity that works for a company that does not have a refining presence in California but either sells or takes possession of refined products and/or renewable fuels via spot market transactions.