

Federal Energy Regulatory Commission  
Office of Enforcement  
Washington DC 20426

February 24, 2012

**TO OIL PIPELINE COMPANIES  
FILING FERC FORM NOS. 6 AND 6-Q**

Enclosed are instructions and other pertinent information for use in preparation and submission of FERC Form No. 6, Annual Report of Oil Pipeline Companies for the reporting year ending December 31, 2011 and Supplemental Form No. 6-Q, Quarterly Financial Report (FERC Form No. 6-Q) for the 2012 reporting year.

**HIGHLIGHTS**

- The deadline for filing the 2011 FERC Form No. 6 is **April 18, 2012**.
- The 2011 FERC Form No. 6-Q due dates are: Quarter 1 - June 11, 2012; Quarter 2 – September 10, 2012; Quarter 3 – December 10, 2012.
- Questions concerning reporting and filing requirements should be directed to the Office of Enforcement’s Division of Energy Market Oversight, which has responsibility for administering Form No. 6 and FERC Form No. 6-Q.
- All software and technical questions regarding submission and accessing FERC Form No. 6 data will be handled by FERC Online Support staff.
- The Commission will release the 2012 Form No. 6/6-Q software in April 2012.

**WHO MUST SUBMIT FERC FORMS NOS. 6 AND 6-Q**

Each oil pipeline company must submit FERC Form No. 6 as described in (18 C.F.R. § 357.2(1)). Oil pipeline companies with jurisdictional revenues less than \$500,000 must file certain FERC Form No. 6 pages as described in (18 C.F.R. §§ 357.2(2) and 357.2(3)). Newly established companies must use projected data to determine whether a full FERC Form No. 6 must be filed. (18 C.F.R. § 357.2(a)(1))

**WHEN AND HOW TO SUBMIT FERC FORM NO. 6 AND FERC FORM NO. 6-Q**

Companies filing FERC Form No. 6 must file electronically by April 18, 2012. The FERC Form No. 6-Q filing deadlines are listed above. The electronic submission must be created by using the FERC Form No. 6/6-Q submission software provided free of charge by the Commission on its web site <http://www.ferc.gov/docs-filing/forms/form-6/elec->

[subm-soft.asp](#). The software is used to submit the electronic filing to the Commission via the Internet. It is not necessary to file a paper copy with the Commission.

## **HELP WITH FORM No. 6 SUBMISSION SOFTWARE AND ELECTRONIC FILING**

All questions about how to install the software or resolve issues with the software should be referred to FERC Online Support toll free at 1-866-208-3676, locally at 202-502-6652 (or 202-502-8659 for TTY), or email [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov).

New companies filing for the first time must first register by sending an email to [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov) containing the following information: company name, company address, point-of-contact name, email address and phone number.

After receiving this information, FERC Online Support will provide the requestor with instructions on how to set up the software application and an access number to permit electronic filing via the forms submission software. The point-of-contact list will be used to disseminate any future information on the software. Once a company has been assigned an access number it does not need to obtain a new one for subsequent annual or quarterly filings unless the form of the entity changes such as through merger.

## **RESUBMISSIONS OF FERC FORM NOS. 6 AND 6-Q FILINGS**

Resubmit any revised FERC Form Nos. 6 or 6-Q data using the form submission software only. Revised schedules should be noted in the remarks section of the List of Schedules. Explain the reason for the resubmission in a footnote for any revised data fields.

## **OTHER REPORTING MATTERS**

### **Questions Concerning Filing and Reporting Requirements for FERC Form No. 6 and FERC Form No. 6-Q**

All informal questions regarding filing and reporting requirements and other matters concerning the reporting of information in FERC Form No. 6 should be directed to the Office of Enforcement's Division of Energy Market Oversight. Please contact Brian Holmes at 202-502-6008 or send questions to [form6@ferc.gov](mailto:form6@ferc.gov).

### **Clarification of the term "Year to Date" in regard to Quarterly Forms**

The chart below clarifies what is meant by year to date data:

<b>Quarter</b>	<b>Reporting Period for Year-to-Date Information</b>
Q1	January 1-March 31
Q2	January 1-June 30
Q3	January 1-September 30

Sincerely,

Thomas Rieley  
Chief  
Market Oversight Branch 1