

EIA-821 ANNUAL FUEL OIL AND KEROSENE SALES REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-821 after reading the instructions, please call our toll-free number 1-800-592-2299.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-821, "Annual Fuel Oil and Kerosene Sales Report," is used to collect annual data on the sales of distillate and residual fuel oils, and kerosene to various categories of energy users at the State level. The data are used by the Department of Energy (DOE) in determining petroleum product supply and demand changes. In addition, the data are used by State and Federal agencies, Congress, industry analysts, trade publications, academia, and the public to analyze, model and forecast petroleum product sales by State and energy use category.

3. WHO MUST SUBMIT

The Form EIA-821 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by a selected sample of fuel oil distributors.

Section 9 explains the possible sanctions for failing to report.

4. WHEN TO SUBMIT

The Form EIA-821 for **2005** must be submitted electronically, faxed or postmarked to DOE by **March 3, 2006**.

5. WHERE TO SUBMIT

Completed forms may be submitted by facsimile, e-mail, secure file transfer, or mail. Should you choose to submit your data via e-mail or facsimile, we must advise you that e-mail and facsimile are insecure means of transmission because the data are not encrypted, and there is some possibility that your data could be compromised. You can also send your Excel files to EIA using a secure method of transmission: HTTPS. This is an industry standard method to send information over the web using secure, encrypted processes. (It is the same method that commercial companies communicate with customers when transacting business on the web.) To use this service, we recommend the use of Microsoft Internet Explorer 5.5 or later or Netscape 4.77 or later. Send your surveys using this secure method at:

<https://idc.eia.doe.gov/upload/noticeoog.jsp>

Fax completed forms to: **(703) 676-7514, ATTN: EIA-821**

E-mail forms to: **OOG.SURVEYS@eia.doe.gov**

Mail completed forms to:

**U.S. Department of Energy
Energy Information Administration (EIA-821)
P.O. Box 833
Merrifield, VA. 22116-0833**

6. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:

www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html

You may also access the materials by following the steps below:

- Go to EIA's website at www.eia.doe.gov
- Click on *Petroleum*
- Click on *Petroleum Survey Forms*, found on the right side of the page in the "Reference" box
- Select the materials you want.

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

7. HOW TO COMPLETE THE SURVEY FORM

General Instructions

Report all quantities in whole gallons (do not round to thousands). Note: One barrel is equal to 42 gallons. Leave appropriate lines blank if no volumes were sold.

Report sales volumes in Part II of the form separately by State of Destination and energy use sector. For example, if your firm sold 10,550 gallons of No. 2 Distillate for residential use in Alabama, enter "AL" in the space provided at the top of the column and enter "10,550" on line 9 in that column. (Refer to the Specific Instructions for Part II).

If your firm does not maintain information sufficient to provide actual sales volumes by the energy use sector specified on the form, estimates of sales volumes may be provided. The basis for the estimates must be consistent with the standard accounting records maintained by the firm. The estimating procedure and data supporting the estimates should result in a reasonably accurate estimate which will be subject to review.

Report the entire firm's sales of kerosene, distillate fuel oil, and residual fuel oil. Parent companies should include all sales made by their branches, divisions and subsidiaries.

Report all volumes of kerosene, distillate, and residual fuel oil in accordance with what the product was sold as, regardless of the actual specifications of that product. If a No. 2 Distillate was sold as diesel fuel, report that volume as "No. 2 Diesel Fuel;" if it was sold as a heating or fuel oil, report that volume as "No. 2 Fuel Oil", even if that product conformed to the higher specifications for diesel fuel. If sales of a No. 2 Distillate were made for which no determination can be made as to whether the product was specifically sold as either a fuel oil or a diesel fuel, sales volumes should be classified in accordance with your best estimate of the intended use of the product regardless of the product specification.

The same approach should be followed in reporting kerosene and No. 1 Distillate. If the product was sold as kerosene, report it as kerosene even if it also met the specifications for No. 1 Distillate. Exception, **exclude** sales of kerosene-type jet fuel sold for use in all types of aircrafts.

Enter data reflecting sales made during the reference year only. **Exclude** from all calculations any material prior period adjustments for volumes.

Report all volumes sold and in addition separately report the fuel used in your own operations on lines 5, 20 or 36 (see below for details).

Resubmissions

Revisions are required for any errors, adjustments or changes that, in the respondent's best judgment, would materially change the respondent's original report(s).

Material adjustments or changes to sales volumes are those that would cause reported volumes to be unrepresentative of the actual level of sales that year.

PART I. IDENTIFICATION DATA

<u>Item</u>	<u>Instruction</u>
1 thru 8	Complete items 1 through 8, if the information shown on the label is incomplete or incorrect.
9	Reference year.
10	Check the type of report that is being submitted.
11	Enter the number of States for which data are reported. Report sales for all States in which your company does business.
12	Mark the appropriate status of the firm at the end of the reference year. Regardless of your response in item 12, complete item 11 and Part II for only that portion of the reference year in which the firm was selling the listed petroleum products under your ownership and control.
13 - 21	If in item 12 you checked box b(1), b(2), d, or e, complete items 13 through 21. If you checked box c, complete item 13.

22 - 25 Indicate the name of the individual who prepared this report. If the preparer is different from the contact person designated by your company, then provide the preparer's name and telephone number.

PART II. TOTAL SALES DURING THE REFERENCE YEAR

Enter at the top of each column the U.S. Postal, two-letter abbreviation of the State where the buyer of the product is located (i.e., where the product was consumed). See the last page of the EIA-821 instructions for a list of States and their abbreviations.

Report all sales of kerosene, distillate, and residual fuel oil separately by State of Destination, where the product was consumed, and energy-use sector. Refer to the following energy-use sector definitions/descriptions.

Residential Use (Lines 1, 8, 9)

An energy-consuming sector that consists of living quarters for private households. Report volumes of kerosene, No. 1 and No. 2 distillate fuel oil sold for use in private households for space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a variety of other appliances. **Exclude** sales of kerosene and distillate delivered to farm houses and apartment buildings.

Commercial Use (Lines 2, 10 thru 14, 34)

An energy-consuming sector that consists of service-providing facilities and equipment of: **nonmanufacturing** businesses, such as such as motels, restaurants, retail stores, laundries, etc.; Federal, State, and local governments; 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 \leq .05% sulfur, No. 2 diesel $>$.05% sulfur, No. 4 distillate, and residual sold for use in space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a wide variety of other equipment. **Include** volumes used by your company, with the exception of on-highway diesel use.

For kerosene: Include volumes sold for use by military, off-highway, on-highway, railroad, and vessel bunkering.

For distillate: Exclude volumes sold for use by military, off-highway, on-highway, railroad, and vessel bunkering.

For residual: Include volumes sold for use by off-highway. **Exclude** volumes sold for use by military, railroad, and vessel bunkering.

Industrial Use (Lines 3, 15 thru 19, 35)

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 \leq .05% sulfur, No. 2 diesel $>$.05% sulfur, No. 4 distillate, and residual sold for use in heating, air conditioning, lighting, powering machinery, and fuels used as raw material inputs to manufactured products.

For kerosene: Include volumes sold for use by electric power and oil companies.

For distillates: Exclude volumes sold for use by electric power and oil companies.

For residual: Exclude volumes sold for use by electric power and oil companies.

Oil Company Use (Lines 3, 20, 36)

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. Report volumes of distillate fuel oil (including diesel) and residual fuel oil sold. 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. **Oil used in ships and boats should be reported under vessel bunkering.** **Included** sales to the other oil companies for field use. **Exclude** sales for use as refinery charging stocks.

For kerosene: Report volumes sold on line 3, industrial use. Your company use should be reported on line 5.

Railroad Use (Lines 2, 21, 41)

An energy-consuming sector that consists of all railroads. Report volumes of distillate fuel oil (including diesel) sold for any use, including that used for heating buildings operated by railroads.

For kerosene: Report volumes sold on line 2, commercial use.

For residual: Report volumes sold on line 41, all other uses (specify).

Vessel Bunkering (Lines 2, 22, 38)

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 distillate fuel oil (including diesel), and residual fuel oil sold for all uses. **Exclude** volumes sold to the U.S. Armed Forces.

For kerosene: Report volumes sold on line 2, commercial use.

Military Use (Lines 2, 23, 24, 39)

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 diesel, other distillate fuel oil, and residual fuel oil sold for all uses.

For kerosene: Report volumes sold on line 2, commercial use.

Electric Power Use (Lines 3, 25, 40)

An energy-consuming sector that consists of all utility and nonutility facilities and equipment used to generate, transmit, and/or distribute electricity. Report volumes of distillate fuel oil (including diesel) and residual fuel oil sold to generate electricity, and for running a wide variety of other equipment, if the facility sells on or into the grid. **Exclude** volumes sold for on-highway use vehicles. Electric utility companies should **include** in this category the fuel oil that they directly imported and used.

For kerosene: Report volumes sold line 3, industrial use.

Farm Use (Lines 4, 26, 27, 41)

An energy-consuming sector that consists of all facilities and equipment engaged in growing crops and raising animals. 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. Report volumes of diesel, other distillate fuel oil, and kerosene 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. Note that facility energy use encompasses all structures at the establishment, including the farm house.

For residual: Report volumes sold on line 41, all other uses (specify).

On-Highway Diesel Use (Line 28)

An energy-consuming sector that consists of automobiles, trucks, and buses. Report volumes of diesel fuel sold for use in these motor vehicles.

Off-Highway Use (Lines 29, 30)

An energy-consuming sector that consists of:

1. Construction (Line 29) - An energy-consuming subsector that consists of all facilities and equipment used to perform land preparation and construct, renovate, alter, install, maintain, or repair major infrastructure or individual systems therein. Infrastructure includes buildings; industrial plants; and other major structures, such as tanks, towers, monuments, roadways, tunnels, bridges, dams, pipelines, and transmission lines. Construction equipment including earthmoving equipment, cranes, generators, air compressors, etc.
2. Other (Line 30) - Distillate fuel oil sold for off-highway uses other than construction. **Include** logging in this category.

Exclude volumes sold for use by the agriculture sector; this is reported under farm use.

All Other Uses (Lines 5, 31, 41)

Report volumes of kerosene, distillate, and residual fuel oils sold for all other uses not included elsewhere on this form. Please specify the use/uses of the product. **Include** railroad and farm use residual fuel oil sales on line 41.

For kerosene: Report volumes used by your company on line 5.

Sold to Dealers, Resellers and Refiners (Lines 6, 32, 42)

This category is included for your accounting purposes to aid in balancing total sales. Report sales to fuel oil dealers, resellers, and refiners for resale in this category.

Total (Lines 7, 33, 43)

Report total kerosene (sum of lines 1-6), distillate fuel oil (sum of lines 8-32), and residual fuel oil (sum of lines 34-42) sales to ultimate consumers, dealers, resellers, and refiners. These totals should equal total fuel sales, including fuel purchased or produced and used at your own facilities, during the reference year.

8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

The tables published in the *Annual Fuel Oil and Kerosene Sales Report* are not subject to statistical nondisclosure procedures. Thus, there may be some table cells which are based on data from only one or two respondents, or which are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable user of the data to make inferences about the data reported by a specific respondent.

9. SANCTIONS

Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

The timely submission of EIA-821 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also

issue mandatory injunctions commanding any person to comply with these reporting requirements.

10. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 3.2 hours per response, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

11. DEFINITIONS

ASTM - The acronym for the American Society for Testing and Materials.

Combined heat and power (CHP) plant - A plant designed to produce both heat and electricity from a single heat source. *Note:* This term is being used in place of the term "cogenerator" that was used by EIA in the past.

Commissioned Agent - An agent who wholesales or retails a refined petroleum product under a commission arrangement. The agent does not take title to the product or establish the selling price, but receives a percentage of fixed fee for serving as an agent.

Distillate Fuel Oil - 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.

No. 1 Distillate - A light petroleum distillate that can be used as either a diesel fuel or a fuel oil.

No. 1 Diesel Fuel - A light distillate fuel oil that has a distillation temperature of 550 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 generally operated under frequent speed and load changes, such as those in city buses and similar vehicles.

No. 1 Fuel Oil - A light distillate fuel oil that has distillation temperatures of 400 degrees Fahrenheit at the 10-percent recovery point and 550 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 396. It is used primarily as fuel for portable outdoor stoves and portable outdoor heaters.

No. 2 Distillate - A petroleum distillate that can be used as either a diesel fuel or a fuel oil.

No. 2 Diesel Fuel - A distillate fuel oil that has a distillation temperature of 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 that are generally operated under uniform speed and load conditions, such as those in railroad locomotives, trucks, and automobiles.

No. 2 Diesel \leq .05% Sulfur - No. 2 diesel fuel that has a sulfur level no higher than 0.05 percent by weight. It is used primarily in motor vehicle diesel engines for on-highway use.

No. 2 Diesel $>$.05% Sulfur - No. 2 diesel fuel that has a sulfur level above 0.05 percent by weight.

No. 2 Fuel Oil (Heating Oil) - A distillate fuel oil that has a distillation temperature of 640 degrees Fahrenheit at the 90-percent recovery point and meets the specifications defined in ASTM Specification D 396. It is used in atomizing type burners for domestic heating or for moderate capacity commercial/industrial burner units.

No. 4 Fuel - A distillate fuel oil made by blending distillate fuel oil and residual fuel oil stocks. It conforms with ASTM Specification D 396 or Federal Specification VV-F-815C and is used extensively in industrial plants and in commercial burner installations that are not equipped with preheating facilities. It also includes No. 4 diesel fuel used for low- and medium-speed diesel engines and conforms to ASTM Specification D 975. A general classification for one of the petroleum fractions produced in conventional distillation operations. It includes diesel fuels and fuel oils.

Distributor - A business that distributes goods to consumers (energy users) or dealers.

Electric utility - A corporation, person, agency, authority, or other legal entity or instrumentality aligned with distribution facilities for delivery of electric energy for use primarily by the public. Included are investor-owned electric utilities, municipal and State utilities, Federal electric utilities, and rural electric cooperatives. A few entities that are tariff based and corporately aligned with companies that own distribution facilities are also included.

Energy use sectors - A group of major energy-consuming components of U.S. society developed to measure and analyze energy use. The sectors most commonly referred to in EIA are: residential, commercial, industrial, transportation, and electric power.

Firm - Any association, company, corporation, estate, individual, joint-venture, partnership, or sole proprietorship or any other entity, however organized, including: (a) charitable or educational institutions; (b) the Federal Government, including corporations, departments, Federal agencies, and other instrumentalities; and (c) State and local governments. A firm may consist of (1) a parent entity, including the consolidated and unconsolidated entities (if any) that it directly or indirectly controls; (2) a parent and its consolidated entities only; (3) an unconsolidated entity; or (4) any part or combination of the above.

Household - A family, an individual, or a group of up to nine unrelated persons occupying the same housing unit. "Occupy" means that the housing unit is the person's usual or permanent place of residence.

Independent power producer - A corporation, person, agency, authority, or other legal entity or instrumentality that owns or operates facilities for electric generation and is not an electric utility.

Institutional living quarters - Space provided by a business or organization for long-term housing of individuals whose reason for shared residence is their association with the business or organization. Such quarters commonly have both individual and group living spaces, and the business or organization is responsible for some aspects of resident life beyond the simple provision of living quarters. Examples include prisons; nursing homes and other long-term medical care facilities; military barracks; college dormitories; and convents and monasteries.

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.

Nonutility power producer - A corporation, person, agency, authority, or other legal entity or instrumentality that owns or operates facilities for electric generation and is not an electric utility. Nonutility power producers include qualifying CHP plants, qualifying small power producers, and other nonutility generators (including independent power producers).

Parent - A firm that directly or indirectly controls another entity.

Reference Year - The calendar year to which the reported sales volume information relates.

Refiner - A firm or the part of a firm that refines products or blends and substantially changes products, or refines liquid hydrocarbons from oil and gas field gases, or recovers liquefied petroleum gases incident to petroleum refining and sells those products to resellers, retailers, reseller/retailers or ultimate consumers. "Refiner" includes any owner of products which contracts to have those products refined and then sells the refined products to resellers, retailers, or ultimate consumers.

Reseller - A firm (other than a refiner) that is engaged in a trade or business that buys refined petroleum products and then sells them to a purchaser who is not the ultimate consumer of those refined products.

Reseller/Retailer - A firm (other than a refiner) that carries on the trade or business activities of both a reseller and a retailer; i.e., purchasing refined petroleum products and reselling them to purchasers who may be either ultimate or other than ultimate consumers.

Residual Fuel Oils - 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 conforms to ASTM Specifications D 396 and D 975 and Federal Specification VV-F-815C. No. 5, a residual fuel oil of medium viscosity, is also known as Navy Special and is defined in Military Specification MIL-F-859E, including Amendment 2 (NATO Symbol F-770). It is used in steam-powered vessels in government service and inshore powerplants. No. 6 fuel oil

includes Bunker C fuel oil and is used for the production of electric power, space heating, vessel bunkering, and various industrial purposes.

Retailer - A firm (other than a refiner, reseller, or reseller/retailer) that carries on the trade or business of purchasing refined petroleum products and reselling them to ultimate consumers.

Sale - The transfer of title of an energy commodity from the seller to a buyer for a price or quantity transferred during a specified period. **EXCLUDES:** Intrafirm transfers, product consumed directly by the reporting firm, sales of bonded fuel, and products delivered/loaned to exchange partners except where the amount supplied exceeds the amount received and the differential is invoiced as a sale during the reference month.

Subsidiary - An entity directly or indirectly controlled by a parent company which owns 50% or more of its voting stock.

Sulfur - A yellowish nonmetallic element, sometimes known as "brimstone." It is present at various levels of concentration in many fossil fuels whose combustion releases sulfur compounds that are considered harmful to the environment. Some of the most commonly used fossil fuels are categorized according to their sulfur content, with lower sulfur fuels usually selling at a higher price. *Note:* No. 2 Distillate fuel is currently reported as having either a 0.05 percent or lower sulfur level for on-highway vehicle use or a greater than 0.05 percent sulfur level for off-highway use, home heating oil, and commercial and industrial uses.

United States - The 50 States and the District of Columbia.

12. STATE ABBREVIATIONS

AL	-	Alabama
AK	-	Alaska
AZ	-	Arizona
AR	-	Arkansas
CA	-	California
CO	-	Colorado
CT	-	Connecticut
DE	-	Delaware
DC	-	District of Columbia
FL	-	Florida
GA	-	Georgia
HI	-	Hawaii
ID	-	Idaho
IL	-	Illinois
IN	-	Indiana
IA	-	Iowa
KS	-	Kansas
KY	-	Kentucky
LA	-	Louisiana
ME	-	Maine
MD	-	Maryland
MA	-	Massachusetts
MI	-	Michigan
MN	-	Minnesota
MS	-	Mississippi
MO	-	Missouri
MT	-	Montana
NE	-	Nebraska
NV	-	Nevada
NH	-	New Hampshire
NJ	-	New Jersey
NM	-	New Mexico
NY	-	New York
NC	-	North Carolina
ND	-	North Dakota
OH	-	Ohio
OK	-	Oklahoma
OR	-	Oregon
PA	-	Pennsylvania
RI	-	Rhode Island
SC	-	South Carolina
SD	-	South Dakota
TN	-	Tennessee
TX	-	Texas
UT	-	Utah
VT	-	Vermont
VA	-	Virginia
WA	-	Washington
WV	-	West Virginia
WI	-	Wisconsin
WY	-	Wyoming