

FEDERAL ENERGY REGULATORY COMMISSION  
Office of Enforcement  
Washington, DC 20426

January 9, 2018

**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, 2017, and Supplemental Form No. 6-Q, Quarterly Financial Report for the 2018 reporting year.

**HIGHLIGHTS**

- The deadline for filing the 2017 FERC Form No. 6 is **April 18, 2018**.
- The 2018 FERC Form No. 6-Q filing deadlines are: Quarter 1 – June 11, 2018; Quarter 2 – September 10, 2018; and Quarter 3 – December 10, 2018.
- All software and technical questions regarding submission and access to FERC Form No. 6 and FERC Form No. 6-Q data should be directed to FERC Online Support Staff by email at [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov).
- Questions concerning reporting and filing requirements should be directed to the Office of Enforcement's Division of Energy Market Oversight by email at [form6@ferc.gov](mailto:form6@ferc.gov).

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

Each oil pipeline company must submit FERC Form No. 6 as described in the Commission's regulations.<sup>1</sup> Oil pipeline companies exempt from filing Form No. 6 with annual jurisdictional operating revenues less than \$500,000 for each of the three previous calendar years must file certain FERC Form No. 6 pages.<sup>2</sup> Newly established companies must use projected data to determine whether a full FERC Form No. 6 must be filed.<sup>3</sup>

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<sup>1</sup> See 18 C.F.R. § 357.2.

<sup>2</sup> See 18 C.F.R. §357.2(a)(2) and 18 C.F.R. §357.2 (a)(3).

<sup>3</sup> See 18 C.F.R. § 357.2(a)(1).

Each oil pipeline company must submit FERC Form No. 6-Q.<sup>4</sup>

### WHEN TO SUBMIT FERC FORM NOS. 6 AND 6-Q

Companies required to file the FERC Form No. 6 must file electronically by April 18, 2018. The FERC Form No. 6-Q filing deadlines are listed below.

| Quarter | Reporting Period          | Filing Deadline    |
|---------|---------------------------|--------------------|
| Q1      | January 1-March 31, 2018  | June 11, 2018      |
| Q2      | April 1-June 30, 2018     | September 10, 2018 |
| Q3      | July 1-September 30, 2018 | December 10, 2018  |

All filings must be submitted by using the FERC Form No. 6/6-Q software provided free of charge by the Commission on its website: <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. Paper copies are not accepted.

### FERC FORM NOS. 6 AND 6-Q SUBMISSION SOFTWARE AND ELECTRONIC FILING

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

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 identifier (CID), company address, point-of-contact name, point-of-contact email address, and point-of-contact telephone number. Once the company information is validated, FERC Online Support will provide the requestor with instructions on how to set up the software application and an access number (PIN) to permit electronic filing via the forms submission software. **Once a company has been assigned an access number, it does not need to obtain a new one for subsequent annual filings.**

Companies who change names must make appropriate filings in [eTariff](#) and company registration before making name changes on FERC Form Nos. 6 and 6-Q filings.

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<sup>4</sup> See 18 C.F.R. § 357.4.

## RESUBMISSIONS OF FERC FORM NOS. 6 OR 6-Q FILINGS

Any changes to an already-filed FERC Form No. 6 or FERC Form No. 6-Q data must be resubmitted using the forms submission software. The reason for the resubmission must be explained in a footnote to any revised data fields. Revised schedules should be noted in the remarks section of the List of Schedules.

## EXTENSION REQUESTS

If it is necessary to request an extension of time to file a FERC Form No. 6 or FERC Form No. 6-Q, the request must be in the form of a letter and include the current date, the name of the company requesting an extension, a contact name and telephone number, and the proposed date by which the company will file. Extensions may be requested by using [eFiling](#). **The request must clearly state the reason for which the extension is necessary and be received by FERC prior to the filing deadline.**<sup>5</sup>

## OTHER REPORTING MATTERS

Any questions concerning reporting and filing requirements should be directed to the Office of Enforcement's Division of Energy Market Oversight by email at [form6@ferc.gov](mailto:form6@ferc.gov).

Sincerely,

Janel Burdick,  
Director  
Division of Energy Market Oversight

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<sup>5</sup> See 18 CFR § 385.2008(a).