

HELP US SELECT THE CORRECT COMMODITY TAGS!

Help us rename our data! PLEASE READ THROUGH THE INSTRUCTIONS, EXAMPLES & SPECIFIC INSTANCES CAREFULLY!

- It is HIGHLY suggested that you keep this document open next to your browser window while answering these questions
- Pay extra attention to the SPECIFIC INSTANCES

OVERVIEW & EXAMPLES

You will be given a Phrase that displays Import and Export information. In each Phrase, there will be a **PRODUCT TYPE** and a **COUNTRY**. For the Product Type, you will be asked to enter in the correct product type into a dialogue box. For the Country, you will be asked to choose from a drop down list of countries.

PRODUCT TYPE

When determining the Product Type, you will be given 2 pieces of information: the **PHRASE** and the **SUGGESTED PRODUCT TYPE**. Important notes regarding the Product Type:

- The **PHRASE** takes priority over the **SUGGESTED PRODUCT TYPE**
- The **SUGGESTED PRODUCT TYPE** is merely a SUGGESTION. IT may not always be correct, but it will sometimes give you an idea of what to look for in the **PHRASE**

Given both the Phrase and Suggested Product Type, **your job is to determine the most accurate product type. Please write the FULL name as it is shown in the PHRASE.** Read through the Specific Instances, as well as the examples below:

SPECIFIC INSTANCES – PRODUCT TYPE

- If the PRODUCT in the PHRASE is "**Residual Fuel**" and the SUGGESTED PRODUCT TYPE is "**Residual Fuel Oil**", the correct Product Type is "**Residual Fuel Oil**"
- If the PRODUCT in the PHRASE is "**Distillates**" and the SUGGESTED PRODUCT TYPE is "**Middle Distillates**", the correct Product Type is "**Distillates**"
- **Do not include the following words/phrases in the product name:**
 - EIA
 - DOE
 - Annual Energy Review

TIP

Write the FULL product name as it is shown. Below are examples of FULL Product Names:

Fossil Fuels Petroleum Liquids
Coking Coal
Regular Gasoline
ULSD Diesel
Retail Automotive Gasoline All Grades
Retail Automotive Gasoline Midgrade

Steam Coal
Metallurgical Coal
Premium Gasoline
Liquid Fuels
Electricity by All Sectors
Electricity by Industrial Sector

EXAMPLES

- Example 1:
 - **Phrase:** " Biodiesel Consumption in Barrels Yearly Total"
 - **Suggested Product Type:** "Biodiesel"
 - The Suggested Product Type indicates that you should look for something relating to "Biodiesel". In the Phrase, you will see the word "Biodiesel". Therefore, the correct Product Type in this case is "**Biodiesel**"
- Example 2:
 - **Phrase:** " US EIA State Total Tons Coal Consumption/Arizona"
 - **Suggested Product Type:** "Coal"
 - The Suggested Product Type indicates you should look for something relating to "Coal". In the Phrase, you will see the words "Coal". Therefore, the correct Product Type in this case is "**Coal**"
- Example 3:
 - **Phrase:** " DOE Bulgaria Total Net Electricity Consumption"
 - **Suggested Product Type:** "Power"
 - The Suggested Product Type indicates you should look for something relating to "Power". In the Phrase, you will see the words "Electricity". Before "Electricity", you will see the words "Total Net". Based on the rule under the "NET, GROSS & TOTAL" section below, the correct Product Type in this case is "**Total Net Electricity**"
- Example 4:
 - **Phrase:** " DOE Dominican Rep Geothermal Solar Wind Wood & Waste Electric Consumption"
 - **Suggested Product Type:** "Geothermal"
 - The Suggested Product Type indicates you should look for something relating to "Geothermal". As mentioned in the Tip section, you want to write the full product name. Therefore, the correct Product Type in this case is " **Geothermal Solar Wind Wood & Waste Electric** "
- Example 5:
 - **Phrase:** " DOE Natural Gas Consumption Delivered to Consumers Louisiana"
 - **Suggested Product Type:** "Natural Gas"
 - The Suggested Product Type indicates that you should look for something relating to "Natural Gas". In the Phrase, you will see "Natural Gas Consumption Delivered to Consumers". As mentioned above, you do not want to include "Consumption" in the Product Name. Therefore, the correct answer is "**Natural Gas Delivered to Consumers**"

NET, GROSS & TOTAL

- If the **PHRASE** includes the words "**Net**", "**Gross**" or "**Total**" DIRECTLY BEFORE the PRODUCT, include that word in your written **PRODUCT TYPE**

- Ex: DOE World Total Net Electricity Consumption
 - **PRODUCT TYPE** would be “**Total Net Electricity**”
- If “**Net**”, “**Gross**” or “**Total**” is **NOT DIRECTLY BEFORE** the **PRODUCT**, **DO NOT** include that word in your written **PRODUCT TYPE**
 - Ex: US EIA State Total Barrels Oil Consumption/Arkansas
 - **PRODUCT TYPE** would be “**Oil**”
 - Ex: Natural Gas Total Consumption – Oklahoma
 - **PRODUCT TYPE** would be “**Natural Gas**”

COUNTRY

The indicating what country is related to this product. For this part, you will be given a **PHRASE** and **SUGGESTED COUNTRY**. Important notes regarding the “Country”:

- The **PHRASE** takes priority over the **SUGGESTED COUNTRY**
- The **SUGGESTED COUNTRY** is merely a SUGGESTION. It may not always be correct, but it will sometimes give you an idea of what to look for in the **PHRASE**.
- The **SUGGESTED COUNTRY** may not always be correct, so make sure to look at both the **PHRASE** and the **SUGGESTED COUNTRY**

Given both the Phrase and Suggested "Country", **your job is to choose the most appropriate country from the drop down list**. Read through the Specific Instances, as well as the examples below:

SPECIFIC INSTANCES – COUNTRY

- *****If the Phrase does not list a COUNTRY, the COUNTRY is "US"*****
- If you see **PADD 1, PADD 2, PADD 3, PADD 4 or PADD 5**, there are options for **US PADD 1, US PADD 2, US PADD 3, US PADD 4, and US PADD 5**. Please choose the corresponding answer!
 - Same goes for if it says “District” 1-5
- **There are options for US States! Please select the corresponding State!**
- If you see a two letter phrase instead of a country, that is a **COUNTRY CODE**. Please look to the **SUGGESTED COUNTRY** for help of identifying what the country code is referring to. If the **SUGGESTED COUNTRY** does not help, you can utilize Google to find out what country it is.
 - Ex: Crude Imports by Destination/AB
 - AB is the **COUNTRY CODE** for “Aruba”, so “**Aruba**” is the correct answer
- If the **PHRASE** is indicating "World", "the correct country is "**Global**"

EXAMPLES

- Example 6:
 - **Phrase:** “DOE Grenada Total Net Electricity Consumption”
 - **Suggested “Country”:** Grenada
 - The Suggested “Country” indicates that you should look for something relating to "Grenada". In the Phrase, you will see the word "Grenada". Therefore, the correct "Country" in this case is "**Grenada**"
- Example 7:
 - **Phrase:** “DOE Natural Gas Consumption Delivered to Consumers Alaska ”
 - **Suggested “Country”:** United States

- The Suggested "Country" in this case is "United States". **But the end of the PHRASE indicates "Alaska"**. Based on the rule above, the correct "Country" in this case is **"US Alaska"**
- Example 8:
 - **Phrase:** "Asia & Oceania Liquid Fuels Consumption"
 - **Suggested "Country":** Unknown
 - The Suggested "Country" in this case is "Unknown", so we need to check the Phrase. In the Phrase, you will see the words "Asia & Oceania". This is an option in the dropdown menu, so the correct Country in this case is **"Asia & Oceania"**
- Example 9:
 - **Phrase:** "Natural Gas Lease Fuel Consumption"
 - **Suggested "Country":** United States
 - The Suggested "Country" indicates you should look for something relating to "United States". In the Phrase, you will not see a COUNTRY listed. Based on the rule above (***If the Phrase does not list a COUNTRY, the COUNTRY is "US"***), the correct "Country" in this case is **"United States"**.

Not all examples and instances are covered, but do your best to analyze each Phrase and pick the best option.

Process

1. Read the phrase and Suggested Product Type carefully. Enter in the correct Product Type in the dialogue box.
2. Read the phrase and Suggested "Country" carefully. Select the correct "Country" in the drop down box.

Summary

This task is about selecting the correct options for each phrase. Some phrases will be more straightforward than others, but there is an answer for each one.

Thank You!

We appreciate your work on this task!