

# WHAT CLASS II SUBSTANCE REPORTING FORMS SHOULD I COMPLETE?

## Overview

There are 7 class II reporting forms available for use from EPA:

1. [Class II Producer Quarterly Report](#)
2. [Class II Importer Quarterly Report](#)
3. [Class II Exporter Quarterly Report](#)
4. [Notification of Class II Transfers](#)
5. [Request for Additional Class II Consumption Allowances Report](#)
6. [Class II 2nd Party Destruction Annual Report](#)
7. [Class II 2nd Party Transformation Annual Report](#)

Refer to the link(s) for form descriptions. After identifying the forms that pertain to your company, please refer to “Helpful Hints for Completing EPA’s Class II Reporting Forms” for additional reporting form information. If you need further assistance, please contact:

Staci Gatica  
Stratospheric Protection Division  
United States Environmental Protection Agency  
(202) 343-9469  
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1. The **Class II Producer Quarterly Report** should be completed by any entity that is producing class II substances. Entities that do not produce class II substances (i.e., 2<sup>nd</sup> party transformation or 2<sup>nd</sup> party destruction facilities) should not use this form. For more information about completing the Producer Report, please refer to “Hints for Completing the Class II Producer Quarterly Report”.
2. The **Class II Importer Quarterly Report** should be completed by any entity that is importing class II substances from outside of the United States or U.S. Territories. Please note that any shipments of class II substances deriving from U.S. Territories (i.e., Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, or Northern Mariana Islands) are not considered imports. For more information about completing the Importer Report, please refer to “Hints for Completing the Class II Importer Quarterly Report”.

3. The **Class II Exporter Quarterly Report** should be completed by any entity that is exporting class II substances outside of the United States or U.S. Territories. Please note that any shipments of class II substances to U.S. Territories (i.e., Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, or Northern Mariana Islands) are not considered exports. For more information about completing the Exporter Report, please refer to “Hints for Completing the Class II Exporter Quarter Report”.
4. The **Notification of Class II Transfers** should be completed by any entity that is transferring their Production Allowances, Consumption Allowances, Article 5 Allowances, or Export Production Allowances to another entity. For more information about completing the Transfers Report, please refer to “Hints for Completing the Notification of Class II Transfers Report”.
5. The **Request for Additional Class II Consumption Allowances Report** should be completed by exporters requesting additional consumption allowances after expending consumption allowances in the export of class II substances from the U.S. and its territories to a Party to the Protocol. For more information about completing the Request for Additional class II Consumption Allowances Report, please refer to “Hints for Completing the Request for Additional Class II Consumption Allowances Report”.
6. The **Class II 2<sup>nd</sup> Party Destruction Annual Report** should be completed by any entity that is destroying class II substances that they did not produce. Second party destruction facilities should not use the producer form for reporting destruction amounts. Only producers should fill out the producer report. For more information on about completing the form, please refer to “Hints for Completing the Class II 2<sup>nd</sup> Party Destruction Report”.
7. The **Class II 2<sup>nd</sup> Party Transformation Annual Report** should be completed by any entity that is transforming class II substances that they did not produce. Second party transformation facilities should not use the producer form for reporting transformation amounts. Only producers should fill out the producer report. For more information on about completing the form, please refer to “Hints for Completing the Class II 2<sup>nd</sup> Party Transformation Report”.