

**Renewable Fuel Standard (RFS) Report Instructions**  
**OMB Control No. 2060-XXXX Expires: Pending**

**RFS Activity Report**  
**Report Form ID: RFS0100**

**Issue Date: 07/23/2007**  
**Revised: 09/24/2007**

Any party that owns RINs during a given quarter shall summarize all RIN activities for the reporting period as described under Sec. 80.1152(c)(2). Reports must be submitted individually for attached and separated RINs.

Obligated parties with more than one registered facility may submit individual reports for each of their facilities or may submit a single report for their aggregated facilities. Obligated parties that are gasoline importers with multiple import facilities must aggregate their facilities. Obligated parties who are both gasoline refiners and importers must report refiner and importer information separately.

This report is due quarterly. Q1 (January – March) reports are due May 31, Q2 (April – June) reports are due August 31, Q3 (July – September) reports are due November 30, and Q4 (October – December) reports are due February 28.

Please check the RFS reporting web site for updated instructions and report form templates:  
<http://epa.gov/otaq/regs/fuels/rfsforms.htm>

For information on submitting this report using EPA’s Central Data Exchange (CDX) visit:  
<http://epa.gov/otaq/regs/fuels/cdxinfo.htm>

<b>Field No.</b>	<b>Field Name</b>	<b>Units</b>	<b>Field Formats, Codes, &amp; Special Instructions</b>
1.	Report form ID		<b>AAAAAAA</b> ; <i>Character</i> .  <b>RFS0100</b> : Form ID for the RFS Activity Report
2.	Report type		<b>A</b> ; <i>Character</i> . Indicate whether this is the original report or a resubmission. Submit only one original report. Submit any corrections or updates as resubmission(s):  <b>O</b> : Original <b>R</b> : Resubmission
3.	CBI		<b>A</b> ; <i>Character</i> . Specify if the data contained within the report is being claimed as Confidential Business Information (CBI) under 40 CFR Part 2, subpart B:  <b>Y</b> : Confidential Business Information <b>N</b> : Non-Confidential Business Information
4.	Report date		<b>MM/DD/YYYY</b> ; <i>Character</i> . Enter the date the original or resubmitted report is being submitted.
5.	Report year		<b>YYYY</b> ; <i>Character</i> . Indicate the compliance period (year) of the report.
6.	Company/entity ID		<b>AAAA</b> ; <i>Character</i> . Enter your four-digit, EPA-assigned company/entity ID.

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7.	Company name		<b>AAAAAAAA...</b> ; <i>Character (125 max.)</i> . Enter the reporting party's name (your company name).
8.	Compliance period		<b>AA</b> ; <i>Character</i> . Indicate the period for which information is being reported. Month ranges are provided below to assist in labeling quarters:  <b>Q1</b> : First Quarter (January – March) <b>Q2</b> : Second Quarter (April – June) <b>Q3</b> : Third Quarter (July – September) <b>Q4</b> : Fourth Quarter (October – December)
9.	Compliance basis/ facility ID		<b>AAAAA</b> ; <i>Character</i> . <b>Obligated Parties</b> : Indicate the compliance basis if aggregating facilities in a single report, or submit separate facility reports referencing individual facility ID numbers. Please include all zeros in the five-digit facility ID numbers. <b>Non-Obligated Parties, including producers of renewable fuels and other RIN Owners</b> : Use "NOTOP".  <b>AGIMP</b> : Aggregated Importer Compliance <b>AGREF</b> : Aggregated Refiner Compliance <b>#####</b> : Five-digit EPA-assigned facility ID <b>EXPR</b> : Exporter Compliance <b>NOTOP</b> : Non-Obligated Party (RIN Generator or Owner)
10.	RIN status		<b>9</b> ; <i>Number</i> . Indicate whether the report is being submitted for RINs assigned to a volume of renewable fuel (K code = 1) or for RINs that have been separated from or are otherwise unassigned to a volume of renewable fuel (K code = 2). See 40 CFR 80.1125(a). A separate RFS Activity Report must be submitted for each type of RIN owned.  <b>1</b> : Assigned RINs <b>2</b> : Separated RINs
11.	Volume of renewable fuel owned at the end of the quarter	gallons	<b>9999999...</b> ; <i>Number (16 max.)</i> . Enter the total volume of renewable fuel owned at the end of the period per §80.1152(c)(2)(xviii). If not applicable, enter "0".
12.	Current-year gallon-RINs owned at the start of the quarter		<b>9999999...</b> ; <i>Number (16 max.)</i> . Enter the total number of current-year gallon-RINs owned at the start of the period. If not applicable, enter "0".

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<b>Field No.</b>	<b>Field Name</b>	<b>Units</b>	<b>Field Formats, Codes, &amp; Special Instructions</b>
13.	Current-year gallon-RINs purchased		<b>9999999...; Number (16 max.).</b> Enter the total number of current-year gallon-RINs purchased for the period. If not applicable, enter "0".
14.	Current-year gallon-RINs sold		<b>9999999...; Number (16 max.).</b> Enter the total number of current-year gallon-RINs sold for the period. If not applicable, enter "0".
15.	Current-year gallon-RINs retired		<b>9999999...; Number (16 max.).</b> Enter the total number of current-year gallon-RINs retired for the period. If not applicable, enter "0".
16.	Current-year gallon-RINs owned at the end of the quarter		<b>9999999...; Number (16 max.).</b> Enter the total number of current-year gallon-RINs owned at the end of the period. If not applicable, enter "0".
17.	Prior-year gallon-RINs owned at the start of the quarter		<b>9999999...; Number (16 max.).</b> Enter the total number of prior-year gallon-RINs owned at the start of the period. If not applicable, enter "0".
18.	Prior-year gallon-RINs purchased		<b>9999999...; Number (16 max.).</b> Enter the total number of prior-year gallon-RINs purchased for the period. If not applicable, enter "0".
19.	Prior-year gallon-RINs sold		<b>9999999...; Number (16 max.).</b> Enter the total number of prior-year gallon-RINs sold for the period. If not applicable, enter "0".
20.	Prior-year gallon-RINs retired		<b>9999999...; Number (16 max.).</b> Enter the total number of prior-year gallon-RINs retired for the period. If not applicable, enter "0".
21.	Prior-year gallon-RINs owned at the end of the quarter		<b>9999999...; Number (16 max.).</b> Enter the total number of prior-year gallon-RINs owned at the end of the period. If not applicable, enter "0".

**Sample report line:**  
RFS0100,O,Y,09/21/2007,2007,1234,"Sample Company Inc",Q3,98765,1,5000,0,1290000,1283000,0,7000,0,0,0,0

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Paperwork Reduction Act Statement

The public reporting and recordkeeping burden for this collection of information is disclosed in the estimates of the individual report form instructions. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.