

HELPFUL HINTS FOR COMPLETING EPA'S CLASS II REPORTING FORMS

Overview

This “helpful hints” document for completing EPA’s class II reporting forms provides insight to common errors made by reporting entities when completing reporting forms. It also highlights notable revisions made to some reporting forms. This quick reference serves to clarify EPA’s data collection needs and improve data quality.

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

[Class II Producer Quarterly Report](#)

[Class II Importer Quarterly Report](#)

[Class II Exporter Quarterly Report](#)

[Notification of Class II Transfers](#)

[Request for Additional Class II Consumption Allowances](#)

[Class II 2nd Party Destruction Annual Report](#)

[Class II 2nd Party Transformation Annual Report](#)

Click on the link(s) for the form you are interested in. If you are not sure what form(s) pertains to your company, please refer to “What Forms Should I Complete?” If you need further assistance, please contact:

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Hints for Completing the “Class II Producer Quarterly Report”

Purpose: This form is used to capture all U.S. production of class II substances for all purposes.

Reporting Frequency: Quarterly

Common Errors:

1. Companies should report production totals to EPA for every quarter. If an entity has zero production for a given quarter, the entity should submit a fax or email to Mike James (fax # 202-343-2336/email: james.mike@epa.gov) to confirm zero production. If a company fails to report or indicate no production for a quarter, EPA is unable to determine whether that is an indication of zero production or if an entity’s report was not received.
2. In “Section 2.2: Company Production Totals”, the Second Party Transformation column (column D) refers to an amount of class II substance that was produced for second party transformation. Only the actual producer of class II substance should use this form to report. This form should not be used by an entity transforming class II substances that it did NOT produce. The form, “Class II Second Party Transformation Report,” is available for entities reporting transformation of class II substances that they did not produce.
3. Likewise, the Second Party Destruction column (column F) of the same section refers to amounts of class II substances that were produced for second party destruction. Only the actual producer of the class II substance being destroyed should complete this reporting form. This form should not be used by an entity destroying class II substances that it did NOT produce. The form, “Class II Second Party Destruction Report,” is available for entities reporting destruction of class II substances that they did not produce.
4. Note the equation included in the Column J (Net Production of HCFC). Net production should be calculated by subtracting amounts captured in columns C through I from Gross Production (Column B). Please use this equation to accurately capture data.

Notable Changes:

1. Section 3.3 was added to capture HCFC-141b exemption allowance holders from whom orders were received and associated quantity of HCFC-141b requested and produced.

Hints for Completing the “Class II Importer Quarterly Report”

Purpose: This form is used to capture information related to all imports of class II substances into the United States and how the class II substances will be used.

Reporting Frequency: Quarterly

Common Errors:

1. Companies should report import totals to EPA for every quarter. If an entity has zero imports for a given quarter, the entity should submit a fax or email to Mike James (fax # 202-343-2336/email: james.mike@epa.gov) to confirm zero imports. If a company fails to report or indicate no import for a quarter, EPA is unable to determine whether that is an indication of zero imports or if an entity’s report was not received.
2. Please note in Column B of Section 3.2 (Gross Imports) that, for EPA’s reporting purposes, “Gross Imports” does not include ‘Heels’ or ‘Used’ class II substances. Please do not include “used” and “heel” imports in the “gross import” total (Column B). Those amounts should be reported separately in columns H and I, respectively.

Notable Changes:

1. The “commodity codes” are provided in Section 3 and do not need to be provided by reporting entities unless the HCFC commodity code is not listed.
2. HCFC heels should be recorded only annually in the fourth quarter. (Please note, reporting for Class I heels is still required quarterly.)

Hints for Completing the “Class II Exporter Quarter Report”

Purpose: This form is used to capture information about class II exports.

Reporting Frequency: Quarterly

Common Errors: None

Notable Changes:

1. The “commodity codes” are provided in Section 3 and do not need to be provided by reporting entities unless the HCFC commodity code is not listed.
2. There have been minor revisions to the transaction summaries found in Section 2.2.

Hints for Completing the “Notification of Class II Transfers Report”

Purpose: This form is used to capture trades of class II Production Allowances, Consumption Allowances, Article 5 Allowances, or Export Production Allowances.

Reporting Frequency: A form should be sent by the transferor to EPA for every transfer request. This may happen more than once, or not at all, in any particular quarter.

Common Errors: None

Notable Changes: None

Hints for Completing the “Request for Additional Class II Consumption Allowances Report”

Purpose: This form is for exporters requesting consumption allowances after expending consumption allowances in the export of class II substances.

Reporting Frequency: For every request for additional class II consumption allowances.

Common Errors: None

Notable Changes:

1. There have been minor revisions to the transaction summaries found in Section 2.2.

Hints for Completing the “Class II 2nd Party Destruction Report”

Purpose: The form is used to collect information on class II substances that were destroyed by any entity that did not produce the material (a “second” party).

Reporting Frequency: Annually

Common Errors:

1. EPA has found that some companies will submit second-party destruction amounts on the producer report, even if they are NOT the producer of the chemical that was destroyed. This is not the correct procedure. Only the actual producer of the chemical would indicate, on the Producer Report, the amount that they “produced” for 2nd party destruction. Therefore, EPA has created a Class II 2nd Party Destruction Report. This report should be used by any purchaser that destroys the chemical as a “2nd party” (i.e., an entity that did NOT produce the chemical).

Notable Changes:

1. This is a new reporting form.

Hints to Completing the “Class II 2nd Party Transformation Report”

Purpose: The form is used to collect information on class II substances that were transformed by any entity that did not produce the material (a “second” party).

Reporting Frequency: Annually

Common Errors:

1. EPA has found that some companies will submit second-party transformation amounts on the producer report, even if they are NOT the producer of the chemical that was destroyed. This is not the correct procedure. Only the actual producer of the chemical would indicate, on the Producer Report, the amount that they “produced” for 2nd party transformation. Therefore, EPA has created a Class II 2nd Party Transformation Report. This report should be used by any purchaser that destroys the chemical as a “2nd party” (i.e., an entity that did NOT produce the chemical).

Notable Changes:

1. This is a new reporting form.