

**Renewable Fuel Standard (RFS) Report Instructions**  
**OMB Control No. 2060-0640**

**RFS2 Annual Compliance Report**  
**Report Form ID: RFS0303**

**Issued Date: 12/21/2010**  
**Revised Date: 11/14/2012**

Any obligated party, as described in §80.1406, that produces or imports Gasoline or MVNRLM Diesel fuel for use in the contiguous 48 states plus Hawaii (Alaska if they opt-in) during a given compliance period, must submit an RFS2 Annual Compliance Report under §80.1451(a).

Any exporter of renewable fuels, as described in §80.1430, that exported a volume of renewable fuel from the contiguous 48 states plus Hawaii (Alaska if they opt-in) during a given compliance period, must submit an RFS2 Annual Compliance Report under §80.1451(a).

Parties who have more than one activity that requires a compliance determination, must report the information separately (i.e. imports, exports, and refining obligations must be met separately).

**Obligated Parties – Gasoline or Diesel Refiners**

Refiners, of gasoline or MVNRLM diesel, may comply in aggregate or refinery-by-refinery. The compliance level is indicated by a party in their company registration in OTAQReg: Fuels Programs Registration application.

*Note:* If the obligated party carries a deficit from one year to the next, then the party must maintain the same approach to aggregation in the next calendar year per §80.1427(b)(1)(iv).

In Field 8 of the RFS0303 report, the refiner must enter either AGREF (aggregate) or the 5 digit facility ID (refinery-by-refinery). Regardless, the party will have at least four rows, one for each RVO.

*Note:* If complying refinery-by-refinery, one row for each RVO at each refinery (e.g. 2 refineries will have 8 rows, 3 refineries would have 12 rows).

**Obligated Parties – Gasoline or Diesel Importers**

Importers, of gasoline or diesel, must comply in aggregate.

In Field 8 of the RFS0303 report, the importer must enter AGIMP and will have four rows, one for each RVO.

**Renewable Fuel Exporters**

Renewable fuel exporters must comply in aggregate.

In Field 8 of the RFS0303 report, the exporter must enter EXPRT and will have between one and four rows based on the export activity.

*Note:* Renewable fuel exporters that have an RVO other than renewable fuel incur nested obligations (e.g. for an export of biodiesel, an exporter will have a Biomass-Based Diesel RVO, Advanced Biofuel RVO, and a Renewable Fuel RVO). Table 1 describes which volumes of renewable fuel need to be included when an exporter calculates their RVO(s).

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Table 1 – This table provides examples of which volumes of a renewable fuel export incur specific Renewable Volume Obligations (RVO) pursuant to §80.1430.

Renewable Fuel Export	Cellulosic Biofuel RVO	Biomass-Based Diesel RVO	Advanced Biofuel RVO	Renewable Fuel RVO
Biodiesel	No	Yes	Yes	Yes
Non-Ester Renewable Diesel	No	Yes	Yes	Yes
Cellulosic Biofuel	Yes	No	Yes	Yes
Cellulosic Diesel	Either Cellulosic Biofuel or Biomass-Based Diesel (only 1)		Yes	Yes
Advanced Biofuel	No	No	Yes	Yes
Renewable Fuel	No	No	No	Yes

**Additional Notes**

- For a row with field 9 as CB, “NA” must be entered in field 17,18,19,20,21,22,23,24
- For a row with field 9 as BD, “NA” must be entered in field 15,16,19,20,21,22,25,26,27,28
- For a row with field 9 as AB, “NA” must be entered in field 21,22,26,27,28
- For a row with field 9 as RF, “NA” must be entered in field 26,27,28

**Additional Requirements**

In order to complete the annual reporting requirements, specifically for a list of RINs used for compliance in the reporting year under §80.1451(a)(1)(x), the party must provide the list of RFS2 RINs used provided by the EPA Moderated Transaction System (EMTS).

This report is due annually: Compliance year (January – December) reports are due February 28 of the following year.

Please check the RFS reporting web site for updated instructions and templates:  
<http://www.epa.gov/otaq/fuels/reporting/rfs.htm>

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

Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
1.	Report Form ID		<b>AAAAAAA</b> ; <i>Character.</i> <b>RFS0303</b> : Form ID for the RFS2 Annual Compliance Report

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2.	Report Type		<p><b>A; Character.</b> Indicate whether this is the original report or a resubmission. Submit only one Original report, submit any corrections or updates as Resubmission(s):</p> <p><b>O:</b> Original  <b>R:</b> Resubmission</p>
3.	CBI		<p><b>A; Character.</b> Specify if the data contained within the report is being claimed as Confidential Business Information (CBI) under 40 CFR Part 2, subpart B:</p> <p><b>Y:</b> Confidential Business Information  <b>N:</b> Non-Confidential Business Information</p>
4.	Report Date		<p><b>MM/DD/YYYY; Character.</b> Enter the date the original or resubmitted report is submitted.</p>
5.	Report Year		<p><b>YYYY; Number.</b> Indicate the compliance period (year) of the report.</p>
6.	Company/Entity ID		<p><b>9999; Number.</b> Enter the four-digit, EPA-assigned company/entity ID.</p>
7.	Company Name		<p><b>AAAAAAA...; Character (125 Max).</b> The reporting party's name (Your company name).</p>
8.	Compliance Basis/ Facility ID		<p><b>AAAAA; Character.</b> Obligated parties indicate the compliance basis if aggregating, or submit separate facility reports which reference individual facility ID numbers. Please include all preceding zeros in five-digit facility ID numbers (if applicable). Imports and exports must be aggregated and reported separately from refining production.</p> <p><b>AGIMP:</b> Aggregated Importer Compliance  <b>AGREF:</b> Aggregated Refiner Compliance  <b>#####:</b> The five-digit, EPA-assigned facility ID  <b>EXPR:</b> Renewable fuel exporter</p>

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Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
9.	Renewable Volume Obligation (Name)		<p><b>AA; Character.</b> Enter the code that corresponds to the Renewable Volume Obligation (RVO) contained in this report. Obligated parties must provide one report row for each RVO. Exporters must provide one report row for each applicable RVO.</p> <p><b>CB:</b> Cellulosic Biofuel  <b>BD:</b> Biomass-Based Diesel  <b>AB:</b> Advanced Biofuel  <b>RF:</b> Renewable Fuel</p>
10.	Renewable Fuel Export Type		<p><b>999; Number.</b> Indicate code corresponding to the Fuel Type for exports. Only one Fuel Type may be entered per row. If [Field 8] is <u>not</u> EXPRT, then enter "NA".</p> <p><b>20:</b> Biodiesel (EV 1.5)  <b>80:</b> Biogas  <b>70:</b> Butanol (EV 1.3)  <b>30:</b> Cellulosic Diesel  <b>60:</b> Cellulosic Ethanol (EV 1.0)  <b>100:</b> Cellulosic Heating Oil  <b>90:</b> Cellulosic Jet Fuel  <b>110:</b> Cellulosic Naphtha  <b>130:</b> Naphtha  <b>10:</b> Non-cellulosic Ethanol (EV 1.0)  <b>140:</b> Non-cellulosic Jet Fuel  <b>40:</b> Non-ester Renewable Diesel (EV 1.7)  <b>41:</b> Non-ester Renewable Diesel (EV 1.6)  <b>42:</b> Non-ester Renewable Diesel (EV 1.5)  <b>150:</b> Heating Oil (EV 1.6)  <b>151:</b> Heating Oil (EV 1.1)  <b>152:</b> Heating Oil (EV 1.2)</p>
11.	Gasoline and Diesel production / Renewable Fuel Export volume	gallons	<p><b>999999999999; Number.</b> Enter the total volume of all gasoline or diesel produced or imported for the compliance year as defined in §80.1407(c).          If a renewable fuel exporter, the volume of renewable fuel exported in [Field 10].</p>

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<b>Field No.</b>	<b>Field Name</b>	<b>Units</b>	<b>Field Formats, Codes, &amp; Special Instructions</b>
12.	Renewable Fuel Standard Value/ Equivalence Value	Percentage or equivalence value	<b>99.999</b> ; <i>Number</i> . Obligated parties only. Enter the renewable fuel standard set by the EPA (Please see RFS2 Annual Standards rulemaking for percentages) as defined in §80.1405.  If this is an export (EXPR) report, enter the equivalence value provided in §80.1415 for the fuel indicated in [Field 10].
13.	Renewable Volume Obligation (RVO)	gallons	<b>999999999999</b> ; <i>Number</i> . Enter the renewable volume obligation (RVO) as calculated in §80.1427 for obligated parties and §80.1430 for exporters of renewable fuel, for the compliance period.  Importers & Refiners: [Field 13] = [Field 11] x [Field 12]/100 Exporters: [Field 13] = [Field 11] x [Field 12]
14.	Prior year Deficit RVO	gallons	<b>999999999999</b> ; <i>Number</i> . Enter prior year deficit RVO. If no deficit, enter "0".
15.	Prior-year RFS2 RINs used, D code of 3		<b>9999999999</b> ; <i>Number</i> . Enter the total number of prior-year Cellulosic Biofuel (D3) RINs used for compliance.
16.	Current-year RFS2 RINs used, D code of 3		<b>9999999999</b> ; <i>Number</i> . Enter the total number of current-year Cellulosic Biofuel (D3) RINs used for compliance.
17.	Prior-year RFS2 RINs used, D code of 4		<b>9999999999</b> ; <i>Number</i> . Enter the total number of prior-year Biomass-Based Diesel (D4) RINs used for compliance.
18.	Current-year RFS2 RINs used, D code of 4		<b>9999999999</b> ; <i>Number</i> . Enter the total number of current-year Biomass-Based Diesel (D4) RINs used for compliance.
19.	Prior-year RFS2 RINs used, D code of 5		<b>9999999999</b> ; <i>Number</i> . Enter the total number of prior-year Advanced Biofuel (D5) RINs used for compliance.
20.	Current-year RFS2 RINs used, D code of 5		<b>9999999999</b> ; <i>Number</i> . Enter the total number of current-year Advanced Biofuel (D5) RINs used for compliance.
21.	Prior-year RFS2 RINs used, D code of 6		<b>9999999999</b> ; <i>Number</i> . Enter the total number of prior-year Renewable Fuel (D6) RINs used for compliance.

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22.	Current-year RFS2 RINs used, D code of 6		<b>9999999999</b> ; <i>Number</i> . Enter the total number of current-year Renewable Fuel (D6) RINs used for compliance.
23.	Prior-year RFS2 RINs used, D code of 7		<b>9999999999</b> ; <i>Number</i> . Enter the total number of prior-year Cellulosic Diesel (D7) RINs used for compliance.
24.	Current-year RFS2 RINs used, D code of 7		<b>9999999999</b> ; <i>Number</i> . Enter the total number of current-year Cellulosic Diesel (D7) RINs used for compliance.
25.	Cellulosic Biofuel Waiver Credits Used		<b>9999999999</b> ; <i>Number</i> . Enter the total number of cellulosic biofuel waiver credits used for compliance. If [Field 9] is <u>not</u> CB or no credits were purchased, enter "NA." <b>Note:</b> Cellulosic biofuel waiver credits may only be used for the RVO incurred in the compliance year (i.e. Cellulosic Biofuel waiver credits may <u>not</u> be used to satisfy a prior year deficit). Cellulosic biofuel waiver credits may only be used for a cellulosic biofuel RVO and cannot be used for BD, AB, or RF RVOs.
26.	Cellulosic Biofuel Waiver Credits Payment Method		<b>AAAAAAA</b> ; <i>Character</i> . Enter the method used to pay for the cellulosic biofuel waiver credits. If [Field 9] is <u>not</u> CB or no credits were purchased, enter "NA." <b>Pay.Gov:</b> Submitted payment via Pay.Gov <b>Fedwire:</b> Submitted payment via Fedwire <b>Mail:</b> Mailed payment to the US Treasury
27.	Cellulosic Biofuel Waiver Credits ID		<b>AAAAAAA...</b> ; <i>Character (125 Max)</i> . Enter transaction reference ID that was provided by the US Treasury for the purchase of cellulosic biofuel waiver credits. If a company has more than one transaction ID for the compliance year they must separate each transaction ID with #. If no reference ID, enter "NA" If [Field 9] is <u>not</u> CB or no credits were purchased, enter "NA."

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28.	Deficit RVO	gallons	<b>999999999999</b> ; <i>Number</i> . Enter the deficit RVO carried over into the next year.

Sample report line:

RFS0303,O,Y,1/15/2013,2012,1234,"Sample Company  
 Inc",AGREF,**CB**,NA,10000000,0.006,600,NA,0,100,NA,NA,NA,NA,NA,0,0,500,Pay.Gov,1234567,0  
 RFS0303,O,Y,1/15/2013,2012,1234,"Sample Company  
 Inc",AGREF,**BD**,NA,10000000,0.91,91000,NA,NA,NA,11000,80000,NA,NA,NA,NA,0,0,NA,NA,NA,0  
 RFS0303,O,Y,1/15/2013,2012,1234,"Sample Company  
 Inc",AGREF,**AB**,NA,10000000,1.21,121000,NA,0,100,11000,80250,4000,26150,NA,NA,0,0,NA,NA,NA,0  
 RFS0303,O,Y,1/15/2013,2012,1234,"Sample Company  
 Inc",AGREF,**RF**,NA,10000000,9.23,923000,NA,0,100,11000,80250,4000,26150,102300,699700,0,0,NA,  
 NA,NA,0

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.

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