

Renewable Fuel Standard (RFS2) Report Instructions
OMB Control No. 2060-0640

RFS2 2012 Q1 Activity Report
Report Form ID: RFS0103

Issue Date: 07/23/2007
Revised: 12/23/2011

The RFS0103 RFS2 2012 Q1 Activity Report is only applicable for RIN activity from January 1, 2012 through March 31, 2012. For RIN transactions that take place beginning April 1, 2012 and beyond, parties are required to use the RFS0104 Activity Report. The RFS0103 report is applicable for any activity of RFS1 and RFS2 RINs transferred under RFS2 regulations. **Please note that any 2010 RFS1 RINs transacted may only be transacted through February 28, 2012 and will expire on February 28, 2012.** Supplemental information for RFS2 RINs will be provided by EMTS after the end of each quarter. The EMTS supplemental information must be used to populate the RFS2 required fields of this report; however, parties should not submit the EMTS Activity Report that is downloaded from EMTS. Please see the EPA Fuels Programs Reporting page for more information:
<http://www.epa.gov/otaq/fuels/reporting/rfs.htm>.

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

This report is due on May 31, 2012 and is to be used for Quarter 1 of 2012 only.

Additional Notes

- All fields are required to be filled in.
- 2010 RFS1 and RFS2 RINs are only allowed to be transacted up until February 28, 2012 at which time they should be retired by Obligated Parties for compliance purposes or they will expire.
- **Fields 17 and 23:** Expired RINs are required to be reported on this form.
- **Fields 15, 21, 27, 33:** For a RIN status of 1, amount of RINs separated for the quarter is to be reported. For a RIN status of 2, all parties should enter "NA".

Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
1.	Report Form ID		AAAAAAA ; <i>Character</i> . RFS0103: Form ID for Quarter 1 RFS2 2012 Activity Report
2.	Report Type		A ; <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): O : Original R : Resubmission
3.	CBI		A ; <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: Y : Confidential Business Information N : Non-Confidential Business Information
4.	Report Date		MM/DD/YYYY ; <i>Character</i> . Enter the date the original or resubmitted report is submitted.

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Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
5.	Report Year		YYYY ; <i>Character</i> . Indicate the compliance period (year) of the report. For the RFS0103, enter 2012.
6.	Company/Entity ID		9999 ; <i>Number</i> . Enter the four- <i>digit</i> , EPA-assigned company/entity ID.
7.	Company Name		AAAAAAA... ; <i>Character (125 Max)</i> . The reporting party's name (Your company name).
8.	Compliance Period Code		AA ; <i>Character</i> . Indicate the compliance period for which the information is being reported. The RFS0103 is only applicable for Q1 of 2012. Q1 : First Quarter (January – March)
9.	Compliance Basis/ Facility ID		AAAAA ; <i>Character</i> . Obligated Parties indicate the compliance basis if aggregating or submit separate facility reports referencing individual facility ID numbers. Non-Obligated Parties , including producers of renewable fuels and other RIN Owners must use "NOTOP." Compliance Basis: AGIMP : Aggregated Importer Compliance AGREF : Aggregated Refiner Compliance ##### : The five <i>Character</i> EPA-assigned facility ID* EXPRT : Exporter Compliance NOTOP : Non-Obligated Party (solely a RIN Generator or Owner) *Note : Please include all preceding zeros in five digit facility ID numbers.
10.	RIN Status		9 ; <i>Number</i> . Indicate whether the report is being submitted for RINs assigned to a volume of renewable fuel or for RINs that have been separated from renewable fuel. A separate report row must be submitted for each type of RIN owned. A company reporting in aggregate will have two (2) rows at most. 1 : Assigned RINs 2 : Separated RINs

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11.	Volume of renewable fuel owned at the end of the quarter	gallons	<p>9999999999; <i>Character.</i> For non-obligated parties (RIN owners, marketers, and generators) reporting RINs assigned to volumes of neat renewable fuel. Enter the total volume of renewable fuel in gallons owned at the end of the quarter (March 31) per §80.1451(c)(2)(xiv).</p> <p>Note: RIN generators should not include the renewable fuel volume for which RINs have not yet been generated.</p> <p>Obligated parties should enter "NA".</p> <p>Report rows with a RIN status of "2" should enter "NA".</p> <p>Renewable fuel producers and other parties should enter "0" if they did not own any renewable fuel at the end of the quarter.</p> <p>No decimals.</p>
12.	2010, RFS1 gallon-RINs owned at the start of the quarter		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS1 gallon-RINs owned as of January 1, 2012.</p> <p>Note: If no 2010 RFS1 gallon-RINs were owned at the start of the period, enter "NA".</p> <p>2010 RFS1 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>No decimals.</p>
13.	2010, RFS1 gallon-RINs purchased		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS1 gallon-RINs purchased for the period.</p> <p>Note: If no 2010 RFS1 gallon-RINs were purchased during the period, enter "NA".</p> <p>2010 RFS1 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>No decimals.</p>
14.	2010, RFS1 gallon-RINs sold		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS1 gallon-RINs sold for the period.</p> <p>Note: If no 2010 RFS1 gallon-RINs were sold during the period, enter "NA".</p> <p>2010 RFS1 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>No decimals.</p>

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15.	2010, RFS1 gallon-RINs separated		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS1 RINs separated for the period.</p> <p>Note: If no 2010 RFS1 RINs were separated during the period, enter "NA".</p> <p>2010 RFS1 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>For all parties, if a RIN status of 2 was entered in field number 10, enter "NA".</p> <p>No decimals.</p>
16.	2010, RFS1 gallon-RINs retired		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS1 gallon-RINs retired for the period.</p> <p>Note: If no 2010 RFS1 gallon-RINs were retired during the period, enter "NA".</p> <p>2010 RFS1 RINs must be retired on or before February 28, 2012 to be used for compliance purposes by Obligated Parties/Exporters. Any RINs not retired for a valid reason simply expire.</p> <p>2010 RFS1 RINs that were retired by Obligated Parties/Exporters for compliance purposes should have been reported on the RFS0201 partial report and filed with the RFS0302 Annual Compliance Report that was due on February 28, 2012.</p> <p>No decimals.</p>
17.	2010, RFS1 gallon-RINs expired at the end of the quarter		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS1 gallon-RINs that expired at the end of the period.</p> <p>Note: If no 2010 RFS1 gallon-RINs expired at the end of the period, enter "NA".</p> <p>No decimals.</p>
18.	2010, RFS2 RINs owned at the start of the quarter in EMTS		<p>9999999999; <i>Character.</i> Enter the total number of 2010 prior-year RFS2 RINs owned at the start of the period (Quarter, when applicable, January 1st, April 1st, July 1st, October 1st of reporting year).</p> <p>Note: If no 2010 prior-year RFS2 RINs were owned in EMTS at the start of the period, enter "NA".</p> <p>2010 RFS2 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>No decimals.</p>

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19.	2010, RFS2 RINs purchased in EMTS		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS2 RINs purchased for the period.</p> <p>Note: If no 2010 RFS2 RINs were purchased in EMTS during the period, enter "NA".</p> <p>2010 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>EMTS will not allow parties to trade or retire 2010 RINs beginning March 1, 2012.</p> <p>No decimals.</p>
20.	2010, RFS2 RINs sold in EMTS		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS2 RINs sold in EMTS for the period.</p> <p>Note: If no 2010 RFS2 RINs were sold in EMTS during the period, enter "NA".</p> <p>2010 RFS2 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>No decimals.</p>
21.	2010, RFS2 RINs separated in EMTS		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS2 RINs separated in EMTS for the period.</p> <p>Note: If no 2010 RFS2 RINs were separated in EMTS during the period, enter "NA".</p> <p>2010 RFS2 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>For all parties, if a RIN status of 2 was entered in field number 10, enter "NA".</p> <p>No decimals.</p>
22.	2010, RFS2 RINs retired in EMTS		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS2 RINs retired for the period.</p> <p>Note: If no 2010 RFS2 RINs were retired in EMTS during the period, enter "NA".</p> <p>2010 RFS2 RINs must be retired on or before February 28, 2012 to be used for compliance purposes by Obligated Parties/Exporters. Any RINs not retired for a valid reason simply expire.</p> <p>No decimals.</p>

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23.	2010, RFS2 RINs expired in EMTS at the end of the quarter		<p>9999999999; <i>Character.</i> Enter the total number of 2010 RFS2 RINs that expired at the end of the period.</p> <p>Note: If no 2010 RFS2 RINs expired at the end of the period, enter "NA".</p> <p>2010 RINs are only valid until February 28, 2012, at which time they must be retired for compliance purposes by Obligated Parties/Exporters or they will expire.</p> <p>No decimals.</p>
24.	Prior-year RFS2 RINs owned at the start of the quarter in EMTS (2011)		<p>9999999999; <i>Character.</i> Enter the total number of prior-year RFS2 RINs owned as of January 1, 2012.</p> <p>Note: If no prior-year RFS2 RINs were owned at the start of the quarter in EMTS, enter "NA".</p>
25.	Prior-year RFS2 RINs purchased in EMTS (2011)		<p>9999999999; <i>Character.</i> Enter the total number of prior-year RFS2 RINs purchased for the period.</p> <p>Note: If no prior-year RFS2 RINs were purchased in EMTS during the period, enter "NA".</p> <p>No decimals.</p>
26.	Prior-year RFS2 RINs sold in EMTS (2011)		<p>9999999999; <i>Character.</i> Enter the total number of prior-year RFS2 RINs sold for the period.</p> <p>Note: If no prior-year RFS2 RINs were sold in EMTS during the period, enter "NA".</p> <p>No decimals.</p>
27.	Prior-year RFS2 RINs separated in EMTS (2011)		<p>9999999999; <i>Character.</i> Enter the total number of prior-year RFS2 RINs separated in EMTS for the period.</p> <p>Note: If no prior-year RFS2 RINs were separated in EMTS during the period, enter "NA".</p> <p>For all parties, if a RIN status of 2 was entered in field number 10, enter "NA".</p> <p>No decimals.</p>
28.	Prior-year RFS2 RINs retired in EMTS (2011)		<p>9999999999; <i>Character.</i> Enter the total number of prior-year RFS2 RINs retired for the period.</p> <p>Note: If no prior-year RFS2 RINs were retired in EMTS during the period, enter "NA".</p> <p>No decimals.</p>

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29.	Prior-year RFS2 RINs owned at the end of the quarter in EMTS (2011)		9999999999 ; <i>Character.</i> Enter the total number of prior-year RFS2 RINs owned as of March 31, 2012 Note: If no prior-year RFS2 RINs were owned in EMTS at the end of the period, enter "NA". No decimals.
30.	Current-year RFS2 RINs owned at the start of the quarter in EMTS (2012)		9999999999 ; <i>Character.</i> Enter the total number of current-year RFS2 RINs owned as of January 1, 2012. Note: For Q1, all parties should enter "NA".
31.	Current-year RFS2 RINs purchased in EMTS (2012)		9999999999 ; <i>Character.</i> Enter the total number of current-year RFS2 RINs purchased for the period. Note: If no current-year RFS2 RINs were purchased in EMTS during the period, enter "NA". No decimals.
32.	Current-year RFS2 RINs sold in EMTS (2012)		9999999999 ; <i>Character.</i> Enter the total number of current-year RFS2 RINs sold for the period. Note: If no current-year RFS2 RINs were sold in EMTS during the period, enter "NA". No decimals.
33.	Current-year RFS2 RINs separated in EMTS (2012)		9999999999 ; <i>Character.</i> Enter the total number of current-year RFS2 RINs separated in EMTS for the period. Note: If no current-year RFS2 RINs were separated in EMTS during the period, enter "NA". For all parties, if a RIN status of 2 was entered in field number 10, enter "NA". No decimals.
34.	Current-year RFS2 RINs retired in EMTS (2012)		9999999999 ; <i>Character.</i> Enter the total number of current-year gallon-RINs retired for the period. Note: If no current-year RFS2 RINs were retired in EMTS during the period, enter "NA". 2012 RFS2 RINs may not be retired for 2011 compliance. No decimals.
35.	Current-year RFS2 RINs owned at the end of the quarter in EMTS (2012)		9999999999 ; <i>Character.</i> Enter the total number of current-year RFS2 RINs owned as of March 31, 2012. Note: If no current-year RFS2 RINs were owned in EMTS at the end of the period, enter "NA". No decimals.

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36.	RFS2 RINs generated during the quarter in EMTS		<p>9999999999; <i>Character</i>. Enter the total number of RFS2 RINs generated during the quarter.</p> <p>Note: Any party who is not a RIN generator should enter "NA".</p> <p>If a RIN-generator did not generate any RFS2 RINs during the period, enter "0".</p> <p>For all parties, if a RIN status of 2 was entered in field number 10, enter "NA".</p> <p>No decimals.</p>

Sample report line:

RFS0103, O, Y, 4/21/2012, 2012, 1234, Sample Company Name, Q1, NOTOP, 1, 0, 500, 5500, 5000, 1000, NA, NA, 200, 1800, 1500, 500, NA, NA, 100, 500, 600, NA, NA, NA, NA, 500, 500, NA, NA, NA, NA

RFS0103, O, Y, 4/21/2012, 2012, 1234, Sample Company Name, Q1, NOTOP, 2, NA, NA, 500, NA, NA, 1475, 25, 600, 150, 350, NA, 890, 10, 600, 1200, 1800, NA, NA, NA, NA, 1500, 900, NA, NA, 600, NA

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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.