



**RFS Independent Third Party On-Site Audit Report (RFS2200): Instructions for Completing**

**Who must report**

- All independent third-party auditors that verify RINs beginning on September 16, 2014.

**Reporting requirements**

- 40 CFR 80.1451(g)(2) sets forth the additional reporting requirements (available at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=354294fee688f6d54979e2638c0decf5&node=se40.17.80\\_11451&rqn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=354294fee688f6d54979e2638c0decf5&node=se40.17.80_11451&rqn=div8)).
- Required fields and NA values** – Certain report fields or parameters may be specific to select product types. If a report field does not apply to the reported batch, enter the value “NA”. Do not leave the field blank.

**Reporting deadlines**

- Independent third-party auditors shall report on a quarterly basis:

Production Calendar Quarter	Time Period Covered	Quarterly Report Deadline
Quarter 1	January 1 – March 31	June 1
Quarter 2	April 1 – June 30	September 1
Quarter 3	July 1 – September 30	December 1
Quarter 4	October 1 – December 31	March 31

**How to submit reports**

- EPA maintains report templates, electronic submission procedures and additional support options at <http://www.epa.gov/otaq/fuels/reporting/cdx.htm>.

**Field Instructions**

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
1	Report Form ID		<b>AAAAAA</b> ; <i>Character</i> . Enter <b>RFS2200</b>
2	Report Type		<b>A</b> ; <i>Character</i> . Specify if the data submitted in this report is original or if it is being resubmitted. Submit only one original report; any corrections or updates should be marked as a resubmission. <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 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 created.
5	Compliance Period Year		<b>YYYY</b> ; <i>Character</i> . Enter the averaging/compliance year the report covers.



Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
6	Compliance Period Quarter		<b>AA</b> ; <i>Character</i> . Enter the quarter under the compliance year this report covers
7	Independent Third-Party Auditor Company ID		<b>AAAA</b> ; <i>Character</i> . Enter the EPA assigned four-character ID for the Independent Third Party Auditor.
8	Independent Third-Party Auditor Company Name		<b>AAAA...;</b> <i>Character</i> . Enter the registered name of the Independent Third-Party Auditor
9	Audited Renewable Fuel Producer Company Name		<b>AAAA...;</b> <i>Character</i> . Enter the registered name of the renewable fuel producer audited under an approved QAP under 80.1469.
10	Audited Renewable Fuel Producer Company ID		<b>AAAA</b> . <i>Character</i> . Enter the four digit company ID of the renewable fuel producer audited under an approved QAP under 80.1469.
11	Audited Renewable Fuel Producer Facility ID		<b>AAAAA</b> . <i>Character</i> . Enter the five digit facility ID of the renewable fuel production facility audited under an approved QAP under 80.1469.
12	Date for any On-Site Audit		<b>MM/DD/YYYY</b> . <i>Date</i> . Enter the date for any on-site audit performed by the Independent Third-Party Auditors at the renewable fuel producer's facility.

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.