

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

**RFS2 Activity Report**  
**Report Form ID: RFS0104**

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

The RFS0104 RFS2 Activity Report is applicable for RIN activity beginning April 1, 2012 and beyond. Supplemental information for RFS2 RIN activity 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 or diesel importers with multiple import facilities must aggregate their reports. Obligated Parties who are both refiners and importers must report refiner and importer information separately. All non-obligated parties must aggregate these reports.

**Additional Notes**

- All fields are required to be filled in.
- This report is not applicable for submissions or resubmissions prior to April 1, 2012.
- All RFS1 RINs have expired and thus are no longer required to be reported.
- **Field 17:** Expired RFS2 RINs are required to be reported on this form.
- **Field 15 and 22:** 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".

<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>RFS0104:</b> Report Form ID for the RFS2 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 submitted.
5.	Report Year		<b>YYYY</b> ; <i>Character</i> . Indicate the compliance period (year) of the report.
6.	Company/Entity ID		<b>9999</b> ; <i>Number</i> . Enter the four-digit, EPA-assigned company/entity ID.

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Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
7.	Company Name		<b>AAAAAAA...;</b> <i>Character (125 Max).</i> The reporting party's name (Your company name).
8.	Compliance Period Code		<p><b>AA;</b> <i>Character.</i> Indicate the compliance period for which the information is being reported. The RFS0104 is not applicable for submissions or resubmissions prior to April 1, 2012.</p> <p><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/Annual (October – December)</p>
9.	Compliance Basis/ Facility ID		<p><b>AAAAA;</b> <i>Character.</i> <b>Obligated Parties</b> indicate the compliance basis if aggregating or submit separate facility reports referencing individual facility ID numbers. <b>Non-Obligated Parties</b>, including producers of renewable fuels and other RIN Owners must use "NOTOP."</p> <p><b>Compliance Basis:</b>  <b>AGIMP:</b> Aggregated Importer Compliance  <b>AGREF:</b> Aggregated Refiner Compliance  <b>##### :</b> The five <i>Character</i> EPA-assigned facility ID*  <b>EXPRT:</b> Exporter Compliance  <b>NOTOP:</b> Non-Obligated Party (solely a RIN Generator or Owner)</p> <p><b>*Note:</b> Please include all preceding zeros in five digit facility ID numbers.</p>
10.	RIN Status		<p><b>9;</b> <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.</p> <p><b>1:</b> Assigned RINs  <b>2:</b> Separated RINs</p>

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Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
11.	Volume of renewable fuel owned at the end of the quarter	gallons	<p><b>9999999999</b>; <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 per §80.1451(c)(2)(xiv). Quarter, when applicable: March 31st, June 30th, September 30th, December 31st.</p> <p><b>Note:</b> 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 producer 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.	Prior-year RFS2 RINs owned at the start of the quarter in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior-year RFS2 RINs owned at the start of the period (Quarter, when applicable: March 31st, June 30th, September 30th, December 31st).</p> <p><b>Note:</b> If no prior-year RFS2 RINs were owned at the start of the quarter in EMTS, enter "NA".</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p>
13.	Prior-year RFS2 RINs purchased in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior-year RFS2 RINs purchased for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were purchased in EMTS during the period, enter "NA".</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p> <p>No decimals.</p>
14.	Prior-year RFS2 RINs sold in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior-year RFS2 RINs sold for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were sold in EMTS during the period, enter "NA".</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p> <p>No decimals.</p>

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Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
15.	Prior-year RFS2 RINs separated in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior-year RFS2 RINs separated in EMTS for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were separated in EMTS during the period, enter "NA".</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</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.	Prior-year RFS2 RINs retired in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior-year RFS2 RINs retired for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were retired in EMTS during the period, enter "NA".</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p> <p>No decimals.</p>
17.	RFS2 RINs expired in EMTS at the end of the quarter (Current Year - 2 only)		<p><b>9999999999</b>; <i>Character.</i> Only applicable for Q1. Enter the total number of RFS2 RFS2 RINs that expired at the end of the period.</p> <p><b>Note:</b> If no RFS2 RINs expired at the end of the period, enter "NA".</p> <p>For Q1 only, this is the number of (Current Year – 2) RFS2 RINs that expired on February 28.</p> <p>For Q2 though Q4, all parties should enter "NA".</p> <p>No decimals.</p>
18.	Prior-year RFS2 RINs owned at the end of the quarter in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior-year RFS2 RINs owned at the end of the period (Quarter, when applicable: March 31st, June 30th, September 30th, December 31st).</p> <p><b>Note:</b> If no prior-year RFS2 RINs were owned in EMTS at the end of the period, enter "NA".</p> <p>This is the number of (Current Year – 1) RFS2 RINs owned at the end of the quarter.</p> <p>No decimals.</p>

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Field No.	Field Name	Units	Field Formats, Codes, & Special Instructions
19.	Current-year RFS2 RINs owned at the start of the quarter in EMTS		<b>9999999999</b> ; <i>Character.</i> Enter the total number of current-year RFS2 RINs owned at the start of the period (Quarter, when applicable, March 31st, June 30th, September 30th, December 31st). <b>Note:</b> For Q1, all parties should enter "NA".
20.	Current-year RFS2 RINs purchased in EMTS		<b>9999999999</b> ; <i>Character.</i> Enter the total number of current-year RFS2 RINs purchased for the period. <b>Note:</b> If no current-year RFS2 RINs were purchased in EMTS during the period, enter "NA". No decimals.
21.	Current-year RFS2 RINs sold in EMTS		<b>9999999999</b> ; <i>Character.</i> Enter the total number of current-year RFS2 RINs sold for the period. <b>Note:</b> If no current-year RFS2 RINs were sold in EMTS during the period, enter "NA". No decimals.
22.	Current-year RFS2 RINs separated in EMTS		<b>9999999999</b> ; <i>Character.</i> Enter the total number of current-year RFS2 RINs separated in EMTS for the period. <b>Note:</b> 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.
23.	Current-year RFS2 RINs retired in EMTS		<b>9999999999</b> ; <i>Character.</i> Enter the total number of current-year RFS2 RINs retired for the period. <b>Note:</b> If no current-year RFS2 RINs were retired in EMTS during the period, enter "NA". No decimals.
24.	Current-year RFS2 RINs owned at the end of the quarter in EMTS		<b>9999999999</b> ; <i>Character.</i> Enter the total number of current-year RFS2 RINs owned at the end of the period (Quarter, when applicable, March 31st, June 30th, September 30th, December 31st). <b>Note:</b> If no current-year RFS2 RINs were owned in EMTS at the end of the period, enter "NA". No decimals.

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25.	RFS2 RINs generated during the quarter in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of RFS2 RINs generated during the quarter.</p> <p><b>Note:</b> 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>If a RIN status of 2 was entered in field number 10, enter "NA".</p> <p>No decimals.</p>

Sample report line:

RFS0104, O, Y, 6/21/2012, 2012, 1234, Sample Company Name, Q2, NOTOP, 1, 20000, 500, NA, 200, 200, NA, NA, 100, 800, 200, 500, 300, NA, 200, NA  
 RFS0104, O, Y, 6/21/2012, 2012, 1234, Sample Company Name, Q2, NOTOP, 2, NA, NA, 500, 300, NA, NA, NA, 100, 150, 150, 400, NA, NA, 200, NA

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