

## RFS2 Activity Report (RFS010#): Instructions for Completing

### Who must report

- All parties who own RINs during a reporting period (any calendar quarter), must submit the required RFS2 Activity report.

### Reporting requirements

- Complete this report representing all required elements calculated as a single entry for the compliance period.
- 40 CFR 80.1451(a) and (c) sets forth the additional reporting requirements (available at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=92f329a74300c94eb629af9882f2297a&mc=true&node=se40.19.80\\_11451&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=92f329a74300c94eb629af9882f2297a&mc=true&node=se40.19.80_11451&rgn=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

- All RIN owning parties shall report on a quarterly basis:

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>RFS010#</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

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
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.
6	Company/Entity ID		<b>AAAA</b> ; <i>Character</i> . Enter the EPA assigned four-character ID for the company/entity.
7	Company Name		<b>AAAAAAA...</b> ; <i>Character</i> (125 Max). The reporting party's name (Your company name).
8	Compliance Period Quarter		<b>AA</b> ; <i>Character</i> . Enter the quarter under the compliance year this report covers:  <b>Q1:</b> Quarter 1 (January – March) <b>Q2:</b> Quarter 2 (April – June) <b>Q3:</b> Quarter 3 (July – September) <b>Q4:</b> Quarter 4 (October – December)
9	Compliance Basis/ Facility ID		<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>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>EXPR:</b> Exporter Compliance <b>PRDCR:</b> Renewable Fuel Producer or Importer <b>OWNER:</b> RIN Owner Only  <b>*Note:</b> Please include all preceding zeros in five digit facility ID numbers.
10	RINs Owned D3		<b>9999999999</b> ; <i>Number</i> . Total number of prior-year and current-year separated D3 RINs owned on final day of quarter.

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
11	RINs Owned D4		<b>9999999999</b> ; <i>Number</i> . Total number of prior-year and current-year separated D4 RINs owned on final day of quarter.
12	RINs Owned D5		<b>9999999999</b> ; <i>Number</i> . Total number of prior-year and current-year separated D5 RINs owned on final day of quarter.
13	RINs Owned D6		<b>9999999999</b> ; <i>Number</i> . Total number of prior-year and current-year separated D6 RINs owned on final day of quarter.
14	RINs Owned D7		<b>9999999999</b> ; <i>Number</i> . Total number of prior-year and current-year separated D7 RINs owned on final day of quarter.
15	RIN Holding Threshold		<p><b>A</b>; <i>Character</i>. Indicate if the submitting party exceeded or was part of a corporate affiliate or affiliate group that exceeded the separated D6 RIN holding threshold in the quarter, as determined by the applicable calculation specified in §80.1435</p> <p><b>Y</b> – Yes – The submitting party exceeded the separated D6 RIN holdings for one or more calendar days during the quarter</p> <p><b>N</b> – No - The submitting party did NOT exceed the separated D6 RIN holdings for any calendar day during the quarter</p> <p><b>U</b> – Unknown – The submitting party did not calculate or does not have information to know if the separated D6 RIN holdings threshold was exceeded for one or more periods during the quarter</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
16	D6 Separated RINs - Purchase Reason		<p><b>AAAAA</b>; <i>Character</i>. For Non-Obligated Parties only. If any separated D6 RINs were purchased during the quarter, select one or more reasons below for purchasing.</p> <p><b>AFFIL</b> – The person meets the definition of contractual affiliate or corporate affiliate in §80.1401.</p> <p><b>INVAL</b> – The person is replacing an invalid D6 RIN</p> <p><b>MULTI</b> – Citing both reasons above</p> <p><b>U</b> - unknown</p> <p>Note: Enter “NA” if obligated party or RF exporter; no D6 RINs purchased</p>
17	Total Assigned D6 RINs Separated		<p><b>9999999999</b>; <i>Number</i>. Enter the total number of assigned D6 RINs separated during the reporting period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were separated in EMTS during the period, enter “NA”.</p> <p>No decimals.</p>
18	Total separated D6 RINs purchased		<p><b>9999999999</b>; <i>Number</i>. Enter the total number of separated D6 RINs purchased during the reporting period.</p> <p><b>Note:</b> If no separated D6 RINs were purchased in EMTS during the period, enter “NA”.</p> <p>No decimals.</p>
19	Total separated D6 RINs sold		<p><b>9999999999</b>; <i>Number</i>. Enter the total number of separated D6 RINs sold during the reporting period.</p> <p><b>Note:</b> If no separated D6 RINs were sold in EMTS during the period, enter “NA”.</p> <p>No decimals.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
20	Total separated D6 RINs retired		<p><b>9999999999</b>; <i>Number</i>. Enter the total number of separated D6 RINs retired during the reporting period.</p> <p><b>Note:</b> If no separated D6 RINs were sold in EMTS during the period, enter “NA”.</p> <p>No decimals.</p>
21	Prior-year RFS2 RINs owned at the end of the quarter in EMTS		<p><b>9999999999</b>; <i>Number</i>. For non-obligated parties, 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>
22	Total number of assigned RINs owned		<p><b>9999999999</b>; <i>Number</i>. Enter the total number of assigned RINs owned at the end of the quarter</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
23	Volume of renewable fuel owned at the end of the quarter	Gallons	<p><b>9999999999</b>; <i>Number</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). 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”. 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>
24	Cumulative non-renewable gasoline and diesel volume	Gallons	<p><b>9999999999</b>; <i>Number</i>. Obligated Parties only. Enter the cumulative non-renewable gasoline and diesel volume. For example, the value reported for quarter 3 shall include all non-renewable gasoline and diesel volumes from quarter 1, quarter 2, and quarter 3 as a cumulative total.</p> <p><b>Note:</b> For Q4, all parties should enter “NA” and use the RFS annual compliance report for final end of year compliance. Non-Obligated Parties should also enter “NA” for all quarters.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
25	Total cumulative shortfall		<p><b>9999999999</b>; <i>Character.</i> Obligated Parties only. Enter the cumulative shortfall from resulting from the prior quarter as calculated in 80.1427(d) for the installment requirement.</p> <p><b>Note:</b> For Q4, all parties should enter “NA” and use RFS annual compliance report for final end of year compliance</p>
26	Total Cumulative Overage		<p><b>9999999999</b>; <i>Character.</i> Obligated Parties only. Enter the cumulative overage resulting from the prior quarter as calculated in 80.1427(d) for the installment requirement.</p> <p><b>Note:</b> For Q4, all parties should enter “NA” and use RFS annual compliance report for final end of year compliance</p>
27	Resulting RIN Balance		<p><b>+/- 9999999999</b>; <i>Character.</i> Obligated Parties only. Enter the resulting RIN balance after applying total RINs retired for compliance as calculated in 80.1427(d). Any total representing less than 100% of the installment requirement shall be presented as a negative value.</p> <p><b>Note:</b> For Q4, all parties should enter “NA” and use RFS annual compliance report for end of year compliance</p>

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.