**Instructions for SVY010#: Independent Surveyor Reporting for Fuels**

**Who must report**

Any independent surveyor must report on test results for gasoline and diesel on a per-sample basis. A separate report must be submitted for each retail outlet surveyed during the averaging period.

**Reporting requirements**

* 40 CFR 1090 subpart J provides key requirements and reporting information (available at [link to ECFR.gov]).

**Reporting deadlines**

* Independent surveyors must submit quarterly reports by the following deadlines:

|  |  |  |
| --- | --- | --- |
| **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 https://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-fuelprograms.

**Field Instructions**

| Field No. | Field Name | Units | Field Formats, Codes & Special Instructions |
| --- | --- | --- | --- |
| 1 | Report Form ID |  | **AAAAAA**; *Character*.Enter **SVY010#** |
| 2 | Report Type |  | **A**; *Character*. 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.**O** = Original**R** = Resubmission |
| 3 | CBI |  | **A**; *Character*. Specify if the data contained within the report is 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**; *Character*. Enter the date the original or resubmitted report is created. |
| 5 | Compliance Period |  | **YYYY**; *Character*. Enter the averaging/compliance year the report covers. |
| 6 | Compliance Period Quarter |  | **AA;** *Character*. Enter the quarter of the compliance period the report covers. **Q1** – January 1 – March 31 **Q2** – April 1 – June 30 **Q3** – July 1 – September 30 **Q4** – October 1 – December 31 |
| 7 | Reporter ID |  | **AAAA**; *Character*. Enter the EPA-assigned four-character ID of the independent surveyor submitting the report. |
| 8 | Retail Outlet ID |  | **AAAAA**; *Character*. Enter the independent surveyor assigned identification number for the retail outlet |
| 9 | Retail Outlet Street Address |  | **AAAAAAAAA**; *Character*. Enter the street address of the retail outlet |
| 10 | Retail Outlet City |  | **AAAAAAAAA;** *Character.* Enter the city of the retail outlet |
| 11 | Retail Outlet – State |  | **AA;** *Character.* Enter the two-character state abbreviation of the retail outlet |
| 12 | Retail Outlet – Zip |  | **AAAAA;** *Zip Code***.** Enter the zip code of the retail outlet |
| 13 | Retail Outlet – Brand Name |  | **AAAAAAAAA;** *Character.* Enter the displayed fuel manufacturer brand name at the retail outlet, if any |
| 14 | Fuel Dispenser Label |  | **AAAAAA**; *Character*. Enter the code representing the fuel dispenser label by selecting one of the codes below**E0** – E0 gasoline**E10** – E10 gasoline**E15** – E15 gasoline**E85** – E85 gasoline**DSL** – Diesel fuel**UNK** - Unknown**OTH** - Other |
| 15 | Sample Collection Date |  | **MM/DD/YYYY**; *Character*. Date the reported sample was collected. |
| 16 | Sample Collection time |  | **9999;** *Character.* Enter the time the sample was collected formatted using military time. |
| 17 | Sulfur | ppm | **999;** *Number.* |
| 18 | Sulfur Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 19 | Oxygenate - Volume | volume % | **99.99**; *Number.*Diesel Samples Only – Enter “NA” |
| 20 | Oxygenate - Weight | Weight % | **99.99;** *Number*Diesel Samples Only – Enter “NA” |
| 21 | Oxygenate Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 22 | Oxygenate Type |  | **AAAAA;** *Character.* Identify each type of oxygenate used by providing one of the codes below:**ETOH** – denatured fuel ethanol**MTBE** – methyl tertiary butyl ether (MTBE)**ETBE** – ethyl tertiary butyl ether (ETBE)**ISOB** - isobutanol**TAME** – tertiary amyl methyl ether (TAME)**MTHL** – methanol**TBUT** – tert-butanol**UNKN** – Unknown**OTHR** – OtherIf “Other”, enter the name of the oxygenate in the “Comments” field |
| 23 | Benzene | volume % | **9.99**; *Number.*Diesel Samples Only – Enter “NA” |
| 24 | Benzene Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 25 | RVP | psi | **99.99**; *Number.* Enter result only for BOB.Diesel Samples Only – Enter “NA” |
| 26 | RVP Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 27 | API Specific Gravity | API | **99.99**; *Number.* Diesel Samples Only – Enter “NA” |
| 28 | API Specific Gravity Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 29 | Aromatics | Vol % | **99.9**; *Number.* Diesel Samples Only – Enter “NA” |
| 30 | Aromatics Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 31 | Olefin | Vol % | **99.9**; *Number.* Diesel Samples Only – Enter “NA” |
| 32 | Olefin Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 33 | E200 | % | **999.9**; *Number.* Diesel Samples Only – Enter “NA” |
| 34 | E200 Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 35 | E300 | % | **999.9**; *Number.* Diesel Samples Only – Enter “NA” |
| 36 | E300 Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 37 | T50 | Degrees Fahrenheit | **999.9**; *Number.* Diesel Samples Only – Enter “NA” |
| 38 | T50 Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 39 | T90 | Degrees Fahrenheit | **999.9**; *Number.* Diesel Samples Only – Enter “NA” |
| 40 | T90 Parameter Test Method |  | **AAAAA;** *Character.* Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. |
| 41 | Comments | N/A | **AAAAA** – Enter any additional information or recordkeeping specific to this sample as needed. |