

Instructions for STR0400: 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 ; <i>Character</i> . Enter STR0400
2	Report Type		A ; <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. O = Original R = Resubmission
3	CBI		A ; <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: 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 created.
5	Compliance Period		YYYY ; <i>Character</i> . Enter the averaging/compliance year the report covers.
6	Compliance Period Quarter		AA ; <i>Character</i> . 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 ; <i>Character</i> . Enter the EPA-assigned four-character ID of the independent surveyor submitting the report.
8	Retail Outlet Geographic Area		AAA ; <i>Character</i> . Enter the geographic area (strata) code associated with this sample location per the approved sample plan. DPA – Densely Populated Area TCR – Transportation Corridor RRL – Rural Area NAT - National
9	Retail Outlet ID		AAAAA ; <i>Character</i> . Enter the independent surveyor assigned identification number for the retail outlet
10	Retail Outlet Street Address		AAAAAAAAA ; <i>Character</i> . Enter the street address of the retail outlet
11	Retail Outlet City		AAAAAAAAA ; <i>Character</i> . Enter the city of the retail outlet
12	Retail Outlet – State		AA ; <i>Character</i> . Enter the two-character state abbreviation of the retail outlet
13	Retail Outlet – Zip		AAAAA ; <i>Zip Code</i> . Enter the zip code of the retail outlet
14	Retail Outlet – Brand Name		AAAAAAAAA ; <i>Character</i> . Enter the displayed fuel manufacturer brand name at the retail outlet, if any

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
15	Fuel Dispenser Label		<p>AAAA; <i>Character</i>. Enter the code representing the fuel dispenser label by selecting one of the codes below</p> <p>E0 – E0 gasoline E10 – E10 gasoline E15 – E15 gasoline E85 – E85 gasoline ULSD – Ultra Low Sulfur Diesel fuel UNK - Unknown OTH – Other</p> <p>If “Other”, enter a description of the fuel in the “Comments” field.</p>
16	Fuel Dispenser Grade		<p>AAA; <i>Character</i>. Enter the grade of gasoline</p> <p>REG – Regular MID – Mid-grade PRM – Premium OTH – Other NA – Use “NA” for diesel, e85, unknown, or other non-gasoline fuels sampled</p> <p>If “Other”, enter a description of the gasoline grade in the “Comments” field.</p>
17	Sample Collection Date		MM/DD/YYYY ; <i>Character</i> . Date the reported sample was collected.
18	Sample Collection time		AAAA ; <i>Character</i> . Enter the local time the sample was collected in military/24 hour formatted time. (e.g. 7:15 AM = 0715, and 9:30 PM = 2130)
19	Sulfur	ppm	999 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
20	Sulfur Parameter Test Method	N/A	AAAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”.
21	ETOH Oxygenate - Volume	volume %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
22	ETOH Oxygenate – Weight	Weight %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
23	ETOH Oxygenate Parameter Test Method	N/A	AAAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. Use “NA” if this field is not applicable

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24	MTBE Oxygenate - Volume	volume %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
25	MTBE Oxygenate – Weight	Weight %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
26	MTBE Oxygenate Parameter Test Method	N/A	AAAAAAAAA; Character. Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. Use “NA” if this field is not applicable
27	ETBE Oxygenate - Volume	volume %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
28	ETBE Oxygenate – Weight	Weight %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
29	ETBE Oxygenate Parameter Test Method	N/A	AAAAAAAAA; Character. Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. Use “NA” if this field is not applicable
30	Isobutanol Oxygenate – Volume	volume %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
31	Isobutanol Oxygenate – Weight	Weight %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
32	Isobutanol Oxygenate Parameter Test Method	N/A	AAAAAAAAA; Character. Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. Use “NA” if this field is not applicable
33	TAME Oxygenate - Volume	volume %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
34	TAME Oxygenate – Weight	Weight %	99.99; Number. Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.

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35	TAME Oxygenate Parameter Test Method	N/A	AAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. Use “NA” if this field is not applicable
36	Methanol Oxygenate – Volume	volume %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
37	Methanol Oxygenate – Weight	Weight %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
38	Methanol Oxygenate Parameter Test Method	N/A	AAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. Use “NA” if this field is not applicable
39	Tert-butanol Oxygenate - Volume	volume %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
40	Tert-butanol Oxygenate – Weight	Weight %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
41	Tert-butanol Oxygenate Parameter Test Method	N/A	AAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state “Untested”. Use “NA” if this field is not applicable
42	Other Oxygenate - Volume	volume %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero. If “other” is reported, enter the name of the oxygenate in the comments field.
43	Other Oxygenate – Weight	Weight %	99.99 ; <i>Number</i> . Enter the measured value. Use “NA” if this field is not applicable. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero. If “other” is reported, enter the name of the oxygenate in the comments field.

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44	Other Oxygenate Parameter Test Method	N/A	AAAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
45	Benzene	volume %	99.99 ; <i>Number</i> . Enter the measured or presumed value under 1090.1710(g) as appropriate. Use "NA" if this field is not applicable (e.g. for diesel samples). Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero
46	Benzene Parameter Test Method	N/A	AAAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
47	RVP	psi	99.99 ; <i>Number</i> . Enter the measured value, if tested. Use "NA" if this field is not applicable (e.g. for diesel samples). Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
48	RVP Parameter Test Method	N/A	AAAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
49	API Specific Gravity	°API	99.99 ; <i>Number</i> . Use "NA" if this field is not applicable (e.g. for diesel samples); use "ND" if "not detected" by the reported test method. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
50	API Specific Gravity Parameter Test Method	N/A	AAAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
51	Aromatics	Vol %	99.9 ; <i>Number</i> . Use "NA" if this field is not applicable (e.g. for diesel samples); use "ND" if "not detected" by the reported test method. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
52	Aromatics Parameter Test Method	N/A	AAAAAAAAAA ; <i>Character</i> . Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
53	Olefin	Vol %	99.9 ; <i>Number</i> . Use "NA" if this field is not applicable (e.g. for diesel samples); use "ND" if "not detected" by the reported test method. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.

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54	Olefin Parameter Test Method	N/A	AAAAAAAAA ; <i>Character.</i> Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
55	E200	Vol %	999.9 ; <i>Number.</i> Use "NA" if this field is not applicable (e.g. for diesel samples); use "ND" if "not detected" by the reported test method. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
56	E200 Parameter Test Method	N/A	AAAAAAAAA ; <i>Character.</i> Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
57	E300	Vol %	999.9 ; <i>Number.</i> Use "NA" if this field is not applicable (e.g. for diesel samples); use "ND" if "not detected" by the reported test method. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
58	E300 Parameter Test Method	N/A	AAAAAAAAA ; <i>Character.</i> Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
59	T50	°F	999.9 ; <i>Number.</i> Use "NA" if this field is not applicable (e.g. for diesel samples); use "ND" if "not detected" by the reported test method. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
60	T50 Parameter Test Method	N/A	AAAAAAAAA ; <i>Character.</i> Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
61	T90	°F	999.9 ; <i>Number.</i> Use "NA" if this field is not applicable (e.g. for diesel samples); use "ND" if "not detected" by the reported test method. Note only enter a zero if testing resulted in 0 value on a test method that is validated down to zero.
62	T90 Parameter Test Method	N/A	AAAAAAAAA ; <i>Character.</i> Identify the ASTM Method number (e.g., D5191). If sample was un-tested, state "Untested". Use "NA" if this field is not applicable
63	Comments	N/A	AAAA... ; <i>Character.</i> Optional. Enter any additional information or recordkeeping specific to this sample as needed.

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