

Instructions for RFS0105: RFS Activity Report

Who must report

- Any party who owns RINs during a reporting period (any calendar quarter), must submit the required RFS 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)
- 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 <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-fuel-programs>.

Field Instructions

Field	Field Name	Units	Field Formats, Codes & Special Instructions
1	Report Form ID		AAAAAA ; <i>Character</i> . Enter RFS0105
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

Field	Field Name	Units	Field Formats, Codes & Special Instructions
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. Per 80.1402, no claim of business confidentiality applies to 80.1451(c)(3)(v)(1) or 80.1451(c)(3)(v)(2) (or the RIN Holding threshold reporting) 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 Year		YYYY; <i>Character.</i> Enter the averaging/compliance year the report covers.
6	Company/Entity ID		AAAA; <i>Character.</i> Enter the EPA assigned four-character ID for the company/entity.
7	Company Name		AAAAAAA...; <i>Character (125 Max).</i> The reporting party's name (Your company name).
8	Compliance Period Quarter		AA; <i>Character.</i> Enter the quarter under the compliance year this report covers: Q1: Quarter 1 (January – March) Q2: Quarter 2 (April – June) Q3: Quarter 3 (July – September) Q4: Quarter 4 (October – December)
9	Compliance Basis/Facility ID		AAAAA; <i>Character.</i> Obligated Parties indicate the compliance basis if aggregating or submit separate facility reports referencing individual facility ID numbers. Compliance Basis: AGIMP: Aggregated Importer Compliance AGREF: Aggregated Refiner Compliance #####: The five <i>Character</i> EPA-assigned facility ID* EXPR: Exporter Compliance PRDCR: Renewable Fuel Producer or Importer OWNER: RIN Owner Only *Note: Please include all preceding zeros in five-digit facility ID numbers.

Field	Field Name	Units	Field Formats, Codes & Special Instructions
10	RIN Holding Threshold		AAA; Character. 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 PNO – The submitting party or the submitting party’s affiliate group exceeded the primary threshold for separated D6 RIN holdings for one or more calendar days during the quarter and neither the submitting party or affiliate group is an obligated party POP – The submitting party exceeded the primary threshold for separated D6 RIN holdings but NOT the secondary threshold for one or more calendar days during the quarter and is an obligated party or affiliated with an obligated party SOP – The submitting party or the submitting party’s corporate affiliate group exceeded the primary and secondary threshold for separated D6 RIN holdings for one or more calendar days during the quarter and is an obligated party or affiliated with an obligated party NPS – The submitting party did NOT exceed the primary or secondary separated D6 RIN holdings for any calendar day during the quarter UNK – 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
11	Company ID of Affiliate		AAAA; Character. Enter the EPA assigned four-character ID for the company/entity affiliated to the submitting entity. If the affiliated entity is unregistered and has not been assigned an EPA company ID, enter “NA”
12	Company Name of Affiliate		AAAAAAA...; Character (1000 Max). The company name of the affiliated entity

Field	Field Name	Units	Field Formats, Codes & Special Instructions
13	Affiliation Type		AAAAA; Character (5 Max). Enter one of the codes shown below representing the affiliation type. CORPA – Corporate Affiliate as defined in 80.1401 CONTH – Contractual affiliate as defined in 80.1401 that delivers RINs to the reporting party CONTP – Contractual affiliate as defined in 80.1401 that purchases or holds RINs for the reporting party but does not deliver the RINs to the reporting party

Paperwork Reduction Act Statement

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0725). Responses to this collection of information are mandatory (40 CFR part 80, subpart M. 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. The public reporting and recordkeeping burden for this collection of information is estimated to be less than one hour per response. 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 to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 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.