

**About this Form:**

The Unified Report Form allows companies to submit all listed Title 40 CFR part 80 reports on one worksheet while providing instant feedback on the formatting of your data submission (e.g., whole numbers vs. decimals, dates, coding, etc.). It DOES NOT assess the accuracy of the values or mathematical checks, nor does it indicate regulatory thresholds. This tool is designed to help users comply with reporting requirements by providing built-in checks for the most common formatting errors, but not necessarily every possible formatting error. Regulated parties should always refer to the regulations for compliance information and the Fuels program reporting webpage at <http://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-fuel-programs> for reporting instructions. EPA may request that you resubmit your report(s) if the contents are incorrect or incomplete.

**System Requirements:**

This form works best with Microsoft Excel 2007 and later versions. You may use this form with earlier versions of MS Excel, but the form will not provide feedback on data formatting.

**How to use this Form:**

Users may either:

**Copy and paste from another worksheet into the Unified Report Form**

**Copy and paste** reports into the "Unified Report Form" tab starting at cell A9. To prevent overwriting any of the built-in formulas or formats, it is strongly recommended that users paste using "Paste Special" and then "Values". **Once pasted**, the applicable cells color will turn green if your data meet basic format requirements. If the cell color turns red, please refer to the reports instructions which can be accessed by selecting the applicable report form id from the dropdown menu in the blue cell (A6) and then by clicking the report's hyperlink above the data entry cells (E6).

**Note:** You may also copy from text and convert the text to columns

OR

**Manual entry into the Unified Report Form**

Select a **report form ID** on the "Unified Report Form" tab from the dropdown menu in the blue cell (A7). The form will load the appropriate column headings for the report that was selected, and the link to the reporting guidance document for that report will appear above the data reporting cells (E6). Reporting guidance documents provide additional detail on field definitions and data types.

**Enter the report form numbers** (e.g., DSF0900) in cells after A8. Each time a user types in a correct Report form ID that cell will turn green and the rest of the cells in that row will turn red until they are properly filled out. Please note, this form can handle multiple report types. Be sure to change the header information each time you start a new report.

**Enter data\*** in each cell of that row. The cell color will turn green if your data meet basic format requirements. If the cell remains red, please refer to the reporting guidance which can be accessed by clicking the hyperlink above the data entry cells (E6).

**NOTE: All reports for a reporting period may be submitted in one Unified Report Form.**

Verify all data and formatting. See the "Common Errors and Other Tips" tab of this spreadsheet for a list of common data errors.

**Submit the form** using the DCFUEL Fuels Programs Reporting Application (which is accessed through CDX).

Unified Report Form version 1.16 can be used for the following report forms:

Fuels Streamlining (Fuels) reporting program  
STRO100 STRO200 STRO300

Renewable Fuels Standard Forms

RFS0101 RFS0102 RFS0103 RFS0104 RFS0105 RFS0201 RFS0301 RFS0302 RFS0303 RFS0304 RFS0500 RFS0601 RFS0701 RFS0801 RFS0901 RFS1400 RFS1500 RFS1600 RFS2000 RFS2100 RFS2200 RFS2300 RFS2400 RFS2500 RFS2700



## COMMON ERRORS TO AVOID

- Submitting files that have formulas or links to other workbooks (for example, cell value =A2+[Book2]Sheet1!\$B\$1) to represent reported values. These links and their associated data break after being uploaded into the DCFUELS application.
- Misspelling or not using the correct report number.
- Inserting extra values/comments outside of report fields.
  - Entering dates in formats other than MM/DD/YYYY format.
  - Using incorrect abbreviation for "not applicable". Instead, please abbreviate not applicable as "NA" in all capital letters with no slash between the letters.
  - Entering text in lower case letters in fields other than free form or long character fields. Please use all capital letters.
  - Using commas to group digits (example: 9,999) in numeric fields.
  - Leaving numbers in scientific notation (It is OK to change the cell's format back to text to avoid Excel changing the number to scientific notation).
  - Entering too many decimal places (beyond what the reports require).

## KNOWN ISSUES WITH THIS TOOL

- Do not export or copy data from this tool. Companies are encouraged to send this tool in its entirety.
  - Deleting any worksheets or named ranges in this workbook will impact how the form flags incorrect data formatting.
  - The tool is not able to flag non-numerical characters ("/", ",", "%") entered into number fields. If the field format calls for numeric values (represented in the field format by a series of 9's or 999...), please enter only numbers.
  - The tool is not able to correct entries that contain too many significant figures. Although the format checker will flag the formatting error with a red background color, the problem may not be apparent initially because the value in the cell may appear to be correct. Please round entries up to the correct number of significant figures. If the format checker flags an error by turning the cell red, users may directly correct the number in the function line.
  - By default the Unified Report Form's cells are set to text format. However when entering numbers with more than 12 digits into the report, Excel may automatically convert the number to scientific format which will cause an error. Convert these cells back to text and reenter if necessary.
  - Do not make any changes to rows 1-8 on the Unified Report Form tab except to select report form ID's in the dropdown menu in cell A7. Any other user changes in these rows may cause problems with the report.
  - Date fields are in MM/DD/YYYY format. This tool is unable to flag alternative formats such as M/D/YYYY, but the correct entry format is MM/DD/YYYY.
  - Special characters are not acceptable (including: \$ % ^ ; # @ , : ) except in the company name field. The form may flag a company name that includes special characters but this will not prevent EPA from processing your report.
  - With the exception of open text fields, most text fields require either codes or specific

## OTHER HELPFUL TIPS

- Submit your completed reports to EPA as a single spreadsheet file but do not change the worksheet names.
  - If you would like to provide additional comments on the form itself along with the submitted report data, please annotate comments by entering "##" followed by any text in the first cell (column A) of the spreadsheet row you wish to contain comments (please enter comments below the form header).
  - If using formulas or linking to values within other spreadsheets on your local network, be sure to "copy" the value and choose "paste special" followed by "values" into that worksheet to a field at or below A9. This copies just the value and removes the dynamic link with the original formula. Once you have a copy of your reports clear of formula then it is OK to paste those reports into this tool.
  - Copy & paste from text file: If you are copying and pasting from a text file with field values separated by a comma, you may have to use the "text to columns" function to separate each value into a separate cell. After pasting in the values, click on the "Data" tab and then choose "Text to Columns" under Data Tools. From here follow the steps through the text to columns wizard.
  - EPA maintains guidance online for each report type. After choosing the report number in the blue box shown in the Unified Report Form, click on the hyperlink shown just to the right of it to access the specific report form for more information on field formats.

You are using version 1.16 of the Unified Report Form. Be sure to check the reporting homepage link <http://www.epa.gov/otaq/fuels/reporting/index.htm> for the most recent updates to this form.

values from a pre-defined list shown on the report guidance document. Enter the codes and any pre-defined value from a list in all capital letters.

-If you believe there are errors in this tool, first check the form's reporting guidance and then email [support@epamts-support.com](mailto:support@epamts-support.com). The reporting guidance is what users must follow and this tool does not perform any math checks or cross column checks. Format checks are limited to the field in question.

