

## RFS Independent Third Party Mass Balance (RFS2400): Instructions for Completing

### Who must report

- All independent third-party auditors that verify RINs beginning on September 16, 2014.

### Reporting requirements

- Complete this report representing all mass and energy balances calculated as a single entry for the compliance quarter.
- 40 CFR 80.1451(g)(2) sets forth the additional reporting requirements (available at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=354294fee688f6d54979e2638c0decf5&node=se40.17.80\\_11451&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=354294fee688f6d54979e2638c0decf5&node=se40.17.80_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

- Independent third-party auditors shall report on a quarterly basis:

Production 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 No.	Field Name	Units	Field Formats, Codes & Special Instructions
1	Report Form ID		<b>AAAAAA</b> ; <i>Character</i> . Enter <b>RFS2400</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
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

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
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	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)
7	Independent Third-Party Auditor Company ID		<b>AAAA</b> ; <i>Character</i> . Enter the EPA assigned four-character ID for the Independent Third Party Auditor.
8	Independent Third-Party Auditor Company Name		<b>AAAA...</b> ; <i>Character</i> . Enter the registered name of the Independent Third-Party Auditor
9	Verified Renewable Fuel Producer Company Name		<b>AAAA...</b> ; <i>Character</i> . Enter the registered name of the renewable fuel producer audited under an approved QAP under 80.1469.
10	Verified Renewable Fuel Producer Company ID		<b>AAAA</b> ; <i>Character</i> . Enter the four digit company ID of the renewable fuel producer audited under an approved QAP under 80.1469.
11	Verified Renewable Fuel Producer Facility ID		<b>AAAAA</b> ; <i>Character</i> . Enter the five digit facility ID of the renewable fuel production facility audited under an approved QAP under 80.1469.
12	Feedstock (value)		<b>999999999999</b> ; <i>Number</i> . Enter the total numerical value of feedstock used as an input in the production process.
13	Feedstock (unit)		<b>AAAAAA</b> ; <i>Character (25 character limit)</i> Enter the unit of measure specific to the feedstock value.
14	Chemicals (value)		<b>999999999999</b> ; <i>Number</i> . Enter the total numerical value of chemicals used as an input in the production process.
15	Chemicals (unit)		<b>AAAAAA</b> ; <i>Character (25 character limit)</i> Enter the unit of measure specific to the chemicals value. If none, enter “NA”.
16	Others (value)		<b>999999999999</b> ; <i>Number</i> . Enter the total numerical value of other substance/material used which is not accounted for under the feedstock or chemical totals, as an input in the production process.
17	Others (unit)		<b>AAAAAA</b> ; <i>Character (25 character limit)</i> Enter the unit of measure specific to the other substance/material used as an input in the production process. If none, enter “NA”.
18	Fuel Produced (value)		<b>999999999999</b> ; <i>Number</i> . Enter the total amount of renewable fuel produced

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19	Fuel Produced (unit)		<b>AAAAAA; Character (25 character limit)</b> Enter the unit of measure specific to the amount of renewable fuel produced.
20	Co-Products (value)		<b>999999999999; Number.</b> Enter the total amount of co-products produced.
21	Co-Products (unit)		<b>AAAAAA; Character (25 character limit)</b> Enter the unit of measure specific to the co-products produced. If none, enter "NA".
22	Waste Material (value)		<b>999999999999; Number.</b> Enter the total amount of waste material.
23	Waste Material (unit)		<b>AAAAAA; Character (25 character limit)</b> Enter the unit of measure specific to the waste material. If none, enter "NA".
24	Other (value)		<b>999999999999; Number.</b> Enter the total amount of other substances produced not accounted for under the other outputs.
25	Other (unit)		<b>AAAAAA; Character (25 character limit)</b> Enter the unit of measure specific to other substances produced. If none, enter "NA".
26	Purchased Electricity (value)		<b>999999999999; Number.</b> Enter the total amount of purchased electricity used as an energy input.
27	Purchased Electricity (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to purchased electricity. If none, enter "NA".
28	Purchased Steam or Hot Water (value)		<b>999999999999; Number.</b> Enter the total amount of purchased steam or hot water used as an energy input.
29	Purchased Steam or Hot Water (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to purchased steam or hot water. If none, enter "NA".
30	Coal (value)		<b>999999999999; Number.</b> Enter the total amount of coal used as an energy input.
31	Coal (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure to specific to coal used as an energy input. If none, enter "NA".
32	Natural Gas (value)		<b>999999999999; Number.</b> Enter the total amount of natural gas used as an energy input.
33	Natural Gas (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to natural gas used as an energy input. If none, enter "NA".
34	Diesel (value)		<b>999999999999; Number.</b> Enter the total amount of diesel used as an energy input.
35	Diesel (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to diesel used as an energy input. If none, enter "NA".
36	CHP (value)		<b>999999999999; Number.</b> Enter the total amount of CHP used as an energy input.

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37	CHP (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to CHP used as an energy input. If none, enter "NA".
38	Other (value)		<b>999999999999; Number.</b> Enter the total amount of other substance material used that was not accounted for under the other energy inputs. If none, enter "NA".
39	Other (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to other substance material used as an energy input.
40	Excess Electricity Generated (value)		<b>999999999999; Number.</b> Enter the total amount of excess electricity generated as an output of the production process. If none, enter "NA".
41	Excess Electricity Generated (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to the amount of excess electricity generated. If none, enter "NA".
42	Other (value)		<b>999999999999; Number.</b> Enter the total amount of other energy outputs not accounted for under excess electricity generated.
43	Other (unit)		<b>AAAAAA; Character (25 character limit).</b> Enter the unit of measure specific to the total amount of other energy outputs. If none, enter "NA".
44	Comment		<b>AAA...; Character (500 character limit).</b> Optional field, enter any comments or additional information on calculations as needed.

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