

## RFS2 Activity Report (RFS0104): Instructions for Completing

### Who must report

- All parties who own RINs during a reporting period (any calendar quarter), must submit the required RFS2 Activity report.

### Reporting requirements

- Complete this report representing all required elements calculated as a single entry for the compliance period.
- 40 CFR 80.1451(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](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 <http://www.epa.gov/otaq/fuels/reporting/cdx.htm>.

### Field Instructions

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
1	Report Form ID		<b>AAAAAA</b> ; <i>Character</i> . Enter <b>RFS0104</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

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
3	CBI		<p><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</p>
4	Report Date		<p><b>MM/DD/YYYY</b>; <i>Character</i>. Enter the date the original or resubmitted report is created.</p>
5	Compliance Period Year		<p><b>YYYY</b>; <i>Character</i>. Enter the averaging/compliance year the report covers.</p>
6	Company/Entity ID		<p><b>AAAA</b>; <i>Character</i>. Enter the EPA assigned four-character ID for the company/entity.</p>
7	Company Name		<p><b>AAAAAA...;</b> <i>Character</i> (125 Max). The reporting party's name (Your company name).</p>
8	Compliance Period Quarter		<p><b>AA</b>; <i>Character</i>. Enter the quarter under the compliance year this report covers:</p> <p> <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)         </p>
9	Compliance Basis/ Facility ID		<p><b>AAAAA</b>; <i>Character</i>. <b>Obligated Parties</b> indicate the compliance basis if aggregating or submit separate facility reports referencing individual facility ID numbers. <b>Non- Obligated Parties</b>, including producers of renewable fuels and other RIN Owners must use "NOTOP."</p> <p><b>Compliance Basis:</b>  <b>AGIMP:</b> Aggregated Importer Compliance  <b>AGREF:</b> Aggregated Refiner Compliance  <b>##### :</b> The five <i>Character</i> EPA-assigned facility ID*  <b>EXPRT:</b> Exporter Compliance  <b>NOTOP:</b> Non-Obligated Party (solely a RIN Generator or Owner)</p> <p><b>*Note:</b> Please include all preceding zeros in five digit facility ID numbers.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
10	RIN Status		<p><b>9; Number.</b> Indicate whether the report is being submitted for RINs assigned to a volume of renewable fuel or for RINs that have been separated from renewable fuel. A separate report row must be submitted for each type of RIN owned. A company reporting in aggregate will have two (2) rows at most.</p> <p><b>1:</b> Assigned RINs  <b>2:</b> Separated RINs</p>
11	Volume of renewable fuel owned at the end of the quarter	Gallons	<p><b>9999999999; Character.</b> For non-obligated parties (RIN owners, marketers, and generators) reporting RINs assigned to volumes of neat renewable fuel. Enter the total volume of renewable fuel in gallons owned at the end of the quarter per §80.1451(c)(2)(xiv). Quarter, when applicable: March 31st, June 30th, September 30th, December 31st.</p> <p><b>Note:</b> RIN generators should not include the renewable fuel volume for which RINs have not yet been generated.</p> <p>Obligated parties should enter “NA”. Report rows with a RIN status of “2” should enter “NA”. Renewable fuel producer and other parties should enter “0” if they did not own any renewable fuel at the end of the quarter.</p> <p>No decimals.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
12	Prior-year RFS2 RINs owned at the start of the quarter in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior- year RFS2 RINs owned at the start of the period (Quarter, when applicable: March 31st, June 30th, September 30th, December 31st).</p> <p><b>Note:</b> If no prior-year RFS2 RINs were owned at the start of the quarter in EMTS, enter “NA”.</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p>
13	Prior-year RFS2 RINs purchased in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior- year RFS2 RINs purchased for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were purchased in EMTS during the period, enter “NA”.</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p> <p>No decimals.</p>
14	Prior-year RFS2 RINs sold in EMTS		<p><b>9999999999</b>; <i>Character.</i> Enter the total number of prior- year RFS2 RINs sold for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were sold in EMTS during the period, enter “NA”.</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p> <p>No decimals.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
15	Prior-year RFS2 RINs separated in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of prior- year RFS2 RINs separated in EMTS for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were separated in EMTS during the period, enter “NA”.</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p> <p>For all parties, if a RIN status of 2 was entered in field number 10, enter “NA”.</p> <p>No decimals.</p>
16	Prior-year RFS2 RINs retired in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of prior- year RFS2 RINs retired for the period.</p> <p><b>Note:</b> If no prior-year RFS2 RINs were retired in EMTS during the period, enter “NA”.</p> <p>For Q1 only, this includes (Current Year – 1) and (Current Year – 2) RFS2 RINs. For example, for 2013, this column is a sum of 2012 and 2011 RFS2 RINs.</p> <p>No decimals.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
17	RFS2 RINs expired in EMTS at the end of the quarter (Current Year - 2 only)		<p><b>9999999999</b>; <i>Character</i>. Only applicable for Q1. Enter the total number of RFS2 RFS2 RINs that expired at the end of the period.</p> <p><b>Note:</b> If no RFS2 RINs expired at the end of the period, enter “NA”.</p> <p>For Q1 only, this is the number of (Current Year – 2) RFS2 RINs that expired on February 28.</p> <p>For Q2 though Q4, all parties should enter “NA”.</p> <p>No decimals.</p>
18	Prior-year RFS2 RINs owned at the end of the quarter in EMTS	18	<p><b>9999999999</b>; <i>Character</i>. Enter the total number of prior- year RFS2 RINs owned at the end of the period (Quarter, when applicable: March 31st, June 30th, September 30th, December 31st).</p> <p><b>Note:</b> If no prior-year RFS2 RINs were owned in EMTS at the end of the period, enter “NA”.</p> <p>This is the number of (Current Year – 1) RFS2 RINs owned at the end of the quarter.</p> <p>No decimals.</p>
19	Current-year RFS2 RINs owned at the start of the quarter in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of current-year RFS2 RINs owned at the start of the period (Quarter, when applicable, March 31st, June 30th, September 30th, December 31st).</p> <p><b>Note:</b> For Q1, all parties should enter “NA”.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
20	Current-year RFS2 RINs purchased in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of current-year RFS2 RINs purchased for the period.</p> <p><b>Note:</b> If no current-year RFS2 RINs were purchased in EMTS during the period, enter “NA”.</p> <p>No decimals.</p>
21	Current-year RFS2 RINs sold in EMTS	21	<p><b>9999999999</b>; <i>Character</i>. Enter the total number of current-year RFS2 RINs sold for the period.</p> <p><b>Note:</b> If no current-year RFS2 RINs were sold in EMTS during the period, enter “NA”.</p> <p>No decimals.</p>
22	Current-year RFS2 RINs separated in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of current-year RFS2 RINs separated in EMTS for the period.</p> <p><b>Note:</b> If no current-year RFS2 RINs were separated in EMTS during the period, enter “NA”.</p> <p>For all parties, if a RIN status of 2 was entered in field number 10, enter “NA”.</p> <p>No decimals.</p>
23	Current-year RFS2 RINs retired in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of current-year RFS2 RINs retired for the period.</p> <p><b>Note:</b> If no current-year RFS2 RINs were retired in EMTS during the period, enter “NA”.</p> <p>No decimals.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
24	Current-year RFS2 RINs owned at the end of the quarter in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of current-year RFS2 RINs owned at the end of the period (Quarter, when applicable, March 31st, June 30th, September 30th, December 31st).</p> <p><b>Note:</b> If no current-year RFS2 RINs were owned in EMTS at the end of the period, enter “NA”. No decimals.</p>
25	RFS2 RINs generated during the quarter in EMTS		<p><b>9999999999</b>; <i>Character</i>. Enter the total number of RFS2 RINs generated during the quarter.</p> <p><b>Note:</b> Any party who is not a RIN generator should enter “NA”.</p> <p>If a RIN-generator did not generate any RFS2 RINs during the period, enter “0”.</p> <p>If a RIN status of 2 was entered in field number 10, enter “NA”.</p> <p>No decimals.</p>

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