**RFS2 Biogas Producer – Batch Report (Report Form ID: RFS4100): Instructions for Completing**

**Who must report**

* All biogas producers that produce biogas for use to produce a biogas-derived renewable fuel.

**Reporting requirements**

* [40 CFR 80.140(b)](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-80/subpart-E#p-80.140(b)) sets forth the reporting requirements for this form.
* Complete this report as separate entries for each batch of biogas produced during the calendar month.
* For batches of biogas that use multiple feedstocks (e.g., an agriculture digester that simultaneously converts separated yard waste and animal manure), complete this report as separate entries for each feedstock using the identical information for columns 1-18, modifying information in columns 19-24 as applicable.
* If a report field does not apply, enter the value “NA”. **Do NOT leave any field blank**.

**Reporting Deadlines**

* Biogas producers must submit on a monthly basis as follows:

|  |  |  |
| --- | --- | --- |
| Calendar Month | Time Period Covered | Report Deadline |
| January | January 1 – January 31 | February 28\* |
| February | February 1 – February 28\*  | March 31 |
| March | March 1 – March 31 | April 30 |
| April | April 1 – April 30 | May 31 |
| May | May 1 – May 31 | June 30 |
| June | June 1 – June 30 | July 31 |
| July | July 1 – July 31 | August 31 |
| August | August 1 – August 31 | September 30 |
| September  | September 1 – September 30 | October 31 |
| October | October 1 – October 31 | November 30 |
| November | November 1 – November 30 | December 31 |
| December | December 1 – December 31 | January 31 |

\* For leap years, the time period covered for February is February 1 through February 29 and January reports are due February 29.

**How to submit reports**

* Please check the RFS reporting web site for updated instructions and templates: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-fuel-programs>
* For information on submitting this report using EPA’s Central Data Exchange (CDX) visit: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/user-guides-otaqdcfuel-central-data-exchange-cdx>

**Field Instructions:**

| Field | Field Name | Units | Field Formats, Codes & Special Instructions |
| --- | --- | --- | --- |
| 1 | Report Form ID |  | **AAAAAAA**; *Character*. Enter **RFS4100** |
| 2 | Report Type |  | **A**; *Character*. Indicate whether this is the original report or a resubmission. Submit only one Original report, submit any corrections or updates as Resubmission(s):**O**: Original**R**: Resubmission |
| 3 | CBI |  | **A**; *Character*. Specify if the data contained within the report are being claimed as Confidential Business Information (CBI) under 40 CFR Part 2, subpart B, except the information that cannot be claimed as CBI per 40 CFR 80.1402.**Y**: Confidential Business Information**N**: Non-Confidential Business Information |
| 4 | Report Date |  | **MM/DD/YYYY**; *Character*. Enter the date this report is completed. |
| 5 | Compliance Year |  | **YYYY**; *Character*. Enter the compliance year the report covers. |
| 6 | Biogas Producer Company ID |  | **AAAA**; *Character*. Enter the four-character*,* EPA-assigned company ID. |
| 7 | Biogas Producer Company Name |  | **AAAA…;** *Character (125 Max).* The biogas producer’s registered company name. |
| 8 | Biogas Production Facility ID |  | **AAAA;** *Character*. Enter the EPA-assigned five-character*,* facility ID. |
| 9 | Biogas Receiver Company ID |  | **AAAA**; *Character.* Enter the EPA-assigned four-charactercompany ID for the biogas closed distribution system (BCDS) RIN generator or RNG producer that receives the biogas. |
| 10 | Biogas Receiver Company Name |  | **AAAA…;** *Character (125 Max).* The company’s name who is receiving the biogas. |
| 11 | Biogas Receiver Facility ID |  | **AAAAA**; *Character.* Enter the EPA-assigned five-character facility ID for the BCDS or RNG production facility that receives the biogas. |
| 12 | Calendar Month |  | **AAA**; *Character*. Indicate the month for which the information is being reported:**JAN**: January **FEB**: February **MAR**: March**APR**: April**MAY**: May**JUN**: June**JUL**: July**AUG**: August**SEP**: September**OCT**: October**NOV**: November**DEC**: December |
| 13 | Batch number |  | **AAAAAA**; *Character*. The batch number assigned by the biogas producer identifying the biogas batch this report describes. This batch number must form a unique identifier when combined with company ID, facility and year. Please include leading zeros where applicable.  |
| 14 | Production date |  | **MM/DD/YYYY**; *Character*. Date the reported batch was produced. This should be the last day biogas is produced during the calendar month.  |
| 15 | Designated use of the batch |  | **AAA**; *Character*. Enter the three-character code representing the renewable fuel for which the biogas batch was designated to be used as a feedstock material.**CNG:** Renewable compressed natural gas**LNG:** Renewable liquified natural gas**RNG:** Renewable natural gas**BIO:** Biointermediate**OTH:** Other use (specify in field 24) |
| 16 | Batch volume (Btu HHV) | Btu HHV | **999999999**; *Number.* Production quantity of the reported batch of biogas as measured under 40 CFR 80.155.   |
| 17 | Batch volume (scf) | scf | **999999999**; *Number.* Production quantity of the reported batch of biogas as measured under 40 CFR 80.155.   |
| 18 | D-code |  | **AA**; *Character*. Enter the single-digit identifier of the D-code representing the type of renewable fuel for which the biogas was designated to be used as a feedstock material. The D-codes are:  **D3:** D3 fuel categorized as cellulosic biofuel **D4:** D4 fuel categorized as biomass-based diesel **D5:** D5 fuel categorized as advanced biofuel **D6:** D6 fuel categorized as renewable fuel **D7:** D7 fuel categorized as cellulosic diesel  |
| 19 | Biogas source |  | **AAA**; Character. Enter the three-digit code of the source of biogas for the biogas batch.**LFG:** Landfill**WWD:** Municipal wastewater treatment facility digester **AGD:** Agricultural digester**MSD:** Separated municipal solid waste digester**MXD:** Mixed digester**OTD:** Other waste digester that is not a mixed digester**OTH:** Other process (specify in field 24) |
| 20 | Digester or landfill feedstock  |  | **AAA;** *Character.* Enter the digester or landfill feedstock code of the individual feedstock used as an input into digester or landfill in the batch.**CRD: C**rop residue**MAN: M**anure**MLW: M**unicipal landfill waste**SFW: S**eparated food waste**SMS: S**eparated municipal solid waste**SYW: S**eparated yard waste**WWS: M**unicipal wastewater sludge**OTH: O**ther feedstock (specify in field 24) |
| 21 | Digester or landfill feedstock Amount |  | **999999999999;** *Number.* Enter the amount of the individual digester or landfill feedstock used in the production of the batch. |
| 22 | Digester or landfill feedstock unit of measure |  | **AAA;** *Character.* Enter the unit of measure.  **10:**     Cubic Feet **20:**     100 Cubic Feet **30:**     1,000,000 Cubic Feet **40:**     Gallon **50:**     Liter **60:**     Short Ton **70:**     Cubic Meters **80:**     Therm **90:**     Decatherm **100:**   Bushel **110:**   Wet Pounds**120:** Million Gallons Per Day**130:** Dry Pounds**140:** Pounds Volatile Solids |
| 23 | Verification status of the batch |  | **AAA;** *Character.* Enter the verification status of the batch.**10:** Verified**30:** Unverified |
| 24 | Comments |  | **AAAA…;** *Character (1000 Max).* Enter any necessary comments or recordkeeping information. Enter “NA” if there are no comments.  |

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