**RFS Independent Third-Party On-Site Audit Report (RFS2201): Instructions for Completing**

**Who must report**

* All independent third-party auditors that have conducted an on-site audit in a calendar quarter.

**Reporting requirements**

* [40 CFR 80.1451(g)(2)(vii)](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-80/subpart-M#p-80.1451(g)(2)(vii)) sets forth the reporting requirements for this form.
* Complete this form as a separate entry for each facility for which an on-site audit was conducted during the calendar quarter.
* If a report field does not apply, enter the value “NA”. **Do NOT leave any field blank**.

**Reporting deadlines**

* Independent third-party auditors must report on a quarterly basis as follows:

|  |  |  |
| --- | --- | --- |
| 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**

* 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 No. | Field Name | Units | Field Formats, Codes & Special Instructions |
| --- | --- | --- | --- |
| 1 | Report Form ID |  | **AAAAAAA**; *Character*. Enter **RFS2201**. |
| 2 | Report Type |  | **A**; *Character*. Specify if 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 |
| 3 | CBI |  | **A**; *Character*. Specify if the data contained within the report are 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 | Calendar Quarter |  | **AA;** *Character.* Enter the calendar 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) |
| 7 | Independent Third-Party Auditor Company ID |  | **AAAA**; *Character*. Enter the EPA-assigned four-character ID for the independent third-party auditor. |
| 8 | Independent Third-Party Auditor Company Name |  | **AAAA…;** *Character (125 Max)*. Enter the registered name of the independent third-party auditor. |
| 9 | Audited Party Company Name |  | **AAAA…;** *Character (125 Max)*. Enter the registered name of the audited party. |
| 10 | Audited Party Company ID |  | **AAAA.** *Character*. Enter the EPA-assigned four-digit company ID of the audited party. |
| 11 | Audited Party Facility ID |  | **AAAAA.** *Character*. Enter the EPA-assigned five-digit facility ID or reporting ID of the audited facility. |
| 12 | Date for any On-Site Audit |  | **MM/DD/YYYY**. *Date*. Enter the date for the on-site audit performed by the independent third-party auditors at the audited facility. |
| 13 | Comments |  | **AAAA...;** *Character (1000 Max).* Enter any necessary comments or recordkeeping information. Enter “NA” if there are no comments. |

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