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

**Who must report**

* All independent third-party auditors that verify RINs as of 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>).
* **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 |  | **AAAAAA**; *Character*.Enter **RFS2400** |
| 2 | Report Type |  | **A**; *Character*. 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.**O** = Original**R** = Resubmission |
| 3 | CBI |  | **A**; *Character*. Specify if the data contained within the report is claimed as Confidential Business Information (CBI) under 40 CFR Part 2, subpart B:**Y** = Confidential Business Information**N** = Non-Confidential Business Information |
| 4 | Report Date |  | **MM/DD/YYYY**; *Character*. Enter the date the original or resubmitted report is created. |
| 5 | Compliance Period Year |  | **YYYY**; *Character*. Enter the averaging/compliance year the report covers. |
| 6 | Compliance Period Quarter |  | **AA;** *Character.* Enter the 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*. Enter the registered name of the Independent Third-Party Auditor |
| 9 | Verified Producer Company Name |  | **AAAA…;** *Character*. Enter the registered name of the renewable fuel producer, biogas producer or renewable electricity generator audited under an approved QAP under 80.1469. |
| 10 | Verified Producer Company ID |  | **AAAA;** *Character*. Enter the four digit company ID of the renewable fuel producer, biogas producer or renewable electricity generator audited under an approved QAP under 80.1469. |
| 11 | Verified Producer Facility ID |  | **AAAAA;** *Character*. Enter the five digit facility ID or reporting ID of the renewable fuel production, biogas producer or renewable electricity generator facility audited under an approved QAP under 80.1469. |
| 12 | Feedstock (value) |  | **999999999999;** *Number*. Enter the total numerical value of feedstock used as an input in the production process. |
| 13 | Feedstock (unit) |  | **AAAAAA;** *Character (25 character limit)* Enter the unit of measure specific to the feedstock value. |
| 14 | Chemicals (value) |  | **999999999999;** *Number*. Enter the total numerical value of chemicals used as an input in the production process. |
| 15 | Chemicals (unit) |  | **AAAAAA;** *Character (25 character limit)* Enter the unit of measure specific to the chemicals value. If none, enter “NA”. |
| 16 | Others (value) |  | **999999999999;** *Number*. 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) |  | **AAAAAA;** *Character (25 character limit)* 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) |  | **999999999999;** *Number*. Enter the total amount of renewable fuel produced |
| 19 | Fuel or Biointermediate Produced (unit) |  | **AAAAAA;** *Character (25 character limit)* Enter the unit of measure specific to the amount of renewable fuel or biointermediate produced. |
| 20 | Co-Products (value) |  | **999999999999;** *Number*. Enter the total amount of co-products produced. |
| 21 | Co-Products (unit) |  | **AAAAAA;** *Character (25 character limit)* Enter the unit of measure specific to the co-products produced. If none, enter “NA”. |
| 22 | Waste Material (value) |  | **999999999999;** *Number*. Enter the total amount of waste material. |
| 23 | Waste Material (unit) |  | **AAAAAA;** *Character (25 character limit)* Enter the unit of measure specific to the waste material. If none, enter “NA”. |
| 24 | Other (value) |  | **999999999999;** *Number*. Enter the total amount of other substances produced not accounted for under the other outputs. |
| 25 | Other (unit) |  | **AAAAAA;** *Character (25 character limit)* Enter the unit of measure specific to other substances produced. If none, enter “NA”. |
| 26 | Purchased Electricity (value) |  | **999999999999;** *Number*. Enter the total amount of purchased electricity used as an energy input. |
| 27 | Purchased Electricity (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to purchased electricity. If none, enter “NA”. |
| 28 | Purchased Steam or Hot Water (value) |  | **999999999999;** *Number*. Enter the total amount of purchased steam or hot water used as an energy input. |
| 29 | Purchased Steam or Hot Water (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to purchased steam or hot water. If none, enter “NA”. |
| 30 | Coal (value) |  | **999999999999;** *Number*. Enter the total amount of coal used as an energy input. |
| 31 | Coal (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure to specific to coal used as an energy input. If none, enter “NA”. |
| 32 | Natural Gas (value) |  | **999999999999;** *Number*. Enter the total amount of natural gas used as an energy input. |
| 33 | Natural Gas (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to natural gas used as an energy input. If none, enter “NA”. |
| 34 | Diesel (value) |  | **999999999999;** *Number*. Enter the total amount of diesel used as an energy input. |
| 35 | Diesel (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to diesel used as an energy input. If none, enter “NA”. |
| 36 | CHP (value) |  | **999999999999;** *Number*. Enter the total amount of combined heat and power (CHP) used as an energy input. |
| 37 | CHP (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to CHP used as an energy input. If none, enter “NA”. |
| 38 | Other (value) |  | **999999999999;** *Number*. 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) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to other substance material used as an energy input. |
| 40 | Excess Electricity Generated (value) |  | **999999999999;** *Number*. Enter the total amount of excess electricity generated as an output of the production process. If none, enter “NA”. |
| 41 | Excess Electricity Generated (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to the amount of excess electricity generated. If none, enter “NA”. |
| 42 | Other (value) |  | **999999999999;** *Number*. Enter the total amount of other energy outputs not accounted for under excess electricity generated. |
| 43 | Other (unit) |  | **AAAAAA;** *Character (25 character limit).* Enter the unit of measure specific to the total amount of other energy outputs. If none, enter “NA”. |
| 44 | Comment |  | **AAA…;** *Character (500 character limit).* Optional field, enter any comments or additional information on calculations as needed. |

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