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

**Who must report**

* Generally, a biogas producer that produces biogas for use to produce a biogas-derived renewable fuel must comply with the reporting requirement found at 40 CFR § 80.150(b).

**Reporting Deadlines**

* Biogas producers must submit such information or reports on monthly biogas batches by the end of the subsequent calendar month.

**The following fields are required for domestic importers of biogas:**

• Field 9: Foreign Company ID. This field is required if the reporting party is importing biogas produced by a registered and accepted foreign company.

• Field 10: Foreign Company Name: This field is required if the reporting party is importing biogas produced by a registered and accepted foreign company.

• Field 11: Foreign Company Facility ID: This field is required if the reporting party is importing biogas fuel produced by a registered and accepted foreign company.

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*.  **RFS4100:** Form ID for the RFS Biogas Producer Batch Report. |
| 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 is being 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 submitted. |
| 5. | Report Year |  | **YYYY**; *Character*. Indicate the compliance period (year) of the report. |
| 6. | Company/Entity ID |  | **AAAA**; *Character*. Enter the four-*digit,* EPA-assigned company/entity ID. |
| 7. | Company Name |  | **AAAAAAA…;** *Character (125 Max).* The reporting party’s name (Your company name). |
| 8. | Facility ID |  | **AAAA;** *Character*. Enter the five-*digit,* EPA-assigned facility ID. |
| 9. | Foreign Company ID |  | **AAAA**; *Character.* Enter the four-*digit* EPA-assigned foreign company ID who is producing biogas for import.  **Note:** Domestic biogas producers enter “NA”. |
| 10. | Foreign Company Name |  | **AAAAAAA…;** *Character (125 Max).* The foreign company’s name who is producing biogas for import.  **Note:** Domestic biogas producers enter “NA”. |
| 11. | Foreign Company Facility ID |  | **AAAAA**; *Character.* Enter the five-*digit*, EPA-assigned foreign company’s facility ID who is producing biogas for import.  **Note:** Domestic biogas producers enter “NA”. |
| 12. | Compliance Period Code |  | **AA**; *Character*. Indicate the compliance period for which the information is being reported. Month ranges are provided below to assist in labeling quarters:  **Q1**: First Quarter (January – March)  **Q2**: Second Quarter (April – June)  **Q3**: Third Quarter (July – September) **Q4**: Fourth Quarter (October – December) |
| 13 | Batch number |  | **AAAAAA**; *Character*. The batch number assigned by the biointermediate producer identifying the biointermediate batch this report describes. This six digit batch number must form a unique identifier when combined with company ID, facility and year (e.g., 4321-54321-14-000001, 4321-54321-14-000002, etc.), as described in 40 CFR 80.1475(h). Please include leading zeros where applicable. |
| 14 | Production date |  | **MM/DD/YYYY**; *Character*. Date the reported batch was produced. |
| 15 | Designated use of the batch |  | **AAA**; *Character*. Enter the two or three character code representing the renewable fuel for which the biogas batch was designated to be used as a feedstock material. |
| 16 | Batch volume |  | **999999999**; *Number.* Production quantity of the reported batch of biogas. |
| 17 | D-code |  | **A**; *Character*. Enter the single digit identifier of the D-code representing the type of renewable fuel for which the biointermediate was designated to be used as a feedstock material. The D-codes are:    **3:** D3 fuel categorized as cellulosic biofuel  **4:** D4 fuel categorized as biomass-based diesel  **5:** D5 fuel categorized as advanced biofuel  **6:** D6 fuel categorized as renewable fuel  **7:** D7 fuel categorized as cellulosic diesel |
| 18 | Production Process |  | **AAA**; Character. Enter the three-digit code of the production process used in the biogas batch. |
| 19 | Feedstock Code |  | **AAA;** *Character.* Enter the feedstock code of the individual feedstock used in the batch. |
| 20 | Feedstock Amount |  | **999999999999;** *Number.* Enter the amount of the individual feedstock used in the production of the batch. |
| 21 | 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:**   Pounds  **120:** Million Gallons Per Day |
| 22 | Verification status of the batch |  | **AAA;** *Character.* Enter the verification status of the batch.  **10:** Verified  **30:** Unverified |
| 23 | Comments |  | **AAAAAAA...;** *Character (1000 Max). Optional.* Enter any necessary comments or recordkeeping information. |

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