

**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		<b>AAAAAAA</b> ; <i>Character</i> . <b>RFS4100</b> : Form ID for the RFS Biogas Producer Batch Report.
2.	Report Type		<b>A</b> ; <i>Character</i> . Indicate whether this is the original report or a resubmission. Submit only one Original report, submit any corrections or updates as Resubmission(s):  <b>O</b> : Original <b>R</b> : Resubmission

Field	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 being claimed as Confidential Business Information (CBI) under 40 CFR Part 2, subpart B:</p> <p><b>Y</b>: Confidential Business Information <b>N</b>: Non-Confidential Business Information</p>
4.	Report Date		<b>MM/DD/YYYY</b> ; <i>Character</i> . Enter the date the original or resubmitted report is submitted.
5.	Report Year		<b>YYYY</b> ; <i>Character</i> . Indicate the compliance period (year) of the report.
6.	Company/Entity ID		<b>AAAA</b> ; <i>Character</i> . Enter the four-digit, EPA-assigned company/entity ID.
7.	Company Name		<b>AAAAAAAA...;</b> <i>Character (125 Max)</i> . The reporting party's name (Your company name).
8.	Facility ID		<b>AAAA</b> ; <i>Character</i> . Enter the five-digit, EPA-assigned facility ID.
9.	Foreign Company ID		<p><b>AAAA</b>; <i>Character</i>. Enter the four-digit EPA-assigned foreign company ID who is producing biogas for import.</p> <p><b>Note:</b> Domestic biogas producers enter "NA".</p>
10.	Foreign Company Name		<p><b>AAAAAAAA...;</b> <i>Character (125 Max)</i>. The foreign company's name who is producing biogas for import.</p> <p><b>Note:</b> Domestic biogas producers enter "NA".</p>
11.	Foreign Company Facility ID		<p><b>AAAAA</b>; <i>Character</i>. Enter the five-digit, EPA-assigned foreign company's facility ID who is producing biogas for import.</p> <p><b>Note:</b> Domestic biogas producers enter "NA".</p>

Field	Field Name	Units	Field Formats, Codes & Special Instructions
12	Compliance Period Code		<p><b>AA</b>; <i>Character</i>. Indicate the compliance period for which the information is being reported. Month ranges are provided below to assist in labeling quarters:</p> <p> <b>Q1:</b> First Quarter (January – March)  <b>Q2:</b> Second Quarter (April – June)  <b>Q3:</b> Third Quarter (July – September)  <b>Q4:</b> Fourth Quarter (October – December)         </p>
13	Batch number		<p><b>AAAAAA</b>; <i>Character</i>. 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.</p>
14	Production date		<p><b>MM/DD/YYYY</b>; <i>Character</i>. Date the reported batch was produced.</p>
15	Designated use of the batch		<p><b>AAA</b>; <i>Character</i>. 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.</p>
16	Batch volume		<p><b>999999999</b>; <i>Number</i>. Production quantity of the reported batch of biogas.</p>

Field	Field Name	Units	Field Formats, Codes & Special Instructions
17	D-code		<p><b>A;</b> <i>Character.</i> 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:</p> <p><b>3:</b> D3 fuel categorized as cellulosic biofuel  <b>4:</b> D4 fuel categorized as biomass-based diesel  <b>5:</b> D5 fuel categorized as advanced biofuel  <b>6:</b> D6 fuel categorized as renewable fuel  <b>7:</b> D7 fuel categorized as cellulosic diesel</p>
18	Production Process		<b>AAA;</b> <i>Character.</i> Enter the three-digit code of the production process used in the biogas batch.
19	Feedstock Code		<b>AAA;</b> <i>Character.</i> Enter the feedstock code of the individual feedstock used in the batch.
20	Feedstock Amount		<b>999999999999;</b> <i>Number.</i> Enter the amount of the individual feedstock used in the production of the batch.
21	Feedstock Unit of Measure		<p><b>AAA;</b> <i>Character.</i> Enter the unit of measure.</p> <p><b>10:</b> Cubic Feet  <b>20:</b> 100 Cubic Feet  <b>30:</b> 1,000,000 Cubic Feet  <b>40:</b> Gallon  <b>50:</b> Liter  <b>60:</b> Short Ton  <b>70:</b> Cubic Meters  <b>80:</b> Therm  <b>90:</b> Decatherm  <b>100:</b> Bushel  <b>110:</b> Pounds  <b>120:</b> Million Gallons Per Day</p>
22	Verification status of the batch		<p><b>AAA;</b> <i>Character.</i> Enter the verification status of the batch.</p> <p><b>10:</b> Verified  <b>30:</b> Unverified</p>

Field	Field Name	Units	Field Formats, Codes & Special Instructions
23	Comments		AAAAAAA...; Character (1000 Max). Optional. Enter any necessary comments or recordkeeping information.

Paperwork Reduction Act Statement

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