

## RFS2 Activity Report (RFS0108): Instructions for Completing

### Who must report

- All parties who owned RINs during the reporting period, must submit this form for each calendar quarter that RINs were owned.

### Reporting requirements

- 40 CFR 80.1451(c)(2)(ii) sets forth the reporting requirements for this form.
- Complete this report as a separate entry for each corporate affiliate within a corporate affiliate group and for the overall volume for the calendar quarter.
- If a report field does not apply, enter the value "NA". **Do NOT leave any field blank.**

### Reporting deadlines

- All RIN owning parties 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		<b>AAAAAAA</b> ; <i>Character</i> . Enter <b>RFS0108</b>
2	Report Type		<b>A</b> ; <i>Character</i> . Specify if this report original or if it is being resubmitted. Submit only one original report; any corrections or updates should be marked as a resubmission. <b>O</b> : Original <b>R</b> : Resubmission
3	CBI		<b>A</b> ; <i>Character</i> . 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. <b>Y</b> : Confidential Business Information <b>N</b> : Non-Confidential Business Information

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
4	Report Date		<b>MM/DD/YYYY</b> ; <i>Character</i> . Enter the date this report was completed.
5	Compliance Year		<b>YYYY</b> ; <i>Character</i> . Enter the compliance year the report covers.
6	Company/Entity ID		<b>AAAA</b> ; <i>Character</i> . Enter the EPA assigned four-character ID for the company/entity.
7	Company Name		<b>AAAA...</b> ; <i>Character (125 Max)</i> . Enter the reporting party's name (Your company name).
8	Calendar Quarter		<b>AA</b> ; <i>Character</i> . Enter the calendar quarter under the compliance year this report covers:  <b>Q1:</b> Quarter 1 (January – March) <b>Q2:</b> Quarter 2 (April – June) <b>Q3:</b> Quarter 3 (July – September) <b>Q4:</b> Quarter 4 (October – December)
9	Compliance Basis/ Facility ID		<p><b>AAAAA</b>; <i>Character</i>. <b>Obligated Parties</b> indicate the compliance basis if aggregating or submit separate facility reports referencing individual facility ID numbers. <b>Non-Obligated Parties</b> indicate whether reporting as a renewable fuel producer/importer or as a RIN owner only.</p> <p><b>Compliance Basis:</b>  <b>AGIMP:</b> Aggregated Importer Compliance  <b>AGREF:</b> Aggregated Refiner Compliance  <b>#####:</b> Five-character EPA-assigned facility ID*  <b>EXPR:</b> Exporter Compliance  <b>PRDCR:</b> Renewable Fuel Producer or Importer  <b>RNGPR:</b> RNG Producer  <b>RNGIM:</b> RNG Importers that generate RINs for foreign RNG  <b>RNGSP:</b> RNG RIN separator  <b>OWNER:</b> RIN Owner Only</p> <p><b>*Notes:</b> 1) Include all preceding zeros in five-digit facility ID numbers. This field should only be used by obligated parties submitting separate facility reports.  2) When reporting RIN Holding Threshold information, and having multiple facilities under the facility-by-facility compliance basis, you may report RIN Holding Threshold information under one representative facility ID to reduce duplication.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
10	RIN Holding Threshold		<p><b>AAA; Character.</b> Enter the code for volume of renewable fuel or the appropriate RIN holding threshold code. Provide separate reports for volume and threshold reporting:</p> <p><u>Volume:</u></p> <p><b>VOL</b> – Indicate if end of quarter renewable fuel volume is being reported. Enter the volume in field 14. Report “NA” in fields 11, 12, and 13.</p> <p><u>RIN Holding Threshold:</u></p> <p>Indicate if the submitting party exceeded or was part of a corporate affiliate or affiliate group that exceeded the separated D6 RIN holding threshold in the quarter, as determined by the applicable calculation specified in 40 CFR 80.1435. Enter “NA” in field 14.</p> <p><b>PNO</b> – The submitting party or the submitting party’s affiliate group exceeded the primary threshold for separated D6 RIN holdings for one or more calendar days during the quarter and neither the submitting party nor affiliate group is an obligated party.</p> <p><b>POP</b> – The submitting party exceeded the primary threshold for separated D6 RIN holdings but NOT the secondary threshold for one or more calendar days during the quarter and is an obligated party or affiliated with an obligated party.</p> <p><b>SOP</b> – The submitting party or the submitting party’s corporate affiliate group exceeded the primary and secondary threshold for separated D6 RIN holdings for one or more calendar days during the quarter and is an obligated party or affiliated with an obligated party.</p> <p><b>NPS</b> – The submitting party did NOT exceed the primary or secondary separated D6 RIN holdings for any calendar day during the quarter.</p> <p><b>UNK</b> – Unknown, the submitting party did not calculate or does not have information to know if the separated D6 RIN holdings threshold was exceeded for one or more periods during the quarter.</p>

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
11	Company ID of Affiliate		<b>AAAA</b> ; <i>Character</i> . Enter the EPA assigned four-character ID for the company/entity affiliated to the submitting entity. If the affiliated entity is unregistered and has not been assigned an EPA company ID, enter "NA"
12	Company Name of Affiliate		<b>AAAA...;</b> <i>Character (1000 Max)</i> . The company name of the affiliated entity
13	Affiliation Type		<p><b>AAAAA</b>; <i>Character</i>. Enter one of the codes shown below representing the affiliation type:</p> <p><b>CORPA</b> – Corporate Affiliate as defined in 40 CFR 80.2.</p> <p><b>CONTH</b> – Contractual Affiliate as defined in 40 CFR 80.2 that delivers RINs to or takes delivery of RINs from another party.</p> <p><b>CONTP</b> – Contractual Affiliate as defined in 40 CFR 80.2 that purchases or holds RINs for another party or has another party purchase or hold RINs on its behalf, but no RINs are delivered between the parties during the reporting period.</p>
14	Comments		<b>AAAA...;</b> <i>Character (1000 Max)</i> . Enter any necessary comments or recordkeeping information. Enter "NA" if there are no comments.

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