

Forms and Instructions/User Guides

Registration and Reporting Instructions using templates or that occurs within systems; with system user guides

- Engineering Review Template - PDF and *Word (both on webpage at <https://www.epa.gov/fuels-registr>)
- OTAQ Reg (Registration System) User Guide - resources at <https://www.epa.gov/fuels-registration-repo>
- User Guide for DCFUEL in EPA's Central Data Exchange - resources at <https://www.epa.gov/fuels-registr>
- * Engineering Review Submission User Guide - see <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100VG>
- * Pathways Screening Tool at <https://www.epa.gov/renewable-fuel-standard-prog> <https://www.epa.gov>
- * Pathways Instructions at <https://www.epa.gov/renewable-fuel-standard-program/forms/renewable-fuel>
- * Attest Engagements submitted via system following general fields of prior ATTO101 <https://www.epa.gov>

Forms and Form Instructions (Form Number / Name):

- 5900-631 / RFS0107: RIN activity report
 - 5900-290 / RFS0602: RFS2 Renewable Fuel Producer Supplemental Report
 - 5900-289 / RFS0702: RFS2 Co-products report
 - 5900-293 / RFS0801: RFS2 Renewable Biomass Report
 - 5900-278 / RFS0902: Production Outlook Report
 - 5900-633 / RFS2001: Batch Verification
 - 5900-634 / RFS2101: Aggregate RIN Verification
 - 5900-635 / RFS2201: On-Site Audit Report
 - 5900-636 / RFS2301: List of Potentially Invalid RINs
 - 5900-361 / RFS2400: Mass Balance
 - 5900-529 / RFS4000: Biointermediates batch reporting
- * URF (unified reporting format) - the spreadsheet template where the above forms and instructions are

des listed; user guides are instructions for respondents (REQUESTED TO DISPLAY OMB CONTROL NUMBER):
ration-reporting-and-compliance-help/template-engineering-reviews-renewable-fuel)
orting-and-compliance-help/registration-fuel-programs
:ration-reporting-and-compliance-help/reporting-fuel-programs
C7.pdf
[/renewable-fuel-standard-program/how-submit-complete-petition-approved-pathway-renewable-fuel](#)
el-pathway-screening-tool and for Submitting a Petition at <https://www.epa.gov/renewable-fuel-standard-pr>
w/fuels-registration-reporting-and-compliance-help/how-submit-attest-engagements

entered

rogram/how-submit-complete-petition-approved-pathway-renewable-fuel

Summary			
<i>Type of Respondent</i>	<i>Total Responses per Year</i>	<i>Total Hours per Year</i>	<i>Total Cost per Year (Labor and Non-Labor)</i>
Biointermediate Producers	16,625	13,497	\$1,541,907
RIN Generators (Renewable Fuel Producers)	16,430	8,319	\$1,066,251
Biointermediate Importer	4,080	5,295	\$1,127,625
Third Parties	10	760	\$186,200
GRAND TOTAL	37,145	27,871	\$3,921,983

* Third parties are counted as respondents, but their responses/hours/\$ are assigned to the party for whom they do the work. (Purchased service providers.)
The exception is QAP providers, whose burden is shown on this line.

TOTAL NUMBER of Respondents:	892.00
Non-Labor Costs* Only - Used for OMB Inventory:	2,062,900.00

*Non-Labor Costs include capital, O&M, and purchased services. For this collection, all are purchased services. These costs are reflected in the "OMB Inventory."

Burden Calculations		
Annual Burden	Annual Time Burden (hrs)	Annual Non-Labor Cost (\$)
Reporting	18,251.00	965,300.00
Recordkeeping	9,620.00	1,097,600.00
Third-Party Disclosure	-	-
Total	27,871.00	2,062,900.00

Annual Respondent Burden and Cost by Type of Party												
Table 1 -Biointermediate Producers* -												
Information Collection Activity		Hours and Cost				Total Hours and Cost					Forms & Notes	\$ Non-Labor Costs (Purchased Services)
Citation	Activity	Standard Industry Mix Hours/Response	Clerical Only Hours/Response	Purchased Services Hours/Response	Total Cost/Response (dollars)	Number of Respondents	Number of Responses per party/year**	Total Number of Responses per Year	Total Hours/Year	Total Cost/Year (Labor and Non-Labor)		
	Reporting Activities					305.00		8,255.00	10,887.00	1,365,777.00		498,085.00
80.1416	Pathways Petition: new renewable fuels/feedstocks by biointermediate producers - assumes two respondents per year and 24 hours total per respondent petition	14.00	-	10.00	3,822.00	2.00	1.00	2.00	48.00	7,644.00	Screening tool at https://www.epa.gov/renewable-fuel-standard-program/renewable-fuel-pathway-screening-tool ; actual submission is CBP and sent via CDX. See how to submit a Complete pathway petition at https://www.epa.gov/renewable-fuel-standard-program/how-submit-complete-petition-approved-pathway-renewable-fuel	4,900.00
80.1450(b) and 40 CFR 1090.805	Registration: Initial registration of new biointermediate producers - company and facility information	2.00	-	-	196.00	30.00	1.00	30.00	60.00	5,880.00	OTAQ REG USER GUIDE	-
80.1450(b) and 40 CFR 1090.805	Registration: Initial registration of new biointermediate producers - detailed description of biointermediates and processes from registrant - 12 hours total / 3 years to annualize	4.00	-	-	392.00	30.00	1.00	30.00	120.00	11,760.00	OTAQ REG USER GUIDE	-
80.1450(b) and 40 CFR 1090.805	Registration: Initial registration of new biointermediate producers - engineering review - 66 hours total / 3 years to annualize	-	-	22.00	5,390.00	30.00	1.00	30.00	660.00	161,700.00	OTAQ REG USER GUIDE - refer to Table IV as well, as these are submitted by third party engineers on behalf of the respondents.	161,700.00
80.1450(d) and 40 CFR 1090.805	Registration: Update to existing registrations (should be uncommon since these are new registrants, in case of error, change of address)	2.00	-	1.00	441.00	3.00	1.00	3.00	9.00	1,323.00	OTAQ REG USER GUIDE	735.00
80.1450(b) and 80 CFR 1090.805	Registration: Set up account in CDX - new biointermediate producer registrants	1.00	-	-	98.00	30.00	1.00	30.00	30.00	2,940.00	OTAQ REG USER GUIDE	-

80.1450 and 80 CFR 1090.805, 80.1476, 80.1479	Registration: Updates to existing registrations to associate with third party auditor	0.50	-	-	49.00	30.00	1.00	30.00	15.00	1,470.00	OTAQ REG USER GUIDE	-
80.1450 and 80 CFR 1090.805, 80.1476, 80.1479	Registration: Updates to existing registrations to associate with QAP provider	0.50	-	-	49.00	30.00	1.00	30.00	15.00	1,470.00	OTAQ REG USER GUIDE	-
80.1451	Reporting: RFS0702 quarterly Co-Products reports for biointermediate producers	1.00	-	-	98.00	30.00	4.00	120.00	120.00	11,760.00	RFS0702	-
80.1451	Reporting: quarterly RFS4000 Biointermediate Batch Reporting for biointermediate producers	5.00	-	-	490.00	30.00	4.00	120.00	600.00	58,800.00	RFS4000	-
80.1453	Generating product transfer documents related to biointermediates	1.00	-	-	98.00	30.00	260.00	7,800.00	7,800.00	764,400.00	CBP	-
80.1464	Attest Engagements for biointermediate producers - primarily purchased services	2.00	-	45.00	11,221.00	30.00	1.00	30.00	1,410.00	336,630.00	Refer to Table IV - Third Parties as well - these are submitted by a third party auditors on behalf of these respondents; how to report attest engagements within system information is here: https://www.epa.gov/fuels-registration-reporting-and-compliance-help/how-submit-attest-engagements	330,750.00
	Recordkeeping Activities					105.00		8,370.00	2,610.00	176,130.00		-
80.1453	Initial programming of new PTD statements 12 hours total / 3 years to annualize cost	4.00	-	-	392.00	30.00	1.00	30.00	120.00	11,760.00	CBP	-
80.1453	Retention of PTDs	-	0.25	-	17.75	30.00	260.00	7,800.00	1,950.00	138,450.00	CBP	-
80.1454	General recordkeeping related to biointermediate production and transfers	-	1.00	-	71.00	30.00	12.00	360.00	360.00	25,560.00	CBP	-
80.1478	Additional requirements for foreign biointermediate producers, including signed commitments/affirmations	-	1.00	-	2.00	15.00	12.00	180.00	180.00	360.00	OTAQ REG USER GUIDE for submission of registration material and CBP	-
GRAND TOTAL						410.00		16,625.00	13,497.00	1,541,907.00		498,085.00

Notes to the Table:

*This assumes 30 biointermediate producers, of which 15 are domestic and 15 foreign; and six total pathways petitioners, TOTAL, during the three-year period of this ICR. Hourly burden is divided by three, where appropriate, in order to get annual burden. The final rule ICR greatly overestimated the number of biointermediate producers, because the universe was so difficult to know. During the first three years of this collection, fewer than 10 parties registered as biointermediate producers; far below the then-estimated universe of 240 (200 domestic, 40 foreign). Given that we now have actual registration information and experience with this program, we have adjusted the number to be in line with the known universe and projected growth from it. This renewal anticipates the possibility of additional pathways that may be approved and, with them, an increase in registrants as biointermediate producers.

** Assumes 260 days for daily R&R activities.

User Guides, pathways screening tool remain unchanged from those submitted with OMB Control Number 2060-0725.

Annual Respondent Burden and Cost by Type of Party												
Table 2 - RIN Generators - Renewable Fuels Producers that Use Biontermediates to Produce Renewable Fuel *												
Information Collection Activity		Hours and Cost				Total Hours and Cost					Forms & Notes	\$ Non-Labor Costs - Purchased Services
Citation	Activity	Standard Industry Mix Hours/Response	Clerical Only Hours/Response	Purchased Services Hours/Response	Total Cost/Response (dollars)	Number of Respondents	Number of Responses per party/year**	Total Number of Responses per Year	Total Hours/Year	Total Cost/Year		
	Reporting Activities					199.00		8,095.00	6,764.00	954,226.00		320,215.00
80.1449	RFS0902 - Annual Production Outlook Report - form amended to clarify biointermediates, but effort unchanged and number of responses unchanged (accounted for in 2060-0725)	-	-	-	-	15.00	-	-	-	-	RFS0902	-
80.1450(b) and 40 CFR 1090.805	Registration: Initial registration or update for renewable fuels producers - company and facility information	2.00	-	-	196.00	15.00	1.00	15.00	30.00	2,940.00	OTAQ REG USER GUIDE	-
80.1450(b)	Registration: Initial registration or update to detailed description of renewable fuels processes using biointermediates from registrant - 12 hours total / 3 years to annualize	4.00	-	-	392.00	15.00	1.00	15.00	60.00	5,880.00	OTAQ REG USER GUIDE	-
80.1450(b)	Registration: Initial registration or update for renewable fuels producers using biointermediates - engineering review - 66 hours total / 3 years to annualize	-	-	22.00	5,390.00	15.00	1.00	15.00	330.00	80,850.00	OTAQ REG USER GUIDE	80,850.00
80.1450(d)	Registration: Update to existing registrations (should be uncommon since these are new registrants, in case of error, change of address)	2.00	-	1.00	441.00	2.00	1.00	2.00	6.00	882.00	OTAQ REG USER GUIDE	490.00
80.1450(b) and 80 CFR 1090.805	Registration: Set up account in CDX - 40 new registrants only	1.00	-	-	98.00	15.00	1.00	15.00	15.00	1,470.00	OTAQ REG USER GUIDE	-
80.1450 and 80 CFR 1090.805	Registration: Updates to existing and new registrations to associate with third party auditor	0.50	-	-	49.00	15.00	1.00	15.00	7.50	735.00	OTAQ REG USER GUIDE	-
80.1450 and 80 CFR 1090.805	Registration: Updates to existing and new registrations to associate with QAP provider	0.50	-	-	49.00	15.00	1.00	15.00	7.50	735.00	OTAQ REG USER GUIDE	-
§80.1451(b)	Reporting: Quarterly RFS Activity Report (4x/yr.) - burden for 2 new respondents (existing respondents already fill out)	1.00	-	-	98.00	2.00	4.00	8.00	8.00	784.00	RFS0107	-
§80.1451(b)	Reporting: Quarterly RFS Renewable Fuel Producer Supplemental Report (4x/year, as needed); producers only - burden for new respondents (existing respondents already fill out)	0.50	-	-	49.00	15.00	4.00	60.00	30.00	2,940.00	RFS0602	-

§80.1451(b)	Reporting: Quarterly Co-Products Report (4x/year) - burden for new respondents (existing respondents already fill out)	1.00	-	-	98.00	15.00	4.00	60.00	60.00	5,880.00	RFS0702	-
§80.1451(b)	Reporting: Quarterly Renewable Biomass Report (4x/year) - burden for new respondents (existing respondents already fill out)	4.00	-	15.00	4,067.00	15.00	4.00	60.00	1,140.00	244,020.00	RFS0801	55,125.00
80.1452	Reporting: EMTS transactions	1.00	-	-	98.00	15.00	260.00	3,900.00	3,900.00	382,200.00	EMTS Renewable Fuels Standard User's Guide	-
80.1453	Reporting: Generated product transfer documents related to biointermediates (a)(11)(v)	0.10	-	-	9.80	15.00	260.00	3,900.00	390.00	38,220.00	CBP	-
80.1464	Attest Engagements for renewable fuel producers who use biointermediates	2.00	-	50.00	12,446.00	15.00	1.00	15.00	780.00	186,690.00	Refer to Table IV - Third Parties as well - these are submitted by a third party auditors on behalf of these respondents; how to report attest engagements within system information is here: https://www.epa.gov/fuels-registration-reporting-and-compliance-help/how-submit-attest-engagements	183,750.00
	Recordkeeping Activities					47.00		8,335.00	1,555.00	112,025.00		-
80.1453	Initial programming of new PTD statements	4.00	-	-	392.00	15.00	1.00	15.00	60.00	5,880.00	CBP	-
80.1453	Retention of biointermediate PTDS**	-	0.25	-	17.75	15.00	260.00	3,900.00	975.00	69,225.00	CBP	-
80.1453	Retention of general PTDs (2 new respondents) (existing respondents already do this)**	-	0.25	-	17.75	2.00	260.00	520.00	130.00	9,230.00	CBP	-
80.1454	General recordkeeping related to RF production and transfers (15 new respondents) (existing respondents already do this)**	-	0.10	-	7.10	15.00	260.00	3,900.00	390.00	27,690.00	CBP	-
GRAND TOTAL						246.00		16,430.00	8,319.00	1,066,251.00		320,215.00

* Assumes 15 RIN Generators, who are renewable fuels producers, during the three year period of this ICR. Of this total, This is fewer than the 90 respondents estimated with the final rule. In fact fewer than 10 have participated in the first three years of this collection.

Hourly burden is divided by three, where appropriate, to get annual burden.

** Assumes 260 business days for daily R&R activities.

Annual Respondent Burden and Cost by Type of Party												
Table III - Recordkeeping by Biontermediate Importers*												
Information Collection Activity		Hours and Cost				Total Hours and Cost					Forms & Notes	\$ Non-Labor Costs - Purchased Services
Citation	Activity	Standard Industry Mix Hours/Response	Clerical Only Hours/Response	Purchased Services Hours/Response	Total Cost/Response (dollars)	Number of Respondents	Number of Responses per party/year**	Total Number of Responses per Year	Total Hours/Year	Total Cost/Year		
	Reporting Activity					-		-	-	-		-
None.	None for these respondents.											
	Recordkeeping Activity					30.00		4,080.00	5,295.00	1,127,625.00		1,058,400.00
80.1453	Retain product transfer documents from biontermediate producer	-	0.25	-	17.75	15.00	260.00	3,900.00	975.00	69,225.00	CBP	-
80.1478	Acquire independent volume certification, retain and give to RF producer and biontermediate producer - assume two instances per month, all purchased service										CBP	1,058,400.00
GRAND TOTAL						30.00		4,080.00	5,295.00	1,127,625.00		1,058,400.00

Notes to the Table:

* Assumes 15 existing importers who will import biontermediates.

** Assumes 260 business days in a year.

Annual Respondent Burden and Cost

Table 4 - QAP Providers & Other Third Parties: assumes 20 Auditors, 10 Third Party

Information Collection Activity		Hours and Cost			
<i>Citation</i>	<i>Activity</i>	<i>Standard Industry Mix Hours/Response</i>	<i>Clerical Only Hours/Response</i>	<i>Purchased Services Hours/Response</i>	<i>Total Cost/Response (dollars)</i>
	Reporting Activities				
80.1450 and subpart I of 40 CFR part 1090	Overhead, basic information - new registrants - assumes most already registered; cost of registration is borne by primary party as part of the purchase of services - all third parties - cost and hours attributed to parties on Tables I & II	-	-	-	-
80.1450 and subpart I of 40 CFR part 1090	Set up account in CDX, EMTS - new registrants only, assumes 10% of total new	-	-	-	-
80.1450(b) and 40 CFR 1090.805	Registration: Initial registration of new biointermediate producers - engineering review - submitted on behalf of respondents on Tables I and II - costs and hours attributed to parties on Tables I & II	-	-	-	-
80.1464 and Subpart S of 40 CFR part 1090	Reporting: perform and submit attest engagement on behalf of clients - submitted on behalf of respondents on Tables I and II - costs and hours are attributed to parties on Tables I & II	-	-	-	-

80.1451(g)	Reporting: perform QAP function on behalf of clients; reporting burden for biointermediates	-	-	75.00	18,375.00
	<i>Recordkeeping Activities</i>				
80.1454	Retain records related to registration and engineering review - costs and hours are attributed to parties on Tables I & II	-	-	-	-
80.1464	Retain records related to attest engagement - costs and hours are attributed to parties on Tables I & II	-	-	-	-
80.1469	Retain records related to QAP - costs and hours are attributed to parties on Tables I & II	-	-	80.00	19,600.00
80.1478	Independent third parties who do volume certification for biointermediate importer - costs and hours attributed to parties on Table III	-	-	-	-
GRAND TOTAL					

Notes to the Table:

Only QAP providers have an hourly and dollar amount assigned, because they are regulated parties with reporting requirements. For other third parties, the hourly and dollar amount is assigned to the party for whom they perform the service.

Cost by Type of Party						
Engineers and Two (2) QAP Providers, for a total of 32 Third Parties						
Total Hours and Cost					Forms & Notes	\$ Non-Labor Only Portion of Column K - All Purchased Services for this Table
Number of Respondents	Number of Responses per party/year	Total Number of Responses per Year	Total Hours/Year	Total Cost/Year		
112.00		8.00	600.00	147,000.00		147,000.00
32.00	-	-	-	-	OTAQ REG USER GUIDE; cost attributed to party who pays for service in Tables I-III	-
3.00	-	-	-	-	OTAQ REG USER GUIDE; cost attributed to party who pays for service in Tables I-II	-
30.00	-	-	-	-	OTAQ REG USER GUIDE; cost attributed to party who pays for service in Tables I-II	-
45.00	-	-	-	-	ATT0102 and "free form report" (CBP); cost attributed to party who pays for service in Tables I-II	-

2.00	4.00	8.00	600.00	147,000.00	QAP forms 2001, 2101, 2201, 2301, 2400 - submitted by QAP providers on behalf of parties listed in Tables I-II, but collection burden is appropriately assigned to QAP provider	147,000.00
94.00		2.00	160.00	39,200.00		39,200.00
45.00	-	-	-	-	CBP; cost attributed to party wh opays for services in Tables I-II	-
45.00	-	-	-	-	CBP; cost attributed to party wh opays for services in Tables I-II	-
2.00	1.00	2.00	160.00	39,200.00	CBP; QAP providers on behalf of parties listed in Tables I-II, but burden assigned to QAP provider	39,200.00
2.00	-	-	-	-	CBP; cost attributed to party who pays for services in Table III	-
206.00		10.00	760.00	186,200.00		186,200.00

ng duties.
and whom they bill for such services.

Labor Costs				
<i>Labor Type</i>	<i>Labor Cost/hour</i>	<i>Labor + Overhead/hour^a</i>	<i>Portion attributed/hour</i>	<i>Employer Cost/hour</i>
Managerial (CEO - 11-1011)	124.47	249	0.05	12.45
Professional/Technical (Refinery Operators - 51-8093)	44.35	89	0.7	62.3
Clerical (Administrative Assistants 43-6010)	35.42	71	0.2	14.2
Legal (Lawyer 23-1011)	84.84	170	0.05	8.5
Total Employer Cost/hour				98
Purchased Services^b				245

^a Overhead is calculated to be equal to the cost of labor.

^b The cost of purchased services (for example, cost of attest auditors) is calculated at 2.5 times Employer Cost.

(we had use 2.0 previously, but increased the factor to 2.5 times the total employer cost in res)

For these estimates, the most recently available Bureau of Labor Statistics, May 2023 figures, v
For CEOs, mean compensation of 124.47 was used; see: <https://www.bls.gov/oes/current/oes>
For professional/technical, compesation of 44.35, using entry for Petroleum and Coal Product I
For clerical, mean compensation of 35.42 was used, see: <https://www.bls.gov/oes/current/oes>
For legal, mean compensation of 84.84 was used, see <https://www.bls.gov/oes/current/oes23>

the Total

ponse to industry feedback on similar ICRs)

vere used as follows:

111011.htm (accessed 2.25.2025).

Manufacturing, see: <https://www.bls.gov/oes/current/oes518093.htm> (accessed 2.25.2025).

436011.htm (accessed 2.25.2025).

1011.htm (accessed 2.25.2025).