

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

Who must report

- All biogas producers that produce biogas for use to produce a biogas-derived renewable fuel.

Reporting requirements

- [40 CFR 80.140\(b\)](#) sets forth the reporting requirements for this form.
- Complete this report as separate entries for each batch of biogas produced during the calendar month.
- For batches of biogas that use multiple feedstocks (e.g., an agriculture digester that simultaneously converts separated yard waste and animal manure), complete this report as separate entries for each feedstock using the identical information for columns 1-18, modifying information in columns 19-24 as applicable.
- If a report field does not apply, enter the value “NA”. **Do NOT leave any field blank.**

Reporting Deadlines

- Biogas producers must submit on a monthly basis as follows:

Calendar Month	Time Period Covered	Report Deadline
January	January 1 – January 31	February 28*
February	February 1 – February 28*	March 31
March	March 1 – March 31	April 30
April	April 1 – April 30	May 31
May	May 1 – May 31	June 30
June	June 1 – June 30	July 31
July	July 1 – July 31	August 31
August	August 1 – August 31	September 30
September	September 1 – September 30	October 31
October	October 1 – October 31	November 30
November	November 1 – November 30	December 31
December	December 1 – December 31	January 31

* For leap years, the time period covered for February is February 1 through February 29 and January reports are due February 29.

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	Field Name	Units	Field Formats, Codes & Special Instructions
1	Report Form ID		AAAAAAA ; <i>Character</i> . Enter RFS4100
2	Report Type		A ; <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): O : Original R : Resubmission
3	CBI		A ; <i>Character</i> . Specify if the data contained within the report are being 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. Y : Confidential Business Information N : Non-Confidential Business Information
4	Report Date		MM/DD/YYYY ; <i>Character</i> . Enter the date this report is completed.
5	Compliance Year		YYYY ; <i>Character</i> . Enter the compliance year the report covers.
6	Biogas Producer Company ID		AAAA ; <i>Character</i> . Enter the four-character, EPA-assigned company ID.
7	Biogas Producer Company Name		AAAA... ; <i>Character (125 Max)</i> . The biogas producer's registered company name.
8	Biogas Production Facility ID		AAAA ; <i>Character</i> . Enter the EPA-assigned five-character, facility ID.
9	Biogas Receiver Company ID		AAAA ; <i>Character</i> . Enter the EPA-assigned four-character company ID for the biogas closed distribution system (BCDS) RIN generator or RNG producer that receives the biogas.
10	Biogas Receiver Company Name		AAAA... ; <i>Character (125 Max)</i> . The company's name who is receiving the biogas.

Field	Field Name	Units	Field Formats, Codes & Special Instructions
11	Biogas Receiver Facility ID		AAAAA ; <i>Character</i> . Enter the EPA-assigned five-character facility ID for the BCDS or RNG production facility that receives the biogas.
12	Calendar Month		AAA ; <i>Character</i> . Indicate the month for which the information is being reported: JAN : January FEB : February MAR : March APR : April MAY : May JUN : June JUL : July AUG : August SEP : September OCT : October NOV : November DEC : December
13	Batch number		AAAAAA ; <i>Character</i> . The batch number assigned by the biogas producer identifying the biogas batch this report describes. This batch number must form a unique identifier when combined with company ID, facility and year. Please include leading zeros where applicable.
14	Production date		MM/DD/YYYY ; <i>Character</i> . Date the reported batch was produced. This should be the last day biogas is produced during the calendar month.
15	Designated use of the batch		AAA ; <i>Character</i> . Enter the three-character code representing the renewable fuel for which the biogas batch was designated to be used as a feedstock material. CNG : Renewable compressed natural gas LNG : Renewable liquified natural gas RNG : Renewable natural gas BIO : Biointermediate OTH : Other use (specify in field 24)
16	Batch volume (Btu HHV)	Btu HHV	999999999 ; <i>Number</i> . Production quantity of the reported batch of biogas as measured under 40 CFR 80.155.
17	Batch volume (scf)	scf	999999999 ; <i>Number</i> . Production quantity of the reported batch of biogas as measured under 40 CFR 80.155.

Field	Field Name	Units	Field Formats, Codes & Special Instructions
18	D-code		AA; Character. Enter the single-digit identifier of the D-code representing the type of renewable fuel for which the biogas was designated to be used as a feedstock material. The D-codes are: D3: D3 fuel categorized as cellulosic biofuel D4: D4 fuel categorized as biomass-based diesel D5: D5 fuel categorized as advanced biofuel D6: D6 fuel categorized as renewable fuel D7: D7 fuel categorized as cellulosic diesel
19	Biogas source		AAA; Character. Enter the three-digit code of the source of biogas for the biogas batch. LFG: Landfill WWD: Municipal wastewater treatment facility digester AGD: Agricultural digester MSD: Separated municipal solid waste digester MXD: Mixed digester OTD: Other waste digester that is not a mixed digester OTH: Other process (specify in field 24)
20	Digester or landfill feedstock		AAA; Character. Enter the digester or landfill feedstock code of the individual feedstock used as an input into digester or landfill in the batch. CRD: Crop residue MAN: Manure MLW: Municipal landfill waste SFW: Separated food waste SMS: Separated municipal solid waste SYW: Separated yard waste WWS: Municipal wastewater sludge OTH: Other feedstock (specify in field 24)
21	Digester or landfill feedstock Amount		999999999999; Number. Enter the amount of the individual digester or landfill feedstock used in the production of the batch.

Field	Field Name	Units	Field Formats, Codes & Special Instructions
22	Digester or landfill 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: Wet Pounds 120: Million Gallons Per Day 130: Dry Pounds 140: Pounds Volatile Solids
23	Verification status of the batch		AAA; Character. Enter the verification status of the batch. 10: Verified 30: Unverified
24	Comments		AAAA...; Character (1000 Max). Enter any necessary comments or recordkeeping information. Enter "NA" if there are no comments.

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