

Biogas Closed Distribution System– Dispensing Site Report (Report Form ID: RFS5100): Instructions for Completing

Who must report

- All biogas closed distribution system (BCDS) RIN generators that managed BCDSs for which renewable fuel was dispensed during the calendar month.

Reporting requirements

- [40 CFR 80.140\(d\)](#) sets forth the reporting requirements for this form.
- Complete this report for each fuel dispensing location and type of renewable fuel for the month.
- If a report field does not apply, enter the value “NA”. **Do NOT leave any field blank.**

Reporting Deadlines

- BCDS RIN generators must report 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 RFS5100
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.	Company/Entity ID		AAAA ; <i>Character</i> . Enter the four-character, EPA-assigned company/entity ID.
7.	Company Name		AAAA...; <i>Character (125 Max)</i> . The reporting party's name (Your company name).
8.	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
9.	Dispensing location code		AAAA...; <i>Character (125 Max)</i> . Enter the ID for the dispensing station.

Field	Field Name	Units	Field Formats, Codes & Special Instructions
10	Renewable fuel category code		AAA; Character. Enter the associated code of the renewable fuel type. Common entries include the following: 190: Renewable Compressed Natural Gas 200: Renewable Liquefied Natural Gas For other fuel categories not listed, use fuel category code values listed in https://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-codes-and-fuel-pathways-epa-moderated
11	Total volume of renewable fuel dispensed		999999999999; Number. Enter the total volume of renewable fuel dispensed.
12	Volume of renewable fuel unit of measure		AAA; Character. Enter the unit of measure. BTU: Btu LHV GAL: Gallons
13	Comments		AAAA...; Character (1000 Max). Enter any necessary comments or recordkeeping information. Enter "NA" if there are no comments.

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