

## Instructions for RFS2700: RFS Cellulosic Biofuel Producer Questionnaire

### Who must report

- Facilities that anticipate producing cellulosic biofuel eligible to generate D3 or D7 RINs at any point in the current or subsequent year may prepare and submit this data form by March 31 each year.

### Reporting requirements

- The RFS Cellulosic Biofuel Producer Questionnaire is a voluntary form. All parties that intend to generate cellulosic biofuel RINs (D3 or D7 RINs) for fuel used as a transportation fuel in the United States are welcome to complete the questionnaire.

### Reporting deadlines

- The RFS Cellulosic Biofuel Producer Questionnaire is due on an annual basis, by March 31st of each year.

### How to submit reports

- EPA maintains report templates, electronic submission procedures and additional support options at <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-fuel-programs>

### Field Instructions

Field	Field Name	Units	Field Formats, Codes & Special Instructions
1.	Report Form ID		<b>AAAAAA</b> ; <i>Character</i> . Enter <b>REPORT FORM ID: RFS2700</b>
2.	Report Type		<b>A</b> ; <i>Character</i> . Specify if the data submitted in this report is 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 is claimed as Confidential Business Information (CBI) under 40 CFR Part 2, subpart B: <b>Y</b> = Confidential Business Information <b>N</b> = Non-Confidential Business Information
4.	Report Date		<b>MM/DD/YYYY</b> ; <i>Character</i> . Enter the date the original or resubmitted report is created.
5.	Company/Entity ID		<b>AAAA</b> ; <i>Character</i> Enter the EPA-assigned four-character Company ID of the renewable fuel producer. If the company is not registered under the RFS program enter N/A

Field	Field Name	Units	Field Formats, Codes & Special Instructions
6.	Company Name		<b>AAAAA</b> ; <i>Character</i> Enter the EPA-assigned five-character facility ID of the renewable fuel producer. If the facility is not registered under the RFS program enter N/A
7.	Facility ID		<b>AAAAA</b> ; <i>Character</i> Enter the EPA-assigned five-character facility ID of the renewable fuel producer. If the facility is not registered under the RFS program enter N/A
8.	Facility Name		<b>AAAA...</b> ; Enter the reporting party's facility name (your facility name).
9.	Nameplate Capacity	Gallons	<b>999999999</b> ; <i>Number</i> Enter the nameplate capacity (annual production capacity) of the facility. If the facility produces multiple categories of fuel, enter only the volume that corresponds to cellulosic biofuel production (D3 or D7 RINs).
10.	Process Description		<b>AAAA...</b> ; <i>Character</i> Enter the name(s) of all providers of key portions of cellulosic biofuel production technology (enzymes, catalyst, pre-treatment, yeast, etc.) and a brief description of the nature of the partnership/agreement
11.	Technology Partners		<b>MM/DD/YYYY</b> ; <i>Date</i> . Enter the date that corresponds with the data reported in the fields below. Each quarterly report must include an entry for each and every day in the quarter.
12.	Construction Completion Date		<b>MM/DD/YYYY</b> ; <i>Character</i> Enter the date of mechanical completion of the facility. If a previously existing facility is being modified to enable the production of cellulosic biofuel, enter the date of mechanical completion of these modifications. If the facility is not yet mechanically complete enter the projected completion date.
13.	First Commercial Scale Fuel Production Date		<b>MM/DD/YYYY</b> ; <i>Character</i> Enter the date of the first production of commercial scale (salable) gallons of cellulosic biofuel (fuel eligible to generate D3 or D7 RINs). If commercial scale production has not yet begun entering projected date.
14.	Full Production Rate Date		<b>MM/DD/YYYY</b> ; <i>Character</i> Enter the date the facility achieved full production (nameplate) rate of cellulosic biofuel. If full production rate has not yet been achieved, enter the projected date.

Field	Field Name	Units	Field Formats, Codes & Special Instructions
15.	Date of Facility Registration		<b>MM/DD/YYYY; Character</b> Enter the date the facility completed registration under the RFS program to produce cellulosic biofuel (D3 or D7 RINs). If facility is not yet registered enter projected date.
16.	Fuel Off-take Agreements		<b>AAAA...; Character (5,000 Character Limit)</b> Enter the name(s) of any companies with which the facility has fuel off-take agreements for cellulosic biofuel, and a brief description of these agreements
17.	Additional Information		<b>AAAA...; Character (5000 Character limit)</b> Enter any information you believe would aid EPA in projecting production volumes of cellulosic biofuel from the facility not covered above

Paperwork Reduction Act Statement

The public reporting and recordkeeping burden for this collection of information is disclosed in the estimates of the individual report form instructions. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.