

Instructions for RFS0105: RFS Activity Report

Who must report

- Any party who owns RINs during a reporting period (any calendar quarter), must submit the required RFS Activity report.

Reporting requirements

- Complete this report representing all required elements calculated as a single entry for the compliance period.
- 40 CFR 80.1451(a) and (c) sets forth the additional reporting requirements (available at: http://www.ecfr.gov/cgi-bin/text-idx?SID=92f329a74300c94eb629af9882f2297a&mc=true&node=se40.19.80_11451&rgn=div8)
- Required fields and NA values** – Certain report fields or parameters may be specific to select product types. If a report field does not apply to the reported batch, enter the value “NA”. Do not leave the field blank.

Reporting deadlines

- All RIN owning parties shall report on a quarterly basis:

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

- 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		AAAAAA ; <i>Character</i> . Enter RFS0105
2	Report Type		A ; <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. O = Original R = Resubmission

Field	Field Name	Units	Field Formats, Codes & Special Instructions
3	CBI		<p>A; <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.</p> <p>Per 80.1402, no claim of business confidentiality applies to 80.1451(c)(3)(v)(1) or 80.1451(c)(3)(v)(2) (or the RIN Holding threshold reporting)</p> <p>Y = Confidential Business Information N = Non-Confidential Business Information</p>
4	Report Date		MM/DD/YYYY ; <i>Character</i> . Enter the date the original or resubmitted report is created.
5	Compliance Period Year		YYYY ; <i>Character</i> . Enter the averaging/compliance year the report covers.
6	Company/Entity ID		AAAA ; <i>Character</i> . Enter the EPA assigned four-character ID for the company/entity.
7	Company Name		AAAAAAA... ; <i>Character (125 Max)</i> . The reporting party's name (Your company name).
8	Compliance Period Quarter		<p>AA; <i>Character</i>. Enter the quarter under the compliance year this report covers:</p> <p>Q1: Quarter 1 (January – March) Q2: Quarter 2 (April – June) Q3: Quarter 3 (July – September) Q4: Quarter 4 (October – December)</p>
9	Compliance Basis/Facility ID		<p>AAAAA; <i>Character</i>. Obligated Parties indicate the compliance basis if aggregating or submit separate facility reports referencing individual facility ID numbers.</p> <p>Compliance Basis:</p> <p>AGIMP: Aggregated Importer Compliance AGREF: Aggregated Refiner Compliance #####: The five <i>Character</i> EPA-assigned facility ID* EXPRT: Exporter Compliance PRDCR: Renewable Fuel Producer or Importer OWNER: RIN Owner Only</p> <p>*Note: Please include all preceding zeros in five-digit facility ID numbers.</p>

Field	Field Name	Units	Field Formats, Codes & Special Instructions
10	RIN Holding Threshold		<p>AAA; Character. 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 §80.1435</p> <p>PNO – 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 or affiliate group is an obligated party</p> <p>POP – 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>SOP – 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>NPS – The submitting party did NOT exceed the primary or secondary separated D6 RIN holdings for any calendar day during the quarter</p> <p>UNK – 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>
11	Company ID of Affiliate		<p>AAAA; Character. 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”</p>
12	Company Name of Affiliate		<p>AAAAAAA...; Character (1000 Max). The company name of the affiliated entity</p>

Field	Field Name	Units	Field Formats, Codes & Special Instructions
13	Affiliation Type		<p>AAAAA; Character (5 Max). Enter one of the codes shown below representing the affiliation type.</p> <p>CORPA – Corporate Affiliate as defined in 80.1401</p> <p>CONTH – Contractual affiliate as defined in 80.1401 that delivers RINs to the reporting party</p> <p>CONTP – Contractual affiliate as defined in 80.1401 that purchases or holds RINs for the reporting party but does not deliver the RINs to the reporting party</p>

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.