



**RFS Independent Third Party Aggregate RIN Verification (RFS2100): Instructions for Completing**

**Who must report**

- All independent third-party auditors that verify RINs beginning on September 16, 2014.

**Reporting requirements**

- 40 CFR 80.1451(g)(2) sets forth the additional reporting requirements (available at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=354294fee688f6d54979e2638c0decf5&node=se40.17.80\\_11451&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=354294fee688f6d54979e2638c0decf5&node=se40.17.80_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**

- Independent third-party auditors shall report on a quarterly basis:

Production 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 <http://www.epa.gov/otaq/fuels/reporting/cdx.htm>.

**Field Instructions**

Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
1	Report Form ID		<b>AAAAAA</b> ; <i>Character</i> . Enter <b>RFS2100</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.



Field No.	Field Name	Units	Field Formats, Codes & Special Instructions
5	Compliance Period Year		<b>YYYY</b> ; <i>Character</i> . Enter the averaging/compliance year the report covers.
6	Compliance Period Quarter		<b>AA</b> ; <i>Character</i> . Enter the quarter under the compliance year this report covers
7	Independent Third-Party Auditor Company ID		<b>AAAA</b> ; <i>Character</i> . Enter the EPA assigned four-character ID for the Independent Third Party Auditor.
8	Independent Third-Party Auditor Company Name		<b>AAAA...</b> ; <i>Character</i> . Enter the registered name of the Independent Third-Party Auditor
9	D-Code		<b>AA</b> ; <i>Character</i> . Enter the two digit D-code of the verified batch.  <b>D3:</b> Cellulosic Biofuel <b>D4:</b> Biomass-based diesel <b>D5:</b> Advanced biofuel <b>D6:</b> Renewable Fuel <b>D7:</b> Cellulosic diesel
10	Total RINS Verified at Start of Quarterly Compliance Period		<b>999999999999</b> ; <i>Number</i> . Enter the total compliance period RINs verified at the start of the quarter by D-code.
11	Total RINS Verified During Quarterly Compliance Period		<b>999999999999</b> ; <i>Number</i> . Enter the total compliance period RINs verified during the quarter by D-code.
12	Cumulative RINS Verified		<b>999999999999</b> ; <i>Number</i> . Enter the cumulative total number of compliance period RINS verified by the end of the compliance period quarter.

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.