

## **RFS2 Production Outlook Report for RIN Generators and Importers Tutorial**

### **Introduction**

This tutorial is intended to help registered, RIN-generating renewable fuel producers and importers complete their annual Production Outlook reports to comply with the Renewable Fuel Standard.

Renewable fuel producers who are not registered and accepted in the RFS2 program may choose to submit this report on a voluntary basis.

### **Production Outlook Report**

The Production Outlook Report is due on June 1st each year and provides the types, volumes, and associated RIN quantities expected to be produced or imported at a given facility.

Per 40 CFR Part 80 §1449, registered renewable fuel producers and importers are required to estimate monthly totals of fuel volume and RINs for the next calendar year, and yearly totals for five years in the future.

In the Production Outlook Report, parties do not report any actual fuel volumes or RINs that have been produced in the past - only projections for the future.

If you are not yet registered with EPA's Office of Transportation and Air Quality in the RFS2 program, you may elect to submit this report voluntarily. You should use a company ID of '9999.'

There are a few things to note about this report before you get started. The most common mistake is entering too few rows of data.

You must enter two rows of data - one for fuel volume and one for RINs - for *each* feedstock/production process combination for *each* facility.

All feedstocks are reported on separate rows regardless of the D-code, and you must report the feedstocks for each facility in the organization.

In addition, only the *first* projected year needs to be reported by month; subsequent years only require an estimate of yearly totals.

Finally, be sure that you use the latest list of Reporting Codes and Fuel Pathways. The report instructions do not include new reporting codes and fuel pathways.

The most up-to-date list can be found on the EMTS Documents web page.

Click Next to continue.

### **Unified Report Form**

To complete the Production Outlook Report, also known as the RFS0901, first you must download and save the Unified Report Form from the Reporting web page of EPA's Fuels Programs website.

Previous versions of the RFS0901 reporting form will not be accepted.

The Unified Report Form, which was released in May 2012, provides instant feedback on the formatting of your data submission.

It also allows you to submit all Title 40 CFR Part 80 reports on one worksheet.

Keep in mind that it does not assess the accuracy of the values or mathematical checks, nor does it indicate regulatory thresholds.

The Unified Report Form works best with Microsoft Excel version 2007 and later versions. You may use this form with earlier versions of MS Excel, but the form will not provide feedback on data reporting.

For more information on this form, see the Unified Report Form tutorial.

Click Next to continue.

### **Enable Editing**

When you open the Unified Report Form, it may display in "Protected View," which will be indicated in a highlighted bar at the top of the screen.

Click the "Enable Editing" button to continue.

### **Instructions Tab**

Next, carefully read the instructions on the first tab of the worksheet, and then click the Common Errors & Other Tips tab to continue.

## **Common Errors & Other Tips Tab**

Carefully read the information on this tab, and then click the Unified Report Form tab to continue.

## **Unified Report Form Tab**

The first five rows of the spreadsheet contain the form's identifying information and a link to the RFS reporting web page. To select a specific report, click the blue cell in Row 6.

### **Select Report I**

Then, click the drop-down arrow in the bottom right corner of the cell.

### **Select Report II**

Then, select "RFS0901" from the list.

### **Auto-populate**

When a report is selected, the columns in Row 6 of the worksheet will automatically populate.

Also, the report form instructions in Row 5 of the worksheet will change to the URL of the specific instructions document for RFS0901.

Click this link to open the instructions.

### **Report Form Instructions**

This document provides specific instructions for each field of the report, including which codes to enter and in what format.

Click Next to continue.

### **Columns 1 through 13**

Columns 1 through 13 of the RFS0901 are shown here. The data in these columns include information about the report, the company, and the feedstocks.

Column 9 indicates whether the row contains volume or RIN quantity information.

Remember, you must enter separate rows for the estimated fuel volume and RIN quantity. Also, you must enter each feedstock for each facility on a separate row.

So, for each facility, there should be one pair of rows (RINs and volume) for each feedstock/production process combination.

For example, a biodiesel producer that uses canola and transesterification at three facilities would enter six rows of data.

Click the right arrow on the horizontal scroll bar to continue.

### **Columns 14 through 21**

Columns 14 and 15 contain information about the feedstocks and processes.

Beginning in Column 16, you must report your estimated volume or RIN quantity information for January of the next calendar year.

For instance, if you are submitting the report on June 1, 2012, then Column 16 will contain estimates for January 2013.

Click the right arrow on the horizontal scroll bar to continue.

### **Columns 22 through 27**

Columns 22 through 27 are for reporting monthly estimates for the next calendar year.

Click the right arrow on the horizontal scroll bar to continue.

### **Columns 28 through 31**

Beginning in Column 28, enter the *yearly* volume and RIN quantity estimates for the next four years.

In our example, because you are submitting this report in 2012, you would estimate renewable fuel volume and RINs for the years 2014, 2015, 2016, and 2017.

Click the right arrow on the horizontal scroll bar to continue.

### **Columns 32 through 39**

The final columns - 32 through 39 - are only required if the facility will undergo an expansion in the next five calendar years.

Reporting parties must report any planned expansions for the next five calendar years, including the strategic planning, front-end engineering planning, permitting, procurement, construction, and start-up dates.

In addition, you are required to report any capital commitments toward future projects.

If no expansion is planned, enter "NA" in each of these columns.

Now we will begin entering data into the form.

Click the left arrow on the horizontal scroll bar to continue.

### **Report Name - Column 1**

In the first column, you simply type the name of the report that is displayed in Row 6. You do not need to enter hash signs before the report name.

Click Next to continue.

### **Report Type - Column 2**

The required information has now been entered.

When you tab to the next cell, the first cell that you entered will turn green if the information matches the selected report, and the required cells in that row will turn red to indicate that you must enter data in those columns.

In Column 2, you must indicate whether this is an Original submission ("O") or a Resubmission ("R").

Click Next to continue.

### **CBI - Column 3**

As you can see, when "O" is entered in the cell in Column 2 it turned from red to green.

In the third column, you should enter "Y" if the data contained in the report is being claimed as Confidential Business Information or "N" if it does not contain CBI.

In this example, we are going to enter invalid information.

Click Next to continue.

### **Formatting Error**

This time the cell remained red, which indicates a formatting error.

Click Next to continue.

### **Conclusion**

When the data is corrected to "N," the cell turns from red to green. Continue entering data in each of the red cells using the reporting instructions located at the URL in Row 5 of the spreadsheet.

When you have completed the form, it should contain no red cells. If you submit the form with errors, EPA will not accept the submission and you will be asked to resubmit.

To submit the form, first save the form to your local computer. Then, refer to the submission instructions on the Fuels Programs Reporting web page.

Thank you for viewing the Production Outlook Report tutorial. This concludes the tutorial.