
National Renewable Fuel Standard Program Recordkeeping

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Office of Transportation and Air Quality
US Environmental Protection Agency



Recordkeeping

- I. Obligated Parties
- II. Renewable Fuel Producers
- III. Importers
- IV. Grandfathered Facilities
- V. RIN Owners
- VI. Producers Generating RINs for Biogas or Electricity From Renewable Biomass

I. What Records Must Obligated Parties Keep?

- PTDs for activities involving renewable fuel or separated RINs
- Copies of all reports submitted to EPA
- Records related to all RIN transactions:
 - RINs owned, purchased, sold, separated, retired or reinstated
 - Parties involved in each transaction
 - Date of transfer of RINs
 - Any additional information
- Records related to use of RINs for compliance:
 - Methods/variables used to calculate RVO
 - List of RINs used for compliance
 - Any additional information
- Records related to RIN separation

II. What Records Must Renewable Fuel Producers Keep?

- PTDs for transferred renewable fuel or separated RINs
- Copies of reports submitted to EPA
- Records on generation and assignment of RINs
 - Batch volume and number; RINs assigned; batches by renewable fuel type; type and quantity of co-products, feedstocks, process heat fuel; feedstock energy calculations; date of production; lab analysis results; commercial documents.
- Records on RIN transactions
 - RINs owned, purchased, sold, retired or reinstated; the parties involved in each transaction; date of transaction; any other details.
- Records relating to production, importation, ownership, sale or use of any volume of neat fuel
- Copies of registration documents
- Renewable biomass records

What Records Must Renewable Fuel Producers Keep? (continued)

- Renewable biomass:
 - Producers must maintain records for all feedstock purchases and transfers that are sufficient to show:
 - the feedstocks meet the definition of renewable biomass
 - the feedstocks come from approved land, where applicable
 - Producers using planted crops and crop residue from existing U.S. agricultural lands are subject to the aggregate compliance approach
 - Producers need not keep records concerning these feedstocks until EPA makes a finding that the 2007 baseline amount of agricultural land has been exceeded

Planted Crops and Crop Residue from Agricultural Land

- From U.S. agricultural land:
 - These feedstocks are covered by the aggregate compliance approach and producers using these feedstocks need not keep records at this time
- From non-U.S. agricultural land:
 - Producers using these feedstocks must keep records that serve as evidence that the land from which the feedstock was obtained was cleared or cultivated prior to December 19, 2007 and actively managed or fallow, and nonforested on December 19, 2007.
 - The records must be provided by the feedstock producer, traceable to the land in question, and consist of at least one of the following documents:
 - Sales records for planted crops, crop residue, or livestock; purchasing records for fertilizer, weed control, or reseeded, including seeds, seedlings, or other nursery stock.
 - A written management plan for agricultural purposes; documentation of participation in an agricultural program sponsored by a Federal, state, or local government agency.
 - Documentation of land management in accordance with an agricultural product certification program.
 - Producers must also maintain all the following records to verify the location where these feedstocks were produced:
 - Maps or electronic data identifying the boundaries of the land where each type of feedstock was produced.
 - BOLs, PTDs, or other commercial documents showing the quantity of feedstock purchased from each area identified above, and showing each transfer of custody of the feedstock from the location where it was produced to the renewable fuel production facility.

Planted Trees and Tree Residue from Tree Plantations

- Producers using these feedstocks must maintain records that serve as evidence that the land from which the feedstock was obtained was cleared prior to December 19, 2007 and actively managed on December 19, 2007
 - The records must be provided by the feedstock producer, traceable to the land in question, and consist of at least one of the following documents:
 - Sales records for planted trees or tree residue; purchasing records for fertilizer, weed control, or reseedling, including seeds, seedlings, or other nursery stock.
 - A written management plan for silvicultural purposes; documentation of participation in an silvicultural program sponsored by a Federal, state, or local government agency.
 - Documentation of land management in accordance with a silvicultural product certification program, an agreement for land management consultation with a professional forester that identifies the land in question.
 - Evidence of the existence and ongoing maintenance of a road system or other physical infrastructure designed and maintained for logging use, together with one of the aforementioned documents.
 - Producers using these feedstocks must also maintain all the following records to verify the location where these feedstocks were produced:
 - Maps or electronic data identifying the boundaries of the land where each type of feedstock was produced
 - BOLs, PTDs or other commercial documents showing the quantity of feedstock purchased from each area identified above, and showing each transfer of custody of the feedstock from the location where it was produced to the renewable fuel production facility.

Slash and Pre-commercial Thinnings from Forestland & Biomass from Areas at Risk of Wildfire

- Producers using these feedstocks must keep documents associated with feedstock purchases and transfers that identify where the feedstocks were produced and are sufficient to verify that feedstocks used are renewable biomass.
- Producers must also maintain all the following records to verify the location where these feedstocks were produced:
 - Maps or electronic data identifying the boundaries of the land where each type of feedstock was produced.
 - BOLs, PTDs or other commercial documents showing the quantity of feedstock purchased from each area identified above, and showing each transfer of custody of the feedstock from the location where it was produced to the renewable fuel production facility.

Separated Yard or Food Waste and Separated MSW

- Producers using these feedstocks must keep the following records:
 - For separated yard or food waste:
 - Documents demonstrating the amounts, by weight, purchased of separated yard and food waste for use as a feedstock in producing renewable fuel
 - Such other records as may be requested by the Administrator.
 - For separated MSW:
 - Contracts and documents memorializing the sale of paper, cardboard, plastics, rubber, textiles, metals, and glass separated from municipal solid waste for recycling.
 - Documents demonstrating the amounts by weight purchased of post-recycled separated yard and food waste for use as a feedstock in producing renewable fuel
 - Such other records as may be requested by the Administrator.

Other Types of Renewable Biomass

- Includes animal waste material and byproducts and algae.
- Producers using these feedstocks must have documents from their feedstock supplier certifying that the feedstock qualifies as renewable biomass as defined in §80.1401, describing the feedstock and identifying the process that was used to generate the feedstock.

Alternative Renewable Biomass Tracking

- Renewable fuel producers or importers may use the alternative renewable biomass tracking provisions in Section 80.1454(h) in lieu of the provisions described in the previous slides
- The alternative provisions include:
 - Hiring an independent third party to conduct an annual compliance survey consisting of feedstock audits for a representative sample of renewable fuel producers, importers, and feedstock suppliers
 - Compliance survey plan must be approved by EPA in advance
 - Submitting a report to EPA concerning the survey

III. What Records Must Importers Keep?

- RIN-generating importers must keep the following records:
 - PTDs
 - Copies of reports submitted to EPA
 - Records on generation and assignment of RINs
 - Records on RIN transactions
 - Records relating to neat fuel
 - Copies of registration documents
 - Renewable biomass records (if generating RINs), as described in previous slides

IV. Grandfathered Facilities

- In addition to the other recordkeeping requirements described in previous slides, facilities exempt from the 20% GHG threshold must keep these records:
 - Detailed engineering plans for the facility
 - Preconstruction approvals or permits
 - Procurement and construction contracts and agreements

V. RIN Owners

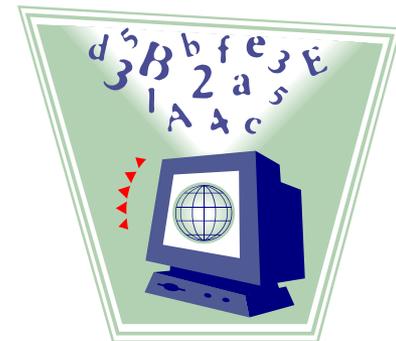
- Any party that owns RINs that is not an obligated party or renewable fuel producer must keep these records:
 - PTDs associated with renewable fuel or separated RIN transfers
 - Copies of all reports submitted to EPA
 - Records related to RIN transactions
 - Records related to RINs separated for neat fuel used as such

VI. Producers Generating RINs for Biogas or Electricity From Renewable Biomass

- Producers generating RINs for biogas or renewable electricity used as transportation fuel, or using process heat from biogas to generate RINs must keep:
 - Contracts and other documents memorializing the sale and transfer of title of biogas or renewable electricity for use as transportation fuel or for use of biogas for use as process heat for transportation fuel
 - Documents showing volume and energy content of biogas
 - Affidavits from biogas or renewable electricity producer and all title-holding parties that it was delivered to a transportation fueling facility
 - The producer's Compliance Certification from Title V of the Clean Air Act
 - Any other records requested by the Administrator



Questions?



- For Additional information:

<http://www.epa.gov/otaq/fuels/renewablefuels/index.htm>

- Includes Factsheets
- RFS2 Rulemaking Package
 - Preamble
 - Regulations
 - Regulatory Impact Analysis
- Links to Other Information
- Frequently Asked Questions

- Send new questions to: EPAFuelsPrograms@epa.gov