HFC Report Submission Calendar

The EPA has established timing requirements for reporting under the HFC Allocation Rule as outlined below.

Some reports follow a schedule with precise due dates that recur each Control Period. The Control Period covers one calendar year and is divided into three-month quarters. Entities may need to report activities and information from one or more quarters, depending on the report type. The quarters are organized as follows:

- 1st Quarter: January 1 – March 31
- 2nd Quarter: April 1 – June 30
- 3rd Quarter: July 1 – September 30
- 4th Quarter: October 1 – December 31

Control Period Reporting Calendar

Due Date	Report Name	Period	Reporting Coverage
January 31	• Application-specific Biannual Report	Quarters 3-4	July 1–December 31[c]
February 14	• Producer Quarterly Report[a,b] • Importer Quarterly Report • Exporter Quarterly Report • Reclamation Quarterly Report • Fire Suppressant Recycler Quarterly Report	Quarter 4	October 1–December 31[c]
	• HFC Process Agent Annual Report • HFC Second Party Transformation and Destruction Annual Report • HFC End-of-Year Inventory Annual Report	Quarters 1-4	January 1–December 31[c]
May 15	• Producer Quarterly Report • Importer Quarterly Report • Exporter Quarterly Report • Reclamation Quarterly Report • Fire Suppressant Recycler Quarterly Report	Quarter 1	January 1–March 31
July 31	• Application-specific Biannual Report and Application	Quarters 1-2	January 1–June 30
August 14	• Producer Quarterly Report • Importer Quarterly Report • Exporter Quarterly Report • Reclamation Quarterly Report • Fire Suppressant Recycler Quarterly Report	Quarter 2	April 1–June 30
November 14	• Producer Quarterly Report • Importer Quarterly Report • Exporter Quarterly Report • Reclamation Quarterly Report • Fire Suppressant Recycler Quarterly Report	Quarter 3	July 1–September 30

[a] Quarter 4 report contains an additional section for reporting on the inventory held at the close of the previous calendar year.
[b] Quarter 4 report contains an additional section for reporting annual data on HFC-23 emissions for the previous calendar year.
[c] Report covers activities that took place during the previous calendar year.

Some reports are not submitted according to the above calendar. Rather, their due dates depend on the type of report or timing of the activity being reported on. One-time reports and ad hoc reports fall under this category. See next page for additional deadlines.

Other Reporting Deadlines

Due Date	Report Name
May 1, 2022, or within 120 days of the date of first activity/use, whichever is later	• Producer One-Time Report • Destruction One-Time Report • Transformation One-Time Report • Process Agent Use One-Time Report
November 15 of the year prior to the calendar year in which a company allocated allowances intends to import HFCs, or within 15 days of receiving a non-objection notice for conferral of application-specific allowances or for inter-company transfer of consumption allowances	• HFC Importer of Record Report
October 1 of the year prior to the calendar year in which transferred allowances would be usable	• International Transfers Report
May 31 of the year following the compliance period	• Third-Party Audit Report
At least 30 days before the shipment is to arrive at a U.S. port	• Petition to Import HFCs for Transformation or Destruction
At least 30 working days before the shipment is to leave the foreign port of export	• Petition to Import Used HFCs for Destruction
At least 30 working days before the shipment is to leave the foreign port of export	• Transhipment Notification
Within 10 working days after the shipment is exported from the United States	
As needed	• Conferral of Allowances Report • Inter-Company Transfers Report • Sale or Conveyance Report • Request for Additional Consumption Allowances Report

To ask a question about these deadlines and requirements, please **complete this form** or email **HFCAllocation@epa.gov**.