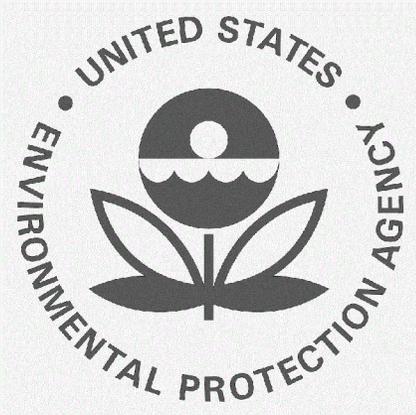


Job Aid



How to Approve the QAP Association Request as Renewable Fuel Producer / Biointermediate Producer

This job aid is designed to provide a high-level overview of the process for approving a QAP Company request to associate to a Renewable Fuel Producer in OTAQREG.

Before you begin:

1. You must have a Central Data Exchange (CDX) account
2. You must be logged into the CDX OTAQREG program service
3. You must be the RCO of an active company registered with either the Renewable Fuel Producer or the Biointermediate Producer business activity with at least one facility and a registered pathway
4. You must have a pending request for association submitted by a QAP provider

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

<https://www.epa.gov/fuels-registration-reporting-and-compliance-help>

How to Approve the QAP Association Request as Renewable Fuel Producer / Biointermediate Producer

1. Under **My Requests**, click on the **Request ID** that corresponds with the Request Type 'Update QAP Association'
 - ❖ If you do not see an Update QAP Association request, contact your QAP provider.
2. Review the **QAP Association Request Information**
3. Click **Add Facility/Pathway**

NOTE:

You must add a facility and pathway.

If you click **Sign and Approve** without adding a facility and pathway, a warning will appear.

You will not be able to submit the request until you complete this step.

Steps continue on next slide...

The screenshot displays the 'My Requests' interface. At the top, there are tabs for 'Pending', 'Withdrawn', and 'Rejected'. Below these, a search bar and a 'Show 10 entries' dropdown are visible. A table lists requests with columns for Request ID, Request Type, Request Subject, Submitted By, Date Last Updated, and Status. The first entry is highlighted with a yellow box and a circled '1', showing Request ID 'FAC-25707', Request Type 'Update Facility', Request Subject 'Biointermediate Company - 1597', Submitted By (redacted), Date Last Updated '05/10/2022', and Status 'Awaiting RCO Signature'. Below the table, a 'QAP Association Request Information' modal is open, highlighted with a yellow box and a circled '2'. It contains 'Request Information' with fields for Request ID (QAP-25736), Request Type (Update QAP Association), Request Status (Awaiting RCO Signature), Company Name (The Best Renewable Fuel Co [1562]), Submission (Initial), Created On (05/11/2022), Modified On (05/11/2022), Requestor ID (redacted), and Requestor Name (redacted). Below this, the 'Associated Fuel Pathways' section is shown, highlighted with a yellow box and a circled '3'. It contains a blue informational box stating: 'The list of facility/pathway combinations to be approved is shown below. To add facility/pathway combinations, use the "Add Facility/Pathway" button'. Below this is a table with columns: Facility Name(ID), Pathway, QAP Service Begin, QAP Service End, and Action. The table is currently empty, displaying 'No Facilities Uploaded' and 'Showing 0 to 0 of 0 entries'. A blue 'Add Facility/Pathway' button is located at the bottom right of this section.

You must add at least one Associated Fuel Pathway.

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4. Select the **Facility**
5. Select the **RFS Pathway**
6. Select the appropriate **start date**
 - ❖ An end date may be selected but is not required
7. Click **Add Selected**

NOTE:

If you have additional facilities or pathways, repeat steps 3 – 7.

Steps continue on next slide...

Add Facility/Pathway

Only pathways which are both available for the selected facility and approved for QAP auditor will be available for selection

Select Fuel Pathway

4 **Select Facility:** *
MELISSA RENEWABLES, LLC

5 **Select RFS Pathway:** *
Fuel Code:20/ Process Code:12/Feedstock Code:9/Fuel Type:D5

6 **Provide a start date** *
06/01/2022

Provide an end date

7 **Add Selected**

Cancel

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- 8. Click Sign and Approve
- 9. Click Accept
- 10. Use the eSignature Widget to sign the request

Associated Fuel Pathways

The list of facility/pathway combinations to be approved is shown below. To add facility/pathway combinations, use the "Add Facility/Pathway" button

Facility Name(ID)	Pathway	QAP Service Begin	QAP Service End	Action
MELISSA RENEWABLES, LLC	Fuel Code:20 Process Code: 12 Feedstock Code:9 Fuel Type: D5	06/01/2022	None	Delete

Showing 1 to 1 of 1 entries

Add Facility/Pathway

Request History

Show 10 entries Filter History

Date/Time	Description
05/11/2022 4:33 PM	Request Status changed from NONE to Draft by RCOLINDA.
	Request Status changed from Draft to Awaiting RCO Signature by RCOLINDA.

Previous 1 Next

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

9 Accept Decline

10 eSignature Widget

1. Authentication

Log into CDX

User:
DEMOUSER

Password:
.....

Show Password

2. Verification

Question:
What is your favorite movie?

Answer:
.....

Show Answer

Correct Answer

3. Sign File

Sign

8 Edit Request Cancel Request Sign and Approve