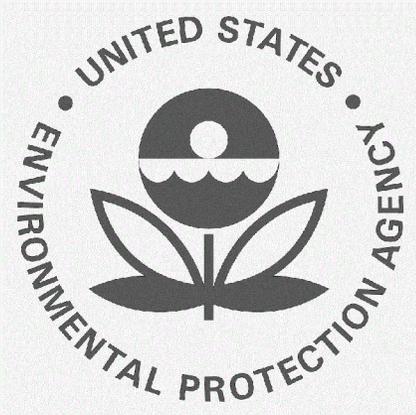


Job Aid



How to Associate Your QAP Company to a Renewable Fuel Producer / Biointermediate Producer

This job aid is designed to provide a high-level overview of the process for associating a QAP Company to a ___ in OTAQREG so that you can start using the new functionality as quickly as possible.

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 a registered user associated to your QAP company and have created an EPA-approved company pathway-specific plan to include the pathway intending to be quality-assured

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 Associate Your QAP Company to a Renewable Fuel Producer / Biointermediate Producer

1. Click on the Company ID
2. Select **Manage QAP Associations**
3. Click **Create New QAP Association**

My Companies

Show 10 entries Filter Companies: 1602

Company ID	Company Name	Address	My Roles
1602	QAP Company - Test	123 Main St, Fairfax, VA 22030, US	<ul style="list-style-type: none">RCOCompany Editor

Previous 1 Next

- View Company Information
- Edit Roles
- Manage User Associations
- Edit Company Information
- Edit Program Types and Activities
- Manage QAP Associations
- Manage Quality Assurance Plans
- RCO Update Request

QAP Associations for QAP Company - Test [1602]

Show 10 entries Filter Associations

Company Name (ID)	Facility Name (ID)	Pathway	QAP Service Begin	QAP Service End
No QAP Associations To Display				

Showing 0 to 0 of 0 entries Previous Next

Back Create New QAP Association

Steps continue on next slide...

How to Associate Your QAP Company to a Renewable Fuel Producer / Biointermediate Producer (cont.)

4. Search for the company using any of the following available fields
 - Company ID
 - Company Name
 - Street Address (1 and 2)
 - City
 - State/Province
 - Postal Code
 - Country

5. Click **Search**

6. Click **Select**

NOTE:

Company information can be found on the **Part 80: EPA Fuel Programs Registered Company/Facility ID List** found on <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/registered-companies-and-facilities-part-80-fuel>

Steps continue on next slide...

Company Name and Location

4

Company ID:

Company Name

Street Address:

Street Address (Line 2):

City: State/Province:

Postal Code: Country:

5

Search Results

Show entries Filter Companies

Company Id	Company Name	Address	Actions
1562	The Best Renewable Fuel Co	5870 Trinity Pkwy Centreville, VA 20120	6 <input type="button" value="Select"/>

Showing 1 to 1 of 1 entries Previous Next

How to Associate Your QAP Company to a Renewable Fuel Producer / Biointermediate Producer (cont.)

7. Review the **Submit QAP Association Request** details
8. Enter information into the **Instructions to Fuel Company**
9. Click **Upload Files** and upload an affidavit certifying that the QAP provider meets the requirements in 80.1471(b)
 - ❖ You can specify facilities and pathways for which you are planning to provide QAP services.

Steps continue on next slide...

7

Submit QAP Association Request

Request Information

Request ID: QAP-25736 Created On: 05/11/2022
Request Type: Update QAP Association Modified On: 05/11/2022
Request Status: Draft Requestor ID: RCOLINDA
Company Name: QAP Company - Test [1602] Requestor Name: Linda Kim
Submission: Initial

My Approved Fuel Pathways

The fuel pathways that your company has been approved to quality assure are shown below.

Show 10 entries Filter Pathways

Fuel	Process Code	Feedstock Codes	Renewable Fuel Type
Biodiesel (EV 1.5)	Biointermediate - biodiesel distillate bottoms	biodiesel distillate bottoms	Advanced Biofuel
Cellulosic Heating Oil	Cellulosic Production Process	Cellulosic Biomass -- Separated Food Wastes	Cellulosic Diesel

Showing 1 to 2 of 2 entries Previous 1 Next

8

Instructions to Fuel Company

Please provide instructions for the RCO on which pathways your company will QAP.

Test comment

9

Affidavit

Use the button below to upload the affidavit as described in the paragraphs 80.1471(b).

Upload Files

How to Associate Your QAP Company to a Renewable Fuel Producer / Biointermediate Producer (cont.)

11. Click **Save and Submit to Fuel Producer**

NOTE:

The request will go to the fuel producer company's RCO. Once their RCO has signed and approved the request, the association will become active in OTAQREG.

The screenshot displays a 'Request History' section with a table of entries. The table has two columns: 'Date/Time' and 'Description'. A single entry is shown with the date '05/11/2022 4:33 PM' and the description 'Request Status changed from NONE to Draft by RCOLINDA.'. Below the table, there are navigation buttons: 'Previous', '1', and 'Next'. At the bottom right of the interface, there are two buttons: 'Cancel Request' and 'Save and Submit to Fuel Producer'. The 'Save and Submit to Fuel Producer' button is highlighted with a yellow border and a callout bubble containing the number '11'.

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Cancel Request Save and Submit to Fuel Producer