

Job Aid



How to Register a Biointermediate Producer with an Associated Feedstock Aggregator

This job aid is designed to provide a high-level overview of the process for submitting a Company Program Type update request for a Biointermediate Producer with an associated Feedstock Aggregator 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 have the Company Editor role in OTAQREG on behalf of the company for which you intend to perform this task
4. Your company must be registered with business activity Initial Registration Submissions

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>

Overview:

- [Update Company Program Type](#)
- [Facility Registrations: Add Facility](#)
- [Facility Registrations: Biointermediate Products](#)
- [Facility Registrations: Feedstock Aggregator](#)

Update Company Program Type

- ❖ The following steps assume that your company is registered under the Initial Registration Submissions business activity.

If your Biointermediate Producer company is not yet registered, you must first register as Initial Registration Submissions. You may reference the below job aid for more step-by-step instructions:

How to Register a New Company as an Initial Registration Submission :

<https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockkey=P10168R4.pdf>

1. Click the **Company ID**
2. Select **Edit Program Types and Activities**

Steps continue on next slide...

The screenshot shows a web interface titled "My Companies". At the top left, there is a "Show 10 entries" dropdown. At the top right, there is a "Filter Companies:" search box. Below this is a table with the following columns: "Company ID", "Company Name", "Address", and "My Roles". The first row of the table has a "2220" in the "Company ID" column, "Company ABC" in the "Company Name" column, "1200 ABC St, Fairfax, VA 22030, US" in the "Address" column, and a list of roles: "EMTS RFS Viewer", "Company Editor", and "RCO". A dropdown menu is open from the "2220" cell, listing several options: "View Company Information", "Edit Roles", "Manage User Associations", "Edit Company Information", "Edit Program Types and Activities" (which is highlighted with a yellow box), "Manage Facilities", "QAP Associations", "Manage Reports", and "RCO Update Request". At the bottom right of the table, there are "Previous", "1", and "Next" buttons.

Business Activities

- 3. Answer **No** to question “Are you required to submit Engineering Reviews (ER) via ER Webform and/or documents via DCFuels in order to register your company activities?”

NOTE:

This question is only answered Yes for the purpose of registering a company under business activity “Initial Registration Submissions”.

- 4. Answer **Yes** to question “Do you produce, import, export, provide feedstocks for, or otherwise handle Renewable Fuel or Biointermediate Products as defined under the Renewable Fuel Standard Program?”

Steps continue on next slide...

Program Type and Business Activities

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Are you required to submit Engineering Reviews (ER) via ER Webform and/or documents via DCFuels in order to register your company activities? If you have already had your company activated, select No and select the appropriate company type below. Yes No

Are you an independent third party that will conduct audits of renewable fuel production under the Quality Assurance Plan (QAP) Program? Yes No

Are you an independent third party that conducts surveys on behalf of other companies under 40 CFR Part 1090? Yes No

Are you an independent third party that conducts attest audits on behalf of other companies under 40 CFR Part 1090? Yes No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; or do you blend Oxygenates? Yes No

Do you produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment? Yes No

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Do you produce, import, export, provide feedstocks for, or otherwise handle Renewable Fuel or Biointermediate Products as defined under the Renewable Fuel Standard Program? Yes No

Business Activities

- 5. Answer **Yes** to Biointermediate Producer
- 6. Click **Save & Continue**

Do you produce, import, export, provide feedstocks for, or otherwise handle Renewable Fuel or Biointermediate Products as defined under the Renewable Fuel Standard Program? Yes No

Business Activities For *Renewable Fuel Standard* Program Type

| | | |
|---|--|---|
| 5 | Biointermediate Producer <i>i</i> | <input checked="" type="checkbox"/> Yes |
| | Feedstock Aggregator <i>i</i> | <input type="checkbox"/> No |
| | Foreign Undenatured Ethanol Producer <i>i</i> | <input type="checkbox"/> No |
| | PADD Importer (Renewable Fuel Importer) <i>i</i> | <input type="checkbox"/> No |
| | Renewable Fuel Producer <i>i</i> | <input type="checkbox"/> No |
| | Renewable Fuels Exporter <i>i</i> | <input type="checkbox"/> No |
| | Renewable Fuels Importer <i>i</i> | <input type="checkbox"/> No |
| | RFS Pathway Petition Submitter (80.1416) <i>i</i> | <input type="checkbox"/> No |
| | RIN Owner Only (Blenders, Marketers, Traders) <i>i</i> | <input type="checkbox"/> No |
| | Small Blender (Blenders in 40 CFR 80.1440) <i>i</i> | <input type="checkbox"/> No |

Steps continue on next slide...

Attest Submission Information

7. Answer **Yes** to question "Is this company required to submit one or more annual attest audit reports?"
8. Click **Save & Continue**

The screenshot shows a web form titled "Attest Submission Information". The main question is "Is this company required to submit one or more annual attest audit reports? *". Below the question are two radio button options: "Yes" (which is selected) and "No". A yellow box highlights the "Yes" option, with a yellow circle containing the number "7" next to it. At the bottom right of the form, there are three buttons: "Back", "Save", and "Save & Continue". A yellow box highlights the "Save & Continue" button, with a yellow circle containing the number "8" next to it.

Steps continue on next slide...

Part 79 Company Information and User Role Associations

9. Answer question "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"
10. Click **Save & Continue**

40 CFR Part 79 Company Information

What To Do

Each motor-vehicle gasoline, motor-vehicle diesel fuel, and fuel additive for either or both, is required to be registered under 40 CFR Part 79 and assigned a nine-digit product identifier.

In an effort to end the use of paper forms 3520-12 and 3520-13 under 40 CFR Part 79, EPA is transitioning all fuel and fuel additive registrations to this online system.

For fuel and fuel additive products that were assigned a nine-digit product ID prior to August 2020, the company that manufactures or imports the product must manage that product through a company that is registered in this online system.

Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? *

9 Yes No

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Steps continue on next slide...

Facility Registrations: Add Facility

Once the company details are selected, you will be brought to the Facility Registrations screen to add each facility and select the respective facility-specific information.

11. Click **Add Facility**

NOTE:

You must add a facility.

*If you click **Save and Review** without adding a facility, a warning will appear.*

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

Steps continue on next slide...

Facility Registrations

Show 10 entries Filter Facilities

| ID | Name | Type | Status | Location | Actions |
|-------------------------------------|------|------|--------|----------|---------|
| There are no Facilities to display. | | | | | |

Showing 0 to 0 of 0 entries Previous Next

[Back](#) [Save](#) [Save and Review](#)

Facility Registrations: Add Facility (cont'd)

- 12. Enter facility information
- 13. Click **Search Facilities**

If facility is found:

- 14. Select appropriate facility
- 15. Click **Proceed with Selection**
- 16. Click **Save Selected Facility**

❖ Please proceed to step 23 (skip to slide 12)

If the facility you're looking for is not found:

❖ Please proceed to step 17 (next slide)

Steps continue on next slide...

The first screenshot shows the 'Add Facility' form with fields for Facility ID, Facility Name, Facility Country (set to UNITED STATES OF AMERICA), Facility Address (7145 Old Mt Holly), City (Charlotte), State (North Carolina), County (-Select a County-), and ZIP Code (28214). A yellow box highlights the form fields, and a yellow circle with the number 12 is next to the Facility ID field. A green button labeled 'Search Facilities' is highlighted with a yellow box and a yellow circle with the number 13.

The second screenshot shows the 'Add Facility' search results page. It displays 'Facility Search Results (1 facility found)' and a table with the following data:

| EPA Registry ID | Facility Name | Facility Address | EPA Programs Reporting | Alternate EPA Registry IDs/Program IDs |
|-----------------|-----------------------|--|------------------------|--|
| 999983156478 | MAGELLAN CHARLOTTE #1 | 7145 OLD MT HOLLY ROAD CHARLOTTE, NC 28214 | OTAQREG | OTAQREG10031288 |

A yellow box highlights the radio button selection for the first facility, and a yellow circle with the number 14 is next to it. A yellow circle with the number 15 is next to the 'Proceed with Selection' button. A link 'Can't find your facility? Click here to create it' is visible.

The third screenshot shows the 'Add Facility' page with the 'Unsaved Facility' tab selected. It displays 'Selected Facility (1 unsaved facility)' and a table with the following data:

| EPA Registry ID | Program ID | Facility Name | Facility Address | View/Edit Details | Remove |
|-----------------|-----------------|-----------------------|--|-------------------|--------|
| 999983156478 | OTAQREG10031288 | MAGELLAN CHARLOTTE #1 | 7145 OLD MT HOLLY ROAD CHARLOTTE, NC 28214 | View/Edit Details | Remove |

A yellow box highlights the 'Save Selected Facility' button, and a yellow circle with the number 16 is next to it.

Facility Registrations: Add Facility (cont'd)

If the facility you're looking for is not found:

17. Click [Can't find your facility? Click here to create it](#)

The screenshot shows a web interface for adding a facility. At the top, there is a blue header bar with the text "Add Facility" and a close icon. Below this is a white box with a blue tab labeled "Add Facility". Inside this box, the text "Facility Search Results (0 facilities found)" is displayed on the left, and "List View | Map View" is on the right. A yellow box highlights the search criteria: "Search Criteria: 21212 | ARLINGTON COUNTY" with a green "Change" button to its right. Below the search criteria is a large red box with the heading "No Facilities Found" and the text: "Your search criteria did not match any facility records. You may return to the 'Find Existing facility' form, and refine your search, by clicking the 'Change' button. If the facility doesn't exist, you may create a facility by clicking the 'Can't find your facility? Click here to create it' link." At the bottom of the red box, there are two buttons: a green "Proceed with Selection" button and a blue link "Can't find your facility? Click here to create it" which is highlighted with a yellow box. A yellow circle with the number "17" is positioned above the link.

Steps continue on next slide...

Facility Registrations: Add Facility (cont'd)

If the facility you're looking for is not found:

18. Enter the following facility information

- Facility Name
- Facility Address

19. Answer question "Is Mailing Address Same as Facility Address?"

20. Click **Map Facility**

21. Click **Submit**

Steps continue on next slide...

Add Facility

[Add Facility](#)

Create Facility

[< Back to Search Results](#)

18 **Facility Name**
ABC Biodiesel

Facility Address
UNITED STATES OF AMERICA
111 ABC Biodiesel St
Address 2
Arlington VA 21212
ARLINGTON COUNTY

Coordinates
Latitude
Longitude

19 **Is Mailing Address Same as Facility Address?**
 Yes No

20 **Map Facility**

21 **Submit**



Facility Registrations: Add Facility (cont'd)

If the facility you're looking for is not found:

22. Click **Save Selected Facility**

The screenshot shows a web interface titled "Add Facility". At the top, there are two tabs: "Add Facility" and "Unsaved Facility". Below the tabs, the text reads "Selected Facility (1 unsaved facility)" and includes a link "< Add Another Facility". On the right, there are links for "List View" and "Map View". A paragraph of text explains that clicking "Save Selected Facility" saves the facility for the next session and provides instructions on how to view details or remove a facility. Below this is a "Filter:" input field and an "Export Options" button. A table displays the following data:

| EPA Registry ID | Program ID | Facility Name | Facility Address | |
|-----------------|------------|---------------|---|-----------------------------|
| Pending | Pending | ABC BIODIESEL | 111 ABC BIODIESEL ST ARLINGTON, VA 21212 ARLINGTON COUNTY | View/Edit Details Remove |

Below the table, it says "Showing 1 to 1 of 1 facilities" and includes "Previous", "1", and "Next" navigation buttons. At the bottom left, a yellow callout box with the number "22" highlights a "Save Selected Facility" button.

Steps continue on next slide...

Facility Registrations: Facility Contact Information

Once a facility is selected or created and you have clicked **Save Selected Facility**, you will be brought to the Facility Contact Information screen.

23. Enter the following **Facility Contact Information**

- Name
- Title
- Phone
- Email

24. Click **Save & Continue**

Facility Name and Location

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

Facility Name:
ABC BIODIESEL

Street Address:
111 ABC BIODIESEL ST

Street Address (Line 2):

City: ARLINGTON **State:** VA

Postal Code: 21212 **Country:** UNITED STATES

23 **Facility Contact Information**

Please provide the Contact Name, Title, Email and Phone number as described in 80.76

Name: *
John Smith

Title: * Manager **Phone: *** 2026661666

Email: * jsmith@abc biodiesel.com **Fax:**

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◀ Back Save **Save & Continue ▶**

Steps continue on next slide...

Facility Registrations: Activities and Recordkeeping

25. Answer **Yes** to question “Does this facility produce a Biointermediate (such as Biocrude or Undenatured Ethanol)?”
26. Answer **Yes** to Biointermediate Producer
27. Click **Save & Continue**
28. Answer question “Are facility records stored on-site, off-site, or both as defined in 80.76?”
29. Click **Save & Continue**

NOTE:

Although 40 CFR 80.76 is cited in the Facility Record Storage question, the appropriate regulation to reference is 40 CFR Part 1090.805

Steps continue on next slide...

Facility Program Types and Activities

25 Does this facility produce a Biointermediate (such as Biocrude or Undenatured Ethanol)? * Yes No

Business Activities For *Biointermediate* Program Type

26 Biointermediate Producer

27

Facility Record Storage

Are facility records stored on-site, off-site, or both as defined in 80.76? *

Please choose at least one storage method

28 On-Site? No

Off-Site? No

29

Facility Registrations: Biointermediate Products

30. Click Add Biointermediate Product

Facility Biointermediate Products

Show entries

30 Add Biointermediate Product

Filter products

| Biointermediate Product Code | Qualified Renewable Biomass Code | Renewable Fuel Code | Renewable Fuel Process Code | Renewable Fuel Type Code | Pathway Feedstock(s) Supplied By Feedstock Aggregator? | Actions |
|-----------------------------------|----------------------------------|---------------------|-----------------------------|--------------------------|--|---------|
| There are no Products to display. | | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Steps continue on next slide...

Facility Registrations: Biointermediate Products (*cont'd*)

31. Select the appropriate Biointermediate Product Information

- Biointermediate Product Code
- Qualified Renewable Biomass Code
- Fuel Code
- Fuel Process Code
- Fuel Type Code

32. Answer **Yes** to question "Is the qualified renewable biomass feedstock supplied by a Feedstock Aggregator?"

33. Click **Save**

The screenshot shows a web form titled "Biointermediate Product Information". It contains five dropdown menus, each with a red asterisk indicating a required field. The selected values are: "test biointermediate feedstock (15)", "Cellulosic Biomass -- Separated Municipal Solid Waste (220)", "Cellulosic Jet Fuel (90)", "Cellulosic Production Process (280)", and "Cellulosic Diesel (D7)". Below the form is a question: "Is the qualified renewable biomass feedstock supplied by a Feedstock Aggregator?". The "Yes" radio button is selected. At the bottom right, there are "Cancel" and "Save" buttons. Three yellow callout boxes with numbers 31, 32, and 33 point to the dropdown menus, the question, and the Save button respectively.

31 Biointermediate Product Information

Biointermediate Product Code: *

test biointermediate feedstock (15)

Qualified Renewable Biomass Code: *

Cellulosic Biomass -- Separated Municipal Solid Waste (220)

Fuel Code: *

Cellulosic Jet Fuel (90)

Fuel Process Code: *

Cellulosic Production Process (280)

Fuel Type Code: *

Cellulosic Diesel (D7)

32 Is the qualified renewable biomass feedstock supplied by a Feedstock Aggregator?

Yes No

33 Cancel Save

Steps continue on next slide...

Facility Registrations: Biointermediate Products (cont'd)

You will be brought back to the Facility Biointermediate Products screen, where the 'Pathway Feedstock(s) Supplied By Feedstock Aggregator?' column appears.

If you wish to add another Biointermediate Product for the facility:

- ❖ Repeat steps 30 – 33, as appropriate

34. Review the Facility Biointermediate Products details for accuracy

35. Click **Save & Continue**

Facility Biointermediate Products

Show 10 entries Filter products

Add Biointermediate Product

| Biointermediate Product Code | Qualified Renewable Biomass Code | Renewable Fuel Code | Renewable Fuel Process Code | Renewable Fuel Type Code | Pathway Feedstock(s) Supplied By Feedstock Aggregator? | Actions |
|--|--|---|--|---|--|--|
| test biointermediate feedstock (15) Less | Cellulosic Biomass -- Separated Municipal Solid Waste (220) Less | Cellulosic Jet Fuel (90) Less | Cellulosic Production Process (280) Less | Cellulosic Diesel (D7) Less | Yes | Edit Delete |

Showing 1 to 1 of 1 entries Previous 1 Next

35

Back Save Save & Continue

Steps continue on next slide...

Facility Registrations: Feedstock Aggregator

You will be brought to the new Biointermediate Feedstock Aggregator screen where you will associate a Feedstock Aggregator company to the Biointermediate Pathway.

36. Click **Add Feedstock Aggregator**

37. Enter the following company information

- Company ID
- Company Name
- Company Address
- City
- State
- Postal Code
- Country

38. Click **Search**

Steps continue on next slide...

Biointermediate Feedstock Aggregator(s)

36 Add Feedstock Aggregator

Show 10 entries

Filter products

| Biointermediate Product Code | Renewable Fuel Code | Qualified Renewable Biomass Code | Renewable Fuel Type Code | Feedstock Aggregator Company (ID) | Feedstock Aggregator Facility (ID) | Start Year | End Year | Active | Actions |
|-----------------------------------|---------------------|----------------------------------|--------------------------|-----------------------------------|------------------------------------|------------|----------|--------|---------|
| There are no Products to display. | | | | | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Company Name and Location

37

Company ID:

Company Name

Street Address:

Street Address (Line 2):

City: State/Province: Select a State...

Postal Code: Country: UNITED STATES

38 Search

Facility Registrations: Feedstock Aggregator (*cont'd*)

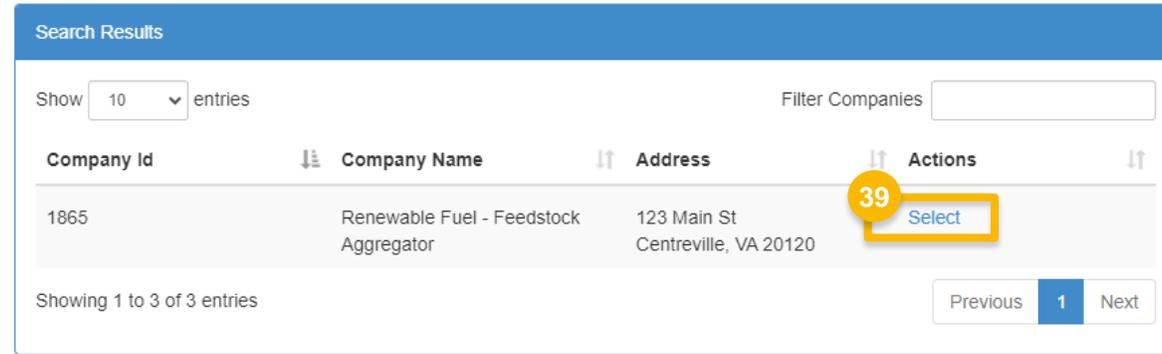
39. Click **Select** next to the appropriate company

40. Select the following facility information

- Facility
- Biointermediate Pathway
- Start Year
- End Year (*if applicable*)

41. Click **Add**

Steps continue on next slide...

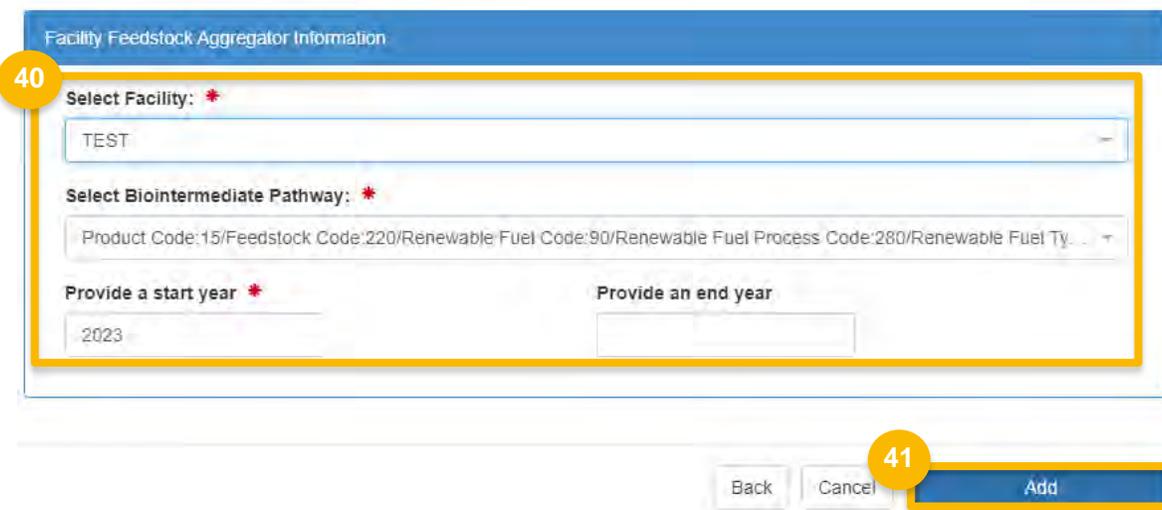


Search Results

Show entries Filter Companies

| Company Id | Company Name | Address | Actions |
|------------|---------------------------------------|--------------------------------------|----------------------------------|
| 1865 | Renewable Fuel - Feedstock Aggregator | 123 Main St Centreville, VA 20120 | 39 Select |

Showing 1 to 3 of 3 entries Previous **1** Next



Facility Feedstock Aggregator Information

40 **Select Facility:** *

TEST

Select Biointermediate Pathway: *

Product Code:15/Feedstock Code:220/Renewable Fuel Code:90/Renewable Fuel Process Code:280/Renewable Fuel Ty...

Provide a start year * **Provide an end year**

2023

41

Facility Registrations: Feedstock Aggregator (cont'd)

You will be brought back to the Biointermediate Feedstock Aggregator(s) screen.

If you wish to add another Feedstock Aggregator association for the facility:

❖ Repeat steps 36 – 42, as appropriate

42. Click **Save & Continue**

Steps continue on next slide...

Biointermediate Feedstock Aggregator(s)

Show entries [Add Feedstock Aggregator](#)

Filter products

| Biointermediate Product Code | Renewable Fuel Code | Qualified Renewable Biomass Code | Renewable Fuel Type Code | Feedstock Aggregator Company (ID) | Feedstock Aggregator Facility (ID) | Start Year | End Year | Active | Actions |
|---|--|---|--|--|------------------------------------|------------|----------------------|--------|--|
| test biointermediate feedstock(15) Less | Cellulosic Jet Fuel(90) Less | Cellulosic Biomass -- Separated Municipal Solid Waste(220) Less | Cellulosic Diesel(D7) Less | Renewable Fuel - Feedstock Aggregator (1865) | TEST (512561) | 2023 | No End Year Provided | Yes | Edit Delete |

Showing 1 to 1 of 1 entries Previous **1** Next

[Back](#) [Save](#) **42** [Save & Continue](#)

Facility Registrations

You will be brought back to the Facility Registrations screen.

If you wish to add another facility:

❖ Repeat steps 11 – 42, as appropriate

43. Click **Save and Review**

Facility Registrations

Show entries Filter Facilities [Add Facility](#)

| ID | Name | Type | Status | Location | Actions |
|-----------------|------------------------|---------------|--------|-------------------------------------|--|
| OTAQREG10033645 | JENNIFER TEST FACILITY | • Gas/Ethanol | New | 123 MAIN ST BURLINGTON, VT 05401 | View Edit Delete |

Showing 1 to 1 of 1 entries Previous **1** Next

[Back](#) [Save](#) **43** [Save and Review](#)

Steps continue on next slide...

Review and Submit Request

44. Review Biointermediate Feedstock Aggregator information

If you are the RCO of the company:

45. Click Sign and Submit

❖ Please proceed to step 47 (next slide)

If you are not the RCO of the company:

46. Click Submit and Notify RCO

Steps continue on next slide...

Company Request

Request Information

| | |
|---|----------------------------|
| Request ID: CPT-26854 | Created On: 08/02/2023 |
| Request Type: Update Company Program Type | Modified On: 08/02/2023 |
| Request Status: Draft | Requestor ID: USER_NAME |
| Company Name: Biointermediate Producer [1877] | Requestor Name: First Last |
| Submission: Initial | |

Requested Facility Details for ENVIRONMENTAL TESTING & CONSULTING INC

Facility Biointermediate Products

Show entries Filter products

| Biointermediate Product Code | Qualified Renewable Biomass Code | Renewable Fuel Code | Renewable Fuel Process Code | Renewable Fuel Type Code | Pathway Feedstock(s) Supplied By Feedstock Aggregator? |
|-------------------------------------|---|--------------------------|-------------------------------------|--------------------------|--|
| test biointermediate feedstock (15) | Cellulosic Biomass -- Separated Municipal Solid Waste (220) | Cellulosic Jet Fuel (90) | Cellulosic Production Process (280) | Cellulosic Diesel (D7) | Yes |

Showing 1 to 1 of 1 entries Previous **1** Next

Biointermediate Feedstocks Supplied by Feedstock Aggregator

Show entries Filter products

| Biointermediate Product Code | Renewable Fuel Code | Qualified Renewable Biomass Code | Renewable Fuel Type Code | Feedstock Aggregator Company (ID) | Feedstock Aggregator Facility (ID) | Start Year | End Year | Active |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|------------------------------------|------------|----------------------|--------|
| test bioin... More | Cellulosic... More | Cellulosic... More | Cellulosic... More | Renewable Fuel - Feedstock Aggregator (1865) | TEST (512561) | 2023 | No End Year Provided | Yes |

Home Page

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Cancel Request

45
Sign and Submit

46
Submit and Notify RCO

Review and Submit Request (cont'd)

If you are the RCO of the company (cont'd):

47. Click **Accept**

48. Use the **eSignature Widget** to sign the request

49. The request will appear in the My Requests section of your home page with the status **Awaiting Initial Review**

You will receive an email notification when EPA reviews and activates the request.

