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1 Introduction

This document is the User Guide for the Quality Assurance Provider functionality within the OTAQReg online application. It describes the processes a user must follow to create a QAP Company, submit QAP documents, edit a QAP company, associate to Fuel Producer Companies and manage those associations. This user guide assumes that the user has a Central Data Exchange (CDX) account and has registered for the OTAQ Registration program service.

If you have any questions about the content, format, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at http://www.epa.gov/otaq/fuels/index.htm.

If you have any general or technical questions related to the Central Data Exchange (CDX) you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or OTAQReg, please contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.
Create New QAP Company

The following sections describe how to create a new QAP company in the OTAQReg application.

**Figure 2-1 OTAQ Registration Home Page**

Click the “Associate to Company” link in the left side toolbar of your OTAQ Registration Home Page, as seen in Figure 2-1. Figure 2-2 will display.

2.1 Verify Company Does Not Exist in OTAQReg

**Figure 2-2 Associate to Company Search Page**

Before you can create a new company, you must first confirm that the company you intend to create does not already exist in OTAQReg. Enter search criteria pertinent to your company and click the “Search” button, as seen in Figure 2-2. Figure 2-3 will display.

Please note, search terms act together to narrow results. It is recommended that companies use broad searches to avoid delays and registration issues caused by a user attempting to duplicate a company registration.
The page will return a list of companies matching the provided search criteria. If your company is displayed in the search results then please refer to the OTAQReg User Guide for instructions on how to associate to an existing company.

If it is determined that your company does not currently exist in OTAQReg, click the “Create New Company” button. Figure 2-4 will display.
2.2 Create Company Details

**Figure 2-4 Create New Company: Company Details Page**
The Create New Company: Company Details page displays fields for you to provide the Company Name, Location, Responsible Corporate Officer information, Program Types, Business Activities, Company Contacts, and other required company details.

Enter your company’s registration information, making sure to complete all required fields. Required fields are marked with a red star.

Select the "Quality Assurance Provider" Program Type, as shown in Figure 2-5.

![Figure 2-5 Program Type and Business Activities](image)

To add a company contact, click the “Add New Contact” button. Figure 2-6 will display.

![Figure 2-6 Company Contacts](image)

Enter information in all required fields by typing in the textboxes. The "Title" field is a dropdown list containing multiple values. If you do not see your contact's title in this list, select "Other" and a text box will appear where you can provide a different title. Click the “Save Contact” button. The contact will now be listed in the company details.

After you have provided your complete company details, click the “Next” button. Figure 2-7 will display.
2.2.1 Select Company Roles

As the creator of a QAP Company, the Company Editor and QAP Auditor roles are pre-selected for you. Click the “Company Editor” link to add additional roles. Figure 2-8 will display.

Choose the appropriate OTAQ Registration and OTAQ Program roles by selecting the corresponding radio button and checkboxes (reference Appendix C: OTAQ Registration Roles if you are unsure which roles to select). You may select only one OTAQ Registration role however multiple OTAQ Program roles are allowed. Click the “Select All” link to select all OTAQ Program Roles. Figure 2-9 will display.
Click the “Next” button. Figure 2-10 will display.
2.3 Review and Submit New Company Information

Figure 2-10 Create New Company: Review

OTAQ Registration
MyCDX
Inbox
OTAQ Registration Home
Associate to Company
Update Existing Company
Associations
Edit User Profile

OTAQ Registration

Create New Company: Review
Company Info

Basic Information

Company Name and Location
Company ID
Company Name: QAP Company
Created On: 02/03/2014
Valid From: 02/03/2014
Valid To:
Address 1: 12601 Fair Lakes Circle
City: Fairfax
State: Virginia
Postal Code: 22033
Country: United States

Responsible Corporate Officer (RCO) Info
The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Test
RCO Title: Test
RCO E-mail: melissa.kirby@cifederal.com
RCO Phone: 25184949843
RCO Fax:

Program Type and Business Activities

Program Type and Business Activities
QAP Provider

Company Foreign Bond
For each Program Type selected above, indicate if:
- Domestic company with only domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 49 CFR Parts 80, 140, 146, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 49 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 49 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 49 CFR Parts 80.620(k), if applicable

Company Contacts
There are currently no company contacts.

Select Roles

Select Roles
- QAP Auditor
- Company Editor

Back Continue
The Create New Company: Review page displays a read-only version of the company details provided. If the new company information on the page is correct click the “Continue” button. Figure 2-11 will display.

**Figure 2-11 Further Action Required Pop-up**

![Further Action Required Pop-up](image)

Click “OK” to Close the pop-up and continue to the next page. Figure 2-12 will display.

**Figure 2-12 Create New Company: Print and Sign Page**

![Create New Company: Print and Sign Page](image)

Click the “Submit” button to submit the new QAP Company request and continue with the registration process. Figure 2-13 will display.
Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

After clicking “Submit”, the New Company request will be processed automatically to allow submission of required QAP Documentation. Click the “Enter QAP Information” button to continue with the registration process and submit required QAP Documentation.
3 QAP Submissions

The Quality Assurance Provider application is designed in a wizard format which will walk the user through three submissions. Users may save and resume a submission at any time, but will be required to complete the submissions in the order listed below.

1. Company Qualifications
   a. Company Name and Address
   b. RCO Information
   c. E&O Liability Insurance
   d. Professional Engineer Qualifications
   e. Independence Affidavit

2. General QAP Plan
   a. Feedstock-related Components
   b. Production Process-related Components
   c. RIN Generation-related Components
   d. RIN Separation-related Components
   e. Supplemental Documents

3. Pathway-specific QAP Plan(s)
   a. RFS Pathway Identification
   b. Feedstock-related Components
   c. Production Process-related Components
   d. RIN Generation-related Components
   e. RIN Separation-related Components
   f. Supplemental Documents

Figure 3-1 shows the "Quality Assurance Provider Home" page.

**Note:** The system will prevent you from accessing the QAP application if you do not have an active CDX ESA on file.
Click the "Enter Qualifications" button. Figure 3-2 will be displayed.

3.1 Company Qualifications

The Company Qualifications submission will be submitted and electronically signed using the e-Signature widget. Figure 3-2 is the first page in the Company Qualifications submission. Follow the instructions on the page to create a secure passphrase that will be used to encrypt your submission. Other authorized users associated to your QAP Company in OTAQReg may access the submission by entering the secure passphrase. Your passphrase must be at least 8 characters in length and a combination of letters and numbers but may not contain special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other QAP submissions.

Important! You must remember your passphrase in order to access your submission. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your submission and must deactivate the existing submission and create a new submission to make any updates.
Click the “Save and Continue” button. Figure 3-3 will display. This page allows users to review the company information submitted in the OTAQReg application when creating a new QAP company.

**Figure 3-3 Qualifications: Confirm Company Information**
Review the company information for accuracy and click the "Save and Continue" button. Figure 3-4 will be displayed.

**Note:** The information displayed on the "Qualifications: Confirm Company Information" page cannot be changed from within the QAP application. If any of this information is incorrect, users should return to the OTAQReg application and submit a Company Update change request to correct this information prior to submitting Company Qualifications.

**Figure 3-4 Qualifications: E&O Insurance**

Select a Rating Company and Rating from the dropdown menus and enter an Insurance Provider name in the text box provided. Enter the Per Incident Coverage and Total Policy Coverage Amounts in the text boxes provided, if applicable. Click the "Save and Continue" button. Figure 3-5 will be displayed.
Upload any supplemental documentation and click the "Continue" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. Figure 3-6 will be displayed.

This page displays a document upload table. This table should be used to upload all documentation related to the professional qualifications of the Engineer(s) conducting the audits. Click the "Browse" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step.
for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Continue" button. Figure 3-7 will be displayed.

Figure 3-7 Qualifications: Affidavits

This page displays a document upload table. This table should be used to upload the independence affidavit. Click the "Add Files" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Review" button. Figure 3-8 will be displayed.
Figure 3-8 Qualifications Submission

Qualifications Submission

Submission Info

- **Submission Type:**
  - Qualifications

- **Qualifications Id:**
  - Q-329

- **CROMIER Activity Id:**
  - 6e98e8f5-6a3a-490e-b235-cf5367e9327a

- **CROMIER Copy of Record:**
  - View | Download HTML | Download XML

- **Status:**
  - Active QPA approval

- **Submission Time:**
  - Mar 2, 2014 10:02 AM

Submitter Information

- The information below is from your CDR Registration and will be passed on to QPA with your submission. If this information is incorrect, please update your CDR Registration information prior to starting your submission. These details can only be updated within the CDR system on the left-hand side of this screen or by the CDX Help Desk. Please visit the FAQ section for more information on making these updates.

  - **First Name:**
    - Melfose
  - **Last Name:**
    - Kirby
  - **CDX User Id:**
    - QPAKITOR
  - **Organization Name:**
    - ARC
  - **Email Address:**
    - mkskirkby@gmail.com
  - **Phone Number:**
    - 92887349823

Company Information

- If any of this information is incorrect, please return to CDR Registration in order to correct it.

  - **Company ID:**
    - 3561
  - **Name:**
    - MRC QAP Company 13
  - **Address 1:**
    - 2340 Dining Rd
  - **City:**
    - Hendrix
  - **State:**
    - AR
  - **Postal Code:**
    - 22020
  - **Country:**
    - US

Responsible Corporate Officer (RCO) Information

- Your QPA RCO information is listed below. If any of this information is incorrect, you must return to CDR Registration in order to correct it.

  - **RCO Name:**
    - Melfose
  - **RCO CDR User Id:**
    - qnmr110
  - **Title:**
    - RCD
  - **Email:**
    - mkskirkby@arc4federal.com
  - **Phone:**
    - 23887349823

FAQ

- **Rating Company:**
  - Moody's
- **Rating:**
  - Aaa
- **Insurance Provider:**
  - E&O Insurance
- **Total Policy Coverage Amount:**
  - Nothing found to display

Affidavits

- **Professional Engineer Qualifications:**
  - Nothing found to display
- **E&O Insurance Supplemental Attachments:**
  - Nothing found to display

Back
Review the information provided on this page. If all of the information is correct, click the "Sign, Encrypt and Submit" link. The e-Signature widget will appear. Complete the widget to sign the submission. Please reference Appendix A: Using the e-Signature Widget for a more detailed description of the widget.

After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the qualifications submission as well as a new table where you can access that submission.

Click the "Create New General Plan" button to begin a general plan. Figure 3-9 will be displayed.

3.2 General QAP Plan

The General Plan submission will be submitted and electronically signed using the e-Signature widget. Figure 3-9 is the first page in the General Plan submission.

Figure 3-9 Create New Plan: Create Passphrase

The data submitted in the general plan is considered Confidential Business Information (CBI) data. All CBI data submitted through the QAP application is encrypted using a passphrase. Your passphrase must be at least 8 characters in length and a combination of letters and numbers but may not contain special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other QAP submissions.

Important! You must remember your passphrase in order to access your submission. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your submission and must deactivate the existing submission and create a new submission to make any updates.

Provide a passphrase and click the "Save and Continue" button. Figure 3-10 will be displayed.
The fields on this page should be used to explain how your company will verify that the feedstocks used in the production of renewable fuel qualify to generate RINs. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted.
component does not apply to the plan that is being submitted. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-11 will display.

**Figure 3-11 Create New Plan: Production Process-related Components**

The fields on this page should be used to explain how your company will verify that the renewable fuel production process being used is appropriate for the RINs being generated. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-12 will display.
The fields on this page should be used to explain how your company will verify that the renewable fuel being produced qualifies to generate RINs, and that the number of RINs generated is accurate. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-13 will display.
The fields on this page should be used to explain how your company will verify that any RIN separation being done by the producer is done according to the requirements of § 80.1429, was reported to EMTS accurately and in a timely manner, and is supported by records. You will also need to explain how your company will verify that fuel that is exported was not used to generate RINs, or alternatively that RINs were generated but retired, as well as the accuracy of the annual attestation. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-14 will display.
Figure 3-14 Create New Plan: QAP Documents

This page displays a document upload table. This table should be used to upload all documentation related to the general plan. Click the "Add Files" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Review" button. Figure 3-15 will be displayed.
Review the information provided on this page. If all of the information is correct, click the "Sign, Encrypt and Submit" link. The e-Signature widget will appear. Complete the widget to sign the
submission. Please reference Appendix A: Using the e-Signature Widget for a more detailed description of the widget.

After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the general plan submission as well as a new table where you can access that submission.

Click the "Create New Pathway-specific Plan" button to begin a general plan. Figure 3-16 will be displayed.

3.3 Pathway-specific QAP Plan

The Pathway-specific Plan submission will be submitted and electronically signed using the e-Signature widget. Figure 3-16 is the first page in the General Plan submission.

![Figure 3-16 Create New Plan: Create Passphrase](image)

The data submitted in the pathway-specific plan is considered Confidential Business Information (CBI) data. All CBI data submitted through the QAP application is encrypted using a passphrase. Your passphrase must be at least 8 characters in length and a combination of letters and numbers but may not contain special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other QAP submissions.

Important! You must remember your passphrase in order to access your submission. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your submission and must deactivate the existing submission and create a new submission to make any updates.

Provide a passphrase and click the "Save and Continue" button. Figure 3-17 will be displayed.
This page should be used to list each of the RFS pathways that will apply to this pathway-specific plan. Select a value from each of the dropdown menus; Fuel Code, Process Code, Feedstock Codes, and Renewable Fuel Code. Click the "Add" button. After clicking the "Add" button, the RFS pathway should appear in the "Associated Fuel Pathways" table.

Once you have added all of the RFS pathways that are applicable to this plan, click the "Save and Continue" button. Figure 3-18 will be displayed.
Figure 3-18 Create New Plan: Feedstock-related Components

The fields on this page should be used to explain how your company will verify that the feedstocks used in the production of renewable fuel qualify to generate RINs. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted. If you have already submitted the required information in the General QAP plan, you can select "Refer to General Plan" from the dropdown menu.

- **Feedstocks are renewable biomass as defined in §80.1401.**
  - Refer to General Plan

- **If applicable, separated food waste or separated yard waste plan under §80.1426(f)(5)(ii) is accepted and up to date.**
  - Refer to General Plan

- **If applicable, separated municipal solid waste plan under §80.1426(f)(5) is approved and current.**
  - Refer to General Plan

- **Feedstocks are being separated according to a separation plan, if applicable under §80.1426(f)(5).**
  - Refer to General Plan

- **Crop and crop residue feedstocks meet land use restrictions, or alternatively the aggregate compliance provisions of §80.1454(g).**
  - Refer to General Plan

- **Feedstock is consistent with production process and D code being used as permitted under Table 1 to Section 80.1426 or a petition approved through section 80.1416, and is consistent with information recorded in EMIS.**
  - Refer to General Plan

- **Feedstock is not renewable fuel for which RINs were previously generated.**
  - Refer to General Plan

- **If applicable, accuracy of feedstock energy (FE) calculation factors related to feedstocks, including average moisture content m and feedstock energy content E.**
  - Refer to General Plan
component does not apply to the plan that is being submitted. If you have already submitted the required information in the General QAP plan, you can select "Refer to General Plan" from the dropdown menu. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-19 will display.

**Figure 3-19 Create New Plan: Production Process-related Components**

The fields on this page should be used to explain how your company will verify that the renewable fuel production process being used is appropriate for the RINs being generated. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted. If you have already submitted the required information in the General QAP plan, you can select "Refer to General Plan" from the dropdown menu. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-20 will display.
The fields on this page should be used to explain how your company will verify that the renewable fuel being produced qualifies to generate RINs, and that the number of RINs generated is accurate. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted. If you have already submitted the required information in the General QAP plan, you
can select "Refer to General Plan" from the dropdown menu. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-21 will display.

**Figure 3-21 Create New Plan: RIN Separation-related Components**

The fields on this page should be used to explain how your company will verify that any RIN separation being done by the producer is done according to the requirements of § 80.1429, was reported to EMTS accurately and in a timely manner, and is supported by records. You will also need to explain how your company will verify that fuel that is exported was not used to generate RINs, or alternatively that RINs were generated but retired, as well as the accuracy of the annual attestation. Select "Specify" from the dropdown to expand a text field. Select "Not Applicable" from the dropdown menu if a component does not apply to the plan that is being submitted. If you have already submitted the required information in the General QAP plan, you can select "Refer to General Plan" from the dropdown menu. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-22 will display.
This page displays a document upload table. This table should be used to upload all documentation related to the pathway-specific plan. Click the "Add Files" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Review" button. Figure 3-23 will be displayed.
Review the information provided on this page. If all of the information is correct, click the "Sign, Encrypt and Submit" link. The e-Signature widget will appear. Complete the widget to sign the submission. Please reference Appendix A: Using the e-Signature Widget for a more detailed description of the widget.

After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the pathway-specific plan submission as well as a new table where you can access that submission.

You have now completed the registration process for a new QAP Company. At this point you can create additional pathway-specific plans if necessary. You will be able to associate your QAP Company to Fuel Producer Companies once EPA has approved all three submissions. Instructions for the QAP Company to Fuel Producer Company association process can be found in section 4, QAP Company to Fuel Producer Company Associations.

3.4 Accessing Existing Plans

Once you have submitted QAP plans and closed the application, you can access those plans again through the OTAQReg application. Log into the application and access the "OTAQ Registration Home" page. Figure 3-24 will display.

Figure 3-24 OTAQ Registration Home Page

Click the "Enter/View QAP Data" link to access the QAP application. Figure 3-25 will display.
Click on the "View" link to access any of the submissions. You will need to enter the passphrase in order to view the data. Enter the passphrase and click the "Continue" button. A page similar to the one in Figure 3-26 will display. You may click the “Revise” button to submit an update to your submission. Click one of the hyperlinks to view or download the CROMERR Copy of Record for your submission.
If you have forgotten your passphrase, you can deactivate your plan by using the link shown in Figure 3-27.

**Figure 3-27 Deactivate Submission**

Click the "Deactivate Submission" hyperlink. Figure 3-28 will display.

**Figure 3-28 Deactivate Submission Pop-up**

Click the "OK" button to erase all CBI data from your submission and start over. Any non-CBI data will be saved within the submission for editing. Figure 3-29 will display.
Enter a new passphrase and click the "Deactivate and Continue" button to access the submission and submit it to EPA for review.
4  QAP Company to Fuel Producer Company Associations

The following sections describe how to associate your QAP Company to a Fuel Producer Company in order to complete audits.

**Note:** The QAP Company must have an approved Company Qualifications, General Plan, and Pathway-specific Plan prior to associating to a Fuel Producer Company.

4.1  Create Company Audit Request

**Figure 4-1 OTAQ Registration Home Page**

Click the “Associate QAP Company to Fuel Producer Company” link in the left side toolbar of your OTAQ Registration Home page, as seen in Figure 4-1. Figure 4-2 will display.

**Figure 4-2 Associate QAP To FP Company**

- QAP Company
- Company Name
- Roles
- Actions
- Enter/View QAP Data
If you are associated to multiple QAP Companies, a dropdown menu will appear above the search fields. Choose the QAP Company you would like to associate prior to searching for a Fuel Producer Company. Enter your company specific search criteria into the textboxes and click the “Search” button. A list of all companies matching your search criteria will display, as shown in Figure 4-3.

![Figure 4-3 Search Results](image)

Select the radio button next to the company you would like to associate to and click the "Use Selected" button. Figure 4-4 will display.
A list of pathways for which your company has been approved to audit is displayed on the page. Enter instructions that will be displayed to the Fuel Producer RCO in the text box provided. The Fuel Producer will use your comments to assign the correct pathways to your QAP Company with the appropriate Start and End date, so be sure to include all relevant information, and upload an affidavit if necessary. Click the "Continue" button. Figure 4-5 will display.
Figure 4-5 Submit Request Page

Click the "Submit" button. Figure 4-6 will display.

Figure 4-6 Further Action Required

Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

Once you have submitted your QAP Company Association Request, you will receive an email notification stating that your QAP Company Association Request is awaiting RCO signature along with a hard copy of your company association registration forms. The Company Association request will appear in the Pending Requests section of your OTAQ Registration Home Page, as shown in Figure 4-7.
4.2 Approve QAP Company Association

QAP Company to Fuel Producer Company associations must be approved by the Fuel Producer RCO before a QAP Company can begin auditing a Fuel Producer. To access a QAP Audit Request, the Fuel Producer RCO should begin by logging into the OTAQReg application, as shown in Figure 4-7.

Figure 4-7 OTAQ Registration Home Page

Click the company name in the "Request For" column to access the Audit Request. Figure 4-8 will display.
Figure 4-8 QAP Audit Request Page
Review the information included in the Audit Request. The list of pathways displayed allows you to view all pathways that the Quality Assurance Provider is approved for. Click the "Add Facility Pathway" button to begin to associate your pathways to the QAP Company. Figure 4-9 will display.

**Figure 4-9 Add Fuel Pathway Pop-up**

![Add Fuel Pathway Pop-up](image.png)

Select the facility that you would like to allow the QAP Company to associate to from the "Select the Facility" dropdown menu. Select the RFS Pathway that you would like to allow the QAP Company to associate to from the "Select the RFS Pathway" dropdown. Provide a start and end date for the QAP service.

Click the “Add Facility/Pathway” button once you have made your selections. Figure 4-10 will display.
Figure 4-10 QAP Audit Request

QAP Audit Request

You are currently in EDIT mode.

Request Information

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Created On</th>
<th>Modified On</th>
<th>Request Type</th>
<th>Request Status</th>
<th>Company Name</th>
<th>Requested By</th>
<th>Username</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-10142</td>
<td>02/26/2014</td>
<td>02/26/2014</td>
<td>QAP Fuel Pathway Association Request</td>
<td>QAP Auditor Association Requested</td>
<td>Fuel Producer Company (3570)</td>
<td>Melissa Grigsby</td>
<td>QAPAUDITOR</td>
</tr>
</tbody>
</table>

Company Information

<table>
<thead>
<tr>
<th>Company ID</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>3535</td>
<td>12390 Fair Lakes Pky</td>
<td>Suite 123</td>
<td>Coral Gables</td>
<td>Florida</td>
<td>12345</td>
<td>United States</td>
</tr>
</tbody>
</table>

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee with an appropriate title of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

<table>
<thead>
<tr>
<th>RCO CDX User ID</th>
<th>RCO Name</th>
<th>RCO Title</th>
<th>RCO E-mail</th>
<th>RCO Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>QAPRCO010</td>
<td>MK</td>
<td>RCO</td>
<td><a href="mailto:melissa.kirby@cogfederal.com">melissa.kirby@cogfederal.com</a></td>
<td>3842304993</td>
</tr>
</tbody>
</table>

Quality Assurance Provider Approved Pathways

<table>
<thead>
<tr>
<th>Fuel Code</th>
<th>Process Code</th>
<th>Feedstock Code</th>
<th>Renewable Fuel Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Boggs</td>
<td>(650) Boggs Production</td>
<td>(330) Landfills</td>
<td>(D5) Advanced Biodiesel</td>
</tr>
<tr>
<td>(SD) Cellulosic</td>
<td>(280) Cellulosic Production</td>
<td>(140) Cellulosic Biomass -- Separated Yard</td>
<td>(D7) Cellulosic Diesel</td>
</tr>
<tr>
<td>(160) LPG</td>
<td>(100) DCO Process</td>
<td>(200) Non-feed Grade Corn Oil</td>
<td>(D1) Advanced Biodiesel</td>
</tr>
</tbody>
</table>

Request Instructions/Comments

Please associate this QAP Company to the following EIS Fuel Pathways:

Attachments

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Uploaded</th>
<th>Size (KB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD0 9.18 Test Scripts DCFUELS Reprocessing v0.01 data</td>
<td>02-25-2014 10:25:28 AM</td>
<td>75.23</td>
</tr>
</tbody>
</table>

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. To remove facility/pathway combinations from the list, use the "Remove" link.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Pathway</th>
<th>QAP Service Begin</th>
<th>QAP Service End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melaza’s Facility</td>
<td>(160) LPG</td>
<td>2:27:14</td>
<td>Remove</td>
</tr>
<tr>
<td>Process Code</td>
<td>(100) DCO Process</td>
<td>(D1) Advanced Biodiesel</td>
<td></td>
</tr>
<tr>
<td>Feedstock Code</td>
<td>(200) Non-feed Grade Corn Oil</td>
<td>(D1) Advanced Biodiesel</td>
<td></td>
</tr>
<tr>
<td>Renewable Fuel Type</td>
<td>(D1) Advanced Biodiesel</td>
<td>(D1) Advanced Biodiesel</td>
<td></td>
</tr>
</tbody>
</table>

[Approve Request with Selected Pathways] [Reject Request]
Verify that the facility/pathway combination selected in the pop-up is displayed in the "Associated Fuel Pathways" section. To add additional pathways, click the “Add Facility Pathway” button again. To move forward with the request process, click the "Approve Request with Selected Pathways" button. Figure 4-11 will display.

**Figure 4-11 Sign Electronically**

To electronically sign the QAP Company Association request, please click the “Sign Electronically” button. Please reference Appendix A: Using the e-Signature Widget for instructions on signing electronically.

**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Please refer to Appendix A: Using the e-Signature Widget for further details. If you do not have a valid CDX ESA, a “Submit” button will display.

After completing the e-Signature Widget, Figure 4-12 will display. The request has been successfully completed, and the selected pathway associations will be created.

**Figure 4-12 Signature Confirmation and Print Page**

If you wish to submit hard copies of your association forms to the Fuels Program or you do not have e-signature capabilities, please click the “Print, Sign and Mail” button. Figure 4-13 will display.
Click the “Click here to save copy of your request” link to save a hard copy of your association request in PDF form. It is required that you save a copy of your association request before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

If the RCO chooses to print, sign and mail the association request, the request will not be complete until EPA has received the wet ink signature and it has been activated by an EPA Administrator.

4.3 Remove QAP Company Associations

Fuel Producer RCOs, QAP Company RCOs and EPA Administrators have the ability to remove associations between a QAP Company and a Fuel Producer Company's facility/pathway.

4.3.1 Fuel Producer RCO Association Removal

Figure 4-14 displays the view that a Fuel Producer RCO will see once a QAP Company has been associated to their Fuel Producer Company.
Click on the "Manage QAP Provider Associations" link. This will take you into the Company Details in Edit mode. Figure 4-15 will display.

**Figure 4-15 Remove Company Pop-Up**

Click the "Remove" hyperlink corresponding to the facility/pathway that you would like to remove. Once you remove the facility/pathway combination that combination will no longer display on the list. It will be immediately removed from the list, and you may return to the OTAQReg Home Page. No Company Update change request process is required. If this was the only combination, the user will be returned to the "Company Details" tab and the "QAP Provider Associations" tab will no longer be displayed.

### 4.3.2 QAP RCO Association Removal

QAP RCOs will not see the “Manage QAP Associations” link. To remove pathways as a QAP RCO, click on the Company Name hyperlink from the OTAQReg Home Page, as seen in Figure 4-16. Figure 4-17 will display.
Figure 4-16 QAP Provider RCO: Access QAP Company

OTAQ Registration Home

RCO Activation Queue

The following requests require action from you. Click the name of the request to view it.

There are currently no requests in your queue.

To search and view notifications of your recently processed requests, go to the Change Request History.

Legend: New Company Company Update Company Association RCO Update AAD Letter

Pending Requests

<table>
<thead>
<tr>
<th>ID</th>
<th>Request For</th>
<th>Created On</th>
<th>Requested By</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-10155</td>
<td>Fuel Producer Co (2597)</td>
<td>02/27/2014 03:31 PM</td>
<td>Christopher M. Mair</td>
<td>QAP Auditor Association Requested</td>
</tr>
</tbody>
</table>

Legend: New Company Company Update Company Association RCO Update AAD Letter

Company Information

<table>
<thead>
<tr>
<th>Company ID</th>
<th>Company Name</th>
<th>Roles</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>35E7</td>
<td>QAP Test Co Inc 07</td>
<td>RCO, Company Editor</td>
<td>Manage User Associations Enter/View QAP Data</td>
</tr>
</tbody>
</table>

Registration Lists

Please click one of the lists below for an up-to-date version. All lists are exported as an xis file. These lists are also available at http://www.epa.gov/otaq/fuels/reporting/programs/registration.htm.

- EPA Fuels Programs Company and Facility List
- EPA Fuels Programs Company List
- Independent Lab List
After entering “Edit” mode, click the “Facility/Pathway Associations” tab. The list of all pathways associated to your QAP Company will display. To remove a pathway association, click the “Remove” hyperlink next to the pathway, as shown in Figure 4-18. It will be immediately removed from the list, and you may return to the OTAQReg Home Page. No Company Update change request process is required.
Figure 4-18 Remove Pathway Associations
5 Appendix A: Using the e-Signature Widget

Users should refer to the steps outlined in this section to successfully sign submissions within the OTAQReg application.

Upon selecting the “Submit” button for an OTAQReg submission, you will be prompted with the certification statement as shown in Figure 5-1.

![Figure 5-1 Certification Statement](image)

Upon reading the full agreement, click the “Accept” button. Figure 5-2 will display.

![Figure 5-2 Authentication](image)

This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password. If you enter an incorrect password, you will be prompted with an error message. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Enter your CDX user account password and click the “Login” button. Figure 5-3 will display.
The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your e-Signature PIN verification.

If you fail to respond or enter an incorrect answer, you will be prompted with an error message. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Enter the answer you provided during your e-Signature PIN verification and click the “Answer” button. Figure 5-4 will display.

Click the “Sign” button.

Congratulations! You have successfully electronically signed and submitted your OTAQReg submission.
Appendix B: Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at http://www.epa.gov/otaq/fuels/index.htm.

For any general or technical questions related to the Central Data Exchange you may contact any of the following:

- **Telephone** - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- **Email** - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or OTAQReg, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.
7 Appendix C: OTAQ Registration Roles

- **Limited Company Viewer**: This role has limited read-only access to associated company and facility information. Users with this role will not be able to see RCO information. These users will also be limited to only basic facility information on the Facility Details page.
- **Company Viewer**: This role has full read-only access to associated company and facility information.
- **Company Editor**: This role has full viewing and editing rights to associated company and facility information.

### 7.1 OTAQ Program Roles

- **Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter**: Users should select this role if they are registering for the Cellulosic Biofuel Waiver Credits Pay.gov application to purchase cellulosic biofuel waiver credits on behalf of the company (This role should only be selected if the company registered as a gasoline or diesel refiner or a non-renewable fuels importer).
- **DC Fuels Submitter, Third Party Engineering Review**: This role applies only if users are registering for the DC Fuels data flow and Title 40 CFR Part 80 Subpart M Independent Third Party Engineering Review. This will be automatically selected when “Independent Third Party Engineer” is chosen.
- **DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)**: Users should select this role if they are registering for the DC Fuels data flow to submit RFS Pathway Petitions as described in Part 80.1416.
- **DC Fuels Submitter, Title 40 CFR Part 79 Subparts A,B,C,D, and F**: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 79 Regulation of Fuels and Fuel Additives.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L**: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Reformulated Gasoline / Anti-Dumping / Gasoline Toxics / Gasoline Sulfur / Gasoline Benzene.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subpart I**: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Motor Vehicle, Nonroad, Locomotive, and Marine Diesel Fuel.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M**: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Renewable Fuel Standard.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subpart O**: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Gasoline Sulfur (Tier 3).
- **EMTS Fuels ABT Viewer**: Users should select this role if they are requesting view-only access for all Gasoline Sulfur and Benzene Averaging, Banking, and Trading (ABT) transactions under the Tier 3 Gasoline Sulfur Program within the EMTS data flow.
- **EMTS Fuels ABT Submitter**: Users should select this role if they are requesting both editing and submitting rights for all Gasoline Sulfur and Benzene Averaging, Banking, and Trading (ABT) transactions under the Tier 3 Gasoline Sulfur Program within the EMTS data flow.
• EMTS RFS Viewer: Users should select this role if they are requesting view-only access for all RIN transactions under the RFS Program within the EMTS data flow.

• EMTS RFS Submitter: Users should select this role if they are requesting both editing and submitting rights for all RIN transactions under the RFS Program within the EMTS data flow.

• Agent: Users should select this role if they are an agent for a company (The definition of an agent is a person who is not a direct employee of the company).

• Independent Third Party Engineer: Users should select this role if they are an independent third party engineer. Selecting this role will automatically de-select all other OTAQReg Program roles, and add the DC Fuel Submitter, Third Party Engineering Review and OTAQ Registration Company Viewer roles. All other roles will be disabled.

• QAP Auditor: Users should select this role if they are associated to a company with “Quality Assurance Provider” as the selected Program Type/Business Activity to indicate that they are a QAP Auditor. Users will not be permitted to select this role for companies that are not Quality Assurance Providers.