Office of Transportation and Air Quality Fuels Registration (OTAQREG)
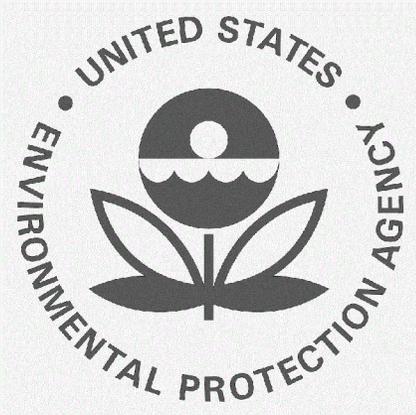
Job Aid

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.

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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

Select Facility: *
4
MELISSA RENEWABLES, LLC ▾

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

Provide a start date *
6
06/01/2022 📅

Provide an end date

📅

7
Cancel   **Add Selected**

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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.
		...s 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]

[🖉 Edit Request] [✖ Cancel Request] **8** [Sign and Approve ↻]