# Office of Transportation and Air Quality Fuels Registration (OTAQREG)

#### **Job Aid**



## How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility

This job aid is designed to provide a high-level overview of the process for associating a biointermediate produced by your company to a Renewable Fuel Producer in OTAQREG.

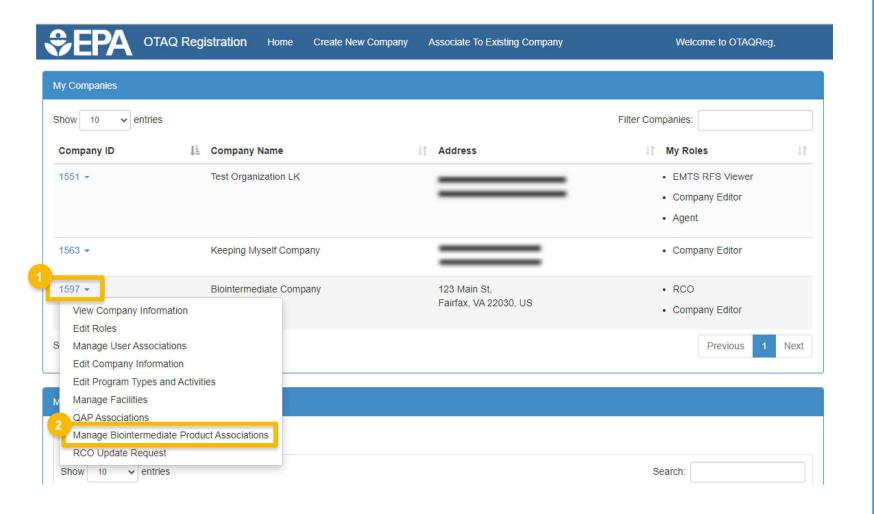
## Before you begin:

- 1. You must have a Central Data Exchange (CDX) account
- 2. You must be logged into the CDX OTAQREG program service
- 3. You must have an active company registered with the Biointermediate Producer business activity with at least one registered biointermediate product

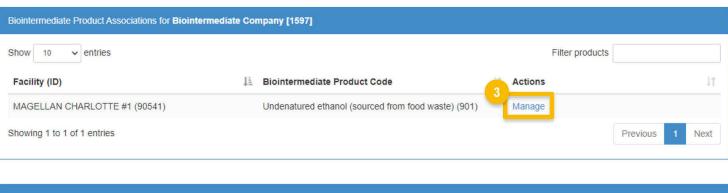
For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

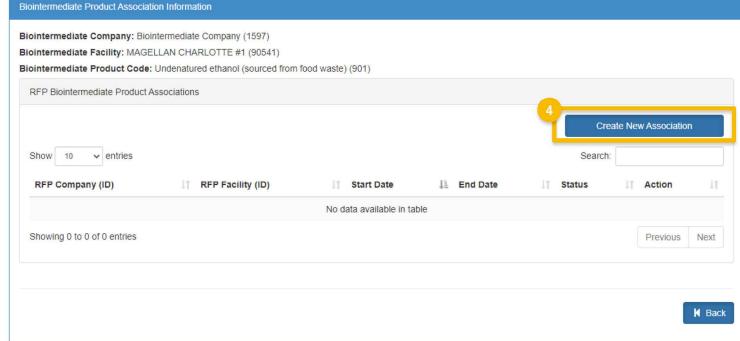
https://www.epa.gov/fuels-registration-reporting-and-compliance-help

- 1. Click the Company ID
- 2. Select Manage Biointermediate
  Product Associations



- 3. Click Manage next to the biointermediate product for which you want to create an association
- 4. Click Create New Association

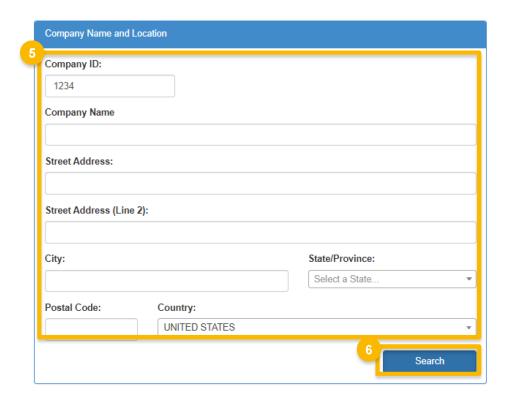




- 4. Search for the Renewable Fuel Producer using any of the following available fields
  - Company ID
  - Company Name
  - Street Address (1 and 2)
  - City
  - State/Province
  - Postal Code
  - Country
- 5. Click Search

#### NOTE:

Company information can be found on the **Part 8o: EPA Fuel Programs Registered Company/Facility ID List** found on <a href="https://www.epa.gov/fuels-registration-reporting-and-compliance-help/registered-companies-and-facilities-part-8o-fuel">https://www.epa.gov/fuels-registration-reporting-and-compliance-help/registered-companies-and-facilities-part-8o-fuel</a>



- 7. Click Select
- 8. Select the appropriate **start date**
- An end date may be selected but is not required
- Click Select next to the Renewable Fuel Production facility that will be acquiring the biointermediate product

Show 10 Filter Companies entries LE Company Name Address Company Id Actions 1601 Renewable Fuel Producer - Test 123 Main St Select Fairfax, VA 22030 Showing 1 to 1 of 1 entries Previous Next K Back Biointermediate Product Association Information Provide a start date \* Provide an end date Search Results Filter Facilities Show 10 v entries Company Name (Id) 1 Facility Name (Id) Actions Renewable Fuel Producer - Test (1601) EAST TEXAS RENEWABLES, LLC (71761) Showing 1 to 1 of 1 entries Previous Next **K** Back

Steps continue on next slide...

Search Results

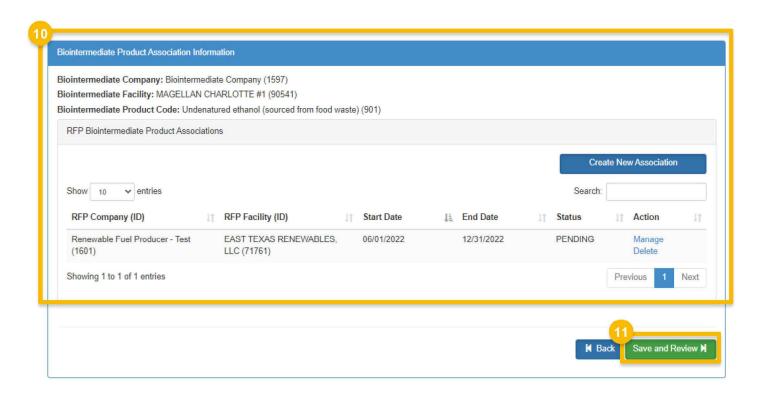
- 10. Review the Biointermediate Product
  Association Information
- 11. Once everything is verified as correct,

  Click Save and Review

#### NOTE:

If you try to associate more than one Renewable Fuel Producer facility to a Biointermediate facility at the same time, an error message will appear.

You may add more than one association if the **Start Date** and **End Date** do not overlap.





12. Review the Biointermediate Product
Association Request

#### If you are the RCO of the company:

13. Click **Sign and Approve** and go through the authentication process to sign. Your request has been completed.

#### If you are not the RCO of the company:

14. Click **Submit and Notify RCO**. Your request will appear under My Requests as Awaiting RCO Signature.

