

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>

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

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

My Companies

Show 10 entries Filter Companies:

Company ID	Company Name	Address	My Roles
1551	Test Organization LK	[REDACTED]	<ul style="list-style-type: none">EMTS RFS ViewerCompany EditorAgent
1563	Keeping Myself Company	[REDACTED]	<ul style="list-style-type: none">Company Editor
1597	Biointermediate Company	123 Main St, Fairfax, VA 22030, US	<ul style="list-style-type: none">RCOCompany Editor

Previous 1 Next

Show 10 entries Search:

View Company Information
Edit Roles
Manage User Associations
Edit Company Information
Edit Program Types and Activities
Manage Facilities
QAP Associations
Manage Biointermediate Product Associations
RCO Update Request

Steps continue on next slide...

How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

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

This screenshot shows a table of biointermediate products. The table has columns for Facility (ID), Biointermediate Product Code, and Actions. A yellow circle with the number 3 highlights the 'Manage' button in the Actions column for the product 'Undenatured ethanol (sourced from food waste) (901)'. The table shows 1 entry.

Facility (ID)	Biointermediate Product Code	Actions
MAGELLAN CHARLOTTE #1 (90541)	Undenatured ethanol (sourced from food waste) (901)	Manage

This screenshot shows the 'Biointermediate Product Association Information' page. It displays the following information:
Biointermediate Company: Biointermediate Company (1597)
Biointermediate Facility: MAGELLAN CHARLOTTE #1 (90541)
Biointermediate Product Code: Undenatured ethanol (sourced from food waste) (901)
Below this information is a section titled 'RFP Biointermediate Product Associations' which contains a table with columns: RFP Company (ID), RFP Facility (ID), Start Date, End Date, Status, and Action. The table is currently empty, displaying 'No data available in table'. A yellow circle with the number 4 highlights the 'Create New Association' button in the top right corner of this section. There is also a 'Back' button at the bottom right of the page.

Steps continue on next slide...

How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

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 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

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Company ID:

Company Name

Street Address:

Street Address (Line 2):

City: State/Province:

Postal Code: Country:

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How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

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

Steps continue on next slide...

Search Results

Show entries Filter Companies

Company Id	Company Name	Address	Actions
1601	Renewable Fuel Producer - Test	123 Main St Fairfax, VA 22030	7 Select

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

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Biointermediate Product Association Information

8 Provide a start date *

Provide an end date

Search Results

Show entries Filter Facilities

Company Name (Id)	Facility Name (Id)	Actions
Renewable Fuel Producer - Test (1601)	EAST TEXAS RENEWABLES, LLC (71761)	9 Select

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

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How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

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.*

Steps continue on next slide...

Biointermediate Product Association Information

Biointermediate Company: Biointermediate Company (1597)
Biointermediate Facility: MAGELLAN CHARLOTTE #1 (90541)
Biointermediate Product Code: Undenatured ethanol (sourced from food waste) (901)

RFP Biointermediate Product Associations

Show 10 entries Search:

RFP Company (ID)	RFP Facility (ID)	Start Date	End Date	Status	Action
Renewable Fuel Producer - Test (1601)	EAST TEXAS RENEWABLES, LLC (71761)	06/01/2022	12/31/2022	PENDING	Manage Delete

Showing 1 to 1 of 1 entries Previous 1 Next

11 Save and Review

Unable to Associate

A biointermediate facility cannot associate with more than one renewable fuel production facility at the same time.

OK

How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

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.

Biointermediate Product Association Request

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Request Information

Request ID: BIO-25702
Request Type: Update Biointermediate Product Association
Request Status: Draft
Company Name: Biointermediate Company [1597]
Submission: Initial

Created On: 05/10/2022
Modified On: 05/10/2022
Requestor ID: UserID1234
Requestor Name: Jane Smith

Requested Associations

Show 10 entries Search:

RFP Company (ID)	RFP Facility (ID)	Start Date	End Date	Status
Renewable Fuel Producer - Test (1601)	EAST TEXAS RENEWABLES, LLC (71761)	06/01/2022	12/31/2022	PENDING

Showing 1 to 1 of 1 entries Previous 1 Next

Add/Edit Associations

Request History

Show 10 entries Filter History

Date/Time	Description
05/10/2022 8:00 PM	Request Status changed from NONE to Draft by UserID1234

Showing 1 to 1 of 1 entries Previous 1 Next

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Home Page Back Cancel Request Sign and Approve

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Home Page Back Cancel Request Submit and Notify RCO