

## Job Aid



# How to Submit a Pathway Specific Plan for Biointermediate Pathways

This job aid is designed to provide a high-level overview of the process for a QAP provider to submit a pathway specific plan for biointermediate production in OTAQREG so that you can start using the new functionality as quickly as possible.

## 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 affiliated with a registered QAP provider in OTAQREG

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 verify that biointermediate pathway is available

1. Open your web browser to <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-codes-and-fuel-pathways-epa-moderated>
2. Download and open RFS EMTS Reporting Codes and Fuel Pathways (xlsx)
3. Click on the RFS Biointermediate Pathways tab
4. Verify that intended pathway is listed
5. If it is not listed, Click on the RFS Fuel Pathways tab
6. Verify that the intended pathway excluding the biointermediate is listed
7. If it is available, email FuelsProgramSupport@epa.gov with the 5 fields necessary to add to the table in the RFS Biointermediate Pathways tab

*Steps continue on next slide...*

## Reporting Codes and Fuel Pathways for the EPA Moderated Transaction System (EMTS)

This Excel spreadsheet provides a complete list of all reporting codes and all possible fuel pathways for the EPA Moderated Transaction System (EMTS). One document is for Renewable Fuel Standard (RFS) users and one document is for Fuels Averaging, Banking and Trading (ABT) users.

- 2
  - [RFS EMTS Reporting Codes and Fuel Pathways \(XLSX\) \(xlsx\)](#) [Free Viewers](#)
  - [Fuels ABT EMTS Reporting Codes \(xlsx\)](#) (624.54 KB, September 2017) [Free Viewers](#)

# How to submit a PSP with biointermediates

1. Click on the QAP provider Company ID
2. Click on **Manage Quality Assurance Plans**

Steps continue on next slide...

My Companies

Show 10 entries Filter Companies:

| Company ID | Company Name | Address | My Roles   |
|------------|--------------|---------|--|
| <b>1</b>   |              |         | <ul style="list-style-type: none"><li>Part 80/1090 Report Submitter</li><li>EMTS RFS Viewer</li><li>Company Editor</li><li>QAP Auditor</li><li>RCO</li></ul> |

- View Company Information
- Edit Roles
- Manage User Associations
- Edit Company Information
- Edit Program Types and Activities
- 2** **Manage Quality Assurance Plans**
- Manage QAP Associations
- RCO Update Request
- Manage ER Submissions
- Manage Attest Submissions
- Manage Reports

# How to submit a PSP with biointermediates (cont.)

- 3. Click on Create New Pathway-specific Plan.

Steps continue on next slide...

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Logged in as, [\(Logout\)](#)

## OTAQ Quality Assurance Plan (QAP)

[Home](#) [QAP Help](#) [Contact Us](#)

### Create New Plan: Create Passphrase

#### Create Passphrase

Please create a passphrase that is at least 8 characters in length. To better protect your form, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and \*).

**Passphrase:**

**Confirm Passphrase:**

Jane Smith

You are responsible for remembering your passphrase and distributing it to only authorized individuals. **Please distribute this passphrase to at least one other authorized official.** Your passphrase will be used as an encryption key to protect the contents of your data.

(123) 456-7890

**Note:** If you lose or forget your passphrase, you will not be able to access your QAP Plan(s) to submit or make changes. You will need to complete a new QAP plan and create a new passphrase for the plan. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve or reset it.

[Save and Continue](#)

| Plan Id  |                       |        |                 |                      |
|----------|-----------------------|--------|-----------------|----------------------|
| PSP-2134 | 03-15-2022 4:15:21 PM | Active | Approved by EPA | <a href="#">View</a> |

[Create New Pathway-specific Plan](#)

## How to submit a PSP with biointermediates (cont.)

4. Enter and reenter a passphrase that will be used to access this job aid
5. Click **Save and Continue**

*Steps continue on next slide...*

The screenshot shows the EPA MyCDX portal interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible on the left, and 'Logged in as,' with a '(Logout)' link on the right. Below the header, the page title is 'OTAQ Quality Assurance Plan (QAP)' with a 'Contact Us' link. A navigation menu on the left includes 'MyCDX', 'Inbox', 'OTAQ Registration Home', and 'OTAQ QAP Home'. The main content area is titled 'Create New Plan: Create Passphrase' and contains a sub-section 'Create Passphrase'. The instructions state: 'Please create a passphrase that is at least 8 characters in length. To better protect your form, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and \*).' There are two input fields: 'Passphrase:' and 'Confirm Passphrase:'. A yellow box with the number '4' highlights these two fields. Below the instructions, a paragraph reads: 'You are responsible for remembering your passphrase and distributing it to only authorized individuals. **Please distribute this passphrase to at least one other authorized official.** Your passphrase will be used as an encryption key to protect the contents of your data.' A **Note** follows: 'If you lose or forget your passphrase, you will not be able to access your QAP Plan(s) to submit or make changes. You will need to complete a new QAP plan and create a new passphrase for the plan. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve or reset it.' At the bottom, a yellow box with the number '5' highlights the 'Save and Continue' button.



## How to submit a PSP with biointermediates (cont.)

6. Select the renewable fuel that is being produced
7. Select the biointermediate-specific process code (e.g. "Production of Biocrude")
8. Select the feedstock that is used to produce the biointermediate (e.g. "Soybean oil")
9. Select the D-Code of the overall pathway
10. Click Add

Steps continue on next slide...

The screenshot shows the EPA MyCDX interface for the OTAQ Quality Assurance Plan (QAP). The page title is "Create New Plan: Pathway-specific Information". The left sidebar contains navigation links: "MyCDX", "Inbox", "OTAQ Registration Home", and "OTAQ QAP Home". The main content area has a header with "EPA United States Environmental Protection Agency" and "Logged in as,". Below the header are "Home" and "QAP Help" tabs, and a "Contact Us" link. The main heading is "Add Fuel Pathway". Below this is a descriptive text: "Add fuel pathways by selecting the fuel pathway components below and clicking 'Add'. Please add all pathways that will be applicable to this plan." The form contains four dropdown menus: "Fuel Code:" (6), "Process Code:" (7), "Feedstock Codes:" (8), and "Renewable Fuel Code:" (9). To the right of these are "Add" (10) and "Reset" buttons. Below the form is the "Associated Fuel Pathways" section, which currently displays "Nothing found to display." and a "Continue" button.

# How to submit a PSP with biointermediates (cont.)

- 11. Select the renewable fuel that is being produced
- 12. Select the overall pathway production process (e.g. "Esterification")
- 13. Select the biointermediate that is used to produce the renewable fuel (e.g. "FFA Feedstock")
- 14. Select the D-Code of the overall pathway
- 15. Click **Add**
- 16. Click **Continue**

Steps continue on next slide...

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**OTAQ Quality Assurance Plan (QAP)** [Contact Us](#)

MyCDX [Home](#) [QAP Help](#)

## Create New Plan: Pathway-specific Information

### Add Fuel Pathway

Add fuel pathways by selecting the fuel pathway components below and clicking "Add". Please add all pathways that will be applicable to this plan.

**Fuel Code:**  **Process Code:**

**Feedstock Codes:**  **Renewable Fuel Code:**

**Add** **Reset**

### Associated Fuel Pathways

| Fuel Code | Process Code | Feedstock Code | Renewable Fuel Type |                        |
|-----------|--------------|----------------|---------------------|------------------------|
|           |              |                |                     | <a href="#">Remove</a> |

**Continue**

## How to submit a PSP with biointermediates (cont.)

17. Answer all the questions on the page as appropriate
18. Click **Save and Continue**
19. Repeat steps 16 and 17 on the next 3 pages

Steps continue on next slide...

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OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

MyCDX [Home](#) [QAP Help](#)

Inbox

[OTAQ Registration Home](#)

[OTAQ QAP Home](#)

### Create New Plan: Feedstock-related Components

— 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.**

17

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

17

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

17

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

17

[Back](#) [Save](#) [Save and Continue](#) 18



## How to submit a PSP with biointermediates (cont.)

20. Click **Browse...** and select a file describing the pathway-specific plan (optional)
21. Click **Upload** (optional)
22. Click **Review**
23. On the next page, review the information for accuracy and click **Sign, Encrypt and Submit**
24. Click **Accept**
25. Use the **eSignature Widget** to sign the request

The screenshot displays the EPA's OTAQ Quality Assurance Plan (QAP) web interface. The header includes the EPA logo and the text "United States Environmental Protection Agency". The user is logged in, as indicated by "Logged in as," in the top right corner. The main navigation menu on the left includes "MyCDX", "Inbox", "OTAQ Registration Home", and "OTAQ QAP Home". The main content area is titled "Create New Plan: QAP Documents" and features a "Home" and "QAP Help" link. Below the title, there is a section for "Upload Documents" with the instruction: "Please upload any additional documents that apply to this plan." A "Browse..." button is highlighted with a yellow box and a callout number 20. To its right, the text "No file selected." is displayed. An "Upload" button is also highlighted with a yellow box and a callout number 21. Below the upload section is a table with columns for "Document Name", "Uploaded", and "Size (kb)". The table currently shows "Nothing found to display." A "Review" button is highlighted with a yellow box and a callout number 22. Below the review section, a "Sign, Encrypt and Submit" button is highlighted with a yellow box and a callout number 23. To the right of this button is a text box containing a certification statement: "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." Below this text box, "Accept" and "Decline" buttons are highlighted with a yellow box and a callout number 24. At the bottom of the interface, the "eSignature Widget" is highlighted with a yellow box and a callout number 25. It consists of three sections: "1. Authentication" with fields for "User:" (DEMOUSER) and "Password:" (masked with dots), and a "Show Password" checkbox; "2. Verification" with a "Question:" (What is your favorite movie?), an "Answer:" field, and a "Show Answer" checkbox; and "3. Sign File" with a "Sign" button. The "Correct Answer" is displayed below the answer field.