

## Job Aid



# How to Update a Renewable Fuel Producer with an Associated Feedstock Aggregator

This job aid is designed to provide a high-level overview of the process for associating a Feedstock Aggregator to an active Renewable Fuel Producer company registration 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 have the Company Editor role in OTAQREG on behalf of the company for which you intend to perform this task
4. Your company must be registered as a Renewable Fuel Producer with at least one facility and Renewable Fuel Standard (RFS) pathway 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>

# Facility Management

1. Click the **Company ID**
2. Select **Manage Facilities**

**NOTE:**

*This job aid focuses on the new Feedstock Aggregator features. As such, steps 3 - 7 will answer questions with the purpose of navigating directly to the RFS Pathways screen, where the new features are located.*

The screenshot shows the 'My Companies' interface. At the top, there is a 'Show 10 entries' dropdown and a 'Filter Companies: 1601' input field. Below this is a table with the following columns: Company ID, Company Name, Address, and My Roles. The first row of the table contains the following data: Company ID: 1601, Company Name: Renewable Fuel Producer - Test, Address: 123 Main St, Fairfax, VA 22030, US, and My Roles: EMTS RFS Viewer, EMTS RFS Submitter, Company Editor. A dropdown menu is open for the Company ID '1601', showing options: View Company Information, Edit Roles, Edit Company Information, Edit Program Types and Activities, Manage Facilities, QAP Associations, Manage Attest Auditor Associations, and RCO Update Request. The 'Manage Facilities' option is highlighted with a yellow box. A yellow box also highlights the '1601' dropdown in the table. At the bottom right of the table, there are 'Previous', '1', and 'Next' buttons.

*Steps continue on next slide...*

# Facility Management

(cont'd)

You will be brought to the Facility Management screen.

3. Under Actions, select **Edit** for the appropriate facility

The screenshot shows the 'Facility Management' interface. At the top right is an 'Add Facility' button. Below it is a 'Filter Facilities' search box. On the left, there is a 'Show 10 entries' dropdown. The main area contains a table with the following data:

ID	Name	Type	Status	Location	Actions
OTAQREG10024928	EAST TEXAS RENEWABLES, LLC	<ul style="list-style-type: none"><li>Gas/Ethanol</li><li>Diesel/Biodiesel</li></ul>	Active	12942 FM2767 TYLER, TX 75708	<ul style="list-style-type: none"><li>View</li><li>View Reporting IDs</li><li><b>Edit</b></li><li>Delete</li></ul>

At the bottom left of the table area, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons. A red circle with the number '3' highlights the 'Edit' button in the Actions column.

◀ Back Save Save and Review ▶

Steps continue on next slide...

# Facility Management

## (cont'd)

4. On the 'Facility Contact Information' screen, click **Save & Continue** to proceed to the next screen

**Facility Name and Location**

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

**Facility Name:**  
ABC BIODIESEL

**Street Address:**  
111 ABC BIODIESEL ST

**Street Address (Line 2):**

**City:** ARLINGTON      **State:** VA

**Postal Code:** 21212      **Country:** UNITED STATES

**Facility Contact Information**

Please provide the Contact Name, Title, Email and Phone number as described in 80.76

**Name: \***  
John Smith

**Title: \*** Manager      **Phone: \*** 2026661666

**Email: \*** jsmith@abcbiodiesel.com      **Fax:**

[◀ Back](#) [↓ Save](#) **4** [Save & Continue ▶](#)

Steps continue on next slide...

# Facility Management (cont'd)

5. On the 'Facility Program Types and Activities screen', click **Save & Continue**
6. On the 'Facility Record Storage' screen, click **Save & Continue**

NOTE:

Although 40 CFR 80.76 is cited in the Facility Record Storage question, the appropriate regulation to reference is 40 CFR Part 1090.805.

Facility Program Types and Activities

Does this facility produce or import Gasoline, Reformulated Gasoline, Pentane, Certified Ethanol Denaturant, Oxygenates, or renewable fuel (such as Ethanol), or blend Oxygenates (such as Ethanol)? \*  Yes  No

Business Activities For Gas/Ethanol Program Type

Ethanol Producer ⓘ	<input type="checkbox"/> No
Renewable Fuel Producer ⓘ	<input checked="" type="checkbox"/> Yes

Does this facility produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment, including renewable diesel fuel (such as Biodiesel)? \*  Yes  No

5

◀ Back Save Save & Continue ▶

Facility Record Storage

Are facility records stored on-site, off-site, or both as defined in 80.76?

On-Site?  Yes

Off-Site?  No

6

◀ Back Save Save & Continue ▶

Steps continue on next slide...

# Facility Management

(cont'd)

7. On the 'Renewable Facility Information' screen, click **Save & Continue**

Renewable Facility Information

The activities previously selected require that you register a Renewable Facility. Please provide the information requested below, and subsequent pages.

Renewable Facility - GHG Threshold Information

Is this facility subject to the 20% GHG Threshold as referenced in 80.1403?

◀ Back

Save

7 Save & Continue ▶

Steps continue on next slide...

# Facility Management: Facility Pathways

You will be brought to the Facility Pathways screen.

8. Under Actions, select **Edit** for the appropriate pathway

Facility Pathways

Show 10 entries Add RFS Pathway

Filter pathways

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Pathway Feedstock(s) Supplied By Feedstock Aggregator?	Actions
Non-ester Renewable Diesel (EV 1.7) (40)	Grandfathered (Other) (888)	• Biogenic Waste Oils/Fats/Greases (160) - N/A <a href="#">Less</a>	Renewable Fuel (D6)			Permitted Capacity	288,000,000	No	<b>8</b> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous 1 Next

Steps continue on next slide...

## Facility Management: Facility Pathways (cont'd)

In the 'Pathway Information' window, you will see a new question below the 'Co-Product Codes' field.

This will identify a feedstock as being supplied by a Feedstock Aggregator.

9. Answer **Yes** to question "Are any of the above feedstocks supplied by a Feedstock Aggregator?"

Once you select Yes, a new field will appear.

10. Select the appropriate **Feedstock Aggregator Supplied Feedstock Codes** from the drop-down menu

11. Click **Save**

*Steps continue on next slide...*

The screenshot shows the 'Pathway Information' form with the following fields and values:

- Fuel Code:** Non-cellulosic Ethanol (10)
- Process Code:** Cellulosic Production Process (280)
- Feedstock Codes:** Cellulosic Biomass – Separated Municipal Solid Waste (220)
- Fuel Type Code:** Advanced Biofuel (D5)
- Co-Product Codes:** Select a CoProduct Code.

Callout 9 points to the question: "Are any of the above feedstocks supplied by a Feedstock Aggregator?" with the "Yes" radio button selected.

Callout 10 points to the "Feedstock Aggregator Supplied Feedstock Codes:" field, which contains "Cellulosic Biomass – Separated Municipal Solid Waste (220)".

Callout 11 points to the "Save" button at the bottom right of the form.

Other fields in the form include:

- Permitted Capacity (gallons):** 10,000
- Actual Peak Capacity (gallons):** (empty)
- Nameplate Capacity (gallons):** (empty)
- Biogas/Electricity - Contracted Volume (gallons):** (empty)

Buttons: "Add FFARS Product", "Cancel", and "Save".



## Facility Management: Facility Pathways (cont'd)

You will be brought back to the Facility Pathways screen, where the 'Pathway Feedstock(s) Supplied By Feedstock Aggregator?' column appears.

If you wish to answer the Feedstock Aggregator question for another RFS Pathway of the facility:

- ❖ Repeat steps 8 – 11, as appropriate

12. Otherwise, review the entries for accuracy and then click **Save & Continue**

*Steps continue on next slide...*

The screenshot shows the 'Facility Pathways' interface. At the top right is an 'Add RFS Pathway' button. Below it is a 'Show 10 entries' dropdown and a 'Filter pathways' search box. The main table has the following columns: Fuel Code, Process Description Code, Feedstock Codes, Fuel Type Code, Co-Product Codes, FFARS ID, Capacity Type, Capacity (gallons), Pathway Feedstock(s) Supplied By Feedstock Aggregator?, and Actions. A single entry is displayed with the following details:

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Pathway Feedstock(s) Supplied By Feedstock Aggregator?	Actions
Non-ester Renewable Diesel (EV 1.7) (40)	Grandfathered (Other) (888)	• Biogenic Waste Oils/Fats/Greases (160) - N/A <a href="#">Less</a>	Renewable Fuel (D6)			Permitted Capacity	288,000,000	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Navigation buttons: 'Back', 'Save', and 'Save & Continue'. The 'Save & Continue' button is highlighted with a yellow border and a '12' in a yellow circle above it.

# Facility Management: Feedstock Aggregator

You will be brought to the new Feedstocks Supplied by Feedstock Aggregator screen where you will associate a Feedstock Aggregator company to the RFS Pathway.

13. Click **Add Feedstock Aggregator**

Feedstocks Supplied by Feedstock Aggregator

13 Add Feedstock Aggregator

Show 10 entries Filter Feedstock Aggregator Supplied Feedstocks

Fuel Code	Process Description Code	Feedstock Code	Fuel Type Code	Feedstock Aggregator Company (ID)	Feedstock Aggregator Facility (ID)	Start Year	End Year	Active	Actions
There are no Feedstock Aggregator Supplied Feedstocks to display.									

Showing 0 to 0 of 0 entries Previous Next

◀ Back Save Save & Continue ▶

*Steps continue on next slide...*

## Facility Management: Feedstock Aggregator (cont'd)

14. Enter any of the following company details for the feedstock aggregator company:

- Company ID
- Company Name
- Street Address
- City
- State/Province
- Postal Code
- Country

15. Click **Search**

*Steps continue on next slide...*

Feedstock Aggregator Company Search

What To Do

Please enter the information of the company you would like to associate to and hit search.

Company Name and Location

14

Company ID:

Company Name

feedstock

Street Address:

Street Address (Line 2):

City:

State/Province:

Select a State...

Postal Code:

Country:

UNITED STATES

15

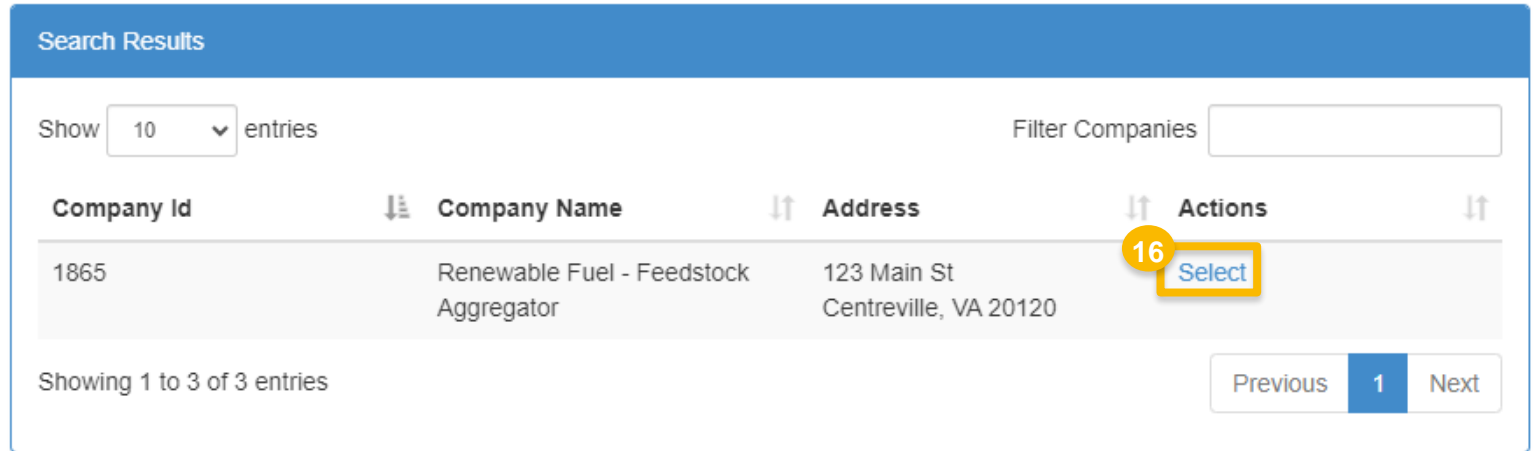
Search

Cancel

## Facility Management: Feedstock Aggregator (cont'd)

A new window will appear with the Search Results.

16. Under Actions, click **Select** next to the appropriate company



Search Results

Show  entries Filter Companies

Company Id	Company Name	Address	Actions
1865	Renewable Fuel - Feedstock Aggregator	123 Main St Centreville, VA 20120	<b>16</b> <a href="#">Select</a>

Showing 1 to 3 of 3 entries Previous **1** Next

*Steps continue on next slide...*

## Facility Management: Feedstock Aggregator (*cont'd*)

17. Select the appropriate Facility Feedstock Aggregator Information
  - Facility
  - Pathway
  - Start year
  - End year (*optional*)
18. Once the fields have been populated, click **Add**

Facility Feedstock Aggregator Information

17

Select Facility: \*

TEST

Select Pathway: \*

Fuel Code:40/ Process Code:888/Feedstock Code:160/Fuel Type:D6

Provide a start year \*

2023

Provide an end year

18

Back Cancel Add

*Steps continue on next slide...*

## Facility Management: Feedstock Aggregator (cont'd)

You will be brought back to the Feedstocks Supplied by Feedstock Aggregator screen.

19. Review the entries for accuracy and then click **Save & Continue**

### Feedstocks Supplied by Feedstock Aggregator

Show  entries [Add Feedstock Aggregator](#)

Filter Feedstock Aggregator Supplied Feedstocks

Fuel Code	Process Description Code	Feedstock Code	Fuel Type Code	Feedstock Aggregator Company (ID)	Feedstock Aggregator Facility (ID)	Start Year	End Year	Active	Actions
Non-ester ... <a href="#">More</a>	Grandfathe... <a href="#">More</a>	Biogenic W... <a href="#">More</a>	Renewable Fuel(D6)	Renewable Fuel - Feedstock Aggregator (1865)	TEST (512561)	2023	No End Year Provided	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

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

[Back](#) [Save](#) **19** [Save & Continue](#)

*Steps continue on next slide...*

# Facility Management

You will be brought back to the Facility Management screen.

If you wish to update the Feedstock Aggregator information for another facility's pathways:

❖ Repeat steps 3 – 19, as appropriate

20. Otherwise, click **Save and Review**

The screenshot shows the 'Facility Management' interface. At the top right is an 'Add Facility' button. Below it is a 'Filter Facilities' search box. On the left, there is a 'Show 10 entries' dropdown. The main area contains a table with the following data:

ID	Name	Type	Status	Location	Actions
OTAQREG10024928	EAST TEXAS RENEWABLES, LLC	Gas/Ethanol	Update	12942 FM2767 TYLER, TX 75708	<a href="#">View</a> <a href="#">View Reporting IDs</a> <a href="#">Edit</a> <a href="#">Delete</a>

At the bottom left of the table area, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons. A yellow callout bubble with the number '20' points to the 'Save and Review' button in the bottom right corner of the overall interface.

Navigation buttons: Back, Save, and Save and Review. The 'Save and Review' button is highlighted with a yellow callout bubble containing the number 20.

Steps continue on next slide...

# Review and Submit Request

21. Review the Company Request details for accuracy

If you are the RCO of the company:

22. Click Sign and Submit

❖ Please proceed to step 24 (next slide)

If you are not the RCO of the company:

23. Click Submit and Notify RCO

Steps continue on next slide...

**Request Information**

<b>Request ID:</b> FAC-26920	<b>Created On:</b> 08/18/2023
<b>Request Type:</b> Update Facility	<b>Modified On:</b> 08/18/2023
<b>Request Status:</b> Draft	<b>Requestor ID:</b> USER_NAME
<b>Company Name:</b> Renewable Fuel Producer - Test [1601]	<b>Requestor Name:</b> Firstnm Lastnm
<b>Submission:</b> Initial	

**Facility Pathways**

Show  entries Filter pathways

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Pathway Feedstock(s) Supplied By Feedstock Aggregator?
Non-ester Renewable Diesel (EV 1.7) (40)	Grandfathered (Other) (888)	Biogenic Waste Oils/Fats/Greases (160) - N/A <a href="#">Less</a>	Renewable Fuel (D6)			Permitted Capacity	288,000,000	Yes

**Feedstocks Supplied by Feedstock Aggregator**

Show  entries Filter Feedstock Aggregator Supplied Feedstocks

Fuel Code	Process Description Code	Feedstock Code	Fuel Type Code	Feedstock Aggregator Company (ID)	Feedstock Aggregator Facility (ID)	Start Year	End Year	Active
Non-ester Renewable Diesel (EV 1.7)(40) <a href="#">Less</a>	Grandfathered (Other)(888) <a href="#">Less</a>	Biogenic Waste Oils/Fats/Greases(160) <a href="#">Less</a>	Renewable Fuel(D6)	Renewable Fuel - Feedstock Aggregator (1865)	TEST (512561)	2023	No End Year	Yes

22
Sign and Submit

23
Submit and Notify RCO



## Review and Submit Request (cont'd)

24. Click **Accept**

25. Use the **eSignature Widget** to sign the request

26. The request will appear in the My Pending Requests section of your home page with the status **Awaiting Initial Review**

You will receive an email notification when EPA reviews and activates the request.

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.

24 **Accept** **Decline**

25 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**

My Requests

Pending **Withdrawn** Rejected

Show 10 entries Search: 26854

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
FAC-26920	Update Facility	Renewable Fuel Producer ABC - 1875	USER_NAME	08/02/2023	Awaiting Initial Review

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous 1 Next