

Job Aid



How to Associate your Biogas Producer with a QAP Provider

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 a registered company in OTAQREG with the Biogas Producer business activity
4. You must have the following user roles in OTAQREG on behalf of the Biogas Producer
 - Company Editor or RCO

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>

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1. Click the Company ID
2. Select **Manage Biogas Producer Associations**

The screenshot shows a web interface titled "My Companies". At the top, there is a "Show 10 entries" dropdown and a "Filter Companies: biogas" search box. Below this is a table with the following columns: "Company ID", "Company Name", "Address", and "My Roles". The first row of the table has a "Company ID" of "1996" (highlighted with a yellow box and a circled "1"), "Company Name" of "Biogas Producer", "Address" of "123 Main St, Fairfax, VA 22030, US", and "My Roles" including "RCO", "EMTS RFS Submitter", "Part 80/1090 Report Submitter", and "Company Editor". A dropdown menu is open for the "Company ID" cell, listing various actions. The option "Manage Biogas Producer Associations" is highlighted with a yellow box and a circled "2". Other options in the menu include "View Company Information", "Edit Roles", "Manage User Associations", "Edit Company Information", "Edit Program Types and Activities", "Manage Facilities", "QAP Associations", "RCO Update Request", "Manage ER Submissions", "Manage Attest Submissions", and "Manage Reports". At the bottom right of the table, there are "Previous", "1", and "Next" navigation buttons. A "Search:" input field is located at the bottom right of the interface.

Steps continue on next slide...

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- 3. Click Create New Association

Manage Biogas Producer Associations for Biogas Producer [1996]

Show entries Filter associations

Create New Association

Producer Facility (ID)	Associated Company (ID)	Associated Facility (ID)	Start Date	End Date	Fuel Type Code	Biogas Usage	Association Type	Actions
There are no Associations to display.								

Showing 0 to 0 of 0 entries Previous Next

Steps continue on next slide...

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4. Select 'QAP Provider (QAP)' as the **Association Type**
5. Select the appropriate Fuel Type Code
 - Cellulosic Biofuel (D3)
 - Advanced Biofuel (D5)

The screenshot shows a web form titled "Biogas Producer Association Information". It contains two main sections: "Biogas Association Type Information" and "Fuel Type Code Information". In the first section, the "Association Type" dropdown menu is selected with "QAP Provider (QAP)" and is highlighted with a yellow box and a yellow circle containing the number "4". In the second section, the "Fuel Type Code" dropdown menu is empty and highlighted with a yellow box and a yellow circle containing the number "5".

Steps continue on next slide...

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6. Select the appropriate Producer Facility

Biogas Producer Information

Company Details

Company ID: 1996	City: Fairfax
Company Name: Biogas Producer	State: VA
Street Address: 123 Main St	Postal Code: 22030
Street Address 2:	Country: US

Responsible Corporate Officer (RCO) Information

RCO CDX User ID: USER_NAME	RCO Phone: (703) 870-8929
RCO Name:	RCO Fax:
RCO Title: Role Title	RCO Email:

6 **Producer Facility ***

Steps continue on next slide...

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7. Select the appropriate QAP Company
8. Enter Association Dates details
 - Start Date (required)
 - End Date (optional)
9. Click Save and Continue

NOTE: A biogas production facility may associate with more than one QAP company at a time. If there is an overlap in dates, at least one of the following 3 association details must be unique per record:

- Producer Facility
- QAP Company
- Fuel Type

Steps continue on next slide...

The screenshot shows a web form with two main sections. The first section, titled 'QAP Company Information', contains a dropdown menu labeled 'QAP Company *' with a red asterisk indicating a required field. The selected option is 'QAP Company 2 (1969)'. The second section, titled 'Association Dates', contains two input fields: 'Start Date *' (required) with the value '02/01/2024' and a calendar icon, and 'End Date' (optional) with the value '10/01/2024' and a calendar icon. At the bottom right of the form, there are two buttons: a blue 'Back' button and a green 'Save and Continue' button.

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10. Review the Biogas Producer Association Request information for accuracy. Once verified, you are ready to submit your association request.

If you are the RCO of the company:

11. Click **Submit and Notify Associate**

❖ Please proceed to step 13 (*next slide*)

If you are not the RCO of the company:

12. Click **Submit and Notify RCO**

❖ This concludes the request submission.

NOTE: Both the RCO of the Biogas Producer company and the RCO of the QAP Provider company will need to approve the request before the association becomes active.

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Biogas Producer Association Request

Request Information	
Request ID: BIOGAS-27311	Created On: 02/13/2024
Request Type: New Biogas Producer Association	Modified On: 02/13/2024
Request Status: Draft	Requestor ID: USER_NAME
Company Name: Biogas Producer [1996]	Requestor Name: John Smith
Submission: Initial	

Biogas Producer Information	
Company Details	
Company ID: 1996	City: Fairfax
Company Name: Biogas Producer	State: VA
Street Address: 123 Main St	Postal Code: 22030
Street Address 2:	Country: US
Responsible Corporate Officer (RCO) Information	
RCO CDX User ID: USER_NAME	RCO Phone: 703-123-4567
RCO Name: Jan Smith	RCO Fax:
RCO Title: Role Title	RCO Email: Jan.Smith@company.com

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⏪ Home Page ⏪ Back ✖ Cancel Request **Submit and Notify Associate** ↻

12

⏪ Home Page ⏪ Back ✖ Cancel Request **Submit and Notify RCO** ↻

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If you are the RCO of the company:

13. Click **Accept**
14. Use the **eSignature Widget** to sign the request
15. The request will appear in the **Pending** tab of the **My Requests** section of your home page with the status **Awaiting RCO Approval**

NOTE: You will receive an email notification regarding any status changes to your 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.

13 **Accept** **Decline**

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eSignature Widget

1. Authentication

Log into CDX

User:

Password:

.....

Show Password

Welcome

2. Verification

Question:

What is the first and middle name of your oldest sibling?

Answer:

.....

Show Answer

Correct Answer

3. Sign File

Sign

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My Requests

Pending **Withdrawn** Rejected

Show 10 entries Search: 1996

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
BIOGAS-27311	New Biogas Producer Association	Biogas Producer - 1996	USER_NAME	02/13/2024	Awaiting RCO Approval

Showing 1 to 1 of 1 entries (filtered from 12 total entries) Previous 1 Next