

Job Aid



How to Associate your Biogas Producer with a Renewable Fuel Producer

This job aid is designed to provide a step-by-step overview of the process for associating your Biogas Producer company with the Renewable Fuel Producer company which will be consuming the biogas products.

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>

Important note:

- The purpose of this job aid is to address associations between Biogas Producers and the biogas consumer companies such as Renewable Natural Gas (RNG) Producers and Biogas Closed-Distribution System (BCDS) RIN Generators
- As it pertains to this job aid, the term 'Renewable Fuel Producer' is referring to RNG Producers and BCDS RIN Generators.

How to Associate your Biogas Producer with a Renewable Fuel Producer

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

The screenshot shows the 'My Companies' interface. At the top, there is a 'Show 10 entries' dropdown and a 'Filter Companies: 1996' input field. Below this is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows '1996' as the Company ID, 'Biogas Producer' as the Company Name, '123 Main St, Fairfax, VA 22030, US' as the Address, and a list of roles: 'EMTS RFS Submitter', 'Part 80/1090 Report Submitter', and 'Company Editor'. A dropdown menu is open for the '1996' Company ID, listing several options. The option 'Manage Biogas Producer Associations' is highlighted with a yellow box and a yellow circle with the number '2' next to it. Other options in the menu include 'View Company Information', 'Edit Roles', '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' buttons. A search bar is located at the bottom right of the interface.

Steps continue on next slide...

How to Associate your Biogas Producer with a Renewable Fuel Producer

3. Click on Create New Association

Manage Biogas Producer Associations for Biogas Producer [1996]

Show entries Filter associations

Producer Facility (ID)	Associated Company (ID)	Associated Facility (ID)	Start Date	End Date	Fuel Type Code	Biogas Usage	Association Type	Actions
------------------------	-------------------------	--------------------------	------------	----------	----------------	--------------	------------------	---------

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

3 Create New Association

Steps continue on next slide...

How to Associate your Biogas Producer with a Renewable Fuel Producer

4. Select 'Renewable Fuel Producer (RFP)' from the **Association Type** drop-down menu
5. Select the appropriate **Fuel Type Code**
 - Cellulosic Biofuel (D3)
 - Advanced Biofuel (D5)
6. Select the appropriate **Usage Type**
 - Production of RNG (commercial pipeline)
 - Production of CNG/LNG (closed distribution system)
 - Use of biogas as a biointermediate (closed distribution system)

Steps continue on next slide...

The screenshot shows a web form titled "Biogas Producer Association Information" with three main sections:

- Biogas Association Type Information:** Contains a dropdown menu for "Association Type" with a red asterisk indicating it is required. The option "Renewable Fuel Producer (RFP)" is selected and highlighted with a yellow box and a circled number 4.
- Fuel Type Code Information:** Contains a dropdown menu for "Fuel Type Code" with a red asterisk. The field is empty and highlighted with a yellow box and a circled number 5.
- Biogas Usage Information:** Contains a dropdown menu for "Usage Type" with a red asterisk. The field is empty and highlighted with a yellow box and a circled number 6.

How to Associate your Biogas Producer with a Renewable Fuel Producer

- 7. Select the appropriate **Producer Facility**
- 8. Click **Select Consumer Company**

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_01	RCO Phone:
RCO Name:	RCO Fax:
RCO Title: COO	RCO Email:

7 Producer Facility *

Biogas Consumer Information

8

Select Consumer Company

Steps continue on next slide...

How to Associate your Biogas Producer with a Renewable Fuel Producer

A new window will appear.

Here, you will search for the Renewable Fuel Producer Company that will consume the biogas.

9. Enter the Company Name and Location search criteria

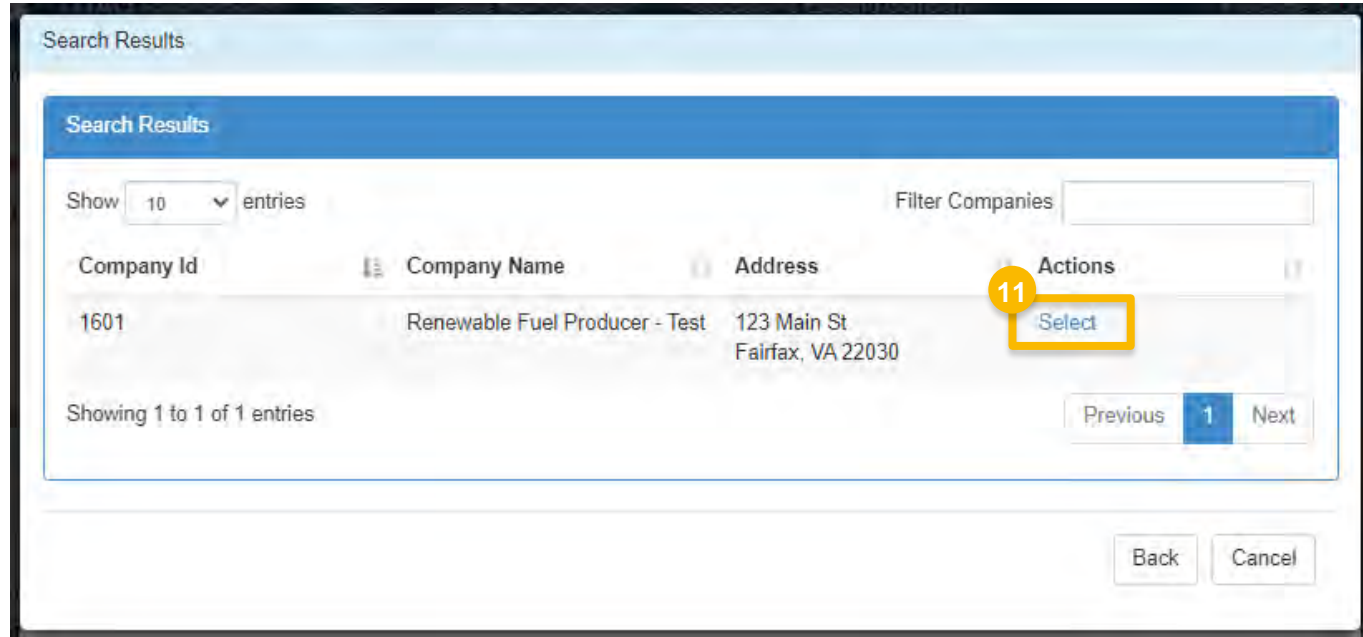
10. Click Search

Steps continue on next slide...

The screenshot shows a web application window titled "Company Search". At the top, there are navigation links: "CTAC Registration", "Home", "Create New Company", "Associate to Existing Company", and "Welcome to UTA". Below the navigation is a "What To Do" section with a text box containing the instruction: "Please enter the information of the company you would like to associate to and hit search." The main form area is titled "Company Name and Location" and contains the following fields: "Company ID:" (text input), "Company Name" (text input), "Street Address:" (text input), "Street Address (Line 2):" (text input), "City:" (text input), "State/Province:" (dropdown menu with "Select a ..." option), "Postal Code:" (text input), and "Country:" (dropdown menu with "UNITED..." option). A blue "Search" button is located at the bottom right of the form, and a "Cancel" button is at the bottom right of the window. A yellow box highlights the entire form area, with a yellow circle containing the number "9" at the top left corner and another yellow circle containing the number "10" at the bottom right corner, next to the "Search" button.

How to Associate your Biogas Producer with a Renewable Fuel Producer

11. Click **Select** for the appropriate company



Steps continue on next slide...

How to Associate your Biogas Producer with a Renewable Fuel Producer

You will be brought back to the Biogas Producer Association Information page.

Under the Biogas Consumer Information section, the selected Renewable Fuel Producer details will be populated.

12. If applicable, select the appropriate **Consumer Facility** from the drop-down menu

Biogas Consumer Information

Select Consumer Company

Company Details

Company ID: 1601	City: Fairfax
Company Name: Renewable Fuel Producer - Test	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:
RCO Name:	RCO Fax:
RCO Title: title	RCO Email:

12 Consumer Facility *

How to Associate your Biogas Producer with a Renewable Fuel Producer

13. Enter Association Dates details

- Start Date *(required)*
- End Date *(optional)*

14. Click Save and Continue

NOTE: A biogas production facility may associate with more than one RFP 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:

- Consumer Facility
- Biogas Usage Type
- Fuel Type Code

NOTE: Only one association of Biogas Usage Type 'Use of biogas as a biointermediate (closed distribution system)' may exist per period.

Steps continue on next slide...

The screenshot shows a form titled "Association Dates". It contains two input fields: "Start Date" with a red asterisk indicating it is required, and "End Date". The "Start Date" field contains the date "11/01/2023" and the "End Date" field contains "11/30/2023". Both fields have a calendar icon to their right. A yellow rectangular box highlights the date input area, and a yellow circle with the number "13" is positioned to the left of the box.

The screenshot shows two navigation buttons: a blue "Back" button and a green "Save and Continue" button. A yellow circle with the number "14" is positioned to the left of the "Save and Continue" button.

How to Associate your Biogas Producer with a Renewable Fuel Producer

- 15. Review the request details for accuracy
- 16. If you are not the RCO, click **Submit and Notify RCO**
- 17. If you are the RCO, click **Submit and Notify Associate**

NOTE: The RCO of the Biogas Producer company and the RCO of the Renewable Fuel Producer company must approve the request before it becomes an active association.

Biogas Producer Association Request

15

Request Information

Request ID: BIOGAS-27346	Created On: 02/21/2024
Request Type: New Biogas Producer Association	Modified On: 02/21/2024
Request Status: Draft	Requestor ID: USER_NAME
Company Name: Biogas Producer [1996]	Requestor Name:
Submission: Initial	

16

17

Home Page Back Cancel Request Submit and Notify RCO

Home Page Back Cancel Request Submit and Notify Associate