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**Request Information**

Request ID : CR-3359	Created On : 07/15/2014
Request Type : RCO Update	Modified On : 07/15/2014
Request Status : Awaiting RCO Wet Ink Signature	Requested By : Jason Wilcox
Company Name : ICR Example Company [6544]	Username : JMWILCOX10

List of Changes

- RCO Title changed from "CEO" to "President"

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**Company Name and Location**

Company ID : 6544	Address 1 : 123 Road
Company Name : ICR Example Company	Address 2 :
	City : Springfield
	State : Illinois
	Postal Code : 55555
	Country : United States

Reason for RCO Update :  
John Smith's title has changed.

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**Responsible Corporate Officer (RCO) Info**

RCO CDX User ID :  
RCO Name : John Smith  
RCO Title : President  
RCO E-mail : wilcox.jason@epa.gov  
RCO Phone : 5555555555  
RCO Fax :

**RCO Change Notification Letter**

To whom it may concern:

Please be advised that I, John Smith, of ICR Example Company Company ID 6544, became the responsible corporate officer on 07/15/2014 and replaced John Smith, the previous responsible corporate officer is no longer the RCO because: John Smith's title has changed.

Please include both the previous RCO and new RCO signatures. If the previous RCO is unavailable to sign this change letter, please indicate why.

Company Name: ICR Example Company  
Previous RCO: John Smith, CEO  
wilcox.jason@epa.gov  
5555555555 (phone)  
New RCO: John Smith, President  
wilcox.jason@epa.gov  
5555555555 (phone)

Signature:

\_\_\_\_\_

Signature:

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## RCO Delegation Letter

To whom it may concern:

Please be advised that I John Smith, President, of ICR Example Company Company ID 6544 delegate Jason Wilcox, Test Title, to submit any and all information to the United States Environmental Protection Agency in relation to EPA's Fuels Programs.

I authorize delegate Jason Wilcox to set up a Central Data Exchange (CDX) account and enable them to electronically sign and certify reports submitted to the EPA, on my behalf. Jason Wilcox understands the reports and information they are submitting. Jason Wilcox is my employee and is not a third party agent.

In addition, I acknowledge that I and the delegated person are responsible for the information submitted in accordance with the regulations under title 40 CFR Part 80.

I also establish Jason Wilcox to register for and use the following CDX applications on my company's behalf. Please confirm the delegate's program role selections by marking the appropriate program roles below with an X. Delegate Jason Wilcox has requested access to the following program roles:

DC Fuels Submitter, Title 40 CFR Part 80 Subpart I, DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M, EMTS Submitter, Company Editor

QAP Auditor – My delegate may edit any currently registered QAP information for ICR Example Company. Additionally, they may create new QAP relationships to any registered fuel producing companies on my behalf.

OTAQReg: Fuels Programs Registration -- This application is used for registration under 40 CFR Part 80

OTAQReg: Fuels Programs Registration -- Company Editor Role -- Fuels programs registration portal: My delegate may edit and electronically send registrations for my company.

OTAQReg: Fuels Programs Registration -- Company Viewer Role -- Fuels programs registration portal: My delegate may view my company registration information.

OTAQReg: Fuels Programs Registration -- Limited Company Viewer Role -- Fuels programs registration portal: My delegate may view my company registration information.

OTAQDCFuel: OTAQ DCFuels Application -- This application is used for the certification and submission of required reports under 40 CFR Part 80

OTAQDCFUEL: OTAQ DC FUEL Application -- Submitter Role -- The portal provides users the ability to electronically sign and submit encrypted reports over a secure connection. I understand I am granting my delegate the ability to send my reports via the portal, obtain an electronic signature and that they will have the submitter role in the OTAQReg application for my company. The delegate will also have the ability to retrieve copies of the record that they submit. In addition, I acknowledge that I and the delegated person are responsible for the information submitted in accordance with the applicable subparts:

Reports under 40 CFR Part 79 Subparts A, B, C, D, and F -- Registration of Fuels and Fuel Additives

Reports under 40 CFR Part 80 Subparts D, E, F, H, J, and L -- Reformulated Gasoline / Anti-Dumping / Gasoline Toxics / Gasoline Sulfur /Gasoline Benzene

Reports under 40 CFR Part 80 Subpart I -- Motor Vehicle, Nonroad, Locomotive, and Marine Diesel Fuel

Reports under 40 CFR Part 80 Subparts K and M -- Renewable Fuel Standard

OTAQEMTS: EPA Moderated Transaction System -- This application is used for Renewable Identification Number (RIN) transactions under the Renewable Fuel Standard (RFS2)

OTAQEMTS: OTAQ EMTS Application -- Submitter Role -- EPA Moderated Transaction System (EMTS): EMTS is required for companies to generate and transact Renewable Identification Numbers (RINs) for the Renewable Fuel Standard (RFS2). I understand I am granting my delegate the ability to perform all actions (including trades) for my company in EMTS and be assigned the submitter role in the OTAQReg application.

OTAQEMTS: OTAQ EMTS Application -- Company Viewer Role -- EPA Moderated Transaction System (EMTS): EMTS is required for companies to generate and transact Renewable Identification Numbers (RINs) for the Renewable Fuel Standard (RFS2). I understand I am granting my delegate the ability to view all actions for my company in EMTS and be assigned the company viewer role in the OTAQReg application.

OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application -- This application allows obligated parties to purchase Cellulosic Biofuel Waiver Credits in the RFS2 program (per 40 CFR 80.1456)

OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application -- Company Submitter Role -- Pay.gov portal: OTAQWaiverCredits is used by obligated parties to purchase cellulosic biofuel waiver credits to be applied to an obligated party's renewable volume obligation (RVO). In order to use this application, the user must know the amount of cellulosic biofuel waiver credits that the party needs. Additionally, a party may not purchase more credits than their party needs; nor may a party transfer credits to another party. This role is only applicable to refiners and importers of obligated volumes per the renewable fuel standard program. My delegate may purchase Cellulosic Biofuel Waiver Credits for my company through the OTAQWaiverCredits application in CDX.

Signed,

John Smith, President  
wilcox.jason@epa.gov  
5555555555 (phone)

Date \_\_\_\_\_