

Office of Transportation and Air Quality (OTAQ) Quality Assurance Provider User Guide

Version 1.02



Office of Transportation and Air Quality (OTAQ) Fuels Programs Registration User Guide

Version 1.02

Compliance Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

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1 Introduction

This document is the User Guide for the Quality Assurance Provider functionality within the OTAQReg online application. It describes the processes a user must follow to create a QAP Company, submit QAP documents, edit a QAP company, associate to Fuel Producer Companies and manage those associations. This user guide assumes that the user has a Central Data Exchange (CDX) account and has registered for the OTAQ Registration program service.

If you have any questions about the content, format, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels/index.htm>.

If you have any general or technical questions related to the Central Data Exchange (CDX) you may contact any of the following:

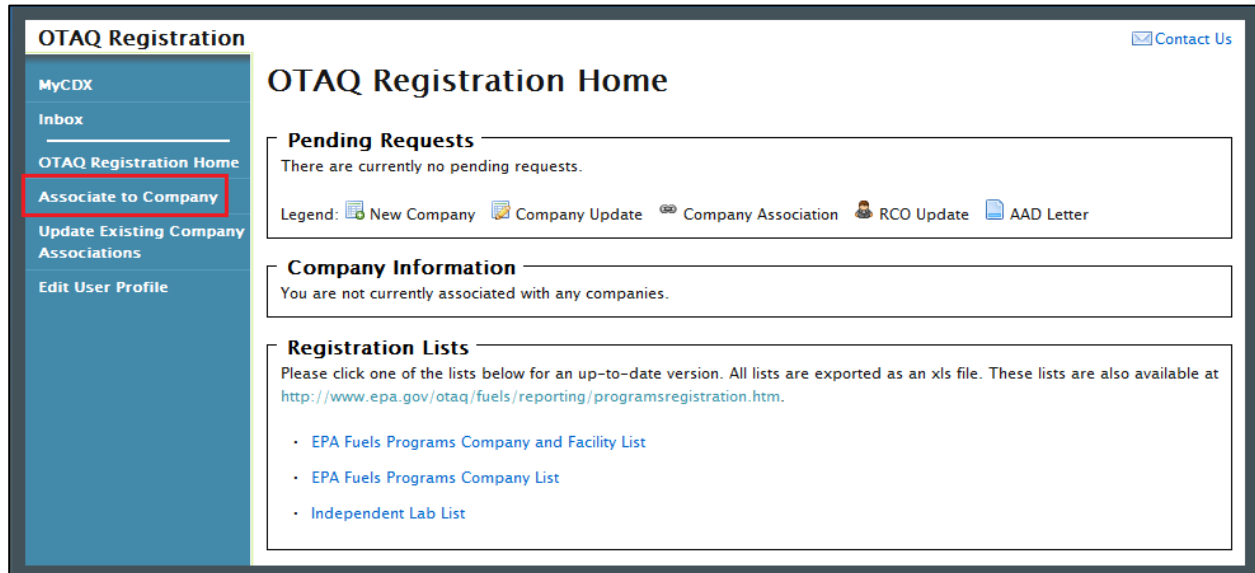
- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or OTAQReg, please contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.

2 Create New QAP Company

The following sections describe how to create a new QAP company in the OTAQReg application.

Figure 2-1 OTAQ Registration Home Page



Click the “Associate to Company” link in the left side toolbar of your OTAQ Registration Home Page, as seen in Figure 2-1. Figure 2-2 will display.

2.1 Verify Company Does Not Exist in OTAQReg

Figure 2-2 Associate to Company Search Page



Before you can create a new company, you must first confirm that the company you intend to create does not already exist in OTAQReg. Enter search criteria pertinent to your company and click the “Search” button, as seen in Figure 2-2. Figure 2-3 will display.

Please note, search terms act together to narrow results. It is recommended that companies use broad searches to avoid delays and registration issues caused by a user attempting to duplicate a company registration.

Figure 2-3 Associate to Company Search Results



OTAQ Registration [Contact Us](#)

MyCDX

- Inbox
- OTAQ Registration Home
- Associate to Company**
- Update Existing Company Associations
- Edit User Profile

Associate to Company

To associate to a company, search using at least one of the criteria below. If you need to create a new company, please first search for existing companies within OTAQ Reg to ensure the company does not already exist.

Search Criteria

Company ID:

Company Name:

City:

State:

Postal Code:

Your search returned no companies.

If you do not see the company in the above results, you may search again. If you are certain your company does not already exist in OTAQ Reg, click the "Create New Company" button below.

The page will return a list of companies matching the provided search criteria. If your company is displayed in the search results then please refer to the OTAQReg User Guide for instructions on how to associate to an existing company.

If it is determined that your company does not currently exist in OTAQReg, click the “Create New Company” button. Figure 2-4 will display.

2.2 Create Company Details

Figure 2-4 Create New Company: Company Details Page

OTAQ Registration Contact Us

MyCDX
Inbox
OTAQ Registration Home
Associate to Company
Update Existing Company Associations
Edit User Profile

Create New Company: Company Details

Basic Information

Company 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".

* Company Name: <input type="text"/>	* Address 1: <input type="text"/>
* Created On 02/03/2014 (MM/DD/YYYY):	Address 2: <input type="text"/>
Valid From 02/03/2014 <input type="text"/>	* City: <input type="text"/>
(MM/DD/YYYY):	* State: Please Select From List <input type="text"/>
Valid To <input type="text"/> Optional	* Postal Code: <input type="text"/>
(MM/DD/YYYY):	* Country: United States <input type="text"/>

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: <input type="text"/>	* RCO E-mail: <input type="text"/>
* RCO Name: <input type="text"/>	* Confirm RCO E-mail: <input type="text"/>
* RCO Title: <input type="text"/>	* RCO Phone: <input type="text"/> x <input type="text"/>
	RCO Fax: <input type="text"/>

Program Type and Business Activities

Program Type and Business Activities

- Gasoline
- Diesel
- Renewable Fuel Standard
- QAP Provider

Company Foreign Bond

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Company Contacts

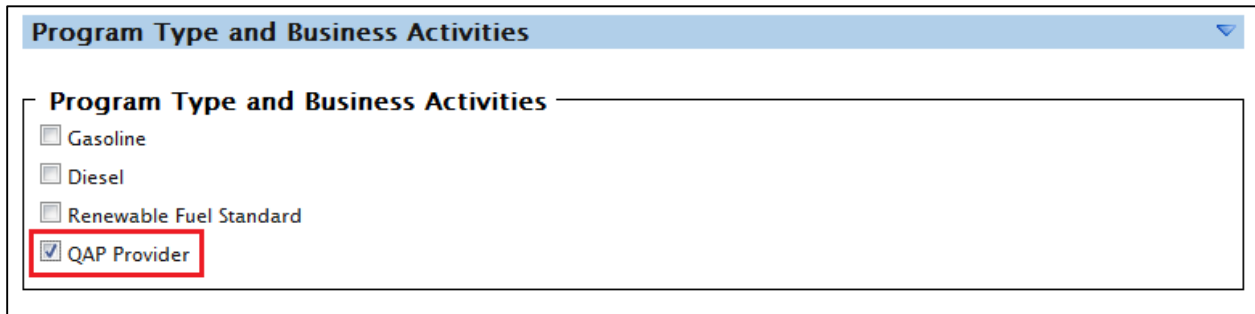
There are currently no company contacts.

The Create New Company: Company Details page displays fields for you to provide the Company Name, Location, Responsible Corporate Officer information, Program Types, Business Activities, Company Contacts, and other required company details.

Enter your company’s registration information, making sure to complete all required fields. Required fields are marked with a red star.

Select the "Quality Assurance Provider" Program Type, as shown in Figure 2-5.

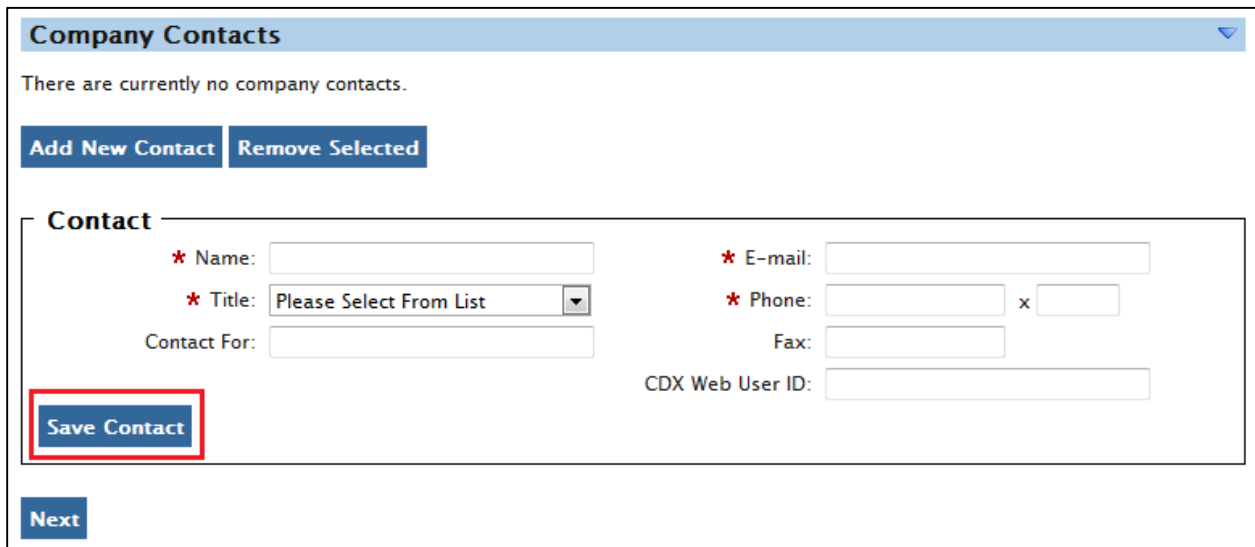
Figure 2-5 Program Type and Business Activities



The screenshot shows a section titled "Program Type and Business Activities" with a dropdown arrow. Below the title, there are four checkboxes: "Gasoline", "Diesel", "Renewable Fuel Standard", and "QAP Provider". The "QAP Provider" checkbox is checked and highlighted with a red rectangular box.

To add a company contact, click the “Add New Contact” button. Figure 2-6 will display.

Figure 2-6 Company Contacts



The screenshot shows the "Company Contacts" section with a dropdown arrow. Below the title, it says "There are currently no company contacts." There are two buttons: "Add New Contact" and "Remove Selected". Below these is a "Contact" form with the following fields:

- * Name: [text box]
- * E-mail: [text box]
- * Title: [dropdown menu with "Please Select From List"]
- * Phone: [text box] x [text box]
- Contact For: [text box]
- Fax: [text box]
- CDX Web User ID: [text box]

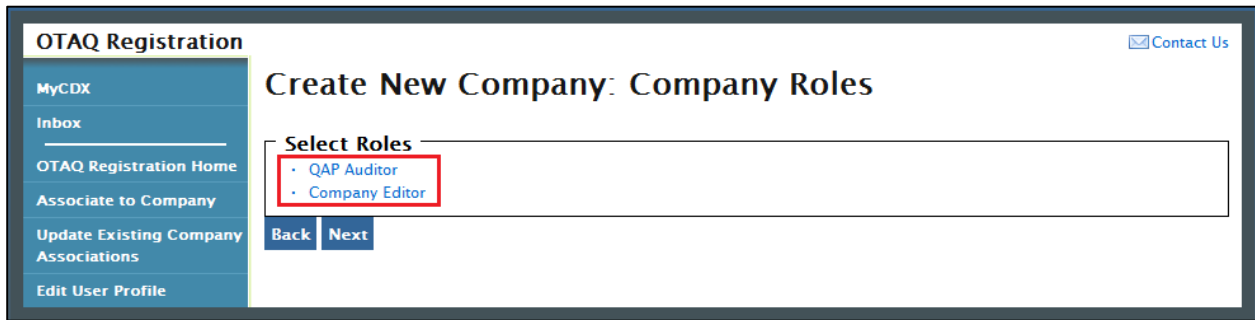
 The "Save Contact" button is highlighted with a red rectangular box. At the bottom left, there is a "Next" button.

Enter information in all required fields by typing in the textboxes. The "Title" field is a dropdown list containing multiple values. If you do not see your contact's title in this list, select "Other" and a text box will appear where you can provide a different title. Click the “Save Contact” button. The contact will now be listed in the company details.

After you have provided your complete company details, click the “Next” button. Figure 2-7 will display.

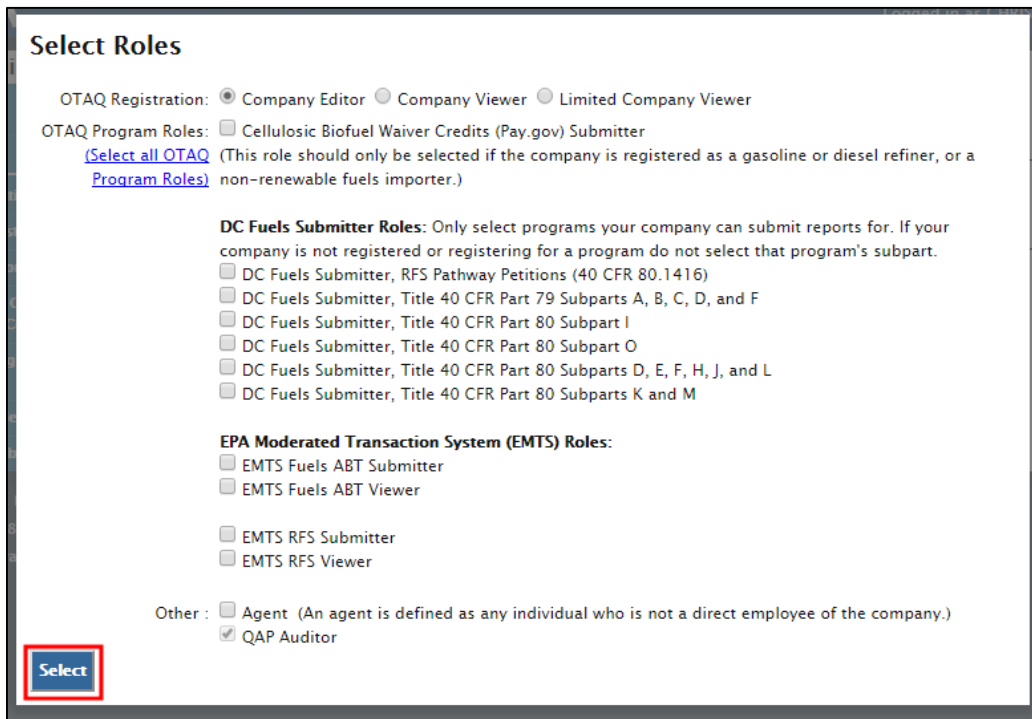
2.2.1 Select Company Roles

Figure 2-7 Create New Company: Company Roles



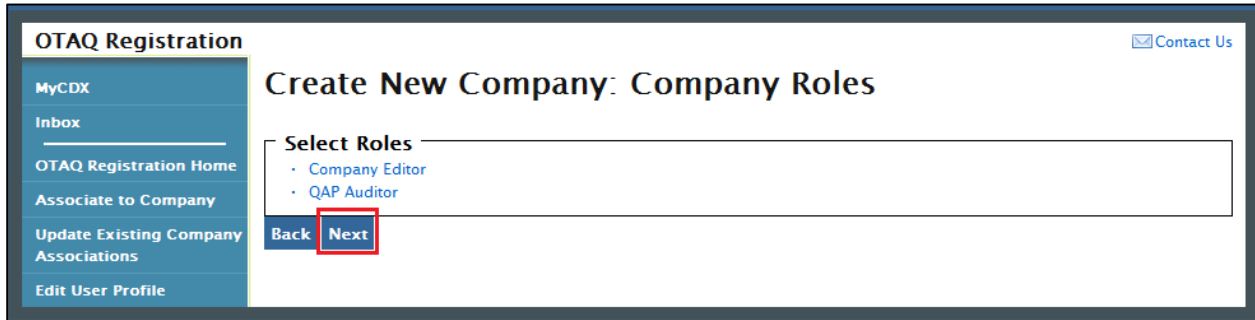
As the creator of a QAP Company, the Company Editor and QAP Auditor roles are pre-selected for you. Click the “Company Editor” link to add additional roles. Figure 2-8 will display.

Figure 2-8 Company Roles Pop-Up



Choose the appropriate OTAQ Registration and OTAQ Program roles by selecting the corresponding radio button and checkboxes (reference Appendix C: OTAQ Registration Roles if you are unsure which roles to select). You may select only one OTAQ Registration role however multiple OTAQ Program roles are allowed. Click the “Select All” link to select all OTAQ Program Roles. Figure 2-9 will display.

Figure 2-9 Selected Company Roles



Click the “Next” button. Figure 2-10 will display.

2.3 Review and Submit New Company Information

Figure 2-10 Create New Company: Review

OTAQ Registration
[Contact Us](#)

[MyCDX](#)
[Inbox](#)
[OTAQ Registration Home](#)
[Associate to Company](#)
[Update Existing Company Associations](#)
[Edit User Profile](#)

Create New Company: Review

Company Info

Basic Information

Company Name and Location

Company ID:	Address 1: 12601 Fair Lakes Circle
Company Name: QAP Company	Address 2:
Created On 02/03/2014 (MM/DD/YYYY):	City: Fairfax
Valid From 02/03/2014 (MM/DD/YYYY):	State: Virginia
Valid To (MM/DD/YYYY):	Postal Code: 22033
	Country: United States

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Test
RCO Title: Test
RCO E-mail: melissa.kirby@cgifederal.com
RCO Phone: 2384943843
RCO Fax:

Program Type and Business Activities

Program Type and Business Activities

QAP Provider

Company Foreign Bond

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS – Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG – Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur – Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel – Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Company Contacts

There are currently no company contacts.

Select Roles

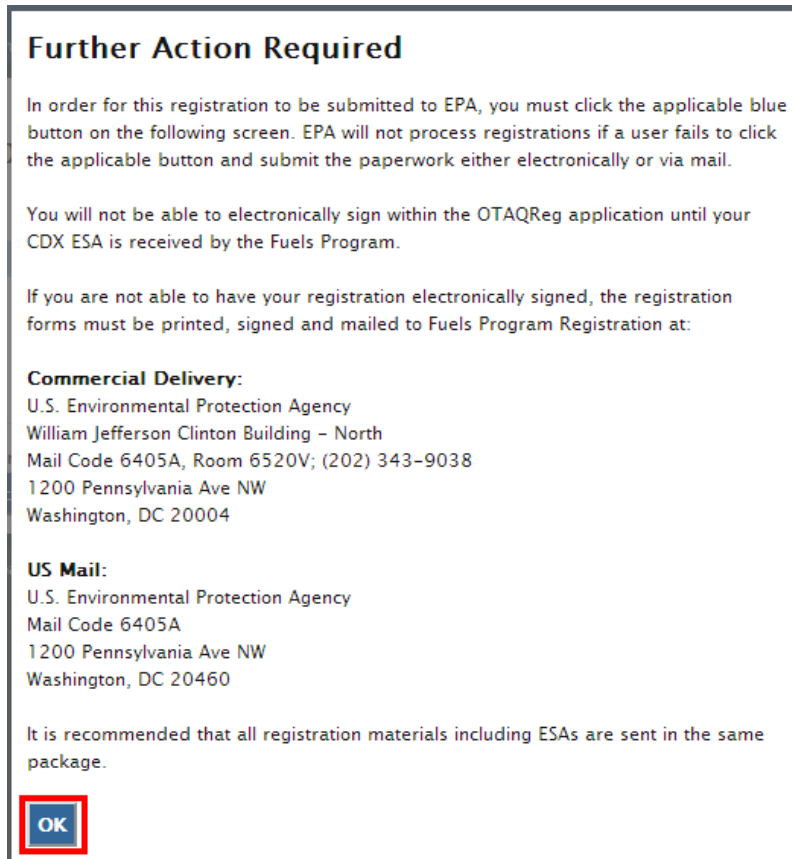
Select Roles

- QAP Auditor
- Company Editor

Back
Continue

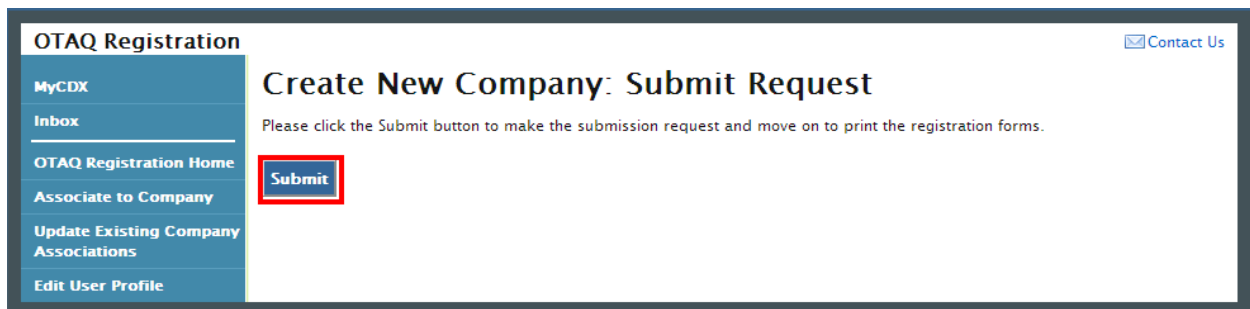
The Create New Company: Review page displays a read-only version of the company details provided. If the new company information on the page is correct click the “Continue” button. Figure 2-11 will display.

Figure 2-11 Further Action Required Pop-up



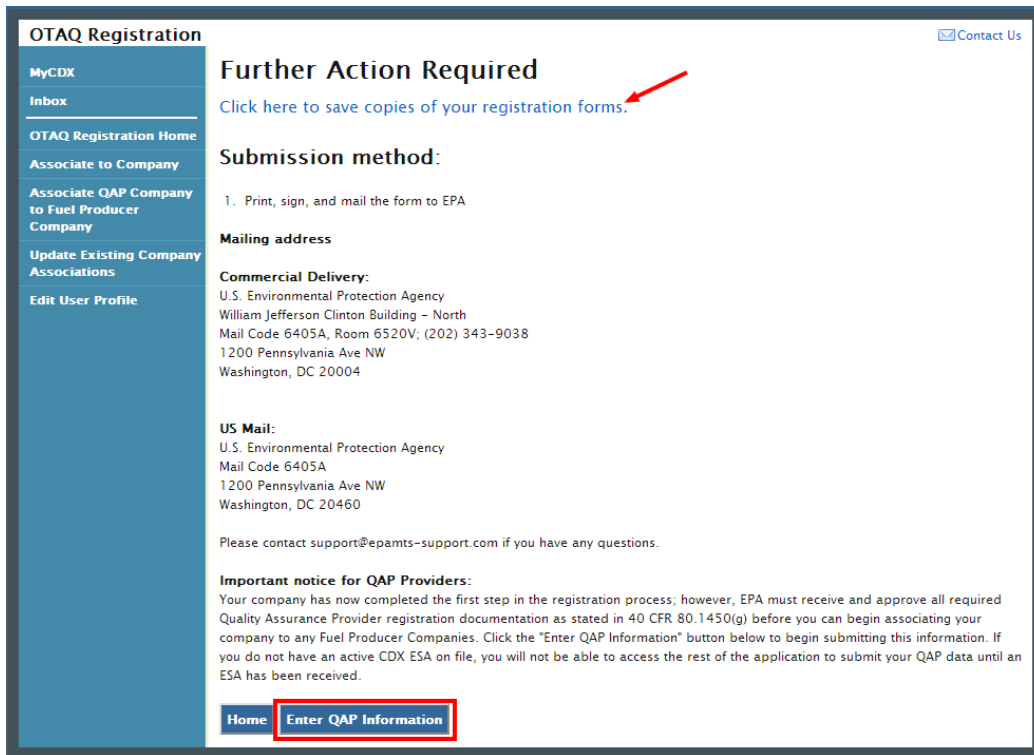
Click “OK” to Close the pop-up and continue to the next page. Figure 2-12 will display.

Figure 2-12 Create New Company: Print and Sign Page



Click the “Submit” button to submit the new QAP Company request and continue with the registration process. Figure 2-13 will display.

Figure 2-13 Further Action Required Page



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

After clicking “Submit”, the New Company request will be processed automatically to allow submission of required QAP Documentation. Click the “Enter QAP Information” button to continue with the registration process and submit required QAP Documentation.

3 QAP Submissions

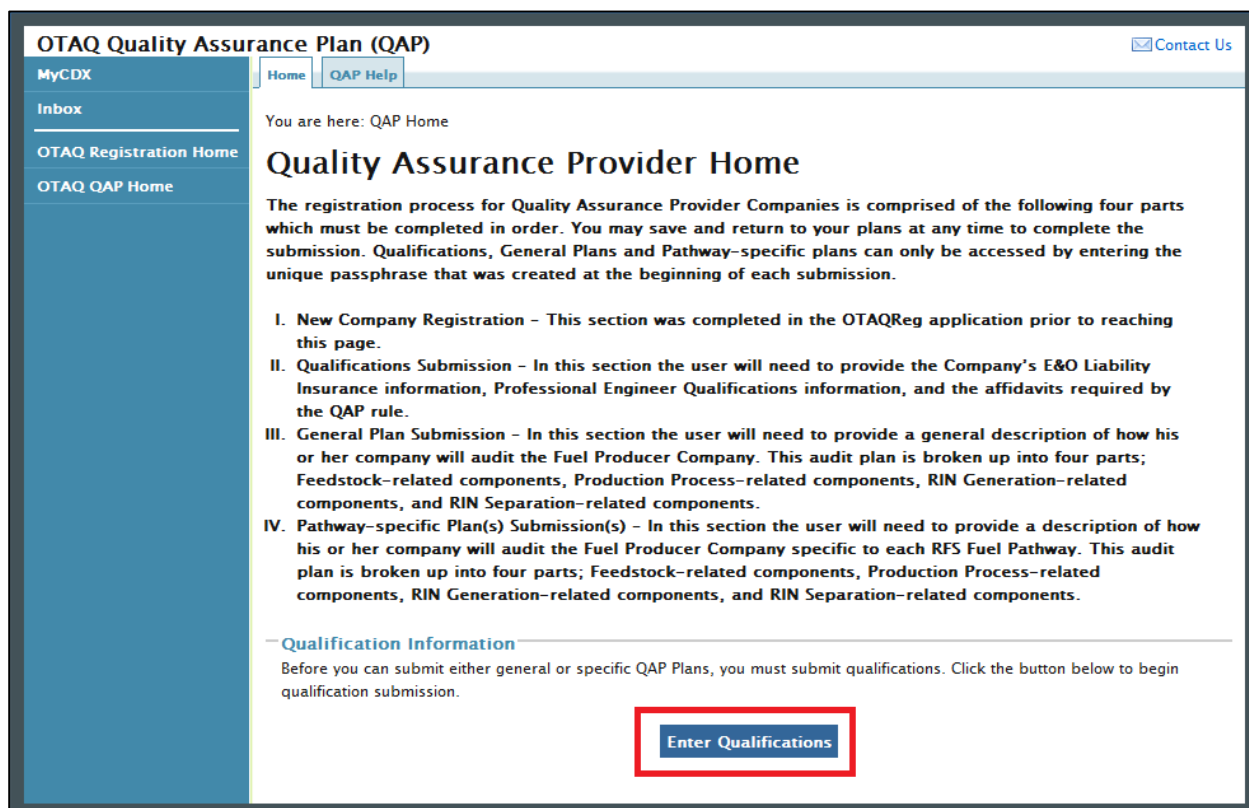
The Quality Assurance Provider application is designed in a wizard format which will walk the user through three submissions. Users may save and resume a submission at any time, but will be required to complete the submissions in the order listed below.

1. Company Qualifications
 - a. Company Name and Address
 - b. RCO Information
 - c. E&O Liability Insurance
 - d. Professional Engineer Qualifications
 - e. Independence Affidavit
2. General QAP Plan
 - a. Feedstock-related Components
 - b. Production Process-related Components
 - c. RIN Generation-related Components
 - d. RIN Separation-related Components
 - e. Supplemental Documents
3. Pathway-specific QAP Plan(s)
 - a. RFS Pathway Identification
 - b. Feedstock-related Components
 - c. Production Process-related Components
 - d. RIN Generation-related Components
 - e. RIN Separation-related Components
 - f. Supplemental Documents

Figure 3-1 shows the "Quality Assurance Provider Home" page.

Note: The system will prevent you from accessing the QAP application if you do not have an active CDX ESA on file.

Figure 3-1 Quality Assurance Provider Home Page



Click the "Enter Qualifications" button. Figure 3-2 will be displayed.

3.1 Company Qualifications

The Company Qualifications submission will be submitted and electronically signed using the e-Signature widget. Figure 3-2 is the first page in the Company Qualifications submission. Follow the instructions on the page to create a secure passphrase that will be used to encrypt your submission. Other authorized users associated to your QAP Company in OTAQReg may access the submission by entering the secure passphrase. Your passphrase must be at least 8 characters in length and a combination of letters and numbers but may not contain special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other QAP submissions.

Important! You must remember your passphrase in order to access your submission. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your submission and must deactivate the existing submission and create a new submission to make any updates.

Figure 3-2 Create New Qualifications: Create Passphrase

Click the “Save and Continue” button. Figure 3-3 will display. This page allows users to review the company information submitted in the OTAQReg application when creating a new QAP company.

Figure 3-3 Qualifications: Confirm Company Information

Company ID:	1003
Name:	QAP Company LLC (1003)
Address 1:	1329 E ST SE
Address 2:	Suite 100
City:	Washington
State:	District of Columbia
Postal Code:	20003
Country:	United States

Review the company information for accuracy and click the "Save and Continue" button. Figure 3-4 will be displayed.

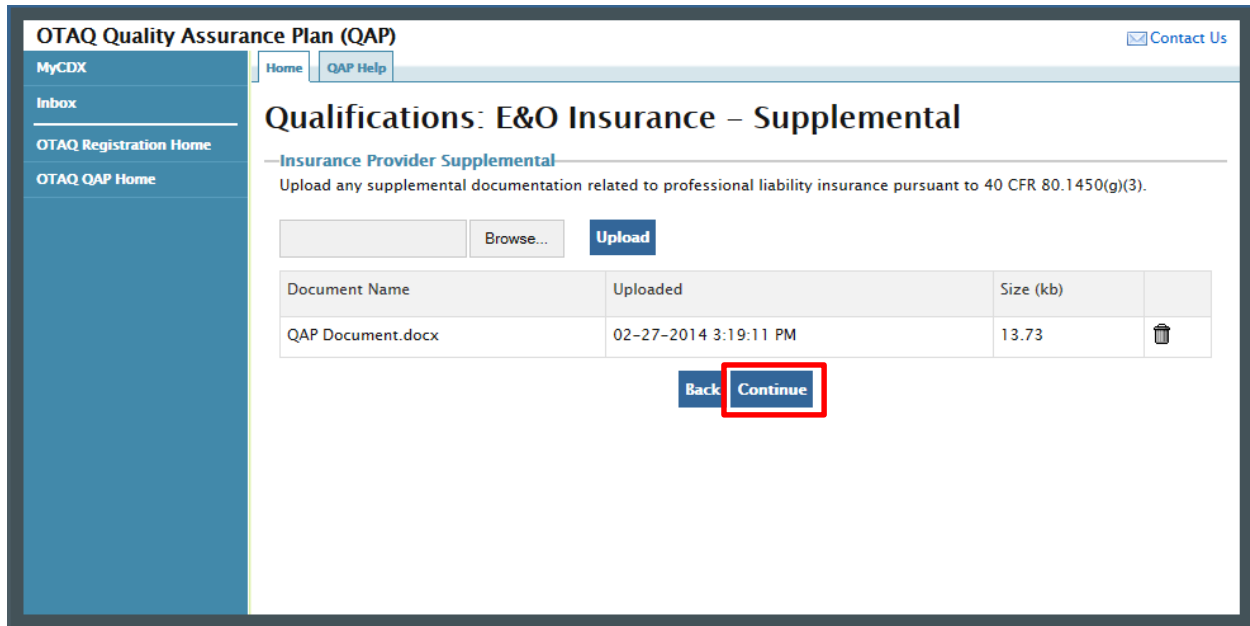
Note: The information displayed on the "Qualifications: Confirm Company Information" page cannot be changed from within the QAP application. If any of this information is incorrect, users should return to the OTAQReg application and submit a Company Update change request to correct this information prior to submitting Company Qualifications.

Figure 3-4 Qualifications: E&O Insurance

The screenshot displays the 'Qualifications: E&O Insurance' page within the OTAQ Quality Assurance Plan (QAP) application. The page title is 'Qualifications: E&O Insurance' and it includes a sub-header 'Insurance Provider Information'. Below this, there is a instruction: 'Complete the fields below related to professional liability insurance pursuant to 40 CFR 80.1450(g)(3)'. The form contains five fields: 'Rating Company' (dropdown menu with 'Moody's' selected), 'Rating' (dropdown menu with 'Aaa' selected), 'Insurance Provider' (text input field), 'Per Incident Coverage' (text input field), and 'Total Policy Coverage Amount' (text input field). At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Save and Continue'. The 'Save and Continue' button is highlighted with a red rectangular box.

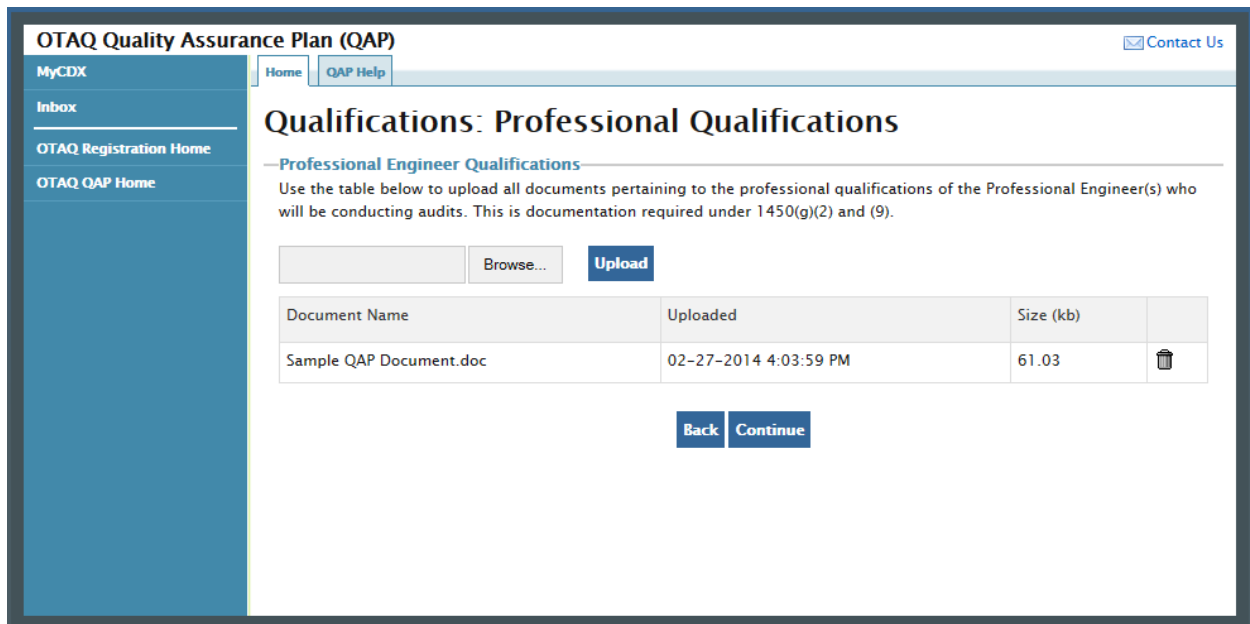
Select a Rating Company and Rating from the dropdown menus and enter an Insurance Provider name in the text box provided. Enter the Per Incident Coverage and Total Policy Coverage Amounts in the text boxes provided, if applicable. Click the "Save and Continue" button. Figure 3-5 will be displayed.

Figure 3-5 Qualifications: E&O Insurance - Supplemental



Upload any supplemental documentation and click the "Continue" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. Figure 3-6 will be displayed.

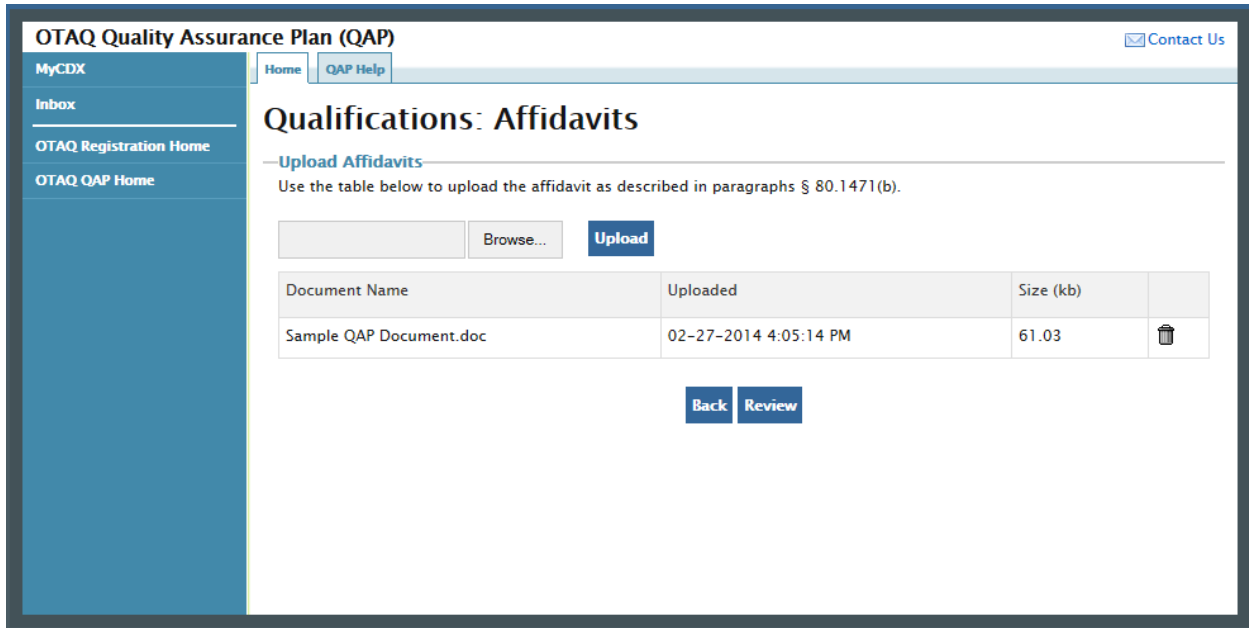
Figure 3-6 Qualifications: Professional Qualifications



This page displays a document upload table. This table should be used to upload all documentation related to the professional qualifications of the Engineer(s) conducting the audits. Click the "Browse" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step

for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Continue" button. Figure 3-7 will be displayed.

Figure 3-7 Qualifications: Affidavits



This page displays a document upload table. This table should be used to upload the independence affidavit. Click the "Add Files" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Review" button. Figure 3-8 will be displayed.

Figure 3-8 Qualifications Submission

OTAQ Quality Assurance Plan (QAP)
Contact Us

MyCDX

Inbox

OTAQ Registration Home

OTAQ QAP Home

Home | QAP Help

Qualifications Submission

Submission Info

This is your plan submission information

Submission Type:	Qualifications
Qualifications Id:	Q-329
CROMERR Activity Id:	_8e69d459-6a7a-490e-b2a5-cc53b7e5321a
CROMERR Copy of Record:	View Download HTML Download XML
Status:	Awaiting EPA approval
Submission Time:	Mar 3, 2014 10:02 AM

Submitter Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If his information is incorrect, please update your CDX Registration information prior to starting your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please visit the FAQ section for more information on making these updates.

First Name:	Melissa
Last Name:	Kirby
CDX UserId:	QAPAUDITOR
Organization Name:	ABC
Email Address:	missykirby6@gmail.com
Phone Number:	9283749823
Extension:	

Company Information

If any of this information is incorrect, please return to OTAQ registration in order to correct it.

Company ID:	3581
Name:	MK QAP Company 13
Address 1:	2349 Sterling Rd
Address 2:	
City:	Herndon
State:	VA
Postal Code:	22033
Country:	US

Responsible Corporate Officer (RCO) Information

Your OTAQ RCO Information is listed below. If any of this information is incorrect, you must return to OTAQ Registration in order to correct it.

RCO Name:	Melissa
RCO CDX User Id:	qaprc010
Title:	RCO
Email:	melissa.kirby@cgifederal.com
Phone:	2389420290
Fax:	

E&O Insurance

Rating Company:	Moody's
Rating:	Aaa
Insurance Provider:	test
Per Incident Coverage:	
Total Policy Coverage Amount:	

E&O Insurance Supplemental Attachments

Professional Engineer Qualifications

Nothing found to display.

Affidavits

Nothing found to display.

Back

Review the information provided on this page. If all of the information is correct, click the "Sign, Encrypt and Submit" link. The e-Signature widget will appear. Complete the widget to sign the submission. Please reference Appendix A: Using the e-Signature Widget for a more detailed description of the widget.

After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the qualifications submission as well as a new table where you can access that submission.

Click the "Create New General Plan" button to begin a general plan. Figure 3-9 will be displayed.

3.2 General QAP Plan

The General Plan submission will be submitted and electronically signed using the e-Signature widget. Figure 3-9 is the first page in the General Plan submission.

Figure 3-9 Create New Plan: Create Passphrase



The data submitted in the general plan is considered Confidential Business Information (CBI) data. All CBI data submitted through the QAP application is encrypted using a passphrase. Your passphrase must be at least 8 characters in length and a combination of letters and numbers but may not contain special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other QAP submissions.

Important! You must remember your passphrase in order to access your submission. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your submission and must deactivate the existing submission and create a new submission to make any updates.

Provide a passphrase and click the "Save and Continue" button. Figure 3-10 will be displayed.

Figure 3-10 Create New Plan: Feedstock-related Components

OTAQ Quality Assurance Plan (QAP)

[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

OTAQ QAP Home

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

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.

Feedstocks are renewable biomass as defined in §80.1401.

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

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

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

Crop and crop residue feedstocks meet land use restrictions, or alternatively the aggregate compliance provisions of §80.1454(g).

Feedstock is consistent with production process and D code being used as permitted under Table 1 to Section 80.1426 or a petition approved through section 80.1416, and is consistent with information recorded in EMTS.

Feedstock is not renewable fuel for which RINs were previously generated.

If applicable, accuracy of feedstock energy (FE) calculation factors related to feedstocks, including average moisture content m and feedstock energy content E.

Save
Save and Continue

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. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-11 will display.

Figure 3-11 Create New Plan: Production Process-related Components

The screenshot shows the 'OTAQ Quality Assurance Plan (QAP)' web interface. The page title is 'Create New Plan: Production Process-related Components'. The main content area contains the following sections:

- Production process-related components**: A heading followed by a paragraph: "The fields on this page should be used to explain how your company will verify that the renewable fuel production process being used is appropriate for the RINs being generated. 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."
- Production process is consistent with that reported in EMTS.**: A dropdown menu.
- Mass and energy balances are appropriate for type and size of facility.**: A dropdown menu.
- If applicable, process-related factors used in feedstock energy (FE) calculation are accurate, in particular the converted fraction CF, pursuant to §80.1426(f)(3).**: A dropdown menu.

At the bottom of the page, there are three buttons: 'Back', 'Save', and 'Save and Continue'. The 'Save and Continue' button is highlighted with a red rectangular box.

The fields on this page should be used to explain how your company will verify that the renewable fuel production process being used is appropriate for the RINs being generated. 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. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-12 will display.

Figure 3-12 Create New Plan: RIN Generation-related Components

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Create New Plan: RIN Generation-related Components

RIN generation-related components

The fields on this page should be used to explain how your company will verify that the renewable fuel being produced qualifies to generate RINs, and that the number of RINs generated is accurate. 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.

Renewable fuel was designated for qualifying uses as transportation fuel, heating oil, or jet fuel in the 48 contiguous states or Hawaii pursuant to §80.1453.

Certificates of analysis verifying fuel type and quality, as applicable.

Renewable fuel type matches the D code being used.

If applicable, renewable content R is accurate pursuant to 80.1426(f)(9).

Equivalence value EV is accurate and appropriate.

Volume production capacity is consistent with RFS registration.

Verify that appropriate RIN generation calculations are being followed under §80.1426(f)(3), (4), or (5), as applicable.

RIN generation is consistent with wet gallons produced or imported.

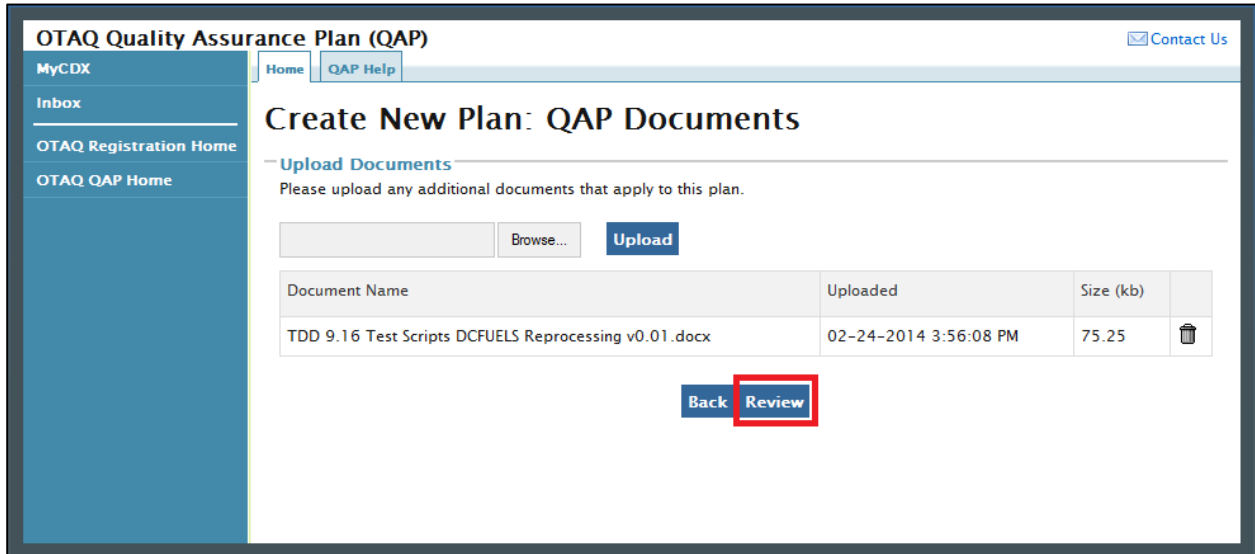
Back
Save
Save and Continue

The fields on this page should be used to explain how your company will verify that the renewable fuel being produced qualifies to generate RINs, and that the number of RINs generated is accurate. 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. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-13 will display.

Figure 3-13 Create New Plan: RIN Separation-related Components

The fields on this page should be used to explain how your company will verify that any RIN separation being done by the producer is done according to the requirements of § 80.1429, was reported to EMTS accurately and in a timely manner, and is supported by records. You will also need to explain how your company will verify that fuel that is exported was not used to generate RINs, or alternatively that RINs were generated but retired, as well as the accuracy of the annual attestation. 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. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-14 will display.

Figure 3-14 Create New Plan: QAP Documents



This page displays a document upload table. This table should be used to upload all documentation related to the general plan. Click the "Add Files" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Review" button. Figure 3-15 will be displayed.

Figure 3-15 General QAP Plan Submission

General QAP Plan Submission

Please review the information contained on this page prior to submission.

Submission Information
 This is your first submission attempt.

Submission Type: General Plan

General Plan ID: CB-443

Submitter Information
 This information shows to whom your CDX Registration will be passed on the LTR with your submission. If this information is incorrect, please update your CDX Registration information prior to starting your submission. These details are only for updates within the MFC/CDL link on the left-hand side of the screen or by the CDX Help Desk. Please visit the FAQ Center for more information on making these updates.

First Name: Melissa
 Last Name: King
 CDX User ID: QAPM0708
 Organization Name: ABC
 Email Address: melissa@abc.com
 Phone Number: 555.123.4567
 Extension:

Feedstock-related components
Feedstocks are renewable biomass, as defined in §80.142(f).
 Not Applicable

If applicable, separated food waste or separated yard waste plan under §80.142(d)(3)(ii) is accepted and up to date.
 Not Applicable

If applicable, separated municipal solid waste plan under §80.142(d)(5) is approved and current.
 Not Applicable

Feedstocks are being separated according to a separation plan, if applicable under §80.142(f)(3).
 Not Applicable

Crop and crop residue feedstocks meet land use restrictions, or alternatively the aggregate compliance provisions of §80.142(d)(b).
 Not Applicable

Feedstock is consistent with production process and D code being used as permitted under Table 1 to Section 80.142(e) as a portion approved through Section 80.143(f), and is consistent with information recorded in EMPS.
 Not Applicable

Feedstock is not renewable fuel for which RINs were previously generated.
 Not Applicable

If applicable, accuracy of feedstock energy (FE) calculation factors related to feedstocks, including average moisture content m and feedstock energy content F.
 Not Applicable

Production process-related components
Production process is consistent with that reported in EMPS.
 Not Applicable

Mass and energy balances are appropriate for type and size of facility.
 Not Applicable

If applicable, process-related factors used in feedstock energy (FE) calculation are accurate, in particular the converted fraction Cf, pursuant to §80.142(d)(3).
 Not Applicable

RIN generation-related components
Renewable fuel was designated for qualifying uses as transportation fuel, heating oil, or jet fuel in the 48 contiguous states or Hawaii pursuant to §80.143.
 Not Applicable

Certificates of analysis verifying fuel type and quality, as applicable.
 Not Applicable

Renewable fuel type matches the D code being used.
 Not Applicable

If applicable, renewable content R is accurate pursuant to 80.142(d)(c).
 Not Applicable

Equivalence value EV is accurate and appropriate.
 Not Applicable

Volume production capacity is consistent with RFS registration.
 Not Applicable

Verify that appropriate RIN generation calculations are being followed under §80.142(d)(3), (4), or (5), as applicable.
 Not Applicable

RIN generation is consistent with wet gallons produced or imported.
 Not Applicable

RIN separation-related components
If applicable, verify that RIN separation is appropriate under §80.142(d)(4).
 Not Applicable

Verify that fuel that is reported was not used to generate RINs, or alternatively that was generated but retired pursuant to §80.143.
 Not Applicable

Verify that annual attestation report is accurate.
 Not Applicable

REMARKS:

REMARKS: _____

Review the information provided on this page. If all of the information is correct, click the "Sign, Encrypt and Submit" link. The e-Signature widget will appear. Complete the widget to sign the

submission. Please reference Appendix A: Using the e-Signature Widget for a more detailed description of the widget.

After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the general plan submission as well as a new table where you can access that submission.

Click the "Create New Pathway-specific Plan" button to begin a general plan. Figure 3-16 will be displayed.

3.3 Pathway-specific QAP Plan

The Pathway-specific Plan submission will be submitted and electronically signed using the e-Signature widget. Figure 3-16 is the first page in the General Plan submission.

Figure 3-16 Create New Plan: Create Passphrase

The data submitted in the pathway-specific plan is considered Confidential Business Information (CBI) data. All CBI data submitted through the QAP application is encrypted using a passphrase. Your passphrase must be at least 8 characters in length and a combination of letters and numbers but may not contain special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other QAP submissions.

Important! You must remember your passphrase in order to access your submission. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your submission and must deactivate the existing submission and create a new submission to make any updates.

Provide a passphrase and click the "Save and Continue" button. Figure 3-17 will be displayed.

Figure 3-17 Create New Plan: Pathway-specific Information

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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:

Associated Fuel Pathways

Fuel Code	Process Code	Feedstock Code	Renewable Fuel Type	
Non-ester Renewable Diesel (EV 1.7) (40)	Eligible Renewable Fuels From Non-cellulosic Portions of Separated Food Wastes Process (860)	Non-cellulosic Portions of Separated Food Wastes (350)	Advanced Biofuel (D5)	Remove

This page should be used to list each of the RFS pathways that will apply to this pathway-specific plan. Select a value from each of the dropdown menus; Fuel Code, Process Code, Feedstock Codes, and Renewable Fuel Code. Click the "Add" button. After clicking the "Add" button, the RFS pathway should appear in the "Associated Fuel Pathways" table.

Once you have added all of the RFS pathways that are applicable to this plan, click the "Save and Continue" button. Figure 3-18 will be displayed.

Figure 3-18 Create New Plan: Feedstock-related Components

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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.

Refer to General Plan ▼

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

Refer to General Plan ▼

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

Refer to General Plan ▼

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

Refer to General Plan ▼

Crop and crop residue feedstocks meet land use restrictions, or alternatively the aggregate compliance provisions of §80.1454(g).

Refer to General Plan ▼

Feedstock is consistent with production process and D code being used as permitted under Table 1 to Section 80.1426 or a petition approved through section 80.1416, and is consistent with information recorded in EMTS.

Refer to General Plan ▼

Feedstock is not renewable fuel for which RINs were previously generated.

Refer to General Plan ▼

If applicable, accuracy of feedstock energy (FE) calculation factors related to feedstocks, including average moisture content m and feedstock energy content E.

Refer to General Plan ▼

Back
Save
Save and Continue

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. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-19 will display.

Figure 3-19 Create New Plan: Production Process-related Components

The screenshot shows the 'OTAQ Quality Assurance Plan (QAP)' web application. The page title is 'Create New Plan: Production Process-related Components'. Below the title, there is a sub-header 'Production process-related components'. The main text explains that the fields are for verifying the renewable fuel production process. It lists three specific requirements, each followed by a dropdown menu currently set to 'Refer to General Plan':

- Production process is consistent with that reported in EMTS.
- Mass and energy balances are appropriate for type and size of facility.
- If applicable, process-related factors used in feedstock energy (FE) calculation are accurate, in particular the converted fraction CF, pursuant to §80.1426(f)(3).

At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Save and Continue'.

The fields on this page should be used to explain how your company will verify that the renewable fuel production process being used is appropriate for the RINs being generated. 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. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-20 will display.

Figure 3-20 Create New Plan: RIN Generation-related Components

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Create New Plan: RIN Generation-related Components

RIN generation-related components

The fields on this page should be used to explain how your company will verify that the renewable fuel being produced qualifies to generate RINs, and that the number of RINs generated is accurate. 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.

Renewable fuel was designated for qualifying uses as transportation fuel, heating oil, or jet fuel in the 48 contiguous states or Hawaii pursuant to §80.1453.

Refer to General Plan ▼

Certificates of analysis verifying fuel type and quality, as applicable.

Refer to General Plan ▼

Renewable fuel type matches the D code being used.

Refer to General Plan ▼

If applicable, renewable content R is accurate pursuant to 80.1426(f)(9).

Refer to General Plan ▼

Equivalence value EV is accurate and appropriate.

Refer to General Plan ▼

Volume production capacity is consistent with RFS registration.

Refer to General Plan ▼

Verify that appropriate RIN generation calculations are being followed under §80.1426(f)(3), (4), or (5), as applicable.

Refer to General Plan ▼

RIN generation is consistent with wet gallons produced or imported.

Refer to General Plan ▼

Back

Save

Save and Continue

The fields on this page should be used to explain how your company will verify that the renewable fuel being produced qualifies to generate RINs, and that the number of RINs generated is accurate. 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

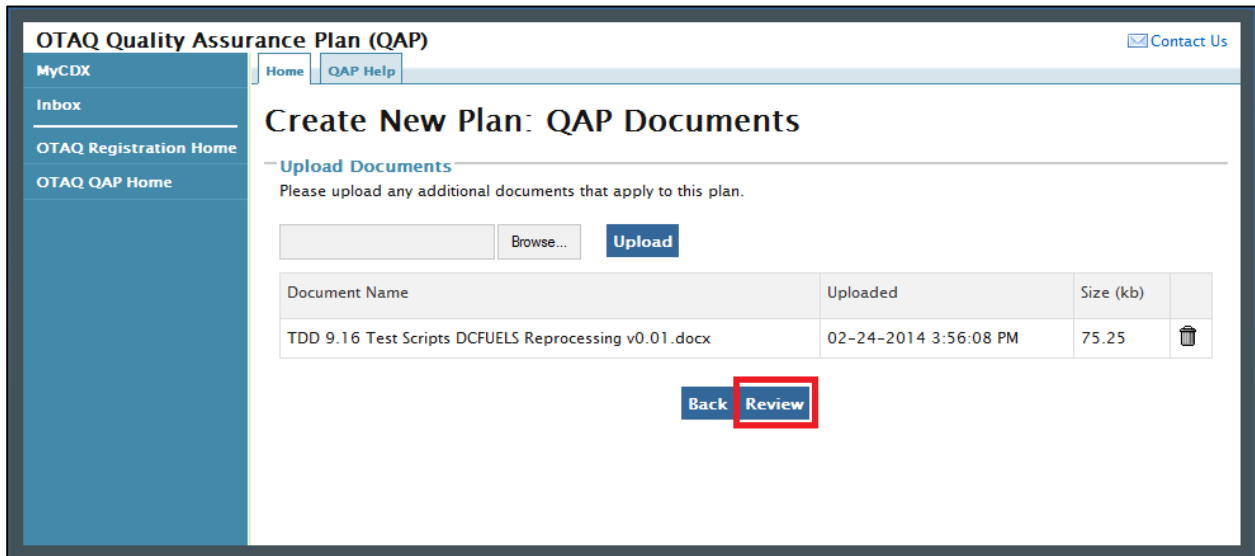
can select "Refer to General Plan" from the dropdown menu. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-21 will display.

Figure 3-21 Create New Plan: RIN Separation-related Components

The screenshot shows the 'OTAQ Quality Assurance Plan (QAP)' web interface. The main heading is 'Create New Plan: RIN Separation-related Components'. Below the heading, there is a section titled 'RIN separation-related components' with a descriptive paragraph. Three dropdown menus are present, each with the text 'Refer to General Plan' selected. At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Save and Continue'.

The fields on this page should be used to explain how your company will verify that any RIN separation being done by the producer is done according to the requirements of § 80.1429, was reported to EMTS accurately and in a timely manner, and is supported by records. You will also need to explain how your company will verify that fuel that is exported was not used to generate RINs, or alternatively that RINs were generated but retired, as well as the accuracy of the annual attestation. 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. Once you have completed each of the fields, click the "Save and Continue" button. Figure 3-22 will display.

Figure 3-22 Create New Plan: QAP Documents



This page displays a document upload table. This table should be used to upload all documentation related to the pathway-specific plan. Click the "Add Files" button and a pop-up window will appear. Use this window to select the file you wish to upload. Click the "Open" button to add the selected file to the table. Repeat this step for each of the files that need to be uploaded to the table. Once all of the files are listed in the table, click the "Upload" button. Only file types with the extensions .doc, .docx, .xls, .xlsx, and .pdf will be permitted. After all of the files have been uploaded, click the "Review" button. Figure 3-23 will be displayed.

Figure 3-23 General QAP Plan Submission

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Pathway-specific QAP Plan Submission

Please review the information contained on this page prior to submitting.

Submission Information

The following information is required for CDX Registration and will be passed on to EPA with your submission. If you submitted by e-report, please update your CDX Registration information prior to making your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please contact EPA's section for more information to resolve these details.

Submission Type: Pathway-specific QAP

Pathway-specific Plan ID: 757-432

Submission Information

The information shown here for CDX Registration will be passed on to EPA with your submission. If you submitted by e-report, please update your CDX Registration information prior to making your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please contact EPA's section for more information to resolve these details.

First Name: Melissa

Last Name: Kelly

CDX User ID: 757432758

Organization Name: ABC

Email Address: melissakelly@abcdomain.com

Phone Number: 5022770422

Extension:

Associated Feed Pathways:

Year Code	Process Code	Product Code	Resource Use Type
(14) Non-ferrous Metal (Iron and Steel) Foundries	(800) Organic Synthesis Plant Feed-Back	(210) Non-refillable Pumps of Solenoid and Hand	(02) Addressed
(17)	Refining Process of Separated Feed-Back	of Solenoid and Hand	Serial

Feedstock Eligibility Requirements

Feedstocks are renewable biomass as defined in §80.1401.

Refer to General Plan

If applicable, separated food waste or separated post-waste plan number §80.1426(D)(5)(B) is accepted and up to date.

Refer to General Plan

If applicable, separated municipal solid waste plan number §80.1426(D)(5) is approved and current.

Refer to General Plan

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

Refer to General Plan

Crop and crop residue feedstocks meet land use restrictions, or alternatively the aggregate compliance provisions of §80.1426(g).

Refer to General Plan

Feedstock is consistent with production process and D code being used as permitted under Table 1 to Section 80.1426 or a partition approved through section 80.1411, and is consistent with information recorded in EMTS.

Refer to General Plan

Feedstock is not renewable fuel for which RINs were previously generated.

Refer to General Plan

If applicable, accuracy of feedstock energy (FE) calculation factors related to feedstocks, including average moisture content m and feedstock energy content E.

Refer to General Plan

Production process-related compliance

Production process is consistent with that reported in EMTS.

Refer to General Plan

Mass and energy balances are appropriate for type and size of facility.

Refer to General Plan

If applicable, process-related factors used in feedstock energy (FE) calculation are accurate, in particular the conversion factor CF, pursuant to §80.1426(D)(5).

Refer to General Plan

Renewable Fuel-related compliance

Renewable fuel was designated for qualifying uses as transportation fuel, heating oil, or jet fuel in the 48 contiguous states or Hawaii pursuant to §80.1453.

Refer to General Plan

Certificates of analysis verifying fuel type and quality, as applicable.

Refer to General Plan

Renewable fuel type matches the D code being used.

Refer to General Plan

If applicable, renewable content is accurate pursuant to §80.1426(D)(9).

Refer to General Plan

Equivalence value EV is accurate and appropriate.

Refer to General Plan

Volume production capacity is consistent with EPA's registration.

Refer to General Plan

Verify that appropriate RIN generation calculations are being followed under §80.1426(D)(5), (4), or (5), as applicable.

Refer to General Plan

RIN generation is consistent with wet gallons produced or imported.

Refer to General Plan

RIN Separation-related compliance

If applicable, verify that RIN separation is appropriate under §80.1429(b)(4).

Refer to General Plan

Verify that fuel that is reported was not used to generate RINs, or alternatively that were generated but retired pursuant to §80.1430.

Refer to General Plan

Verify that annual attestation report is accurate.

Refer to General Plan

Other Services

Nothing found to display.

Review the information provided on this page. If all of the information is correct, click the "Sign, Encrypt and Submit" link. The e-Signature widget will appear. Complete the widget to sign the submission. Please reference Appendix A: Using the e-Signature Widget for a more detailed description of the widget.

After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the pathway-specific plan submission as well as a new table where you can access that submission.

You have now completed the registration process for a new QAP Company. At this point you can create additional pathway-specific plans if necessary. You will be able to associate your QAP Company to Fuel Producer Companies once EPA has approved all three submissions. Instructions for the QAP Company to Fuel Producer Company association process can be found in section 4, QAP Company to Fuel Producer Company Associations.

3.4 Accessing Existing Plans

Once you have submitted QAP plans and closed the application, you can access those plans again through the OTAQReg application. Log into the application and access the "OTAQ Registration Home" page. Figure 3-24 will display.

Figure 3-24 OTAQ Registration Home Page

OTAQ Registration Home

RCO Activation Queue
 The following requests require action from you. Click the name of the request to view it.
 There are currently no requests in your queue.
 To search and view notifications of your recently processed requests, go to the [Change Request History](#).
 Legend: New Company Company Update Company Association RCO Update AAD Letter

Pending Requests
 Pages: 1

ID	Request For	Created On	Requested By	Status
CR-10157	MK QAP Company 9 [3574]	02/27/2014 04:51 PM	Melissa Kirby	Awaiting RCO Wet Ink Signature

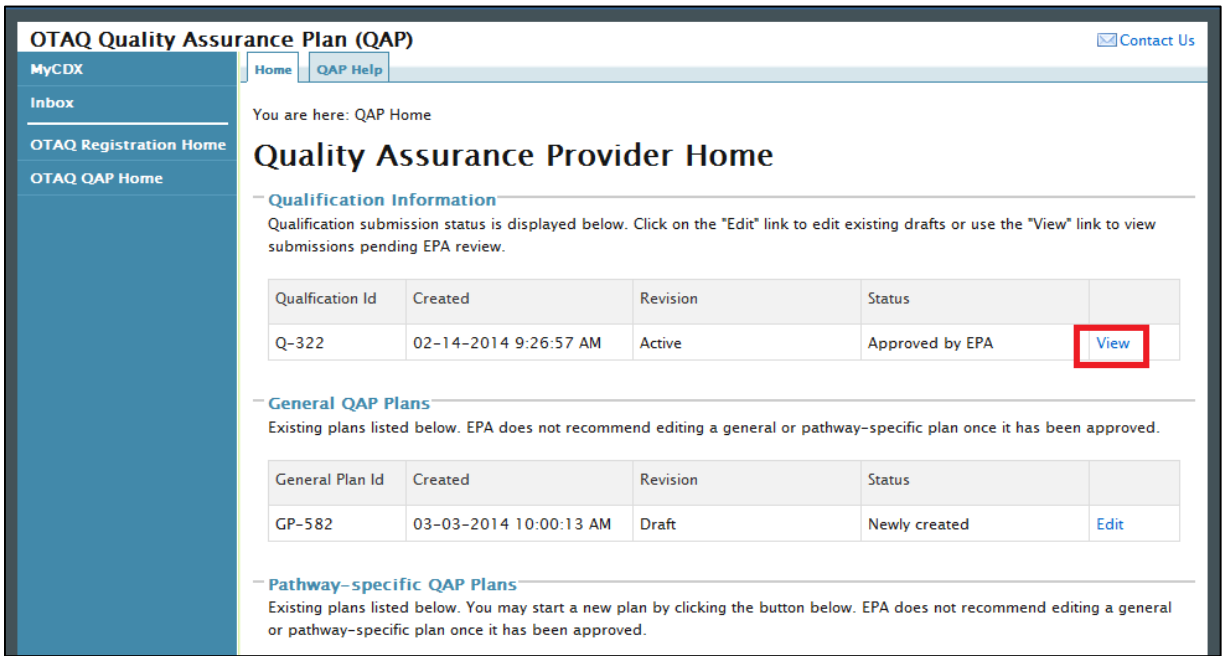
Legend: New Company Company Update Company Association RCO Update AAD Letter

Company Information
 Pages: 1

Company ID	Company Name	Roles	Actions
3572	MK QAP Company 8	<ul style="list-style-type: none"> QAP Auditor Company Editor 	Enter/View QAP Data
3585	MK QAP Company 14	<ul style="list-style-type: none"> QAP Auditor Company Editor 	Enter/View QAP Data
3574	MK QAP Company 9	<ul style="list-style-type: none"> QAP Auditor Company Editor 	Enter/View QAP Data

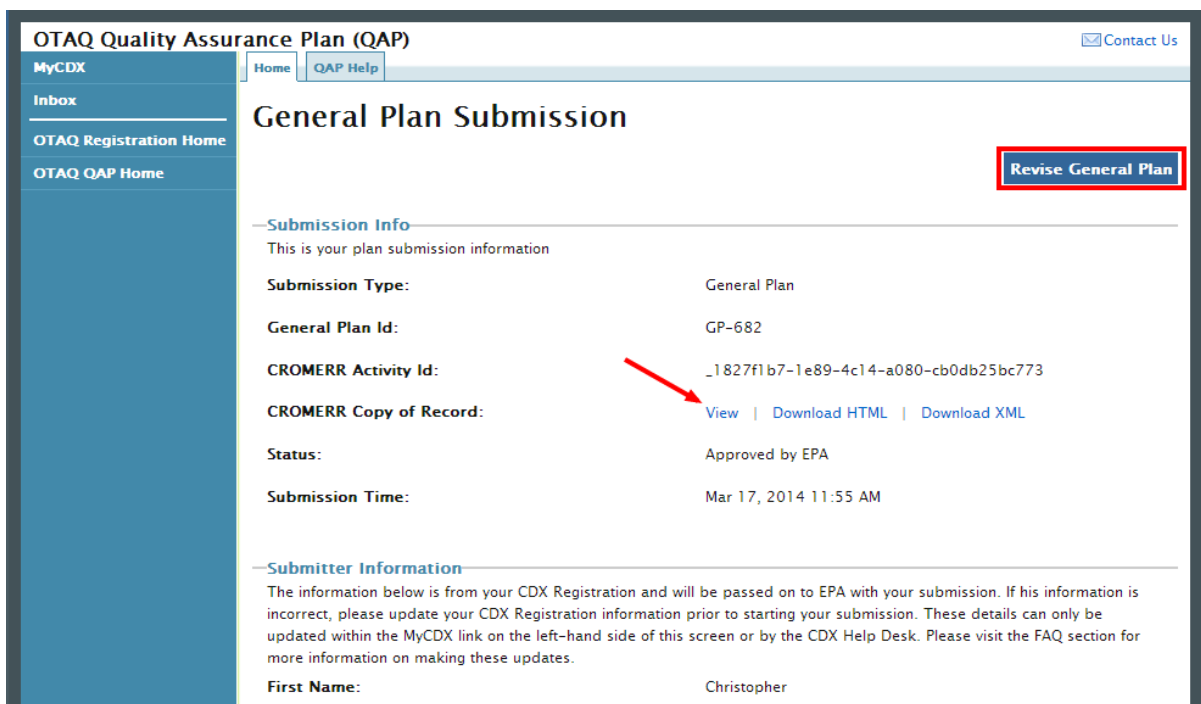
Click the "Enter/View QAP Data" link to access the QAP application. Figure 3-25 will display.

Figure 3-25 QAP Home Page



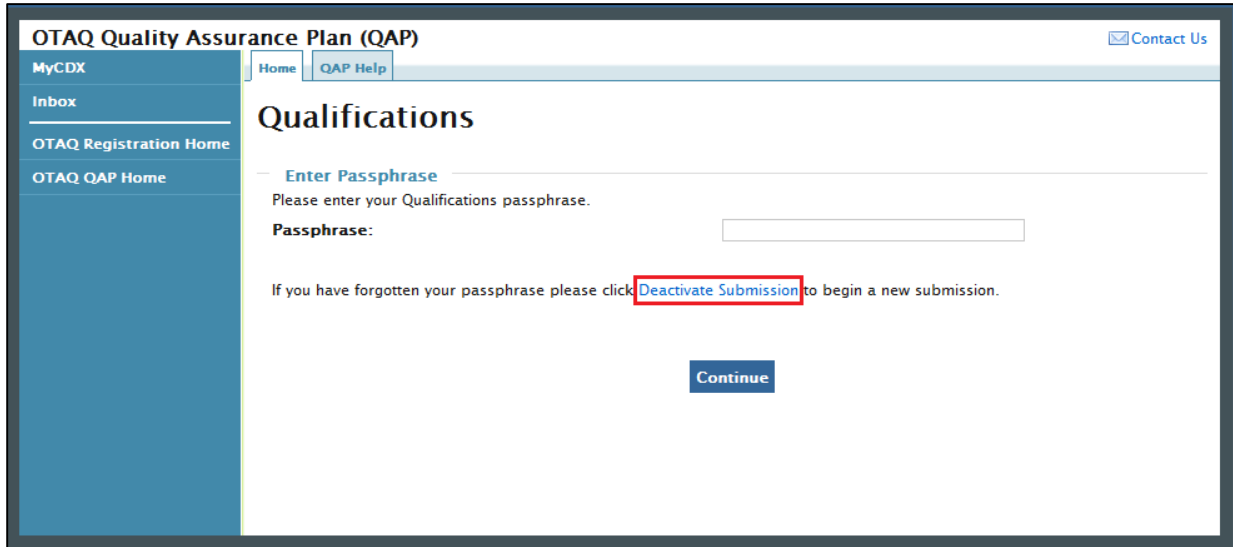
Click on the "View" link to access any of the submissions. You will need to enter the passphrase in order to view the data. Enter the passphrase and click the "Continue" button. A page similar to the one in Figure 3-26 will display. You may click the "Revise" button to submit an update to your submission. Click one of the hyperlinks to view or download the CROMERR Copy of Record for your submission.

Figure 3-26 View Existing Submission



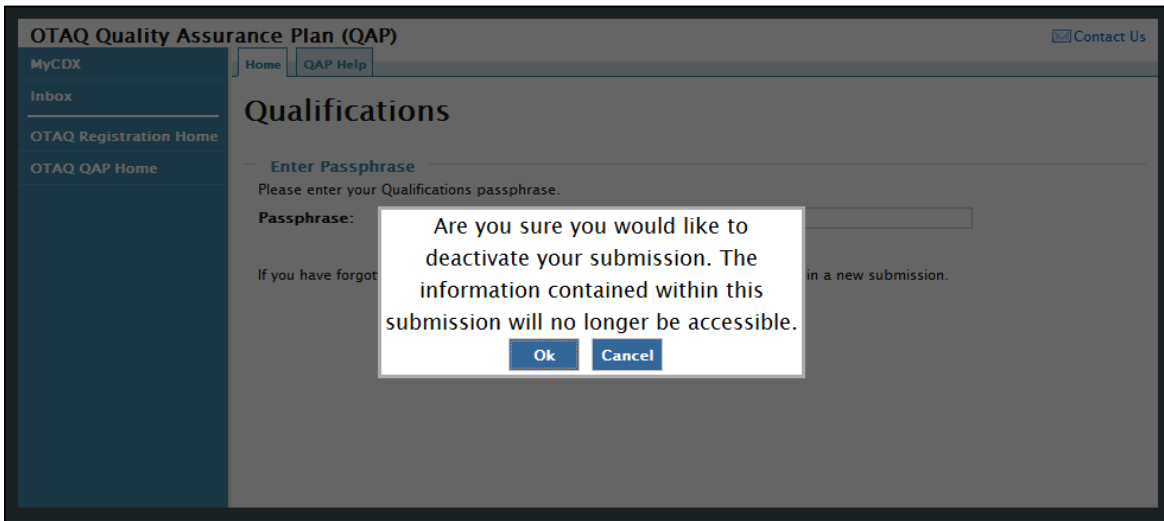
If you have forgotten your passphrase, you can deactivate your plan by using the link shown in Figure 3-27.

Figure 3-27 Deactivate Submission



Click the "Deactivate Submission" hyperlink. Figure 3-28 will display.

Figure 3-28 Deactivate Submission Pop-up



Click the "OK" button to erase all CBI data from your submission and start over. Any non-CBI data will be saved within the submission for editing. Figure 3-29 will display.

Figure 3-29 Create New Passphrase

Deactivate Qualifications: Create a new passphrase

Deactivate and Create New Qualifications passphrase

Important Note: You are about to deactivate a Qualification submission Q-234 that is Active. A new revision will be created, however your current revision of the qualifications will still be considered Active by EPA until the new revision is submitted and approved. Once you click [Deactivate and Continue](#) button the old qualifications will be deactivated and the contents will no longer be accessible.

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:

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.

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.

[Deactivate and Continue](#)

Enter a new passphrase and click the "Deactivate and Continue" button to access the submission and submit it to EPA for review.

4 QAP Company to Fuel Producer Company Associations

The following sections describe how to associate your QAP Company to a Fuel Producer Company in order to complete audits.

Note: The QAP Company must have an approved Company Qualifications, General Plan, and Pathway-specific Plan prior to associating to a Fuel Producer Company.

4.1 Create Company Audit Request

Figure 4-1 OTAQ Registration Home Page

Company ID	Company Name	Roles	Actions
3572	MK QAP Company 8	<ul style="list-style-type: none"> QAP Auditor Company Editor 	Enter/View QAP Data
3585	MK QAP Company 14	<ul style="list-style-type: none"> QAP Auditor Company Editor 	Enter/View QAP Data
3574	MK QAP Company 9	<ul style="list-style-type: none"> QAP Auditor Company Editor 	Enter/View QAP Data
3596	MK QAP Company 18	<ul style="list-style-type: none"> QAP Auditor Company Editor 	Enter/View QAP Data
3581	MK QAP Company 13	<ul style="list-style-type: none"> QAP Auditor QAP Auditor Company Editor 	Enter/View QAP Data

Click the “Associate QAP Company to Fuel Producer Company” link in the left side toolbar of your OTAQ Registration Home page, as seen in Figure 4-1. Figure 4-2 will display.

Figure 4-2 Associate QAP To FP Company

If you are associated to multiple QAP Companies, a dropdown menu will appear above the search fields. Choose the QAP Company you would like to associate prior to searching for a Fuel Producer Company. Enter your company specific search criteria into the textboxes and click the “Search” button. A list of all companies matching your search criteria will display, as shown in Figure 4-3.

Figure 4-3 Search Results

The screenshot shows a web interface for searching fuel producer companies. On the left is a sidebar with 'Update Existing Company Associations' and 'Edit User Profile'. The main area is titled 'Search Criteria' and contains input fields for 'Company ID', 'Company Name' (with 'fuel producer' entered), 'City', 'State' (set to 'All'), and 'Postal Code'. A 'Search' button is below these fields. The results are displayed in a table with columns for 'ID', 'Name', and 'Location'. Each row has a radio button for selection. Below the table are 'Use Selected' and 'Cancel' buttons. The table shows four results:

ID	Name	Location
3570	Fuel Producer Company	2398 Colechester Road Woodbridge, Virginia 22191 United States
3577	Fuel Producer Company 2	2349 Sterling Rd Fairfax, Virginia 22033 United States
3583	Fuel Producer Company 3	8909 Aden Rd Nokesville, Virginia 22033 United States
3576	Fuel Producer Industries	1234 5th St test Washington, District of Columbia 22222 United States

Select the radio button next to the company you would like to associate to and click the "Use Selected" button. Figure 4-4 will display.

Figure 4-4 Associate to Company: QAP Pathways

OTAQ Registration
[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Associate QAP Company to Fuel Producer Company

Update Existing Company Associations

Edit User Profile

Associate to Company: QAP Pathways

QAP Company Information : MK QAP Company 14

ID: 3585
 Name: MK QAP Company 14
 Location: 12390 Fair Lakes Pkwy
 Fairfax, Virginia 22033
 United States

Approved Fuel Pathways

The fuel pathways your company has approved are shown below.

Fuel Code	Process Code	Feedstock Code	Renewable Fuel Type
(80) Biogas	(850) Biogas Production	(330) Landfills	(D5) Advanced Biofuel
(160) LPG	(100) DGD Process	(200) Non-food Grade Corn Oil	(D11) Advanced Biofuel

Please provide instructions for the RCO on which pathways your company will QAP.

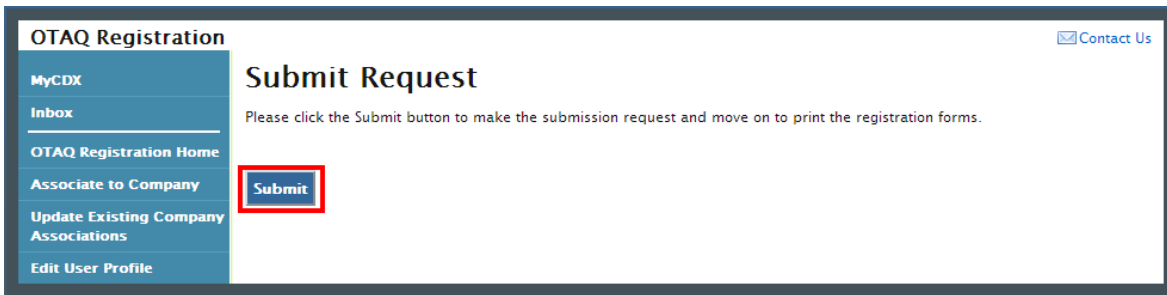
Please associate this QAP Company to the following RFS Fuel Pathways:

Use the table below to upload the affidavit as described in paragraphs § 80.1471(b).

Document Name	Uploaded	Size (kb)	
TDD 9.16 Test Scripts OTAQReg QAP04 EPA Review of QAP Resubmission v1.0.docx	02-24-2014 10:36:59 AM	90.76	

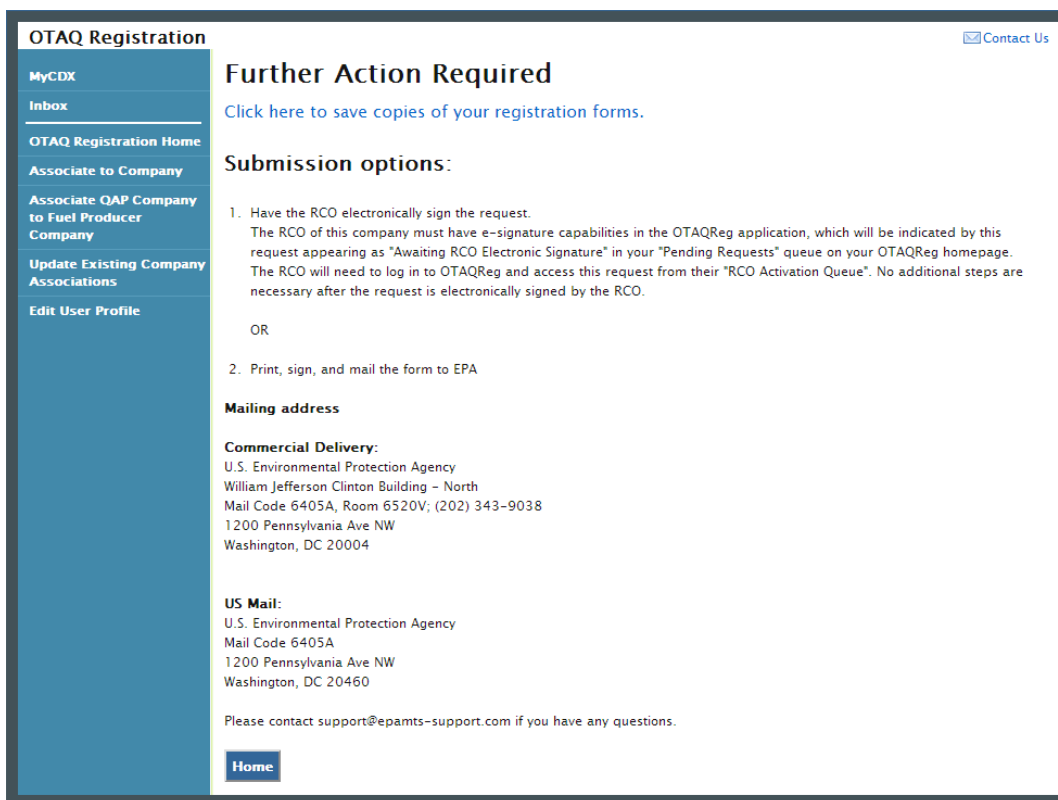
A list of pathways for which your company has been approved to audit is displayed on the page. Enter instructions that will be displayed to the Fuel Producer RCO in the text box provided. The Fuel Producer will use your comments to assign the correct pathways to your QAP Company with the appropriate Start and End date, so be sure to include all relevant information, and upload an affidavit if necessary. Click the "Continue" button. Figure 4-5 will display.

Figure 4-5 Submit Request Page



Click the "Submit" button. Figure 4-6 will display.

Figure 4-6 Further Action Required



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

Once you have submitted your QAP Company Association Request, you will receive an email notification stating that your QAP Company Association Request is awaiting RCO signature along with a hard copy of your company association registration forms. The Company Association request will appear in the Pending Requests section of your OTAQ Registration Home Page, as shown in Figure 4-7.

4.2 Approve QAP Company Association

QAP Company to Fuel Producer Company associations must be approved by the Fuel Producer RCO before a QAP Company can begin auditing a Fuel Producer. To access a QAP Audit Request, the Fuel Producer RCO should begin by logging into the OTAQReg application, as shown in Figure 4-7.

Figure 4-7 OTAQ Registration Home Page

OTAQ Registration Home

RCO Activation Queue

The following requests require action from you. Click the name of the request to view it.

ID	Request For	Created On	Requested By	Status
CR-10142	Fuel Producer Company [3570]	02/26/2014 05:17 PM	Melissa Kirby	QAP Auditor Association Requested

To search and view notifications of your recently processed requests, go to the [Change Request History](#).

Legend: New Company Company Update Company Association RCO Update AAD Letter

Pending Requests

ID	Request For	Created On	Requested By	Status
CR-10137	Fuels Producer Company 4 [3589]	02/26/2014 01:05 PM	Melissa Kirby	Awaiting RCO Wet Ink Signature

Legend: New Company Company Update Company Association RCO Update AAD Letter

Company Information

Company ID	Company Name	Roles	Actions
3589	Fuels Producer Company 4	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations
3583	Fuel Producer Company 3`	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations
3597	Super Awesome Duplicate Feedstock Co	<ul style="list-style-type: none"> Company Editor 	
3570	Fuel Producer Company	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations
3577	Fuel Producer Company 2	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations

Registration Lists

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- EPA Fuels Programs Company and Facility List
- EPA Fuels Programs Company List
- Independent Lab List

Click the company name in the "Request For" column to access the Audit Request. Figure 4-8 will display.

Figure 4-8 QAP Audit Request Page

OTAQ Registration

- MyCDX
- Inbox
- OTAQ Registration Home
- Change Request History
- Associate to Company
- Update Existing Company Associations
- Edit User Profile

[Contact Us](#)

QAP Audit Request

You are currently in EDIT mode.

[View printer-friendly version](#)

Request Information

Request ID : CR-10142	Created On : 02/26/2014 05:17 PM
Request Type : QAP Fuel Pathway Association Request	Modified On : 02/26/2014 05:17 PM
Request Status : QAP Auditor Association Requested	Requested By : Melissa Kirby
Company Name : Fuel Producer Company [3570]	Username : QAPAUDITOR

Company Information

Company Name and Location

Company ID: 3585	Address 1: 12390 Fair Lakes Pkwy
Company Name: MK QAP Company 14	Address 2: Suite 123
Created On 02/18/2014 (MM/DD/YYYY):	City: Fairfax
Valid From 02/18/2014 (MM/DD/YYYY):	State: Virginia
Valid To (MM/DD/YYYY):	Postal Code: 22033
	Country: United States

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: QAPRCO10
 RCO Name: MK
 RCO Title: RCO
 RCO E-mail: melissa.kirby@cgifederal.com
 RCO Phone: 3849230493
 RCO Fax:

Request Information

Quality Assurance Provider Approved Pathways

Fuel Code	Process Code	Feedstock Code	Renewable Fuel Type
(80) Biogas	(850) Biogas Production	(330) Landfills	(D5) Advanced Biofuel
(30) Cellulosic Diesel	(280) Cellulosic Production Process	(140) Cellulosic Biomass -- Separated Yard Wastes	(D7) Cellulosic Diesel
(160) LPG	(100) DGD Process	(200) Non-food Grade Corn Oil	(D11) Advanced Biofuel

Request Instructions/Comments

Please associate this QAP Company to the following RFS Fuel Pathways:

Attachments

Document Name	Uploaded	Size (kb)
TDD 9.16 Test Scripts DCFUELS Reprocessing v0.01.docx	02-25-2014 10:25:28 AM	75.23

Pages: 1

Associated Fuel Pathways

The list of facility/pathway combinations to be approved is shown below. To add facility/pathway combinations, use the "Add Facility Pathway" button. To remove facility/pathway combinations from the list, use the "Remove" links.

Add Facility Pathway

Nothing found to display.

[Approve Request with Selected Pathways](#)

[Reject Request](#)

Review the information included in the Audit Request. The list of pathways displayed allows you to view all pathways that the Quality Assurance Provider is approved for. Click the "Add Facility Pathway" button to begin to associate your pathways to the QAP Company. Figure 4-9 will display.

Figure 4-9 Add Fuel Pathway Pop-up



Select the facility that you would like to allow the QAP Company to associate to from the "Select the Facility" dropdown menu. Select the RFS Pathway that you would like to allow the QAP Company to associate to from the "Select the RFS Pathway" dropdown. Provide a start and end date for the QAP service.

Click the "Add Facility/Pathway" button once you have made your selections. Figure 4-10 will display.

Figure 4-10 QAP Audit Request

OTAQ Registration
Contact Us

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

QAP Audit Request

You are currently in EDIT mode.

[View printer-friendly version](#)

Request Information

Request ID : CR-10142	Created On : 02/26/2014 05:17 PM
Request Type : QAP Fuel Pathway Association Request	Modified On : 02/26/2014 05:17 PM
Request Status : QAP Auditor Association Requested	Requested By : Melissa Kirby
Company Name : Fuel Producer Company [3570]	Username : QAPAUDITOR

Company Information

Company Name and Location

Company ID: 3585	Address 1: 12390 Fair Lakes Pkwy
Company Name: MK QAP Company 14	Address 2: Suite 123
Created On: 02/18/2014 (MM/DD/YYYY):	City: Fairfax
Valid From: 02/18/2014 (MM/DD/YYYY):	State: Virginia
Valid To: (MM/DD/YYYY):	Postal Code: 22033
	Country: United States

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: QAPRCO10

RCO Name: MK

RCO Title: RCO

RCO E-mail: melissa.kirby@cgifederal.com

RCO Phone: 3849230493

RCO Fax:

Request Information

Quality Assurance Provider Approved Pathways

Fuel Code	Process Code	Feedstock Code	Renewable Fuel Type
(80) Biogas	(850) Biogas Production	(330) Landfills	(D5) Advanced Biofuel
(30) Cellulosic Diesel	(280) Cellulosic Production Process	(140) Cellulosic Biomass -- Separated Yard Wastes	(D7) Cellulosic Diesel
(160) LPG	(100) DGD Process	(200) Non-food Grade Corn Oil	(D11) Advanced Biofuel

Request Instructions/Comments

Please associate this QAP Company to the following RFS Fuel Pathways:

Attachments

Document Name	Uploaded	Size (kb)
TDD 9.16 Test Scripts DCFUELS Reprocessing v0.01.docx	02-25-2014 10:25:28 AM	75.23

Associated Fuel Pathways

The list of facility/pathway combinations to be approved is shown below. To add facility/pathway combinations, use the "Add Facility Pathway" button. To remove facility/pathway combinations from the list, use the "Remove" links.

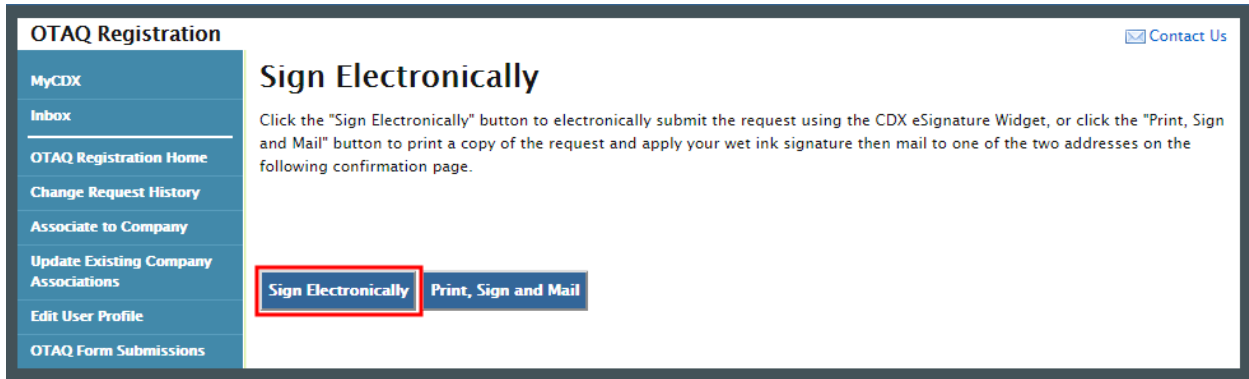
Add Facility Pathway

Facility	Pathway	QAP Service Begin	QAP Service End
Melissa's Facility	Fuel Code	(160) LPG	2/27/14
	Process Code	(100) DGD Process	
	Feedstock Code	(200) Non-food Grade Corn Oil	
	Renewable Fuel Type	(D11) Advanced Biofuel	

Approve Request with Selected Pathways
Reject Request

Verify that the facility/pathway combination selected in the pop-up is displayed in the "Associated Fuel Pathways" section. To add additional pathways, click the "Add Facility Pathway" button again. To move forward with the request process, click the "Approve Request with Selected Pathways" button. Figure 4-11 will display.

Figure 4-11 Sign Electronically

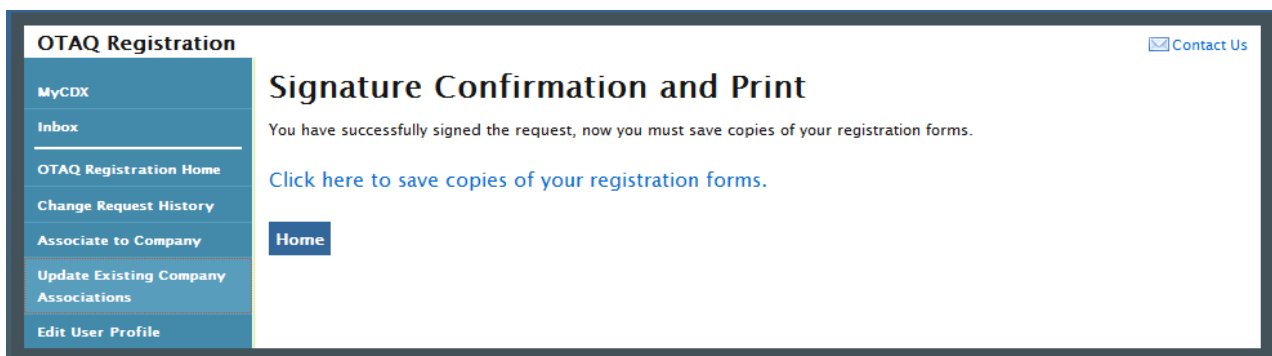


To electronically sign the QAP Company Association request, please click the "Sign Electronically" button. Please reference Appendix A: Using the e-Signature Widget for instructions on signing electronically.

Note: The "Sign Electronically" button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Please refer to Appendix A: Using the e-Signature Widget for further details. If you do not have a valid CDX ESA, a "Submit" button will display.

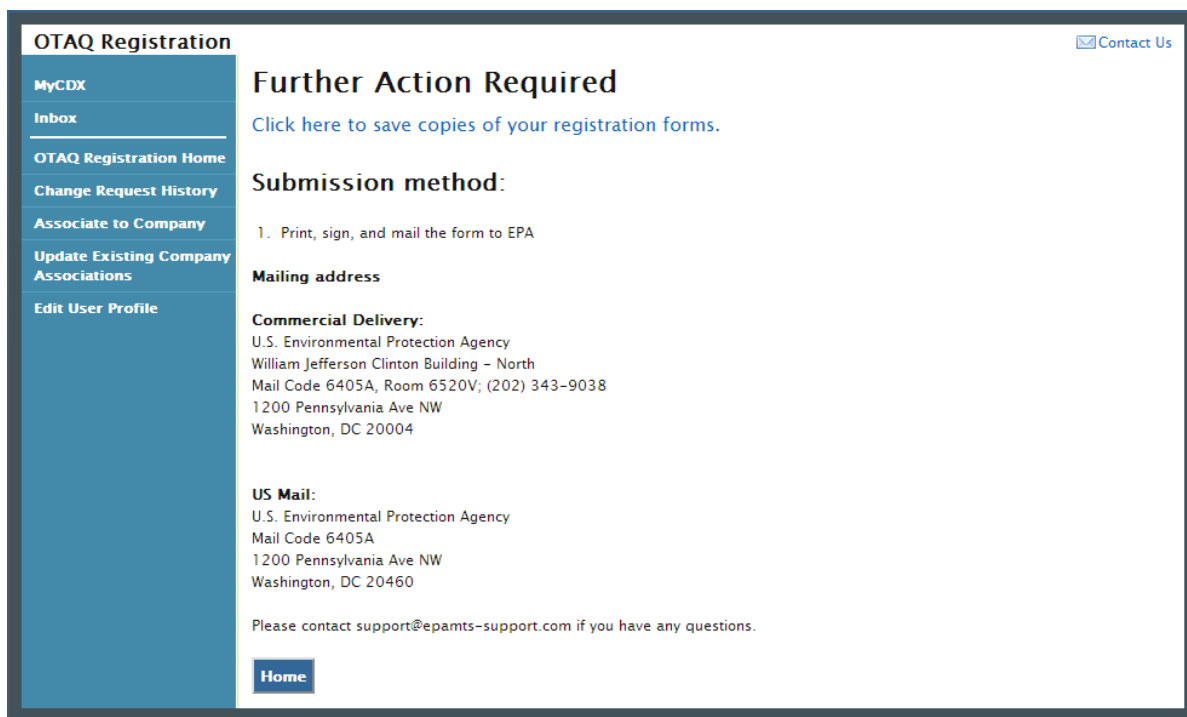
After completing the e-Signature Widget, Figure 4-12 will display. The request has been successfully completed, and the selected pathway associations will be created.

Figure 4-12 Signature Confirmation and Print Page



If you wish to submit hard copies of your association forms to the Fuels Program or you do not have e-signature capabilities, please click the "Print, Sign and Mail" button. Figure 4-13 will display.

Figure 4-13 Further Action Required Page



Click the “Click here to save copy of your request” link to save a hard copy of your association request in PDF form. It is required that you save a copy of your association request before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

If the RCO chooses to print, sign and mail the association request, the request will not be complete until EPA has received the wet ink signature and it has been activated by an EPA Administrator.

4.3 Remove QAP Company Associations

Fuel Producer RCOs, QAP Company RCOs and EPA Administrators have the ability to remove associations between a QAP Company and a Fuel Producer Company's facility/pathway.

4.3.1 Fuel Producer RCO Association Removal

Figure 4-14 displays the view that a Fuel Producer RCO will see once a QAP Company has been associated to their Fuel Producer Company.

Figure 4-14 Manage QAP Provider Associations

Company Information			
Company ID	Company Name	Roles	Actions
3589	Fuels Producer Company 4	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations
3583	Fuel Producer Company 3`	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations
3597	Super Awesome Duplicate Feedstock Co	<ul style="list-style-type: none"> Company Editor 	
3570	Fuel Producer Company	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations
			Manage QAP Provider Associations
3577	Fuel Producer Company 2	<ul style="list-style-type: none"> RCO Company Editor 	Manage User Associations

Click on the "Manage QAP Provider Associations" link. This will take you into the Company Details in Edit mode. Figure 4-15 will display.

Figure 4-15 Remove Company Pop-Up

OTAQ Registration					
Company Information: QAP Associations					
You are currently in EDIT mode. Cancel					
Company Details		Facility Details		QAP Provider Associations	
QAP Provider	Facility Name	Pathway	QAP Service Begin	QAP Service End	Remove
MK QAP Company 14	Melissa's Facility	Fuel Code (160) LPG Process Code (100) DGD Process Feedstock Code (200) Non-food Grade Corn Oil Renewable Fuel Type (D11) Advanced Biofuel	2/27/14		Remove

Click the "Remove" hyperlink corresponding to the facility/pathway that you would like to remove. Once you remove the facility/pathway combination that combination will no longer display on the list. It will be immediately removed from the list, and you may return to the OTAQReg Home Page. No Company Update change request process is required. If this was the only combination, the user will be returned to the "Company Details" tab and the "QAP Provider Associations" tab will no longer be displayed.

4.3.2 QAP RCO Association Removal

QAP RCOs will not see the "Manage QAP Associations" link. To remove pathways as a QAP RCO, click on the Company Name hyperlink from the OTAQReg Home Page, as seen in Figure 4-16. Figure 4-17 will display.

Figure 4-16 QAP Provider RCO: Access QAP Company

OTAQ Registration

- MyCDX
- Inbox
- OTAQ Registration Home**
- Change Request History
- Associate to Company
- Associate QAP Company to Fuel Producer Company
- Update Existing Company Associations
- Edit User Profile

[Contact Us](#)

OTAQ Registration Home

RCO Activation Queue

The following requests require action from you. Click the name of the request to view it.

There are currently no requests in your queue.

To search and view notifications of your recently processed requests, go to the [Change Request History](#).

Legend: New Company Company Update Company Association RCO Update AAD Letter

Pending Requests

ID	Request For	Created On	Requested By	Status
CR-10155	Fuel Producer Co [3597]	02/27/2014 03:31 PM	Christopher M. Muir	QAP Auditor Association Requested

Legend: New Company Company Update Company Association RCO Update AAD Letter

Company Information

Company ID	Company Name	Roles	Actions
3587	QAP Test Co Inc 07	<ul style="list-style-type: none"> • RCO • Company Editor 	<p>Manage User Associations</p> <p>Enter/View QAP Data</p>

Registration Lists

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- EPA Fuels Programs Company and Facility List
- EPA Fuels Programs Company List
- Independent Lab List

Figure 4-17 Edit Button

OTAQ Registration
Contact Us

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Associate QAP Company to Fuel Producer Company

Update Existing Company Associations

Edit User Profile

Company Information: Company Details

You are currently in VIEW mode.
Edit

Company Details

Facility/Pathway Associations

Basic Information

Company Name and Location

Company ID: 3587	Address 1: 1234 5th St
Company Name: QAP Test Co Inc 07	Address 2: test
Created On 02/19/2014 (MM/DD/YYYY):	City: Washington
Valid From 02/19/2014 (MM/DD/YYYY):	State: Virgin Islands
Valid To (MM/DD/YYYY):	Postal Code: 12345
	Country: United States

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: TESTUSER1

RCO Name: John Smith

RCO Title: QAP Boss

RCO E-mail: test@example.com

RCO Phone: 888-867-5309

RCO Fax:

Program Type and Business Activities

Program Type and Business Activities

Quality Assurance Provider

Company Foreign Bond

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Company Contacts

There are currently no company contacts.

Back

Enter/View QAP Information

After entering “Edit” mode, click the “Facility/Pathway Associations” tab. The list of all pathways associated to your QAP Company will display. To remove a pathway association, click the “Remove” hyperlink next to the pathway, as shown in Figure 4-18. It will be immediately removed from the list, and you may return to the OTAQReg Home Page. No Company Update change request process is required.

Figure 4-18 Remove Pathway Associations

OTAQ Registration
[Contact Us](#)

[MyCDX](#)

[Inbox](#)

[OTAQ Registration Home](#)

[Change Request History](#)

[Associate to Company](#)

[Associate QAP Company to Fuel Producer Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

Company Information: Facility/Pathways Associations

You are currently in EDIT mode. Cancel

Company Details

Facility/Pathways Associations

Fuel Producer	Facility Name	Pathway	QAP Service Begin	QAP Service End	Remove
Acme Test Co Initiate Association Update	Acme Test Facility 1	Fuel Code	(80) Biogas	2/19/14 12/12/14	Remove
		Process Code	(888) Grandfathered (Other)		
		Feedstock Code	(888) Feedstock (Not Listed) -- Used at a Grandfathered Facility		
		Renewable Fuel Type	(D6) Renewable Fuel		
Fuel Producer Industries Initiate Association Update	Diesel Industries	Fuel Code	(151) Renewable Heating Oil (EV 1.1)	2/27/14 12/5/14	Remove
		Process Code	(940) New Generation Biofuels, Dedicated Renewable Biomass Facility		
		Feedstock Code	(240) Oil from Annual Covercrops		
		Renewable Fuel Type	(D4) Biomass-based Diesel		

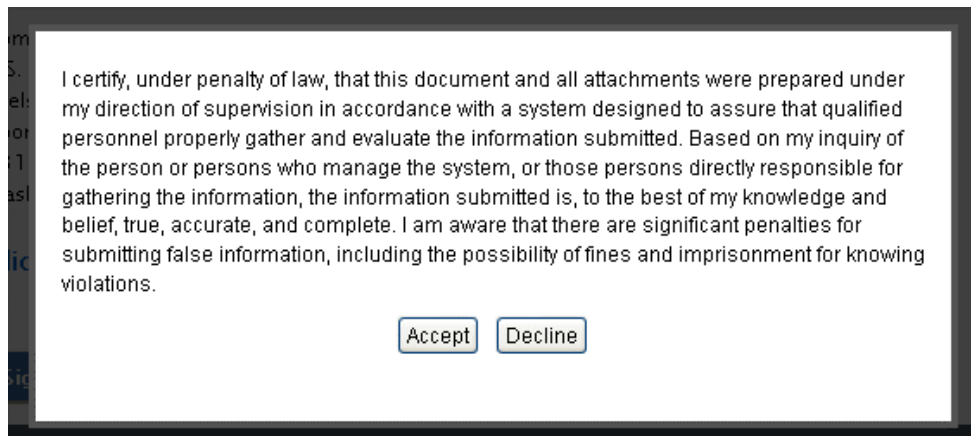
Enter/View QAP Information

5 Appendix A: Using the e-Signature Widget

Users should refer to the steps outlined in this section to successfully sign submissions within the OTAQReg application.

Upon selecting the “Submit” button for an OTAQReg submission, you will be prompted with the certification statement as shown in Figure 5-1.

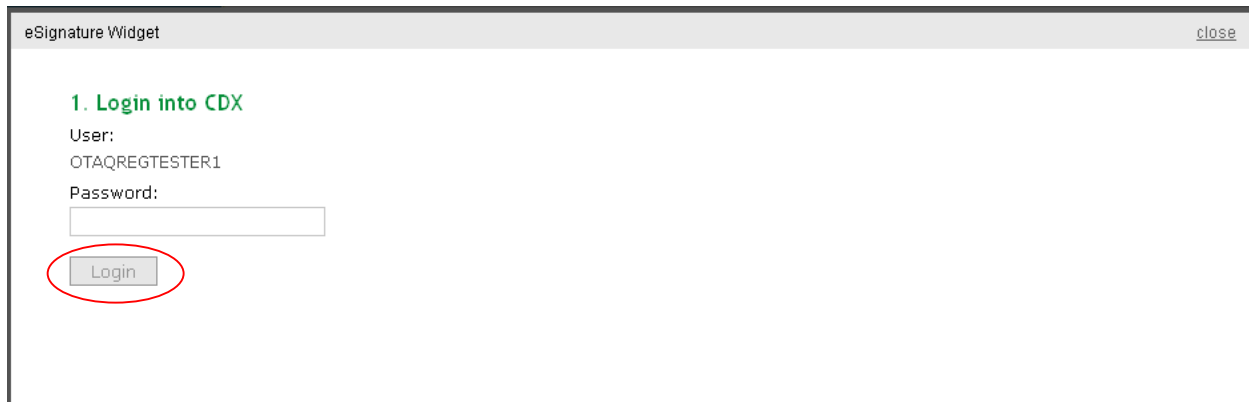
Figure 5-1 Certification Statement



I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted 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.

Upon reading the full agreement, click the “Accept” button. Figure 5-2 will display.

Figure 5-2 Authentication



eSignature Widget close

1. Login into CDX

User:
OTAQREGTESTER1

Password:

This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password. If you enter an incorrect password, you will be prompted with an error message. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Enter your CDX user account password and click the “Login” button. Figure 5-3 will display.

Figure 5-3 Answer Secret Question

eSignature Widget close

1. Login into CDX

User:
OTAQREGTESTER1

Password:

Welcome Jenny Paine

2. Answer Secret Question

Question:
What was your first pet's name?

Answer:

The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your e-Signature PIN verification.

If you fail to respond or enter an incorrect answer, you will be prompted with an error message. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Enter the answer you provided during your e-Signature PIN verification and click the “Answer” button. Figure 5-4 will display.

Figure 5-4 Sign File

eSignature Widget close

1. Login into CDX

User:
OTAQREGTESTER1

Password:

Welcome Jenny Paine

2. Answer Secret Question

Question:
What was your first pet's name?

Answer:

Correct Answer

3. Sign File

Click the “Sign” button.

Congratulations! You have successfully electronically signed and submitted your OTAQReg submission.



6 Appendix B: Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels/index.htm>.

For any general or technical questions related to the Central Data Exchange you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or OTAQReg, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.

7 Appendix C: OTAQ Registration Roles

- **Limited Company Viewer:** This role has limited read-only access to associated company and facility information. Users with this role will not be able to see RCO information. These users will also be limited to only basic facility information on the Facility Details page.
- **Company Viewer:** This role has full read-only access to associated company and facility information.
- **Company Editor:** This role has full viewing and editing rights to associated company and facility information.

7.1 OTAQ Program Roles

- **Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter:** Users should select this role if they are registering for the Cellulosic Biofuel Waiver Credits Pay.gov application to purchase cellulosic biofuel waiver credits on behalf of the company (This role should only be selected if the company registered as a gasoline or diesel refiner or a non-renewable fuels importer).
- **DC Fuels Submitter, Third Party Engineering Review:** This role applies only if users are registering for the DC Fuels data flow and Title 40 CFR Part 80 Subpart M Independent Third Party Engineering Review. This will be automatically selected when “Independent Third Party Engineer” is chosen.
- **DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416):** Users should select this role if they are registering for the DC Fuels data flow to submit RFS Pathway Petitions as described in Part 80.1416.
- **DC Fuels Submitter, Title 40 CFR Part 79 Subparts A,B,C,D, and F:** Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 79 Regulation of Fuels and Fuel Additives.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L:** Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Reformulated Gasoline / Anti-Dumping / Gasoline Toxics / Gasoline Sulfur / Gasoline Benzene.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subpart I:** Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Motor Vehicle, Nonroad, Locomotive, and Marine Diesel Fuel.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M:** Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Renewable Fuel Standard.
- **DC Fuels Submitter, Title 40 CFR Part 80 Subpart O:** Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Gasoline Sulfur (Tier 3).
- **EMTS Fuels ABT Viewer:** Users should select this role if they are requesting view-only access for all Gasoline Sulfur and Benzene Averaging, Banking, and Trading (ABT) transactions under the Tier 3 Gasoline Sulfur Program within the EMTS data flow.
- **EMTS Fuels ABT Submitter:** Users should select this role if they are requesting both editing and submitting rights for all Gasoline Sulfur and Benzene Averaging, Banking, and Trading (ABT) transactions under the Tier 3 Gasoline Sulfur Program within the EMTS data flow.

- EMTS RFS Viewer: Users should select this role if they are requesting view-only access for all RIN transactions under the RFS Program within the EMTS data flow.
- EMTS RFS Submitter: Users should select this role if they are requesting both editing and submitting rights for all RIN transactions under the RFS Program within the EMTS data flow.
- Agent: Users should select this role if they are an agent for a company (The definition of an agent is a person who is not a direct employee of the company).
- Independent Third Party Engineer: Users should select this role if they are an independent third party engineer. Selecting this role will automatically de-select all other OTAQReg Program roles, and add the DC Fuel Submitter, Third Party Engineering Review and OTAQ Registration Company Viewer roles. All other roles will be disabled.
- QAP Auditor: Users should select this role if they are associated to a company with “Quality Assurance Provider” as the selected Program Type/Business Activity to indicate that they are a QAP Auditor. Users will not be permitted to select this role for companies that are not Quality Assurance Providers.