

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

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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:

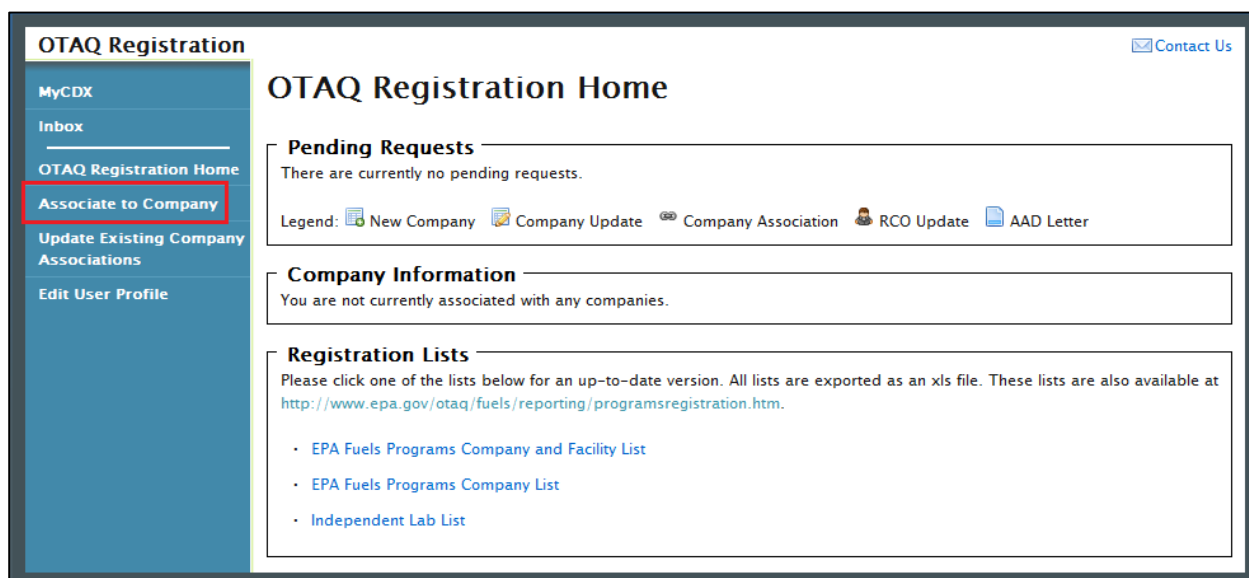
- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.

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:

City:

Company Name:

State:

Postal Code:

Search

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.

Create New Company **Cancel**

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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

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:

* Address 1:

* Created On 02/03/2014

(MM/DD/YYYY):

Address 2:

* City:

Valid From 02/03/2014

(MM/DD/YYYY):

* State:

Please Select From List

Valid To

Optional

* Postal Code:

* 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:

* RCO E-mail:

* RCO Name:

* Confirm RCO E-mail:

* RCO Title:

* RCO Phone:

x

RCO Fax:

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.

Add New Contact

Remove Selected

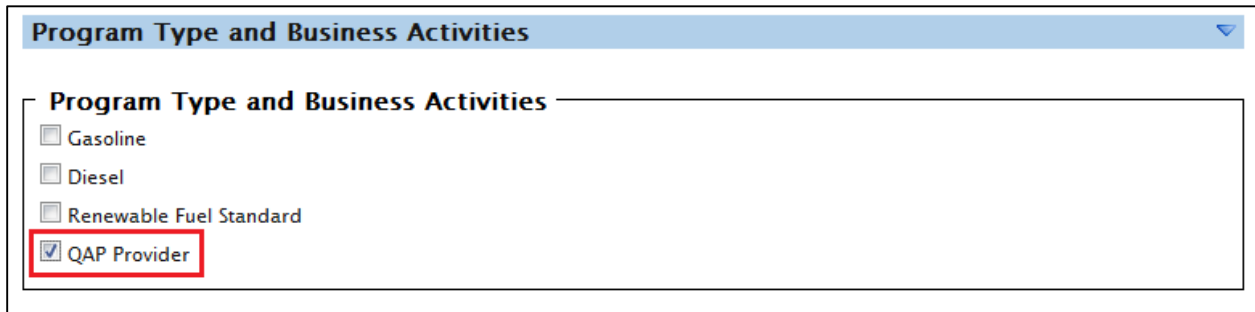
Next

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



Program Type and Business Activities

☐ Gasoline

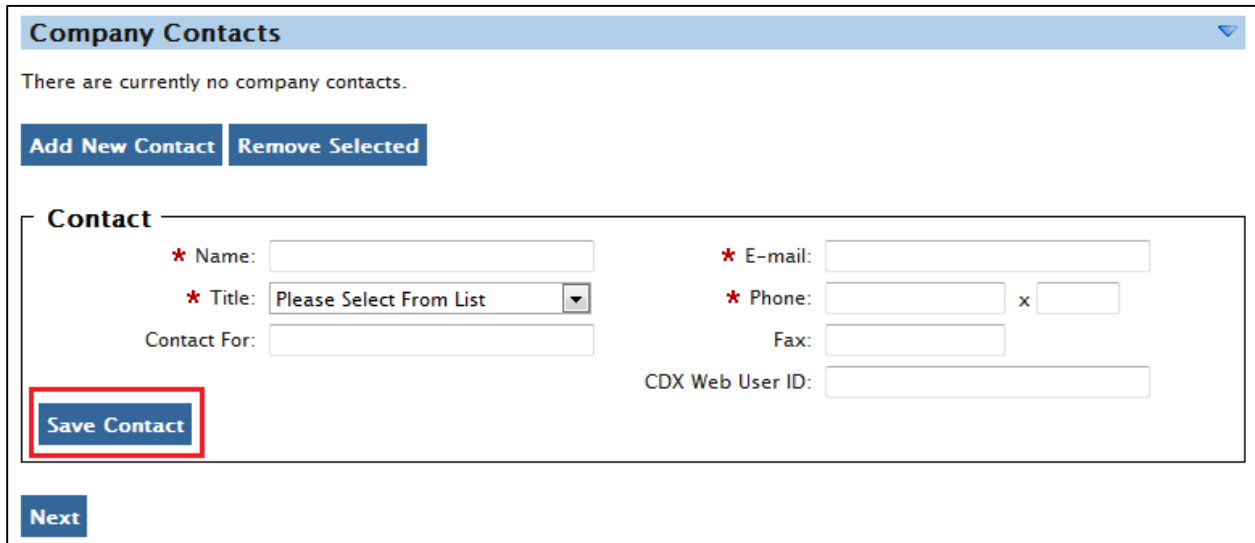
☐ Diesel

☐ Renewable Fuel Standard

☒ QAP Provider

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

Figure 2-6 Company Contacts



Company Contacts

There are currently no company contacts.

Add New Contact **Remove Selected**

Contact

* Name:

* E-mail:

* Title:

* Phone: x

Contact For:

Fax:

CDX Web User ID:

Save Contact

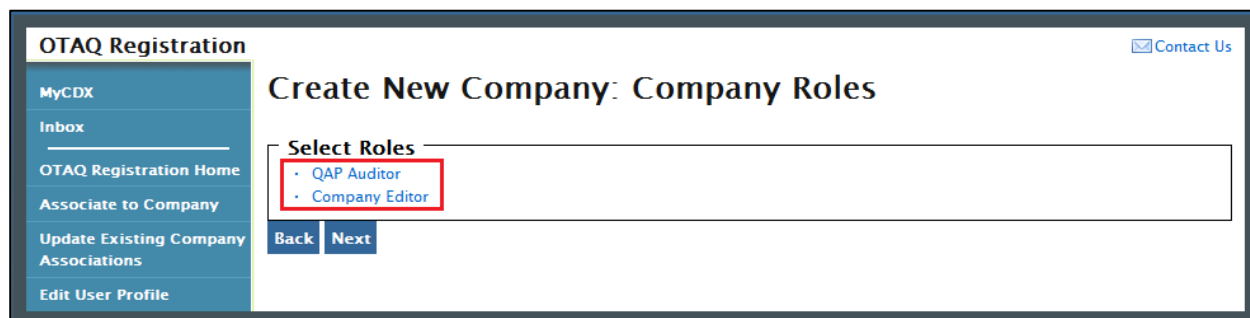
Next

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.

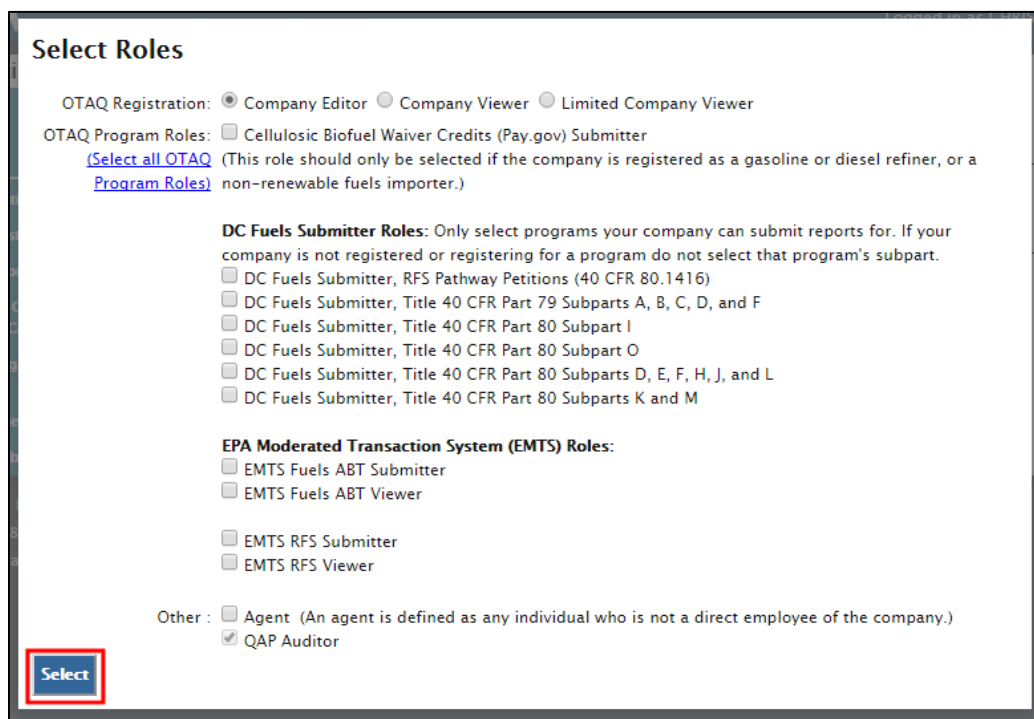
2.2.1 Select Company Roles

Figure 2-7 Create New Company: Company Roles



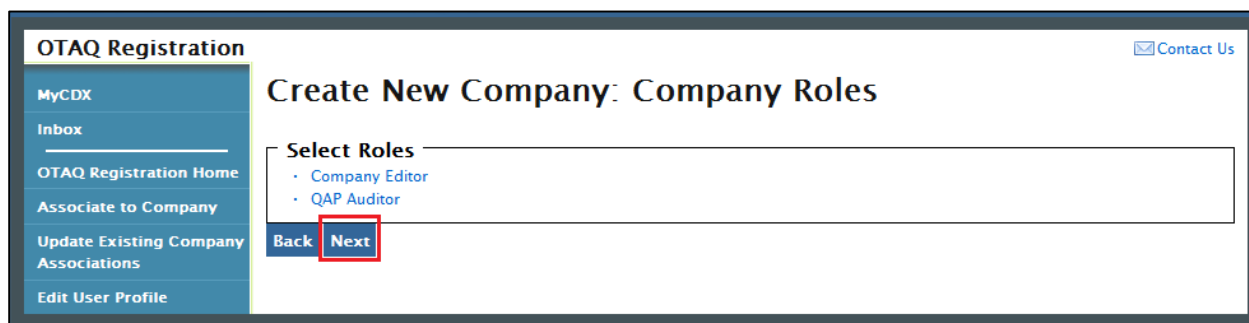
As the creator of a QAP Company, the Company Editor and QAP Auditor roles are pre-selected for you. Click the “Company Editor” link to add additional roles. Figure 2-8 will display.

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



OTAQ Registration [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Create New Company: Company Roles

Select Roles

- [Company Editor](#)
- [QAP Auditor](#)

[Back](#) [Next](#)

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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Create New Company: Review

Company Info

Basic Information

Company Name and Location

Company ID:

Company Name: QAP Company

Created On 02/03/2014
(MM/DD/YYYY):

Valid From 02/03/2014
(MM/DD/YYYY):

Valid To
(MM/DD/YYYY):

Address 1: 12601 Fair Lakes Circle

Address 2:

City: Fairfax

State: Virginia

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

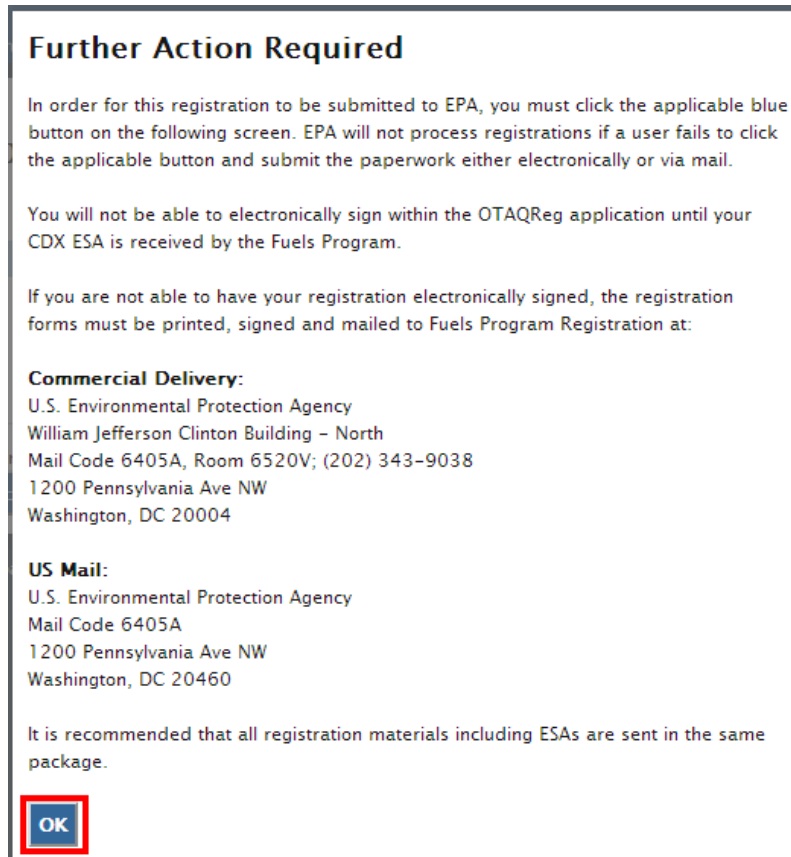
- QAP Auditor
- Company Editor

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



Further Action Required

In order for this registration to be submitted to EPA, you must click the applicable blue button on the following screen. EPA will not process registrations if a user fails to click the applicable button and submit the paperwork either electronically or via mail.

You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program.

If you are not able to have your registration electronically signed, the registration forms must be printed, signed and mailed to Fuels Program Registration at:

Commercial Delivery:
 U.S. Environmental Protection Agency
 William Jefferson Clinton Building – North
 Mail Code 6405A, Room 6520V; (202) 343-9038
 1200 Pennsylvania Ave NW
 Washington, DC 20004

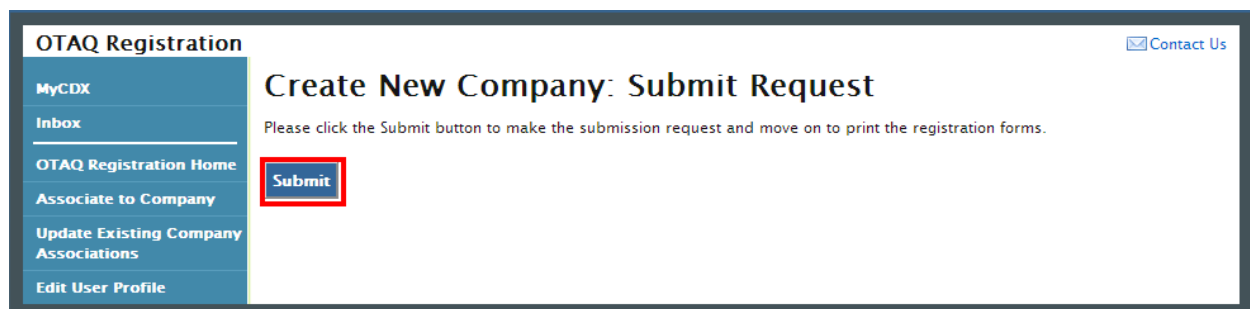
US Mail:
 U.S. Environmental Protection Agency
 Mail Code 6405A
 1200 Pennsylvania Ave NW
 Washington, DC 20460

It is recommended that all registration materials including ESAs are sent in the same package.

OK

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



OTAQ Registration [Contact Us](#)

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

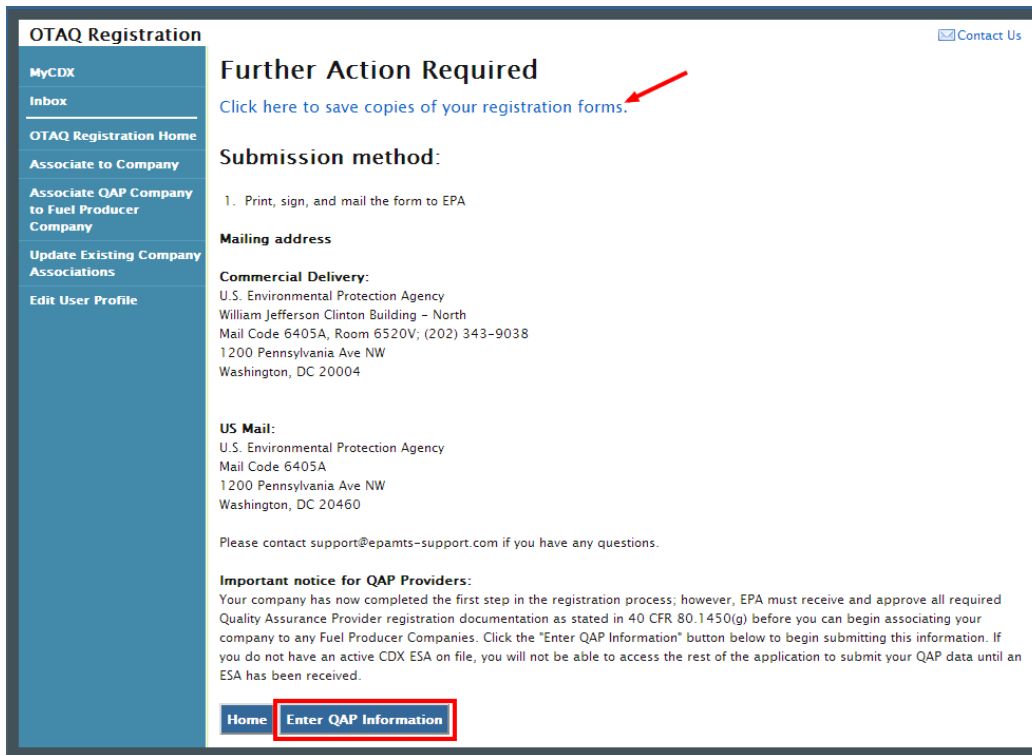
Create New Company: Submit Request

Please click the Submit button to make the submission request and move on to print the registration forms.

Submit

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



OTAQ Registration [Contact Us](#)

Further Action Required

[Click here to save copies of your registration forms.](#)

Submission method:

1. Print, sign, and mail the form to EPA

Mailing address

Commercial Delivery:
 U.S. Environmental Protection Agency
 William Jefferson Clinton Building – North
 Mail Code 6405A, Room 6520V; (202) 343-9038
 1200 Pennsylvania Ave NW
 Washington, DC 20004

US Mail:
 U.S. Environmental Protection Agency
 Mail Code 6405A
 1200 Pennsylvania Ave NW
 Washington, DC 20460

Please contact support@epamts-support.com if you have any questions.

Important notice for QAP Providers:
 Your company has now completed the first step in the registration process; however, EPA must receive and approve all required Quality Assurance Provider registration documentation as stated in 40 CFR 80.1450(g) before you can begin associating your company to any Fuel Producer Companies. Click the "Enter QAP Information" button below to begin submitting this information. If you do not have an active CDX ESA on file, you will not be able to access the rest of the application to submit your QAP data until an ESA has been received.

[Home](#) [Enter QAP Information](#)

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

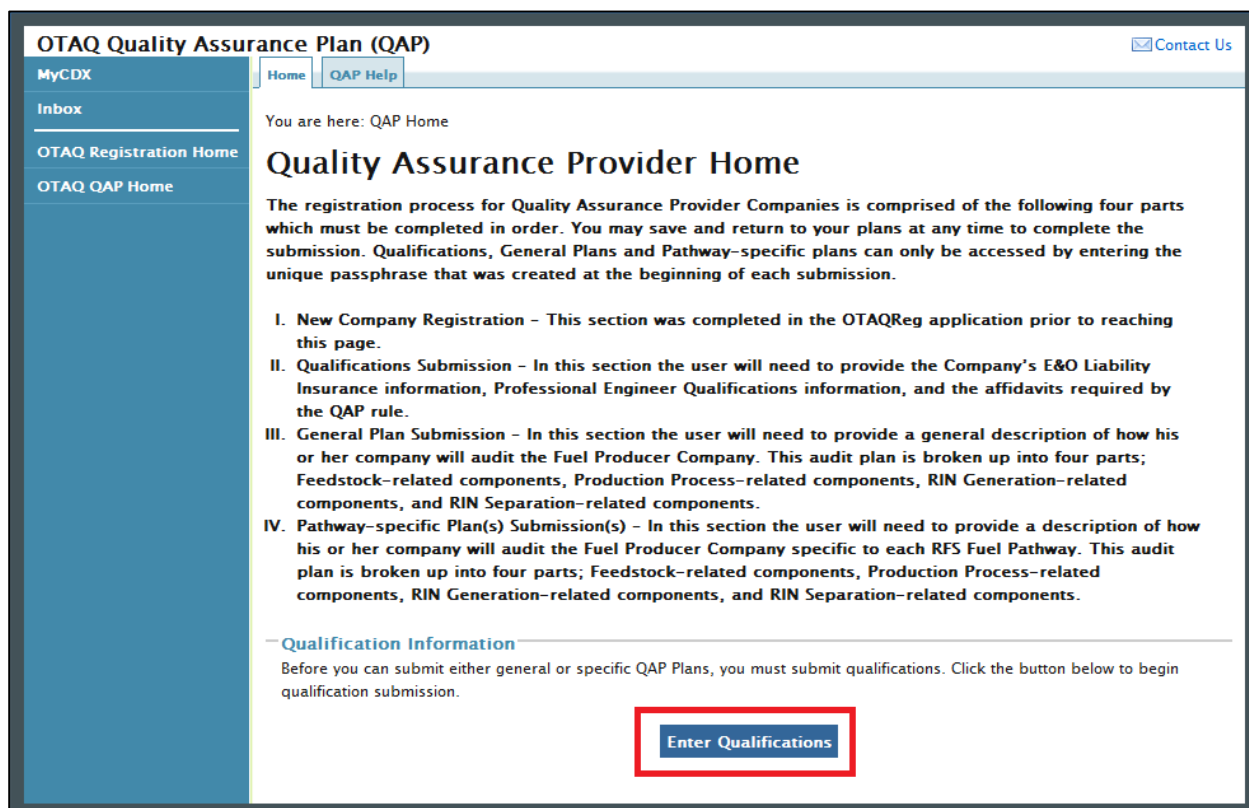
The Quality Assurance Provider application is designed in a wizard format which will walk the user through three submissions. Users may save and resume a submission at any time, but will be required to complete the submissions in the order listed below.

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



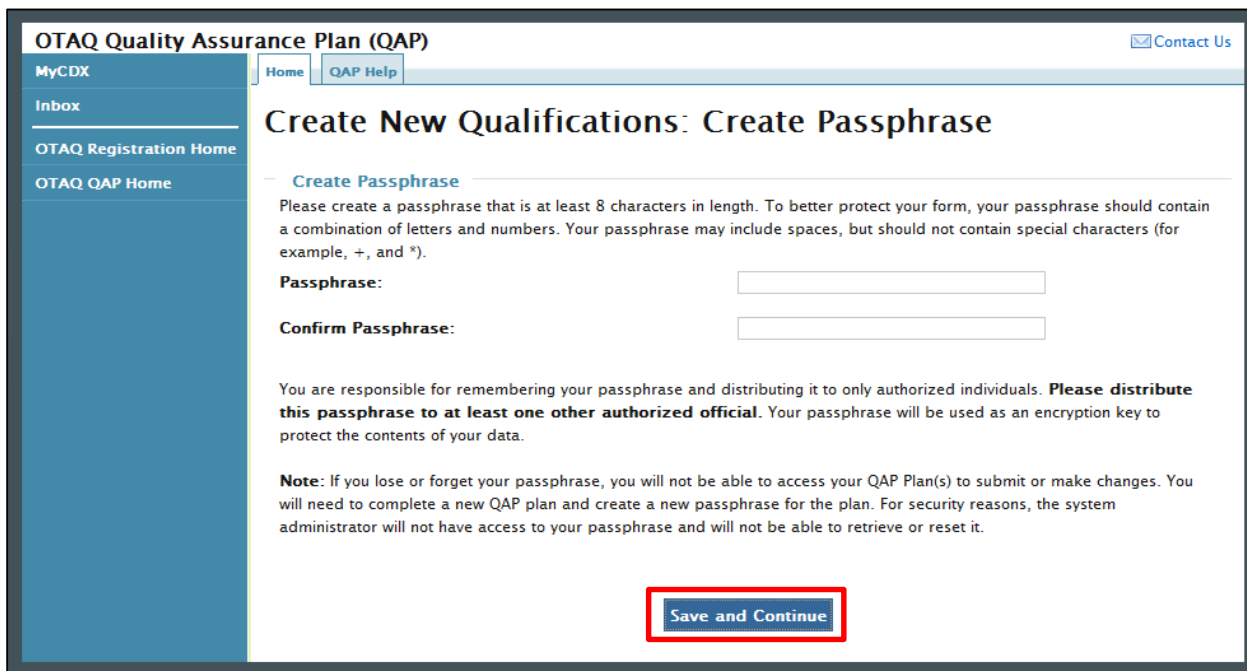
Click the "Enter Qualifications" button. Figure 3-2 will be displayed.

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



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

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

Create New Qualifications: Create Passphrase

Create Passphrase

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:

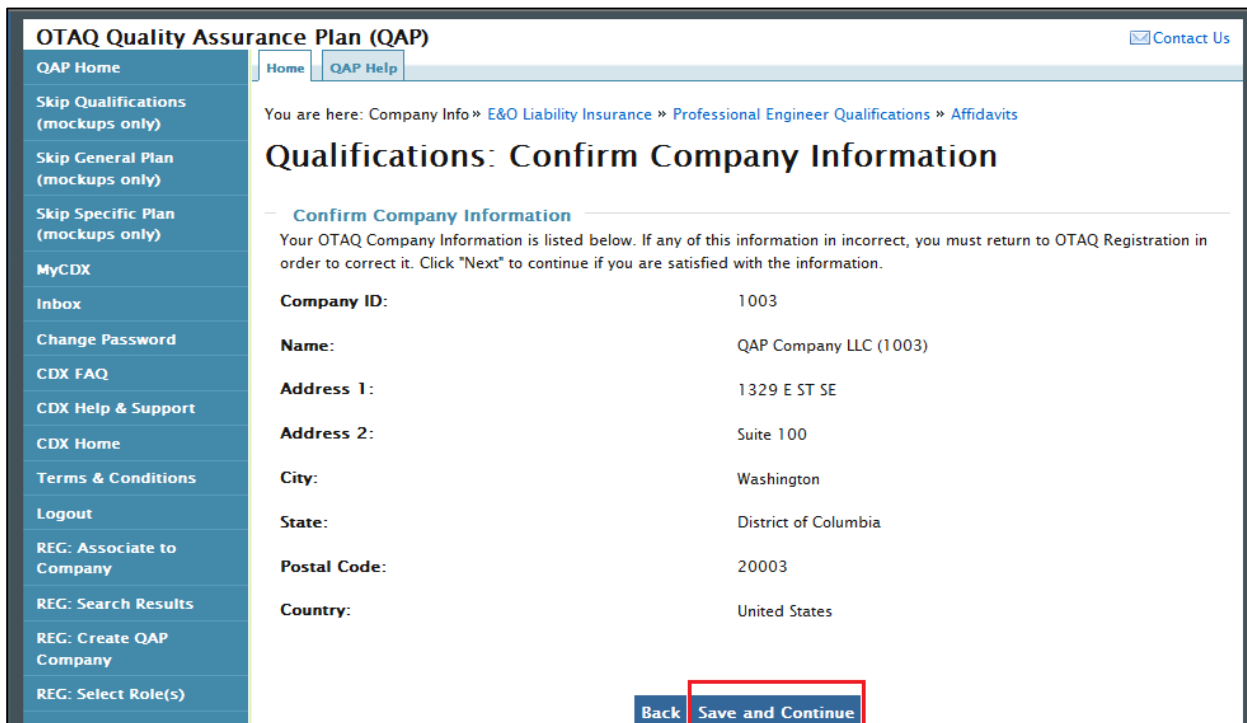
You are responsible for remembering your passphrase and distributing it to only authorized individuals. **Please distribute this passphrase to at least one other authorized official.** Your passphrase will be used as an encryption key to protect the contents of your data.

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.

[Save and Continue](#)

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



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

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

You are here: [Company Info](#) » [E&O Liability Insurance](#) » [Professional Engineer Qualifications](#) » [Affidavits](#)

Qualifications: Confirm Company Information

Confirm Company Information

Your OTAQ Company Information is listed below. If any of this information is incorrect, you must return to OTAQ Registration in order to correct it. Click "Next" to continue if you are satisfied with the information.

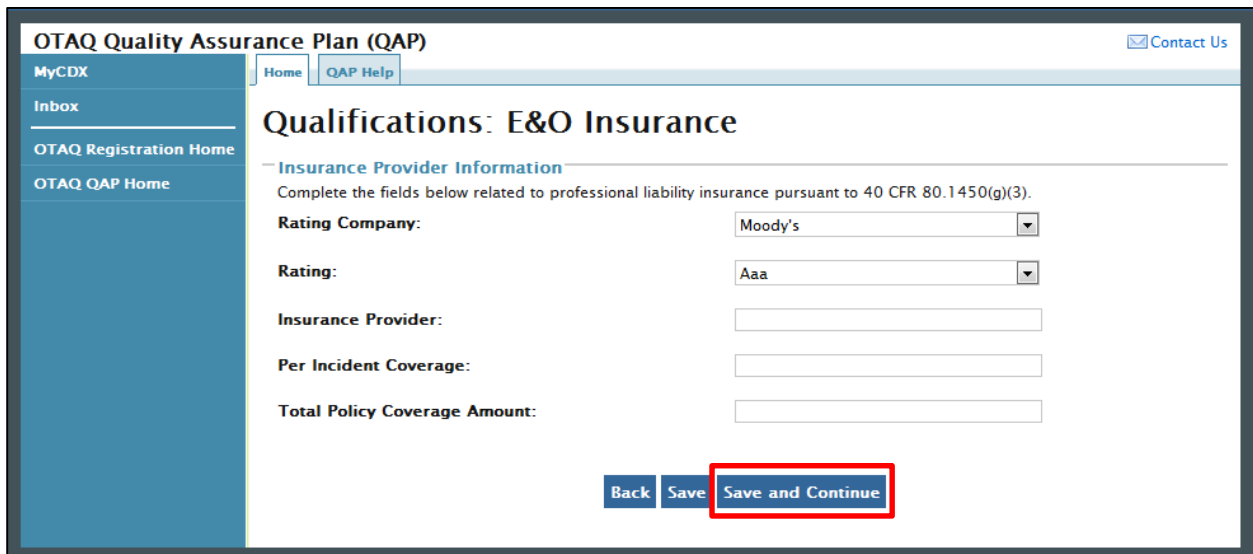
Company ID:	1003
Name:	QAP Company LLC (1003)
Address 1:	1329 E ST SE
Address 2:	Suite 100
City:	Washington
State:	District of Columbia
Postal Code:	20003
Country:	United States

[Back](#) [Save and Continue](#)

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



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

Qualifications: E&O Insurance

Insurance Provider Information
Complete the fields below related to professional liability insurance pursuant to 40 CFR 80.1450(g)(3).

Rating Company:

Rating:

Insurance Provider:

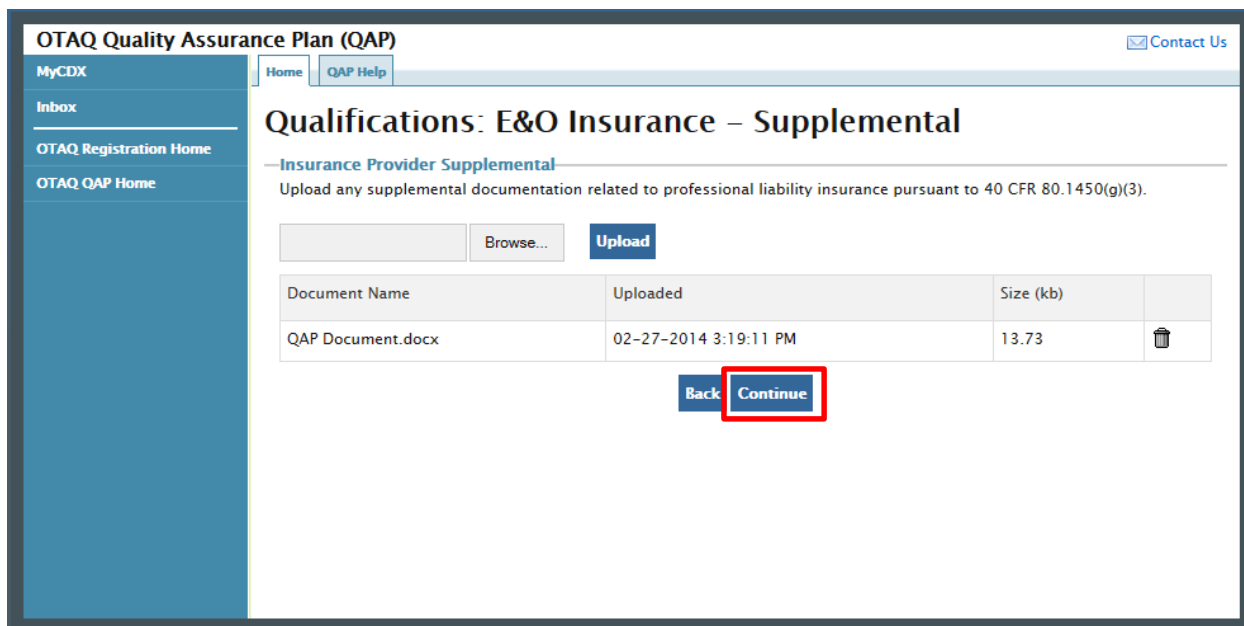
Per Incident Coverage:

Total Policy Coverage Amount:

[Back](#) [Save](#) [Save and Continue](#)

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



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

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

Inbox

OTAQ Registration Home


OTAQ QAP Home

Qualifications: E&O Insurance – Supplemental

—Insurance Provider Supplemental—

Upload any supplemental documentation related to professional liability insurance pursuant to 40 CFR 80.1450(g)(3).

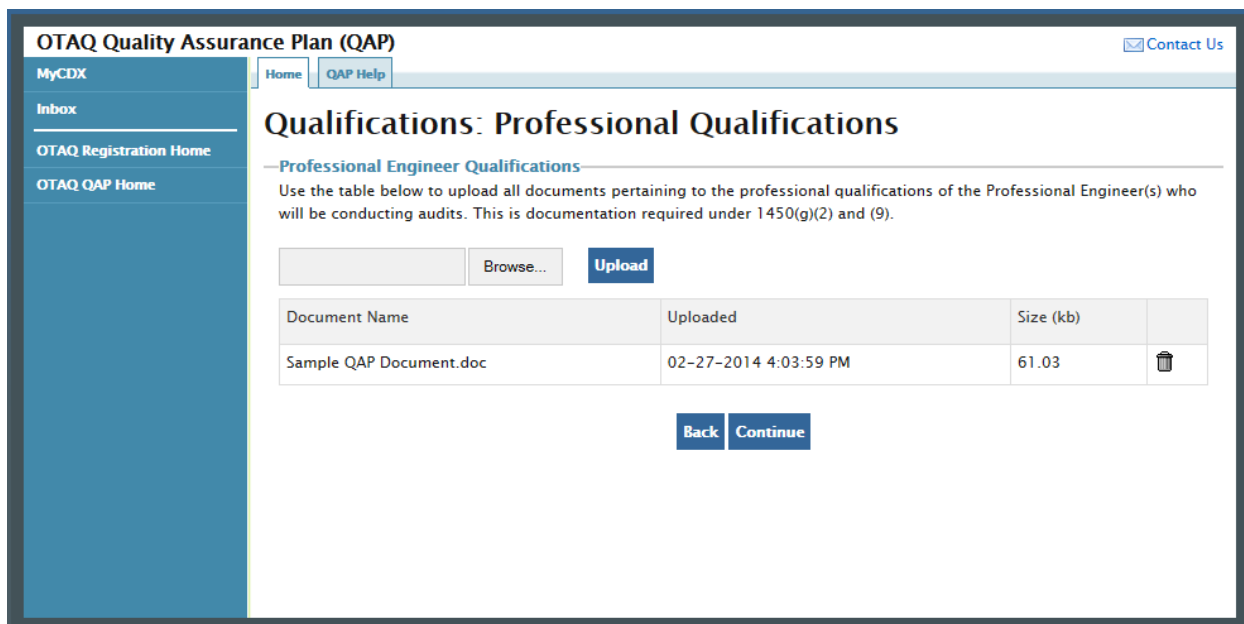
[Browse...](#) [Upload](#)

Document Name	Uploaded	Size (kb)	
QAP Document.docx	02-27-2014 3:19:11 PM	13.73	

[Back](#) [Continue](#)

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



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

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

Inbox

OTAQ Registration Home


OTAQ QAP Home

Qualifications: Professional Qualifications

—Professional Engineer Qualifications—

Use the table below to upload all documents pertaining to the professional qualifications of the Professional Engineer(s) who will be conducting audits. This is documentation required under 1450(g)(2) and (9).

[Browse...](#) [Upload](#)

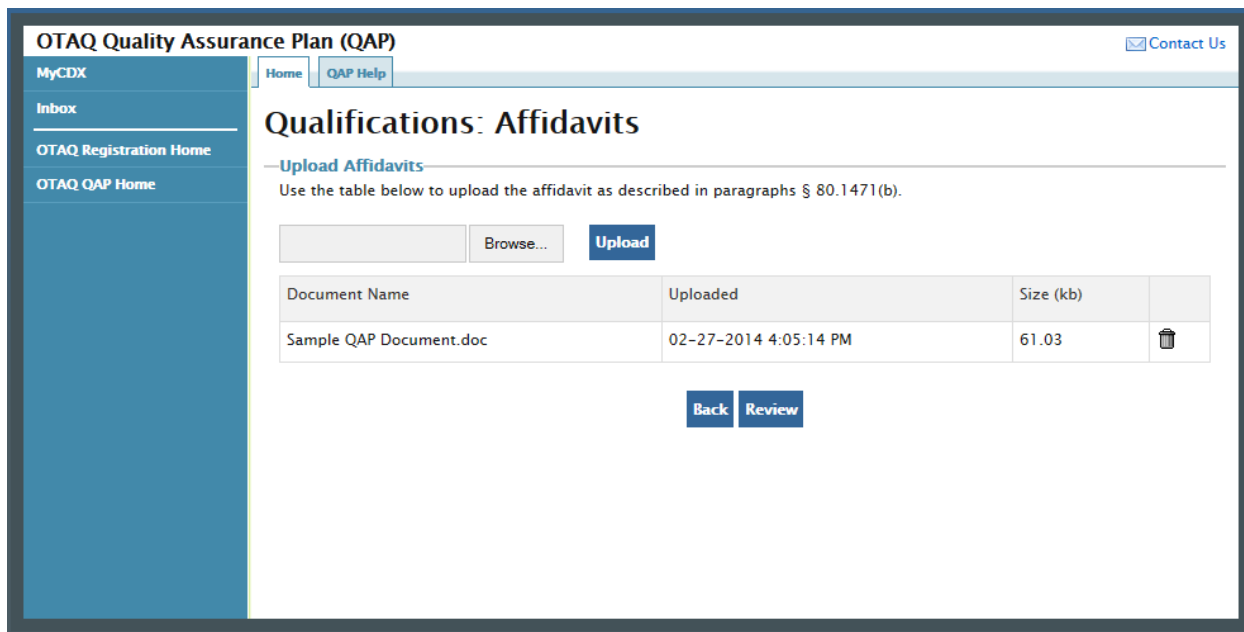
Document Name	Uploaded	Size (kb)	
Sample QAP Document.doc	02-27-2014 4:03:59 PM	61.03	

[Back](#) [Continue](#)

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



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

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

Inbox

[OTAQ Registration Home](#)

[OTAQ QAP Home](#)

Qualifications: Affidavits

[Upload Affidavits](#)

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

Document Name	Uploaded	Size (kb)	
Sample QAP Document.doc	02-27-2014 4:05:14 PM	61.03	

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

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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.

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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.

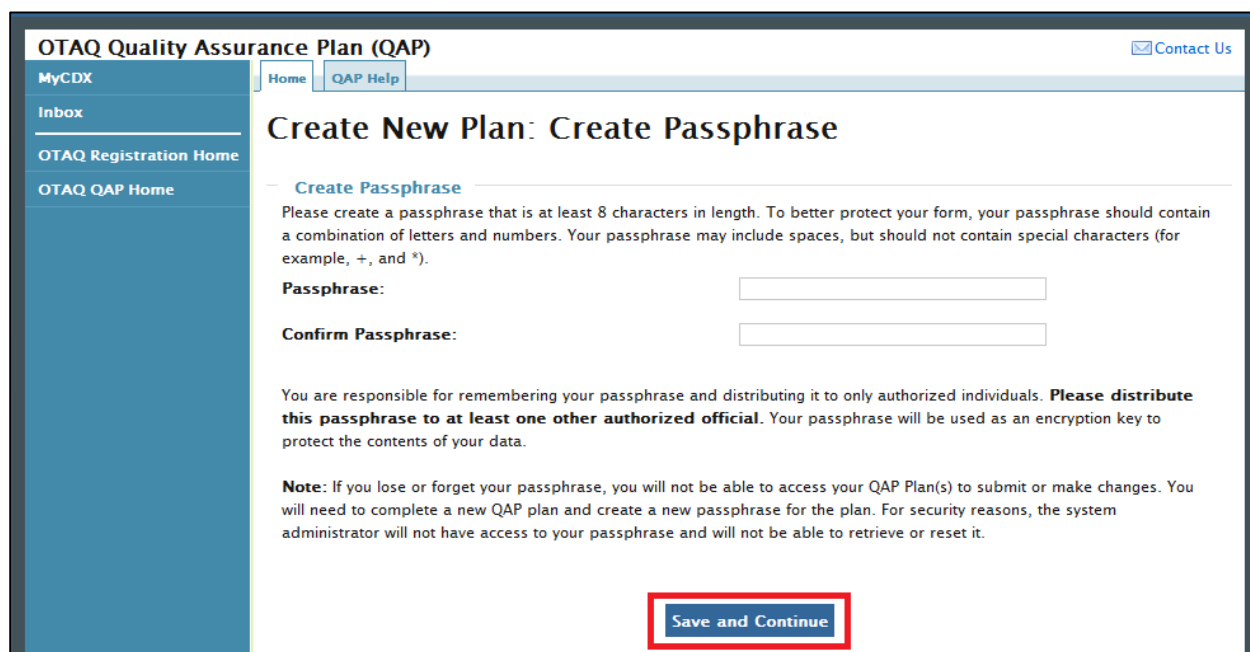
After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the qualifications submission as well as a new table where you can access that submission.

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

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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.

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.

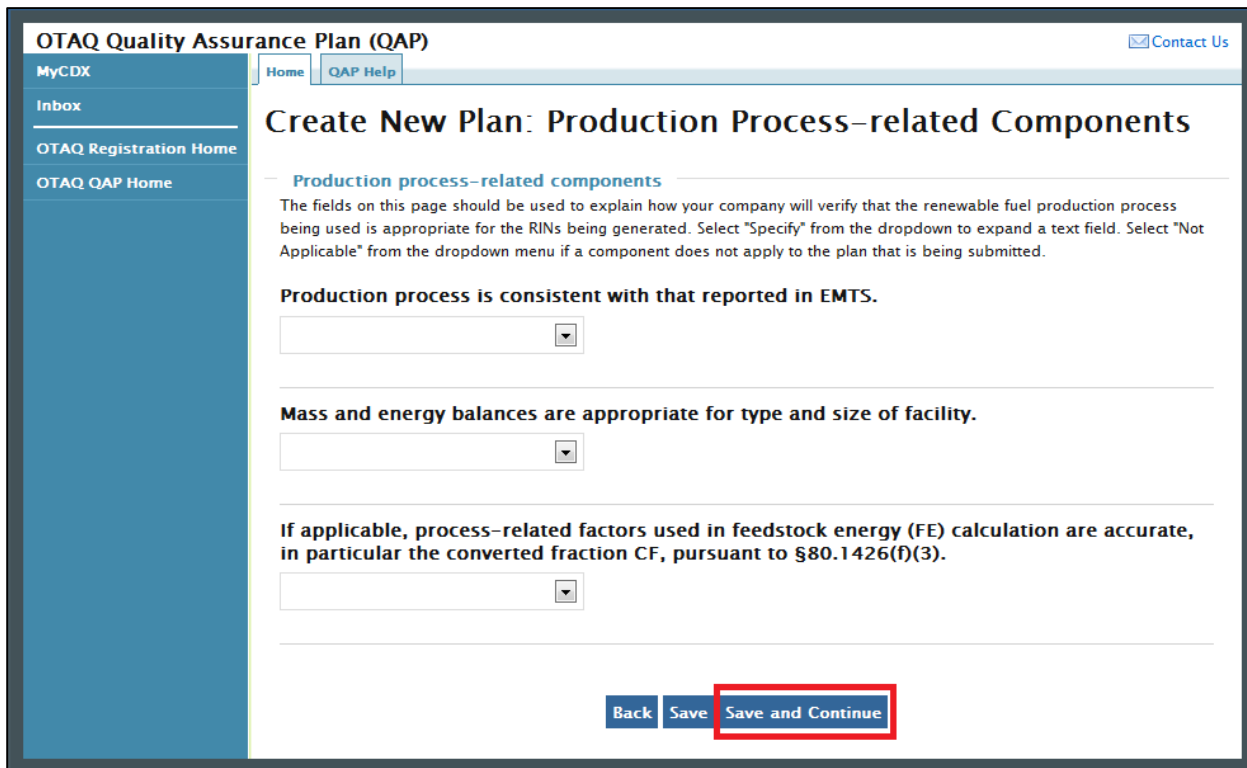
Save

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



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Create New Plan: Production Process-related Components

Production process-related components

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.

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).

[Back](#) [Save](#) [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. 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.

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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



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Create New Plan: RIN Separation-related Components

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.

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

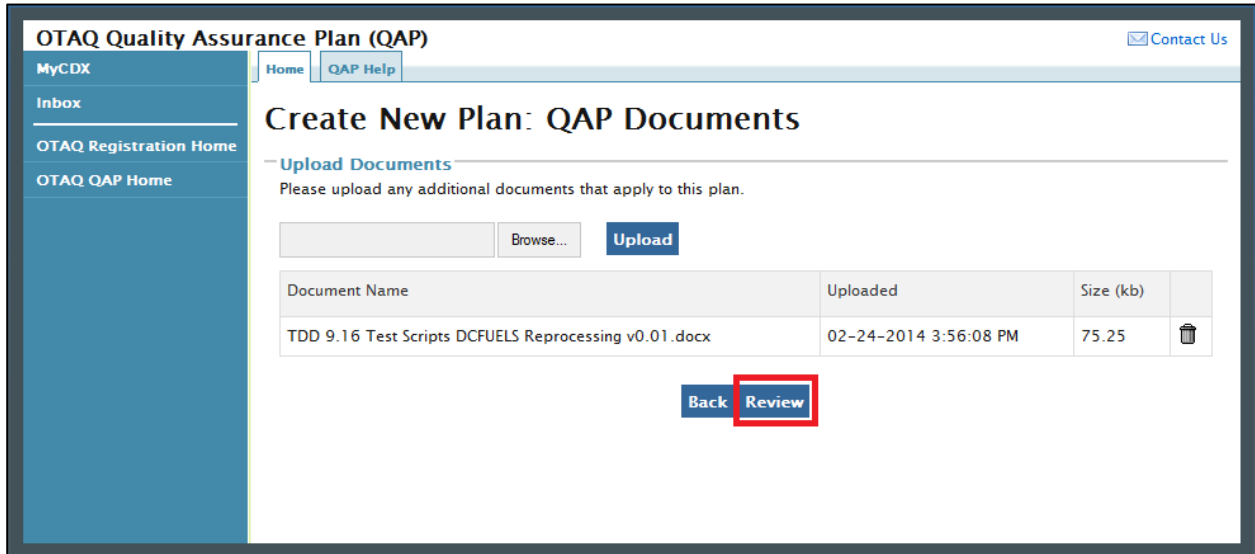
Verify that fuel that is exported was not used to generate RINs, or alternatively that were generated but retired pursuant to §80.1430.

Verify that annual attestation report is accurate.

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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




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Create New Plan: QAP Documents

Upload Documents
Please upload any additional documents that apply to this plan.

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Document Name	Uploaded	Size (kb)	
TDD 9.16 Test Scripts DCFUELS Reprocessing v0.01.docx	02-24-2014 3:56:08 PM	75.25	

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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

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General QAP Plan Submission

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

Submission Information

This is your plan submission information.

Submission Type:

General Plan

General Plan ID:

CP-405

Submitter Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to starting your submission. These details can only be updated within the MyOTAP 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 User ID:

QAPM0708

Organization Name:

ABC

Email Address:

mckirby6@psd.com

Phone Number:

9185119821

Extension:

Feedstock & related components

Feedstocks are renewable biomass as defined in §80.1401.

Not Applicable

If applicable, separated food waste or separated yard waste plan under §80.1424(D)(5)(ii) is accepted and up to date.

Not Applicable

If applicable, separated municipal solid waste plan under §80.1425(D)(5) is approved and current.

Not Applicable

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

Not Applicable

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

Not Applicable

Feedstock is consistent with production process and D code being used as permitted under Table 1 to Section 80.1476 or a petition approved through Section 80.1416, and is consistent with information recorded in EMTS.

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 E.

Not Applicable

Production process-related components

Production process is consistent with that reported in EMTS.

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 §80.1426(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 §80.1452.

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 80.1424(D)(5).

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 §80.1426(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 §80.1429(D)(4).

Not Applicable

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

Not Applicable

Verify that annual attestation report is accurate.

Not Applicable

Attach Documents

Documents Added

Upload

Remove

File Name

Size (KB)

T00 0.16 Text Docx 070822 Representing v0 01.docx

32-24-2014 1:55:08 PM

75.25

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Sign, Encrypt and Submit

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

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

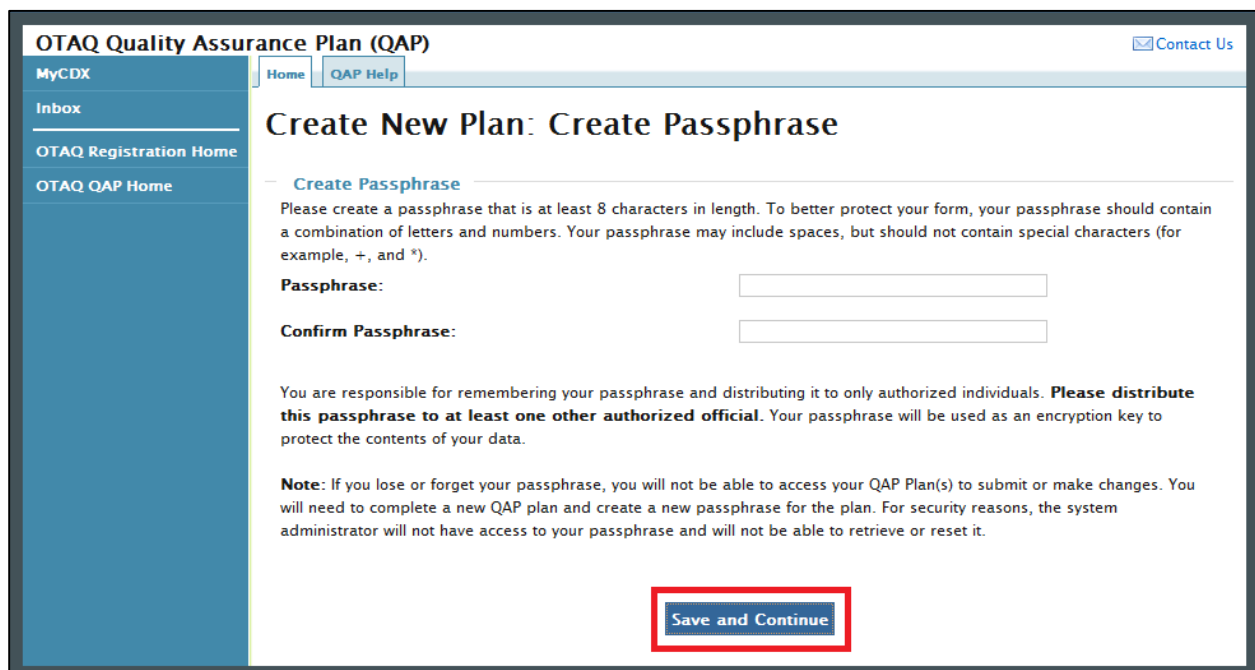
After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the general plan submission as well as a new table where you can access that submission.

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:

Add

Reset

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

Continue

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.

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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.

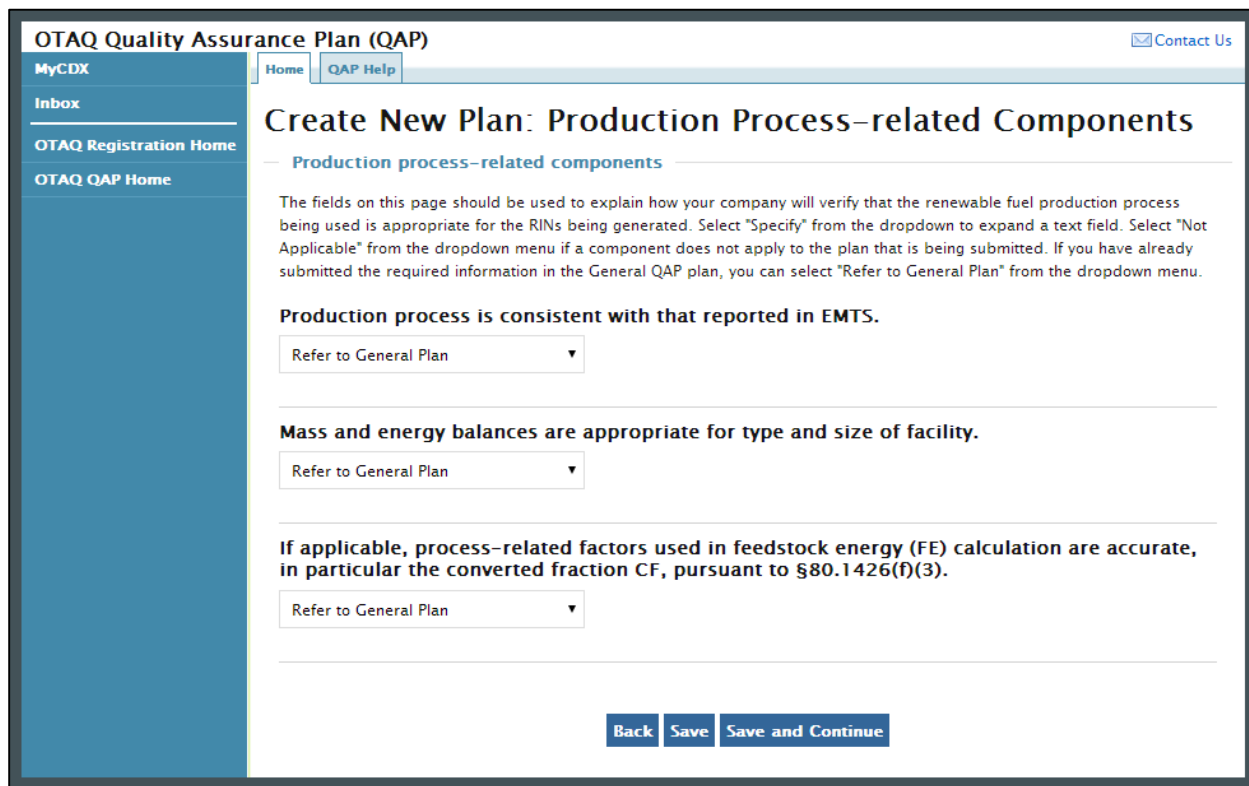
Refer to General Plan

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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



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Create New Plan: Production Process-related Components

Production process-related components

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.

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 converted fraction CF, pursuant to §80.1426(f)(3).

Refer to General Plan ▼

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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

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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



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Create New Plan: RIN Separation-related Components

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. If you have already submitted the required information in the General QAP plan, you can select "Refer to General Plan" from the dropdown menu.

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

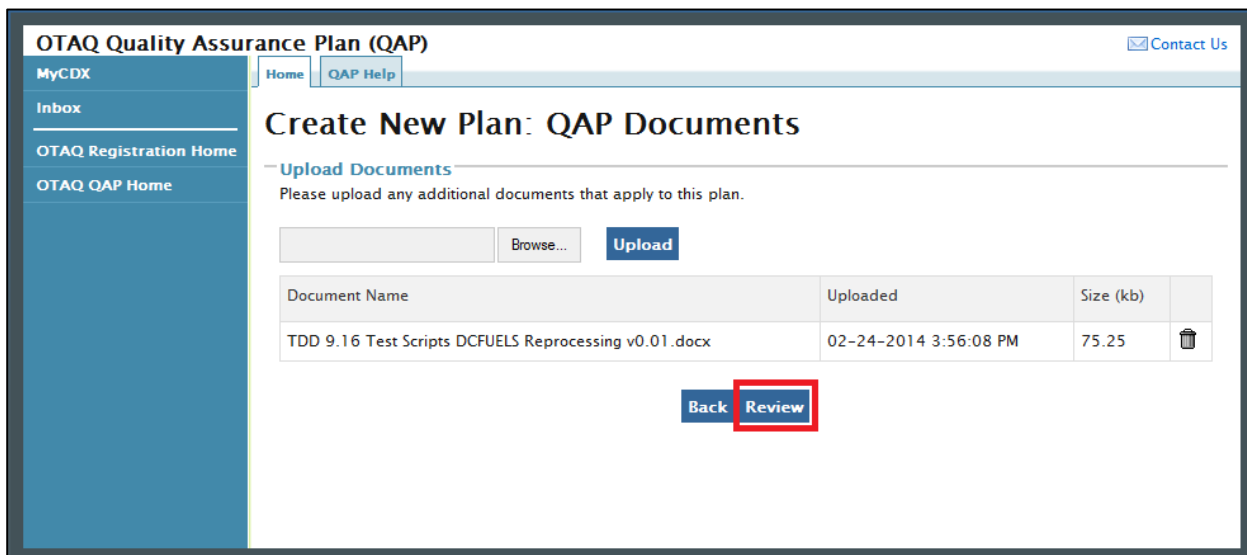
Verify that fuel that is exported was not used to generate RINs, or alternatively that were generated but retired pursuant to §80.1430.

Verify that annual attestation report is accurate.

[Back](#) [Save](#) [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



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Create New Plan: QAP Documents

Upload Documents

Please upload any additional documents that apply to this plan.

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Document Name	Uploaded	Size (kb)	
TDD 9.16 Test Scripts DCFUELS Reprocessing v0.01.docx	02-24-2014 3:56:08 PM	75.25	

[Back](#) [Review](#)

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

OTAQ Quality Assurance Plan (QAP)

[Home](#)
[QAP Info](#)

[MyQAP](#)
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[OTAQ Registration Home](#)
[OTAQ QAP Status](#)

Pathway-specific QAP Plan Submission

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

Submission Information

This is your plan submission information

Submission Type:

Pathway-specific plan

Pathway-specific Plan ID:

P2P-468

Submitter Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to creating 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 User ID:

QAPALDTCR

Organization Name:

ABC

Email Address:

mskirby01@gmail.com

Phone Number:

9282748822

Extinction

Associated Fuel Pathways

Fuel Code	Process Code	Feedstock Code	Renewable Fuel Type
(4) Non-ester Renewable Diesel (D1, D2)	(B6) Digester Renewable Fuels From Non-refined Portions of Separated Food Wastes Process	(35) Non-refined Portions of Separated Food Wastes	(D5) Advanced Biofuel

Feedstock-related components

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(D)(5)(B) is accepted and up to date.

Refer to General Plan

If applicable, separated municipal solid waste plan under §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 §80.1454(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

Production process-related components

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 converted fraction CF, pursuant to §80.1426(D)(5).

Refer to General Plan

RIN operation-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 §80.1453.

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(D)(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(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 components

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

Refer to General Plan

Verify that fuel that is exported 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

Notes/Remarks

Nothing found to display

Back

Sign, Review and Submit

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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.

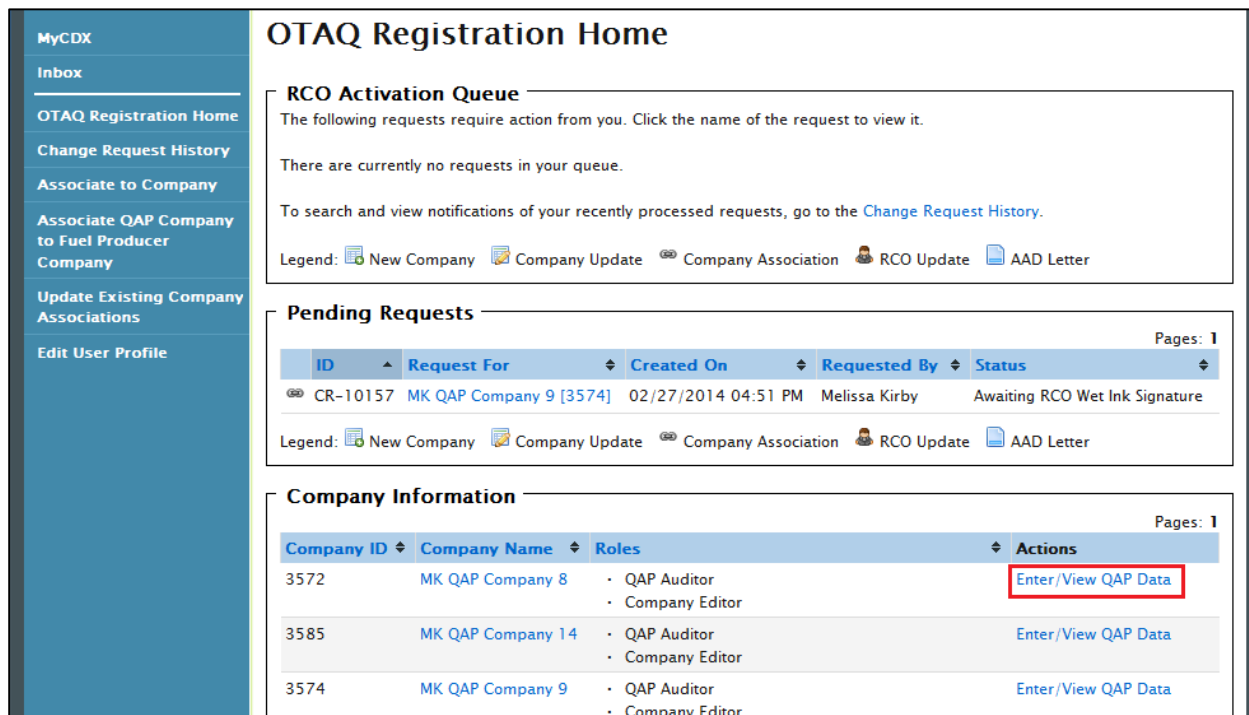
After you complete the e-Signature widget, you will be returned to the "Quality Assurance Provider Home" page. The page will display a confirmation message for the pathway-specific plan submission as well as a new table where you can access that submission.

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

OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

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

Inbox

[OTAQ Registration Home](#)

[OTAQ QAP Home](#)

You are here: QAP Home

Quality Assurance Provider Home

Qualification Information
Qualification submission status is displayed below. Click on the "Edit" link to edit existing drafts or use the "View" link to view submissions pending EPA review.

Qualification Id	Created	Revision	Status	
Q-322	02-14-2014 9:26:57 AM	Active	Approved by EPA	View

General QAP Plans
Existing plans listed below. EPA does not recommend editing a general or pathway-specific plan once it has been approved.

General Plan Id	Created	Revision	Status	
GP-582	03-03-2014 10:00:13 AM	Draft	Newly created	Edit

Pathway-specific QAP Plans
Existing plans listed below. You may start a new plan by clicking the button below. EPA does not recommend editing a general or pathway-specific plan once it has been approved.

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

OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

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

Inbox

[OTAQ Registration Home](#)

[OTAQ QAP Home](#)

You are here: QAP Home

General Plan Submission

[Revise General Plan](#)

Submission Info
This is your plan submission information

Submission Type: General Plan

General Plan Id: GP-682

CROMERR Activity Id: _1827f1b7-1e89-4c14-a080-cb0db25bc773

CROMERR Copy of Record: [View](#) | [Download HTML](#) | [Download XML](#)

Status: Approved by EPA

Submission Time: Mar 17, 2014 11:55 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: Christopher

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



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

MyCDX Home QAP Help

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Qualifications

Enter Passphrase

Please enter your Qualifications passphrase.

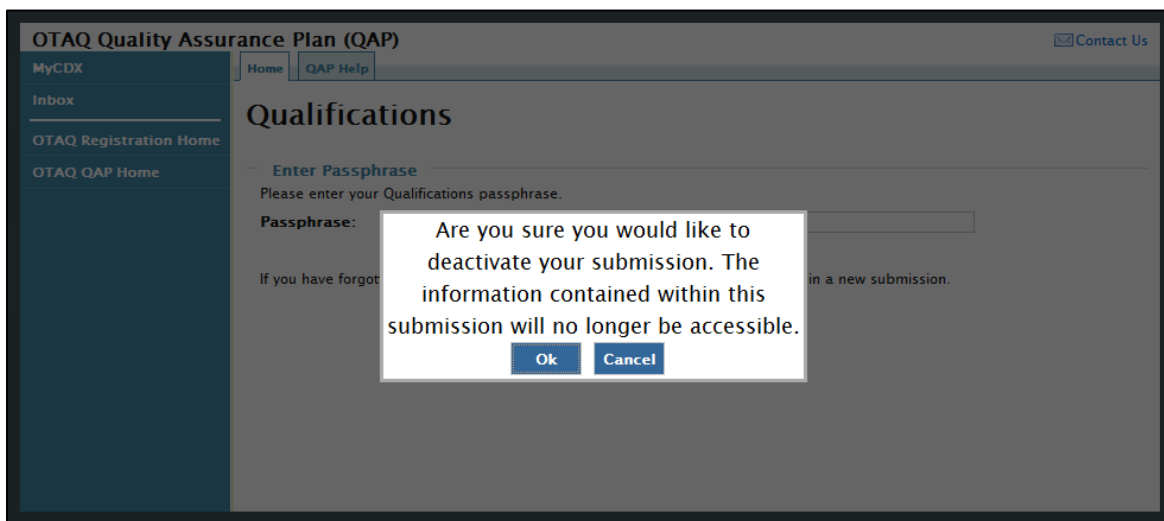
Passphrase:

If you have forgotten your passphrase please click [Deactivate Submission](#) to begin a new submission.

[Continue](#)

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

Figure 3-28 Deactivate Submission Pop-up



OTAQ Quality Assurance Plan (QAP) [Contact Us](#)

MyCDX Home QAP Help

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OTAQ QAP Home

Qualifications

Enter Passphrase

Please enter your Qualifications passphrase.

Passphrase:

If you have forgot in a new submission.

Are you sure you would like to deactivate your submission. The information contained within this submission will no longer be accessible.

[Ok](#) [Cancel](#)

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.

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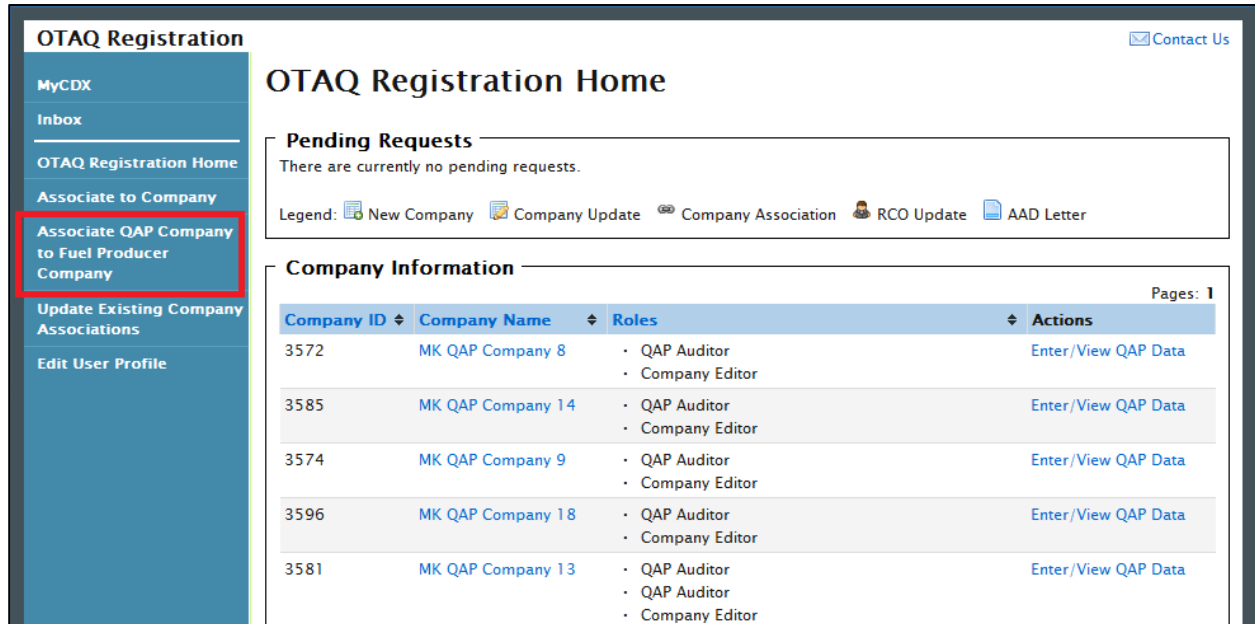
4 QAP Company to Fuel Producer Company Associations

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	• QAP Auditor • Company Editor	Enter/View QAP Data
3585	MK QAP Company 14	• QAP Auditor • Company Editor	Enter/View QAP Data
3574	MK QAP Company 9	• QAP Auditor • Company Editor	Enter/View QAP Data
3596	MK QAP Company 18	• QAP Auditor • Company Editor	Enter/View QAP Data
3581	MK QAP Company 13	• QAP Auditor • QAP Auditor • Company Editor	Enter/View QAP Data

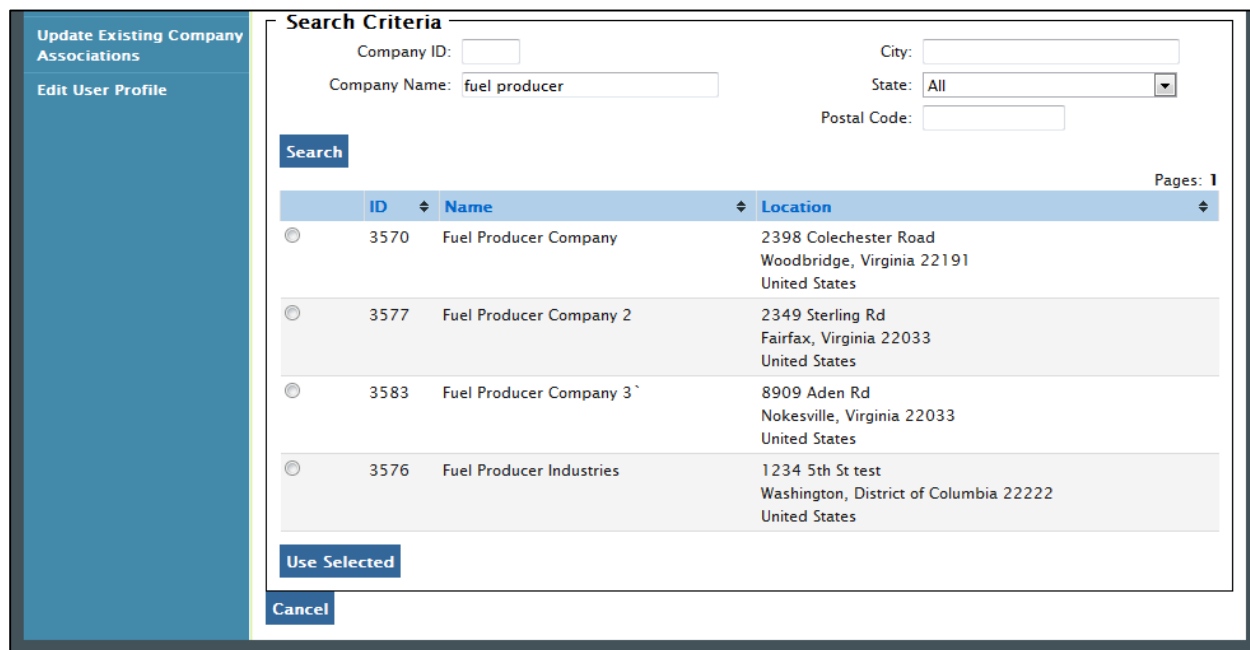
Click the “Associate QAP Company to Fuel Producer Company” link in the left side toolbar of your OTAQ Registration Home page, as seen in Figure 4-1. Figure 4-2 will display.

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



Search Criteria

Company ID:

City:

Company Name:

State:

Postal Code:

Search

Pages: 1

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

Use Selected

Cancel

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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Associate QAP Company to Fuel Producer Company

Update Existing Company Associations

Edit User Profile

Contact Us

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:

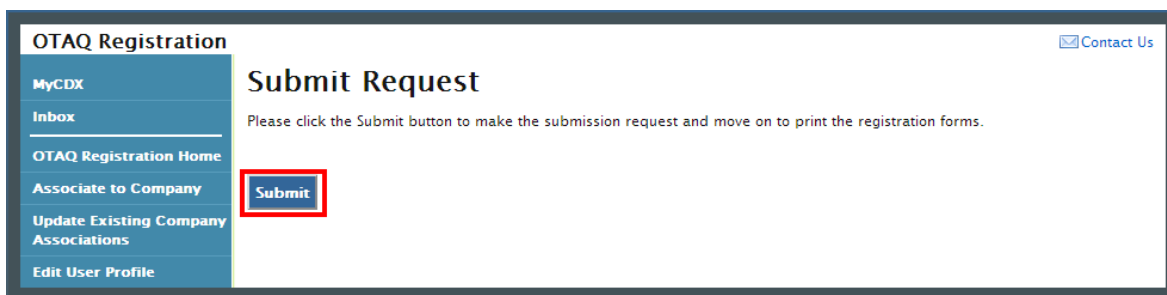
Use the table below to upload the affidavit as described in paragraphs § 80.1471(b).

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	

Continue

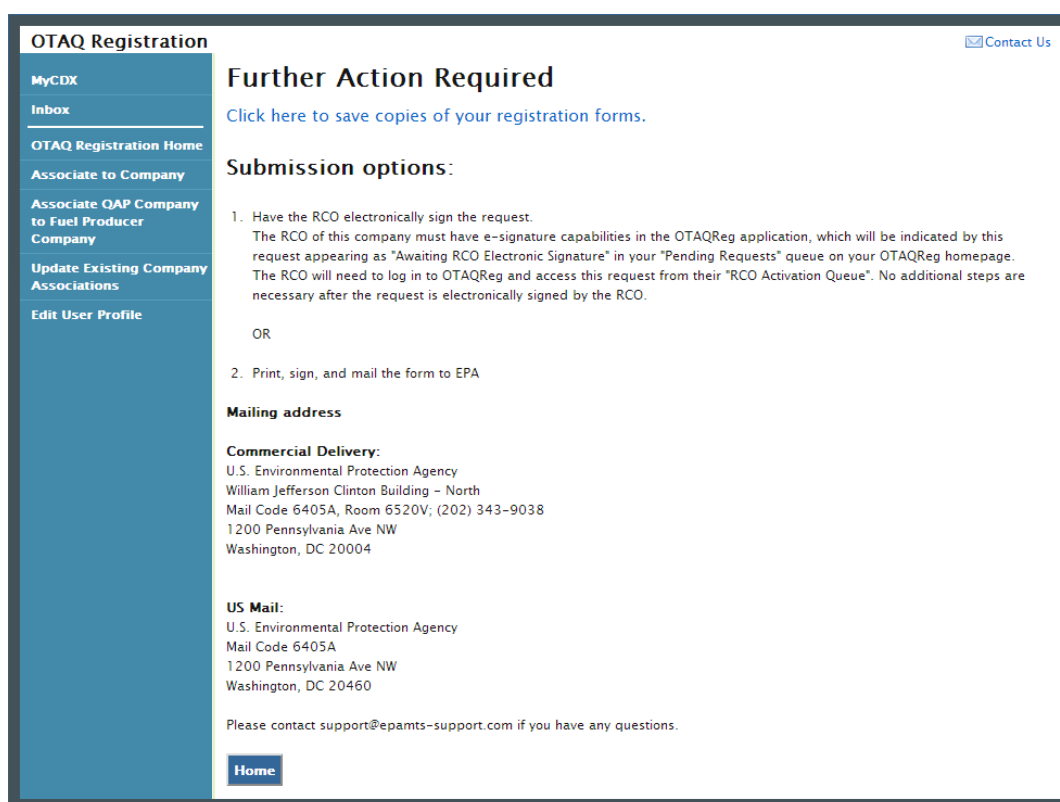
A list of pathways for which your company has been approved to audit is displayed on the page. Enter instructions that will be displayed to the Fuel Producer RCO in the text box provided. The Fuel Producer will use your comments to assign the correct pathways to your QAP Company with the appropriate 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

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OTAQ Registration Home

Change Request History

Associate to 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.

Pages: 1

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

Pages: 1

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

Pages: 1

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.

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Figure 4-8 QAP Audit Request Page

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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

Request Type : QAP Fuel Pathway Association Request

Request Status : QAP Auditor Association Requested

Company Name : Fuel Producer Company [3570]

Created On : 02/26/2014 05:17 PM

Modified On : 02/26/2014 05:17 PM

Requested By : Melissa Kirby

Username : QAPAUDITOR

Company Information

Company Name and Location

Company ID: 3585

Company Name: MK QAP Company 14

Created On 02/18/2014 (MM/DD/YYYY):

Valid From 02/18/2014 (MM/DD/YYYY):

Valid To (MM/DD/YYYY):

Address 1: 12390 Fair Lakes Pkwy

Address 2: Suite 123

City: Fairfax

State: Virginia

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

Nothing found to display.

Approve Request with Selected Pathways

Reject Request

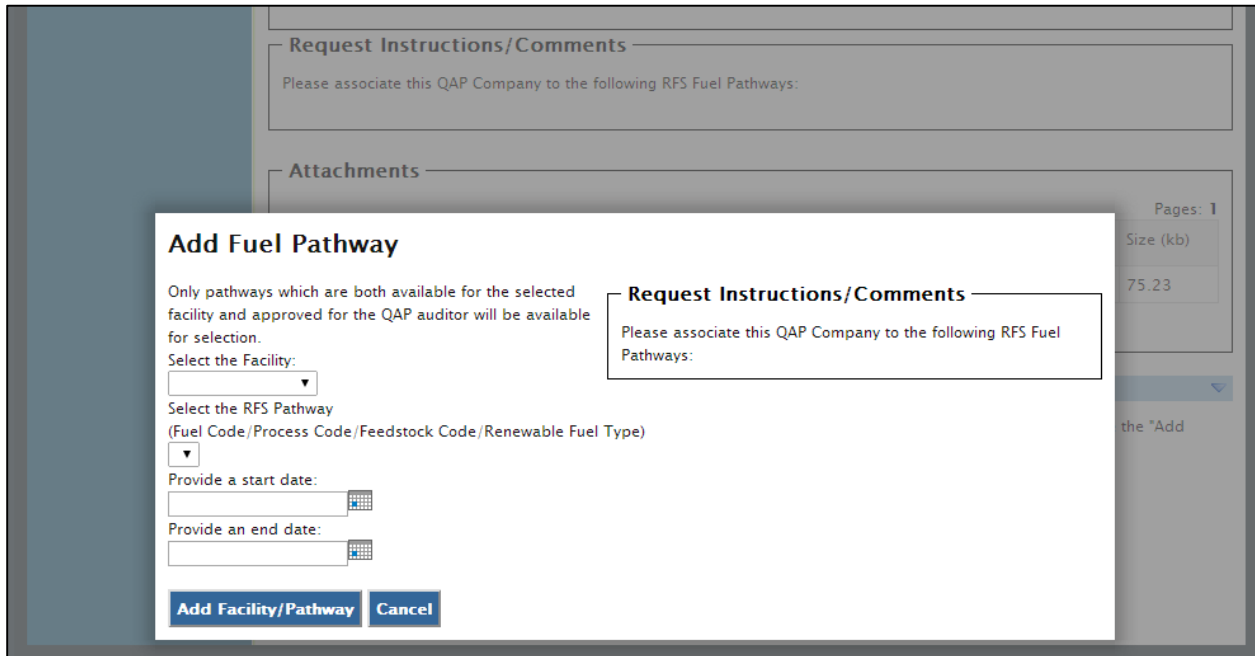
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Review the information included in the Audit Request. The list of pathways displayed allows you to view all pathways that the Quality Assurance Provider is approved for. Click the "Add Facility Pathway" button to begin to associate your pathways to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

Figure 4-9 Add Fuel Pathway Pop-up



Add Fuel Pathway

Only pathways which are both available for the selected facility and approved for the QAP auditor will be available for selection.

Select the Facility:

Select the RFS Pathway
(Fuel Code/Process Code/Feedstock Code/Renewable Fuel Type)

Provide a start date:

Provide an end date:

Add Facility/Pathway **Cancel**

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

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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

Request Type : QAP Fuel Pathway Association Request

Request Status : QAP Auditor Association Requested

Company Name : Fuel Producer Company [3570]

Created On : 02/26/2014 05:17 PM

Modified On : 02/26/2014 05:17 PM

Requested By : Melissa Kirby

Username : QAPAUDITOR

Company Information

Company Name and Location

Company ID: 3585

Company Name: MK QAP Company 14

Created On: 02/18/2014 (MM/DD/YYYY):

Valid From: 02/18/2014 (MM/DD/YYYY):

Valid To: (MM/DD/YYYY):

Address 1: 12390 Fair Lakes Pkwy

Address 2: Suite 123

City: Fairfax

State: Virginia

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	<div>Fuel Code</div> <div>Process Code</div> <div>Feedstock Code</div> <div>Renewable Fuel Type</div>	<div>(160) LPG</div> <div>(100) DGD Process</div> <div>(200) Non-food Grade Corn Oil</div> <div>(D11) Advanced Biofuel</div>	<div>2/27/14</div> <div>Remove</div>

Approve Request with Selected Pathways

Reject Request

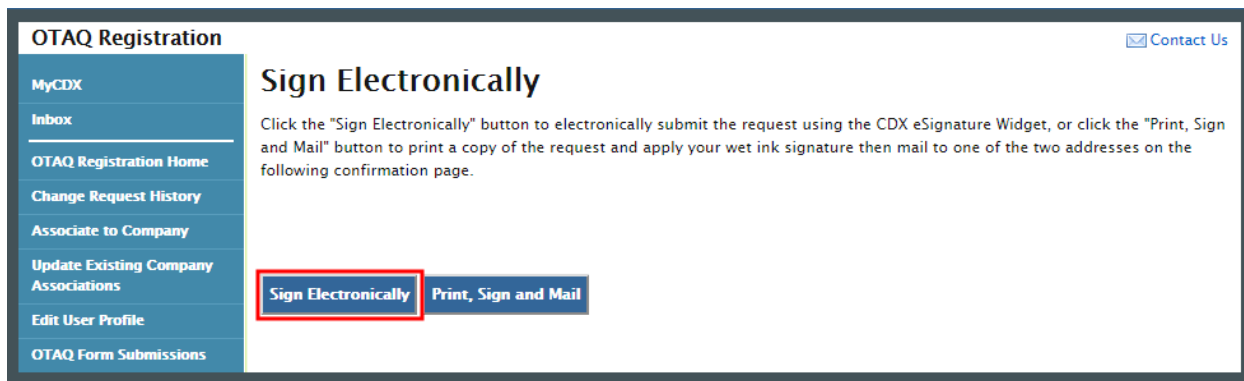
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Verify that the facility/pathway combination selected in the pop-up is displayed in the "Associated Fuel Pathways" section. To add additional pathways, click the "Add Facility Pathway" button again. To move forward with the request process, click the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

Figure 4-11 Sign Electronically

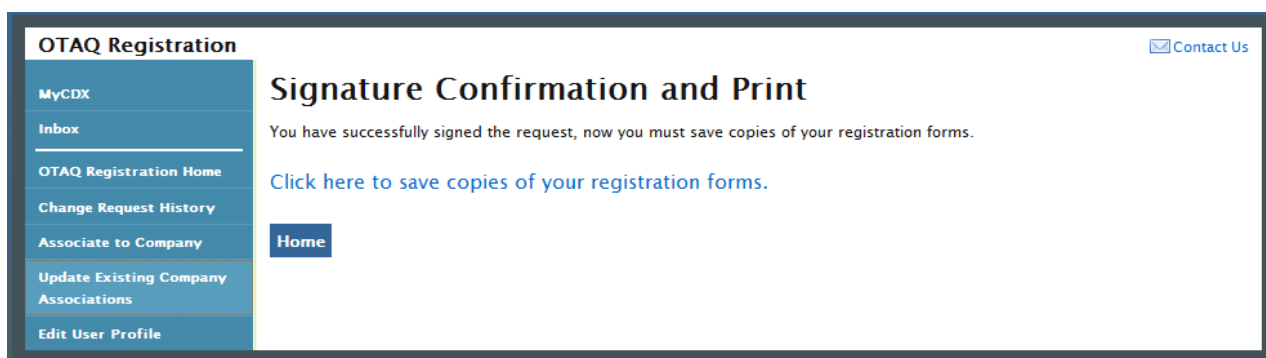


To electronically sign the QAP Company Association request, please click the "Sign Electronically" button. Please reference Appendix A: Using the e-Signature Widget for instructions on signing electronically.

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.

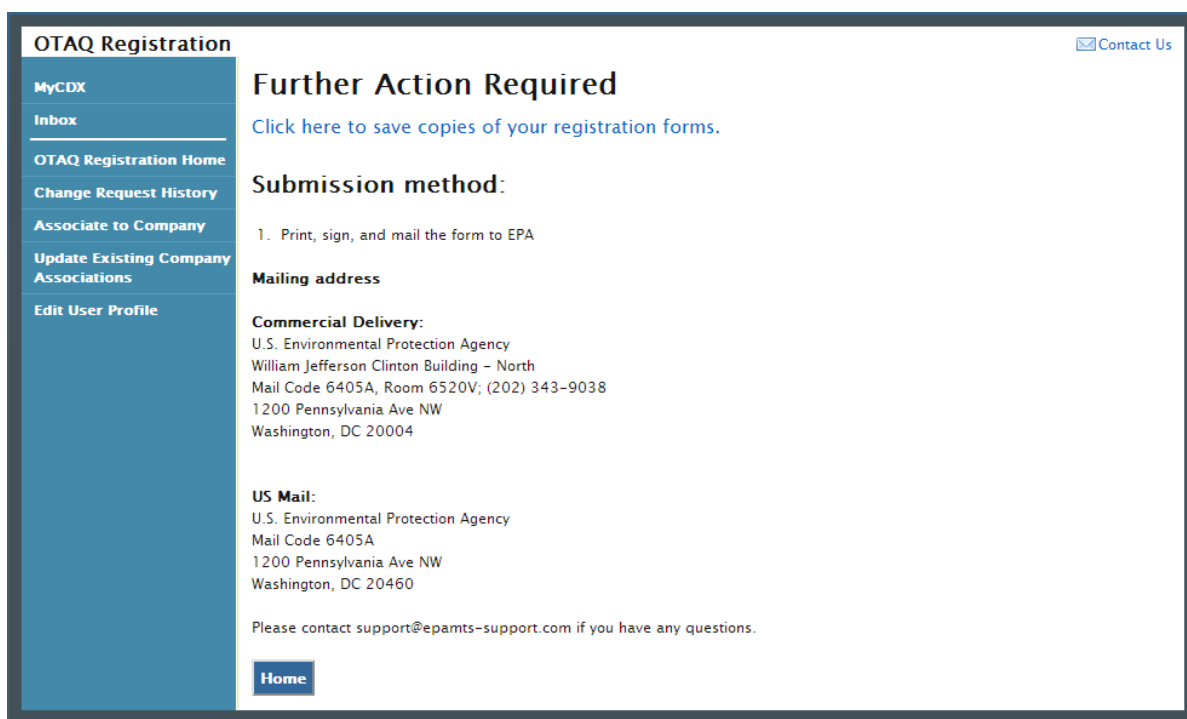
After completing the e-Signature Widget, Figure 4-12 will display. The request has been successfully completed, and the selected pathway associations will be created.

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			
			Pages: 1
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

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

Contact Us

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	<div>Fuel Code</div> <div>Process Code</div> <div>Feedstock Code</div> <div>Renewable Fuel Type</div>	(160) LPG	2/27/14	Remove
		(100) DGD Process			
		(200) Non-food Grade Corn Oil			
		(D11) Advanced Biofuel			

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

Pages: 1

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

Pages: 1, 2, 3

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

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

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

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

City: Washington

(MM/DD/YYYY):

State: Virgin Islands

Valid From 02/19/2014

Postal Code: 12345

(MM/DD/YYYY):

Country: United States

Valid To

(MM/DD/YYYY):

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

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

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		

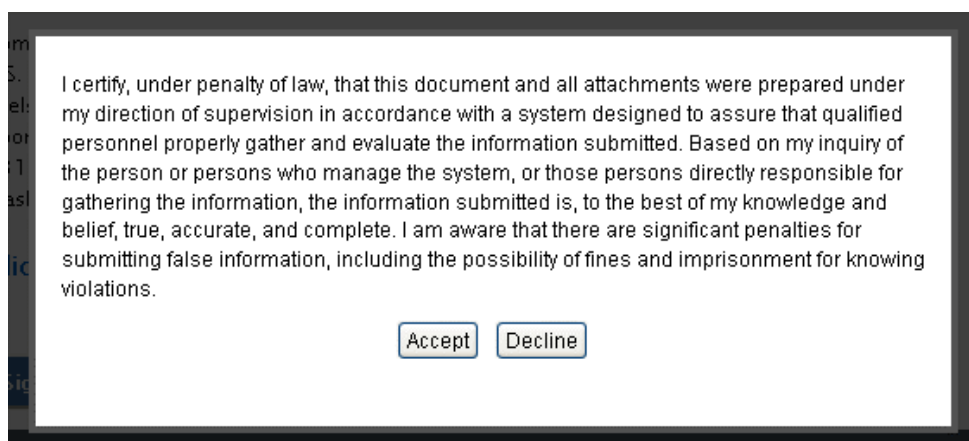
Enter/View QAP Information

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

A dialog box with a white background and a dark border. It contains a paragraph of text and two buttons at the bottom.

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

A screenshot of a web application window titled "eSignature Widget" with a "close" link in the top right corner. The main content area has a green heading "1. Login into CDX". Below it, there are labels for "User:" and "Password:". The "User:" field contains the text "OTAQREGTESTER1". The "Password:" field is an empty text box. Below the password field is a "Login" button, which is circled in red.

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

The screenshot shows the 'eSignature Widget' interface. It is divided into two main sections. The left section, titled '1. Login into CDX', contains a 'User:' field with the text 'OTAQREGTESTER1', a 'Password:' field with masked characters, and a green message 'Welcome Jenny Paine'. The right section, titled '2. Answer Secret Question', contains a 'Question:' field with the text 'What was your first pet's name?' and an 'Answer:' field. Below the 'Answer:' field is a button labeled 'Answer', which is circled in red. A 'close' link is visible in the top right corner of the widget.

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

The screenshot shows the 'eSignature Widget' interface, now at the third step. The left section, '1. Login into CDX', remains the same. The middle section, '2. Answer Secret Question', now shows the 'Answer:' field with the text 'Test' and a green message 'Correct Answer'. The right section, titled '3. Sign File', contains a button labeled 'Sign', which is circled in red. The 'close' link remains in the top right corner.

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.