

Job Aid



How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility

This job aid is designed to provide a high-level overview of the process for associating a biointermediate produced by your company to a Renewable Fuel Producer in OTAQREG.

Before you begin:

1. You must have a Central Data Exchange (CDX) account
2. You must be logged into the CDX OTAQREG program service
3. You must have an active company registered with the Biointermediate Producer business activity with at least one registered biointermediate product

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

<https://www.epa.gov/fuels-registration-reporting-and-compliance-help>

How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility

1. Click the **Company ID**
2. Select **Manage Biointermediate Product Associations**

The screenshot shows the EPA OTAQ Registration interface. The top navigation bar includes the EPA logo, 'OTAQ Registration', and links for 'Home', 'Create New Company', and 'Associate To Existing Company'. A 'Welcome to OTAQReg.' message is on the right. The main section is titled 'My Companies' and features a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The table lists three companies: 'Test Organization LK' (ID 1551), 'Keeping Myself Company' (ID 1563), and 'Biointermediate Company' (ID 1597). The 'Biointermediate Company' row is highlighted. A dropdown menu is open for the '1597' ID, showing options: 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities', 'Manage Facilities', 'QAP Associations', 'Manage Biointermediate Product Associations' (highlighted), and 'RCO Update Request'. A yellow box highlights the '1597' ID and the dropdown menu. The bottom of the page shows a search bar and a 'Show 10 entries' dropdown.

Company ID	Company Name	Address	My Roles
1551	Test Organization LK		- EMTS RFS Viewer - Company Editor - Agent
1563	Keeping Myself Company		Company Editor
1597	Biointermediate Company	123 Main St, Fairfax, VA 22030, US	- RCO - Company Editor

Steps continue on next slide...

How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

- 3. Click **Manage** next to the biointermediate product for which you want to create an association
- 4. Click **Create New Association**

Biointermediate Product Associations for **Biointermediate Company [1597]**

Show 10 entries

Filter products

Facility (ID)	Biointermediate Product Code	Actions
MAGELLAN CHARLOTTE #1 (90541)	Undenatured ethanol (sourced from food waste) (901)	3Manage

Showing 1 to 1 of 1 entries

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Biointermediate Product Association Information

Biointermediate Company: Biointermediate Company (1597)

Biointermediate Facility: MAGELLAN CHARLOTTE #1 (90541)

Biointermediate Product Code: Undenatured ethanol (sourced from food waste) (901)

RFP Biointermediate Product Associations

4Create New Association

Show 10 entries

Search:

RFP Company (ID)	RFP Facility (ID)	Start Date	End Date	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

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Steps continue on next slide...

How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

4. Search for the Renewable Fuel Producer using any of the following available fields

- Company ID
- Company Name
- Street Address (1 and 2)
- City
- State/Province
- Postal Code
- Country

5. Click **Search**

NOTE:

Company information can be found on the **Part 80: EPA Fuel Programs Registered Company/Facility ID List** found on <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/registered-companies-and-facilities-part-80-fuel>

Steps continue on next slide...

The screenshot shows a web form titled "Company Name and Location". A yellow box with a callout "5" highlights the main input area. Inside this box, the "Company ID" field contains the text "1234". Below it are fields for "Company Name", "Street Address", "Street Address (Line 2)", "City", "State/Province" (a dropdown menu showing "Select a State..."), "Postal Code", and "Country" (a dropdown menu showing "UNITED STATES"). A callout "6" points to a blue "Search" button located at the bottom right of the form.

How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

- 7. Click **Select**
- 8. Select the appropriate **start date**
 - ❖ An end date may be selected but is not required
- 9. Click **Select** next to the Renewable Fuel Production facility that will be acquiring the biointermediate product

Search Results

Show 10 entries

Filter Companies

Company Id	Company Name	Address	Actions
1601	Renewable Fuel Producer - Test	123 Main St Fairfax, VA 22030	7Select

Showing 1 to 1 of 1 entries

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Biointermediate Product Association Information

8Provide a start date *

Provide an end date

Search Results

Show 10 entries

Filter Facilities

Company Name (Id)	Facility Name (Id)	Actions
Renewable Fuel Producer - Test (1601)	EAST TEXAS RENEWABLES, LLC (71761)	9Select

Showing 1 to 1 of 1 entries

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Steps continue on next slide...

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- 10. Review the Biointermediate Product Association Information
- 11. Once everything is verified as correct, Click **Save and Review**

NOTE:
If you try to associate more than one Renewable Fuel Producer facility to a Biointermediate facility at the same time, an error message will appear.
You may add more than one association if the **Start Date** and **End Date** do not overlap.

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Biointermediate Product Association Information

Biointermediate Company: Biointermediate Company (1597)

Biointermediate Facility: MAGELLAN CHARLOTTE #1 (90541)

Biointermediate Product Code: Undenatured ethanol (sourced from food waste) (901)

RFP Biointermediate Product Associations

Create New Association

Show 10 entries

Search:

RFP Company (ID)	RFP Facility (ID)	Start Date	End Date	Status	Action
Renewable Fuel Producer - Test (1601)	EAST TEXAS RENEWABLES, LLC (71761)	06/01/2022	12/31/2022	PENDING	Manage Delete

Showing 1 to 1 of 1 entries

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Save and Review

Unable to Associate

A biointermediate facility cannot associate with more than one renewable fuel production facility at the same time.

OK

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How to Associate Your Biointermediate Production Facility to a Renewable Fuel Production Facility (cont.)

12. Review the Biointermediate Product Association Request

If you are the RCO of the company:

13. Click **Sign and Approve** and go through the authentication process to sign. Your request has been completed.

If you are not the RCO of the company:

14. Click **Submit and Notify RCO**. Your request will appear under My Requests as Awaiting RCO Signature.

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Biointermediate Product Association Request

Request Information

Request ID: BIO-25702

Request Type: Update Biointermediate Product Association

Request Status: Draft

Company Name: Biointermediate Company [1597]

Submission: Initial

Created On: 05/10/2022

Modified On: 05/10/2022

Requestor ID: UserID1234

Requestor Name: Jane Smith

Requested Associations

Show 10 entries

Add/Edit Associations

Search:

RFP Company (ID)	RFP Facility (ID)	Start Date	End Date	Status
Renewable Fuel Producer - Test (1601)	EAST TEXAS RENEWABLES, LLC (71761)	06/01/2022	12/31/2022	PENDING

Showing 1 to 1 of 1 entries

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Request History

Show 10 entries

Filter History

Date/Time	Description
05/10/2022 8:00 PM	Request Status changed from NONE to Draft by UserID1234

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Cancel Request

Sign and Approve

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Cancel Request

Submit and Notify RCO