Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

How to Submit a Pathway Specific Plan for Biointermediate Pathways

This job aid is designed to provide a high-level overview of the process for a QAP provider to submit a pathway specific plan for biointermediate production in OTAQREG so that you can start using the new functionality as quickly as possible.

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 be affiliated with a registered QAP provider in OTAQREG

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 verify that biointermediate pathway is available

1. Open your web browser to https://www.epa.gov/fuels-registration-reporting-and-compliance-help/reporting-codes-and-fuel-pathways-epa-moderated

2. Download and open **RFS EMTS Reporting Codes and Fuel Pathways (xlsx)**

3. Click on the **RFS Biointermediate Pathways** tab

4. Verify that intended pathway is listed

5. If it is not listed, Click on the **RFS Fuel Pathways** tab

6. Verify that the intended pathway excluding the biointermediate is listed

7. If it is available, email FuelsProgramSupport@epa.gov with the 5 fields necessary to add to the table in the RFS Biointermediate Pathways tab

Steps continue on next slide…

Reporting Codes and Fuel Pathways for the EPA Moderated Transaction System (EMTS)

This Excel spreadsheet provides a complete list of all reporting codes and all possible fuel pathways for the EPA Moderated Transaction System (EMTS). One document is for Renewable Fuel Standard (RFS) users and one document is for Fuels Averaging, Banking and Trading (ABT) users.

- **②** RFS EMTS Reporting Codes and Fuel Pathways (XLSX) (xlsx) Free Viewers
- Fuels ABT EMTS Reporting Codes (xlsx) (624.54 KB, September 2017) Free Viewers

How to submit a PSP with biointermediates

1. Click on the QAP provider Company ID
2. Click on **Manage Quality Assurance Plans**

Steps continue on next slide...

How to submit a PSP with biointermediates (cont.)

3. Click on Create New Pathway-specific Plan.

Steps continue on next slide…

How to submit a PSP with biointermediates (cont.)

4. Enter and reenter a passphrase that will be used to access this job aid

5. Click **Save and Continue**

Steps continue on next slide...

How to submit a PSP with biointermediates (cont.)

6. Select the renewable fuel that is being produced

7. Select the biointermediate-specific process code (e.g. "Production of Biocrude")

8. Select the feedstock that is used to produce the biointermediate (e.g. "Soybean oil")

9. Select the D-Code of the overall pathway

10. Click **Add**

Steps continue on next slide...

How to submit a PSP with biointermediates (cont.)

11. Select the renewable fuel that is being produced

12. Select the overall pathway production process (e.g. "Esterification")

13. Select the biointermediate that is used to produce the renewable fuel (e.g. "FFA Feedstock")

14. Select the D-Code of the overall pathway

15. Click **Add**

16. Click **Continue**

Steps continue on next slide…

How to submit a PSP with biointermediates (cont.)

17. Answer all the questions on the page as appropriate

18. Click **Save and Continue**

19. Repeat steps 16 and 17 on the next 3 pages

Steps continue on next slide...

How to submit a PSP with biointermediates (cont.)

20. Click **Browse…** and select a file describing the pathway-specific plan (optional)

21. Click **Upload** (optional)

22. Click **Review**

23. On the next page, review the information for accuracy and click **Sign, Encrypt and Submit**

24. Click **Accept**

25. Use the **eSignature Widget** to sign the request