

QMRs BQ-9000 Certified Organizations

The updated versions of the BQ-9000 Quality Management System Program Requirements manuals for Producers, Marketers, and Laboratories have been updated and the new manuals carry an effective date of February 1, 2011. Many of you were involved in the peer review of these documents and we want to thank you for your comments. This memo is to summarize the changes.

For the Producer manual:

- Within the scope of the program we have clarified that a BQ-9000 Producer certification is site specific and applies only to that facility that has been approved by the NBAC Accreditation Commission. Other jointly owned production facilities must seek certification individually.
- We have modified the definition of a Producer that is now inline with that of the EPA under the RFS2 biofuels program. We, like the EPA, recognize a Producer as an organization that has its own facilities to manufacture biodiesel, and we require that a Producer be registered with the EPA as a biofuels producer.
- We have modified the examples of significant process changes to clarify this concept.
- We have eliminated the distinction of Toll Producers from Producers. The EPA requires any manufacturer of biofuels to be registered as a biofuels producer, whether they are tolling for some other organization or manufacturing biodiesel for themselves.
- We have clarified the goal of homogeneity which is that every shipment from a specific production lot must be represented by a single Certificate of Analysis from that lot.
- We have decreased the relative density limit to 0.003 as the previous limit was too wide.
- We are requiring that a Producer who wants to perform critical testing on product per the EN specifications must also perform the Cold Soak Filtration Test and report those results as well.
- We now require that prior to loading product transport vessels, cleanliness inspections if required, must be documented and records of these activities be retained per program requirements.
- If hauler contracts specify that their transports shall meet the specified cleanliness standards, inspection of every transport is not required by the Producer. However the Producer is required to perform periodic inspections to verify that the haulers are meeting the cleanliness specifications. We now require that records be kept of these periodic inspections and retained per program requirements.

For the Marketer manual:

- Within the scope of the program we have clarified that a BQ-9000 Marketer certification is site or facilities specific and applies only to those facilities that have been approved by the NBAC Accreditation Commission. Other facilities acquired by the Marketer are not automatically part of the Marketer's BQ-9000 accreditation and must move through the accreditation process to receive certification.
- The definition of Broker was added in recognition that there are Brokers who wish BQ-9000 Marketer Certification.
- The section on receipt of product was expanded to cover situations where a BQ-9000 Marketer is purchasing or receiving blends as well as B100.
- We now require a BQ-9000 Marketer who receives a biodiesel blend >B99 from a non BQ-9000 Producer or Marketer, must also test the blend to verify blend level.
- We have also expanded the requirement for commingled product that you must report cold soak filterability along with cloud point and oxidation stability. This is the same as the Producer requirement for commingled product.
- A new section was added to define how a BQ-9000 certified Broker must operate their business. Since a Broker never physically handles the product and therefore is not able to perform any testing requirements, a BQ-9000 Broker shall only deal with BQ-9000 Producers or BQ-9000 Marketers.
- The Fuel Blending section was expanded to clarify that if a BQ-9000 Marketer is blending B99 or higher, the Marketer is not required to validate this blending process, but must keep records of the volumes of the fuels used in these blends.
- We now require that prior to loading product transport vessel, cleanliness inspections if required, must be documented and records of these activities be retained per program requirements.
- If hauler contracts specify that their transports shall meet the specified cleanliness standards, inspection of every transport is not required by the Producer. However the Producer is required to perform periodic inspections to verify that the haulers are meeting the cleanliness specifications. We now require that records be kept of these periodic inspections and retained per program requirements.

For the Laboratory

- Within the scope of the program we have clarified that a BQ-9000 Laboratory certification is site specific and applies only to that facility that has been approved by the NBAC Accreditation Commission. Other jointly owned laboratory facilities must seek certification individually.

All three Program Manuals

- Each manual contains a copy the BQF-1 Form for when the organization uses an outside laboratory for some of their tests.
- Each manual contains a copy of the Re-certification Form if the organization wishes to continue their certification after three years.
- Each manual also contains a Part B informative section which contains all the pertinent policies used by the National Biodiesel Accreditation Commission. This

includes policies on the audit certification process, certification suspension and revocation, reconsideration and appeal processes, provisional status, status of idle facilities and change of ownership. These Part B documents are not required to be incorporated in your organization's BQ-9000 quality manual, but are available as reference.

The revised Producer, Marketer and Laboratory Manuals are now available on the BQ-9000 website. All separate policies on the above mentioned topics are now removed from the website and updated versions are now part of these manuals.

Although there are but a few changes to the program requirements, you are required to secure a copy of the updated version of the requirements manual appropriate to your BQ-9000 certification and incorporate these changes in your own Quality System Manual. You are required to email the NBAC c/o Desiree Hale and inform the NBAC that you have incorporated these changes in your Quality System Manual.