

## Summary of Changes to BQ-9000 Producer Manual (revision 8 to revision 9)

### Major Revisions of Note:

- 'Accreditation' changed to 'Certification' throughout the manual
- Numerous editing/formatting changes throughout the manual made for clarity and appearance
- Terms and definitions in section 2 have been capitalized throughout the manual
- Part B Policy Regulations changed to Appendix A Policy Regulations
- Re-certification Form removed
- Pre-Audit letter removed
- Ranking Program Requirements in Appendix A removed
- Added a definition for 'Days' when in reference to time required to complete a task, be in compliance, retain samples, etc. If 10 or less, they are considered 'business'; otherwise calendar.

### Part A: Program Requirements

#### **1 Scope**

- 'Biodiesel' added for clarity as to what type of quality program
- Added text that states none of the BQ-9000 requirements supersede any Federal, state, and/or other requirements whether regulatory or otherwise

#### **2 Terms and Definitions**

- Section 2.9 – B100 to Biodiesel

#### **3 References**

- Previous section 3.2 "Informative References" removed

#### **4 Documentation Requirements**

- Section 4.3 – Added text that to "effectively implement the appropriate requirements, the Organization shall develop and document a training program that demonstrates competencies for all Biodiesel operations"
- Section 4.5 – Records kept should adhere to "this standard" as well as the organizations quality system

#### **5 Management Responsibility**

- Section 5.3 – Added "External" to quality system audits

#### **6 Operational Elements**

- Section 6.1 – Title changed to "Management of Change" from "Process Changes"

## **7 Laboratories**

- Section 7.2.2 – Focus on External Laboratories not BQ-9000 Laboratory accredited and verification of BQ-9000 Laboratory accreditation

## **8 Sampling and Testing**

- Section 8.6 – change to 45 days versus 30 days when tank has no activity
- Change section 8.3 had language related to when there is no biodiesel added to the tank which has been changed to *“when there is no received product nor outbound shipment over a 45-day period”*

## **9 Remediation Elements**

## **10 Fuel Blending**

- Section 10.1 – Part B Policy Regulations changed to Appendix A Policy Regulations

## **11 Product Loadout**

- ‘Product’ changed to ‘Biodiesel’ in section title

## **12 Producer Purchasing Biodiesel**

- Section 12.1 – maximum purchase rate for biodiesel producer change from 10% to 15%
- Section 12.2 – Product must be no greater than 45 days old for resale
- Section 12.3 – Part B changed to Appendix A

## Appendix A Policy Regulations (informative)

### **1 Accreditation Process**

- Section 1.1 – more detail added on accreditation and where required documents can be found at [www.bq-9000.org](http://www.bq-9000.org)
- Section 1.1 – Definition of the role of an auditor added
- Section 1.3 –
  - A timeline to schedule a reaccreditation before expiration of accreditation shortened to four (4) versus six (6) months is suggested; NBAC will not notify the producer
- Section 1.4 –
  - References to pre-Audit have been removed as that section no longer exists in the Producer Manual
  - Weblink added to find the NBAC Program Manager
  - Suggested that the organization should submit an action plan for non-conformances versus being required to submit one

## **2 Accreditation Suspension and Revocation**

- Section 2.1 – suspended entities do not have 180 days to remedy reasons for suspension

## **3 Reconsideration and Appeal of NBAC Decisions**

- No changes

## **4 BQ-9000 Producer Provisional Status**

- Section 4.3 – timetable for completing prerequisites for provisional status removed

## **5 BQ-9000 Producer Seeking BQ-9000 Marketer Accreditation**

- No changes

## **6 BQ-9000 Producer Idled Production Plants**

- Section 6.2 –
  - A facility cannot be under Category I shutdown for greater than 120 days (versus 180 days previously)
  - Plant manager need not be part of the quality management system being followed

## **7 Change of Ownership and Acquisitions**

- Section 7.2 – removal of “Company Merger Notification Form” as it does not exist
- Chief Operating officer changed to NBAC Program Manager