# Office of Transportation and Air Quality Fuels Registration (OTAQREG)

#### **Job Aid**



# How to Add a New Fuel Product under 40 CFR Part 79 in OTAQREG

This job aid is designed to provide a high-level overview of this task so that you can start using the redesigned OTAQREG system as quickly as possible.

#### Before you begin:

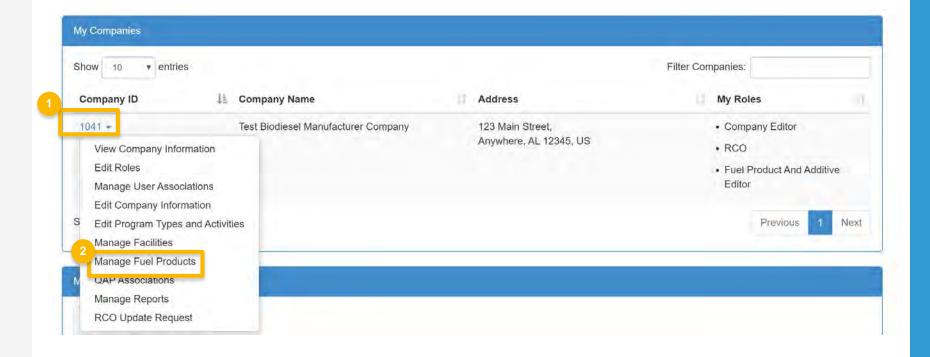
- 1. You must have a Central Data Exchange (CDX) account
- 2. You must be logged into the CDX OTAQREG program service
- You must be the Responsible Corporate Officer or a delegated user of a registered company with a 4-digit EPA Company ID
- 4. You must have the Fuel Product and Additive Editor role

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

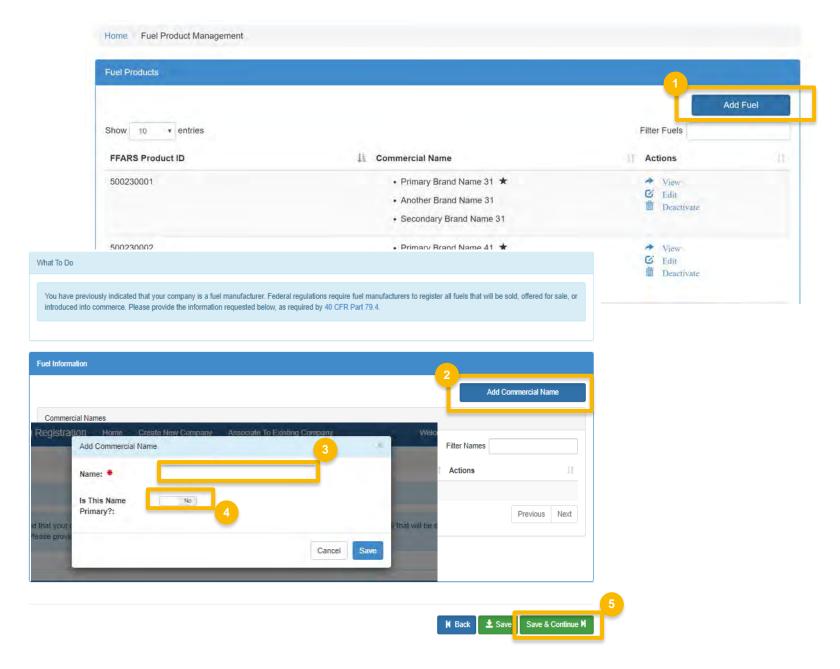
#### Initiate the Request

- 1. Click the Company ID
- 2. Select Manage Fuel Products



## Add the New Fuel Information

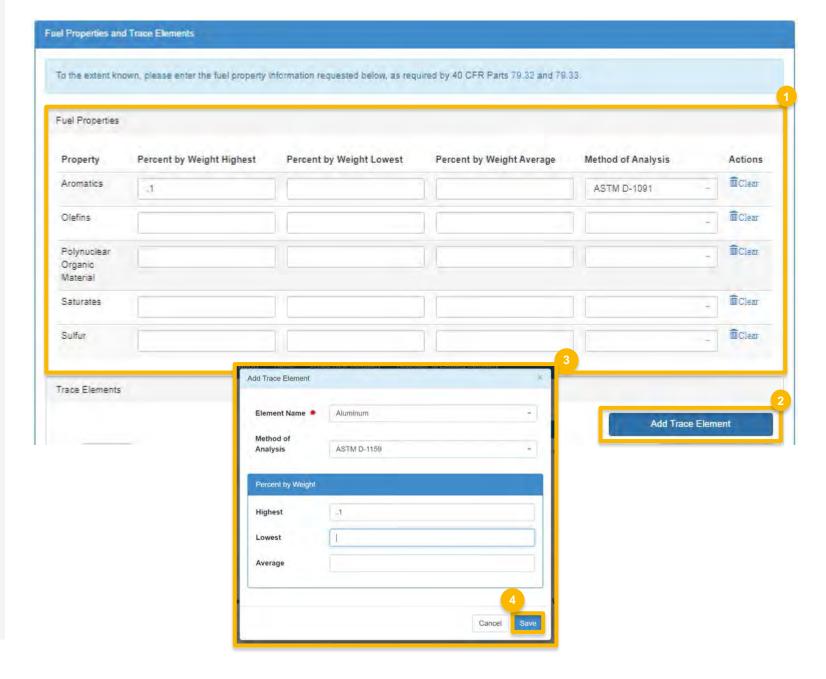
- Click Add Fuel
- 2. Click Add Commercial Name
- 3. Enter the Commercial Name into the **Name** field
- 4. Answer **Yes** or **No** to Primary Name Inquiry.
- 5. Click Save & Continue



## Add Fuel Properties and Trace Elements

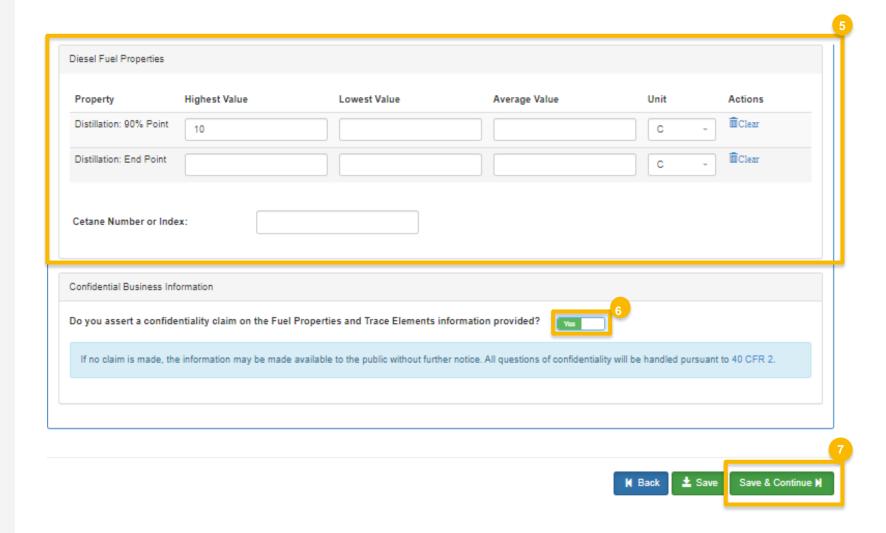
- Enter Fuel Properties
- 2. Click Add Trace Element
- 3. Enter Trace Element information
- 4. Click Save

Continue to next slide to continue...



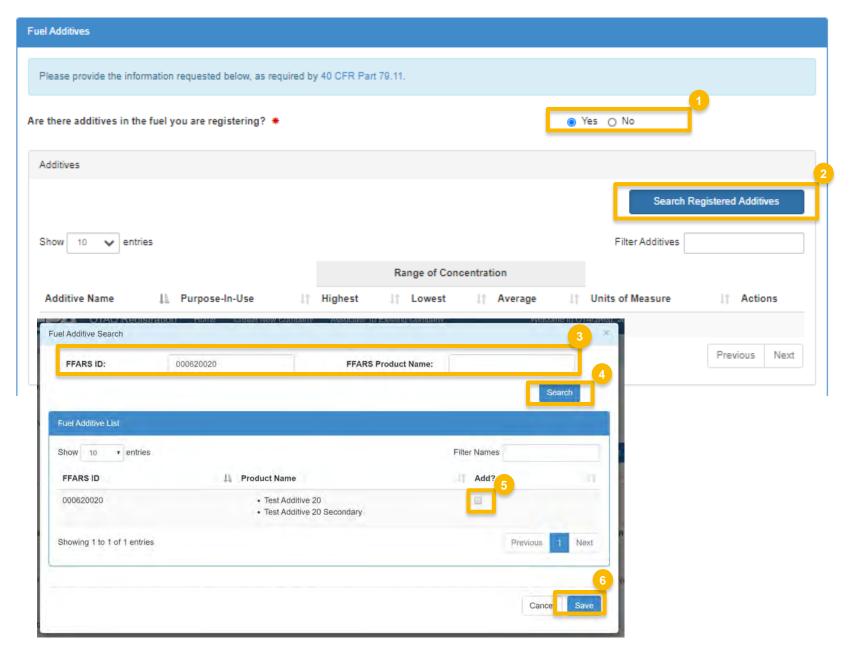
## Add Fuel Properties and Trace Elements (cont.)

- 5. Enter Diesel Fuel Properties
- 6. Select **Yes** to agree to CBI statement
- 7. Click Save & Continue



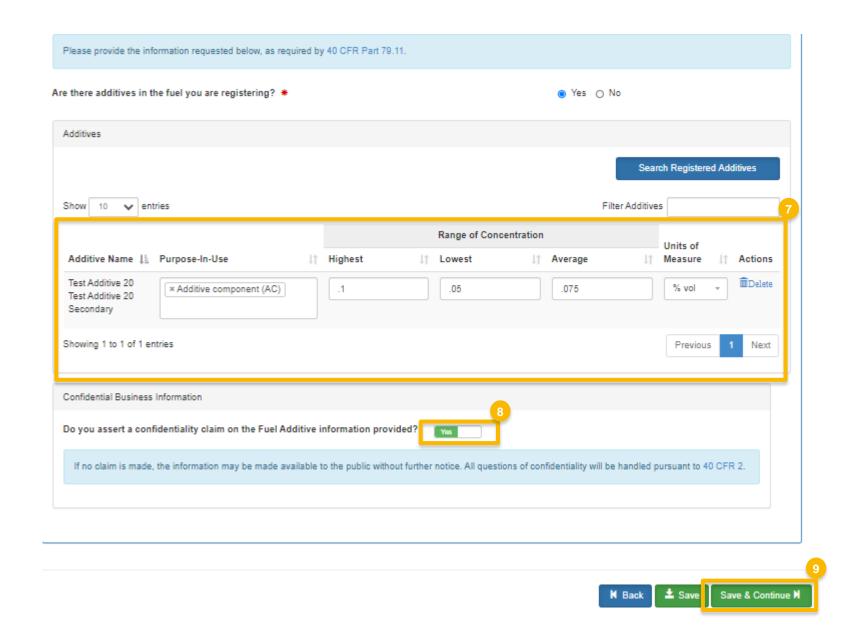
#### **Add Fuel Additives**

- 1. Answer **Yes** or **No** to additive question
- 2. Click Search Registered Additives
- Search by FFARS ID or FFARS Product Name
- 4. Click Search
- Click Add to add the Additive to the registration request
- 6. Click Save



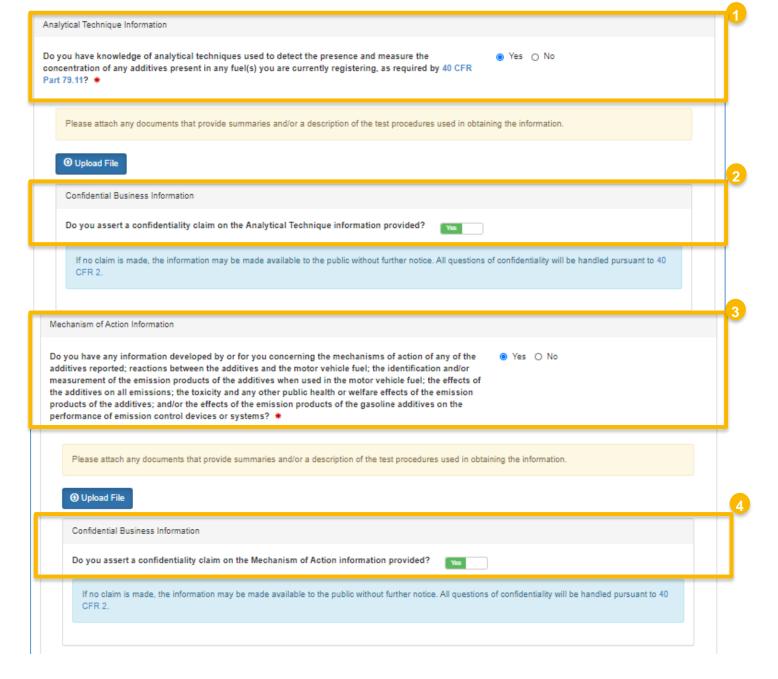
#### Add Fuel Additives (cont.)

- 7. Enter in Additive information
- 8. Select **Yes** to agree to CBI statement
- 9. Click Search & Continue



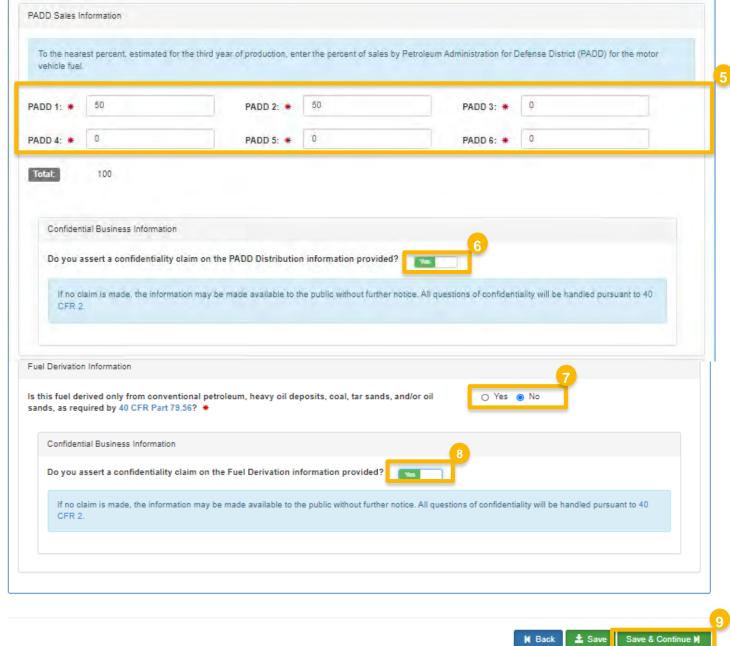
### Add Additional Fuel Information

- Answer Yes or No to Analytical Technique Information
- 2. Select **Yes** to agree to CBI statement
- Answer Yes or No to Mechanism of Action Information
- 4. Select **Yes** to agree to CBI statement



#### Add Additional Fuel Information (cont.)

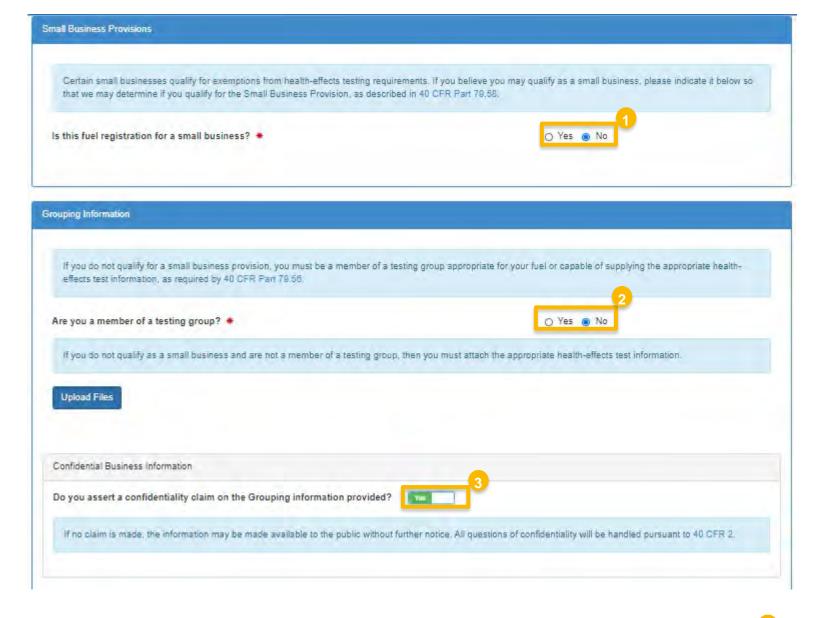
- **Enter PADD Sales Information**
- 6. Select **Yes** to agree to CBI statement
- 7. Answer **Yes or No** to Derivation Information
- 8. Select **Yes** to agree to CBI statement
- 9. Click Save & Continue





# Add Small Business Provisions and Grouping Information

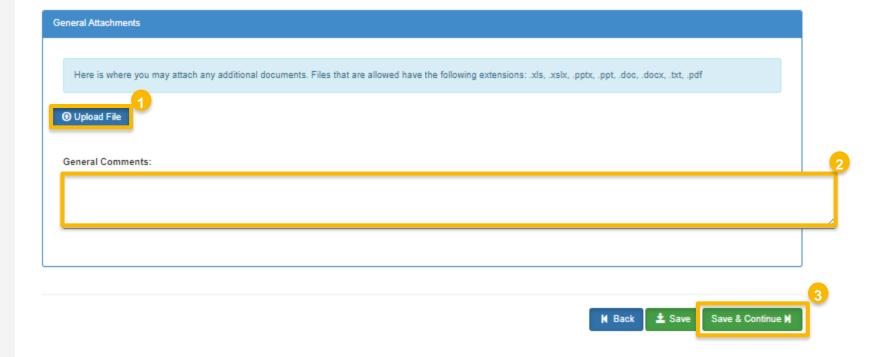
- Answer Yes or No to Small Business Provisions
- 2. Answer **Yes or No** to Grouping Information
- 3. Select **Yes** to agree to CBI statement
- 4. Click Save & Continue





#### **Add General Attachments**

- **1. Upload** any additional documents you deem appropriate
- **2. Enter** general comments as appropriate
- 3. Click Save & Continue



#### Review and submit request

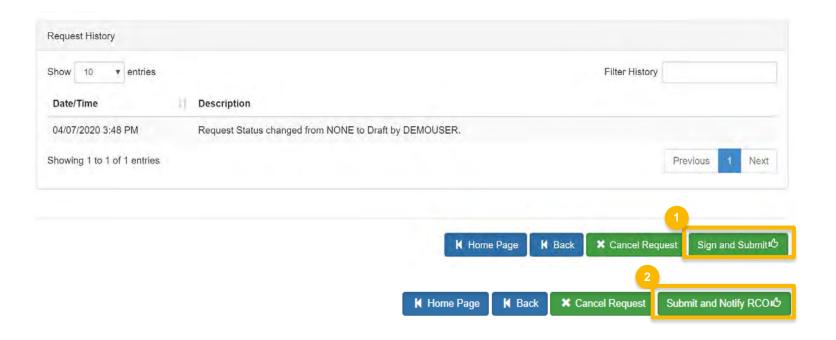
#### If you are the RCO of the company:

1. Click Sign and Submit

### If you are not the RCO of the company:

2. Click Submit and Notify RCO

If you are the RCO, continue to next slide for instructions...



#### RCOs: Sign and submit

If you are the RCO of the company:

- 1. Click Sign and Submit
- Click Accept
- 3. Use the **eSignature Widget** to sign the request
- 4. The request will appear in the My Pending Requests section of your home page with the status Awaiting Initial Review

You will receive an email notification when EPA reviews and activates the request.

