

Job Aid



How to Update a Fuel or Fuel Additive 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
3. 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 and Additive Products**

The screenshot shows a web interface titled "My Companies". At the top, there is a "Show 10 entries" dropdown and a "Filter Companies:" search box. Below this is a table with the following columns: "Company ID", "Company Name", "Address", and "My Roles". The first row of the table contains the following data: "1040" (highlighted with a yellow box and a circled "1"), "Company ABC", "1234 Test Road, Development, MD 21076, US", and a list of roles: "Part 80 Report Submitter", "Company Editor", and "Fuel Product And Additive Editor". A dropdown menu is open for the "1040" cell, listing several options: "View Company Information", "Edit Roles", "Manage User Associations", "Edit Company Information", "Edit Program Types and Activities", "Manage Facilities", "Manage Fuel and Additive Products" (highlighted with a yellow box and a circled "2"), "QAP Associations", "Manage Reports", and "RCO Update Request". At the bottom right of the table, there are "Previous", "1", and "Next" navigation buttons.

Review and Edit Fuel Information (if updating fuel additive skip to slide 12)

1. Click **Edit** to edit the Fuel Product
2. Review Commercial Names. Click **Edit** to edit as appropriate
3. Click **Save & Continue**

Fuel and Fuel Additive Products

Fuel Products | Fuel Additive Products

Show 10 entries Filter Fuels

FFARS Product ID	Commercial Name	Status	Actions
696830001	Aaron Harris ★	Active	1 View Edit Deactivate

Showing 1 to 1 of 1 entries Previous 1 Next

[Add Fuel](#)

Fuel Information

[Add Commercial Name](#)

Commercial Names

Show 10 entries Filter Names

Commercial Name	Primary?	Actions
Test name	Yes	2 Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Fuel Source: * [?](#) Renewable Fuel Type: * Diesel Fuel Grade: * Biodiesel

3 [Back](#) [Save](#) [Save & Continue](#)

Review and Edit Fuel Properties and Trace Elements

1. Review and edit **Fuel Properties**
2. Click **Add Trace Element** to edit Element information
3. Review and edit **Trace Element** information as appropriate
4. Click **Save**

Continue to next slide to continue...

Fuel Properties and Trace Elements

To the extent known, please enter the fuel property information requested below, as required by 40 CFR Parts 79.32 and 79.33.

Property	Percent by Weight Highest	Percent by Weight Lowest	Percent by Weight Average	Method of Analysis	Actions
Aromatics	.1			ASTM D-1091	Clear
Olefins					Clear
Polynuclear Organic Material					Clear
Saturates					Clear
Sulfur					Clear

Trace Elements

Add Trace Element

Element Name * Aluminum

Method of Analysis ASTM D-1159

Percent by Weight

Highest .1

Lowest |

Average

Cancel Save

Add Trace Element

Review and Edit Fuel Properties and Trace Elements (cont.)

5. Review and edit **Diesel Fuel Properties**
6. Select **Yes** to agree to CBI statement
7. Click **Save & Continue**

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Diesel Fuel Properties

Property	Highest Value	Lowest Value	Average Value	Unit	Actions
Distillation: 90% Point	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	C ▾	Clear
Distillation: End Point	<input type="text"/>	<input type="text"/>	<input type="text"/>	C ▾	Clear

Cetane Number or Index:

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Properties and Trace Elements information provided? Yes No 6

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

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Back Save Save & Continue

Review and Edit Fuel Additives

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

Steps continued on next slide...

The screenshot shows the 'Fuel Additives' registration page. At the top, a blue header contains the title 'Fuel Additives'. Below it, a light blue box contains the instruction: 'Please provide the information requested below, as required by 40 CFR Part 79.11.' The main form area has a question: 'Are there additives in the fuel you are registering? *' with radio buttons for 'Yes' (selected) and 'No'. A yellow box with a '1' callout highlights this question. Below the question is a section titled 'Additives' with a 'Show 10 entries' dropdown and a 'Filter Additives' search box. A 'Search Registered Additives' button is highlighted with a yellow box and a '2' callout. Below this is a table with columns: 'Additive Name', 'Purpose-In-Use', 'Range of Concentration' (with sub-columns for 'Highest', 'Lowest', 'Average'), 'Units of Measure', and 'Actions'. A 'Fuel Additive Search' modal window is open, showing 'FFARS ID: 000620020' and 'FFARS Product Name:' fields. A yellow box with a '3' callout highlights the search fields. A 'Search' button is highlighted with a yellow box and a '4' callout. Below the search modal is a 'Fuel Additive List' table with columns 'FFARS ID', 'Product Name', and 'Add'. A yellow box with a '5' callout highlights the 'Add' button for the first entry. At the bottom right of the main form, 'Previous' and 'Next' buttons are visible. A 'Cancel' and 'Save' button are highlighted with a yellow box and a '6' callout.

Review and Edit Fuel Additives (cont.)

7. Review and Edit Additive information
8. Select **Yes** agree to CBI statement
9. Click **Search & Continue**

Steps continued on next slide...

Please provide the information requested below, as required by 40 CFR Part 79.11.

Are there additives in the fuel you are registering? Yes No

Additives

Search Registered Additives

Show 10 entries Filter Additives

Additive Name	Purpose-In-Use	Range of Concentration			Units of Measure	Actions
		Highest	Lowest	Average		
Test Additive 20 Test Additive 20 Secondary	* Additive component (AC)	.1	.05	.075	% vol	Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Additive information provided? Yes

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Back Save Save & Continue

Review and Edit Additional Fuel Information

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

Steps continued on next slide...

The screenshot displays a web form with four distinct sections, each highlighted with a yellow border and a numbered callout (1-4) in the top right corner. Step 1, 'Analytical Technique Information', contains a question about knowledge of analytical techniques with radio buttons for 'Yes' (selected) and 'No', and a red asterisk indicating a required field. Below the question is a yellow box for document uploads and a blue 'Upload File' button. Step 2, 'Confidential Business Information', features a question about asserting a confidentiality claim with a 'Yes' radio button selected. A blue box below provides a disclaimer about public availability. Step 3, 'Mechanism of Action Information', includes a detailed question about emission mechanisms with radio buttons for 'Yes' (selected) and 'No', and a red asterisk. It also has a yellow upload box and a blue 'Upload File' button. Step 4, another 'Confidential Business Information' section, asks about a confidentiality claim for the Mechanism of Action information, with the 'Yes' radio button selected and a blue disclaimer box below.

Review and Edit Additional Fuel Information (cont.)

5. Review and edit PADD Sales Information
6. Select **Yes** agree to CBI statement
7. Answer **Yes** or **No** to Derivation Information
8. Select **Yes** agree to CBI statement
9. Click **Save & Continue**

PADD Sales Information

To the nearest percent, estimated for the third year of production, enter the percent of sales by Petroleum Administration for Defense District (PADD) for the motor vehicle fuel.

PADD 1: *	<input type="text" value="50"/>	PADD 2: *	<input type="text" value="50"/>	PADD 3: *	<input type="text" value="0"/>
PADD 4: *	<input type="text" value="0"/>	PADD 5: *	<input type="text" value="0"/>	PADD 6: *	<input type="text" value="0"/>

Total: 100

Confidential Business Information

Do you assert a confidentiality claim on the PADD Distribution information provided? **6**

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Fuel Derivation Information

Is this fuel derived only from conventional petroleum, heavy oil deposits, coal, tar sands, and/or oil sands, as required by 40 CFR Part 79.56? *

Yes **No** **7**

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Derivation information provided? **8**

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

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Review and Edit Small Business Provisions and Grouping Information

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

Small Business Provisions

Certain small businesses qualify for exemptions from health-effects testing requirements. If you believe you may qualify as a small business, please indicate it below so that we may determine if you qualify for the Small Business Provision, as described in 40 CFR Part 79.58.

Is this fuel registration for a small business? *

Yes No

Grouping Information

If you do not qualify for a small business provision, you must be a member of a testing group appropriate for your fuel or capable of supplying the appropriate health-effects test information, as required by 40 CFR Part 79.58.

Are you a member of a testing group? *

Yes No

If you do not qualify as a small business and are not a member of a testing group, then you must attach the appropriate health-effects test information.

[Upload Files](#)

Confidential Business Information

Do you assert a confidentiality claim on the Grouping information provided?

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

[Back](#) [Save](#) [Save & Continue](#)

Add General Attachments

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

To complete request, skip to slide 23

The screenshot shows a web form titled "General Attachments". At the top, there is a blue header bar with the text "General Attachments". Below the header is a light blue instruction box: "Here is where you may attach any additional documents. Files that are allowed have the following extensions: .xls, .xlsx, .pptx, .ppt, .doc, .docx, .txt, .pdf". Below this is a blue button with a circular arrow icon and the text "Upload File", which is highlighted with a yellow box and a yellow circle containing the number "1". Underneath is the label "General Comments:" followed by a large, empty rectangular text input field, which is also highlighted with a yellow box and a yellow circle containing the number "2". At the bottom right of the form, there are three buttons: "Back" (blue), "Save" (green), and "Save & Continue" (green), with the "Save & Continue" button highlighted by a yellow box and a yellow circle containing the number "3".

Review and Edit Fuel Additive Information

1. Click **Edit** to edit the Fuel Additive Product

Continue to next slide

Home / Fuel and Fuel Additive Product Management

Fuel and Fuel Additive Products

Fuel Products Fuel Additive Products

Show 10 entries Filter Additives

Add Additive

FFARS Product ID	Commercial Name	Status	Actions
696820001	• Test name ★	Active	View Edit Deactivate

Showing 1 to 1 of 1 entries

Previous 1 Next

Review and Edit Fuel Additive Information

1. Review Commercial Names. Click **Edit** to edit as appropriate
2. Review **Method of Use**
3. Review **Fuel Types**

Continue to next slide

Additive Information

Commercial Name(s)

Show 10 entries Add Commercial Name

Filter Names

Commercial Name	Primary?	Actions
Test name	Yes	1 Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Method of Use

Please indicate the method(s) of use below

2 Bulk Treatment Yes No

Aftermarket Yes No

Additive Types

Aerosol No

Fuel Types

Unleaded Motor Vehicle Gasoline Yes No

Motor Vehicle Diesel Fuel Yes No

Review and Edit Fuel Additive Information

1. Review Fuel Use Type
2. Review CBI Information
3. Review Ethanol Designation
4. Review Gasoline Purpose in Use

Continue to next slide

Range Of Concentration

Please provide the concentration information requested below, as required by 40 CFR Part 79.21

Fuel Use Type	Method of Use	Highest	Lowest	Average	Units of Concentration	Actions
Unleaded Motor Vehicle Gasoline	Bulk Treatment	1	1	1	% vol	Clear

Confidential Business Information

Do you assert a confidentiality claim on the Range of Concentration information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Ethanol Designation

Ethanol Designation: *

Purpose In Use

Gasoline Purpose In Use:

Review and Edit Fuel Additive Information

1. Review Fuel Sub-type
2. Click Save & Continue

Continue to next slide

Fuel Sub-type

Baseline Gasoline 

Non-Baseline Gasoline 

Atypical Gasoline 

1

No

Yes

No

2

 Back

 Save

 Save & Continue 

Review and Edit Chemical Composition

1. Edit Additive Components by clicking **Search Registered Additives**
2. Edit Additive Compounds by clicking **Search CAS Registry**
3. Edit **Elemental Breakdown**
4. Select **CBI Information**

Continue to next slide

Chemical Composition

Please provide the information requested below. If the chemical composition of any additive listed below is not known, full disclosure of the chemical process of manufacture must be attached, as required by 40 CFR Part 79.21.

Additive Components

Show 10 entries Filter Additives

Search Registered Additives

FFARS ID	Name	Component Percent	Method of Analysis	Different manufacturer?	Actions
There are no Additives to display.					

Showing 0 to 0 of 0 entries Previous Next

Additive Compounds

Search CAS Registry

Elemental Breakdown

Add Element

Element Name	Element Percent	Method of Analysis	Actions
No Elements Added			

Showing 0 to 0 of 0 entries Previous Next

Confidential Business Information

Do you assert a confidentiality claim on the Chemical Composition information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Review Additional Fuel Additive Information

1. Enter Impurities
2. Select CBI Information
3. Enter Analytical Technique Information
4. Select CBI Information

Continue to next slide

Home / Manage Additives for Company Test Part 79 [1388] / Add Additive Registration / Chemical Composition / Additional Fuel Additive Information

Additional Additive Information

Impurities

If any impurity present in the additive currently being registered exceeds 0.1% by weight, please indicate below, as required by 40 CFR Part 79.31 .

Does the concentration of impurities in this additive exceed 0.1% by weight? * Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Impurity information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Analytical Technique Information

Do you know of any analytical techniques that can be used to detect the presence of this fuel additive and/or measure its concentration in gasoline and/or diesel fuel, as required by 40 CFR Part 79.21 ? * Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Analytical Technique information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Review Additional Fuel Additive Information

1. Enter Impurities
2. Select CBI Information
3. Enter Analytical Technique Information
4. Select CBI Information

Continue to next slide

Mechanism Of Action Information

Do you have any information developed by or for you concerning the mechanisms of action of this fuel additive; reactions between this fuel additive and gasoline and/or diesel fuel; the identification and measurement of the emission products of this fuel additive when used in gasoline and/or diesel fuel; the effects of this fuel additive on all emissions; the toxicity and any other public health or welfare effects of the emission products of this fuel additive; and/or the effects of the emission products on the performance of emission control devices or systems? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Mechanism of Action information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Relabeling Information

Is this additive a relabel of an additive currently registered under 40 CFR Part 79? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Additive Relabeling information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Review Additional Fuel Additive Information

1. Enter Annual Production
2. Select CBI Information
3. Enter Market Distribution
4. Select CBI Information

Continue to next slide

Annual Production

What is the estimated total annual volume of this additive during the third year of production? Note: This is the total annual production for all methods of use (Bulk and/or Aftermarket).

Estimated Bulk Annual Volume : * Gallons

Confidential Business Information

Do you assert a confidentiality claim on the Annual Production information provided?

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Market Distribution

Please provide the sales information requested below, to the nearest percent, estimated for the third year of production, as required by 40 CFR Part 79.21 .

Bulk Distribution PADD Sales Information

PADD 1: *	<input type="text" value="20"/>	PADD 2: *	<input type="text" value="20"/>	PADD 3: *	<input type="text" value="20"/>
PADD 4: *	<input type="text" value="20"/>	PADD 5: *	<input type="text" value="20"/>		

Total: 100

Confidential Business Information

Do you assert a confidentiality claim on the Market Distribution information provided?

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Review Small Business Provisions and Grouping Information

1. Enter Small Business Provision response

Continue to next slide

Home / Manage Additives for Company Test Part 79 [1388] / Fuel Additive Information / Chemical Composition / Additional Fuel Additive Information / Small Business Provisions and Grouping Information

Small Business Provision

Certain small businesses qualify for exemptions from health-effects testing requirements. If you believe you may qualify as a small business, please indicate it below so that we may determine if you qualify for the Small Business Provision, as described in 40 CFR Part 79.58.

Is this additive registration for a small business? *

Yes No

Review Small Business Provisions and Grouping Information

1. Enter Testing Group response
2. Enter/Review Testing Group Information
3. Select CBI Information
4. Click Save & Continue

Continue to next slide

Grouping Information

If you do not qualify for the aerosol special provision or the small business provision, you must be a member of a testing group appropriate for your fuel additive or capable of supplying the appropriate health-effects test information, as required by 40 CFR Part 79.56.

Are you a member of a testing group? Yes No

Testing Group Information

Group description: Organizing entity:

Contact Person

Prefix:

First Name: Last Name:

Aaron Harris

Telephone: Fax:

4108087848 N/A

Email:

aaronharris@gmail.com

Contact Address

Street Address:

Street Address (Line 2):

City: State/Province:

Postal Code: Country:

UNITED STATES

Confidential Business Information

Do you assert a confidentiality claim on the Grouping Information provided?

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Back Save Save & Continue

Review General Attachments

1. Upload any attachments
2. Click **Save & Continue**

Continue to next slide

Home / Manage Additives for Company Test Part 79 [1388] / Add Additive Registration / Chemical Composition / Additional Fuel Additive Information / Small Business Provisions and Grouping Information / General Attachments

General Attachments

Here is where you may attach any additional documents. Files that are allowed have the following extensions: .xls, .xlsx, .pptx, .ppt, .doc, .docx, .txt, .pdf

1

Upload File

General Comments:

2

Back **Save** **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...



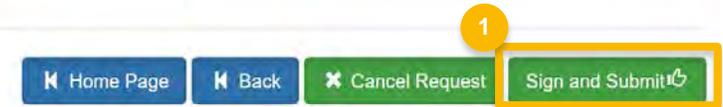
Request History

Show 10 entries Filter History

Date/Time	Description
04/07/2020 3:48 PM	Request Status changed from NONE to Draft by DEMOUSER.

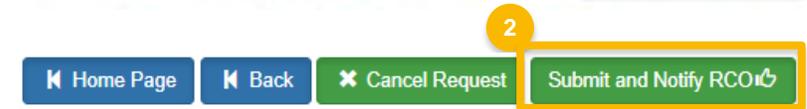
Showing 1 to 1 of 1 entries

Previous 1 Next



1

Home Page Back Cancel Request Sign and Submit



2

Home Page Back Cancel Request Submit and Notify RCO

RCOs: Sign and submit

If you are the RCO of the company:

1. Click **Sign and Submit**
2. 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.

Request History

Show 10 entries Filter History

Date/Time	Description
03/23/2020 7:16 PM	Request Status changed from NONE to Draft by AARONHARRISDEV2.
03/23/2020 7:25 PM	Request Status changed from Draft to Awaiting RCO Signature by AARONHARRISDEV2.

Showing 1 to 2 of 2 entries Previous 1 Next

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept Decline

1 Home Page Edit Request Cancel Request Sign and Submit

3 eSignature Widget

1. Authentication
Log into CDX
User: AARONHARRISDEV
Password: [redacted]
Show Password [checkbox]

2. Verification
Question: What is your favorite pet's name?
Answer: [redacted]
Show Answer [checkbox]
Correct Answer

3. Sign File
Sign

Welcome Aaron Harris

4 My Pending Requests

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-91	Update Company Program Type	Company ABC	AARONHARRISDEV2	03/23/2020	Awaiting Initial Review

Showing 1 to 1 of 1 entries Previous 1 Next