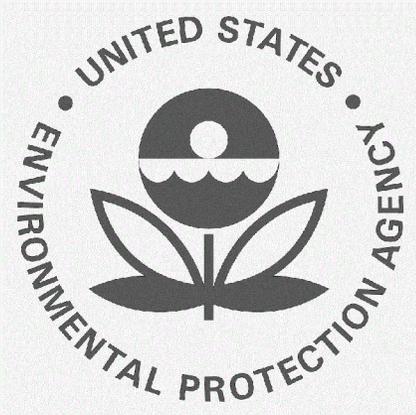


Job Aid



How to Update a Renewable Fuel Producer Facility in OTAQREG

This job aid is designed to provide a high-level overview of the process for updating a Renewable Fuel Producer Facility in OTAQREG 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

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 Facilities**
3. Click **Edit**

My Companies

Show entries Filter Companies:

Company ID	Company Name	Address	My Roles
1860	Testing ACME	1200 Testing St, Alexandria, VA 22206, US	<ul style="list-style-type: none"> Company Editor RCO

Previous **1** Next

Filter Requests:

Request ID	Request type	Request Subject	Submitted By	Date Last Updated	Status
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Facility Management

Show entries Filter Facilities: [Add Facility](#)

ID	Name	Type	Status	Location	Actions
OTAQREG10034060	TESTING 001	<ul style="list-style-type: none"> Diesel/Biodiesel 	Active	3900 BRADDOCK RD ALEXANDRIA, VA 22312	<ul style="list-style-type: none"> View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries Previous **1** Next

Steps continue on next slide...

Review and edit facility information

1. Edit **Facility Contact Information** (as applicable)
2. Click **Edit Name/Location** to edit **Facility Name and Location** (as applicable)
3. Click **Save and Continue**

Facility Name and Location

Facility Name:
TESTING 001

Street Address:
3900 BRADDOCK RD

Street Address (Line 2):

City: ALEXANDRIA **State:** VA

Postal Code: 22312 **Country:** UNITED STATES

Facility Contact Information

Please provide the Contact Name, Title, Email and Phone number as described in 80.76

1

Name: *
John Smith

Title: * CEO **Phone: *** 202-222-2222

Email: * jsmith@testing.com **Fax:**

2 **Edit Name / Location** **Back** **3** **Save** **Save & Continue**

Steps continue on next slide...

Review and edit facility information (cont.)

4. Edit **Facility Program Types and Activities** (as applicable)
5. Click **Save and Continue**
6. Edit **Facility Record Storage** (as applicable)
7. Click **Save and Continue**
8. Edit **Renewable Facility Information** (as applicable)
9. Click **Save and Continue**

Steps continue on next slide...

The image displays three sequential screenshots of a web application interface, illustrating the steps for editing facility information. Each screenshot is annotated with a yellow circle containing a number corresponding to the steps listed on the left.

Step 4: Facility Program Types and Activities
The screenshot shows a form titled "Facility Program Types and Activities". It contains a question: "Does this facility produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment, including renewable diesel fuel (such as Biodiesel)? *". Below this is a section for "Business Activities For Diesel/Biodiesel Program Type". Two activities are listed: "Jet Fuel Producer" with a "No" toggle, and "Renewable Fuel Producer Facility" with a "Yes" toggle. At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue".

Step 5: Facility Record Storage
The screenshot shows a form titled "Facility Record Storage". It contains a question: "Are facility records stored on-site, off-site, or both as defined in 80.76?". Below this are two questions: "On-Site?" with a "Yes" toggle and "Off-Site?" with a "No" toggle. At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue".

Step 6: Renewable Facility Information
The screenshot shows a form titled "Renewable Facility Information". It contains a message: "The activities previously selected require that you register a Renewable Facility. Please provide the information requested below, and subsequent pages." Below this is a question: "Is this facility subject to the 20% GHG Threshold as referenced in 80.1403?" with a "Yes" toggle. At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue".

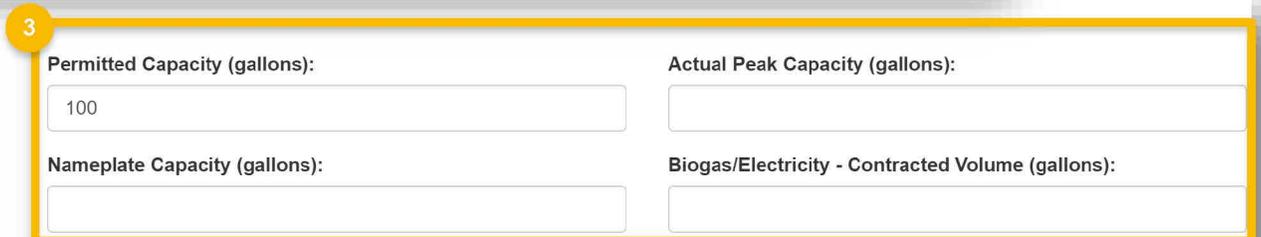
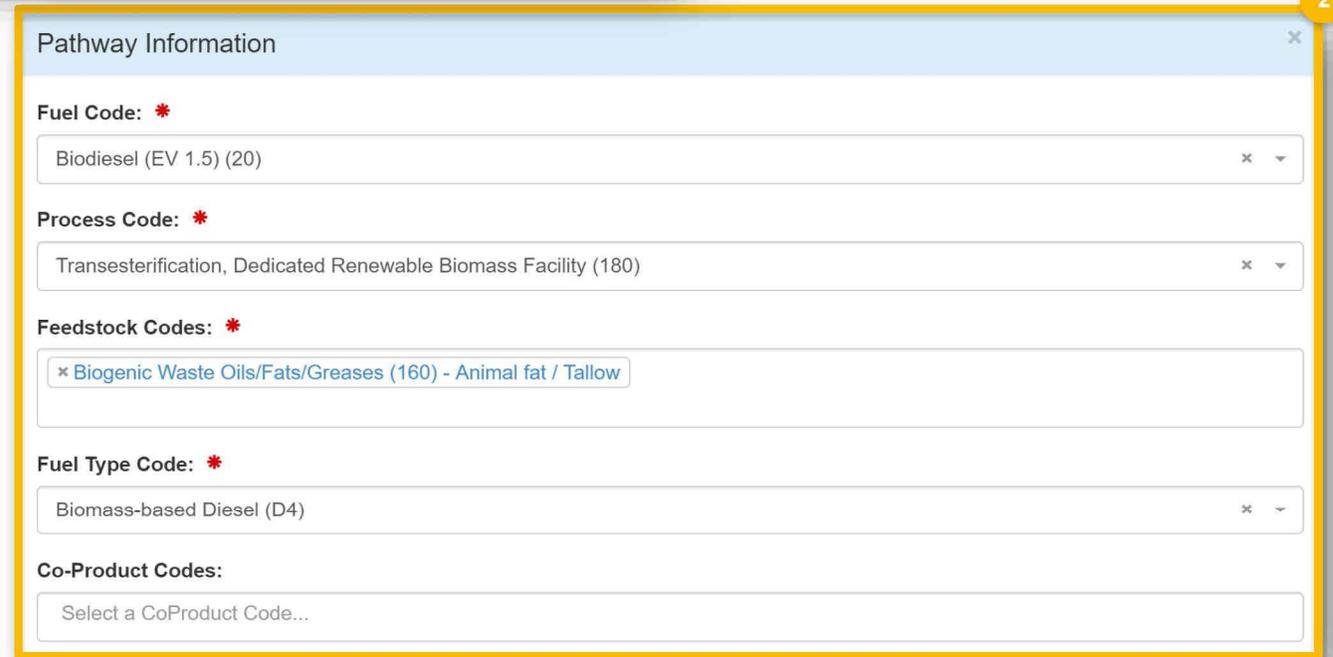
Add new fuel pathway

1. Click **Add RFS Pathway**
2. Enter the following pathway information:
 - Fuel Code
 - Process Code
 - Feedstock Code(s)
 - Fuel Type Code
 - Co-Product Code(s), as applicable
3. Enter capacity
4. Click **Add FFARs Product** (as applicable)

NOTE:

For a pathway that processes a biointermediate, the feedstock code should be the biointermediate and the process code should be the overall process (e.g. Esterification)

Steps continue on next slide...



Add new fuel pathway (cont.)

5. Select **Product Type**
6. Enter **FFARs ID** or **Product Name**
7. Click **Search**
8. Click **Select**
9. Click **Save**

Steps continue on next slide...

Pathway Information

FFARS Product Search

Product Type: * Fuel Additive

FFARS ID: FFARS Product Name:

Fuel/Additive List

Please select your registered product from the search results below. If your product is not yet registered, you will need to register the product first and edit this pathway's information once your new company registration has been approved.

Show entries Filter Fuels/Additives:

FFARS ID	Product Name	Actions
535411111	•	<input type="button" value="Select"/>
535411411	•	Select
550211113	• • •	Select
550211412	• •	Select

Showing 1 to 4 of 4 entries

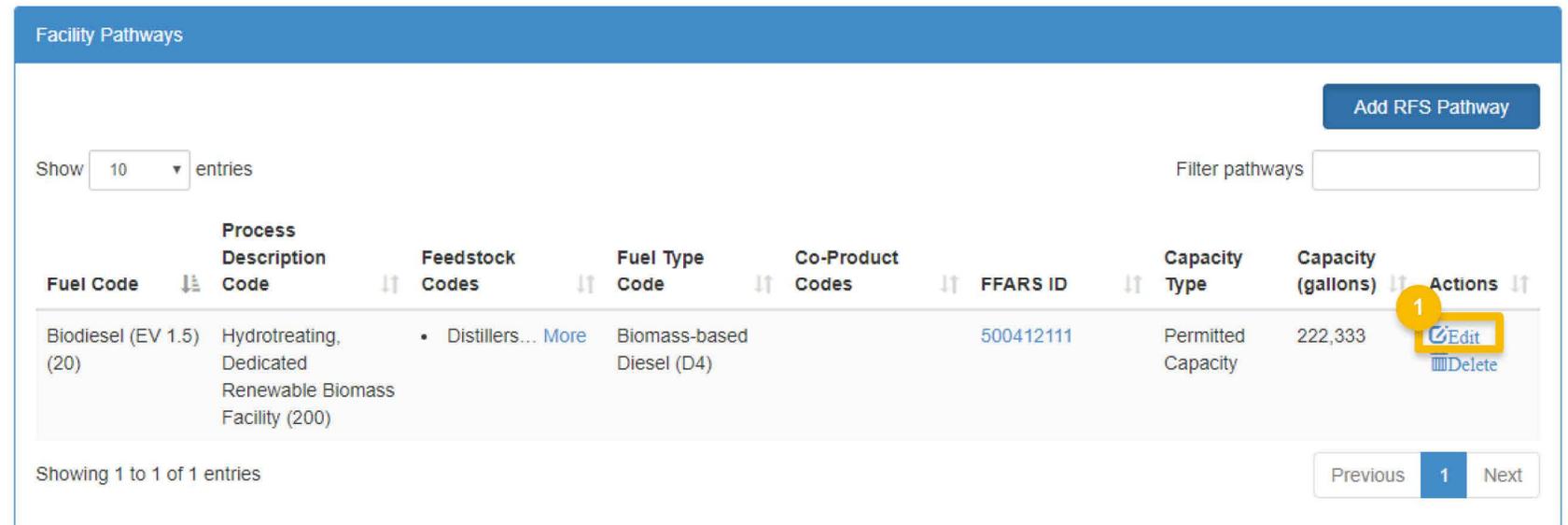
Previous Next

Edit fuel pathways

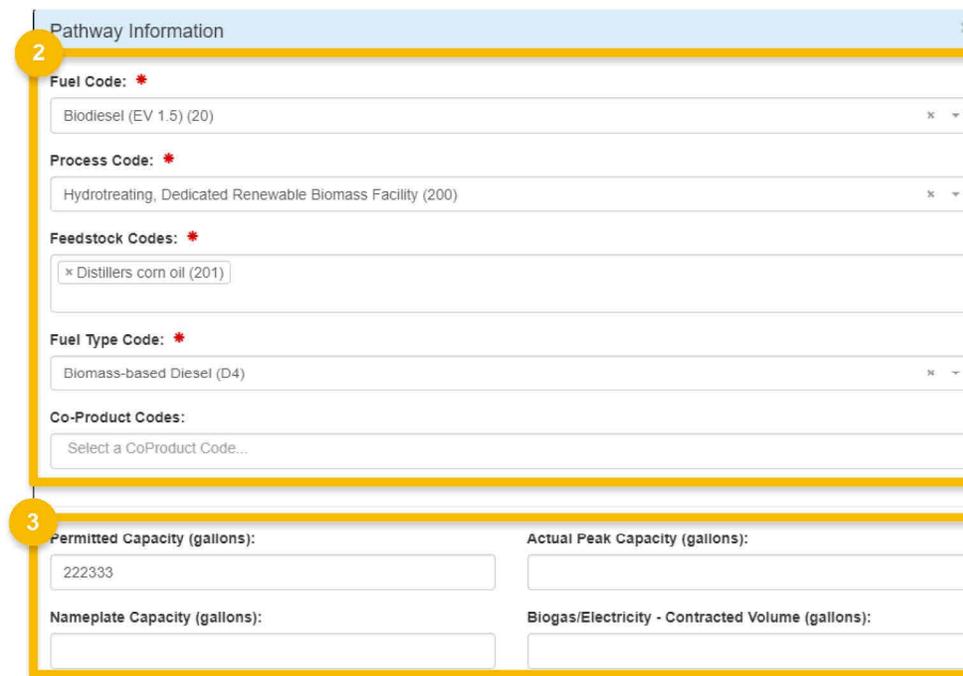
NOTE: To edit a pathway, do not delete an existing pathway and add a new one. Instead, edit the existing pathway.

1. Click **Edit**
2. Edit the following pathway information as needed:
 - Fuel Code
 - Process Code
 - Feedstock Code(s)
 - Fuel Type Code
 - Co-Product Code(s), as applicable
3. Edit capacity information

Steps continue on next slide...



The screenshot shows a table titled "Facility Pathways" with columns: Fuel Code, Process Description Code, Feedstock Codes, Fuel Type Code, Co-Product Codes, FFARS ID, Capacity Type, Capacity (gallons), and Actions. A single entry is shown for Biodiesel (EV 1.5) (20). The "Actions" column for this entry has an "Edit" button highlighted with a red box and a red circle with the number 1. Other buttons include "Add RFS Pathway", "Filter pathways", "Showing 1 to 1 of 1 entries", "Previous", "1", and "Next".



The screenshot shows a "Pathway Information" form with the following fields:

- Fuel Code:** Biodiesel (EV 1.5) (20)
- Process Code:** Hydrotreating, Dedicated Renewable Biomass Facility (200)
- Feedstock Codes:** Distillers corn oil (201)
- Fuel Type Code:** Biomass-based Diesel (D4)
- Co-Product Codes:** Select a CoProduct Code...
- Permitted Capacity (gallons):** 222333
- Actual Peak Capacity (gallons):** (empty)
- Nameplate Capacity (gallons):** (empty)
- Biogas/Electricity - Contracted Volume (gallons):** (empty)

Red circles with numbers 2 and 3 highlight the top and bottom sections of the form, respectively.

Edit fuel pathways (cont.)

4. Click **Replace FFARS Product** to change FFARS ID
5. Repeat **steps 5~9** on page 6

Associated FFARS Product:

FFARS ID	Product Name	Product Type
500412111	<ul style="list-style-type: none">• Amoco 1-K Kerosene• Amoco LS No. 1 Dyed• Amoco LS No.1 Diesel Fuel• Amoco No. 1 Diesel Fuel• No. 1 Fuel Oil (Amoco)• Amofuel No. 1 Diesel Fuel (Amoco)• Amofuel No. 1 Fuel Oil (Amoco)• Amofuel No. 1 Oil (Amoco)• No. 1 Diesel Fuel (Amoco)• Amoco LS No. 1 Diesel Fuel Dyed• Amoco No. 1 Fuel Oil	



Steps continue on next slide...

Delete fuel pathways

1. Click **Delete**
2. Click **OK**

Facility Pathways

Show 10 entries Filter pathways [Add RFS Pathway](#)

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Actions
Biodiesel (EV 1.5) (20)	Hydrotreating, Dedicated Renewable Biomass Facility (200)	• Distillers... More	Biomass-based Diesel (D4)		500412111	Permitted Capacity	222,333	Edit Delete

Showing 1 to 1 of 1 entries Previous **1** Next

Confirm

Are you sure you want to delete this pathway?

Steps continue on next slide...

Review request and indicate reason for change

1. Click **Save and Review**
2. Select **Reason for Change**

Facility Management

Show 10 entries Filter Facilities [Add Facility](#)

ID	Name	Type	Status	Location	Actions
OTAQREG10034060	TESTING 001	• Diesel/Biodiesel	Update	3900 BRADDOCK RD ALEXANDRIA, VA 22312	View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

1 [Back](#) [Save](#) [Save and Review](#)

Reason for Change: *

2

- New Facility (with Engineering Review)**
- Facility ownership change (new Engineering Review)
- Facility ownership change (carry over Engineering Review)
- Three Year Update Engineering Review
- Facility Update (with Engineering Review)
- Other (No Engineering Review)

Requested Facilities

Show 10 entries

ID

Steps continue on next slide...

Delegated Users: Submit and notify RCO

If you are a user that has been delegated by the RCO of the company:

1. Click **Submit and Notify RCO**
2. The request will appear in the My Pending Requests section of your home page with the status **Awaiting RCO Signature**
3. After the RCO of the company signs the request, the status will change to **Awaiting Initial Review**

Request History

Show entries Filter History

Date/Time	Description
11/19/2018 1:00 PM	Request Status changed from NONE to Draft by GUCHENWU_ADMIN.

Showing 1 to 1 of 1 entries Previous **1** Next

Home Page Back Cancel Request **Sign and Submit**

My Pending Requests

Show entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
FAC-5254	Update Facility	Deep South Drilling & Oil Co.	JOHN.DOE	07/19/2018	Awaiting RCO Signature

Showing 1 to 1 of 1 entries Previous **1** Next

My Pending Requests

Show entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
FAC-5254	Update Facility	Deep South Drilling & Oil Co.	JOHN.DOE	07/19/2018	Awaiting Initial Review

Showing 1 to 1 of 1 entries Previous **1** Next

If you are the RCO, Steps continue on next slide...

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
07/19/2018 8:52 AM	Request Status changed from NONE to Draft by JOHN.DOE.

Showing 1 to 1 of 1 entries Previous 1 Next

Home Page Back Cancel Request **Sign and Submit**

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

eSignature Widget

1. Authentication
Log into CDX
User: JOHN.DOE
Password: [password field]
Show Password [checkbox]
Welcome John Doe

2. Verification
Question: What is the first and middle name of your oldest sibling?
Answer: [answer field]
Show Answer [checkbox]
Correct Answer

3. Sign File
Sign

My Pending Requests

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
FAC-5254	Update Facility	Deep South Drilling & Oil Co.	JOHN.DOE	07/19/2018	Awaiting Initial Review

Showing 1 to 1 of 1 entries Previous 1 Next