RFS Pathway Petitions CDX
User Guide
Version 0.02

RFS Pathway Petitions CDX
User Guide
Version 0.02

Transportation and Climate Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

Table of Contents

List of Figures

1   Introduction

This document is the Quick Submission Guide for submitting RFS Pathway Petitions in the OTAQ DC FUEL online application. It describes the process a user must follow to register as a petitions submitter in the OTAQReg application and submit petitions using DC FUEL.

If you have any questions about the content, format, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at http://www.epa.gov/otaq/fuels/index.htm.

If you have any general or technical questions related to the Central Data Exchange (CDX) you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.

- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with "Technical Support" in the Subject line.
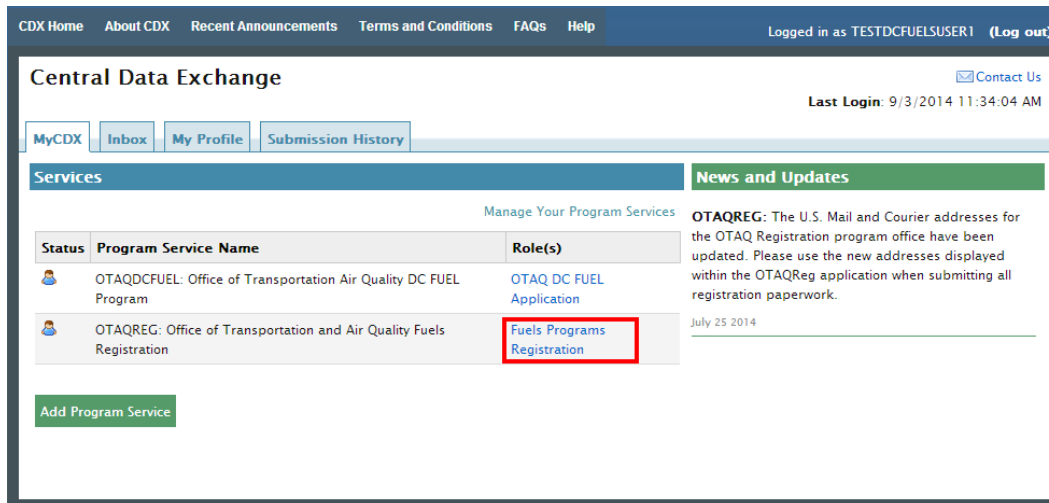
If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.

2   OTAQ Registration

In order to submit petitions through the DC Fuels application, you must be associated to a company in the OTAQReg application with a DC Fuels Submitter role. This section will describe the necessary steps to register in the OTAQReg application. Users already associated with a company in OTAQReg with a DC FUEL Submitter role who wish to submit a petition for that company should skip to Section 3.

Click the "Fuels Program Registration" link on the MyCDX Home page to access OTAQReg as seen in Figure 2-1.
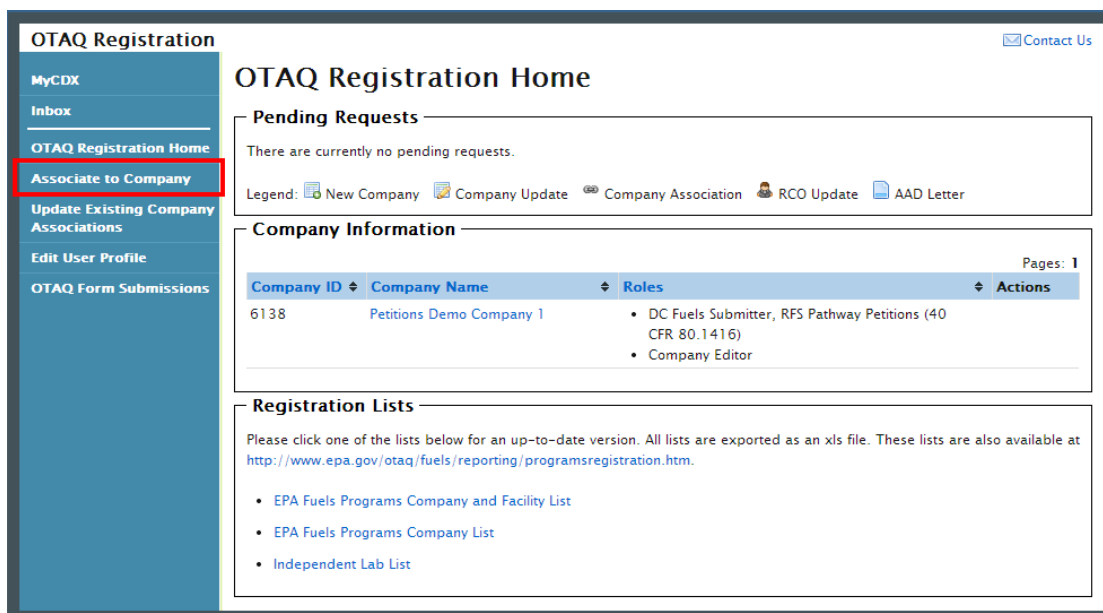
Figure 2-1 Access OTAQReg Application

All of your existing company associations will be displayed, if applicable, as displayed in Figure 2-2. To create a new association with an existing company as a petition submitter, or to create a new company, click the "Associate to Company" sidebar item.

Figure 2-2 Associate to Company

The page shown in Figure 2-3 will display. You must search for an existing company before you may create a new company or associate to an existing company. Enter search criteria into the search boxes and click the "Search" button.

If your company is not displayed and you wish to create a new company, proceed to Section 2.1. For instructions on associating to an existing company, skip to Section 2.2.

Figure 2-3 Search for Existing Company

2.1   Create New Company

After the search results are displayed, click the "Create New Company" button at the bottom of the "Associate to Company: Search for Existing Company" page to initiate the new company process, as shown in Figure 2-4.

Figure 2-4 Create New Company Button

If you do not see the company in the above results, you may search again. If you are certain your company does not already exist in OTAQ Reg, click the "Create New Company" button below.

[Create New Company] [Cancel]

The "Create New Company: Company Details" shown in Figure 2-5 will display. Complete all required fields on the page.

Figure 2-5 Create New Company: Company Details Page

In the "Program Type and Business Activities" section, select the "Renewable Fuel Standard" program type. The "RFS Pathway Petition Submitter (80.1416)" business activity under the "Renewable Fuel Standard" program type should be selected if the new company is not required to register with EPA as an RFS Company under Part 80 (e.g. Trade Association, Seed Company, etc.), or if the company will not be able to register any valid pathways until the petition is approved.

Companies that select this business activity will not be able to select any other business activity. Selecting this company activity will allow the company to be automatically activated without requiring EPA approval. Figure 2-6 displays the program type and business activity selections.

Figure 2-6 RFS Pathway Petition Submitter (80.1416) Business Activity

If the Company Foreign Bond section does not apply your company, please select the "No" radio button as shown in Figure 2-7.

Figure 2-7 Company Foreign Bond

Click the "Next" button at the bottom of the page to continue. The Company Roles page shown in Figure 2-8 will display. Click the "Company Editor" hyperlink to display the list of roles.

Figure 2-8 Create New Company: Company Roles Page
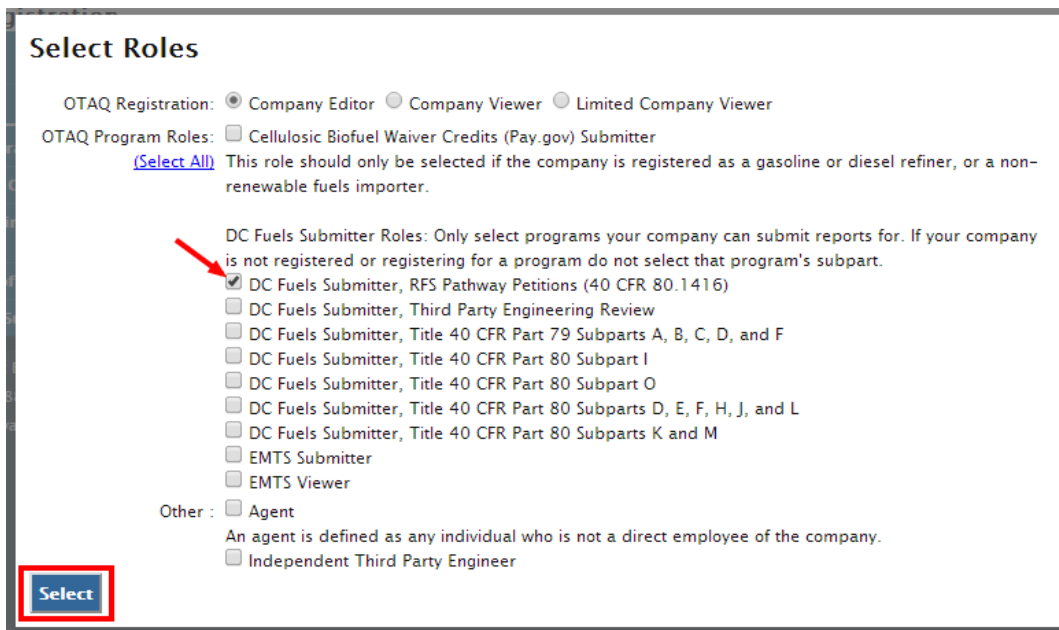
The "Select Roles" pop-up window shown in Figure 2-9 will display. Select the "DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)" checkbox, as well as any additional roles you wish to request. Click "Select" to close the window.
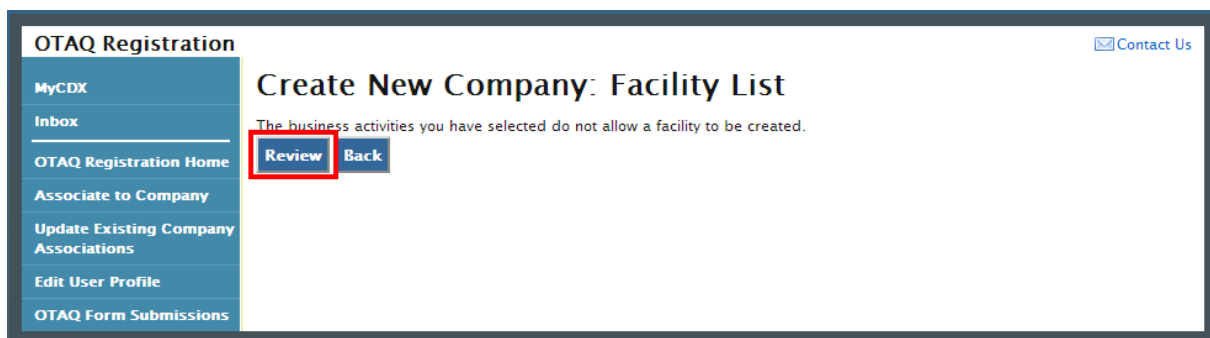
Figure 2-9 Select Roles Pop-up Window

The selected roles will be displayed on the page as shown in Figure 2-10. Click the "Next" button.
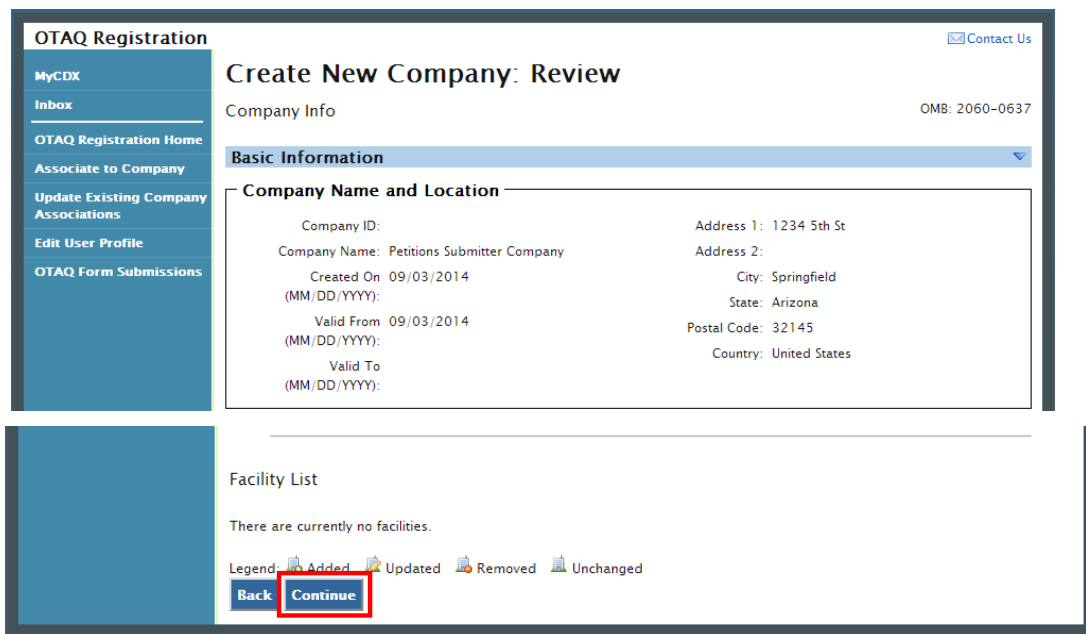
Figure 2-10 Selected Roles Displayed

When creating an RFS Pathway Petition Submitter (80.1416) company, you are not allowed to add facilities to your company. Click the "Review" button to continue as shown in Figure 2-11.

Figure 2-11 Facility List Page

The Review page will display a summary of all previously entered information. Verify that the information is correct, scroll to the bottom of the page and click the "Continue" button as shown in Figure 2-12.

Figure 2-12 Create New Company Review Page

The page shown in Figure 2-13 will display. To submit your New Company Request, click the "Submit" button.

Figure 2-13 Submit New Company Request

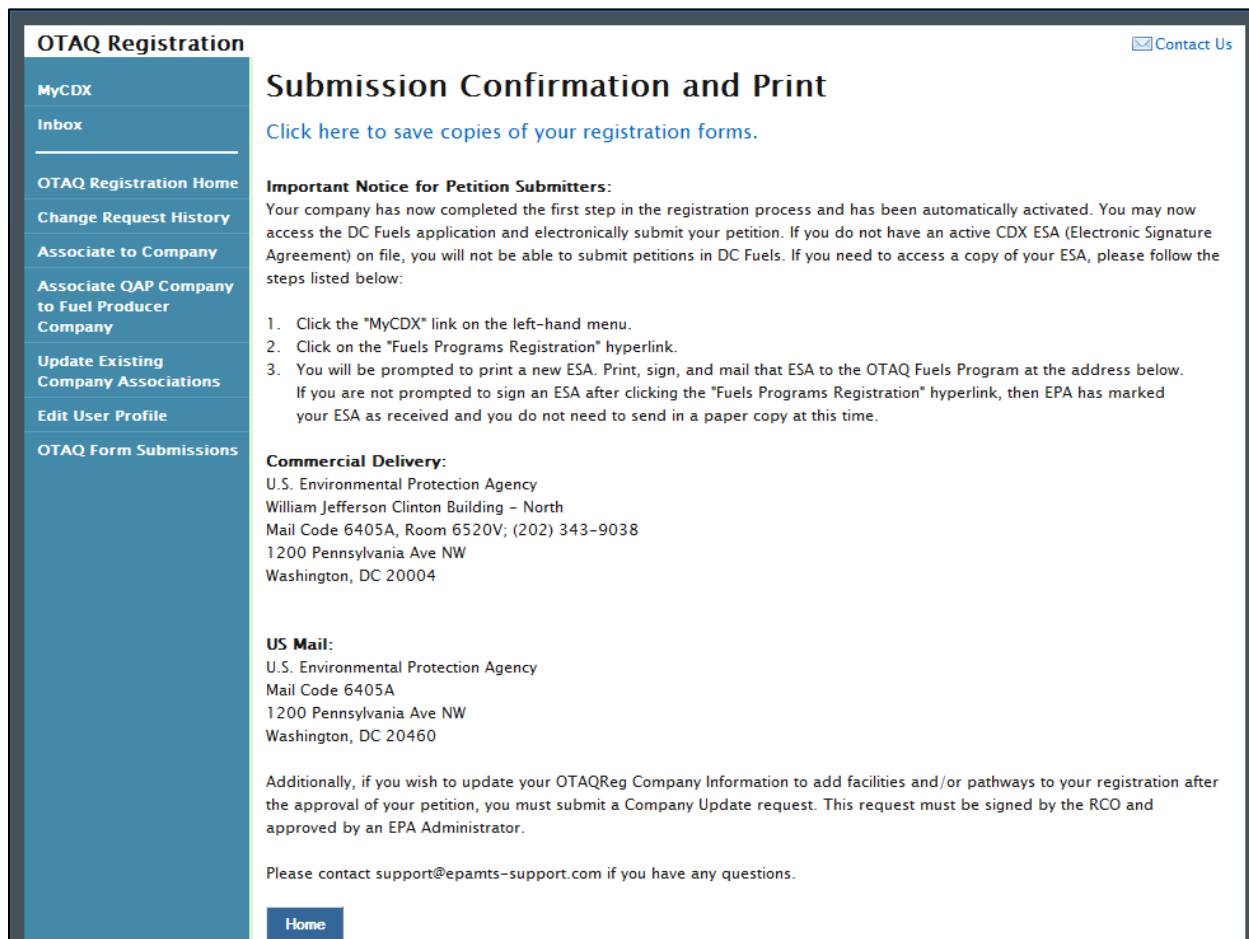Congratulations! You have successfully created your RFS Pathway Petition Submitter (80.1416) company in OTAQReg. The "Submission Confirmation and Print" page in Figure 2-14 will display. You now have access to submit your pathway petition in the DC Fuels application.
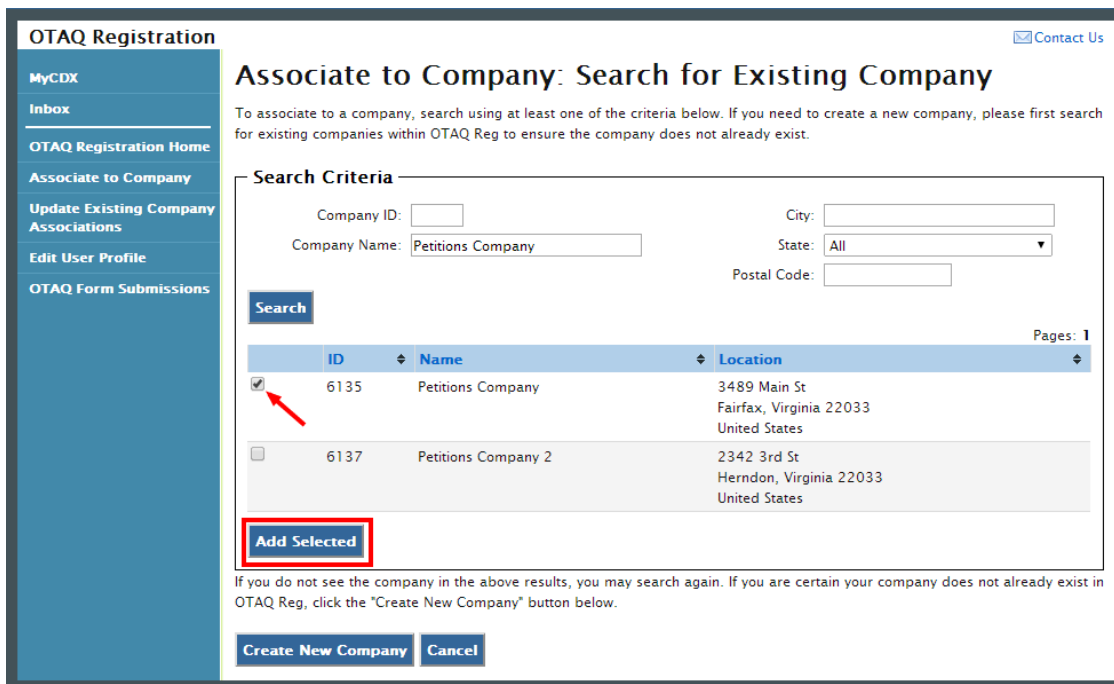
Figure 2-14 Submission Confirmation and Print Page

If your fuel pathway petition has been approved and you wish to add this fuel pathway to your company's registration, you will need to return to the OTAQReg application and submit a Company Update request. This request will require a signature by the RCO and EPA approval.

2.2   Associate to Existing Company

If the company you wish to associate with already exists in OTAQReg, click the checkbox next to the company name and click the "Select" button as shown in Figure 2-15 to begin the company association process.

Figure 2-15 Select Company

The Select Roles page shown in Figure 2-16 will display. Click the hyperlink to display the list of roles.

Figure 2-16 Select Roles

The "Select Roles" pop-up window in Figure 2-17 will display. Select the "DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)" checkbox, as well as any additional roles you wish to request. Please note that you must select an OTAQ Registration role, but you may select multiple OTAQ Program roles. Click "Select" to close the window.

Figure 2-17 Select Roles Pop-up Window

The selected roles page will be displayed as shown in Figure 2-18. Click the "Review" button.

Figure 2-18 Selected Roles Displayed

The Review page shown in Figure 2-19 will display a summary of all previously entered information. Verify that the information is correct and click the "Continue" button and "OK" in the pop-up window that will display indicating that Further Action is required.

Figure 2-19 Associate to Company Review Page

The page shown in Figure 2-20 will display. To submit your Company Association Request, click the "Submit" button.
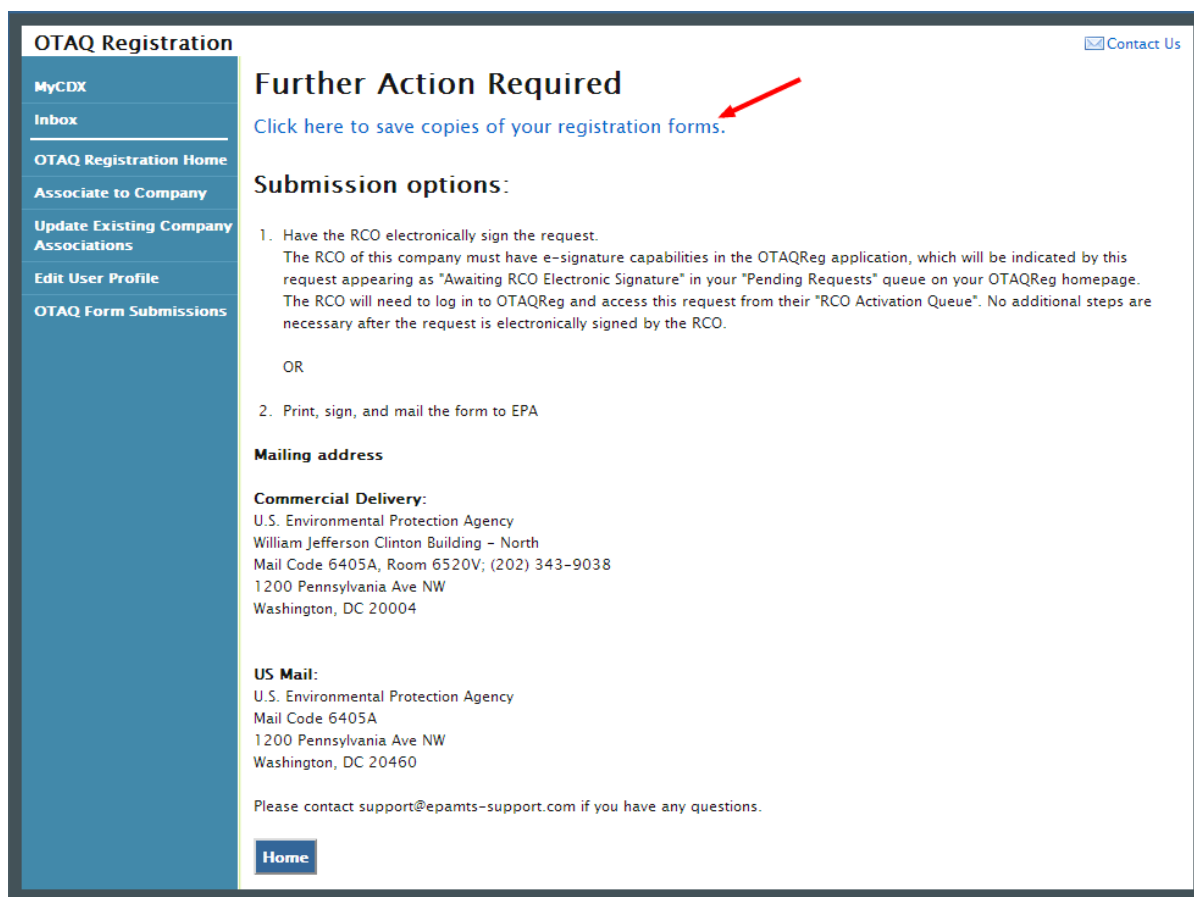
Figure 2-20 Submit Company Association Request

You have successfully submitted your association with the DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416) role with company in OTAQReg. The "Further Action Required" page shown in Figure 2-21 will display.

Click the "Click here to save copies of your registration forms" hyperlink to download the Change Request PDF. This document will also be emailed to you and the company's RCO. The request must be signed by the RCO before you are granted access to submit reports in the DC Fuels application. If the RCO has electronic signature capabilities with the company they may electronically sign the request, otherwise they must apply their wet ink signature to the request and mail the document to EPA.

Figure 2-21 Further Action Required Page

3 DC FUEL Submissions

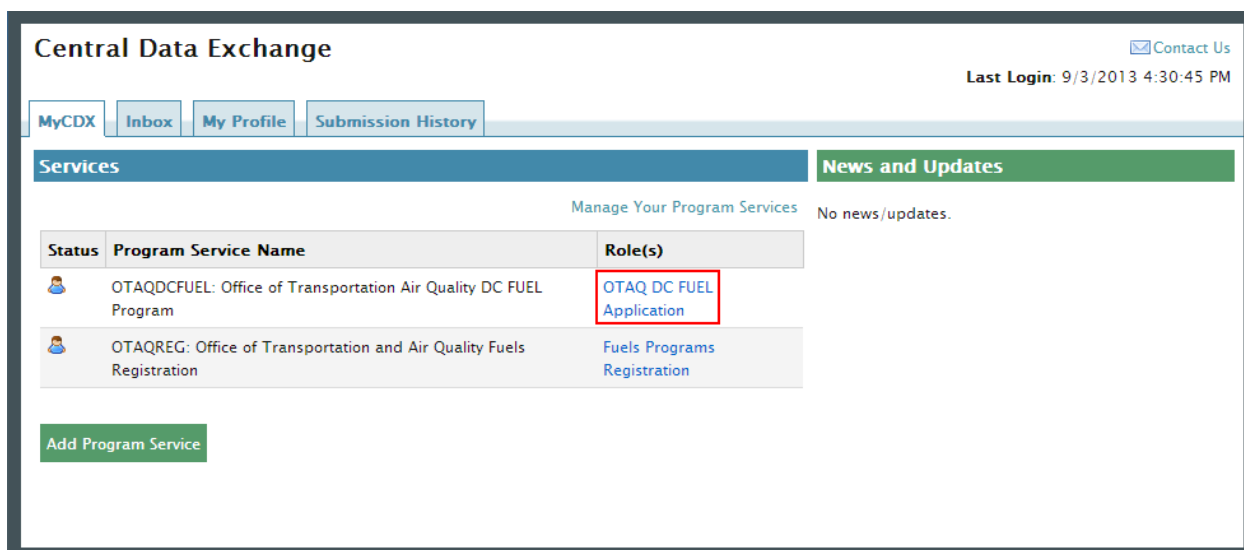The following sections describe how to navigate within the DC FUEL application and perform a successful petition submission.

3.1 Enter DC FUEL

Figure 3-1 MyCDX Home Page

Click the "OTAQDCFUEL: OTAQ DC FUEL Application" dataflow link, as seen in Figure 3-1, on your MyCDX Home page. Figure 3-2 will display.

Please note that you must have a valid CDX ESA (Electronic Signature Agreement) in order to submit reports in DC Fuels. If you need to access another copy of your CDX ESA to print and mail to EPA, click the "Fuels Programs Registration" hyperlink to access OTAQReg from the MyCDX Home Page. You will be prompted to print your ESA, which must be signed and mailed to EPA at one of the following mailing addresses:

Commercial Delivery:
U.S. Environmental Protection Agency
William Jefferson Clinton Building - North
Mail Code 6405A, Room 6520V; (202) 343-9038
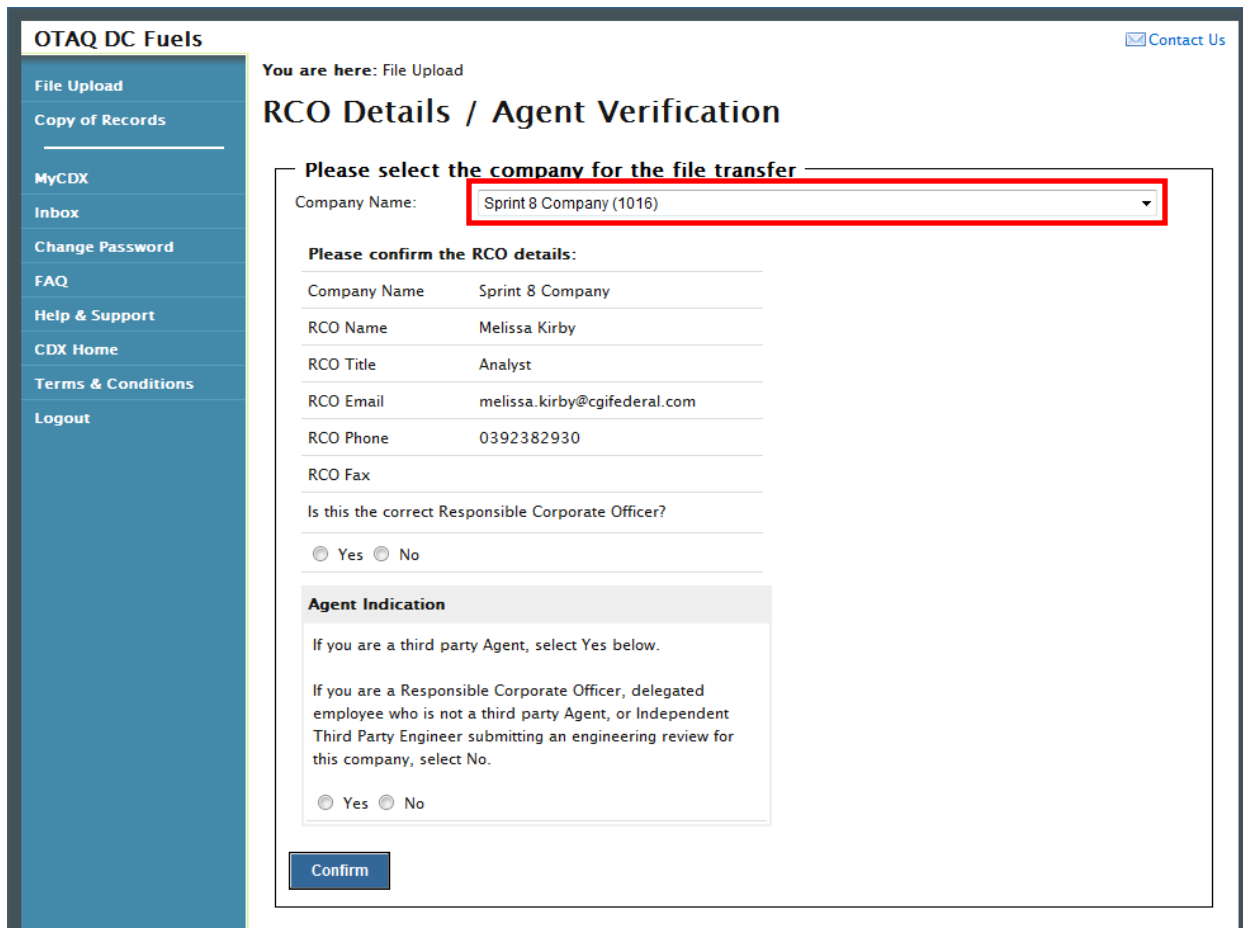1200 Pennsylvania Ave NW
Washington, DC 20004

US Mail:
U.S. Environmental Protection Agency
Mail Code 6405A
1200 Pennsylvania Ave NW
Washington, DC 20460

Note: When using a commercial delivery service, do not use the U.S. mail address (or vice versa) as your mail will be delayed, may be returned to you, or may even never arrive at our offices. Be aware that sending materials via US Mail will require an irradiation process and could possibly delay delivery.

3.2 Confirm Company and RCO Information

Figure 3-2 DC FUEL File Upload

The "RCO Details / Agent Verification" page is the DC FUEL landing page and the first step of the DC FUEL report submission process. Before moving forward you must first confirm the information displayed on this page.

The Company Name drop down list is pre-populated with all of your active OTAQReg company associations (see Figure 3-2). The RCO details are then pre-populated based on the company you select in the Company Name drop down.

Select the company you will be submitting a report for in the Company Name drop down list. Next, confirm the Responsible Corporate Officer (RCO) information (see Figure 3-3).

Figure 3-3 Confirm Company Responsible Corporate Officer Information

If the Company Name, RCO Name, RCO Title, RCO Email, RCO Phone, and RCO Fax are all correct then select "Yes" and proceed to answering the Agent Identification question (see Figure 3-4).

If any of the RCO details are incorrect, select "No" and proceed to answering the Agent Identification question (see Figure 3-4). You will not be able to submit a report if you indicate that the RCO details are incorrect.

Figure 3-4 Agent Verification

After you confirm the RCO details, you must next identify whether or not you are an agent authorized by the company to submit on their behalf. An agent is defined as any individual who is not a direct employee of the company (i.e. contractors, vendors, etc.).

Select "Yes" if you are an agent for the selected Company. Select "No" if you are a delegated employee of the selected Company or an Independent Third Party Engineer.

If you identify yourself as an agent, you will be prompted with the Agent Responsibility Statement below the agent identifier question, as seen in Figure 3-4. You must select "Agree" to this statement to continue with your submission.

Click the "Confirm" button.

3.3   Upload File

If you selected "Yes" to the RCO details then Figure 3-6 will display.
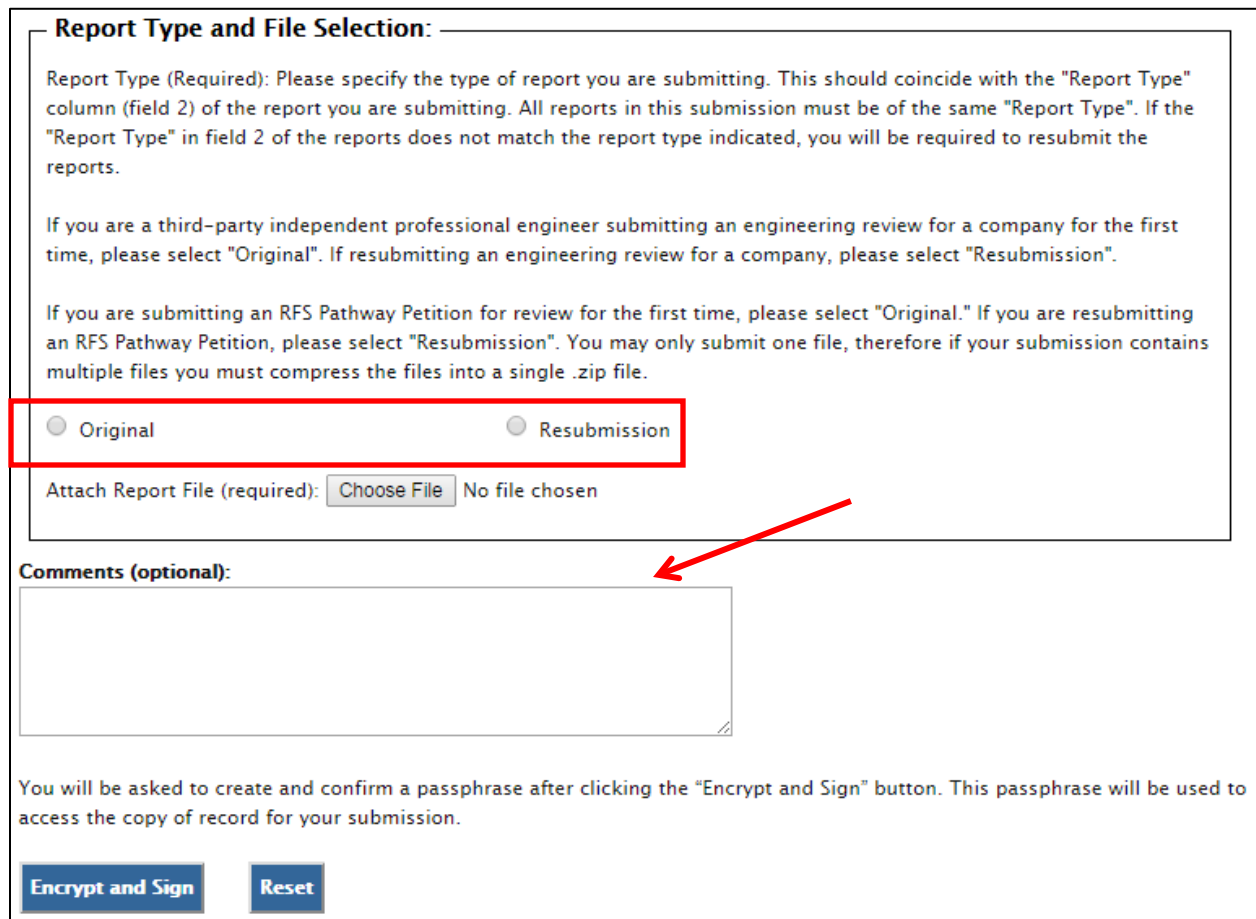
Figure 3-5 File Upload – File Type Selection

The "File Upload – File Type Selection" page is where you will upload your petition file. The top section of the page displays a summary of the selected Company, RCO, and User information.

In addition to the pre-populated information, there are several additional sections of the page that you are required to complete (see Figure 3-7 through Figure 3-9).

You must first identify whether your report is an original submission or a resubmission. If you identify your submission as an "Original" then you may optionally provide comments in the comments field, as seen in Figure 3-7.

Figure 3-6 Report Type "Original"

If you identify your submission as a "Resubmission" you are required to provide comments in the comments field. Please include the dates of all previous submissions and the reason for your current resubmission.
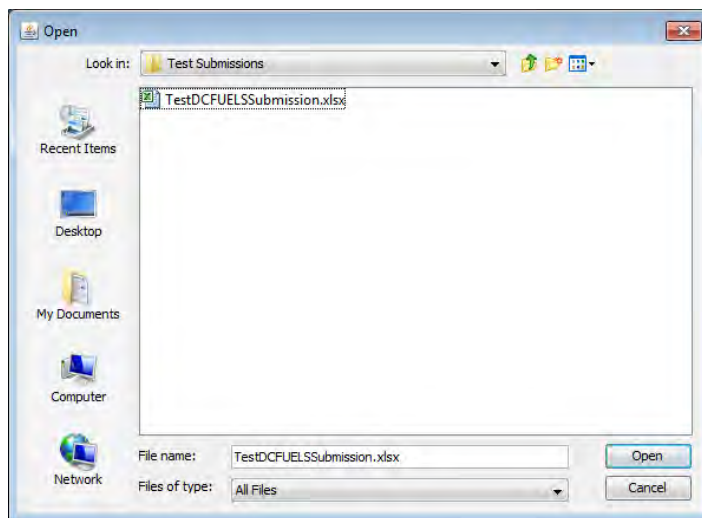
After identifying the Report Type, you are required to attach your report file, as seen in Figure 3-8.

Figure 3-7 Attach Report File

To attach a file, click the "Browse" button. An open dialogue box will display, as seen in Figure 3-9.

Figure 3-8 File Open Dialogue Box

Reminder: You may only upload one file per submission. You may use .Zip format for multi-file submissions.

Navigate to your submission file, double click the file name and the file will appear in the File Name text box. Click the "Open" button. The file name will appear in the text box next to the "Browse" button, as seen in Figure 3-10.

Figure 3-9 File Selected

Once you have provided information for all required fields and your report file is selected, click the "Encrypt and Sign" button at the bottom of the page. Figure 3-11 will display.

Clicking the "Reset" button will clear all the data provided on the page.

3.4   Select Certify Reports

Figure 3-10 Certify Reports

The "Certify Reports" page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

Scroll to the bottom of the window and click the "RFS Pathway Petitions (40 CFR 80.1416)" checkbox to submit a pathway petition. You will not be able to select any additional certify types.

Note: It is important that you select the correct certify type, "RFS Pathway Petitions (40 CFR 80.1416", selecting an incorrect certify type may result in significant delays in the processing of your petition.

Once you have selected the "RFS Pathway Petitions (40 CFR 80.1416)" certify type, click the "Accept" button, as seen in Figure 3-12. Figure 3-13 will display.

Figure 3-11 Accept Certify Report Selection

3.5   Encrypt and Sign Submission

Upon accepting the selected certifications in Figure 3-12, you will then be directed through the eSignature and Encryption process. The first step of the eSignature and Encryption process is Authentication (see Figure 3-13).

Figure 3-12 Authentication

This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password.
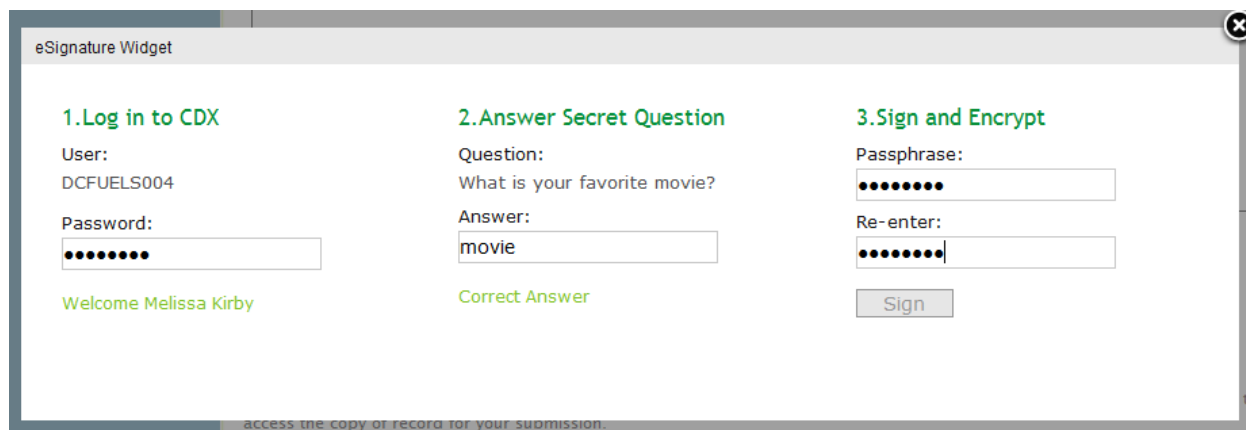
Enter your CDX user account password and click the "Login" button. Figure 3-14 will display.

Figure 3-13 Answer Secret Question

The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your eSignature PIN verification. Enter the answer you provided during your eSignature PIN verification and click the "Answer" button. Figure 3-15 will display.

If you enter an incorrect password, enter an incorrect answer, or fail to respond, you will be prompted with an error message. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Figure 3-14 Encrypt and Sign File

The final step is to create and re-enter a passphrase. This passphrase will be used to decrypt the Copy of Record. Encrypt and Sign your submission. The passphrase may contain letters, numbers, or special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other DC FUELS submissions.

Important! You must remember your passphrase in order to access your Copy of Record. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your Copy of Record.

After entering and confirming your passphrase, click the "Sign" button. Figure 3-16 will display.

3.6   Submission Confirmation

Figure 3-15 File Upload Confirmation

Congratulations! You have successfully signed and submitted your pathway petition to the OTAQ Program.

This page displays a summary of your submission information along with a confirmation message stating that CDX has received your encrypted submission. An email notification will be sent to you and your Company RCO confirming a pathway petition has been submitted.

4   Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at http://www.epa.gov/otaq/fuels/index.htm.

For any general or technical questions related to the Central Data Exchange you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with "Technical Support" in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.