

Checklist to Change the Responsible Corporate Officer under Title 40 CFR Part 80

Use this checklist to appoint a new Responsible Corporate Officer (RCO). For more information on OTAQREG and Company Requests (CRs) see: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/how-register-company-fuel-programs>

In CDX OTAQREG		
1	The RCO title entered indicates that the RCO is an owner, operator, or officer of the company who can be held legally liable for any and all information submitted by or on behalf of the company. Accepted RCO Titles include: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;">- President</div> <div style="width: 25%;">- Vice President</div> <div style="width: 25%;">- Owner</div> <div style="width: 25%;">- Managing Partner</div> <div style="width: 25%;">- CEO</div> <div style="width: 25%;">- Board Secretary</div> <div style="width: 25%;">- Partner</div> <div style="width: 25%;">- Managing Member</div> <div style="width: 25%;">- CFO</div> <div style="width: 25%;">- Treasurer</div> <div style="width: 25%;">- Managing Director</div> </div>	<input type="checkbox"/>
2	If the new RCO is requesting e-signature capability: the RCO email address entered is controlled by the RCO.	<input type="checkbox"/>
3	If the new RCO is requesting e-signature capability: the RCO User ID entered is the CDX User ID that the RCO already registered and controls.	<input type="checkbox"/>
4	If the new RCO is requesting e-signature capability: the RCO has logged into CDX OTAQREG at least one time using the RCO User ID and completed the prompt to add a "Position or Job Title".	<input type="checkbox"/>
In Mailed Package		
5	All pages of the CR are in the package, including Page 1.	<input type="checkbox"/>
6	The previous RCO signed the CR paperwork in ink OR a reason is given to explain the lack of signature.	<input type="checkbox"/>
7	The new RCO signed the CR paperwork in ink.	<input type="checkbox"/>
8	Delegation letters are included for all registered delegated users.	<input type="checkbox"/>
9	The RCO has indicated which users are affirmed by signing those users' delegation letters in ink. Do not hand mark edits on the letter.	<input type="checkbox"/>
10	The RCO has indicated which users are removed by drawing an "X" through those users' delegation letters in ink. Do not sign letters for users that should be removed.	<input type="checkbox"/>