

Job Aid



How to Update a Renewable Fuel Producer Facility 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

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**

EPA OTAQ Registration Home Create New Company Associate To Existing Company Welcome to OTAQREG

My Companies

Show 10 entries Filter Companies:

Company ID	Company Name	Address	My Roles
3400	Deep South Drilling & Oil Co.	538 Cajundome Blvd., Lafayette, LA 70506, US	<ul style="list-style-type: none">Company EditorRCOPart 80 Report SubmitterQAP Auditor

Previous 1 Next

Filter Requests:

- View Company Information
- Edit Roles
- Manage User Associations
- Edit Company Information
- 2 Edit Program Types and Activities
- Manage Facilities
- QAP Associations
- Manage Reports
- RCO Update Request
- Manage Attest/ER Submissions

Facility Management

Show 10 entries Filter Facilities: Add Facility

ID	Name	Type	Status	Location	Actions
OTAQREG10237161	OILCO MACHINE SHOP, INC.	<ul style="list-style-type: none">Gas/EthanolDiesel/Biodiesel	Active	1323 ERASTE LANDRY ROAD LAFAYETTE, LA 70506	<ul style="list-style-type: none">ViewView Reporting IDs3 EditDelete

Showing 1 to 1 of 1 entries

Previous 1 Next

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**

Steps continue on next slide...

Facility Name and Location

Facility Name:

OILCO MACHINE SHOP, INC.

Street Address:

1323 ERASTE LANDRY ROAD

Street Address (Line 2):

City:

LAFAYETTE

State:

LA

Postal Code:

70506

Country:

UNITED STATES

Facility Contact Information

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

1

Name: *

Daniel Smith

Title: *

CEO

Phone: *

337-555-9988

Email: *

daniel.smith@oilco.com

Fax:

2

Edit Name / Location

Back

3

Save

Save & Continue

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 - GHG Threshold Information (as applicable)
9. Click **Save and Continue**

4 Facility Program Types and Activities

Does this facility produce or import Gasoline, Reformulated Gasoline, Pentane, Certified Ethanol Denaturant, Oxygenates, or renewable fuel (such as Ethanol), or blend Oxygenates (such as Ethanol)? *

Business Activities For Gas/Ethanol Program Type

Ethanol Producer ☐ No

Renewable Fuel Producer ☒ Yes

5 Back Save Save & Continue

6 Facility Record Storage

Are facility records stored on-site, off-site, or both as defined in 80.76?

On-Site? ☒ Yes

Off-Site? ☐ No

7 Back Save Save & Continue

8 Renewable Facility Information

Renewable Facility - GHG Threshold Information

The activities previously selected require that you register a Renewable Facility. Please provide the information requested below, and subsequent pages.

Is this facility subject to the 20% GHG Threshold as referenced in 80.1403? ☒ Yes

9 Back Save Save & Continue

Edit or delete fuel pathways

1. The following information cannot be edited:
 - Fuel Code
 - Process Code
 - Feedstock Codes
 - Fuel Type Code
 - Co-product Codes
 - FFARs ID
2. If any information in #1 above needs to be changed, click **Delete** and add a new pathway (see next slide).
3. To edit the production capacity, click **Edit**
4. Edit capacity information
5. Click **Save**

Facility Pathways

Show 10 entries

Add RFS Pathway

Filter pathways

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)	Transesterification, Dedicated Renewable Biomass Facility (180)	• Biogenic Waste Oils/Fats/Greases (160) - Animal fat / Tallow Less	Biomass-based Diesel (D4)		500412111	Permitted Capacity	123	Edit Delete
Cellulosic Ethanol (60)	Cellulosic Production Process (280)	• Cellulosic Biomass -- Switchgrass (80) Less	Cellulosic Biofuel (D3)	• Dry Distillers Grains (20) Less		Permitted Capacity	20,000	Edit Delete

Pathway Information

Fuel Code:
Cellulosic Ethanol (60)

Process Code:
Cellulosic Production Process (280)

Feedstock Codes:

- Cellulosic Biomass -- Switchgrass (80)

Fuel Type Code:
Cellulosic Biofuel (D3)

Co-Product Codes:

- Dry Distillers Grains (20)

Permitted Capacity (gallons):
20000

Actual Peak Capacity (gallons):

Nameplate Capacity (gallons):

Biogas/Electricity - Contracted Volume (gallons):

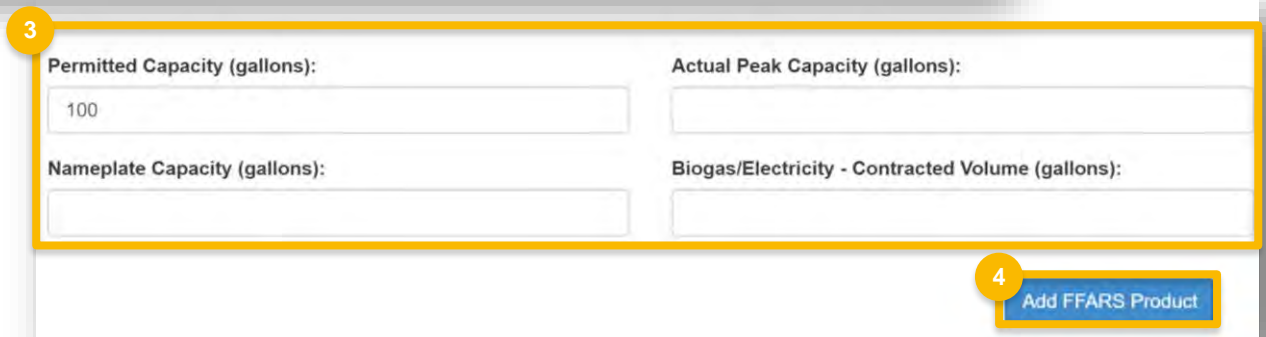
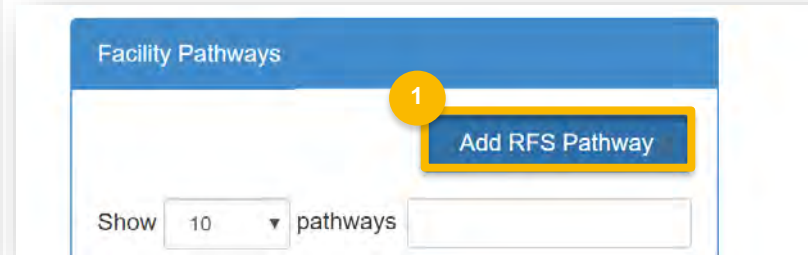
Cancel

Save

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)

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**

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 10 entries Filter Fuels/Additives:

FFARS ID	Product Name	Actions
535411111	•	Select
535411411	•	Select
550211113	•	Select
	•	
	•	
550211412	•	Select
	•	

Showing 1 to 4 of 4 entries

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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
OTAQREG10237161	OILCO MACHINE SHOP, INC.	<ul style="list-style-type: none">Gas/EthanolDiesel/Biodiesel	Update	1323 ERASTE LANDRY ROAD LAFAYETTE, LA 70506	View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries

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Back Save **Save and Review**

Reason for Change: *

Select a Reason...

Requested Facilities

Show 10 entries

ID

- 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)

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**

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

Request History

Show 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](#) **[Submit and Notify RCO](#)**

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

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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

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

1. Home Page 2. Back 3. Cancel Request 4. Sign and Submit

2. 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.

3. Accept Decline

eSignature Widget

1. Authentication
Log into CDX
User: JOHN.DOE
Password:
Show Password
Welcome John Doe

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

3. Sign File
Sign

My Pending Requests

Show 10 entries Filter Requests:

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FAC-5254	Update Facility	Deep South Drilling & Oil Co.	JOHN.DOE	07/19/2018	Awaiting Initial Review

Showing 1 to 1 of 1 entries

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