# Office of Transportation and Air Quality Fuels Registration (OTAQREG)

#### 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:

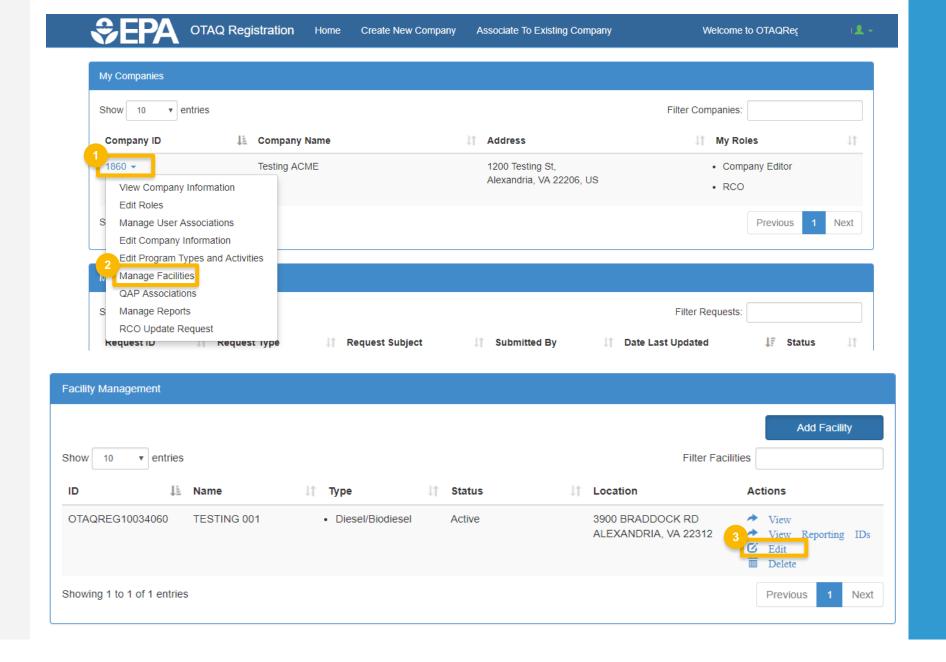
- 1. You must have a Central Data Exchange (CDX) account
- 2. You must be logged into the CDX OTAQREG program service
- 3. You must be the Responsible Corporate Officer or a delegated user of a registered company with a 4-digit EPA Company ID

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

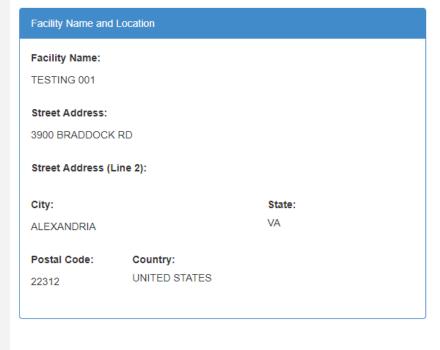
- 1. Click the Company ID
- 2. Select Manage Facilities
- 3. Click Edit

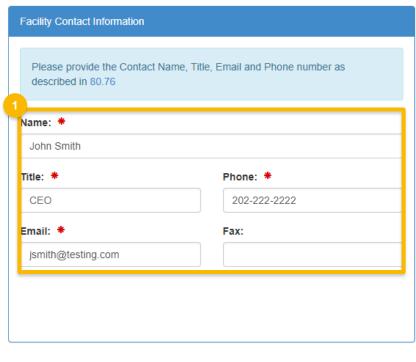


### Review and edit facility information

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

Steps continue on next slide...

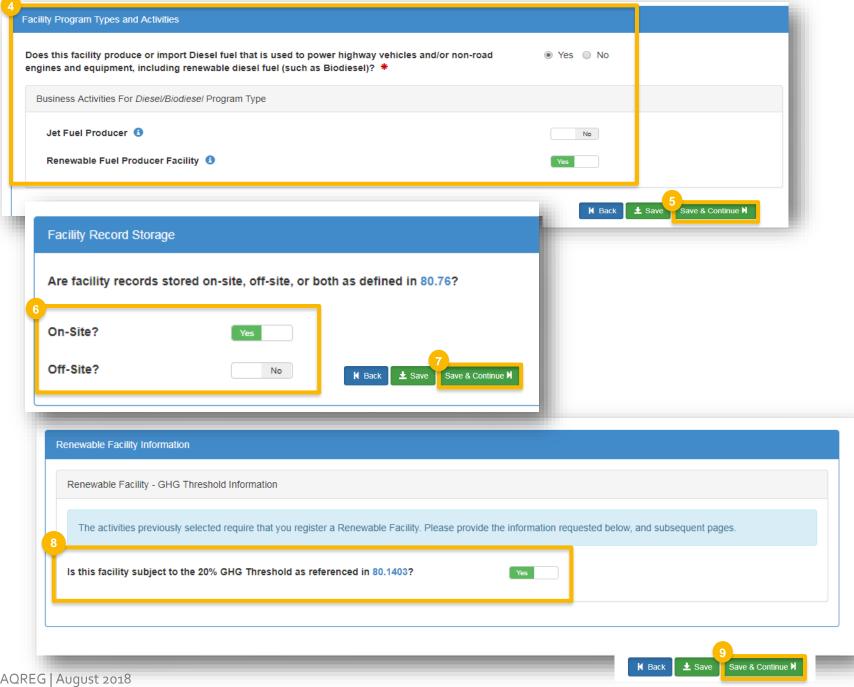






### Review and edit facility information (cont.)

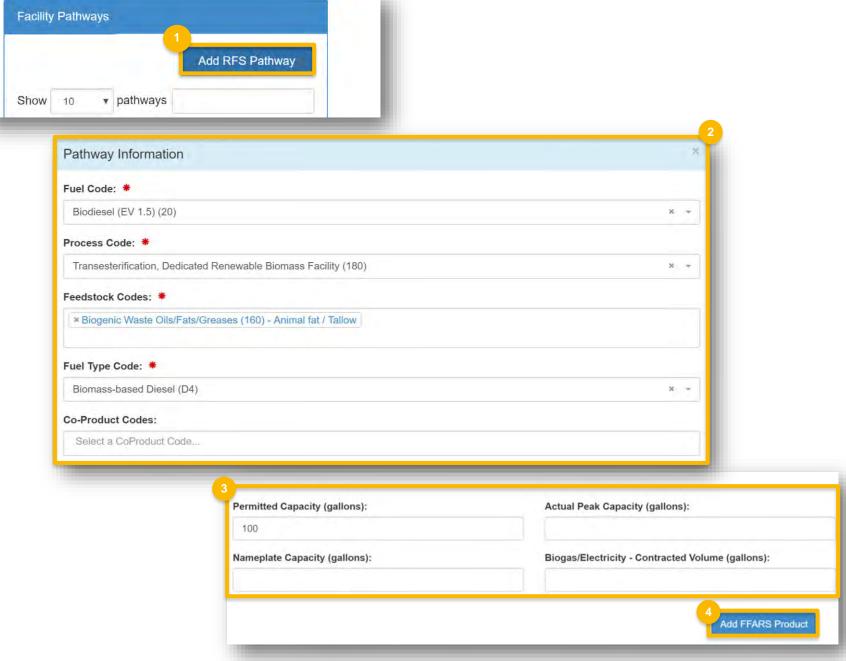
- 4. Edit Facility Program Types and Activities (as applicable)
- 5. Click Save and Continue
- Edit Facility Record Storage (as applicable)
- 7. Click Save and Continue
- 8. Edit Renewable Facility Information (as applicable)
- Click Save and Continue



### Add new fuel pathway

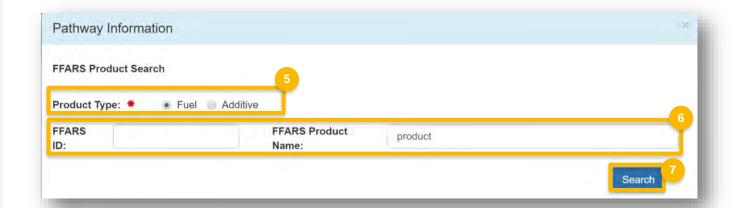
- 1. Click Add RFS Pathway
- 2. Enter the following pathway information:
  - Fuel Code
  - Process Code
  - Feedstock Code(s)
  - Fuel Type Code
  - Co-Product Code(s), as applicable
- 3. Enter capacity
- 4. Click Add FFARs Product (as applicable)

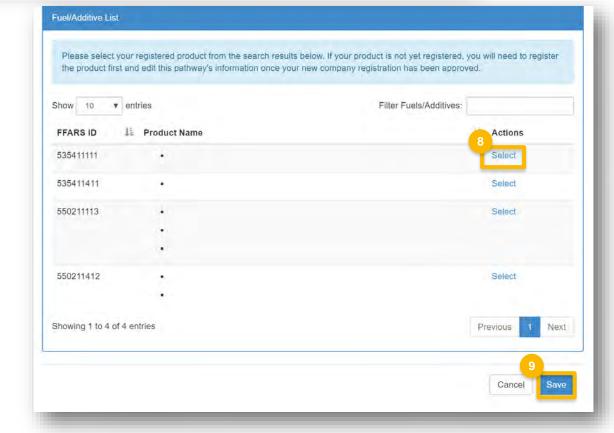
Steps continue on next slide...



## Add new fuel pathway (cont.)

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



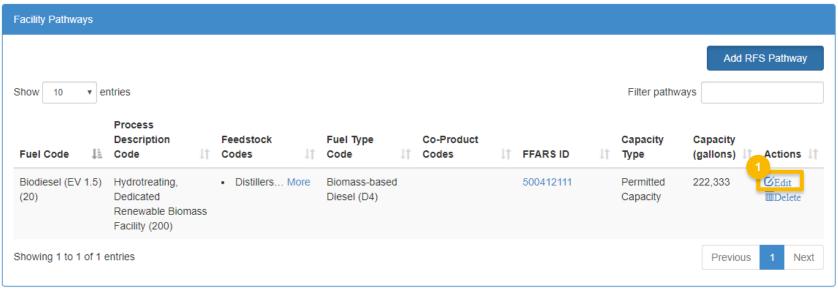


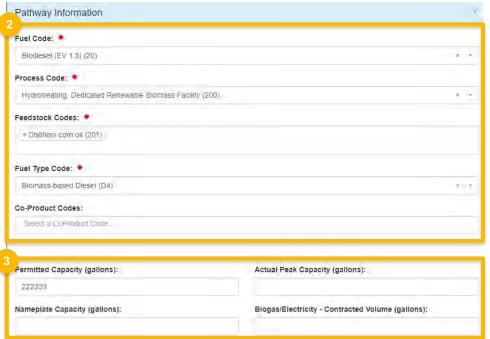
#### Edit fuel pathways

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...





### Edit fuel pathways (cont.)

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

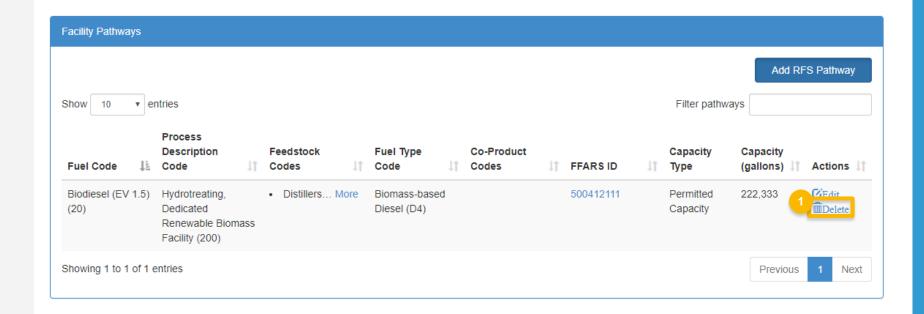
#### Associated FFARS Product:

Product Name	Product Type
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	
	<ul> <li>Amoco 1-K Kerosene</li> <li>Amoco LS No. 1 Dyed</li> <li>Amoco LS No.1 Diesel Fuel</li> <li>Amoco No. 1 Diesel Fuel</li> <li>No. 1 Fuel Oil (Amoco)</li> <li>Amofuel No. 1 Diesel Fuel (Amoco)</li> <li>Amofuel No. 1 Fuel Oil (Amoco)</li> <li>Amofuel No. 1 Oil (Amoco)</li> <li>No. 1 Diesel Fuel (Amoco)</li> <li>Amoco LS No. 1 Diesel Fuel Dyed</li> </ul>



### Delete fuel pathways

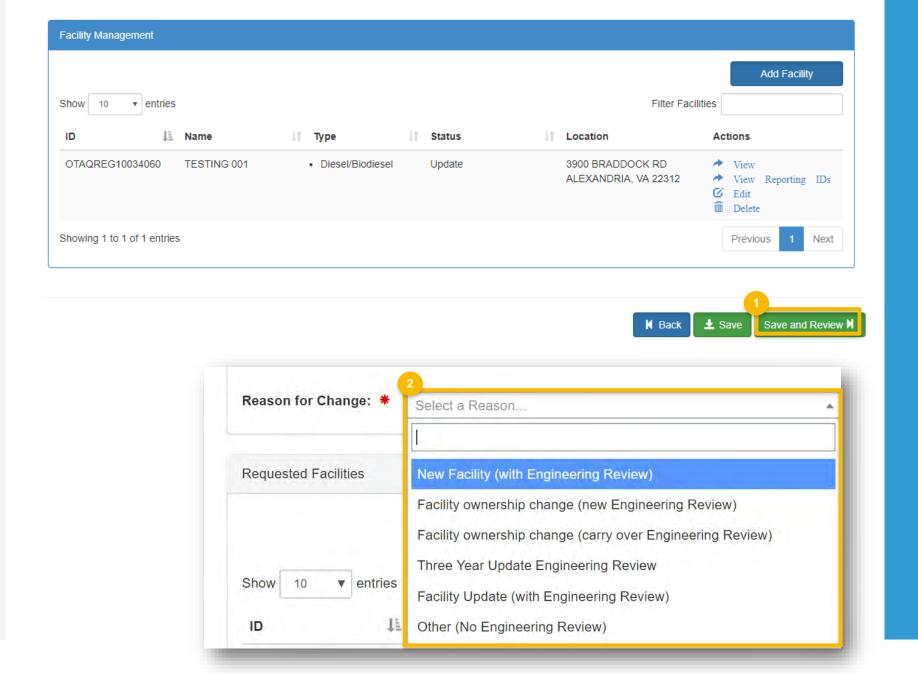
- 1. Click Delete
- 2. Click OK





### Review request and indicate reason for change

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

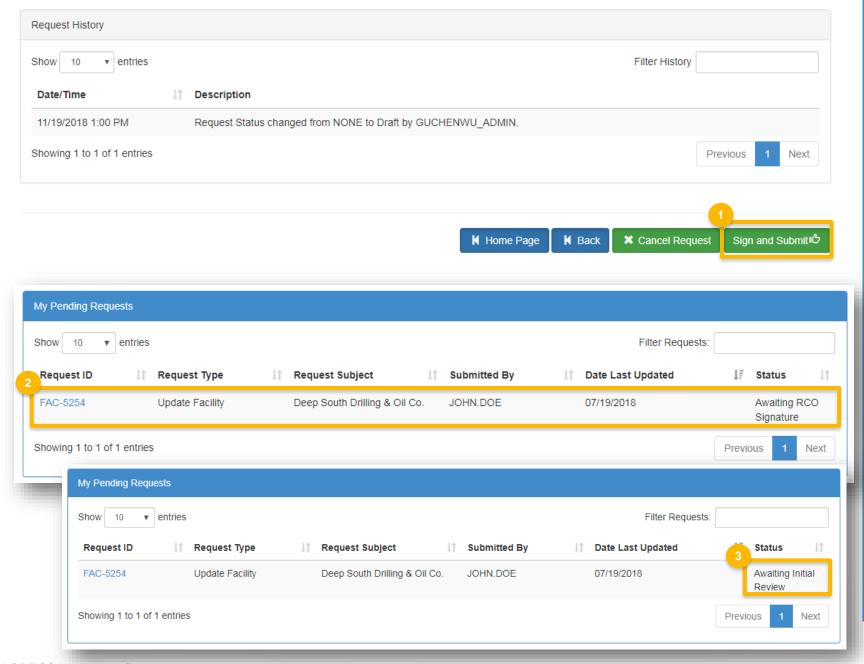


#### Delegated Users: Submit and notify RCO

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

- 1. Click Submit and Notify RCO
- The request will appear in the My
  Pending Requests section of your home
  page with the status Awaiting RCO
  Signature
- 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...



#### 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.

