



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

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:
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**

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

4 Facility Program Types and Activities

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)? *

Business Activities For *Diesel/Biodiesel* Program Type

Jet Fuel Producer **6** No

Renewable Fuel Producer Facility **6** 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

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.

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

9 Back Save 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)

Steps continue on next slide...

Facility Pathways

1 Add RFS Pathway

Show 10 pathways

Pathway Information

Fuel Code: *
Biodiesel (EV 1.5) (20)

Process Code: *
Transesterification, Dedicated Renewable Biomass Facility (180)

Feedstock Codes: *
x Biogenic Waste Oils/Fats/Greases (160) - Animal fat / Tallow

Fuel Type Code: *
Biomass-based Diesel (D4)

Co-Product Codes:
Select a CoProduct Code...

3

Permitted Capacity (gallons):
100

Actual Peak Capacity (gallons):

Nameplate Capacity (gallons):

Biogas/Electricity - Contracted Volume (gallons):

4 Add FFARS Product

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	•	<input type="button" value="Select"/>
535411411	•	<input type="button" value="Select"/>
550211113	•	<input type="button" value="Select"/>
	•	
	•	
550211412	•	<input type="button" value="Select"/>
	•	

Showing 1 to 4 of 4 entries

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...

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

Pathway Information

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):

Nameplate Capacity (gallons):

Biogas/Electricity - Contracted Volume (gallons):

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	

4
Replace FFARS Product

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?

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

◀ Back Save **1** Save and Review ▶

Reason for Change: * **2**

Select a Reason...

- 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

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
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

1 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

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.

The screenshot illustrates the RCO sign and submit process. It is divided into four numbered steps:

- Step 1:** The 'Request History' section shows a single entry: '07/19/2018 8:52 AM Request Status changed from NONE to Draft by JOHN.DOE.' Below the history are navigation buttons: 'Home Page', 'Back', 'Cancel Request', and 'Sign and Submit' (highlighted with a yellow circle).
- Step 2:** A confirmation dialog box appears with the text: '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.' Below the text are 'Accept' and 'Decline' buttons (highlighted with a yellow circle).
- Step 3:** The 'eSignature Widget' is shown, consisting of three sections:
 - 1. Authentication:** Includes fields for 'User:' (JOHN.DOE) and 'Password:' (masked with dots), a 'Show Password' checkbox, and a 'Welcome John Doe' message.
 - 2. Verification:** Includes a 'Question:' 'What is the first and middle name of your oldest sibling?' and an 'Answer:' field (masked with dots), a 'Show Answer' checkbox, and a 'Correct Answer' message.
 - 3. Sign File:** Includes a 'Sign' button.
- Step 4:** The 'My Pending Requests' section shows a table with one entry: 'FAC-5254 Update Facility Deep South Drilling & Oil Co. JOHN.DOE 07/19/2018 Awaiting Initial Review'. The entry is highlighted with a yellow circle.