Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

How to Add a New Facility to an Existing Company in OTAQREG

This job aid is designed to provide a high-level overview of the process for adding a new facility to an existing company in OTAQREG so that you can start using the redesigned OTAQREG system as quickly as possible.
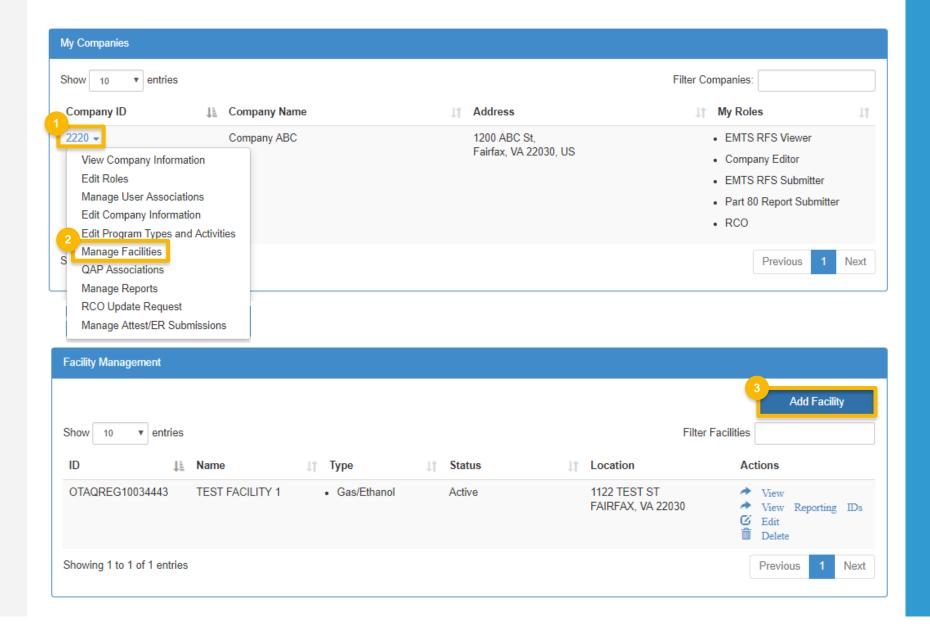
Before you begin:

1. You must have a Central Data Exchange (CDX) account

2. You must be logged into the CDX OTAQREG program service

3. You must have the Company Editor role in OTAQREG on behalf of the company for which you intend to add the new facility

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

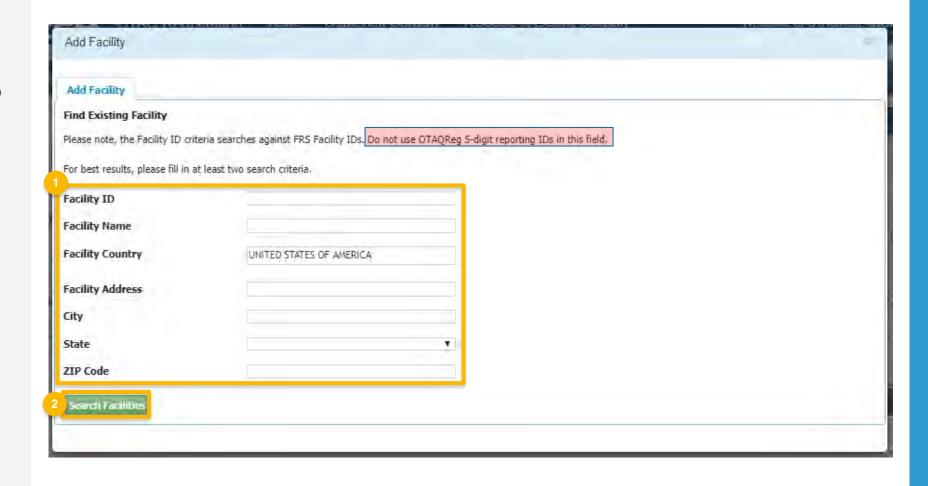https://www.epa.gov/fuels-registration-reporting-and-compliance-help

Initiate the request

1. Click the **Company ID**

2. Select **Manage Facilities**

3. Click **Add Facility**

Steps continue on next slide…

My Companies

Show [10 ▼] entries

Filter Companies: [   ]

Company ID	Company Name	Address	My Roles
① 2220 ▼	Company ABC	1200 ABC St, Fairfax, VA 22030, US	• EMTS RFS Viewer • Company Editor • EMTS RFS Submitter • Part 80 Report Submitter • RCO

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

Previous [1] Next

Facility Management

③ Add Facility

Show [10 ▼] entries

Filter Facilities: [   ]

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	• Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	➔ View ➔ View Reporting IDs ✐ Edit 🗑 Delete

Showing 1 to 1 of 1 entries

Previous [1] Next

Search for and add an existing facility

1. For best results, populate at least two of the following facility information fields to locate an existing facility in the EPA's Facility Registration System:

   - **OTAQ Program ID** (Facility ID)
     - Only available for registered facilities
   - Facility Name
   - Facility Country
   - Facility Address
   - City
   - State
   - ZIP Code
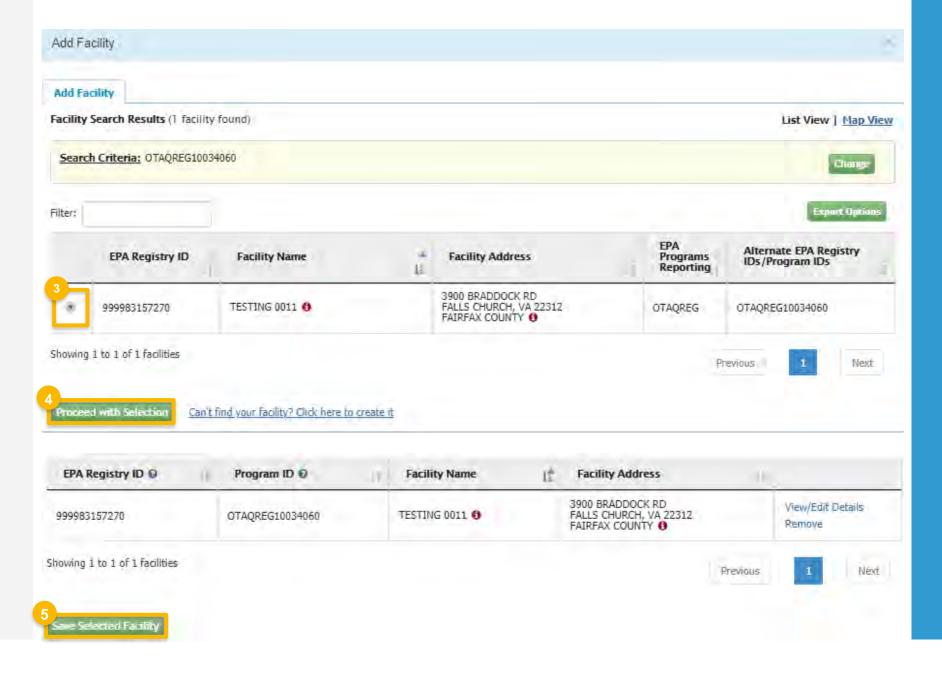
2. Click **Search Facilities**

Steps continue on next slide...

Search for and add an existing facility (cont.)

If facility found

3. Select the appropriate facility
4. Click **Proceed with Selection**
5. Click **Save Selected Facility**
❖ Proceed to slide 7

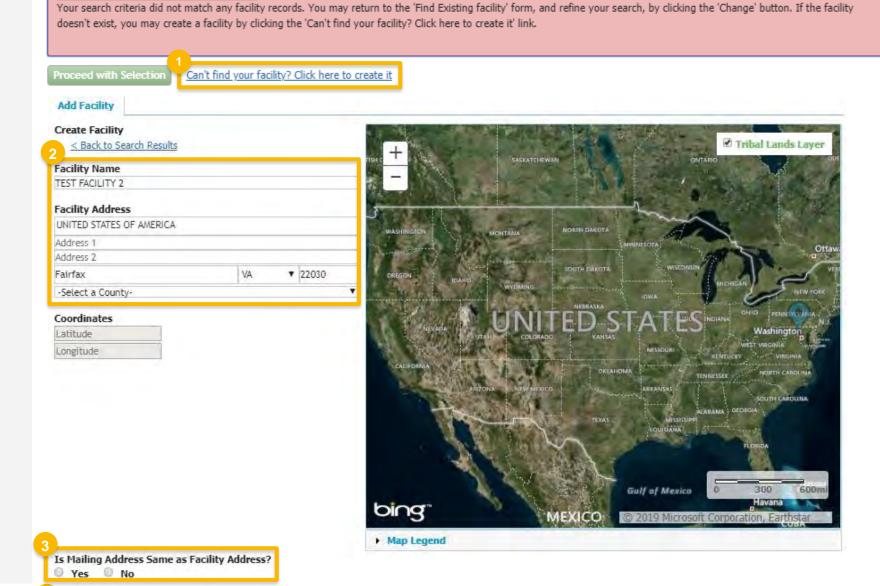Proceed to the next slide if the facility is not found...

Create a new facility

If no facilities found in FRS

1. Click **Can't find your facility? Click here to create it**

2. Enter the following facility information
   - Facility Name
   - Facility Address

3. Select the appropriate option for mailing address

4. Click **Map Facility**

Steps continue on next slide…

No Facilities Found

Your search criteria did not match any facility records. You may return to the 'Find Existing facility' form, and refine your search, by clicking the 'Change' button. If the facility doesn't exist, you may create a facility by clicking the 'Can't find your facility? Click here to create it' link.

1 Proceed with Selection   Can't find your facility? Click here to create it

Add Facility

Create Facility
< Back to Search Results

2
Facility Name
TEST FACILITY 2

Facility Address
UNITED STATES OF AMERICA
Address 1
Address 2
Fairfax   VA ▼ 22030
-Select a County-   ▼

Coordinates
Latitude
Longitude

☑ Tribal Lands Layer

3
Is Mailing Address Same as Facility Address?
○ Yes   ○ No

▸ **Map Legend**

4 Map Facility

Create a new facility (cont.)

If no facilities found

5. Click **Submit**
6. Click **Save Selected Facility**
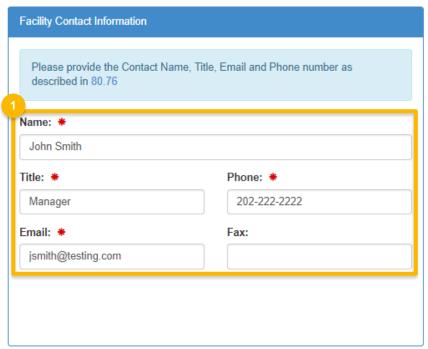
Steps continue on next slide…

Enter facility information

1. Enter the following **Facility Contact Information**
   - Name (required)
   - Title (required)
   - Phone (required)
   - Email (required)
   - Fax (if applicable)
2. Click **Save and Continue**

Steps continue on next slide…

Facility Name and Location

Facility Name:
TEST FACILITY 2

Street Address:
3344 TEST ST

Street Address (Line 2):

City:
FAIRFAX

State:
VA

Postal Code:
22030

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: ✱
Manager

Phone: ✱
202-222-2222

Email: ✱
jsmith@testing.com

Fax:

2

⇄ Edit Name / Location   ◀ Back   ⬇ Save   Save & Continue ▶
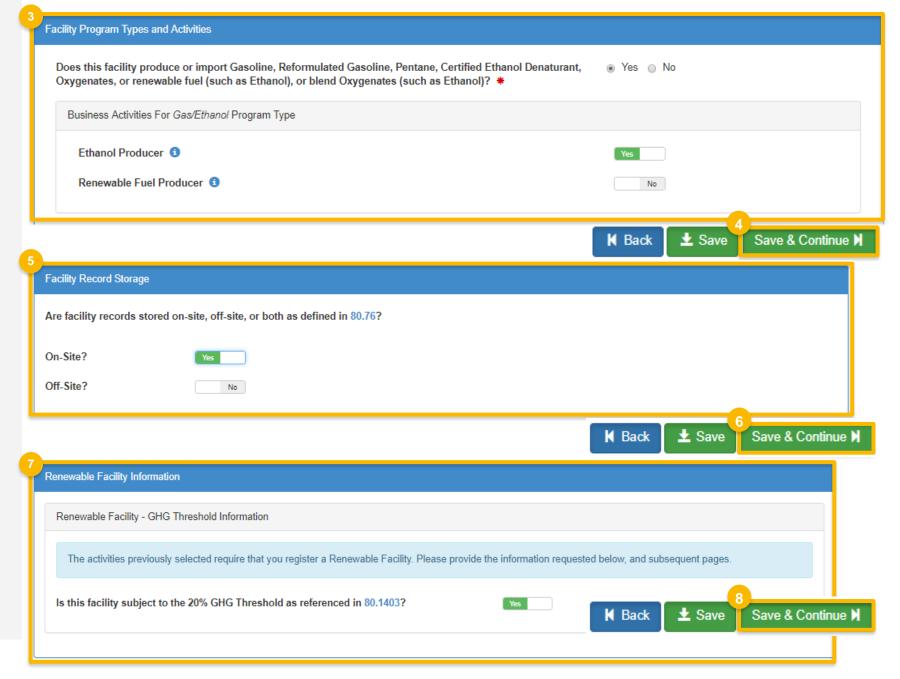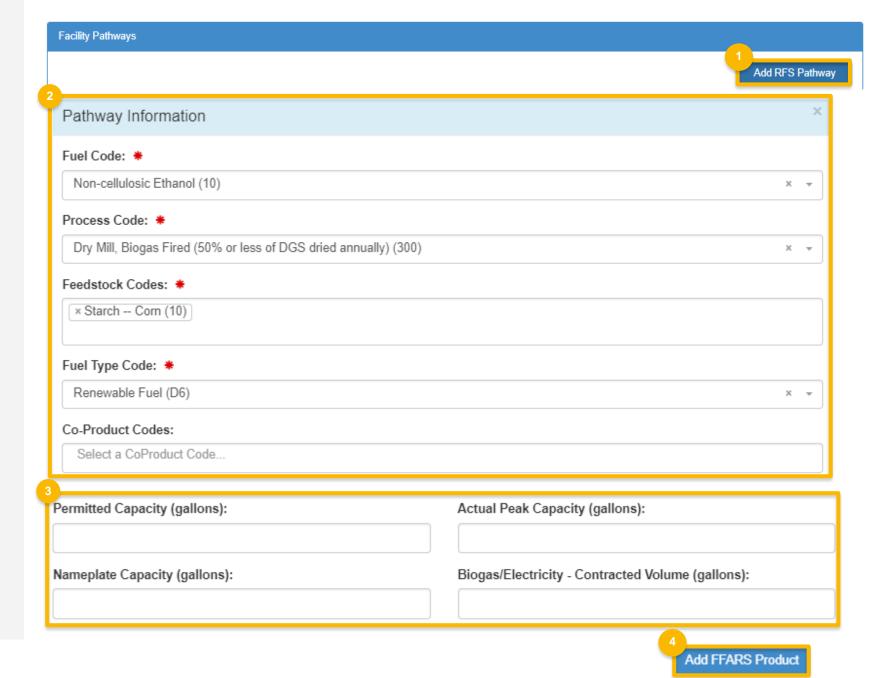
Enter facility information (cont.)

3. Select appropriate **Facility Program Types and Activities** (required)

4. Click **Save and Continue**

5. Select appropriate **Facility Record Storage** option

6. Click **Save and Continue**

❖ Proceed to slide 12 if not renewable fuel producer facility

7. Select applicable **Renewable Facility Information**

8. Click **Save and Continue**

Steps continue on next slide…

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)? ✳   ◉ Yes ○ No

Business Activities For *Gas/Ethanol* Program Type

Ethanol Producer ⓘ   `Yes`

Renewable Fuel Producer ⓘ   `No`

Back   **Save**   **Save & Continue**

Facility Record Storage

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

On-Site?   `Yes`

Off-Site?   `No`

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.

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

Back   **Save**   **Save & Continue**
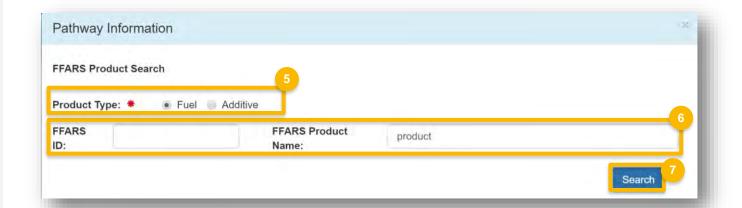
Add a new fuel pathway (if applicable)
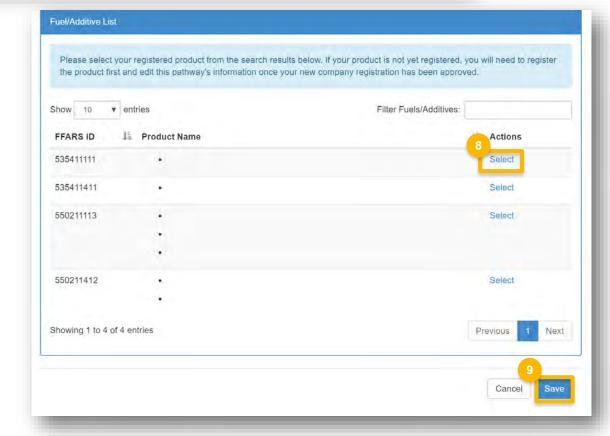
1. Click **Add RFS Pathway**
2. Enter the following pathway information:
   - Fuel Code (required)
   - Process Code (required)
   - Feedstock Code(s), (required)
   - Fuel Type Code (required)
   - Co-Product Code(s), (if applicable)
3. Enter capacity for only one applicable capacity type (required)
4. Click **Add FFARs Product** (if applicable)

Steps continue on next slide...

Facility Pathways

1 Add RFS Pathway

2 Pathway Information ✕

Fuel Code: ✳
Non-cellulosic Ethanol (10)   ✕ ▾

Process Code: ✳
Dry Mill, Biogas Fired (50% or less of DGS dried annually) (300)   ✕ ▾

Feedstock Codes: ✳
✕ Starch -- Corn (10)

Fuel Type Code: ✳
Renewable Fuel (D6)   ✕ ▾

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

3
Permitted Capacity (gallons):

Actual Peak Capacity (gallons):

Nameplate Capacity (gallons):

Biogas/Electricity - Contracted Volume (gallons):

4 Add FFARS Product

Add a new fuel pathway (cont.)

5. Select **Product Type** (required)

6. Enter **FFARs ID** or **Product Name**
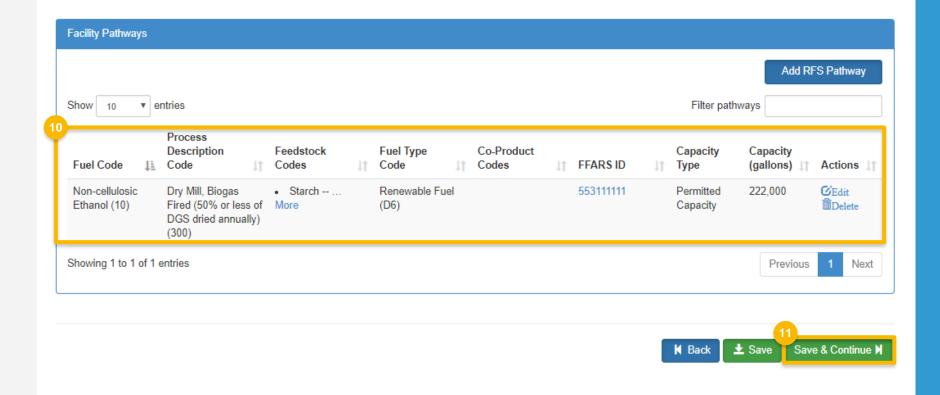
7. Click **Search**

8. Click **Select**

9. Click **Save**

Steps continue on next slide...

Add a new fuel pathway (cont.)

10. Review **Facility Pathways** information

11. Click **Save and Continue**

Steps continue on next slide…

Facility Pathways

Add RFS Pathway

Show [10 ▼] entries

Filter pathways [ ]

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Actions
Non-cellulosic Ethanol (10)	Dry Mill, Biogas Fired (50% or less of DGS dried annually) (300)	• Starch -- … More	Renewable Fuel (D6)		553111111	Permitted Capacity	222,000	Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Back ⬇ Save Save & Continue ⏭

Review your request and indicate reason for change

1. Click **Save and Review**

2. Select **Reason for Change** (required)

Steps continue on next slide...
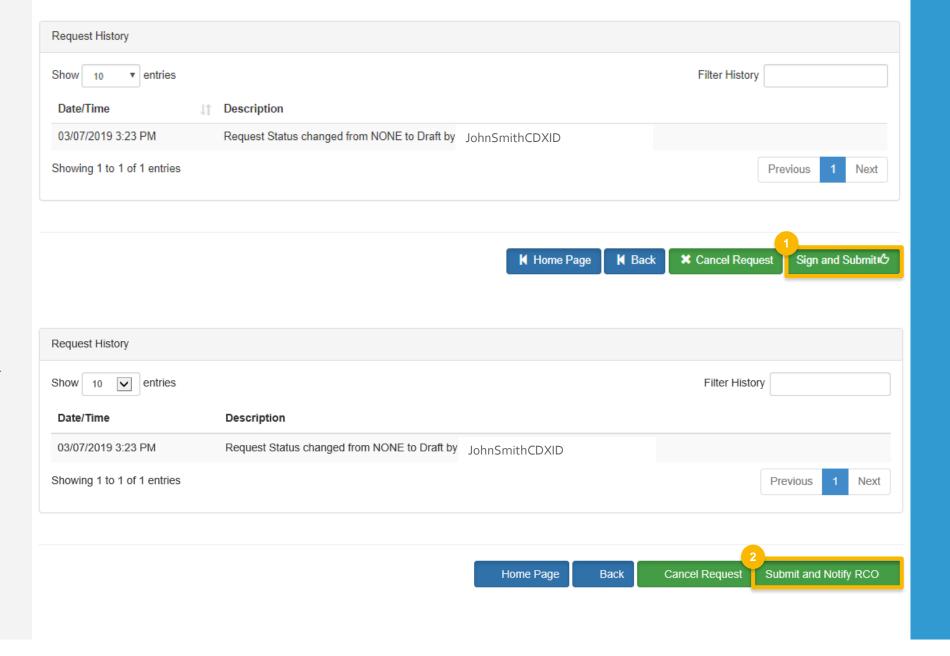
Review and submit your request

If you are the company RCO:

1. Click **Sign and Submit**

If you are NOT the company RCO:

2. Click **Submit and Notify RCO**

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

Request History

Show 10 entries

Filter History

Date/Time	Description	
03/07/2019 3:23 PM	Request Status changed from NONE to Draft by	JohnSmithCDXID

Showing 1 to 1 of 1 entries

Previous 1 Next

◄ Home Page   ◄ Back   ✖ Cancel Request   **①** Sign and Submit

Request History

Show 10 entries

Filter History

Date/Time	Description	
03/07/2019 3:23 PM	Request Status changed from NONE to Draft by	JohnSmithCDXID

Showing 1 to 1 of 1 entries

Previous 1 Next

Home Page   Back   Cancel Request   **②** Submit and Notify RCO

Review and submit your request (cont.)

3. Click **Accept**

4. Use the **eSignature Widget** to sign the request

5. 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 regarding any status changes to your request.