



# 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
2220	Company ABC	1200 ABC St, Fairfax, VA 22030, US	<ul style="list-style-type: none"><li>EMTS RFS Viewer</li><li>Company Editor</li><li>EMTS RFS Submitter</li><li>Part 80 Report Submitter</li><li>RCO</li></ul>

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Facility Management

Show 10 entries Filter Facilities:

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	<ul style="list-style-type: none"><li>View</li><li>View Reporting IDs</li><li>Edit</li><li>Delete</li></ul>

Showing 1 to 1 of 1 entries

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## 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...

The screenshot shows a web browser window titled "Add Facility". The page has a light blue header with the title "Add Facility". Below the header, there is a tab labeled "Add Facility". The main content area is titled "Find Existing Facility". A note states: "Please note, the Facility ID criteria searches against FRS Facility IDs. Do not use OTAQReg 5-digit reporting IDs in this field." Below this note, it says: "For best results, please fill in at least two search criteria." A yellow box highlights the search criteria fields, which include: "Facility ID", "Facility Name", "Facility Country" (with "UNITED STATES OF AMERICA" selected), "Facility Address", "City", "State" (with a dropdown arrow), and "ZIP Code". A yellow circle with the number "1" is next to the "Facility ID" field. A green box highlights the "Search Facilities" button, with a yellow circle and the number "2" next to it.

## 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...

The screenshot shows the 'Add Facility' interface. At the top, there is a search bar with the criteria 'OTAQREG10034060' and a 'Change' button. Below the search bar, there is a 'Filter:' input field and an 'Export Options' button. The main content area displays a table of search results with the following columns: EPA Registry ID, Facility Name, Facility Address, EPA Programs Reporting, and Alternate EPA Registry IDs/Program IDs. A single facility is listed with EPA Registry ID 999983157270, Facility Name TESTING 0011, and Facility Address 3900 BRADDOCK RD FALLS CHURCH, VA 22312 FAIRFAX COUNTY. A yellow box with a '3' highlights the selection icon in the first column of this row. Below the table, there is a 'Showing 1 to 1 of 1 facilities' indicator and navigation buttons for 'Previous', '1', and 'Next'. A yellow box with a '4' highlights the 'Proceed with Selection' button and a link that says 'Can't find your facility? Click here to create it'. Below this, there is another table with columns: EPA Registry ID, Program ID, Facility Name, Facility Address, and View/Edit Details Remove. The same facility is listed with Program ID OTAQREG10034060. A yellow box with a '5' highlights the 'Save Selected Facility' button at the bottom of the interface.

**Add Facility**

**Add Facility**

**Facility Search Results** (1 facility found) List View | Map View

**Search Criteria:** OTAQREG10034060 Change

Filter:  Export Options

EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
999983157270	TESTING 0011	3900 BRADDOCK RD FALLS CHURCH, VA 22312 FAIRFAX COUNTY	OTAQREG	OTAQREG10034060

Showing 1 to 1 of 1 facilities Previous 1 Next

**Proceed with Selection** [Can't find your facility? Click here to create it](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	View/Edit Details Remove
999983157270	OTAQREG10034060	TESTING 0011	3900 BRADDOCK RD FALLS CHURCH, VA 22312 FAIRFAX COUNTY	View/Edit Details Remove

Showing 1 to 1 of 1 facilities Previous 1 Next

**Save Selected Facility**

# 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.

Proceed with Selection

[Can't find your facility? Click here to create it](#)

Add Facility

Create Facility

[< Back to Search Results](#)

Facility Name

TEST FACILITY 2

Facility Address

UNITED STATES OF AMERICA

Address 1

Address 2

Fairfax:

VA

22030

-Select a County-

Coordinates

Latitude

Longitude

3

Is Mailing Address Same as Facility Address?

Yes

No

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...

**Add Facility**

**Create Facility**  
[< Back to Search Results](#)

**Facility Name**  
TEST FACILITY 2

**Facility Address**  
UNITED STATES OF AMERICA  
3344 Test St  
Address 2  
Fairfax VA 22030  
FAIRFAX COUNTY

**Coordinates**  
38.84674  
-77.33517

**Is Mailing Address Same as Facility Address?**  
 Yes  No

**5** **Submit**

**Map**  
TEST FACILITY 2  
Facility Address:  
FAIRFAX, VA 22030  
UNITED STATES OF AMERICA  
[Move point on map](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	
Pending	Pending	TEST FACILITY 2	3344 TEST ST FAIRFAX, VA 22030 FAIRFAX COUNTY	<a href="#">View/Edit Details</a> <a href="#">Remove</a>

Showing 1 to 1 of 1 facilities

**6** **Save Selected Facility**

# 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...

**3** 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 *i*  Yes

Renewable Fuel Producer *i*  No

**4**

**5** Facility Record Storage

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

On-Site?  Yes

Off-Site?  No

**6**

**7** 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

**8**



## 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**

<b>Permitted Capacity (gallons):</b>	<b>Actual Peak Capacity (gallons):</b>
<input type="text"/>	<input type="text"/>
<b>Nameplate Capacity (gallons):</b>	<b>Biogas/Electricity - Contracted Volume (gallons):</b>
<input type="text"/>	<input type="text"/>

**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...

Pathway Information

FFARS Product Search

Product Type: \*  Fuel  Additive

FFARS ID:  FFARS Product Name:

Callout 5 points to the Product Type section. Callout 6 points to the FFARS ID and Product Name input fields. Callout 7 points to the Search button.

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 checked="" 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

Previous 1 Next

Callout 8 points to the 'Select' button in the first row of the table. Callout 9 points to the 'Save' button at the bottom right.

## Add a new fuel pathway (cont.)

10. Review Facility Pathways information

11. Click Save and Continue

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
Non-cellulosic Ethanol (10)	Dry Mill, Biogas Fired (50% or less of DGS dried annually) (300)	• Starch -- ... <a href="#">More</a>	Renewable Fuel (D6)		553111111	Permitted Capacity	222,000	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous **1** Next

[Back](#) [Save](#) **11** [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...

Facility Management

Show  entries Filter Facilities  [Add Facility](#)

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	• Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	<a href="#">View</a> <a href="#">View Reporting IDs</a> <a href="#">Edit</a> <a href="#">Delete</a>
OTAQREG10034480	TEST FACILITY 2	• Gas/Ethanol	New	3344 TEST ST FAIRFAX, VA 22030	<a href="#">View</a> <a href="#">View Reporting IDs</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

[Back](#) [Save](#) [Save and Review](#)

**Reason for Change: \***

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  entries

ID
----

# 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  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  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.

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**

**eSignature Widget**

**1. Authentication**  
Log into CDX  
**User:**  
JohnSmithCDXID  
**Password:**  
.....  
**Show Password**   
Welcome

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

**3. Sign File**

**My Pending Requests**

Show  entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
<b>5</b> FAC-14779	Update Facility	Company ABC	JohnSmithCDXID	03/08/2019	Awaiting Initial Review

Showing 1 to 1 of 1 entries