

Job Aid



How to Add a New Fuel Product under 40 CFR Part 79 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
4. You must have the Fuel Product and Additive Editor role

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 Fuel Products**

The screenshot displays the 'My Companies' interface. At the top, there is a header 'My Companies' and a 'Show 10 entries' dropdown. A search box labeled 'Filter Companies:' is on the right. Below this is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows '1041' in the 'Company ID' column, 'Test Biodiesel Manufacturer Company' in the 'Company Name' column, '123 Main Street, Anywhere, AL 12345, US' in the 'Address' column, and a list of roles: 'Company Editor', 'RCO', and 'Fuel Product And Additive Editor'. A dropdown menu is open for the '1041' cell, listing various actions: 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities', 'Manage Facilities', 'Manage Fuel Products', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. The 'Manage Fuel Products' option is highlighted with a yellow box. A yellow circle with the number '1' is next to the '1041' cell, and another yellow circle with the number '2' is next to the 'Manage Fuel Products' option. At the bottom right of the table, there are 'Previous', '1', and 'Next' navigation buttons.

Add the New Fuel Information

1. Click **Add Fuel**
2. Click **Add Commercial Name**
3. Enter the Commercial Name into the **Name** field
4. Answer **Yes** or **No** to Primary Name Inquiry.
5. Click **Save & Continue**

Steps continue on next slide...

The screenshot displays the 'Fuel Product Management' interface. At the top, there is a navigation bar with 'Home' and 'Fuel Product Management'. Below this is a 'Fuel Products' section with a table listing products. A blue button labeled 'Add Fuel' is highlighted with a yellow box and a circled '1'. Below the table, a light blue notification box titled 'What To Do' contains text about fuel manufacturer regulations. Below the notification, there is a 'Fuel Information' section with a blue button labeled 'Add Commercial Name' highlighted with a yellow box and a circled '2'. A modal window titled 'Add Commercial Name' is open, showing a 'Name' field (highlighted with a yellow box and a circled '3') and an 'Is This Name Primary?' dropdown menu (highlighted with a yellow box and a circled '4'). At the bottom of the page, there are three buttons: 'Back', 'Save', and 'Save & Continue'. The 'Save & Continue' button is highlighted with a yellow box and a circled '5'.

Add Fuel Properties and Trace Elements

1. Enter Fuel Properties
2. Click Add Trace Element
3. Enter Trace Element information
4. Click Save

Continue to next slide to continue...

Fuel Properties and Trace Elements

To the extent known, please enter the fuel property information requested below, as required by 40 CFR Parts 79.32 and 79.33.

Fuel Properties

Property	Percent by Weight Highest	Percent by Weight Lowest	Percent by Weight Average	Method of Analysis	Actions
Aromatics	<input type="text" value=".1"/>	<input type="text"/>	<input type="text"/>	ASTM D-1091	<input type="button" value="Clear"/>
Olefins	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>
Polynuclear Organic Material	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>
Saturates	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>
Sulfur	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>

Trace Elements

Add Trace Element

Element Name *

Method of Analysis

Percent by Weight

Highest

Lowest

Average

Add Trace Element

Add Fuel Properties and Trace Elements (cont.)

5. Enter Diesel Fuel Properties
6. Select **Yes** to agree to CBI statement
7. Click **Save & Continue**

5

Diesel Fuel Properties

Property	Highest Value	Lowest Value	Average Value	Unit	Actions
Distillation: 90% Point	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	C ▾	Clear
Distillation: End Point	<input type="text"/>	<input type="text"/>	<input type="text"/>	C ▾	Clear

Cetane Number or Index:

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Properties and Trace Elements information provided? Yes 6

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

7

Back Save Save & Continue

Add Fuel Additives

1. Answer **Yes** or **No** to additive question
2. Click **Search Registered Additives**
3. Search by **FFARS ID** or **FFARS Product Name**
4. Click **Search**
5. Click **Add** to add the Additive to the registration request
6. Click **Save**

Steps continued on next slide...

The screenshot shows the 'Fuel Additives' registration process. At the top, a blue header reads 'Fuel Additives'. Below it, a light blue box contains the instruction: 'Please provide the information requested below, as required by 40 CFR Part 79.11.' A question 'Are there additives in the fuel you are registering?' is followed by radio buttons for 'Yes' (selected) and 'No'. A yellow box labeled '1' highlights this question and its options. Below this is the 'Additives' section, which includes a 'Show 10 entries' dropdown, a 'Filter Additives' search box, and a 'Search Registered Additives' button highlighted with a yellow box labeled '2'. A 'Range of Concentration' filter is set to 'Average'. A table lists additives with columns for 'Additive Name', 'Purpose-In-Use', 'Highest', 'Lowest', 'Average', 'Units of Measure', and 'Actions'. An inset window titled 'Fuel Additive Search' is overlaid on the table. It has input fields for 'FFARS ID' (containing '000620020') and 'FFARS Product Name', a 'Search' button highlighted with a yellow box labeled '4', and a yellow box labeled '3' around the search fields. Below the search window is a 'Fuel Additive List' showing one entry with 'FFARS ID' '000620020' and 'Product Name' 'Test Additive 20' and 'Test Additive 20 Secondary'. An 'Add?' button with a plus icon is highlighted with a yellow box labeled '5'. At the bottom right of the main interface, 'Cancel' and 'Save' buttons are visible, with 'Save' highlighted by a yellow box labeled '6'.

Add Fuel Additives (cont.)

7. Enter in Additive information
8. Select **Yes** to agree to CBI statement
9. Click **Search & Continue**

Steps continued on next slide...

Please provide the information requested below, as required by 40 CFR Part 79.11.

Are there additives in the fuel you are registering? Yes No

Additives

Search Registered Additives

Show 10 entries Filter Additives

Additive Name	Purpose-In-Use	Range of Concentration			Units of Measure	Actions
		Highest	Lowest	Average		
Test Additive 20 Test Additive 20 Secondary	* Additive component (AC)	.1	.05	.075	% vol	Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Additive information provided? Yes

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Back Save **Save & Continue**

Add Additional Fuel Information

1. Answer **Yes** or **No** to Analytical Technique Information
2. Select **Yes** to agree to CBI statement
3. Answer **Yes** or **No** to Mechanism of Action Information
4. Select **Yes** to agree to CBI statement

Steps continued on next slide...

1 Analytical Technique Information

Do you have knowledge of analytical techniques used to detect the presence and measure the concentration of any additives present in any fuel(s) you are currently registering, as required by 40 CFR Part 79.11? * Yes No

Please attach any documents that provide summaries and/or a description of the test procedures used in obtaining the information.

2 Confidential Business Information

Do you assert a confidentiality claim on the Analytical Technique information provided? Yes No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

3 Mechanism of Action Information

Do you have any information developed by or for you concerning the mechanisms of action of any of the additives reported; reactions between the additives and the motor vehicle fuel; the identification and/or measurement of the emission products of the additives when used in the motor vehicle fuel; the effects of the additives on all emissions; the toxicity and any other public health or welfare effects of the emission products of the additives; and/or the effects of the emission products of the gasoline additives on the performance of emission control devices or systems? * Yes No

Please attach any documents that provide summaries and/or a description of the test procedures used in obtaining the information.

4 Confidential Business Information

Do you assert a confidentiality claim on the Mechanism of Action information provided? Yes No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Add Additional Fuel Information (cont.)

5. Enter PADD Sales Information
6. Select **Yes** to agree to CBI statement
7. Answer **Yes** or **No** to Derivation Information
8. Select **Yes** to agree to CBI statement
9. Click **Save & Continue**

Steps continued on next slide...

The screenshot shows a multi-step web form. The first section, 'PADD Sales Information', contains six input fields for PADD 1 through PADD 6, with a 'Total' field showing 100. A yellow box highlights these fields with a callout '5'. The second section, 'Confidential Business Information', asks 'Do you assert a confidentiality claim on the PADD Distribution information provided?' with a 'Yes' button highlighted by a yellow box and callout '6'. Below this is a disclaimer. The third section, 'Fuel Derivation Information', asks 'Is this fuel derived only from conventional petroleum, heavy oil deposits, coal, tar sands, and/or oil sands, as required by 40 CFR Part 79.56?' with radio buttons for 'Yes' and 'No', where 'No' is selected and highlighted by a yellow box and callout '7'. Below this is another 'Confidential Business Information' section with a 'Yes' button highlighted by a yellow box and callout '8', followed by a disclaimer. At the bottom right, there are three buttons: 'Back', 'Save', and 'Save & Continue', with the 'Save & Continue' button highlighted by a yellow box and callout '9'.

PADD Sales Information

To the nearest percent, estimated for the third year of production, enter the percent of sales by Petroleum Administration for Defense District (PADD) for the motor vehicle fuel.

PADD 1: * 50 PADD 2: * 50 PADD 3: * 0
PADD 4: * 0 PADD 5: * 0 PADD 6: * 0

Total: 100

Confidential Business Information

Do you assert a confidentiality claim on the PADD Distribution information provided? Yes

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Fuel Derivation Information

Is this fuel derived only from conventional petroleum, heavy oil deposits, coal, tar sands, and/or oil sands, as required by 40 CFR Part 79.56? * Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Derivation information provided? Yes

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Back Save Save & Continue

Add Small Business Provisions and Grouping Information

1. Answer **Yes** or **No** to Small Business Provisions
2. Answer **Yes** or **No** to Grouping Information
3. Select **Yes** to agree to CBI statement
4. Click **Save & Continue**

Steps continued on next slide...

The screenshot shows a web form with four sections, each with a numbered step indicator:

- Small Business Provisions:** A blue header. Below it, a light blue box contains the text: "Certain small businesses qualify for exemptions from health-effects testing requirements. If you believe you may qualify as a small business, please indicate it below so that we may determine if you qualify for the Small Business Provision, as described in 40 CFR Part 79.58." Below this is the question "Is this fuel registration for a small business? *" with radio buttons for "Yes" and "No". The "No" button is selected and highlighted with a yellow box labeled "1".
- Grouping Information:** A blue header. Below it, a light blue box contains the text: "If you do not qualify for a small business provision, you must be a member of a testing group appropriate for your fuel or capable of supplying the appropriate health-effects test information, as required by 40 CFR Part 79.58." Below this is the question "Are you a member of a testing group? *" with radio buttons for "Yes" and "No". The "No" button is selected and highlighted with a yellow box labeled "2". Below this is another light blue box with the text: "If you do not qualify as a small business and are not a member of a testing group, then you must attach the appropriate health-effects test information." Below this is a blue button labeled "Upload Files".
- Confidential Business Information:** A light gray header. Below it, the question "Do you assert a confidentiality claim on the Grouping information provided?" is followed by a "Yes" radio button, which is selected and highlighted with a yellow box labeled "3". Below this is a light blue box with the text: "If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2."
- Navigation:** At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue". The "Save & Continue" button is highlighted with a yellow box labeled "4".

Add General Attachments

1. **Upload** any additional documents you deem appropriate
2. **Enter** general comments as appropriate
3. Click **Save & Continue**

The screenshot shows a web form titled "General Attachments". At the top, there is a blue header bar with the text "General Attachments". Below this is a light blue box containing the text: "Here is where you may attach any additional documents. Files that are allowed have the following extensions: .xls, .xlsx, .pptx, .ppt, .doc, .docx, .txt, .pdf". Below this box is a blue button with a white circular icon containing a plus sign and the text "Upload File", which is highlighted with a yellow box and a yellow circle containing the number "1". Below the button is the text "General Comments:" followed by a large, empty white text area with a yellow border, which is also highlighted with a yellow box and a yellow circle containing the number "2". At the bottom right of the form, there are three buttons: a blue "Back" button with a left arrow, a green "Save" button with a download icon, and a green "Save & Continue" button with a right arrow, which is highlighted with a yellow box and a yellow circle containing the number "3".

Review and submit request

If you are the RCO of the company:

1. Click Sign and Submit

If you are not the RCO of the company:

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
04/07/2020 3:48 PM	Request Status changed from NONE to Draft by DEMOUSER.

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

1

[Home Page](#) [Back](#) [Cancel Request](#) [Sign and Submit](#)

2

[Home Page](#) [Back](#) [Cancel Request](#) [Submit and Notify RCO](#)

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
03/23/2020 7:16 PM	Request Status changed from NONE to Draft by AARONHARRISDEV2.
03/23/2020 7:25 PM	Request Status changed from Draft to Awaiting RCO Signature by AARONHARRISDEV2.

Showing 1 to 2 of 2 entries

Previous 1 Next

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.

Accept Decline

1. Authentication
Log into CDX
User: AARONHARRISDEV
Password: [password field]
Show Password

2. Verification
Question: What is your favorite pet's name?
Answer: [answer field]
Show Answer
Correct Answer

3. Sign File
Sign

Home Page Edit Request Cancel Request Sign and Submit

My Pending Requests

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-91	Update Company Program Type	Company ABC	AARONHARRISDEV2	03/23/2020	Awaiting Initial Review

Showing 1 to 1 of 1 entries

Previous 1 Next