

## Job Aid



# How to Deactivate a 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 'Show 10 entries' dropdown and a 'Filter Companies:' search box. Below this is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows '1040' as the Company ID, 'Company ABC' as the name, and '1234 Test Road, Development, MD 21076, US' as the address. The 'My Roles' column lists: 'Part 80 Report Submitter', 'Company Editor', and 'Fuel Product And Additive Editor'. A dropdown menu is open for the '1040' Company ID, with 'Manage Fuel Products' highlighted. Other options in the menu include 'View Company Information', 'Edit Roles', 'Edit Company Information', 'Edit Program Types and Activities', 'Manage Facilities', 'QAP Associations', 'Manage Reports', 'RCO Update Request', and 'Manage Attest/ER Submissions'. Navigation buttons 'Previous', '1', and 'Next' are visible at the bottom right of the table.

Company ID	Company Name	Address	My Roles
1040	Company ABC	1234 Test Road, Development, MD 21076, US	<ul style="list-style-type: none"><li>Part 80 Report Submitter</li><li>Company Editor</li><li>Fuel Product And Additive Editor</li></ul>

# Update the Fuel Information

1. Click Deactivate
2. Click Yes, Deactivate Fuel Product to confirm

Home / Fuel Product Management

Fuel Products

Show 10 entries Add Fuel

Filter Fuels

FFARS Product ID	Commercial Name	Status	Actions
501130001	• Test name ★	Active	<span>1</span> <a href="#">View</a> <a href="#">Deactivate</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Home Create New Company Associate To Existing Company

**Confirm**

Are you sure you want to deactivate this fuel product?

No 2 **Yes, Deactivate Fuel Product**

Back

# 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