Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

How to Update 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**

Review and Edit Fuel Information

1. Click **Edit** to edit the Fuel Product

2. Review Commercial Names. Click **Edit** to edit as appropriate

3. Click **Save & Continue**

Review and Edit Fuel Properties and Trace Elements

1. Review and edit **Fuel Properties**

2. Click **Add Trace Element** to edit Element information

3. Review and edit **Trace Element** information as appropriate

4. Click **Save**

Continue to next slide to continue...

Review and Edit Fuel Properties and Trace Elements (cont.)

5. Review and edit **Diesel Fuel Properties**

6. Select **Yes** to agree to CBI statement

7. Click **Save & Continue**

Review and Edit 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 new additive to the registration request

6. Click **Save**

Steps continued on next slide...

Review and Edit Fuel Additives (cont.)

7. Review and Edit **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 [   ] **7**

| 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

8

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.

9

◄ Back   ⬇ Save   Save & Continue ►

Review and Edit 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...

Review and Edit Additional Fuel Information (cont.)

5. Review and edit **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**

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.

5

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

Total: 100

Confidential Business Information

6

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

7

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

8

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.

9

◄ Back   ⬇ Save   Save & Continue ►

Review and Edit 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**

Small Business Provisions

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.

Is this fuel registration for a small business? ✱ ○ Yes ● No **[1]**

Grouping Information

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 79.56.

Are you a member of a testing group? ✱ ○ Yes ● No **[2]**

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.

Upload Files

Confidential Business Information

Do you assert a confidentiality claim on the Grouping information provided? Yes **[3]**

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 ► **[4]**

Add General Attachments

1. **Upload** any additional documents you deem appropriate

2. **Enter** general comments as appropriate

3. Click **Save & Continue**

General Attachments

Here is where you may attach any additional documents. Files that are allowed have the following extensions: .xls, .xslx, .pptx, .ppt, .doc, .docx, .txt, .pdf

1 ⊕ Upload File

General Comments: **2**

3

◄ Back   ± Save   Save & Continue ◄

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...
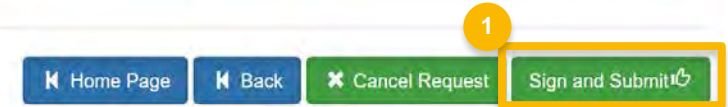
Request History

Show [10 ▼] entries   Filter History [   ]

Date/Time	Description
04/07/2020 3:48 PM	Request Status changed from NONE to Draft by DEMOUSER.
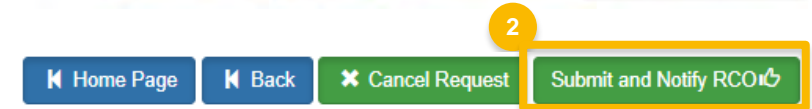
Showing 1 to 1 of 1 entries   Previous [1] Next

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.

② [Accept] [Decline]

① [◄ Home Page] [✎ Edit Request] [✖ Cancel Request] [Sign and Submit👍]

③ eSignature Widget

1. Authentication	2. Verification	3. Sign File
Log into CDX	Question:	[Sign]
User:	What is your favorite pet's name?	
AARONHARRISDEV	Answer:	
	••••••	
Password:	Show Answer ☐	
••••••••••••	Correct Answer	
Show Password ☐		
Welcome Aaron Harris		

My Pending Requests

Show [10 ▼] entries

Filter Requests: [   ]

④ 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