

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**

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'. A single row is visible for 'Company ABC' with address '1234 Test Road, Development, MD 21076, US' and roles 'Part 80 Report Submitter', 'Company Editor', and 'Fuel Product And Additive Editor'. A dropdown menu is open for the 'Company ID' '1040', listing various actions. The 'Manage Fuel Products' option is highlighted with a yellow box and a '2' in a yellow circle. A '1' in a yellow circle is placed over the '1040' dropdown. At the bottom right of the table, there are 'Previous', '1', and 'Next' navigation buttons.

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

- View Company Information
- Edit Roles
- Edit Company Information
- Edit Program Types and Activities
- Manage Facilities
- Manage Fuel Products**
- QAP Associations
- Manage Reports
- RCO Update Request
- Manage Attest/ER Submissions

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**

Home / Fuel Product Management

Fuel Products

Show 10 entries Filter Fuels [Add Fuel](#)

FFARS Product ID	Commercial Name	Status	Actions
501130001	• Test name ★	Active	View Edit Deactivate

Showing 1 to 1 of 1 entries Previous 1 Next

Fuel Information

[Add Commercial Name](#)

Commercial Names

Show 10 entries Filter Names

Commercial Name	Primary?	Actions
Test name	Yes	Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Fuel Source: * Fuel Type: * Fuel Grade: *

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

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

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**

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 ▾	
Distillation: End Point	<input type="text"/>	<input type="text"/>	<input type="text"/>	C ▾	

Cetane Number or Index:

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Properties and Trace Elements information provided? Yes No 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

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...

The screenshot shows the 'Fuel Additives' registration interface. 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' input field, and a 'Search Registered Additives' button highlighted with a yellow box labeled '2'. A 'Range of Concentration' filter is set to 'Average'. A table with columns 'Additive Name', 'Purpose-In-Use', 'Highest', 'Lowest', 'Average', 'Units of Measure', and 'Actions' is visible. 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 area. Below the search area is a 'Fuel Additive List' with a table showing one entry for FFARS ID '000620020' with product names '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 of the inset window, 'Cancel' and 'Save' buttons are visible, with 'Save' highlighted by a yellow box labeled '6'.

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

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**

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...

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.

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.

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 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.

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 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.

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

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 79.58.

Are you a member of a testing group? *

Yes No

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

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 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 instruction box: "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 the instruction box is a blue button with a circular arrow icon 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, 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: "Back" (blue), "Save" (green), and "Save & Continue" (green), 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...



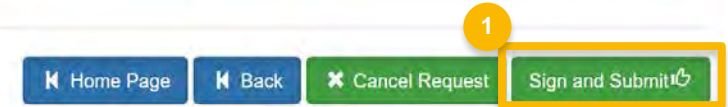
Request History

Show 10 entries Filter History

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

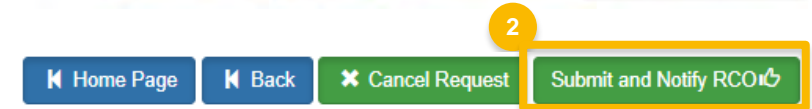
Showing 1 to 1 of 1 entries

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.

Accept Decline

Home Page Edit Request Cancel Request Sign and Submit

eSignature Widget

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

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

3. Sign File
Sign

Welcome Aaron Harris

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