How to Deactivate a Fuel or Fuel Additive 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 and Fuel Additive Products**
Add the New Fuel or Additive Information

1. Click on either the Fuel Products or Fuel Additives tab to Deactivate
2. Click Yes, Deactivate Fuel Product to confirm
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...
**RCOs:**

Sign and submit

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.