

Job Aid



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**

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 the following columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row of the table contains the following data: Company ID '1040', Company Name 'Company ABC', Address '1234 Test Road, Development, MD 21076, US', and My Roles: 'Part 80 Report Submitter', 'Company Editor', and 'Fuel Product And Additive Editor'. A dropdown menu is open for the 'Company ID' '1040', showing a list of actions: 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities', 'Manage Facilities', 'Manage Fuel and Additive Products', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. The 'Manage Fuel and Additive Products' option is highlighted with a yellow box. A 'Previous 1 Next' pagination control is visible at the bottom right of the table.

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

Fuel and Fuel Additive Products

Fuel Products Fuel Additive Products

Show 10 entries

Filter Fuels

Add Fuel

FFARS Product ID	Commercial Name	Status	Actions
696830001	Aaron Harris ★	Active	View Deactivate

Showing 1 to 1 of 1 entries

Previous 1 Next

Home / Fuel and Fuel Additive Product Management

Fuel and Fuel Additive Products

Fuel Products Fuel Additive Products

Show 10 entries

Filter Additives

Add Additive

FFARS Product ID	Commercial Name	Status	Actions
696820001	Test name ★	Active	View Deactivate

Showing 1 to 1 of 1 entries

Previous 1 Next

Back

Confirm

Are you sure you want to deactivate this fuel product?

No Yes, Deactivate Fuel Product

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

Home Page Edit Request Cancel Request Sign and Submit

eSignature Widget

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

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