Office of Transportation and Air Quality Fuels Registration (OTAQREG)

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

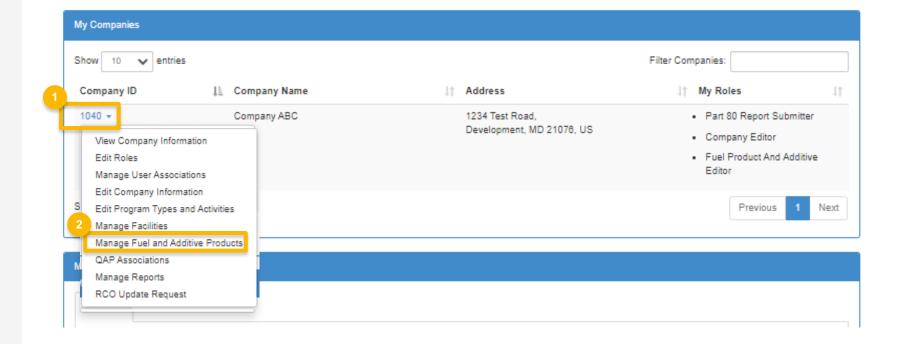
For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

https://www.epa.gov/fuels-registration-reporting-and-compliance-help

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Initiate the Request

- 1. Click the Company ID
- 2. Select Manage Fuel and Fuel Additive Products



Add the New Fuel or Additive Information

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

Fuel Products Fuel Additive Products				
Show 10 🗸 entries			Filter Fuels	Add Fuel
FFARS Product ID	10	Status	Actions	
696830001 • Aaron Harri		Active	1 View	-
Showing 1 to 1 of 1 entries			Previous	1 Next
Home / Fuel and Fuel Additive Product Management				
Fuel and Fuel Additive Products				-
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FFARS Product ID ↓↓ Commercial Name 696820001 • Test name ★		↓↑ Actions View		
		Deactivate	2	
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Showing 1 to 1 of 1 entries				
Showing 1 to 1 of 1 entries	Associate To Existing Compar			
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3000 Home Create New Company			H Back	

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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

<u>company:</u>

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	ļį.	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
			K Hom	e Page 🛛 K	Back X Cancel Req	uest Sign and Submit®
					2	
			K Home Page	K 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.

