

Job Aid



How to Register a New Company Subject to 40 CFR Part 79 & 40 CFR Parts 80 and/or 1090 in OTAQREG

This job aid is designed to provide a high-level overview of the process for registering a new company under Title 40 CFR in OTAQREG 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

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>

How to create a New Company Request

1. Click **Register New Company**
2. Enter the following company information
 - Company Name
 - Street Address
 - Street Address (Line 2)
 - City
 - State
 - Postal Code
 - Country
3. Click **Continue**

Steps continue on next slide...

Welcome to the OTAQ Fuels Registration application, in order to be EPA compliant you must enter your Company information. Please choose one of the options below.

Select this option if your Company has not been registered and does not have a 4-digit OTAQ ID number

Select this option to search for your Company that has been registered and has a 4-digit OTAQ ID Number

1

Register New Company

Search for Existing Company

2

Company Name and Location

Company Name:

Test Fuel Manufacturer Company

Street Address:

123 Main Street

Street Address (Line 2):

City:

Anywhere

State/Province:

Alabama

Postal Code:

12345

Country:

UNITED STATES

3

Continue

How to create a New Company Request (cont.)

- Review Company Name and Location information

If you are the RCO of the company:

- Select **Yes** for the question "Are you the Responsible Corporate Officer for this company?"
- Enter RCO Title
- Click **Save and Continue**

If you are not the RCO of the company:

- Select **No** for the question "Are you the Responsible Corporate Officer for this company?"
- Enter RCO Email
- Click **Save and Continue**

Steps continue on next slide...

The screenshot displays the EPA OTAQ Registration interface. At the top, the EPA logo and navigation links are visible. The main content area is divided into two sections: 'Company Name and Location' and 'Responsible Corporate Officer (RCO) Information'. The 'Company Name and Location' section includes a note about address requirements, a text input for 'Company Name' (containing 'Test Fuel Manufacturer Company'), a text input for 'Street Address' (containing '123 Main Street'), a text input for 'Street Address (Line 2)', a dropdown for 'City' (set to 'Anywhere'), a dropdown for 'State/Province' (set to 'Alabama'), a text input for 'Postal Code' (containing '12345'), and a dropdown for 'Country' (set to 'UNITED STATES'). The 'Responsible Corporate Officer (RCO) Information' section includes a note about RCO requirements, a radio button question 'Are you the Responsible Corporate Officer for this company?' (with 'Yes' selected), a text input for 'RCO CDX User ID' (containing 'DEMOUSER'), a text input for 'RCO Name' (containing 'Jennifer Johnson'), a text input for 'RCO Title' (containing 'test'), a text input for 'RCO Phone' (containing '(434) 989-1236'), a text input for 'RCO Email' (containing 'jennifer.johnson@csra.com'), and a text input for 'RCO Fax'. At the bottom, there are two sets of navigation buttons: 'Back', 'Save', and 'Save & Continue'. The 'Save & Continue' button is highlighted in green in both sets. Numbered callouts (4-10) are placed over the form fields to indicate the sequence of steps for completion.

How to create a New Company Request (cont.)

- 11. Select applicable Program Type and Business Activities
- 12. Click Save and Continue

PLEASE NOTE

15% Ethanol Manufacturers – you must register as an Additive Manufacturer and register your ethanol as an ADDITIVE in OTAQREG.

Steps continue on next slide...

11

Program Type and Business Activities

Are you an independent third party that will conduct audits of renewable fuel production under the Quality Assurance Plan (QAP) Program? Yes No

Are you an independent third party that conducts surveys on behalf of other companies under 40 CFR Part 1090? Yes No

Are you an independent third party that conducts attest audits on behalf of other companies under 40 CFR Part 1090? Yes No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; or do you blend Oxygenates? Yes No

Business Activities For Gasoline Program Type

Ethanol Denaturant Producers and Importers ⓘ	<input type="text" value="No"/>
Non-Renewable Fuels Importer ⓘ	<input type="text" value="No"/>
Oxygenate Blender ⓘ	<input type="text" value="No"/>
Oxygenate Producers and Importers ⓘ	<input type="text" value="No"/>
PADD Importer ⓘ	<input type="text" value="No"/>
Pentane Producer ⓘ	<input type="text" value="No"/>
Refiner ⓘ	<input checked="" type="text" value="Yes"/>

Do you produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment? * Yes No

Do you produce, import, export or otherwise handle Renewable Fuels as defined under the Renewable Fuel Standard Program? * Yes No

12

Back Save Save & Continue

How to create a New Company Request (cont.)

- 13. Select appropriate Foreign Bond Information
- 14. Click Save and Continue
- 15. Provide additional information as appropriate (will differ depending on previously selected business activities)
- 16. Click Save and Continue

13

Foreign Bond Information

Does your company own or operate any foreign facilities? * Yes No

Foreign Bond Determination	
Gasoline	<input checked="" type="radio"/> No
Renewable Fuel standard	<input checked="" type="radio"/> No

14

15

Home Company Information Program Types and Activities Foreign Bond Information Refiner Compliance

Refiner Compliance Level

Are you a biodiesel/renewable diesel producer? * Yes No

Are you planning to conduct annual compliance reporting for your refineries in the aggregate or for each refinery individually as pursuant to 80.1406(c)(1)? *

Select Method of Compliance Level Reporting

Aggregation of Refineries *	<input checked="" type="checkbox"/> Yes
Refinery-by-Refinery *	<input type="checkbox"/> No

16

How to create a New Company Request (cont.)

17. Answer **Yes** as appropriate to question, "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"
 18. If you are new company, not using a fuel or fuel additive product that is managed by another company (i.e. parent, division, subsidiary, etc.), answer **Yes** to the question, "Is this company responsible for complying with the Part 79 registration and reporting requirements for a fuel or fuel additive product?"
 19. If you are a new company, answer **No** to the question, "Has the fuel or fuel additive product that is managed by this company been assigned a nine-digit product ID through the submission of paper forms?"
 20. **Select** your Part 79 business activity as appropriate
 21. Click **Save & Continue**
 22. Click **Confirm** to the warning message
- Steps continue on next slide...

40 CFR Part 79 Company Information

What To Do

Each motor-vehicle gasoline, motor-vehicle diesel fuel, and fuel additive for either or both, is required to be registered under 40 CFR Part 79 and assigned a nine-digit product identifier.

In an effort to end the use of paper forms 3520-12 and 3520-13 under 40 CFR Part 79, EPA is transitioning all fuel and fuel additive registrations to this online system.

For fuel and fuel additive products that were assigned a nine-digit product ID prior to August 2020, the company that manufactures or imports the product must manage that product through a company that is registered in this online system.

17 Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? * Yes No

18 The registration of a fuel or fuel additive product under 40 CFR Part 79 can only be managed by one company. Is this company responsible for complying with the Part 79 registration and reporting requirements for a fuel or fuel additive product (i.e., updates to chemical composition, impurities, etc.)? If this company is using a fuel or fuel additive product that is managed by another company (i.e., parent, division, subsidiary, etc.), then answer NO. * Yes No

19 Has the fuel or fuel additive product that is managed by this company been assigned a nine-digit product ID through the submission of paper forms? If this company has not yet registered any products, answer NO. * Yes No

Choose all that apply

20 Is this company a Fuel Manufacturer, Fuel Additive Manufacturer, or both?

Fuel Manufacturer No

Fuel Additive Manufacturer Yes

Warning

You will need to complete 3 steps to register your new company.

1. Complete the current registration.
2. After EPA approves, add your 40 CFR Part 79 fuels via the "Manage Fuel Products" option.
3. After EPA approves the new fuel product, enter your facilities via the "Manage Facilities" option.

Cancel **Confirm** 22

21

How to create a New Company Request (cont.)

21. Review Additional Company/User Role Associations and select **Yes** or **No** as appropriate
22. Click **Save & Continue**

Steps continue on next slide...

Additional Company/User Role Associations 21

Will you be purchasing Biofuel Waiver Credits on behalf of this company? No

Will you be viewing ABT credit transaction via the EMTS application? No

Will you ALSO be SUBMITTING ABT credit transaction via the EMTS application? No

Will you be viewing RFS RIN transaction via the EMTS application? No

Will you ALSO be SUBMITTING RFS RIN transaction via the EMTS application? No

Will you be submitting Part 80 compliance reports and other information on behalf of this company? If you have questions about what these reports entail, please see the OTAQ help page. Yes

Will you need to edit this company's fuels or additive information? Yes

22

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**

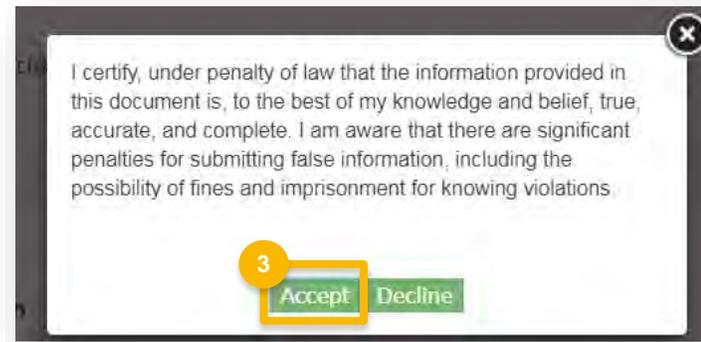
2

Home Page Back Cancel Request **Submit and Notify RCO**

Review and submit request(cont.)

3. Click **Accept**
4. Use the **eSignature Widget** to sign the request
5. 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.



eSignature Widget

1. Authentication
Log into CDX
User:
DEMOUSER
Password:
.....
Show Password
Welcome Jennifer Johnson

2. Verification
Question:
What is your favorite movie?
Answer:

Show Answer
Correct Answer

3. Sign File
Sign

4

My Pending Requests

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
5 DQM-238	New Company	Test Fuel Manufacturer Company	DEMOUSER	04/07/2020	Awaiting Initial Review

Showing 1 to 1 of 1 entries

Previous 1 Next