How to Update 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 Additive Products
Review and Edit Fuel Information (if updating fuel additive skip to slide 12)

1. Click Edit to edit the Fuel Product
2. Review Commercial Names. Click Edit to edit as appropriate
3. Click 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…
Review and edit Diesel 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
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...
Review and Edit Fuel Additives (cont.)

7. Review and Edit Additive information
8. Select Yes agree to CBI statement
9. Click Search & Continue

Steps continued on next slide...
Review and Edit Additional Fuel Information

1. Answer Yes or No to Analytical Technique Information
2. Select Yes agree to CBI statement
3. Answer Yes or No to Mechanism of Action Information
4. Select Yes agree to CBI statement

Steps continued on next slide...
Review and Edit Additional Fuel Information (cont.)

5. Review and edit PADD Sales Information
6. Select Yes agree to CBI statement
7. Answer Yes or No to Derivation Information
8. Select Yes agree to CBI statement
9. Click 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** agree to CBI statement
4. Click **Save & Continue**
Add General Attachments

1. **Upload** any additional documents you deem appropriate
2. **Enter** general comments as appropriate
3. Click **Save & Continue**

To complete request, skip to slide 23
1. Click Edit to edit the Fuel Additive Product

Continue to next slide
Review and Edit Fuel Additive Information

1. Review Commercial Names. Click Edit to edit as appropriate.
2. Review Method of Use.
3. Review Fuel Types.

Continue to next slide.
Review and Edit Fuel Additive Information

1. Review Fuel Use Type
2. Review CBI Information
3. Review Ethanol Designation
4. Review Gasoline Purpose in Use

Continue to next slide
Review and Edit Fuel Additive Information

1. Review Fuel Sub-type
2. Click Save & Continue
Continue to next slide
Review and Edit Chemical Composition

1. Edit Additive Components by clicking Search Registered Additives
2. Edit Additive Compounds by clicking Search CAS Registry
3. Edit Elemental Breakdown
4. Select CBI Information

Continue to next slide
Review Additional Fuel Additive Information

1. Enter Impurities
2. Select CBI Information
3. Enter Analytical Technique Information
4. Select CBI Information

Continue to next slide
Review Additional Fuel Additive Information

1. Enter Impurities
2. Select CBI Information
3. Enter Analytical Technique Information
4. Select CBI Information
Continue to next slide
Review Additional Fuel Additive Information

1. Enter Annual Production
2. Select CBI Information
3. Enter Market Distribution
4. Select CBI Information

Continue to next slide
Review Small Business Provisions and Grouping Information

1. Enter Small Business Provision response

Continue to next slide.
Review Small Business Provisions and Grouping Information

1. Enter Testing Group response
2. Enter/Review Testing Group Information
3. Select CBI Information
4. Click Save & Continue

Continue to next slide
Review General Attachments

1. Upload any attachments
2. Click Save & Continue

Continue to next slide
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...
ROCs: Sign and submit

If you are the ROC 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.

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