

Job Aid



How to Add a Biointermediate Production Facility to a Registered Company

This job aid is designed to provide a high-level overview of the process for adding a Biointermediate Production Facility to a registered company in OTAQREG so that you can start using the new functionality 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 a delegated user with editing privileges for a registered company in OTAQREG

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 Add a Biointermediate Production Facility to a Registered Company

1. Click the Company ID
2. Select Edit Program Types and Activities

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 columns: Company ID, Company Name, Address, and My Roles. The first row shows Company ID 1675, Registered Company, 123 Main St, Fairfax, VA 22030, US, and Company Editor. A dropdown menu is open for the Company ID '1675', with 'Edit Program Types and Activities' highlighted. The menu options are: View Company Information, Edit Roles, Edit Company Information, Edit Program Types and Activities, QAP Associations, and RCO Update Request. At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons.

Company ID	Company Name	Address	My Roles
1675	Registered Company	123 Main St, Fairfax, VA 22030, US	• Company Editor

Steps continue on next slide...

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3. Answer NO to question “Are you required to submit Engineering Reviews (ER) via ER Webform and/or documents via DCFuels in order to register your company activities? If you have already had your company activated, select No and select the appropriate company type below. *” to reveal additional Program Type and Business Activities questions.

❖ *NOTE: This question may not appear, depending on the Program Type and Business Activities that are currently active on your company’s registration.*

4. Answer YES to question “Do you produce, import, export or otherwise handle Renewable Fuels or Biointermediate Products as defined under the Renewable Fuel Standard Program?”

5. Answer YES for business activity Biointermediate Producer

6. Click **Save & Continue**

Steps continue on next slide...

The screenshot shows a web form titled "Program Type and Business Activities". It contains several questions with radio button options for "Yes" and "No".

- Question 3: "Are you required to submit Engineering Reviews (ER) via ER Webform and/or documents via DCFuels in order to register your company activities? If you have already had your company activated, select No and select the appropriate company type below. *". The "No" option is selected and highlighted with a yellow box and callout 3.
- Question 4: "Do you produce, import, export or otherwise handle Renewable Fuels or Biointermediate Products as defined under the Renewable Fuel Standard Program?". The "Yes" option is selected and highlighted with a yellow box and callout 4.
- Below the questions, there is a section titled "Business Activities For Renewable Fuel Standard Program Type". Under this section, "Biointermediate Producer" is selected, and the "Yes" radio button is highlighted with a yellow box and callout 5.
- At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue". The "Save & Continue" button is highlighted with a yellow box and callout 6.

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- 7. Answer as appropriate to question "Does your company own or operate any foreign facilities?"
- 8. Click **Save & Continue**
- 9. Answer as appropriate to question "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"
- 10. Click **Save & Continue**

Steps continue on next slide...

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

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.

Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? *

Yes No

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11. Click Add Facility

The screenshot shows a web interface titled "Facility Management". At the top right, a blue button labeled "Add Facility" is highlighted with a yellow border and a yellow callout bubble containing the number "11". Below the header, there is a "Show 10 entries" dropdown menu and a "Filter Facilities" search box. A table with columns "ID", "Name", "Type", "Status", "Location", and "Actions" is displayed, but it is empty, showing the message "There are no Facilities to display." At the bottom left of the table area, it says "Showing 0 to 0 of 0 entries". At the bottom right, there are "Previous" and "Next" navigation buttons.

◀ Back Save Save and Review ▶

Steps continue on next slide...

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12. Enter facility information

13. Click **Search Facilities**

If facility is found:

14. Select appropriate facility

15. Click **Proceed with Selection**

16. Click **Save Selected Facility**

❖ Please proceed to step 23 (*skip to slide 10*)

If no facilities found:

❖ Please proceed to step 17 (*next slide*)

Steps continue on next slide...

The first screenshot shows the 'Add Facility' form with fields for Facility ID, Facility Name, Facility Country (UNITED STATES OF AMERICA), Facility Address (7145 Old Mt Holly), City (Charlotte), State (North Carolina), County (-Select a County-), and ZIP Code (28214). A yellow box highlights the form fields, and a yellow circle with the number 12 is next to the Facility ID field. A green button labeled 'Search Facilities' is highlighted with a yellow circle and the number 13.

The second screenshot shows the 'Add Facility' form with the 'Facility Search Results (1 facility found)' section. The search criteria are: UNITED STATES OF AMERICA | 7145 OLD MT HOLLY, CHARLOTTE, NC 28214. A table lists the search results:

EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
999983156478	MAGELLAN CHARLOTTE #1	7145 OLD MT HOLLY ROAD CHARLOTTE, NC 28214	OTAQREG	OTAQREG10031288

A yellow box highlights the radio button next to the search result, and a yellow circle with the number 14 is next to it. A green button labeled 'Proceed with Selection' is highlighted with a yellow circle and the number 15.

The third screenshot shows the 'Add Facility' form with the 'Unsaved Facility' section. The selected facility is: 999983156478, OTAQREG10031288, MAGELLAN CHARLOTTE #1, 7145 OLD MT HOLLY ROAD CHARLOTTE, NC 28214. A table lists the details of the selected facility:

EPA Registry ID	Program ID	Facility Name	Facility Address	View/Edit Details	Remove
999983156478	OTAQREG10031288	MAGELLAN CHARLOTTE #1	7145 OLD MT HOLLY ROAD CHARLOTTE, NC 28214	View/Edit Details	Remove

A yellow box highlights the 'Save Selected Facility' button, and a yellow circle with the number 16 is next to it.

How to add new facility if no facilities found (cont.)

If no facilities found:

17. Click [Can't find your facility? Click here to create it](#)

The screenshot shows a web interface for adding a facility. At the top is a light blue header with the text 'Add Facility' and a close button. Below this is a white box with a tab labeled 'Add Facility'. Inside the box, the text 'Facility Search Results (0 facilities found)' is displayed on the left, and 'List View | Map View' is on the right. A yellow box highlights the search criteria: 'Search Criteria: 21212 | ARLINGTON COUNTY' with a green 'Change' button to its right. Below this is a large red box with the heading 'No Facilities Found' and the text: 'Your search criteria did not match any facility records. You may return to the 'Find Existing facility' form, and refine your search, by clicking the 'Change' button. If the facility doesn't exist, you may create a facility by clicking the 'Can't find your facility? Click here to create it' link.' At the bottom of the white box, there are two buttons: a green 'Proceed with Selection' button and a white button with a yellow border containing the text 'Can't find your facility? Click here to create it'. A yellow circle with the number '17' is positioned above the second button, and a yellow rectangle highlights the button itself.

Steps continue on next slide...

How to add new facility if no facilities found (cont.)

18. Enter the following facility information

- Facility Name
- Facility Address

19. Answer as appropriate to question "Is Mailing Address Same as Facility Address?"

20. Click **Map Facility**

21. Click **Submit**

Steps continue on next slide...

Add Facility

[Add Facility](#)

Create Facility

[< Back to Search Results](#)

18 **Facility Name**
ABC Biodiesel

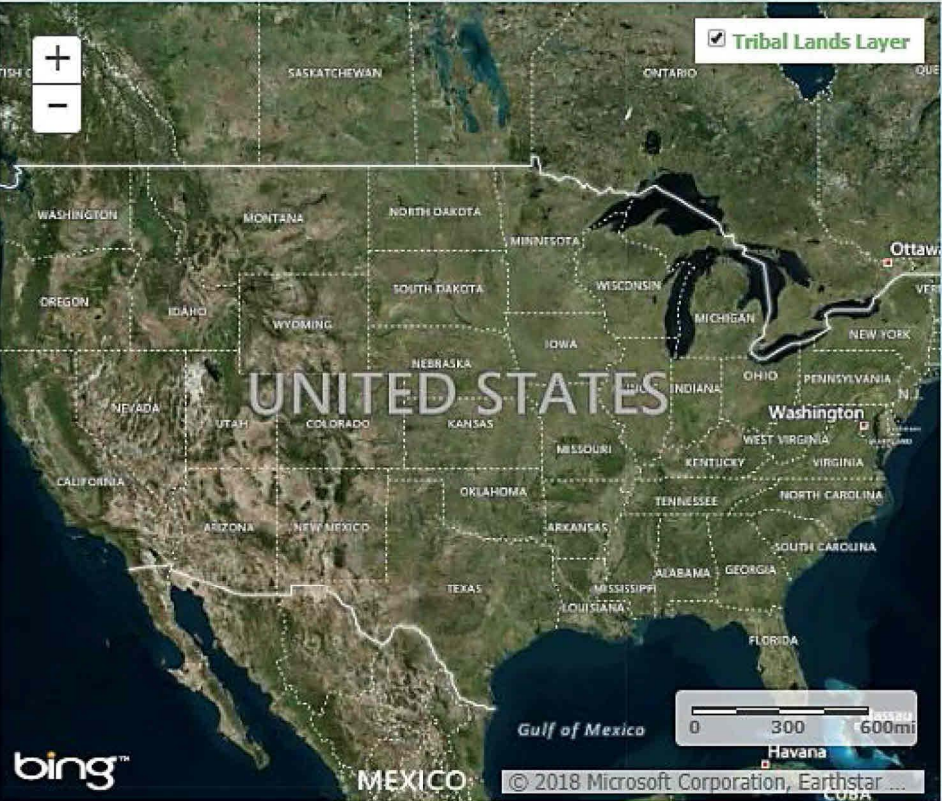
Facility Address
UNITED STATES OF AMERICA
111 ABC Biodiesel St
Address 2
Arlington VA 21212
ARLINGTON COUNTY

Coordinates
Latitude
Longitude

19 **Is Mailing Address Same as Facility Address?**
 Yes No

20 **Map Facility**

21 **Submit**



How to add new facility if no facilities found (cont.)

22. Click Save Selected Facility

Add Facility ×

Add Facility | **Unsaved Facility**

Selected Facility (1 unsaved facility) List View | [Map View](#)
[< Add Another Facility](#)

Clicking the 'Save Selected Facility' button saves the facility you have selected in the current session so it is available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter: Export Options

EPA Registry ID ⓘ	Program ID ⓘ	Facility Name	Facility Address	
Pending	Pending	ABC BIODIESEL	111 ABC BIODIESEL ST ARLINGTON, VA 21212 ARLINGTON COUNTY	View/Edit Details Remove

Showing 1 to 1 of 1 facilities Previous 1 Next

22 Save Selected Facility

Steps continue on next slide...

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23. Enter the following Facility Contact Information

- Name
- Title
- Phone
- Email

24. Click Save and Continue

Facility Name and Location

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

Facility Name:
ABC BIODIESEL

Street Address:
111 ABC BIODIESEL ST

Street Address (Line 2):

City: ARLINGTON **State:** VA

Postal Code: 21212 **Country:** UNITED STATES

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Facility Contact Information

Please provide the Contact Name, Title, Email and Phone number as described in 80.76

Name: *
John Smith

Title: * Manager **Phone: *** 2026661666

Email: * jsmith@abcbiodiesel.com **Fax:**

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◀ Back Save Save & Continue ▶

Steps continue on next slide...

How to Add a Biointermediate Production Facility to a Registered Company

25. Answer YES to question "Does this facility produce a Biointermediate (such as Biocrude or Undenatured Ethanol)?"
26. Answer YES for facility activity Biointermediate Producer
27. Click **Save & Continue**

Facility Program Types and Activities

Does this facility produce or import Gasoline, Reformulated Gasoline, Pentane, Certified Ethanol Denaturant, Oxygenates, or renewable fuel (such as Ethanol), or blend Oxygenates (such as Ethanol)? * Yes No

Does this facility produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment, including renewable diesel fuel (such as Biodiesel)? * Yes No

Does this facility produce a Biointermediate (such as Biocrude or Undenatured Ethanol)? * Yes No

Business Activities For *Biointermediate* Program Type

Biointermediate Producer ⓘ Yes

◀ Back ▶

Steps continue on next slide...

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28. Answer as appropriate to question "Are facility records stored on-site, off-site, or both as defined in 80.76?"

29. Click **Save & Continue**

The screenshot shows a web form titled "Facility Record Storage". The main question is "Are facility records stored on-site, off-site, or both as defined in 80.76?". Below the question is a yellow box with the text "Please choose at least one storage method". There are two toggle switches: "On-Site?" and "Off-Site?". Both are currently set to "No". A yellow callout box labeled "28" highlights these two toggle switches. At the bottom right of the form, there are three buttons: "Back", "Save", and "Save & Continue". A yellow callout box labeled "29" highlights the "Save & Continue" button.

Steps continue on next slide...

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30. Click Add Biointermediate Product

31. Enter the following product information, as applicable:

- Biointermediate Product Code
- Qualified Renewable Biomass Code
- Fuel Code
- Fuel Process Code
- Fuel Type Code

32. Click Save

Steps continue on next slide...

Facility Biointermediate Products

30 Add Biointermediate Product

Show 10 entries Filter products

Biointermediate Product Code	Qualified Renewable Biomass Code	Renewable Fuel Code	Renewable Fuel Process Code	Renewable Fuel Type Code	Actions
There are no Products to display.					

Showing 0 to 0 of 0 entries Previous Next

Biointermediate Product Information

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Biointermediate Product Code: *

Undenatured ethanol (sourced from food waste) (14) x

Qualified Renewable Biomass Code: *

Non-cellulosic Portions of Separated Food Wastes (350) x

Fuel Code: *

Non-cellulosic Ethanol (10) x

Fuel Process Code: *

Eligible Renewable Fuels From Non-cellulosic Portions of Separated Food Wastes and Annual Cover Crops Process (8... x

Fuel Type Code: *

Advanced Biofuel (D5) x

32 Cancel Save

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You will be brought back to the Facility Biointermediate Products screen.

❖ Repeat steps 30 – 32, as appropriate

33. Click **Save & Continue**

You will be brought back to the Facility Management screen.

❖ Repeat steps 11 - 29, as appropriate

34. Click **Save & Review**

Steps continue on next slide...

Facility Biointermediate Products

Show 10 entries Filter products

Biointermediate Product Code	Qualified Renewable Biomass Code	Renewable Fuel Code	Renewable Fuel Process Code	Renewable Fuel Type Code	Actions
Udenature... More	Non-cellul... More	Non-cellul... More	Eligible R... More	Advanced B... More	Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Back Save **33** Save & Continue

Facility Management

Show 10 entries Filter Facilities

ID	Name	Type	Status	Location	Actions
OTAQREG10043203	KATHY TEST FACILITY	Biointermediate	New	1235 OAK CREEK LN FAIRFAX, VA 22033	View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Back Save **34** Save and Review

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35. Select the appropriate Reason for Change from the drop-down menu

Company Program Type Request

Request Information

Request ID: CPT-25973 Created On: 09/09/2022
Request Type: Update Company Program Type Modified On: 09/09/2022
Request Status: Draft Requestor ID: [redacted]
Company Name: Registered Company [1675] Requestor Name: [redacted]
Submission: Initial

Requested Changes

Company Activity Biointermediate Producer(309) changed from false to true
Company Program Type Renewable Fuel Standard changed from false to true
Company Activity Initial Registration Submissions(9) changed from true to false
Company Program Type Initial Registration Submissions changed from true to false
KATHY TEST FACILITY is being added

Reason for Change: *

Requested Company Details

Company ID: 1675 fax
Company Name: R g A
Street Address: 12 Code: 22030
Street Address 2: US

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- New Facility (with Engineering Review)
- Facility ownership change (new Engineering Review)
- Facility ownership change (carry over Engineering Review)
- Three Year Update Engineering Review
- Facility Update (with Engineering Review)
- Other (No Engineering Review)

Steps continue on next slide...

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36. Review the request

If you are not the RCO of the company:

37. Click **Submit and Notify RCO**

If you are the RCO of the company:

38. Click **Sign and Submit**

- ❖ Use the **eSignature Widget** to approve and sign the request

Steps continue on next slide...

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Company Program Type Request

Request Information

Request ID: CPT-25973
Request Type: Update Company Program Type
Request Status: Draft
Company Name: Registered Company [1675]
Submission: Initial

Created On: 09/09/2022
Modified On: 09/09/2022
Requestor ID: EPALINDA
Requestor Name: Linda Kim

Requested Company Program Types and Business Activities

[Edit Company Programs and Business Activities](#)

Program Types and Business Activities

Renewable Fuel Standard
Biointermediate Producer

Facility Biointermediate Products

Show 10 entries Filter products

Biointermediate Product Code	Qualified Renewable Biomass Code	Renewable Fuel Code	Renewable Fuel Process Code	Renewable Fuel Type Code
Undenatured ethanol (sourced from food waste) (14)	Non-cellulosic Portions of Separated Food Wastes (350)	Non-cellulosic Ethanol (10)	Eligible Renewable Fuels From Non-cellulosic Portions of Separated Food Wastes and Annual Cover Crops Process (860)	Advanced Biofuel (D5)

Showing 1 to 1 of 1 entries

Previous 1 Next

37

[Home Page](#) [Back](#) [Cancel Request](#) [Submit and Notify RCO](#)

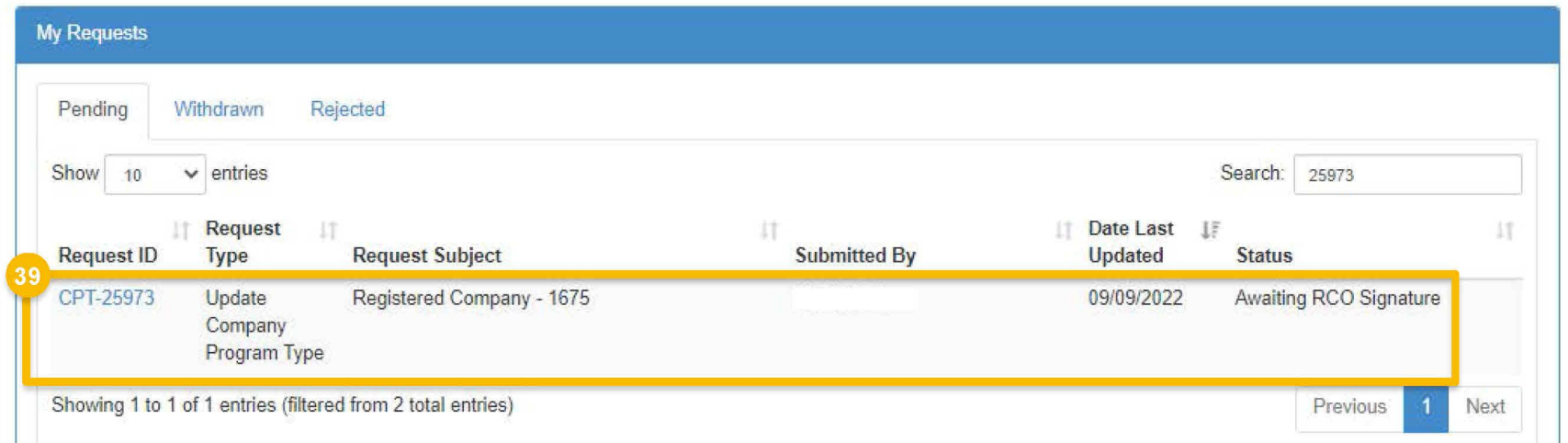
38

[Home Page](#) [Back](#) [Cancel Request](#) [Sign and Submit](#)

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39. The request will appear in the My Requests section of your home page

You will receive an email notification when EPA reviews and activates the request.



The screenshot shows a web interface titled "My Requests". At the top, there are tabs for "Pending", "Withdrawn", and "Rejected", with "Pending" selected. Below the tabs, there is a "Show 10 entries" dropdown and a search box containing "25973". The main content is a table with the following columns: Request ID, Request Type, Request Subject, Submitted By, Date Last Updated, and Status. A single row is visible, highlighted with an orange border, containing the request ID "CPT-25973", Request Type "Update Company Program Type", Request Subject "Registered Company - 1675", Submitted By (redacted), Date Last Updated "09/09/2022", and Status "Awaiting RCO Signature". A yellow circle with the number "39" is positioned to the left of this row. At the bottom of the table, it says "Showing 1 to 1 of 1 entries (filtered from 2 total entries)" and there are "Previous", "1", and "Next" navigation buttons.

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-25973	Update Company Program Type	Registered Company - 1675		09/09/2022	Awaiting RCO Signature