

Job Aid



How to Change Program Types and Business Activities in OTAQREG

This job aid is designed to provide a high-level overview of this task so that you can start using the 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 have the Company Editor role in OTAQREG on behalf of the company for which you intend to perform this task

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 Change Program Types and Business Activities in OTAQREG

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

❖ *NOTE: Changing program types/business activities at the company level may require updating program types/business activities for one or more facilities*

The screenshot shows the 'My Companies' interface. At the top, there is a blue header with the text 'My Companies'. Below the header, there is a search bar labeled 'Filter Companies:' and a 'Show 10 entries' dropdown. The main content area is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows '2220' as the Company ID, 'Company ABC' as the Company Name, '1200 ABC St, Fairfax, VA 22030, US' as the Address, and a list of roles: 'EMTS RFS Viewer', 'Company Editor', and 'RCO'. A dropdown menu is open for the 'Company ID' cell, showing options: 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities' (highlighted with a yellow box and a '2' in a circle), 'Manage Facilities', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. A '1' in a circle is next to the '2220' dropdown. At the bottom right of the table, there are 'Previous', '1', and 'Next' buttons.

Steps continue on next slide...

How to Change Program Types and Business Activities in OTAQREG

If updating from Initial Registration Submissions

If you are making changes to program types/business activities after the activation of your New Company under business activity "Initial Registration Submissions"

❖ Proceed to step 3

If updating from other program type/business activity

❖ Skip step 3 and proceed to step 4

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?"
4. Make the appropriate changes to program types/business activities at the company level
5. Answer YES to "Do you produce, import, export or otherwise handle Renewable Fuels or Biointermediate Products as defined under the Renewable Fuel Standard Program?"
6. Click **Save & Continue**

Steps continue on next slide...

4

Program Type and Business Activities

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.

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

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 or Biointermediate Products as defined under the Renewable Fuel Standard Program? Yes No

Business Activities For Renewable Fuel Standard Program Type

Biointermediate Producer ⓘ	<input type="radio"/> No
Foreign Udenatured Ethanol Producer ⓘ	<input type="radio"/> No
PADD Importer (Renewable Fuel Importer) ⓘ	<input type="radio"/> No
Renewable Fuel Producer ⓘ	<input checked="" type="radio"/> Yes
Renewable Fuels Exporter ⓘ	<input type="radio"/> No
Renewable Fuels Importer ⓘ	<input type="radio"/> No
RFS Pathway Petitioner Submitter (80.1416) ⓘ	<input type="radio"/> No
RIN Owner Only (Blenders, Marketers, Traders) ⓘ	<input type="radio"/> No
Small Blender (Blenders in 40 CFR 80.1440) ⓘ	<input type="radio"/> No

5

How to Change Program Types and Business Activities in OTAQREG

6. Select the appropriate **Foreign Bond Information**

7. Click **Save & Continue**

8. Select the appropriate **40 CFR Part 79 Company Information**

❖ If you answer YES to 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?”

Please proceed to step 10 (*next slide*)

9. Otherwise, click **Save & Continue** and proceed to slide 6 (*skip slide 5*)

Steps continue on next slide...

6

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

7

◀ Back Save Save & Continue ▶

8

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

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

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

9

◀ Back Save Save & Continue ▶

How to Change Program Types and Business Activities in OTAQREG

- 10. Click Add Company Association
- 11. Enter the Company ID
- 12. Click Search
- 13. Click Add
- 14. Click Save
- 15. Click Save & Continue

Steps continue on next slide...

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

Associated 40 CFR Part 79 Companies

Company ID	Company Name	Address	Action
No Company Associations			

10 Add Company Association

Add 40 CFR Part 79 Company Association

Please enter the 40 CFR Part 79 Company ID whose fuel products you wish to manage under this eRegistration Company:

11 1821 12 Search

13 Add

Company ID	Company Name	Address	Action
1821	Suncoast Chemicals of Daytona, Inc	375 Fentress Boulevard, N/P, Daytona Beach, FL 32114, US	Delete

14 Cancel Save

15 Back Save Save & Continue

How to Change Program Types and Business Activities in OTAQREG

If changes in program types/business activities require a facility to be...

added

❖ Please proceed to step 16 (*next slide*)

removed

❖ Please proceed to step 54 (*skip to slide 20*)

updated

❖ Please proceed to step 35 (*skip to slide 14*)

Steps continue on next slide...

Facility Management

Show entries Filter Facilities [Add Facility](#)

ID	Name	Type	Status	Location	Actions
There are no Facilities to display.					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[◀ Back](#) [Save](#) [Save and Review ▶](#)

How to Add a Renewable Fuel Production Facility to a Registered Company

16. Click Add Facility

Facility Management

Show entries Filter Facilities

ID	Name	Type	Status	Location	Actions
There are no Facilities to display.					

Showing 0 to 0 of 0 entries

16

Steps continue on next slide...

How to Add a Renewable Fuel Production Facility to a Registered Company

17. Enter facility information

18. Click **Search Facilities**

If facility is found:

19. Select appropriate facility

20. Click **Proceed with Selection**

21. Click **Save Selected Facility**

❖ Please proceed to step 28 (*skip to slide 12*)

If no facilities found:

❖ Please proceed to step 22 (*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 17 is next to it. A green button labeled 'Search Facilities' is highlighted with a yellow box and a yellow circle with the number 18.

The second screenshot shows the 'Add Facility' search results page. It displays 'Facility Search Results (1 facility found)' and a table with the following data:

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 selection for the first facility, and a yellow circle with the number 19 is next to it. A green button labeled 'Proceed with Selection' is highlighted with a yellow box and a yellow circle with the number 20.

The third screenshot shows the 'Add Facility' page with the facility selected. It displays 'Selected Facility (1 unsaved facility)' and a table with the following data:

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 21 is next to it.

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

If no facilities found:

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

The screenshot shows a web interface for adding a facility. At the top, there is a light blue header with the text 'Add Facility' and a close icon. Below this is a white box with a tab labeled 'Add Facility'. Inside this 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 the search criteria 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 red box, there are two buttons: 'Proceed with Selection' and 'Can't find your facility? Click here to create it'. The link is highlighted with a yellow box, and a yellow circle with the number '22' is placed above it.

Steps continue on next slide...

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

23. Enter the following facility information

- Facility Name
- Facility Address

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

25. Click **Map Facility**

26. Click **Submit**

Steps continue on next slide...

Add Facility

[Add Facility](#)

Create Facility

[< Back to Search Results](#)

23

Facility Name
ABC Biodiesel

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


Coordinates
Latitude
Longitude

24

Is Mailing Address Same as Facility Address?
 Yes No

25 **Map Facility**

26 **Submit**



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

27. Click Save Selected Facility

The screenshot shows the 'Add Facility' web interface. At the top, there are tabs for 'Add Facility' and 'Unsaved Facility'. Below the tabs, the text reads 'Selected Facility (1 unsaved facility)' and '< Add Another Facility'. To the right, there are links for 'List View' and 'Map View'. A paragraph of text explains that clicking 'Save Selected Facility' saves the facility for the next session and provides instructions on how to view details or remove a facility. Below this text is a 'Filter:' input field and an 'Export Options' button. A table displays the facility details:

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

Below the table, it says 'Showing 1 to 1 of 1 facilities' and includes 'Previous', '1', and 'Next' navigation buttons. At the bottom left, a yellow box highlights the 'Save Selected Facility' button with the number 27 next to it.

Steps continue on next slide...

How to Add a Renewable Fuel Production Facility to a Registered Company

28. Enter the following Facility Contact Information

- Name
- Title
- Phone
- Email

29. 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

28 **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:**

29 **Save & Continue**

Steps continue on next slide...

How to Add a Renewable Fuel Production Facility to a Registered Company

- 30. Answer as appropriate to question “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)?”
- 31. If YES, select the appropriate business activities
- 32. Answer as appropriate to question “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)?”
- 33. If YES, select the appropriate business activities
- 34. Click **Save & Continue**
 - ❖ Proceed to step 40 (skip to slide 15)

Steps continue on next slide...

The screenshot shows a web form titled "Facility Program Types and Activities". It contains two main sections, each with a question and a set of business activity options.

Section 1 (Callout 30): The question is "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)?". The "Yes" radio button is selected. Below this is a box labeled "Business Activities For Gas/Ethanol Program Type" (Callout 31) containing two toggle switches: "Ethanol Producer" (set to "No") and "Renewable Fuel Producer" (set to "Yes").

Section 2 (Callout 32): The question is "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)?". The "Yes" radio button is selected. Below this is a box labeled "Business Activities For Diesel/Biodiesel Program Type" (Callout 33) containing two toggle switches: "Jet Fuel Producer" (set to "No") and "Renewable Fuel Producer Facility" (set to "Yes").

Navigation (Callout 34): At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue". The "Save & Continue" button is highlighted with a yellow border.

How to Edit an Existing Facility to reflect Change in Program Type and Business Activities

- 35. Click Edit
- 36. Update Facility Contact Information as appropriate
- 37. Click Save & Continue
- 38. Update Facility Program Types and Activities as appropriate
- 39. Click Save & Continue

Steps continue on next slide...

35 Actions

- View
- View Reporting IDs
- Edit**
- Delete

36 Facility Name and Location

Facility Name:
EAST TEXAS RENEWABLES, LLC

Street Address:
12942 FM2767

Street Address (Line 2):

City: TYLER State/Province: TX

Postal Code: 75708 Country: US

36 Facility Contact Information

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

Name: *
Oscar Isaac

Title: * Phone: *
Title 8004561000

Email: * Fax:
linda.kim@gdit.com

37 Edit Name / Location Back Save Save & Continue

38 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

Business Activities For Gas/Ethanol Program Type

Ethanol Producer No

Renewable Fuel Producer Yes

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

39 Back Save Save & Continue

How to Add a Renewable Fuel Production Facility to a Registered Company

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

41. Click **Save & Continue**

Facility Record Storage

Are facility records stored on-site, off-site, or both as defined in 80.76?

Please choose at least one storage method

40 On-Site? No

Off-Site? No

41

Steps continue on next slide...

How to Add a Renewable Fuel Production Facility to a Registered Company

42. Answer as appropriate to question "Is this facility subject to the 20% GHG Threshold as referenced in 80.1403?"

43. Click **Save & Continue**

Renewable Facility Information

Renewable Facility - GHG Threshold Information

The activities previously selected require that you register a Renewable Facility. Please provide the information requested below, and subsequent pages.

42 Is this facility subject to the 20% GHG Threshold as referenced in 80.1403?

43

Steps continue on next slide...

How to Add a Renewable Fuel Production Facility to a Registered Company

4.4. Click **Add RFS Pathway**

4.5. Enter the following pathway information, as applicable:

- Fuel Code
- Process Code
- Feedstock Code
- Fuel Type Code
- Co-Product Codes
- Capacity details

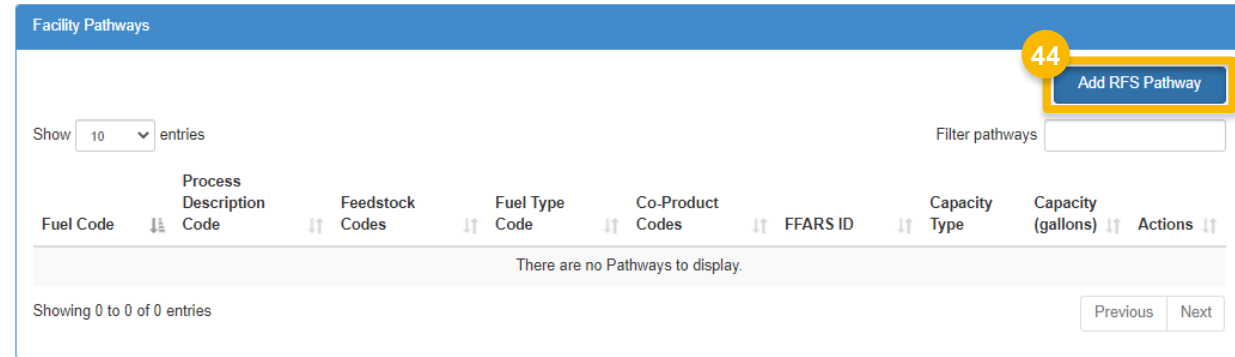
4.6. If applicable, click **Add FFARS Product**

- ❖ Proceed to step 48 (next slide)

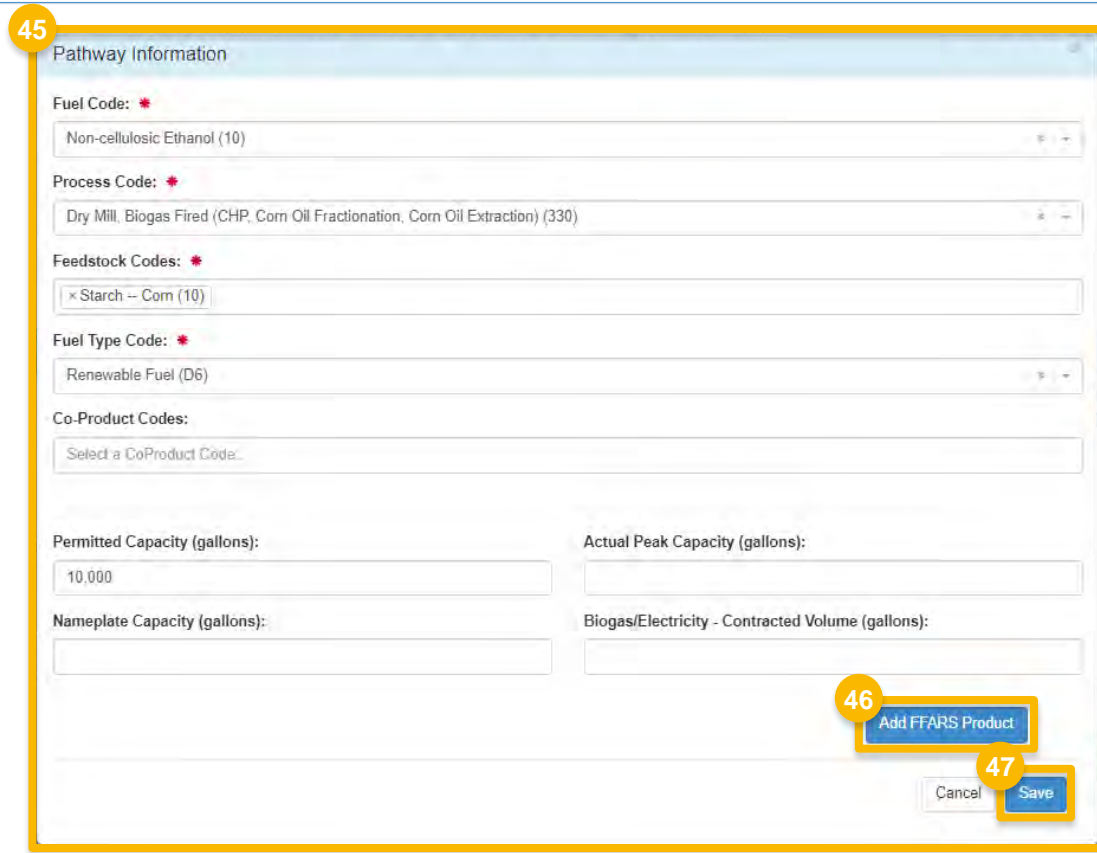
4.7. Otherwise, click **Save**

- ❖ Proceed to step 53 (skip to slide 19)

Steps continue on next slide...



The screenshot shows a table titled "Facility Pathways" with columns: Fuel Code, Process Description Code, Feedstock Codes, Fuel Type Code, Co-Product Codes, FFARS ID, Capacity Type, Capacity (gallons), and Actions. The table is currently empty, displaying "There are no Pathways to display." A yellow callout box with the number 44 points to a blue button labeled "Add RFS Pathway" in the top right corner. Below the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons.



The screenshot shows a "Pathway Information" form with the following fields and values:

- Fuel Code: * Non-cellulosic Ethanol (10)
- Process Code: * Dry Mill, Biogas Fired (CHP, Corn Oil Fractionation, Corn Oil Extraction) (330)
- Feedstock Codes: * Starch -- Corn (10)
- Fuel Type Code: * Renewable Fuel (D6)
- Co-Product Codes: Select a CoProduct Code...
- Permitted Capacity (gallons): 10,000
- Actual Peak Capacity (gallons):
- Nameplate Capacity (gallons):
- Biogas/Electricity - Contracted Volume (gallons):

At the bottom right, there are three buttons: "Add FFARS Product" (highlighted with a yellow callout box 46), "Cancel", and "Save" (highlighted with a yellow callout box 47).

How to Add a Renewable Fuel Production Facility to a Registered Company

48. Select the appropriate **Product Type**

49. Enter one of the following details:

- FFARS ID
- FFARS Product Name

50. Click **Search**

51. Click **Select** next to the appropriate product

52. Click **Save**

Steps continue on next slide...

Pathway Information ×

FFARS Product Search

Product Type: * Fuel Additive

FFARS ID: FFARS Product Name:

50 Search

Cancel

Fuel/Additive List

Please select your registered product from the search results below. If your product is not yet registered, you will need to register the product first and edit this pathway's information once your new company registration has been approved.

Show entries Filter Fuels/Additives:

FFARS ID	Product Name	Actions
012520039	• CD-2 MAXX Fuel Injector Cleaner (4178)	51 Select
220320001	• Diesel Maxx	Select
229320005	• CleanBoost Maxx™	Select

Showing 1 to 3 of 3 entries Previous **1** Next

52 Cancel Save

How to Add a Renewable Fuel Production Facility to a Registered Company

You will be brought back to the Facility Pathways screen.

❖ Repeat steps 44 – 52, as appropriate

53. Click **Save & Continue**

❖ Proceed to step 56 (*skip to slide 21*)

Facility Pathways

Show 10 entries Add RFS Pathway

Filter pathways

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Actions
Cellulosic Ethanol (60)	Cellulosic Production Process (280)	• Cellulosic... More	Cellulosic Biofuel (D3)			Permitted Capacity	1,000,000	Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

53

◀ Back Save **Save & Continue** ▶

Steps continue on next slide...

How to Change Program Types and Business Activities in OTAQREG

54. Click Delete

55. Click Yes, delete facility

Facility Management

Show entries Filter Facilities [Add Facility](#)

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	• Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	View View Reporting IDs Edit Delete
OTAQREG10034480	TEST FACILITY 2	• Gas/Ethanol	Active	3344 TEST ST FAIRFAX, VA 22030	View View Reporting IDs Edit Delete

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

[Back](#) [Save](#) [Save and Review](#)

Confirm

Are you sure you want to delete this facility?

Steps continue on next slide...

How to Change Program Types and Business Activities in OTAQREG

You will be brought back to the Facility Management screen.

❖ Repeat steps 16 - 53, as appropriate

56. Click **Save & Review**

Facility Management

Show 10 entries Filter Facilities [Add Facility](#)

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	• Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries Previous **1** Next

[Back](#) [Save](#) **56** [Save and Review](#)

Steps continue on next slide...

How to Change Program Types and Business Activities in OTAQREG

- 57. Select the appropriate **Reason for Change** which indicates the submission of an Engineering Review
- 58. Click **Sign and Submit**

Reason for Change: *

Requested Company Data

Company ID: 1675
Company Name: Re
Street Address: 123
Street Address 2:

Select a Reason...

- 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)

Home Page Cancel Request Sign and Submit

Steps continue on next slide...

How to Change Program Types and Business Activities in OTAQREG

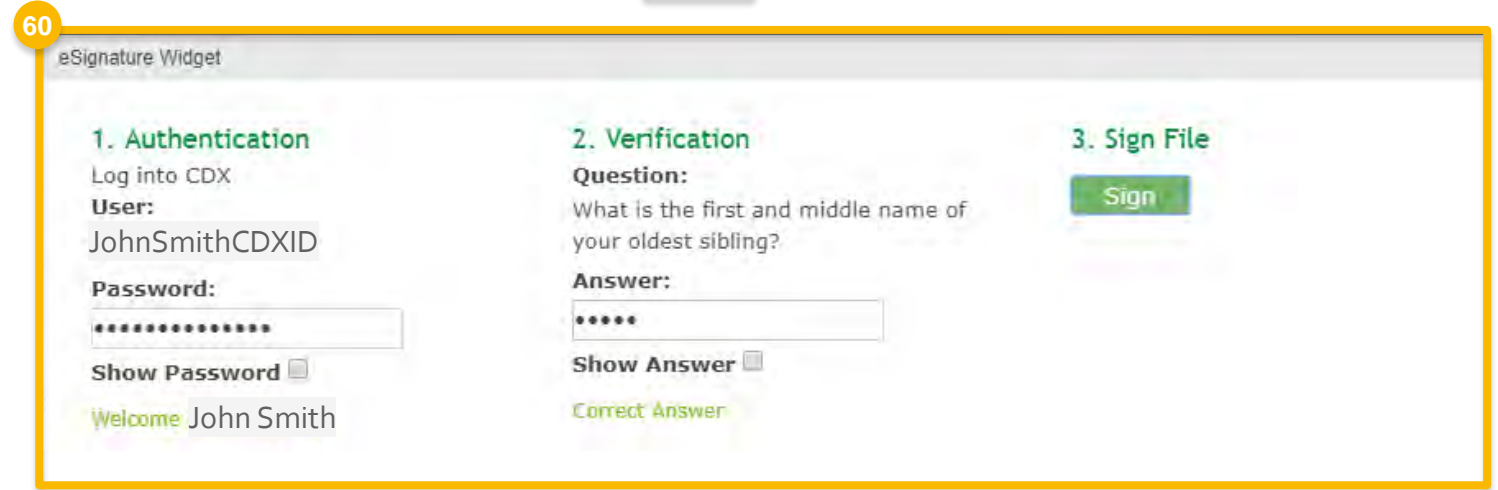
59. Click **Accept**

60. Use the **eSignature Widget** to sign the request

61. 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 regarding any status changes to your request.

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.



My Pending Requests						
Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status	
CPT-14987	Update Company Program Type	Company ABC	JohnSmithCDXID	07/16/2019	Awaiting Initial Review	

Showing 1 to 1 of 1 entries

Previous 1 Next