

Job Aid



How to Register a New Company as a Feedstock Aggregator

This job aid is designed to provide a high-level overview of the process for registering a new company as a Feedstock Aggregator 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

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 Register as a Feedstock Aggregator

1. Click **Create 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...

The screenshot shows the EPA OTAQ Registration interface. At the top, the navigation bar includes the EPA logo, 'OTAQ Registration', 'Home', 'Create New Company' (highlighted with a yellow box and a '1' callout), 'Associate To Existing Company', and 'Welcome to OTAQReg.'. Below the navigation bar, a breadcrumb trail shows 'Home' and 'Basic Company Information'. A 'What To Do' section contains a message: 'Please enter your company information below and hit Continue. Information provided will be compared against existing registered companies to prevent duplicates.' The main form area is titled 'Company Name and Location' and contains the following fields: 'Company Name' (with 'Renewable Fuel - Feedstock Aggregator' entered), 'Street Address' (with '123 Main St' entered), 'Street Address (Line 2)', 'City' (with 'Fairfax' entered), 'State/Province' (with 'Virginia' selected in a dropdown), 'Postal Code' (with '22030' entered), and 'Country' (with 'UNITED STATES' selected in a dropdown). A 'Continue' button is located at the bottom right of the form, highlighted with a yellow box and a '3' callout. A large yellow box with a '2' callout encompasses the entire form area.

How to Register as a Feedstock Aggregator (cont'd)

- 4. Review Company Name and Location information

If you are the RCO of the company:

- 5. Answer **Yes** to question "Are you the Responsible Corporate Officer for this company?"
- 6. Enter RCO Title
- 7. Click **Save & Continue**

If you are not the RCO of the company:

- 8. Answer **No** to question "Are you the Responsible Corporate Officer for this company?"
- 9. Enter RCO Email
- 10. Click **Save & Continue**

Steps continue on next slide...

Home / Company Information

Company Name and Location

Note: Address must be a street address and not a PO box. If you are entering an international address that has no postal code, enter "00000" for Postal Code.

Company Name *
Renewable Fuel - Feedstock Aggregator

Street Address: *
123 Main St

Street Address (Line 2):

City: * Fairfax **State/Province: *** Virginia

Postal Code: * 22030 **Country: *** UNITED STATES

Responsible Corporate Officer (RCO) Information

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

5 Are you the Responsible Corporate Officer for this company? * Yes No

RCO CDX User ID: ⓘ RCO Name:

6 RCO Title: * CEO RCO Phone:

RCO Email: Jane.Smith@company.com RCO Fax:

8 Are you the Responsible Corporate Officer for this company? * Yes No

9 RCO Email: * Jane.Smith@company.com

7 **10** **Save & Continue**

How to Register as a Feedstock Aggregator (cont.)

11. Answer Yes to question

“Do you produce, import, export, provide feedstocks for, or otherwise handle Renewable Fuel or Biointermediate Products as defined under the Renewable Fuel Standard Program?”

12. Answer Yes to Feedstock Aggregator

13. Click Save & Continue

Steps continue on next slide...

Program Type and Business Activities

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. Yes No

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

11 Do you produce, import, export, provide feedstocks for, or otherwise handle Renewable Fuel or Biointermediate Products as defined under the Renewable Fuel Standard Program? Yes No

Business Activities For *Renewable Fuel Standard* Program Type

Please choose at least one activity

12 Biointermediate Producer No

Feedstock Aggregator Yes

Foreign Udenatured Ethanol Producer No

PADD Importer (Renewable Fuel Importer) No

13

How to Register as a Feedstock Aggregator (cont.)

14. Answer question "Is this company required to submit one or more annual attest audit reports?"

15. Click **Save & Continue**

NOTE:

If your company's only business activity is Feedstock Aggregator, answer NO.

If your company is registered with business activities requiring annual attest engagements, answer YES.

• Additional Resources

- How to Submit Attest Engagements: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/how-submit-attest-engagements>
- Program-specific Instructions for Attest Engagements: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/program-specific-instructions-attest-engagements>

Steps continue on next slide...

Attest Submission Information

14 Is this company required to submit one or more annual attest audit reports? * Yes No

15

How to Register as a Feedstock Aggregator (cont.)

16. Answer question "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"

17. Click **Save & Continue**

NOTE:

In most cases, companies registered as a Feedstock Aggregator will not be required to comply with 40 CFR Part 79. As such, they would answer NO.

If you would like to see a step-by-step walkthrough of the **40 CFR Part 79 Company Information** portion of a New Company registration, please see steps 17-22 (slide 6) of the following job aid:

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

<https://www.epa.gov/fuels-registration-reporting-and-compliance-help/register-or-update-fuel-or-fuel-additive-request>

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.

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

17

How to Register as a Feedstock Aggregator (cont.)

18. Answer question "Are you the Delegated Responsible Corporate Officer for this company?"
19. Answer question "Will you be submitting compliance reports and other information on behalf of this company?"
20. Answer question "Will you be submitting 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](#)."
21. Click **Save & Continue**

NOTE:

There are no reporting requirements for companies registered as a Feedstock Aggregator.

Steps continue on next slide...

The screenshot shows a web form titled "Additional Company/User Role Associations". It contains three questions, each with a "No" radio button. Step 18 highlights the first question: "Are you the Delegated Responsible Corporate Officer for this company?". Step 19 highlights the second question: "Are you indirectly employed by this company as an agent?". Step 20 highlights the third question: "Will you be submitting 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](#).". Step 21 highlights the "Save & Continue" button at the bottom right of the form.

Additional Company/User Role Associations	
18	Are you the Delegated Responsible Corporate Officer for this company? <input type="radio"/> No
19	Are you indirectly employed by this company as an agent? <input type="radio"/> No
20	Will you be submitting 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 . <input type="radio"/> No

Navigation buttons:

How to Register as a Feedstock Aggregator (cont.)

22. Click Add Facility

NOTE:

You must add a facility.

If you click **Save and Review** without adding a facility, a warning will appear.

You will not be able to submit the request until you complete this step.

Steps continue on next slide...

Facility Registrations

Show 10 entries Filter Facilities

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

Showing 0 to 0 of 0 entries Previous Next

Add Facility

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

Warning

A list of company activities registered to your company that do not have a matching facility activity is outlined below. You must have at least one facility activity that maps to each company activity associated to your company. Please remove each company activity from your company's registration or add one of the corresponding facility activities to at least one of your facilities.

- Feedstock Aggregator
 - Feedstock Aggregator

Close

How to add a facility (cont.)

23. Enter facility information

24. Click **Search Facilities**

If facility is found:

25. Select appropriate facility

26. Click **Proceed with Selection**

27. Click **Save Selected Facility**

❖ Please proceed to step 34 (*skip to slide 13*)

If the facility you're looking for is not found:

❖ Please proceed to step 28 (*next slide*)

Steps continue on next slide...

The first screenshot shows the 'Add Facility' form with fields for Facility ID, Facility Name, Facility Country (set to 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 23 is next to the Facility ID field. A green button labeled 'Search Facilities' is highlighted with a yellow box and a yellow circle with the number 24.

The second screenshot shows the search results for the entered criteria: 'UNITED STATES OF AMERICA | 7145 OLD MT HOLLY, CHARLOTTE, NC 28214'. A table lists one facility found:

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 25 is next to it. A green button labeled 'Proceed with Selection' is highlighted with a yellow box and a yellow circle with the number 26.

The third screenshot shows the 'Selected Facility' screen with the facility details and a table:

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 27 is next to it.

How to add a facility (cont.)

If the facility you're looking for is not found:

28. 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 blue 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 white box, there are two buttons: a green 'Proceed with Selection' button and a blue link 'Can't find your facility? Click here to create it' which is highlighted with a yellow box. A yellow circle with the number '28' is positioned above the link.

Steps continue on next slide...

How to add a facility (cont.)

If the facility you're looking for is not found:

29. Enter the following facility information

- Facility Name
- Facility Address

30. Answer question "Is Mailing Address Same as Facility Address?"

31. Click **Map Facility**

32. Click **Submit**

Steps continue on next slide...

Add Facility

[Add Facility](#)

Create Facility

[< Back to Search Results](#)

29

Facility Name
ABC Biodiesel

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


Coordinates
Latitude
Longitude

30

Is Mailing Address Same as Facility Address?
 Yes No

31 **Map Facility**

32 **Submit**



Map Legend

How to add a facility (cont.)

If the facility you're looking for is not found:

33. Click **Save Selected Facility**

The screenshot shows the 'Add Facility' interface. At the top, there are tabs for 'Add Facility' and 'Unsaved Facility'. Below the tabs, it says 'Selected Facility (1 unsaved facility)' and provides a link to '< Add Another Facility'. A paragraph explains that clicking 'Save Selected Facility' saves the facility for the next session and that details can be viewed or removed. A filter input field and an 'Export Options' button are also present. 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 a '33' callout next to it.

Steps continue on next slide...

How to add a facility (cont.)

34. Enter the following **Facility Contact Information**

- Name
- Title
- Phone
- Email

35. 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

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@abc biodiesel.com **Fax:**

35

◀ Back Save **Save & Continue ▶**

Steps continue on next slide...

How to add a facility (cont.)

36. Answer **Yes** to question “Does this facility contain separated yard waste, separated food waste, separated MSW, or biogenic waste oils/fats/greases that are supplied to producers of renewable fuels or biointermediates?”

37. Answer **Yes** to Feedstock Aggregator

38. Click **Save & Continue**

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

40. Click **Save & Continue**

NOTE:

Although 40 CFR 80.76 is cited in the Facility Record Storage question, the appropriate regulation to reference is 40 CFR Part 1090.805.

Steps continue on next slide...

Facility Program Types and Activities

36 Does this facility contain separated yard waste, separated food waste, separated MSW, or biogenic waste oils/fats/greases that are supplied to producers of renewable fuels or biointermediates? Yes No *

Business Activities For *Feedstock Aggregator* Program Type

37 Feedstock Aggregator Yes

38

Facility Record Storage

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

On-Site? Yes

Off-Site? No

40

How to Register as a Feedstock Aggregator (cont.)

4.1. Review Facility Registrations

- Repeat steps 22 - 40 as appropriate.

4.2. Click Save and Review

The screenshot displays the EPA OTAQ Registration interface. At the top, the EPA logo and navigation links are visible. The breadcrumb trail indicates the current location: Home / Company Information / Program Types and Activities / 40 CFR Part 79 Company Information / Company/User Role Associations / Facility Registrations. The main content area is titled 'Facility Registrations' and includes an 'Add Facility' button, a 'Show 10 entries' dropdown, and a 'Filter Facilities' search box. A table lists the facility registration details:

ID	Name	Type	Status	Location	Actions
OTAQREG10031288	MAGELLAN CHARLOTTE #1	• Feedstock Aggregator	New	7145 OLD MT HOLLY ROAD CHARLOTTE, NC 28214	View Edit Delete

Below the table, it shows 'Showing 1 to 1 of 1 entries' and pagination controls for 'Previous', '1', and 'Next'. At the bottom right, there are three buttons: 'Back', 'Save', and 'Save and Review'. A yellow box highlights the 'Save and Review' button, and a yellow circle with the number '42' is placed above it. Another yellow circle with the number '41' is placed to the left of the table.

Steps continue on next slide...

Review and submit request

You will see Feedstock Aggregator listed under the following sections:

- Program Types and Business Activities
- Requested Facilities – Type
- Requested Facility Details
 - Facility Reporting Information - Business Activity
 - Facility Types and Activities

If you are the RCO of the company:

43. Click **Sign and Submit**

❖ Please proceed to step 45 (next slide)

If you are not the RCO of the company:

44. Click **Submit and Notify RCO**

Request Information

Request ID: COM-26765
Request Type: New Company
Request Status: Draft
Company Name: Renewable Fuel - Feedstock Aggregator [1843]
Submission: Initial

Created On: 07/24/2023
Modified On: 07/24/2023
Requestor ID:
Requestor Name:

Requested Company Program Types and Business Activities

Edit Company Programs and Business Activities

Program Types and Business Activities

Renewable Fuel Standard
Feedstock Aggregator

Requested Facilities

Add/Edit Facilities

Show 10 entries Filter Facilities

ID	Name	Type	Status	Location
OTAQREG10045104	EPA TEST FACILITY	Feedstock Aggregator	New	123 MAINE AVE SW WASHINGTON, DC 20024

Facility Reporting Information

Reporting ID: Program Type: Feedstock Aggregator Business Activity: Feedstock Aggregator

Facility Contact Information

Contact Name: Janet Smith Contact Phone: 800-456-1000
Contact Title: Manager Contact Fax:
Contact Email: J.Smith@company.com

Facility Types and Activities

Feedstock Aggregator
Feedstock Aggregator

43 Home Page Back Cancel Request Sign and Submit

44 Home Page Back Cancel Request Submit and Notify RCO

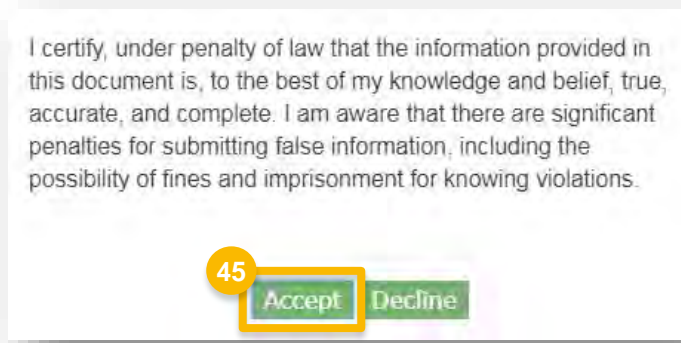
Review and submit request (cont.)

45. Click **Accept**

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

47. 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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eSignature Widget

1. Authentication

Log into CDX

User:
DEMOUSER

Password:
.....
 Show Password

2. Verification

Question:
What is your favorite movie?

Answer:

Show Answer

Correct Answer

3. Sign File

My Requests

Pending Withdrawn Rejected

Show 10 entries Search: 1865

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
COM-26836	New Company	Renewable Fuel - Feedstock Aggregator - 1865	RCO Aggregator	07/31/2023	Awaiting Initial Review

Showing 1 to 1 of 1 entries (filtered from 24 total entries)

Previous 1 Next