

Job Aid



How to Register as an RNG RIN Separator

This job aid is designed to provide a high-level overview of the process for registering a new company as a RNG RIN Separator in OTAQREG so that you can start using the new feature 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>

Create New Company

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...

Company Name and Location

2

Company Name:

Street Address:

Street Address (Line 2):

City: **State/Province:**

Postal Code: **Country:**

3

Review Company Information and Identify the Responsible Corporate Officer

4. Review Company Name and Location information

You will then need to identify the Responsible Corporate Officer (RCO).

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...

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.

4

Company Name *
RNG RIN Separator

Street Address: *
123

Street Address (Line 2):

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

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

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: **6** USER_NAME RCO Name:

6 RCO Title: * Title RCO Phone:

RCO Email: RCO Fax:

8 Responsible Corporate Officer for this Yes No

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

7 **10**

Back Save Save & Continue

Program Type and Business Activities Information

Once you have confirmed Company Name and Location and identified an RCO, you will be brought to the Program Type and Business Activities screen.

NOTE: The screenshots are meant as guidance and not as direct instructions.

11. Answer **No** to question “Are you required to submit documents via DCFuels (e.g., an Engineering Review (ER)) in order to register your company activities and you have not had your company activated?”

This will reveal the next 3 program type questions.

Steps continue on next slide...

Program Type and Business Activities

11 Are you required to submit documents via DCFuels (e.g., an Engineering Review (ER)) in order to register your company activities and you have not had your company activated? *

Are you an independent third party that will conduct audits of renewable fuel production under the RFS Quality Assurance Plan (QAP) Program? *

Are you an independent third party that conducts surveys on behalf of other companies under 40 CFR Part 1090? *

Are you an independent third party that conducts attest audits on behalf of other companies under 40 CFR Part 1090? *

Yes No

Yes No

Yes No

Program Type and Business Activities Information

The 3 additional questions address independent third-party program types.

12. Answer **No** to the 3 independent third-party questions:

- “Are you an independent third party that will conduct audits of renewable fuel production under the RFS Quality Assurance Plan (QAP) Program?”
- “Are you an independent third party that conducts surveys on behalf of other companies under 40 CFR Part 1090?”
- “Are you an independent third party that conducts attest audits on behalf of other companies under 40 CFR Part 1090?”

This will reveal the next 3 program type questions.

Steps continue on next slide...

Program Type and Business Activities

Are you required to submit documents via DCFuels (e.g., an Engineering Review (ER)) in order to register your company activities and you have not had your company activated? * Yes No

12

Are you an independent third party that will conduct audits of renewable fuel production under the RFS 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

Except for independent third parties under RFS QAP, do you need to register under the Renewable Fuel Standard Program? * Yes No

Program Type and Business Activities Information

The 3 additional questions address Gasoline, Diesel, and Renewable Fuel Standard program types.

13. Answer the Gasoline and Diesel program type questions.

NOTE: Answer questions based on your requirements. This screenshot is not meant as direct instructions.

14. Answer **Yes** to question "Except for independent third parties under RFS QAP, do you need to register under the Renewable Fuel Standard Program?"

15. Select **Yes** to RNG RIN Separator

16. Select **Save & Continue**

Steps continue on next slide...

Program Type and Business Activities

Are you required to submit documents via DCFuels (e.g., an Engineering Review (ER)) in order to register your company activities and you have not had your company activated? Yes No

Are you an independent third party that will conduct audits of renewable fuel production under the RFS 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

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

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

14 Except for independent third parties under RFS QAP, do you need to register under the Renewable Fuel Standard Program? Yes No

Business Activities For Renewable Fuel Standard Program Type

Biogas Producer ⓘ	<input type="checkbox"/> No
Biointermediate Producer ⓘ	<input type="checkbox"/> No
Feedstock Aggregator ⓘ	<input type="checkbox"/> No
Foreign Undenatured Ethanol Producer ⓘ	<input type="checkbox"/> No
PADD Importer (Renewable Fuel Importer) ⓘ	<input type="checkbox"/> No
Renewable Fuel Producer ⓘ	<input type="checkbox"/> No
Renewable Fuels Exporter ⓘ	<input type="checkbox"/> No
Renewable Fuels Importer ⓘ	<input type="checkbox"/> No
RFS Pathway Petition Submitter (80.1416) ⓘ	<input type="checkbox"/> No
RIN Owner Only (Blenders, Marketers, Traders) ⓘ	<input type="checkbox"/> No
15 RNG RIN Separator ⓘ	<input checked="" type="checkbox"/> Yes
Small Blender (Blenders in 40 CFR 80.1440) ⓘ	<input type="checkbox"/> No

Attest Submission Information

Once you have selected the appropriate Program Types and Business Activities, you will be brought to the Attest Submission Information screen.

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

18. Select **Save & Continue**

NOTE: Navigate to the below site for additional information on how to submit attest engagement reports and program-specific instructions.

How to Submit Attest Engagements

<https://www.epa.gov/fuels-registration-reporting-and-compliance-help/how-submit-attest-engagements>

Steps continue on next slide...

Attest Submission Information

What To Do

Under the gasoline and diesel programs, gasoline manufacturers (e.g., gasoline refiners, gasoline blending manufacturers, and gasoline importers) must arrange for the submission of an annual attest audit report under 40 CFR 1090.1800. Under the RFS program, obligated parties, renewable fuel producers (including all parties allowed to generate RINs under 40 CFR part 80), renewable fuel importers, biointermediate producers, independent third-party auditors, biogas producers, RNG producers, RIN owners, and RNG RIN separators must arrange for the submission of an attest audit report under 40 CFR 80.165, 80.1464, and 80.1475, as applicable.

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

18 Back Save Save & Continue

RNG RIN Separator Information

Once you have completed the Attest Submission Information screen, you will be brought to the RNG RIN Separator Information screen.

You must add at least one of the following:

- RNG Withdrawal Point(s)
- CNG/LNG Dispensing Station(s)

19a. Click on **Add RNG Withdrawal Point**

19b. Click on **Add CNG/LNG Dispensing Station**

Either selection will cause additional buttons and fields to appear, from which you will add the appropriate facility.

20. Click **Select Facility**

Steps continue on next slide...

RNG RIN Separator Information

Pipeline Information

RNG Withdrawal Point(s)

19a Add RNG Withdrawal Point

CNG/LNG Dispensing Station(s)

19b Add CNG/LNG Dispensing Station

RNG Withdrawal Point(s)

20 Select Facility

Location Name:

Location FRS ID:

Remove

Add RNG Withdrawal Point

CNG/LNG Dispensing Station(s)

20 Select Facility

Location Name:

Location FRS ID:

Add CNG/LNG Dispensing Station

Add RNG Withdrawal Point or CNG/LNG Dispensing Station: Add Facility (cont'd)

A new window will appear.

Here, you will search for the facility where the RNG withdrawal point or CNG/LNG dispensing station is located.

- 21. Enter search criteria
- 22. Click **Search Facilities**

If facility is found:

- 23. Select appropriate facility
- 24. Click **Proceed with Selection**
- 25. Click **Save Selected Facility**

❖ Please proceed to step 32 (*skip to slide 13*)

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

❖ Please proceed to step 26 (*next slide*)

Steps continue on next slide...

Add Facility

Add Facility

Find Existing Facility

Please note, the Facility ID criterion searches against FRS Facility IDs. Do not use OTAQReg 5-digit reporting IDs in this field.

For best results, please fill in at least two search criteria.

Facility ID

Facility Name

Facility Country UNITED STATES OF AMERICA

Facility Address 123 Main St.

City Fairfax

State Virginia

County -Select a County-

ZIP Code

Search Facilities

Add Facility

Add Facility

Facility Search Results (1 facility found) [List View](#) | [Map View](#)

Search Criteria: UNITED STATES OF AMERICA | 123 MAIN ST, FAIRFAX, VA 22030 [Change](#)

Filter:

EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
999983156478	RNG RIN Separator Facility		OTAQREG	OTAQREG10012345

Showing 1 to 1 of 1 facilities

Proceed with Selection [Can't find your facility? Click here to create it](#)

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:

EPA Registry ID	Program ID	Facility Name	Facility Address	
999983156478	OTAQREG10012345	RNG RIN Separator Facility		View/Edit Details Remove

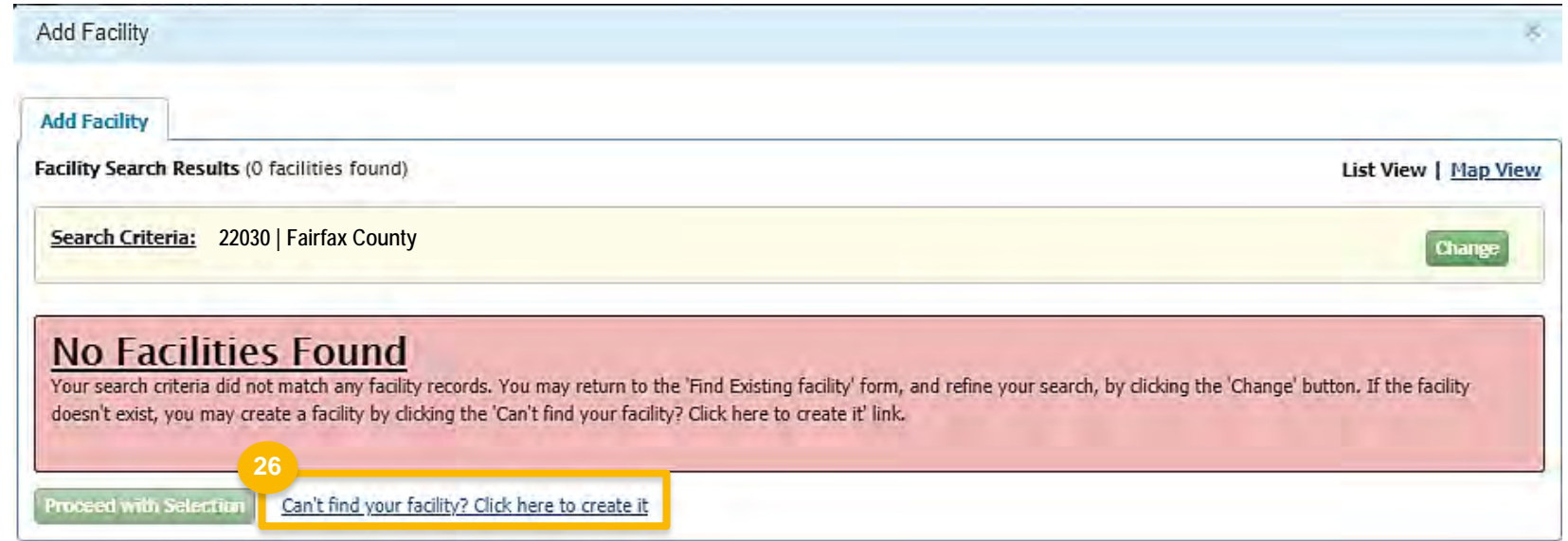
Showing 1 to 1 of 1 facilities

Save Selected Facility

Add RNG Withdrawal Point or CNG/LNG Dispensing Station: Add Facility (cont'd)

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

26. 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 header 'Add Facility' with a close button. Below it, a tab labeled 'Add Facility' is active. The main content area is titled 'Facility Search Results (0 facilities found)' and includes 'List View' and 'Map View' options. A search criteria box shows '22030 | Fairfax County' with a 'Change' button. A large red box contains the message 'No Facilities Found' and explains that the search criteria did not match any records, suggesting the user return to the 'Find Existing facility' form or click the 'Can't find your facility? Click here to create it' link. At the bottom, there are two buttons: 'Proceed with Selection' and 'Can't find your facility? Click here to create it', which is highlighted with a yellow box and a yellow circle containing the number 26.

Steps continue on next slide...

Add RNG Withdrawal Point or CNG/LNG Dispensing Station: Add Facility (cont'd)

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

27. Enter the following facility information

- Facility Name
- Facility Address

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

29. Click **Map Facility**

30. Click **Submit**

Steps continue on next slide...

Add Facility

[Add Facility](#)

Create Facility

[< Back to Search Results](#)

27

Facility Name
RNG RIN Separator Facility

Facility Address
UNITED STATES OF AMERICA
123 Main St.
Address 2
Fairfax_ VA 22030
Fairfax County


Coordinates
Latitude
Longitude

28

Is Mailing Address Same as Facility Address?
 Yes No

29 **Map Facility**

30 **Submit**



Add RNG Withdrawal Point or CNG/LNG Dispensing Station: Add Facility (cont'd)

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

31. Click Save Selected Facility

The screenshot shows the 'Add Facility' page in a web application. 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'. There is a paragraph of text explaining 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			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 callout box with the number '31' highlights the 'Save Selected Facility' button.

Steps continue on next slide...

RNG RIN Separator Information

You will be brought back to the RNG RIN Separator Information screen.

The Location Name and Location FRS ID will be populated automatically. The Location Name is editable. The Location FRS ID is not editable.

If you wish to add another RNG Withdrawal Point or CNG/LNG Dispensing Station:

❖ Repeat steps 19 – 31, as appropriate

If you do not wish to add another RNG Withdrawal Point or CNG/LNG Dispensing Station:

32. Click **Save & Continue**

Steps continue on next slide...

The screenshot displays the 'RNG RIN Separator Information' form. It is titled 'RNG RIN Separator Information' in a blue header. Below the header is a section titled 'Pipeline Information'. This section contains two main areas: 'RNG Withdrawal Point(s)' and 'CNG/LNG Dispensing Station(s)'. Each area has a 'Select Facility' button, a 'Location Name' input field, and a 'Location FRS ID' label. The 'RNG Withdrawal Point(s)' section shows 'Location FRS ID: 110020178895' and a 'Remove' button. The 'CNG/LNG Dispensing Station(s)' section shows 'Location FRS ID: PENDING' and a 'Remove' button. Both sections also have an 'Add' button at the bottom. At the bottom right of the slide, there are three navigation buttons: 'Back', 'Save', and 'Save & Continue'. The 'Save & Continue' button is highlighted with a yellow circle containing the number '32'.

◀ Back **32** Save Save & Continue ▶

Part 79 Company Information and User Role Associations

Once you have provided the RNG RIN Separator information, you will be brought to the Part 79 Company Information screen.

33. Answer **No** to question “Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?”

34. Click **Save & Continue**

Once you have completed the Part 79 Company section, you will be brought to the Additional Company/User Role Associations screen, where you will edit permissions for your user profile.

35. Answer as appropriate to Additional Company/User Role Associations questions

36. Click **Save & Continue**

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.

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

34

Additional Company/User Role Associations

35 Will you be viewing RFS transactions (e.g., for RINs or biogas tokens) via the EMTS application? Yes

Will you ALSO be SUBMITTING RFS transactions via the EMTS application? Yes

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](#). Yes

36

Review and Submit Request

37. Review the RNG RIN Separator company request information for accuracy

If you are the RCO of the company:

38. Click **Sign and Submit**

❖ Please proceed to step 40 (next slide)

If you are not the RCO of the company:

39. Click **Submit and Notify RCO**

This concludes the RNG RIN Separator new company registration process.

Steps continue on next slide...

37

Company Request

Request Information

Request ID: COM-27299	Created On: 02/12/2024
Request Type: New Company	Modified On: 02/12/2024
Request Status: Draft	Requestor ID: USER_NAME
Company Name: RNG RIN Separator [1997]	Requestor Name:
Submission: Initial	

Program Types and Business Activities

Renewable Fuel Standard
RNG RIN Separator

Attest Submission Information

Is this company required to submit one or more annual attest audit reports? Yes

RNG RIN Separator Information

RNG Withdrawal Point(s)

Location Name: NORTH WITHDRAWAL POINT	Location FRS ID: 110020178895
---------------------------------------	-------------------------------

CNG/LNG Dispensing Station(s)

Location Name: NORTH DISPENSING STATION	Location FRS ID: PENDING
---	--------------------------

38

Home Page Back Cancel Request **Sign and Submit**

39

Submit and Notify RCO

Review and Submit Request (cont'd)

If you are the RCO of the company:

40. Click **Accept**

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

42. The request will appear in the My Requests section of your home page with the status **Awaiting Initial Review**

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

