

Job Aid



How to Update Facilities for Renewable Natural Gas (RNG)

This job aid is designed to provide an overview of the process for updating an existing Renewable Fuel Producer facility with Renewable Natural Gas (RNG) pathways.

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 a registered Renewable Fuel Producer company in OTAQREG
4. You must have the Company Editor or RCO user role 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>

Important Notes:

- These instructions are intended for companies that are already registered as Renewable Fuel Producers and plan to update registered facilities with RNG pathways.

Disclaimer:

- Screenshots may vary slightly from what you see in OTAQREG. This is due to the variances in selected business and facility activities.

Manage Facilities

1. Click the **Company ID**
2. Select **Manage Facilities**

My Companies

Show 10 entries Filter Companies: 1562

Company ID	Company Name	Address	My Roles
1562	The Best Renewable Fuel Co	5870 Trinity Pkwy, Centreville, VA 20120, US	<ul style="list-style-type: none">Part 80/1090 Report SubmitterAgentDelegated RCOCompany Editor

Previous 1 Next

Show 10 entries Search:

Steps continue on next slide...

Facility Management

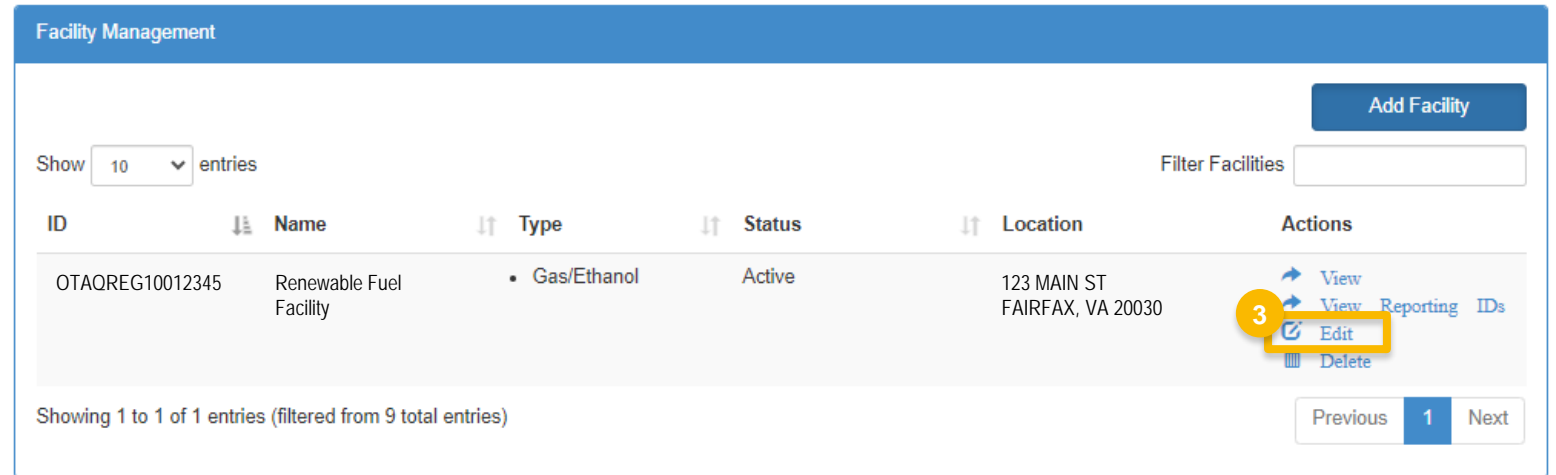
You will be brought to the Facility Management screen, which will list your registered facilities.

- Under Actions, click **Edit** for the appropriate facility

NOTE:

If you would like to review steps on how to add a facility to your company registration, you may refer to steps 17 - 57 in the "How to Update Company Program Type to an RNG Producer" job aid.

Steps continue on next slide...



The screenshot shows the 'Facility Management' interface. At the top right is an 'Add Facility' button. Below it, there is a 'Show 10 entries' dropdown and a 'Filter Facilities' search box. The main content is a table with columns: ID, Name, Type, Status, Location, and Actions. The table contains one entry: ID: OTAOREG10012345, Name: Renewable Fuel Facility, Type: Gas/Ethanol, Status: Active, Location: 123 MAIN ST FAIRFAX, VA 20030. The Actions column for this entry has four options: View, View Reporting IDs, Edit (highlighted with a yellow box and a red circle containing the number 3), and Delete. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 9 total entries)'. At the bottom right of the table area are 'Previous', '1', and 'Next' buttons.

ID	Name	Type	Status	Location	Actions
OTAOREG10012345	Renewable Fuel Facility	Gas/Ethanol	Active	123 MAIN ST FAIRFAX, VA 20030	View View Reporting IDs Edit Delete

Back

Facility Management: Facility Contact Information

Once you select a facility to edit, you will be brought to the Facility Contact Information screen.

4. Verify the contact information and update if applicable

- Name
- Title
- Phone
- Email
- Fax

5. Click **Save & Continue**

Steps continue on next slide...

The screenshot shows two side-by-side panels. The left panel, titled "Facility Name and Location", contains fields for Facility Name, Street Address, Street Address (Line 2), City, State/Province, Postal Code, and Country (with "US" selected). The right panel, titled "Facility Contact Information", contains a light blue instruction box: "Please provide the Contact Name, Title, Email and Phone number as described in 80.76". Below this are input fields for Name, Title, Phone, Email, and Fax. A yellow box with a "4" in a circle highlights the Name, Title, Phone, Email, and Fax fields. At the bottom, a navigation bar contains four buttons: "Edit Name / Location", "Back", "Save", and "Save & Continue". A yellow box with a "5" in a circle highlights the "Save & Continue" button.

Facility Management: Program Types/Activities and Recordkeeping

Once you have confirmed/updated the Facility Contact Information, you will be brought to the Facility Program Types and Activities screen.

6. Verify the program types and subsequent facility activities. Update the information, if applicable.
7. Once the information has been verified/updated, click **Save & Continue**

Once you have confirmed/updated the Facility Program Types and Activities information, you will be brought to the Facility Record Storage screen.

8. Verify the records storage information. Update the information, if applicable.
9. Once the information has been verified/updated, click **Save & Continue**

Steps continue on next slide...

Facility Program Types and Activities

6 Does this facility produce or import Gasoline, Certified Pentane, Certified Ethanol Denaturant, Oxygenates, Renewable Natural Gas, or Renewable Fuel (such as Ethanol), or blend Oxygenates (such as Ethanol) into gasoline? *

Business Activities For Gas/Ethanol Program Type

Ethanol Producer ¹ No

Renewable Fuel Producer ¹ 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)? *

Business Activities For Diesel/Biodiesel Program Type

Jet Fuel Producer ¹ No

Renewable Fuel Producer Facility ¹ Yes

7

Facility Record Storage

8 Are facility records stored on-site, off-site, or both as defined in 1090.805?

On-Site? Yes

Off-Site? No

9

Facility Management: GHG Question and RNG Information

On the next screen, you will verify the GHG Threshold Information. You will also see the new Renewable Natural Gas Information question.

10. Answer **Yes** to “Does the facility produce Renewable Natural Gas?”
11. Enter Capacity Information details

NOTE: Nameplate Capacity must be greater than zero.

NOTE: The start and end dates for the Historical Capacity entries are required and must be prior to the current date. The start and end date for each instance must be within the same year.

NOTE: (Historical Capacity (Current Year)), or Year One, must either be this year or last year.

- ❖ Do you have a permitted capacity?
- ❖ If **Yes**, proceed to step 12
- ❖ If **No**, skip to step 14 (*next slide*)

12. Answer **Yes** to the permitted capacity question
13. Enter the 'Permitted Capacity' quantity and then select the unit of measurement

Steps continue on next slide...

Renewable Facility Information

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

Renewable Facility - GHG Threshold Information

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

Renewable Natural Gas Information

10 Does the facility produce Renewable Natural Gas? Yes

Capacity Information

If data is unavailable for a given year, enter 0 for the capacity value.

	MMBtu (LHV)	Start Date	End Date	Actions
Nameplate Capacity	50000			Clear
Historical Capacity (Current Year)	50000	12/01/2023	12/31/2023	Clear
Historical Capacity (1 Year Prior)	50000	01/01/2022	12/31/2022	Clear
Historical Capacity (2 Years Prior)	50000	01/01/2021	12/31/2021	Clear

12 Do you have a permitted capacity? Yes

13 Permitted Capacity: * 100,000 Million BTU for Lower Heating Value (MMBTU-LHV)

Other (OTHER)

Standard Cubic Feet per Day (SCFD)

Standard Cubic Feet per Hour (SCFH)

Standard Cubic Feet per Month (SCFPMO)

Standard Cubic Feet per Year (SCFPY)

Therms for Lower Heating Value (THM-LHV)

Facility Management: RNG Information (cont'd)

Next, you will enter the information pertaining to the commercial pipeline system and the pipeline interconnect.

14. Enter **Commercial Pipeline System Name**

15. Click **Select Facility**

The screenshot shows a web form with two main sections. The first section, titled "Pipeline Information", contains a required text input field for "Commercial Pipeline System Name" with a red asterisk. The input field contains the text "Commercial Pipeline System". A yellow callout box with the number "14" highlights this field. The second section, titled "Pipeline Interconnect Information:", contains a "Select Facility" button highlighted with a yellow callout box and the number "15". To the right of the button is a text input field for "Location Name:" and another for "Location FRS ID:". Below these fields is a question: "Do you transfer RNG to the interconnect prior to injection (e.g. via truck)?" with a red asterisk, followed by radio buttons for "Yes" and "No".

[Back](#) [Save](#) [Save & Continue](#)

Steps continue on next slide...

Facility Management: Pipeline Interconnect Location

A new window will appear.

Here, you will search for the facility where the pipeline interconnect is located.

16. Enter search criteria

17. Click **Search Facilities**

OTAQ Registration Home Create New Company Associate To Existing Company Welcome to OTAQReg

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	<input type="text"/>
Facility Name	<input type="text"/>
Facility Country	<input type="text"/>
Facility Address	123 Main St
City	Fairfax
State	Virginia
ZIP Code	22030

17 Search Facilities

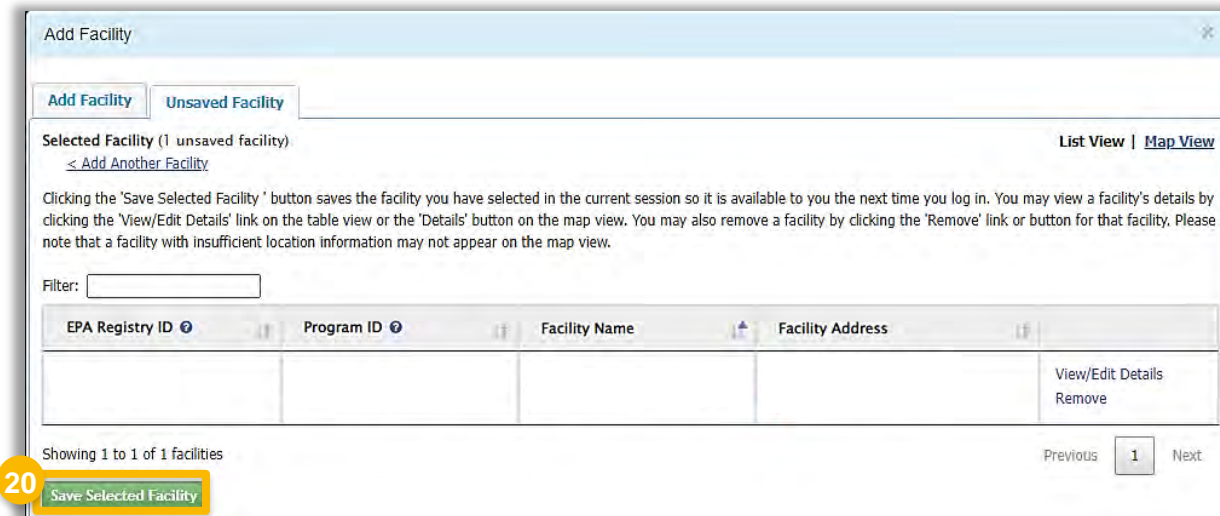
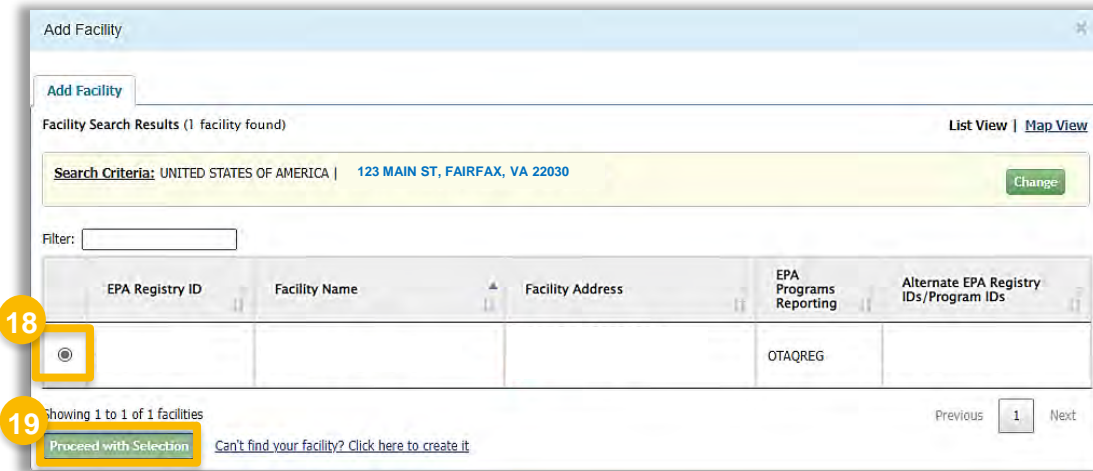
Steps continue on next slide...

Facility Management: Pipeline Interconnect Location (cont'd)

- 18. Select the appropriate facility
- 19. Click **Proceed with Selection**

A new window will appear with the selected facility.

- 20. Click **Save Selected Facility**



Steps continue on next slide...

Facility Management: RNG Information (*cont'd*)

You will be returned to the Renewable Facility Information screen.

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

21. Answer question “Do you transfer RNG to the interconnect prior to injection (e.g. via truck)?”

NOTE:

If you answer Yes to this question, please be advised that RNG producers are required to maintain records of the date of injection and the volume and energy content of the RNG injected into the natural gas commercial pipeline system.

For specific cases where RNG is trucked to an interconnect, the RNG producer is to measure when loading and unloading each truck.

22. Click **Save & Continue**

Steps continue on next slide...

The screenshot shows a web form titled "Pipeline Information". It contains the following elements:

- Commercial Pipeline System Name:** A text input field with a red asterisk, containing the text "Commercial Pipeline System".
- Pipeline Interconnect Information:** A section containing:
 - Location Name:** A text input field with a red asterisk, containing the text "Pipeline Interconnect".
 - Location FRS ID:** A text input field containing the text "999912345678".
 - Select Facility:** A blue button.
- Question:** "Do you transfer RNG to the interconnect prior to injection (e.g. via truck)?" with a red asterisk. It has two radio buttons: "Yes" (selected) and "No".

Annotations:

- A yellow circle with the number "21" is placed over the question and its radio buttons.
- A yellow circle with the number "22" is placed over the "Save & Continue" button at the bottom right of the form.

Facility Management: RFS Pathway

23. Click Add RFS Pathway

Facility Pathways

23 Add RFS Pathway

Show 10 entries Filter pathways

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Pathway Feedstock(s) Supplied By Feedstock Aggregator?	Actions
Cellulosic Ethanol (60)	Cellulosic Production Process (280)	<ul style="list-style-type: none"> Cellulosic Biomass -- Agricultural Residues (70) Less 	Cellulosic Biofuel (D3)			Permitted Capacity	1,000,000	No	Edit Delete
Non-ester Renewable Diesel (EV 1.7) (40)	Grandfathered (Other) (888)	<ul style="list-style-type: none"> Biogenic Waste Oils/Fats/Greases (160) - N/A Less 	Renewable Fuel (D6)			Permitted Capacity	288,000,000	No	Edit Delete
Non-ester Renewable Diesel (EV 1.7) (40)	Grandfathered (Other) (888)	<ul style="list-style-type: none"> Feedstock (Not Listed) -- Used at a Grandfathered Facility (888) - N/A Less 	Renewable Fuel (D6)			Permitted Capacity	288,000,000	No	Edit Delete

Showing 1 to 3 of 3 entries Previous 1 Next

[Back](#)
[Save](#)
[Save & Continue](#)

Steps continue on next slide...

Facility Management: RFS Pathway (cont'd)

A new window will appear.

Here, you will fill out the Pathway Information for the Renewable Natural Gas (RNG) pathway.

24. Enter the Pathway Information

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

25. Enter the Capacity Information

- Permitted Capacity (gallons) *(if appropriate)*
- Nameplate Capacity (gallons)

26. Click Save

Steps continue on next slide...

Pathway Information

24 Fuel Code: *
Renewable Natural Gas (215)

Process Code: *
Renewable CNG/LNG/Electricity Production Process (851)

Feedstock Codes: *
Biogas (Advanced Biofuel D5) (338)

Fuel Type Code: *
Advanced Biofuel (D5)

Co-Product Codes:
Select a CoProduct Code..

25 Permitted Capacity (gallons):
Actual Peak Capacity (gallons):
Nameplate Capacity (gallons):
Biogas/Electricity - Contracted Volume (gallons):

Add FFARS Product

26 Cancel Save

Facility Management: RFS Pathway (cont'd)

You will be brought back to the Facility Pathways screen.

If you wish to add another pathway:

- ❖ Repeat steps 23 – 26, as appropriate

If you do not wish to add another pathway:

27. Click **Save & Continue**

Facility Pathways

[Add RFS Pathway](#)

Show entries Filter pathways

Fuel Code	Process Description Code	Feedstock Codes	Fuel Type Code	Co-Product Codes	FFARS ID	Capacity Type	Capacity (gallons)	Pathway Feedstock(s) Supplied By Feedstock Aggregator?	Actions
Cellulosic Ethanol (60)	Cellulosic Production Process (280)	<ul style="list-style-type: none"> Cellulosic Biomass -- Agricultural Residues (70) Less 	Cellulosic Biofuel (D3)			Permitted Capacity	1,000,000	No	Edit Delete
Non-ester Renewable Diesel (EV 1.7) (40)	Grandfathered (Other) (888)	<ul style="list-style-type: none"> Biogenic Waste Oils/Fats/Greases (160) - N/A Less 	Renewable Fuel (D6)			Permitted Capacity	288,000,000	No	Edit Delete
Non-ester Renewable Diesel (EV 1.7) (40)	Grandfathered (Other) (888)	<ul style="list-style-type: none"> Feedstock (Not Listed) -- Used at a Grandfathered Facility (888) - N/A Less 	Renewable Fuel (D6)			Permitted Capacity	288,000,000	No	Edit Delete
Renewable Natural Gas (215)	Renewable CNG/LNG/Electricity Production Process (851)	<ul style="list-style-type: none"> Biogas (Ad... More 	Advanced Biofuel (D5)		681330001	Permitted Capacity	75,000	No	Edit Delete

Showing 1 to 4 of 4 entries Previous **1** Next

27

[Back](#)
[Save](#)
[Save & Continue](#)

Steps continue on next slide...

Facility Management

You will be brought back to the Facility Registrations screen.

If you wish to edit another facility:

- ❖ Repeat steps 3 – 27, as appropriate

If you do not wish to edit another facility:

28. Click **Save and Review**

NOTE:

If you would like to review steps on how to add a facility to your company registration, you may refer to steps 17 - 57 in the "How to Update Company Program Type to an RNG Producer" job aid.

This concludes the process to update your Renewable Fuel Producer company with an RNG pathway.

Steps continue on next slide...

The screenshot shows the 'Facility Management' interface. At the top right is an 'Add Facility' button. Below it is a 'Filter Facilities' search box. On the left, there is a 'Show 10 entries' dropdown menu. The main area contains a table with the following data:

ID	Name	Type	Status	Location	Actions
OTAOREG10012345	Renewable Fuel Facility	• Gas/Ethanol	Active	123 MAIN ST FAIRFAX, VA 20030	View View Reporting IDs Edit Delete

Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 9 total entries)'. At the bottom right of the table area are 'Previous', '1', and 'Next' navigation buttons.

A set of three navigation buttons: 'Back' (blue), 'Save' (green), and 'Save and Review' (yellow with a blue border). A yellow circle with the number '28' is positioned above the 'Save and Review' button.

Review and Submit Request

29. Review Facility Request details for accuracy

30. Select a Reason for Change

If you are the RCO of the company:

31. Click **Sign and Submit**

❖ Please skip to step 33 (*next slide*)

If you are not the RCO of the company:

32. Click **Submit and Notify RCO**

This concludes the Update Facility process.

NOTE: The RCO will need to approve the request before it is queued for EPA review.

Steps continue on next slide...

29

Facility Request

Request Information

Request ID: FAC-27351	Created On: 02/23/2024
Request Type: Update Facility	Modified On: 02/23/2024
Request Status: Draft	Requestor ID:
Company Name: The Best Renewable Fuel Co [1562]	Requestor Name:
Submission: Initial	

30

Reason for Change: *

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)

Requested Company Details

Company ID: 1601
Company Name: Ren
Street Address: 123
Street Address 2:

rfax
A
ode: 22030
: US

31

Home Page Cancel Request **Sign and Submit**

32

Cancel Request **Submit and Notify RCO**

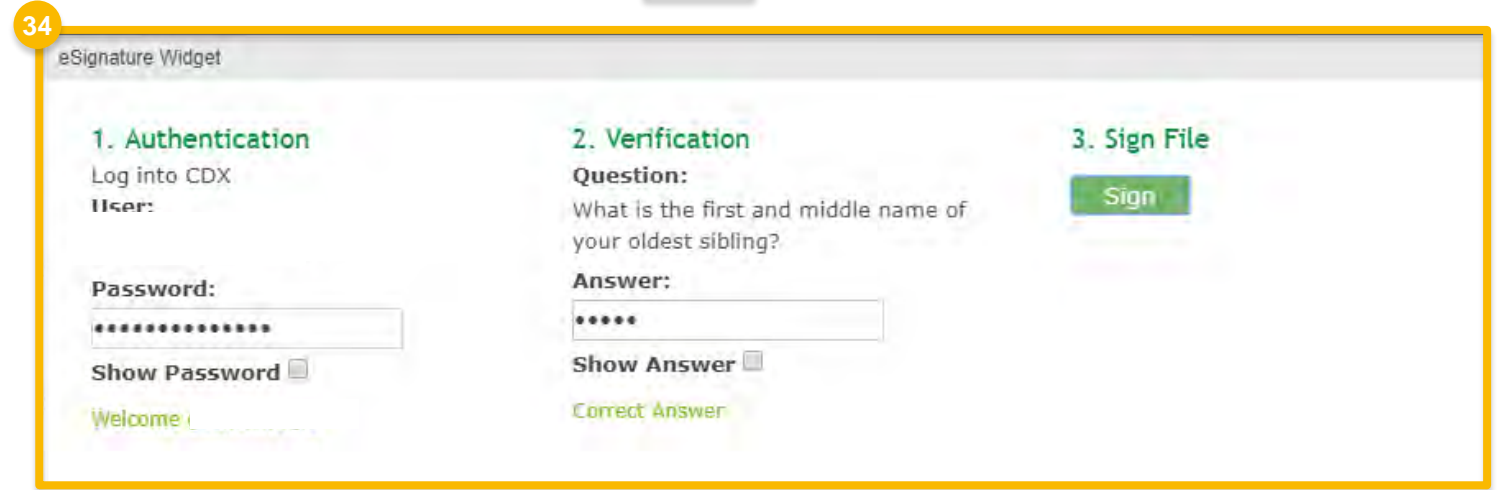
Facility Management

If you are the RCO of the company:

- 33. Click **Accept**
- 34. Use the **eSignature Widget** to sign the request
- 35. 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	
FAC-27351	Update Facility	The Best Renewable Fuel Co	User_Name	07/16/2019	Awaiting Initial Review	

Showing 1 to 1 of 1 entries

Previous 1 Next