

Job Aid



How to Update Company Program Type to a Biogas Producer

This job aid is designed to provide an overview of the process for updating a company's program type to a Biogas Producer from Initial Registration Submissions in OTAQREG.

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 company in OTAQREG with the Initial Registration Submissions business activity
4. You must have the following user roles in OTAQREG on behalf of the registered company
 - Company Editor or RCO

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 Note:

The following steps assume that your company is registered under the Initial Registration Submissions business activity.

If your Biogas Producer company is not yet registered, you must first register with the Initial Registration Submissions business activity.

For step-by-step instructions, the "How to Register a New Company as Initial Registration Submissions" job aid is available on the site below:

<https://www.epa.gov/fuels-registration-reporting-and-compliance-help/job-aids-fuels-registration-system-otaqreg>

Update Company Program Type

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

The screenshot shows a web interface titled "My Companies". At the top, there is a "Show 10 entries" dropdown and a "Filter Companies:" search box. Below this is a table with the following columns: "Company ID", "Company Name", "Address", and "My Roles". The first row of the table contains the following data: "1996" (highlighted with a yellow box and a "1" in a yellow circle), "Biogas Producer", "123 Main St. Fairfax, VA 22030, US", and a list of roles: "EMTS RFS Viewer", "Company Editor", and "RCO". A dropdown menu is open for the "1996" Company ID, listing several 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 yellow circle), "Manage Facilities", "QAP Associations", "Manage Reports", and "RCO Update Request". At the bottom right of the table, there are "Previous", "1", and "Next" buttons.

Steps continue on next slide...

Program Type and Business Activities Information

You will be brought to the Program Type and Business Activities screen.

3. 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?"

NOTE:

This question is only answered Yes for the purpose of registering a company under business activity "Initial Registration Submissions".

Upon answering the question, the next 6 program type questions will be revealed.

Steps continue on next slide...

Program Type and Business Activities

3 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

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 next questions address independent third-party program types.

4. 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?”

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

4 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 remaining questions address Gasoline, Diesel, and Renewable Fuel Standard program types.

5. Answer the Gasoline and Diesel program type questions.

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

6. Answer **Yes** to question “Except for independent third parties under RFS QAP, do you need to register under the Renewable Fuel Standard Program?”
7. Select **Yes** to Biogas Producer
8. Click **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

5 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

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

7 Business Activities For Renewable Fuel Standard Program Type

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

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Attest Submission and Part 79 Company Information

- 9. Answer **Yes** to Attest question "Is this company required to submit one or more annual attest audit reports?"
- 10. Click **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>

- 11. Answer **No** to Part 79 question "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"
- 12. Click **Save & Continue**

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.

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

Back Save Save & Continue

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.

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

Back Save Save & Continue

Facility Registrations: Add Facility

Once the Attest Submission and Part 79 questions are answered, you will be brought to the Facility Registrations screen.

Here, you can add each facility and select the respective facility-specific information.

13. Click Add Facility

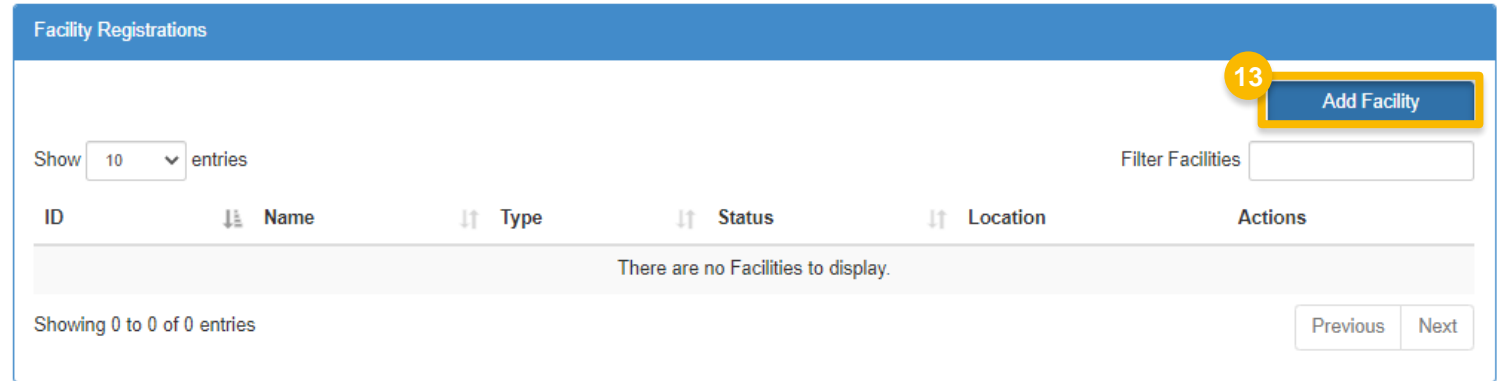
NOTE:

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

13 [Add Facility](#)

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](#)

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

Facility Registrations: Add Facility (cont'd)

14. Enter facility information

15. Click **Search Facilities**

If the facility is found:

16. Select appropriate facility

17. Click **Proceed with Selection**

18. Click **Save Selected Facility**

❖ Please proceed to [step 25](#) (skip to slide 12)

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

❖ Please proceed to [step 19](#) (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 (123 MAIN ST), City (FAIRFAX), State (Virginia), County (-Select a County-), and ZIP Code. A yellow box highlights the search criteria fields, and a yellow circle with the number 14 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 15.

The second screenshot shows the search results for the criteria 'UNITED STATES OF AMERICA | 7145 OLD MT HOLLY, CHARLOTTE, NC 28214'. A table lists one facility: 'BIOGAS PRODUCER FACILITY' with EPA Registry ID 999983156478 and Alternate EPA Registry IDs/Program IDs OTAQREG and OTAQREG10012345. A yellow box highlights the radio button selection, and a yellow circle with the number 16 is next to it. A green button labeled 'Proceed with Selection' is highlighted with a yellow box and a yellow circle with the number 17.

The third screenshot shows the 'Selected Facility' screen for the 'BIOGAS PRODUCER FACILITY'. A table lists the facility details, including EPA Registry ID 999983156478, Program ID OTAQREG10012345, and Facility Name BIOGAS PRODUCER FACILITY. A yellow box highlights the 'Save Selected Facility' button, and a yellow circle with the number 18 is next to it.

Facility Registrations: Add Facility (cont'd)

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

19. 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 view options for 'List View' and 'Map View'. A search criteria box displays '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 create a new facility. At the bottom, there are two buttons: 'Proceed with Selection' and a highlighted link 'Can't find your facility? Click here to create it' with a yellow callout bubble containing the number '19'.

Steps continue on next slide...

Facility Registrations: Add Facility (cont'd)

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

20. Enter the following facility information
 - Facility Name
 - Facility Address
21. Answer question "Is Mailing Address Same as Facility Address?"
22. Click **Map Facility**
23. Click **Submit**

Steps continue on next slide...

Add Facility

[Add Facility](#)

Create Facility
[< Back to Search Results](#)

20 **Facility Name**
Biogas Producer Facility


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

Coordinates
Latitude
Longitude

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

22 **Map Facility**

23 **Submit**



Facility Registrations: Add Facility (cont'd)

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

24. 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 provides instructions on how to view details or remove a facility. There 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			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 '24' callout next to it.

Steps continue on next slide...

Facility Registrations: Facility Contact Information

Once a facility is selected or created and you have clicked **Save Selected Facility**, you will be brought to the Facility Contact Information screen.

25. Enter the following Facility Contact Information

- Name
- Title
- Phone
- Email

26. Click **Save & 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:

Street Address:

Street Address (Line 2):

City: **State:**
VA

Postal Code: **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: * **Phone: ***
Manager 2026661666

Email: * **Fax:**

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◀ Back Save Save & Continue ▶

Steps continue on next slide...

Facility Registrations: Program Types and Activities

- 27. Answer **Yes** to the question "Does this facility produce a biogas feedstock that will be used to produce a renewable fuel, renewable electricity, or a biointermediate product?"
- 28. Answer **Yes** to Biogas Producer
- 29. Click **Save & Continue**

Facility Program Types and Activities

27 Does this facility produce a biogas feedstock that will be used to produce a renewable fuel, renewable electricity, or a biointermediate product? * Yes No

Business Activities For *Biogas Producer* Program Type

28 Biogas Producer ⓘ Yes

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Steps continue on next slide...

Facility Registrations: Recordkeeping

30. Answer Facility Record Storage question
"Are facility records stored on-site, off-site, or both as defined in 1090.805?"

31. 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 1090.805?". Below the question is a yellow highlighted instruction: "Please choose at least one storage method". There are two rows of radio button options: "On-Site?" and "Off-Site?". Each row has a "No" button next to it. A yellow callout box with the number "30" highlights the "On-Site?" and "Off-Site?" labels. At the bottom right, there are three navigation buttons: "Back", "Save", and "Save & Continue". A yellow callout box with the number "31" highlights the "Save & Continue" button.

Facility Registrations: Biogas Producer Information

32. Answer 'Biogas Source Information' questions

NOTE: If a source (other than landfill) is selected, the 'Biogas Feedstock Information' will appear, from which you will need to select Feedstock Codes.

❖ Will any biogas from this site be produced from one of the following?

- Municipal wastewater treatment plant digester
- Agricultural digester
- Separated MSW digester
- Other waste digester (not listed)

❖ If **Yes**, proceed to step 33

❖ If **No**, skip to [step 34](#) (next slide)

33. Select **Feedstock Codes** from the drop-down menu as appropriate

NOTE: Multiple feedstock codes may be selected

Steps continue on next slide...

Biogas Producer Information

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Biogas Source Information

Will any biogas from this site be produced from a landfill? No

Will any biogas from this site be produced from a municipal wastewater treatment plant digester? No

Will any biogas from this site be produced from an agricultural digester? No

Will any biogas from this site be produced from a separated MSW digester? No

Will any biogas from this site be produced from other waste digester not listed above? No

Biogas Feedstock Information

33

Feedstock Codes: *

Select Feedstock Codes...

Facility Registrations: Capacity Information

34. Enter the 'Capacity Information' details

- Total Volume (MMscf)
- Total Capacity (MMBtu)

NOTE: Nameplate Capacity must be greater than zero.

NOTE: The Historical Capacity start and end dates are required and must be prior to the current date. The start and end date for each record 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 35
- ❖ If **No**, skip to step 37

35. Answer **Yes** to question "Do you have a permitted capacity?"

36. Enter the 'Permitted Capacity' quantity and then select the unit of measurement

37. Click **Save & Continue**

Steps continue on next slide...

Capacity Information

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

	Total Volume (MMscf)	Total Capacity (MMBtu)	Start Date	End Date	Actions
34 Nameplate Capacity	<input type="text" value="10000"/>	<input type="text" value="10000"/>			
Historical Capacity (Current Year)	<input type="text" value="10000"/>	<input type="text" value="10000"/>	02/01/2023	03/01/2023	
Historical Capacity (1 Year Prior)	<input type="text" value="10000"/>	<input type="text" value="10000"/>	02/01/2022	04/04/2022	
Historical Capacity (2 Years Prior)	<input type="text" value="10000"/>	<input type="text" value="10000"/>	02/01/2021	02/01/2021	

35 Do you have a permitted capacity? Yes

36 Permitted Capacity: * Million BTU for Higher Heating Value (MMBTU-HHV) x

37

Back
 Save
Save & Continue

Facility Registrations

After adding the capacity information, you will be brought back to the Facility Registrations screen.

If you wish to add another facility:

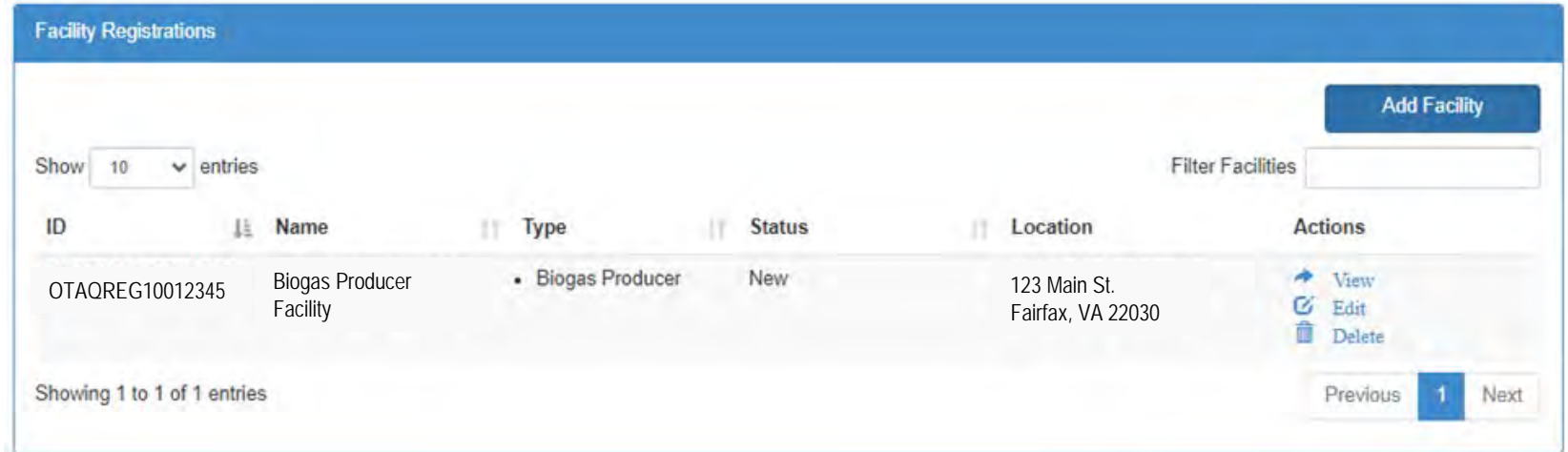
❖ Repeat steps 13 – 37, as appropriate

If you do not wish to add another facility:

38. Click **Save and Review**

This concludes the company program update process.

Steps continue on next slide...



The screenshot shows the 'Facility Registrations' 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
OTAQREG10012345	Biogas Producer Facility	• Biogas Producer	New	123 Main St. Fairfax, VA 22030	View Edit Delete

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. To the right of this are 'Previous', '1', and 'Next' buttons.



Navigation buttons: 'Back', 'Save', and 'Save and Review'. The 'Save and Review' button is highlighted with a yellow border and a '38' in a yellow circle above it.

Review and Submit Request

39. Select **New Facility (with Engineering Review)** as the Reason for Change

Company Program Type Request

Request Information

Request ID: CPT-34925	Created On: 03/15/2024
Request Type: Update Company Program Type	Modified On: 03/15/2024
Request Status: Draft	Requestor ID: RCOLINDA
Company Name:	Requestor Name:
Submission: Initial	

Requested Changes

is being added
Company Activity Biogas Producer(311) changed from false to true
Company Activity Initial Registration Submissions(9) changed from true to false
Company Attest Submission Requirement changed from null to true
Company Program Type Initial Registration Submissions changed from true to false
Company Program Type Renewable Fuel Standard changed from false to true

Reason for Change: *

- 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...

Review and Submit Request

40. Review the request information for accuracy. Once verified, you are ready to submit your Company Program Update request.

If you are the RCO of the company:

41. Click **Submit and Submit**

❖ Please skip to [step 43](#) (next slide)

If you are not the RCO of the company:

42. Click **Submit and Notify RCO**

❖ This concludes the request submission.

Steps continue on next slide...

Company Program Type Request

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Request Information

Request ID: CPT-34925	Created On: 03/15/2024
Request Type: Update Company Program Type	Modified On: 03/15/2024
Request Status: Draft	Requestor ID:
Company Name:	Requestor Name:
Submission: Initial	

Requested Changes

is being added
Company Activity Biogas Producer(311) changed from false to true
Company Activity Initial Registration Submissions(9) changed from true to false
Company Attest Submission Requirement changed from null to true
Company Program Type Initial Registration Submissions changed from true to false
Company Program Type Renewable Fuel Standard changed from false to true

Reason for Change: *

Requested Company Details

Company ID:	City: Fairfax
Company Name:	State: VA
Street Address: 123 Main St	Postal Code: 22030
Street Address 2:	Country: US

41

Home Page Back Cancel Request Sign and Submit

42

Submit and Notify RCO

Review and Submit Request (cont'd)

If you are the RCO of the company:

- 43. Click **Accept**
- 44. Use the **eSignature Widget** to sign the request
- 45. The request will appear in the My 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.

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.

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44 eSignature Widget

1. Authentication
Log into CDX
User:
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: 1996

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-34925	Company Program Update	Biogas Producer - 1996	USER_NAME	02/12/2024	Awaiting Initial Review

Showing 1 to 1 of 1 entries (filtered from 12 total entries) Previous 1 Next