

Job Aid



How to Update Company Program Type to an RNG Producer

This job aid is designed to provide an overview of the process for updating a company's program type from Initial Registration Submissions to a Renewable Fuel Producer that produces Renewable Natural Gas (RNG) 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 RNG 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 following site: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/job-aids-fuels-registration-system-otaqreg>
- Registered Renewable Fuel Producers seeking to add or update a facility with an RNG pathway, please refer to the "How to Update Facilities for Renewable Natural Gas (RNG)" job aid

Update Company Program Type

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

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 'Show 10 entries' dropdown and a 'Filter Companies:' search box. The main content area is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row of the table is highlighted in grey and contains the following data: '1234' (with a dropdown arrow), 'Renewable Natural Gas Producer', '123 Main St. Fairfax, VA 22030, US', and a list of roles: 'EMTS RFS Viewer', 'Company Editor', and 'RCO'. A context menu is open over the '1234' dropdown, listing several options: 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities' (highlighted with a yellow box), 'Manage Facilities', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. A 'Previous 1 Next' pagination control is located at the bottom right of the table.

Company ID	Company Name	Address	My Roles
1234	Renewable Natural Gas Producer	123 Main St. Fairfax, VA 22030, US	<ul style="list-style-type: none">EMTS RFS ViewerCompany EditorRCO

Steps continue on next slide...

Program Type and Business Activities

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? *

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? *

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; or do you blend Oxygenates? *

Do you produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment? *

Except for independent third parties under RFS QAP, do you need to register under the Renewable Fuel Standard Program? *

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Program Type and Business Activities

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

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 Renewable Fuel 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

Business Activities For *Renewable Fuel Standard* Program Type

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

8

Foreign Bond Information

Once you have answered the program type questions and their respective business activity questions, you will be brought to the Foreign Bond Information screen.

9. Answer the question “Does your company own or operate any foreign facilities?”

If **Yes**, proceed to step 10

If **No**, skip to step 12

10. Answer the Gasoline bonding requirements question.

NOTE: Only currently applicable foreign bonding requirements are under the RFS program as specified at 40 CFR 80.1466(h)(1)-(2) and 40 CFR 80.1467(e). All registrations should answer the question “No”.

9. Answer the Renewable Fuel Standard bonding requirements question.

10. Click **Save & Continue**

Steps continue on next slide...

The screenshot shows the 'Foreign Bond Information' screen. At the top, a blue header contains the title. Below it, a question is highlighted with a yellow box and a '9' in a circle: 'Does your company own or operate any foreign facilities? *'. To the right of the question are radio buttons for 'Yes' and 'No', with 'No' selected. Below the question is a table with the following content:

Foreign Bond Determination	
Gasoline	<input checked="" type="radio"/> No
Renewable Fuel standard	<input checked="" type="radio"/> No

The screenshot shows the 'Foreign Bond Information' screen. At the top, a blue header contains the title. Below it, a question is highlighted with a yellow box and a '10' in a circle: 'Does your company own or operate any foreign facilities? *'. To the right of the question are radio buttons for 'Yes' and 'No', with 'Yes' selected. Below this, another question is highlighted with a yellow box and a '10' in a circle: 'Has your company met the Gasoline bonding requirements as per Title 40 CFR Parts 80.94 (k) (RFG); Title 40 CFR Parts 80.410(k) (Tier 2 Gasoline Sulfur); Title 40 CFR Parts 80.1363(k) (Benzene); Title 40 CFR Parts 80.1363(k) (Tier 3 Gasoline Sulfur)? *'. To the right of this question are radio buttons for 'Yes' and 'No', with 'No' selected. Below this, a third question is highlighted with a yellow box and a '11' in a circle: 'Has your company met the Renewable Fuel Standard bonding requirements as per Title CFR Parts 80.1465 or 80.1466 or 80.1467 (RFS)? *'. To the right of this question are radio buttons for 'Yes' and 'No', with 'Yes' selected. Below the questions is a table with the following content:

Foreign Bond Determination	
Gasoline	<input checked="" type="radio"/> No
Renewable Fuel standard	<input checked="" type="radio"/> Yes

The screenshot shows the navigation buttons at the bottom of the screen. There are three buttons: 'Back', 'Save', and 'Save & Continue'. The 'Save & Continue' button is highlighted with a yellow box and a '12' in a circle.

Attest Submission and Part 79 Company Information

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

14. 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>

15. 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?"

16. 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.

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

14 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.

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

16 Back Save Save & Continue

Facility Registrations: Add Facility

Once the company details are selected, you will be brought to the Facility Registrations screen to add each facility and select the respective facility-specific information.

17. 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

Facility Registrations: Add Facility (cont'd)

18. Enter facility information

19. Click **Search Facilities**

If facility is found:

20. Select appropriate facility

21. Click **Proceed with Selection**

22. Click **Save Selected Facility**

❖ Please proceed to [step 29](#) (skip to slide 13)

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

❖ Please proceed to step 23 (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 (22030). A yellow box highlights the search criteria, and a yellow circle with the number 18 is next to the Facility ID field. A yellow box highlights the 'Search Facilities' button, with a yellow circle and the number 19 next to it.

The second screenshot shows the search results for 'UNITED STATES OF AMERICA | 7145 OLD MT HOLLY, CHARLOTTE, NC 28214'. A table lists one facility: EPA Registry ID 999983156478, Facility Name RNG Producer Facility, Facility Address (with a red location pin icon), EPA Programs Reporting OTAQREG, and Alternate EPA Registry IDs/Program IDs OTAQREG10012345. A yellow box highlights the radio button next to the facility name, with a yellow circle and the number 20 next to it. A yellow box highlights the 'Proceed with Selection' button, with a yellow circle and the number 21 next to it.

The third screenshot shows the 'Selected Facility (1 unsaved facility)' screen. The facility details are: EPA Registry ID 999983156478, Program ID OTAQREG10012345, Facility Name RNG PRODUCER FACILITY, and Facility Address (with a red location pin icon). A yellow box highlights the 'Save Selected Facility' button, with a yellow circle and the number 22 next to it.

Facility Registrations: Add Facility (cont'd)

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

23. 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 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 one. 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 '23'.

Steps continue on next slide...

Facility Registrations: Add Facility (cont'd)

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

24. Enter the following facility information

- Facility Name
- Facility Address

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

26. Click **Map Facility**

27. Click **Submit**

Steps continue on next slide...

Add Facility

[Add Facility](#)

Create Facility

[< Back to Search Results](#)

24 **Facility Name**
RNG Producer Facility


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

Coordinates
Latitude
Longitude

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

26 **Map Facility**

27 **Submit**



[Map Legend](#)

Facility Registrations: Add Facility (cont'd)

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

28. 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 callout box with the number '28' highlights the 'Save Selected Facility' button.

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.

29. Enter the following Facility Contact Information

- Name
- Title
- Phone
- Email

30. Click **Save & Continue**

Facility 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.

Facility Name:

Street Address:

Street Address (Line 2):

City: State/Province:

Postal Code: Country:
US

Facility Contact Information

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

29 Name: *
Jan Smith

Title: * Phone: *
Site Manager 202-523-1660

Email: * Fax:
jsmith@RNGproducer.com

30 ◀ Back Save Save & Continue ▶

Steps continue on next slide...

Facility Registrations: Program Type and Activities

Once you've provided the Facility Contact Information, you will then select the appropriate program type and business activity.

- 31. Answer **Yes** to question "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?"
- 32. Answer **Yes** to Renewable Fuel Producer
- 33. Answer **No** 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)?"
- 34. Click **Save & Continue**

Steps continue on next slide...

Facility Program Types and Activities

31 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? * Yes No

Business Activities For Gas/Ethanol Program Type

Ethanol Producer *i* No

32 Renewable Fuel Producer *i* Yes

33 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

34

Facility Registrations: Recordkeeping

35. Answer the question “Are facility records stored on-site, off-site, or both as defined in 1090.805?”

- If you select **On-Site** only, skip to step 38
- If you select **Off-Site**, proceed to step 36

36. Enter the Off-Site Location Information

- Location Name
- Street Address
- City
- State/Province
- Postal Code
- Country

37. Enter the Off-Site Contact Information

- Name
- Title
- Phone
- Email

38. Click **Save & Continue**

Steps continue on next slide...

Facility Record Storage

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

Please choose at least one storage method

35

On-Site? No

Off-Site? No

38

Back Save Save & Continue

36

Off-Site Location Information

Location Name: *
Facility Record Storage Site 1

Street Address: *
123 Broad Ave

Street Address (Line 2):

City: *
Springfield

State/Province: *
Virginia x ▾

Postal Code: *
22031

Country: *
UNITED... ▾

37

Off-Site Contact Information

Name: *
Hugh Smith

Title: *
Manager

Phone: *
800-456-7894

Email: *
Hugh.Smith@company.com

Fax:

Facility Registrations: GHG Threshold Information

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

NOTE:

40 CFR 80.1403 – "Which fuels are not subject to the 20% GHG thresholds?" The guidelines can be found via the link below.

<https://www.ecfr.gov/current/title-40/section-80.1403>

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

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
Historical Capacity (Current Year)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
Historical Capacity (1 Year Prior)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
Historical Capacity (2 Years Prior)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>

Do you have a permitted capacity? No

Pipeline Information

Commercial Pipeline System Name:

Pipeline Interconnect Information:

Location Name: Location FR ID:

Do you transfer RNG to the interconnect prior to injection (e.g. via truck)? Yes No

Renewable Facility - GHG Threshold Information

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

Steps continue on next slide...

Facility Registrations: RNG Information

40. Answer **Yes** to “Does the facility produce Renewable Natural Gas?”

41. 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 42

❖ If **No**, skip to step 44 (next slide)

42. Answer **Yes** to question “Do you have a permitted capacity?”

43. Enter the ‘Permitted Capacity’ quantity and then select the unit of measurement

Steps continue on next slide...

The screenshot shows a multi-step form for 'Renewable Facility Information'. Callout 40 points to the 'Does the facility produce Renewable Natural Gas?' question, which is answered 'Yes'. Callout 41 points to the 'Capacity Information' table. Callout 42 points to the 'Do you have a permitted capacity?' question, which is answered 'Yes'. Callout 43 points to the 'Permitted Capacity' field, which is set to 1,000,000, and the dropdown menu for units of measurement, which is set to 'Million BTU for Lower Heating Value (MMBTU-LHV)'. The table below shows the capacity data for the highlighted section.

Capacity Type	MMBtu (LHV)	Start Date	End Date	Actions
Nameplate Capacity	100000			Clear
Historical Capacity (Current Year)	100000	10/01/2023	12/31/2023	Clear
Historical Capacity (1 Year Prior)	100000	01/01/2022	12/31/2022	Clear
Historical Capacity (2 Years Prior)	100000	01/01/2021	12/31/2021	Clear

Facility Registrations: RNG Information (cont'd)

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

44. Enter Commercial Pipeline System Name

45. Click Select Facility

Steps continue on next slide...

Facility Registrations: RNG Information (cont'd)

A new window will appear.

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

46. Enter search criteria

47. Click **Search Facilities**

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.

46

Facility ID	110023456789
Facility Name	Pipeline Interconnect
Facility Country	
Facility Address	
City	
State	
ZIP Code	

47 Search Facilities

Steps continue on next slide...

Facility Registrations: RNG Information (cont'd)

- 48. Select the appropriate facility
- 49. Click **Proceed with Selection**

The screenshot shows the 'Add Facility' window in the OTAC Registration system. The search criteria is '110023456789'. The search results table shows one facility: 'Pipeline Interconnect' with EPA Registry ID '110023456789'. A yellow callout box with the number '48' highlights the radio button next to this facility. Below the table, a yellow callout box with the number '49' highlights the 'Proceed with Selection' button. The interface also includes a 'Filter' field, a 'Change' button for search criteria, and pagination controls showing 'Showing 1 to 1 of 1 facilities'.

EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
110023456789	Pipeline Interconnect			

Steps continue on next slide...

Facility Registrations: RNG Information (cont'd)

50. Click Save Selected Facility

The screenshot displays the 'Add Facility' web application interface. At the top, there are navigation links: 'OTAC Registration', 'Home', 'Create New Company', 'Associate to Existing Company', and 'Welcome to OTACReg'. Below the navigation, there are two tabs: 'Add Facility' and 'Unsaved Facility'. The main content area is titled 'Selected Facility (1 unsaved facility)' and includes a 'List View | Map View' toggle. A link '< Add Another Facility' is present. A paragraph of text explains the 'Save Selected Facility' button: '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.' Below this text is a 'Filter:' input field. A table with the following columns is shown: 'EPA Registry ID', 'Program ID', 'Facility Name', 'Facility Address', and a column for actions. The table contains one row with the following data: EPA Registry ID 110023456789, Program ID Pending, Facility Name Pipeline Interconnect, and actions 'View/Edit Details' and 'Remove'. Below the table, it says 'Showing 1 to 1 of 1 facilities' and has 'Previous', '1', and 'Next' navigation buttons. A yellow callout box with the number '50' highlights the 'Save Selected Facility' button at the bottom left of the table area.

EPA Registry ID	Program ID	Facility Name	Facility Address	
110023456789	Pending	Pipeline Interconnect		View/Edit Details Remove

Steps continue on next slide...

Facility Registrations: RNG Information (cont'd)

51. 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.

52. Click **Save & Continue**

Steps continue on next slide...

◀ Back Save **52** Save & Continue ▶

Facility Registrations: RFS Pathway

53. Click Add RFS Pathway

Facility Pathways

Show entries

Filter pathways

53 Add RFS Pathway

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
There are no Pathways to display.									

Showing 0 to 0 of 0 entries

Previous Next

Back Save Save & Continue

Steps continue on next slide...

Facility Registrations: RFS Pathway (cont'd)

54. Enter the Pathway Information

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

55. Enter the Capacity Information

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

56. Click **Save**

NOTE: You must enter the Nameplate Capacity (gallons), which was previously provided in [step 41](#) (slide 17) in MMBtu (LHV)

Steps continue on next slide...

The screenshot shows a web application window titled "Pathway Information". The form contains several fields with red asterisks indicating required information:

- Fuel Code:** A dropdown menu with "Renewable Natural Gas (215)" selected.
- Process Code:** A dropdown menu with "Renewable CNG/LNG/Electricity Production Process (851)" selected.
- Feedstock Codes:** A dropdown menu with "x Biogas (Advanced Biofuel D5) (338)" selected.
- Fuel Type Code:** A dropdown menu with "Advanced Biofuel (D5)" selected.
- Co-Product Codes:** A dropdown menu with "Select a CoProduct Code..." selected.

Below the pathway information, there are four input fields:

- Permitted Capacity (gallons):** An empty text input field.
- Nameplate Capacity (gallons):** An empty text input field.
- Actual Peak Capacity (gallons):** An empty text input field.
- Biogas/Electricity - Contracted Volume (gallons):** An empty text input field.

At the bottom right of the form, there are three buttons: "Add FFARS Product" (blue), "Cancel" (grey), and "Save" (blue). The "Save" button is highlighted with a yellow box and a "56" callout.

Yellow boxes and callouts highlight the following areas:

- 54:** A large yellow box surrounds the entire "Pathway Information" section.
- 55:** A yellow box surrounds the "Permitted Capacity (gallons)" and "Nameplate Capacity (gallons)" input fields.
- 56:** A yellow box surrounds the "Save" button.

Facility Registrations: RFS Pathway (cont'd)

You will be brought back to the Facility Pathways screen.

If you wish to add another pathway:

❖ Repeat steps 53 – 56, as appropriate

If you do not wish to add another pathway:

57. Click **Save & Continue**

Steps continue on next slide...

Facility Pathways

Show entries Filter pathways [Add RFS Pathway](#)

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
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	100,000	No	Edit Delete

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

[Back](#) [Save](#) **57** [Save & Continue](#)

Facility Registrations

You will be brought back to the Facility Registrations screen.

If you wish to add another facility:

❖ Repeat steps 17 – 57, as appropriate

If you do not wish to add another facility:

58. Click **Save and Review**

This concludes the process to register your company as an RNG Producer.

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 'Show 10 entries' dropdown and a 'Filter Facilities' search box. The main area contains a table with the following data:

ID	Name	Type	Status	Location	Actions
OTAQREG10012345	RNG PRODUCER FACILITY	• Gas/Ethanol	New	123 Main St. Fairfax, VA 22030	View Edit Delete

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Navigation buttons: Back, Save, and Save and Review (highlighted with a yellow border and a 58 badge).

Update Company Program Type: Reason for Change

59. Select Reason for Change 'New Facility (with Engineering Review)'

This concludes the process for a Company Program Update request for an RNG Producer.
The next steps are to review the entries for accuracy and then submit the request.

Steps continue on next slide...

The screenshot displays the 'Company Program Type Request' form. It is divided into several sections:

- Request Information:** Contains fields for Request ID (CPT-34928), Request Type (Update Company Program Type), Request Status (Draft), Company Name, and Submission (Initial). It also shows metadata: Created On (03/15/2024), Modified On (03/15/2024), Requestor ID, and Requestor Name.
- Requested Changes:** A list of changes including:
 - Company Activity Initial Registration Submissions(9) changed from true to false
 - Company Activity Renewable Fuel Producer(301) changed from false to true
 - Company Attest Submission Requirement changed from null to true
 - Company Foreign Bond renewable changed from false to true
 - Company Program Type Initial Registration Submissions changed from true to false
 - Company Program Type Renewable Fuel Standard changed from false to true
 - is being added
- Reason for Change:** A dropdown menu is open, showing options: '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)', and 'Other (No Engineering Review)'. The first option is highlighted.
- Requested Company Details:** Fields for Company ID (2369), Company Name, Street Address (123), and Street Address 2.

Review and Submit Request

60. Review the Company Program Type request information for accuracy

If you are the RCO of the company:

61. Click **Sign and Submit**

❖ Please proceed to step 63 (*next slide*)

If you are not the RCO of the company:

62. Click **Submit and Notify RCO**

60

Company Program Type Request

Request Information

Request ID: CPT-34928	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

Company Activity Initial Registration Submissions(9) changed from true to false
Company Activity Renewable Fuel Producer(301) changed from false to true
Company Attest Submission Requirement changed from null to true
Company Foreign Bond renewable changed from false to true
Company Program Type Initial Registration Submissions changed from true to false
Company Program Type Renewable Fuel Standard changed from false to true
is being added

61

62

Home Page Back Cancel Request Sign and Submit Submit and Notify RCO

Steps continue on next slide...

Review and Submit Request (cont'd)

If you are the RCO of the company (cont'd):

63. Click **Accept**

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

65. 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.

63

Accept Decline

64

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

Sign

My Requests

Pending Withdrawn Rejected

Show 10 entries

Search: 1996

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-34928	Company Program Update	Renewable Natural Gas Producer	USER_NAME	02/12/2024	Awaiting Initial Review

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

Previous 1 Next