User Manual for Fuels Programs Registration (OTAQREG) and the Central Data Exchange (CDX)

Version 2.0

United States
Environmental Protection
Agency

User Manual for Fuels Programs Registration (OTAQREG) and the Central Data Exchange (CDX)

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Compliance and Innovative Strategies Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

Fuels Programs Registration (OTAQREG)
and
Central Data Exchange (CDX)

User Manual

EPA has developed a system to provide title 40 CFR part 80 fuels programs registrants with more control over their registration information and to provide a dynamic User/Company/Facility list. All companies will now be required to submit new and updated registrations through CDX. The Fuels Programs Registration System (OTAQREG) has been updated to meet the needs of the RFS2 program. Previous CDX OTAQREG users will notice significant changes to the Company and Facility registration screens.

Registration is required for all the Title 40 CFR part 80 programs. Each company that is required to register must do so for all relevant programs and business activities required. Registration is required to report, begin compliance with all programs, and transact RINs under the RFS programs.

The following user manual was developed to get users started with registration for the title 40 CFR Part 80 Fuels Programs and is not a substitute for the regulations. The user manual is broken in to two major sections. The first is for existing CDX users, including users of the CDX report submission application DCFUEL that have not set up OTAQREG in their account. The second section is for new users to both CDX and OTAQREG. The table of contents serves as a step by step guide navigate through each step for more information.

For more information: The EPA Fuels Programs Registration web page address is http://epa.gov/otaq/regs/fuels/fuelsregistration.htm

Step by Step Instructions:

Section 1: Instructions for new OTAQREG users with existing CDX accounts

Steps

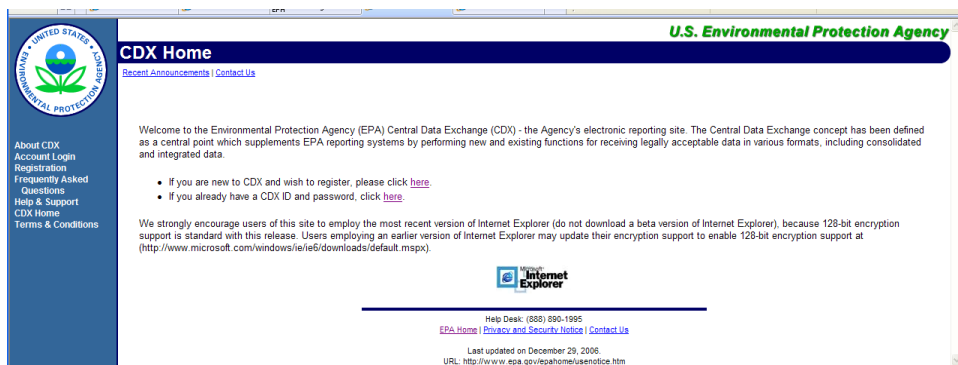1. Log into your CDX account at http://cdx.epa.gov

   Follow the prompts and read the information on each page

   Warning Notice screen

CDX Home Page 1

Read the warning notice and privacy statement then select on the <Click here to continue> link to continue to the next screen

CDX Home Page 2

Review the information on the screen and select on the <If you already have a CDX ID and password, click here> link. This link will take you to the CDX login screen.

CDX Login Screen

Enter your User Name and Password, Select <Login>. The CDX application will navigate you to your "My CDX" home page.

MyCDX Home Page

2. Select **Edit Current Account Profiles**

MyCDX Home Page

Select <**Edit Current Account Profiles>**

3. Select **Add New Program**
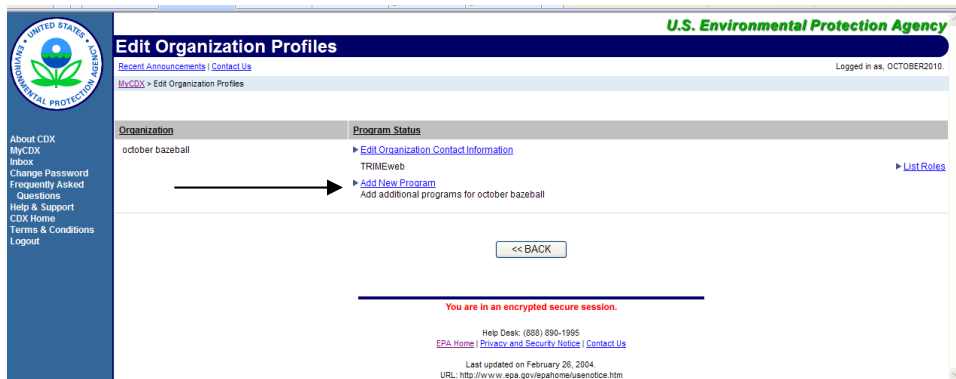
Add New Program Page

Select **Add New Program**

4. Select **Fuels Programs Registration (OTAQREG)** and then **Add**

Add Program Page

Select the radio button to the right of Office of Transportation and Air Quality Fuels Registration (OTAQREG). If signing up to also use the Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS), then select OTAQEMTS which will also give you access to OTAQREG after you complete these steps. Please note, EPA must first approve you in OTAQREG as a submitter in order to use OTAQEMTS.

When complete select <ADD>

General CDX Functions Page

Select the blank ID field, you will be prompted to enter "N/A".   In the ID field enter "N/A", select <ADD>. Note these fields relate to internal CDX functions, do not change the settings for the other fields on this page.

5. Go to MyCDX and select **OTAQREG: Fuels Programs Registration**
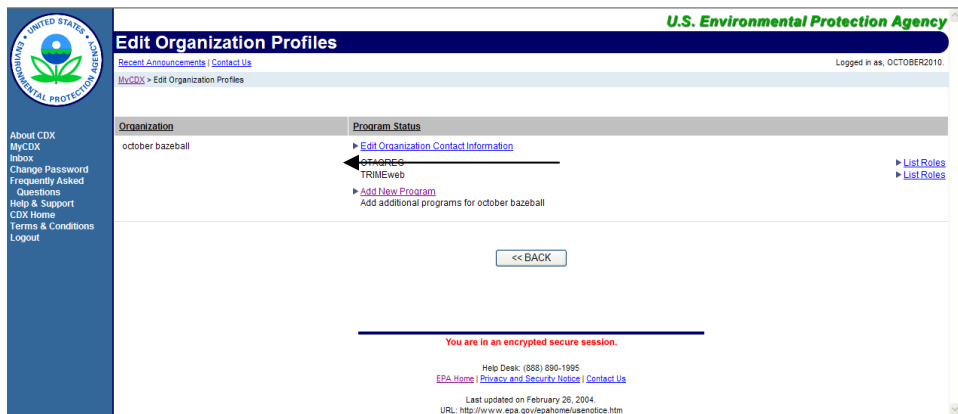
Edit Organizational Profiles Page

The program **OTAQREG** will now appear on your Edit Organization Profiles page under **Edit Organization Contact Information**

Select <Back>
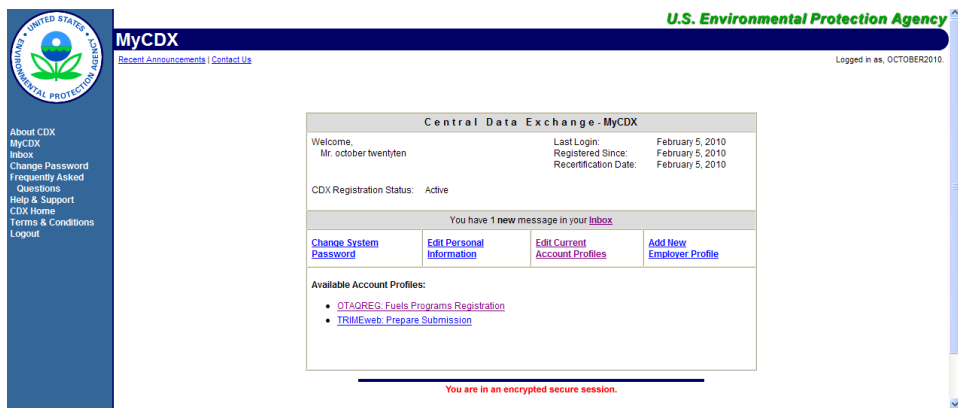
MyCDX Home Page

Select < OTAQREG: Fuels Programs Registration>

6. Select **New User** and associate with a current company.
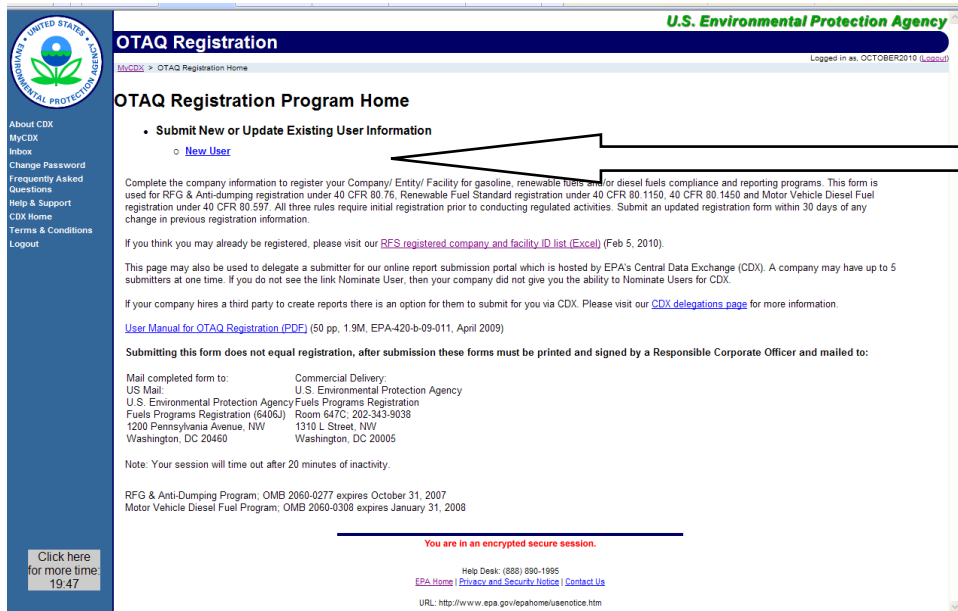
OTAQ Registration Program Home Page

Select <New User>

Proceed to Section 2.8 on page 16 of this document to complete your registration. Your contact information will be brought over from your CDX account registration and populate your user account information page. You will need to fill out the additional required fields on that page and subsequent pages.

Please note, on the OTAQ Registration Program home page is this user manual and the a version of the fuels program registration list. The fuels program registration list: https://cdxnodengn.epa.gov/otaq-reg/list.do is updated daily and available to the public. While logged into OTAQREG users can see the current list as of the moment they open the link.

Section 2: Instructions for new users of registered companies and for new users without registered companies

Steps:

1. In your browser, open the page http://cdx.epa.gov
2. Follow the prompts and read the information on each of the following pages to set up an account

CDX Home Page 1

Read the warning notice and privacy statement then select the <Click here to continue> link to go to the next screen
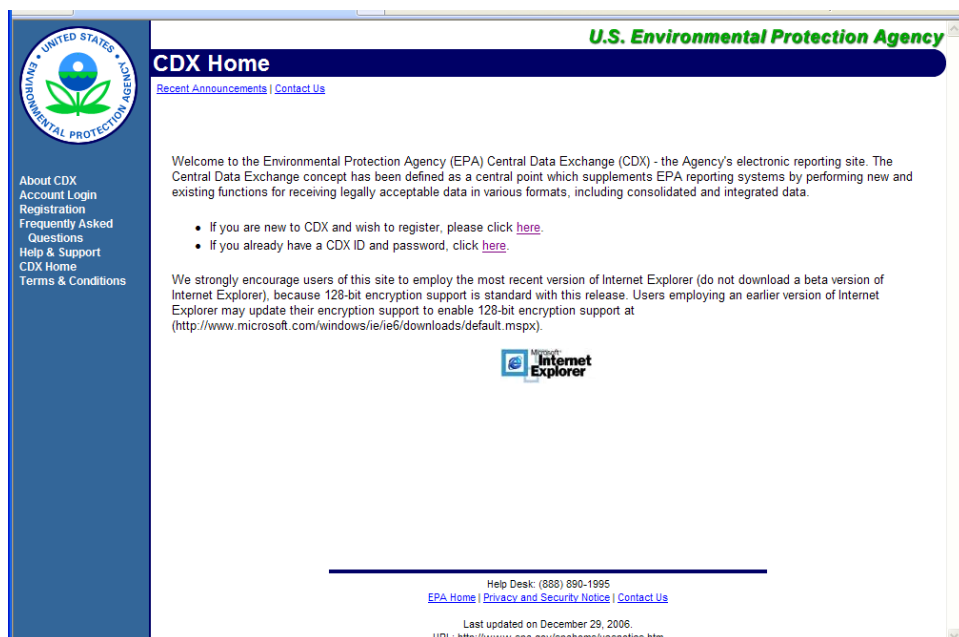
CDX Home Page 2

After reading the information on this page, select the <If you are new to CDX and wish to register, please click here> link to navigate to the next screen.

CDX Home Page 3

The initial CDX home page will reappear, reread the statements and select the <Click here to continue> link to continue to the terms and conditions screen.
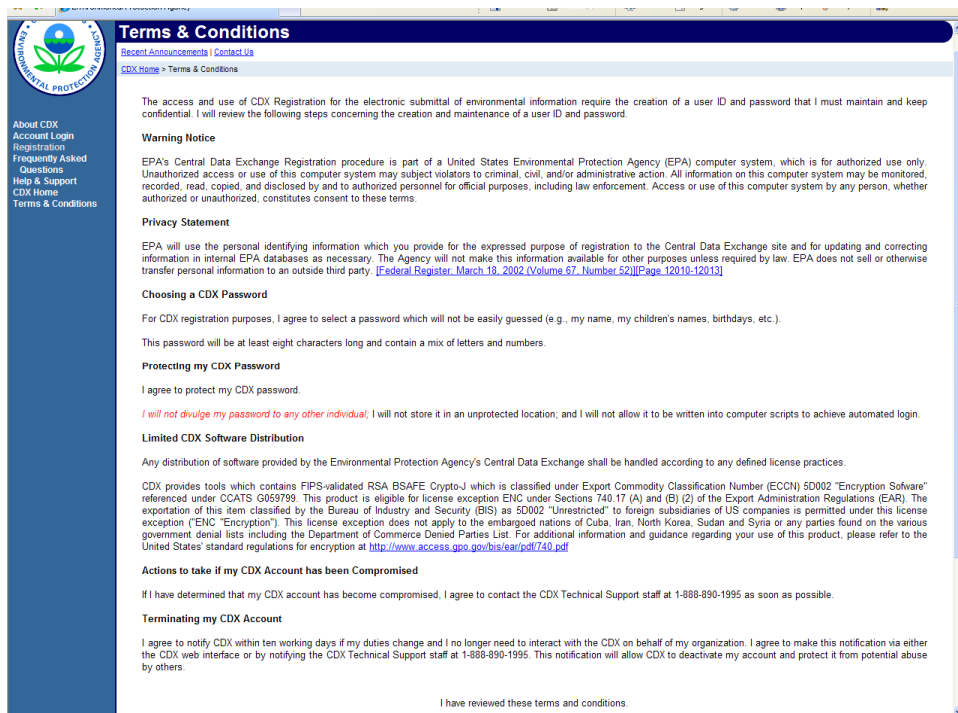
Terms and Conditions

Upon reviewing these terms and conditions, one should select "I Accept" If you agree to the terms and conditions." If you do not agree with the terms and conditions, select "I Decline," you will not be able to set up an account and redirected to the initial CDX Home page.

3. Fill out required contact and company information for your CDX account registration

CDX User Information Screen

Fill out the CDX user information screen when complete select <Next>

Enter Organization Information Page

Fill out the CDX organization information screen when complete select <Next>. Agents, please note, this is your organization's information not the information of your client's.

4. In the **CDX Registration: Add Program** select **Office of Transportation and Air Quality Fuels Registration (OTAQREG):**

Add Program Page

Select the radio button to the right of Office of Transportation and Air Quality Fuels Registration (OTAQREG). If signing up to also use the Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS), then select OTAQEMTS which will also give you access to OTAQREG after you complete these steps. Please note, EPA must first approve you in OTAQREG as a submitter in order to use OTAQEMTS.

When complete select <Next>

5. On the **CDX Registration: Add Program ID** page enter N/A for program type and select Finished

   Note these fields relate to internal CDX functions.

General CDX Functions Page

Select the blank ID field, you will be prompted to enter "N/A".   In the ID field enter "N/A". Note these fields relate to other CDX applications.

When complete select <Finished>

You should receive the following confirmation message.

CDX Completion Screen
Select <Finished> and you will be taken to the MyCDX home page

6.   Your MyCDX page should appear. Select **OTAQREG: Fuels Programs Registration**

The MyCDX page is your main CDX page.
In the future after you login, your MyCDX screen will appear.
Available Account Profiles: lists the CDX EPA Program modules that your account has been assigned.
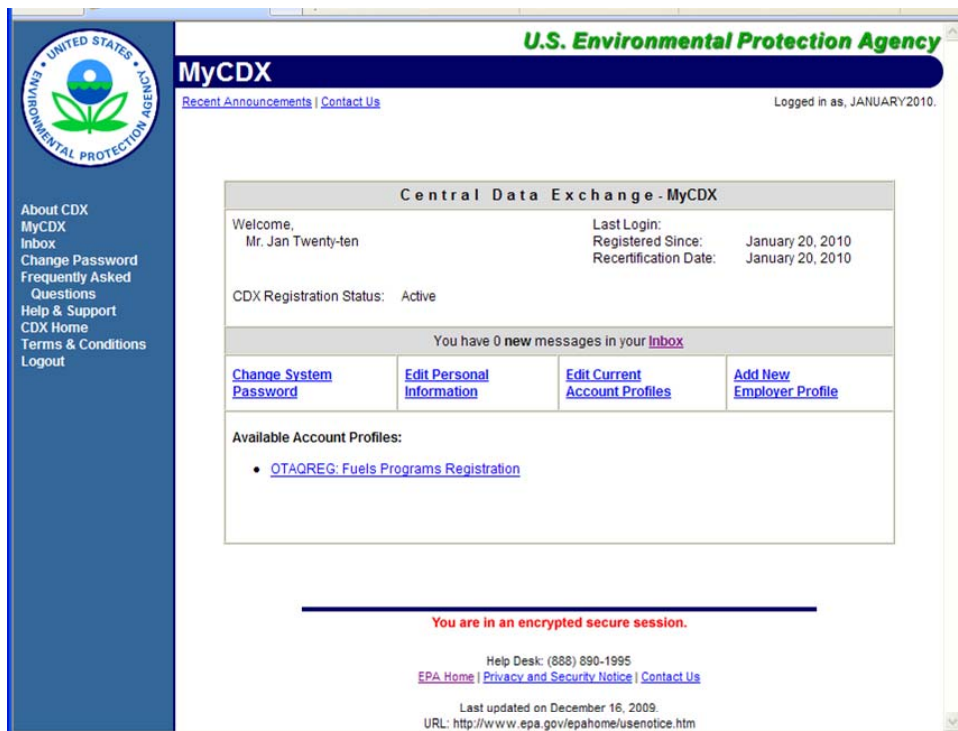
MyCDX Home Page

In your MyCDX page, select the link for **OTAQREG: Fuels Programs Registration**, and you will be navigated to
OTAQ Registration: OTAQ Registration Program Home page.

If the link does not appear, select on <Edit Current Account Profiles>, then follow the instructions starting from
Section 1.2 of this document (page 4) "**CDX Registration: Add Program** select **Office of Transportation and Air
Quality Fuels Registration (OTAQREG):**"

Should **OTAQREG: Fuels Programs Registration still not appear, please contact the CDX Helpdesk
(1-888-890-1995) to receive assistance.**

7. OTAQ Registration Program Home page, selecting the <**New User**> link
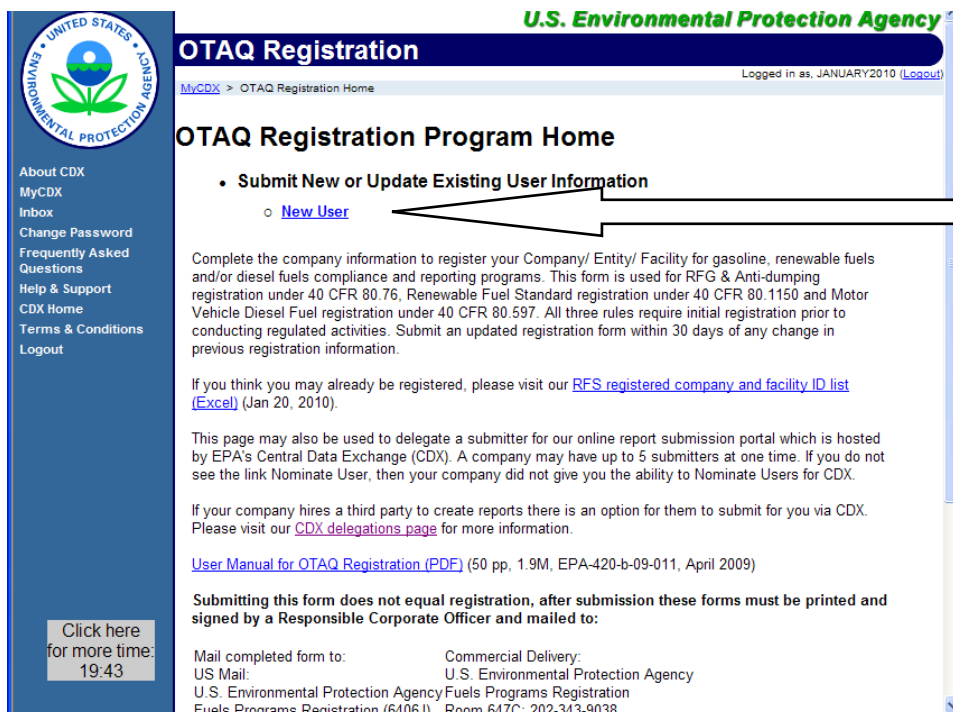
OTAQ Registration Program Home Page

Review the information on this page. To proceed with registration, select the <New User> link

Note: Your session will time out after 20 minutes. If you need more time and to prevent any data loss select the "Click here for more time" area at the bottom left of the page to restart the timer.

8. Your contact information will be brought over from your CDX account registration, review the data and complete the additional fields.

Note, required fields not pre-entered on this page:

"Position or Job Title"

"Initial Roles" (selecting the <Help> button will provide additional information)
When complete select the <Company Info tab>.

User Information Screen

Selecting the <Help> button will display Submission Help information, which includes initial role definitions

Help Screen

Warning, do not select the Review and Submit button until you have completed all the forms and all the necessary information. Selecting the button too early will cause submission errors and may prevent you from submitting.

9.   Select the <**Company Info**> tab

Company Information Screen

Two new tabs will appear <Company Search> and <Enter New Company Info>

10.   First search to see if your company is already a registered company, if not enter a new company

If your company is registered select the company name, which contains a hyperlink (this will automatically associate all of the company's facilities as well).

If not, select the Enter New Company Info Tab and fill out the form that will subsequently appear (see the area of this subsection called "For companies that have not previously registered please do the following" on page 20 of this subsection for instructions).
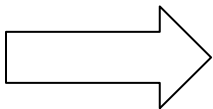
Very Important: If your company is in the database and you try and register as a new entity, your registration will be denied! This search window searches on all the fields as one query, it is best to limit the fields you search on at first then narrow your search.

Search: Results will appear below the <Search> and <Refresh> buttons.   If your query is not in the data base you will receive the message:

"Nothing found to display".

Search by your City and State by entering the appropriate information into those two fields. Select the <Search> button.

The following are examples:

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Example 1 (Company Search Screens 1): the name "test" has been entered

Company Search Screens 1

When <search> is executed any matches with the company name test will appear

Company Search Screens 2

Example 2 (Company Search Screens 3): below is a State, "District of Columbia" search

Company Search Screens 3

If you find that your company is registered, select the Company Name (See Company Search Screens 2).

The selected already registered Company Name's information will then be displayed.

Company Information Screen after Association

If the information is not that of your Company, select <Company Search>. Continue doing queries until your Company is displayed or you are certain that it has not been previously registered. In the later case, within the <Enter New Company Info> tab select <refresh> to clear out unrelated information [see page].

If the information is that of your Company's, select <review & submit>. Skip to Section 2.12, on page 25 below. Please note, for security reasons individuals associating with a company for the first time are not allowed to make

edits to a company and will not be able to the company's associated facilities. Only approved users may see this information.

If you have a new company not previously registered proceed with the following information and if applicable complete section 2.11 on page 21.

For companies that have not previously registered please do the following:

Select the <Enter New Company Info> tab within the <Company Info> tab. Should the fields contain any inaccurate information, one may select <refresh> at the bottom of the page to reset the <Enter New Company Info> tab.

Enter New Company Info

Fill out the form. If you have questions about specific options select the "Help" button or visit http://www.epa.gov/OMS/regs/fuels/fuelsregistration.htm .

Only register for programs and business activities that are relevant to the title 40 CFR part 80 programs you are required to register for. Failure to register properly will delay registration and in most cases will require

you to start over. For example, if you are registering to become a RIN owner and not required to sign up as a truck loading terminal under the diesel program do not select the truck loading terminal option.

Before registering be sure to read and understand the registration requirements for the part 80 subparts you are regulated under. See the Program Types below for references to each program's registration regulations

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Program Types:
Gasoline programs, Subpart D, for reporting under subparts D, E, F, G, H, J, and L, see §80.76 for registration requirements
Diesel Program, Subpart I, see §80.597 for registration requirements
Renewable Fuel Standard Program, Subparts K and M, see §80.1150 and §80.1450 for registration requirements

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If you are required to register a Facility(s) (All business activities other than, Exporter, Small Blender, RIN Owner, or Independent Lab) then continue to Section 2.11 on page 21, below. Otherwise go to Section 2.12 on page 25. (Select <Review & Submit>)

11. If you have facilities which require registration pursuant to the programs under title 40 CFR part 80 fill out the forms under the Facility Info tab

Note, a facility that will by involved in the production and/or importation of motor vehicle fuels under Title 40 CFR Part 80, is required to be registered with the Fuels and Fuel Additives Registration Program (FFARS), Title 40 CFR Part 79 [http://www.epa.gov/otaq/regs/fuels/ffarsfrms.htm] prior to completing this section.

Use Facility Search tab to first search to see if your facility is already a registered facility under a different company. If your facility was previously registered, select it. If not, select the **Enter New Facility Info** Tab and fill out the form

Facility Information Screen

Select <Facility Search> tab

Facility Search Screen 1

Example 1: Facility sample query follows:
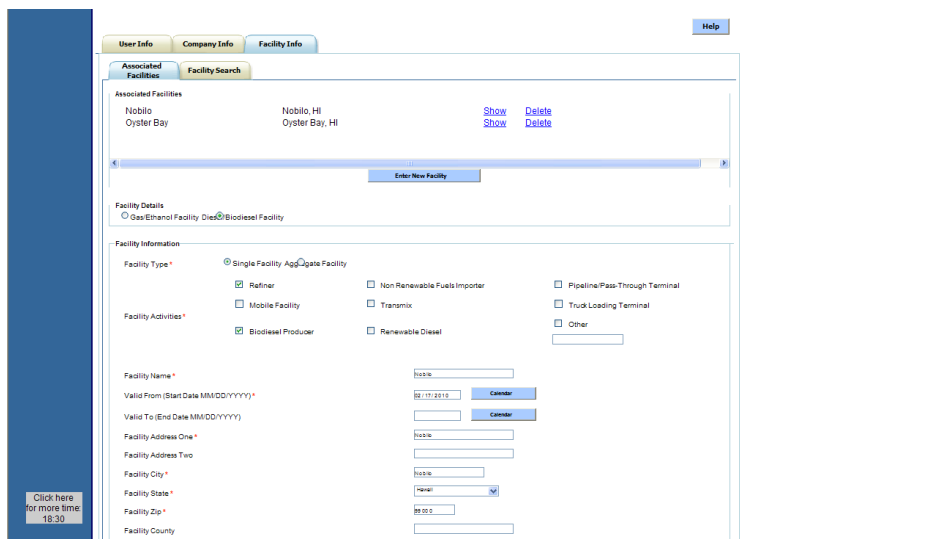
Facility Search Screen 2

If a matching facility is located, check the box to the left of that facility's Facility ID. If a matching facility has not been found enter the unregistered facility as follows.

For facilities that have not been previously registered please do the following:

Select the <Associated Facilities> tab within the <Facility Info> tab and select the <Enter New Facility> button.

Please fill out the screens from top to bottom. Certain selections activate various subsections of the form. The below example is for a biodiesel facility. The screens for a gasoline refiner, ethanol producer, or mobile facility would all be different.

Facility Input Screen 1

Facility Input Screen 2

Cellulosic Jet Fuel (90)
Cellulosic Naphtha (110)
Ethanol (10)
Non-ester Renewable Diesel (40)
Renewable Bio-Oil-Diesel (Petition Required) (120)
Renewable Heating Oil (150)
Renewable Jet Fuel (140)
Renewable Naphtha (130)

Process Codes

Biogas Production (850)
Cellulosic Production Process (260)
Dry Mill, Biogas Fired (50% or less of DGS dried annually) (300)
Dry Mill, Biogas Fired (CHP, 65% or less of DGS dried annually) (310)
Dry Mill, Biogas Fired (CHP, Corn Oil Fractionation) (320)
Dry Mill, Biogas Fired (CHP, Corn Oil Fractionation, Corn Oil Extraction) (330)
Dry Mill, Biogas Fired (CHP, Corn Oil Fractionation, Corn Oil Extraction, Membrane Separation) (340)
Dry Mill, Biogas Fired (CHP, Corn Oil Fractionation, Corn Oil Extraction, Membrane Separation, Raw Starch Hydrolysis) (350)
Dry Mill, Biogas Fired (Corn Oil Extraction, 65% or less of DGS dried annually) (360)
Dry Mill, Biogas Fired (Corn Oil Extraction, Membrane Separation) (370)
Dry Mill, Biogas Fired (Corn Oil Extraction, Membrane Separation, Raw Starch Hydrolysis) (380)
Dry Mill, Biogas Fired (Corn Oil Fractionation, 65% or less of DGS dried annually) (390)
Dry Mill, Biogas Fired (Corn Oil Fractionation, Corn Oil Extraction) (400)
Dry Mill, Biogas Fired (Corn Oil Fractionation, Corn Oil Extraction, Membrane Separation) (410)
Dry Mill, Biogas Fired (Corn Oil Fractionation, Corn Oil Extraction, Membrane Separation, Raw Starch Hydrolysis) (420)
Dry Mill, Biogas Fired (Membrane Separation, 65% or less of DGS dried annually) (430)
Dry Mill, Biogas Fired (Membrane Separation, Raw Starch Hydrolysis) (440)
Dry Mill, Biogas Fired (Raw Starch Hydrolysis, 65% or less of DGS dried annually) (450)
Dry Mill, Biomass Fired (50% or less of DGS dried annually) (460)
Dry Mill, Biomass Fired (CHP, 65% or less of DGS dried annually) (470)
Dry Mill, Biomass Fired (CHP, Corn Oil Fractionation) (480)
Dry Mill, Biomass Fired (CHP, Corn Oil Fractionation, Corn Oil Extraction) (490)
Dry Mill, Biomass Fired (CHP, Corn Oil Fractionation, Corn Oil Extraction, Membrane Separation) (500)
Dry Mill, Biomass Fired (CHP, Corn Oil Fractionation, Corn Oil Extraction, Membrane Separation, Raw Starch Hydrolysis) (510)
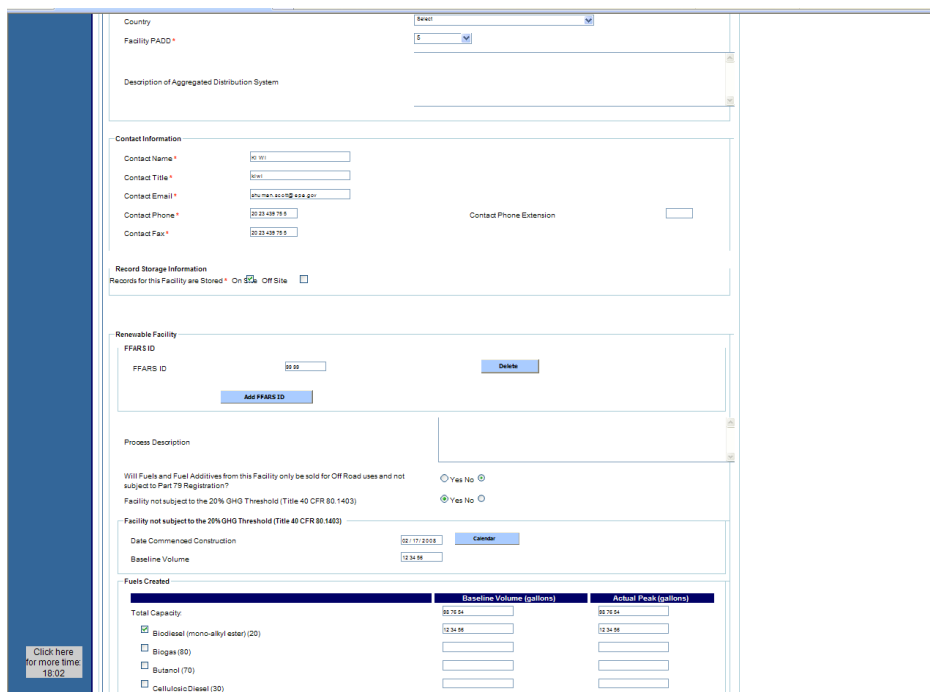Dry Mill, Biomass Fired (Corn Oil Extraction, 65% or less of DGS dried annually) (520)
Dry Mill, Biomass Fired (Corn Oil Extraction, Membrane Separation) (530)
Dry Mill, Biomass Fired (Corn Oil Extraction, Membrane Separation, Raw Starch Hydrolysis) (540)
Dry Mill, Biomass Fired (Corn Oil Fractionation, 65% or less of DGS dried annually) (550)
Dry Mill, Biomass Fired (Corn Oil Fractionation, Corn Oil Extraction) (560)

Click here for more time: 17:17

Facility Input Screen 3

Grandfathered (Wet Mill, Biomass Fired) (140)
Grandfathered (Wet Mill, Coal Fired) (130)
Grandfathered (Wet Mill, Natural Gas Fired) (120)
Hydrotreating, Co-processing Facility (190)
Hydrotreating, Dedicated Renewable Biomass Facility (200)
Transesterification, Co-processing Facility (870)
Transesterification, Dedicated Renewable Biomass Facility (180)
Wet Mill, Biogas Fired (780)
Wet Mill, Biomass Fired (770)

Feedstock Codes

Algal Oil (230)
Cellulosic Biomass - Agricultural Residues (70)
Cellulosic Biomass - Annual Cover Crops (250)
Cellulosic Biomass - Forest Product Residues (260)
Cellulosic Biomass - Forest Thinnings (270)
Cellulosic Biomass - Miscanthus (90)
Cellulosic Biomass - Separated Food Wastes (280)
Cellulosic Biomass - Separated Municipal Solid Waste (220)
Cellulosic Biomass - Separated Yard Wastes (140)
Cellulosic Biomass - Slash (290)
Cellulosic Biomass - Switchgrass (80)
Landfills (330)
Manure Digesters (320)
Non-Cellulosic Portions of Separated Food Wastes (350)
Non-food grade corn oil (200)
Oil from Annual Covercrops (240)
Sewage and Waste Treatment Plants (340)
Soybean Oil (210)
Starch - Agricultural Residues (300)
Starch - Annual Covercrops (310)
Starch - Corn (10)
Sugarcane (120)
Waste Oils / Fats / Grease (160)

Coproduct Codes

Wet Distillers Grains (10) Dry Distillers Grains (20)

Renewable Fuel Types (D Codes)

Cellulosic biofuel (D3) Biomass-based diesel (D4) Advanced biofuel (D5) Renewable fuel (D6) Cellulosic Diesel (D7)

Add Facility to List

Review & Submit   Refresh   Main Menu

Click here for more time: 16:59

Facility Input Screen 4

Fill out the form. If you have questions about specific options select the Help button or visit http://www.epa.gov/OMS/regs/fuels/fuelsregistration.htm . Should the fields contain any inaccurate information, one may select <refresh> at the bottom of the page to reset the <Enter New Company Info> tab.

Once you have finished select <Review & Submit> to continue to

12. Once you have completed the User, Company and if applicable the Facility tab, select the **Review and Submit** button on the bottom of any of any of the tabs

Review and Submit button

If any errors or concerns exist, they will appear in red text at the top of the screen and open to the tab where the issues exist. If there are issues with multiple tabs, the application resolves one tab at a time. Errors must be corrected. Once complete select <Review & Submit> to continue.

Otherwise your User Info and additional information will be displayed in a frozen window pane view for your review.

Review and Submit Screen

If after review you find that the information needs to be corrected, select <Back>. Make the corrections and repeat <Review & Submit> process detailed in this section.

13. If your information is correct select the **<Next>** button

14. Submission screen, print the registration forms and click the submit button

Review the page, print and review the forms to ensure there are no additional steps you need to take or documents you need to produce and submit to EPA. If you are required to submit additional information and fail to your registration submission may be not approved or denied.

Submission Screen

Select <click here> to display the forms (PDF) that need to be printed, "wet ink" certified, and submitted.

Additionally, any non-RCO CDX accounts need to be authorized by the company's RCO in a cover letter, an "example letter" is provided in the PDF submission file.

Example Submission PDF 1

Digital Signature Agreement

In accepting the electronic signature issued by the United States Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), on behalf of:

EPA,

Address: 1310 L STREET
City/State/Zip Code: WASHINGTON, DC 20007
Facility Name: _____
I, Dr. FirstName LastName
      (Name of the electronic signature holder)

(1) Agree to protect the signature from use by anyone except me, and to confirm system security with third parties where necessary. Specifically, I agree to maintain the secrecy of the code where the signature is based on a secret code;
(2) Understand that the Immediate Supervisor or Witnessing Official who signs below will be contacted by the US EPA and asked to validate my employment at the Corporation Name listed above;
(3) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature, and that legal action can be taken against me based on my use of my electronic signature in submitting an electronic document to the US EPAs CDX;
(4) Agree never to delegate the use of my electronic signature or make my signature available for use by anyone else;
(5) Understand that whenever I electronically sign and submit an electronic document to the US EPAs CDX, acknowledgments and a copy of my submissions will be made available to me;
(6) Agree to review the acknowledgments and copies of documents I electronically sign and submit to the US EPAs CDX;
(7) Agree to report to the US EPA, within twenty-four hours of discovery, any evidence of the loss, theft, or other compromise of any component of my electronic signature;
(8) Agree to report to the US EPA, within twenty-four hours of discovery, any evidence of discrepancy between an electronic document I have signed and submitted and what the US EPAs CDX has received from me;
(9) Agree to notify the US EPA if I cease to represent the regulated entity specified above as signatory of that organizations electronic submissions to the US EPAs CDX, as soon as this change in relationship occurs and to sign a surrender certification at that time.

OTAQ

Example Submission PDF 2

If you wish to submit reports to the EPA and you are not the Responsible Corporate Officer (RCO) or the owner of the company you have associated yourself with, your company must provide some additional information. EPA will accept reports that are signed by someone that the RCO or owner of a company has given that authority. These individuals must be employees of the company and must be familiar with the information being submitted. In order for EPA to accept reports under these circumstances, your company must do the following:

The owner or the RCO must compose a letter on company letterhead stating their title and their authority to delegate this responsibility.

This letter must name the individual who has the authority to make submissions on behalf of the company.

This letter must include a statement acknowledging that the RCO or owner (delegator) and their delegate(s) are responsible for the report information submitted by the delegate(s).

This letter must be signed by an RCO or owner. This must be a wet ink original signature on letterhead.

This letter must be sent in attached to the printed, signed copy of this submission. You can find that document in .pdf form in your MyCDX Inbox.

Failure to include this letter will result in a delay of your registration and EPA will require you to resend the forms.

Example Letter:
On company letter head
CDX Submitter Delegation Letter
To whom it may Concern:
Please be advised that I <<Responsible Corporate Officer Full Name>>, <<Title>>, delegate <<Delegate Full Name>>, <<Title>> to submit any and all information to the United States Environmental Protection Agency in relation to <<Specific Programs>>

I authorize delegate <<Delegate Full Name>> to set up a CDX account and apply for and obtain a digital certificate enabling <<him/her>> to electronically sign and certify reports submitted to the EPA, on my behalf. <<Delegate Full Name>> is understands the reports and information <<He/She>> is submitting.

In addition, I acknowledge that I and the delegated person are responsible for the information submitted in accordance with 40 CFR Part 80, Subpart <<include all subparts applicable to this user separately in this sentence>>.

Signed,
<<Wet ink Signature>>
<<Responsible Corporate Officer Full Name>>, <<Title>>,
Date:<<MM/DD/YYYY>>
CDX Submitter Delegation Form Attached

Example Submission PDF 3

After printing the PDFs, on the OTAQ: Submission web page, select the radio button for "I have printed this form…" It is also advisable to save the PDF file to your computer or network.

Submit Screen

Select the <Submit> button

Submission Success Screen

Select the <Continue> button

15. Have the Responsible Corporate Officer (RCO) fill out any additional information if required and physically sign the forms to certify the hard copy forms. The forms must be mailed to the EPA:

US Postal Service Mail (non-overnight): Commercial Delivery:
U.S. Environmental Protection Agency   U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)   Fuels Programs Registration
                                                            Room 647C; 202-343-9038
1200 Pennsylvania Avenue, NW   1310 L Street, NW
Washington, DC 20460   Washington, DC 20005

When you return to the OTAQ Registration Program Home web page it will appear with the following message until the submitted information is verified through receipt of the "wet ink" certified hard copy forms:

The system has detected that you have been registered but not yet approved.

Please continue to collect and submit the required documentation, or contact the EPA Fuels Programs Information Line at 202-343-9755.
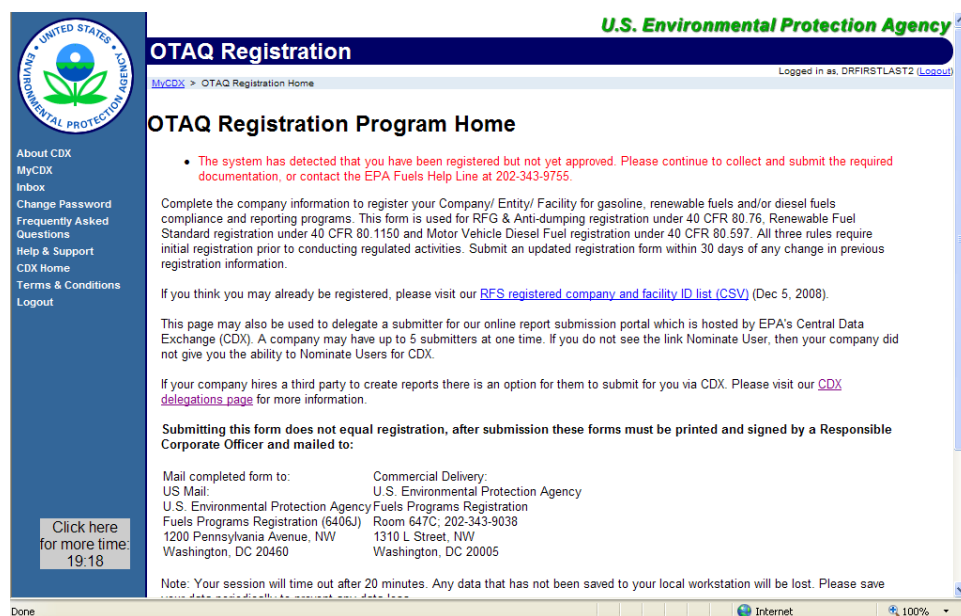
Awaiting Approval Screen

Once receipt of the correctly filled out forms is received, the account will be approved. At which time your screen will display your data in the following format –depending on what roles have been authorized for:
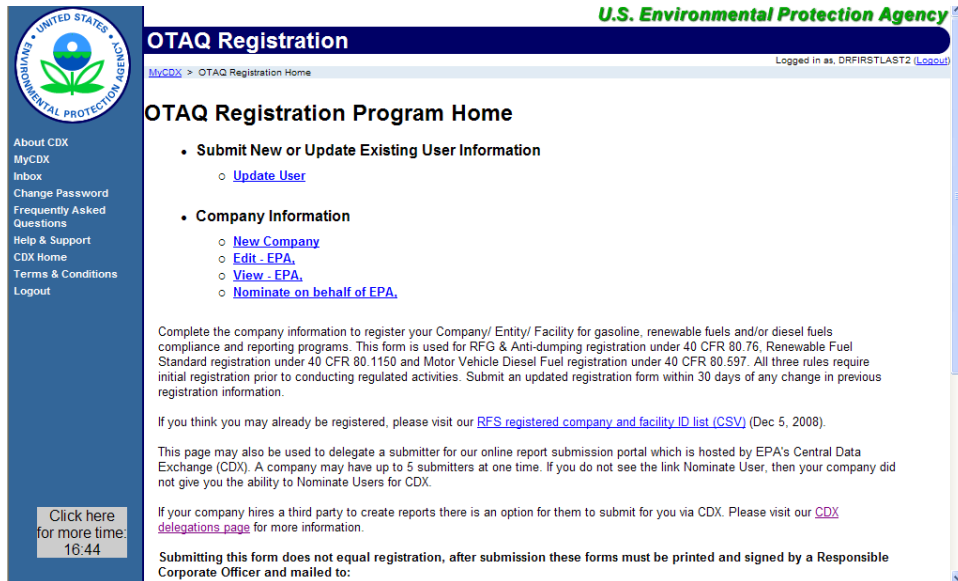
OTAQ Registration Program Home Page

▪ Update User allows users to review and update their profiles.

▪ New Company allows users to create new companies

▪ Edit – [your company name will appear here] allows you to edit your company. If a user has multiple companies then the user will see an Edit for each company, if they have the company editor role for each company.

▪ View – [your company name will appear here] allows you to view your company in read only mode. If a user has multiple companies then the user will see a View for each company, if they have the company viewer role for each company.

▪ Nominate on behalf of [your company name will appear here]allows users to nominate a person for a CDX under their company [reminder a company may have a maximum of five CDX registrants at a time].

Support Options

There are three support options available for general and technical questions related to the Fuels Programs Registration (OTAQREG) and Central Data Exchange (CDX):

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 a.m. - 6:00 p.m. (EST). Call our toll-free line at 888.890.1995.
- E-mail - Send an e-mail to Technical Support at help@epacdx.net with "OTAQREG Tech Support" listed in the subject line.
- Regulatory Support - If you have questions about the content, formats, or policies for OTAQ Fuel Submissions information, contact EPA at 202.343.9755 or EPAFuelsPrograms@epa.gov. You may also find the answer to your question at the OTAQ FAQ Pages at http://fuelsprograms.custhelp.com.