

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

Version 2.0



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



United States
Environmental Protection
Agency

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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>

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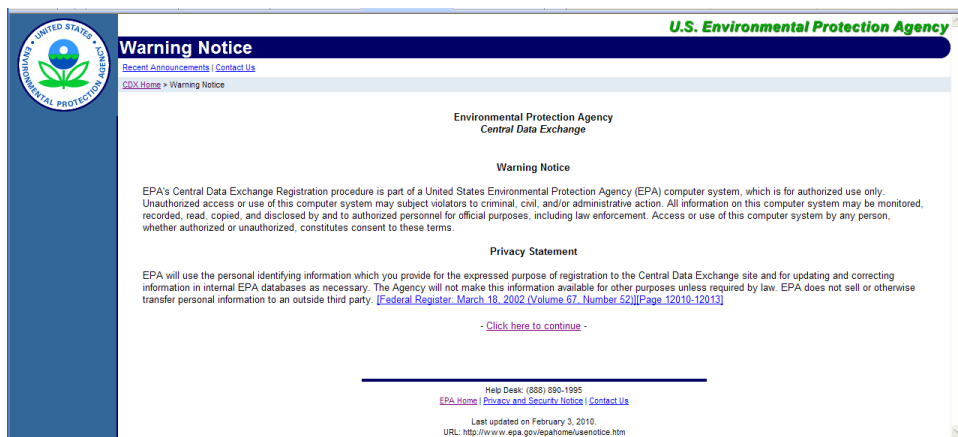
Section 1: Instructions for new OTAQREG users with existing CDX accounts

Steps

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

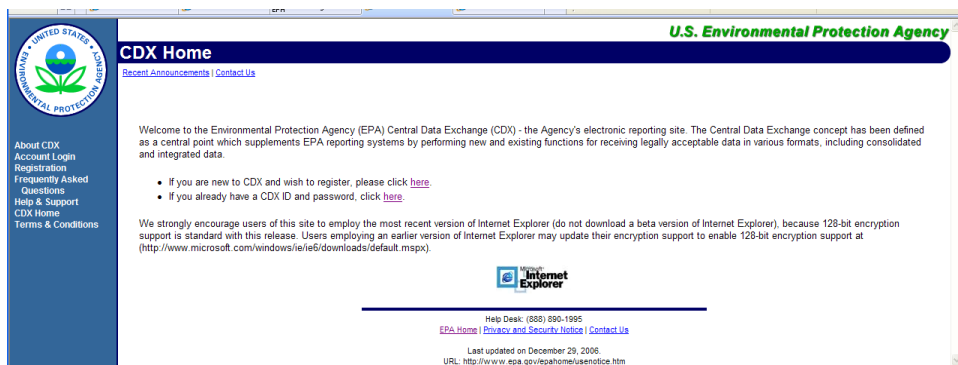
Follow the prompts and read the information on each page

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.

U.S. Environmental Protection Agency

Login

[Recent Announcements](#) | [Contact Us](#)

[CDX Home > Login](#)

If you have forgotten your password, or if your password doesn't work, you may re-establish your password by clicking [here](#).

Central Data Exchange Login

Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register, March 19, 2002 \(Volume 67, Number 52\)\(Page 12910-12913\)](#)

User Name:

Password: [Forgot Password?](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on February 3, 2010.
URL: <http://www.epa.gov/epahome/username.htm>

CDX Login Screen

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

U.S. Environmental Protection Agency

MyCDX

[Recent Announcements](#) | [Contact Us](#)

Logged in as: OCTOBER2010

Central Data Exchange - MyCDX

Welcome,
Mr. October twentyten

Last Login:
Registered Since: February 5, 2010
Recertification Date: February 5, 2010

CDX Registration Status: Active

You have 1 new message in your [inbox](#)

[Change System Password](#) | [Edit Personal Information](#) | [Edit Current Account Profiles](#) | [Add New Employer Profile](#)

Available Account Profiles:

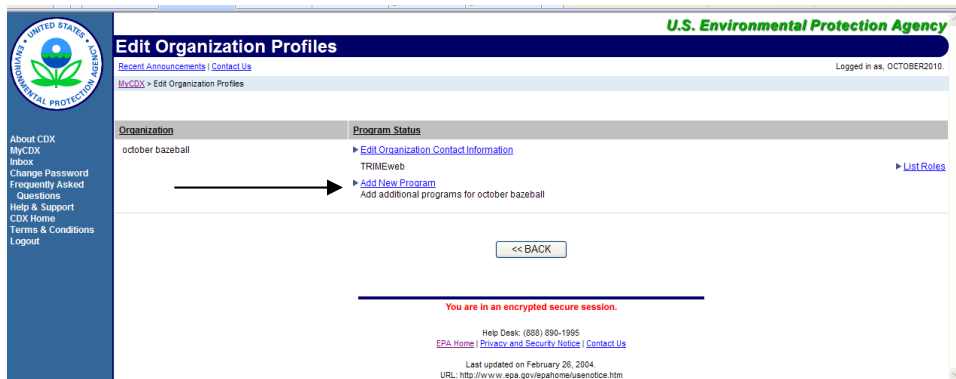
- [TRIMEWeb: Prepare Submission](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on December 10, 2009.
URL: <http://www.epa.gov/epahome/username.htm>

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

Recent Announcements | Contact Us

MyCDX > Edit Organization Profiles > Add Program for October 2010

Logged in as: OCTOBER2010

Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES): ☐
- CROMERR Test Sandbox (CROMERRTEST): ☐
- Environmental Appeals Board (EAB): ☐
- Electronic Inventory Update Reporting (EIUR): ☐
- Federal Bridge Interoperability Test (FBIT): ☐
- Facility Registry System - Update Service (FRS-US): ☐
- Great Lakes Environmental Database Query System (GLENDIA): ☐
- High Production Volume (HPV): ☐
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB): ☐
- Lead-Based Paint Activities (LEAD): ☐
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2): ☐
- National Environmental Methods Index Contaminants (NEMI-CBR): ☐
- Ozone Depleting Substances (ODS): ☐
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS): ☐
- Office of Transportation and Air Quality Fuels Registration (OTAQREG): ☐
- Public Health Air Surveillance Evaluations (PHASE): ☐
- Radiation NESHAPs (RAD): ☐
- Radiation Network (RADNET): ☐
- Risk Management Plan (RMPE/SUBMIT): ☐
- STORET File Transfer (STORET): ☐
- Stormwater Notice of Intent (eNIO) (SWENIO): ☐
- TRI State Data Exchange (TRISDX): ☐
- TSCA (TSCA): ☐
- Toxic Substance Control Act - HSQ Form (TSCA-HSQ): ☐
- Compliance Information Systems (VERIFY): ☐
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG): ☐
- Water Contaminant Information Tool (WCIT): ☐
- Audit Reporting System (eDisclosure): ☐

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>

Add Role

Recent Announcements | Contact Us

MyCDX > Edit Organization Profiles > Add OTAQREG Role

Logged in as: OCTOBER2010

Add Program ID

Use the TAB key to move from field to field. * = REQUIRED FIELD

Role: *

Program ID Type: ID: *

Submission Method: *

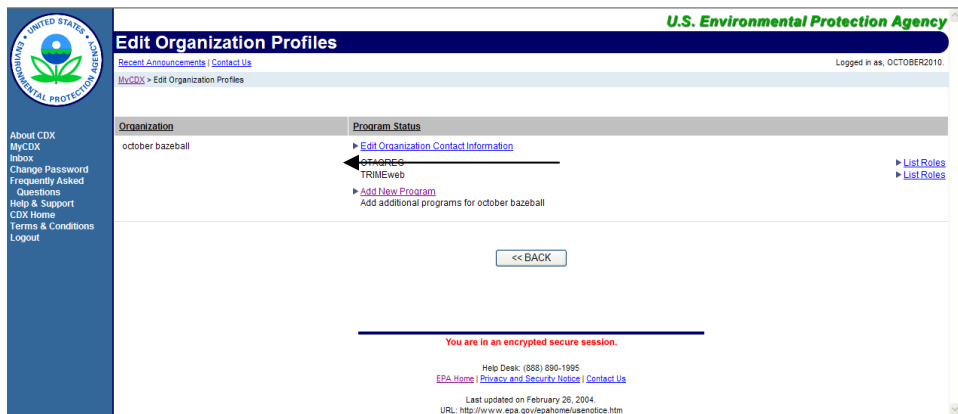
You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on November 20, 2008.
 URL: <http://www.epa.gov/epahome/usernotice.htm>

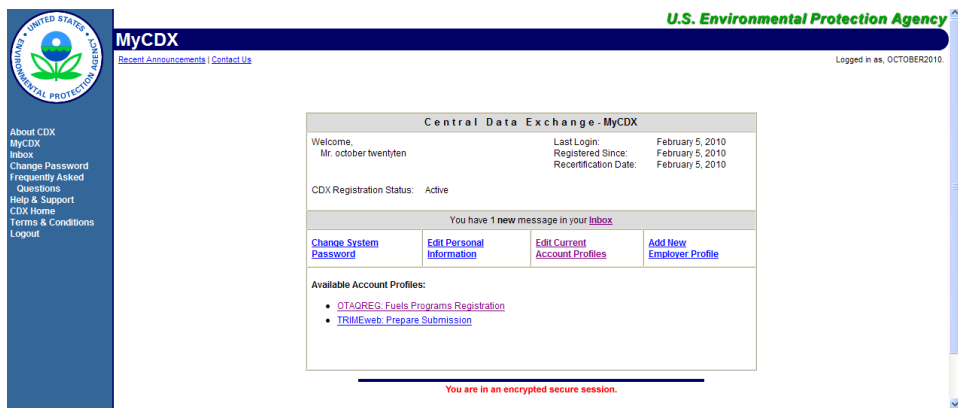
General CDX Functions Page

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**

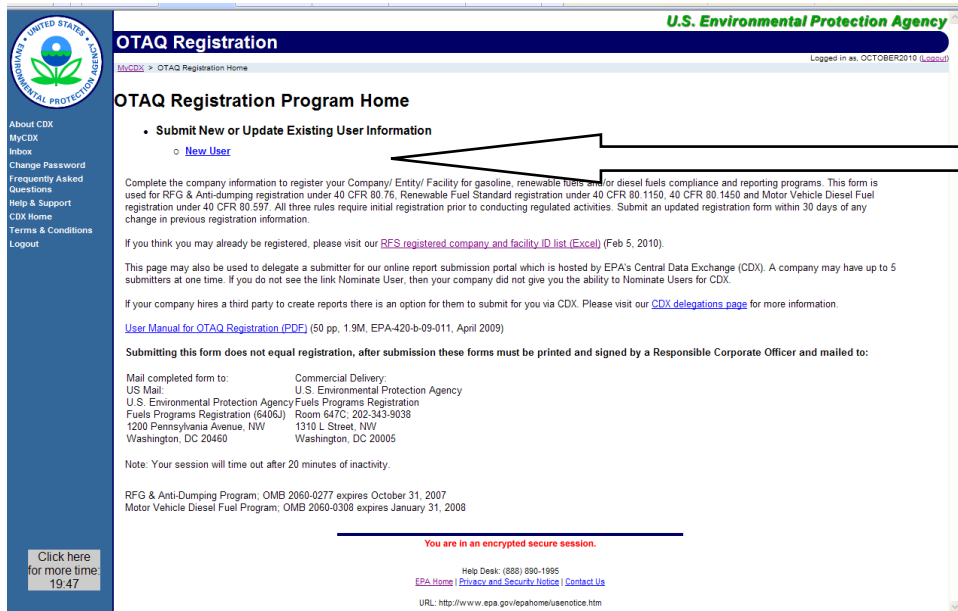
The program **OTAQREG** will now appear on your Edit Organization Profiles page under **Edit Organization Contact Information**

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

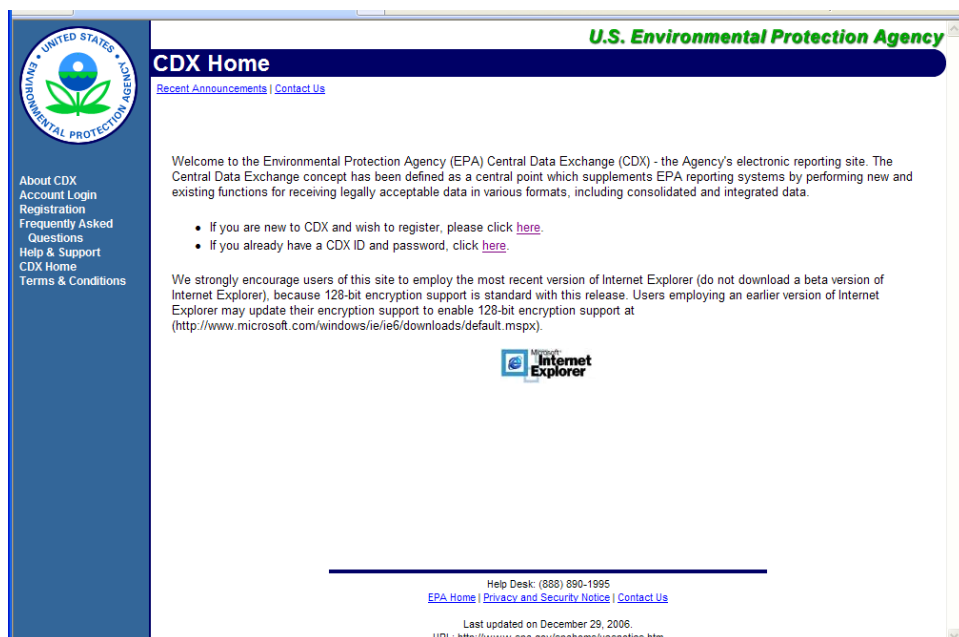
Steps:

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



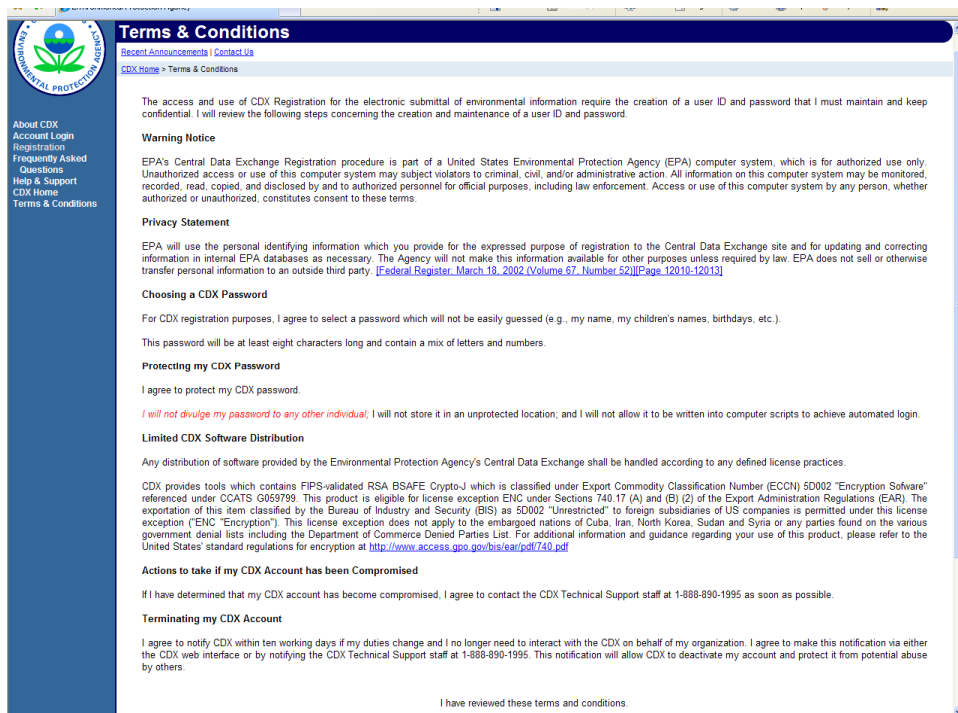
CDX Home Page 2

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

Use the TAB key to move from field to field. * = REQUIRED FIELD

First Name: Mr. Jan *

Last Name: Twenty-ten * Suffix: ---

Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: January2010 *
(More than 7 characters; Don't use \$ # . " or @)

Password: *
Re-enter Password: *
(More than 7 characters w/1 number; Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: month *
Secret Answer: jan *

[Next >>](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on November 21, 2006.
 URL: <http://www.epa.gov/epahome/usenotice.htm>

CDX User Information Screen

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

U.S. Environmental Protection Agency

Registration

[Recent Announcements](#) | [Contact Us](#)

Logged in as: FPTESTCONTACT01.

[MyCDX](#) > Registration

CDX Registration: Organization Information

Use the TAB key to move from field to field. * = REQUIRED FIELD

Organization Name: *

Registrant's Work Mailing Address 1: *

Registrant's Work Mailing Address 2: *

City: *

State/Province: Alabama *

Zip/Postal Code: *

Country: UNITED STATES *

E-mail: *

Phone Number: * Ext: *

U.S., Canada & Caribbean Islands Phone Format:
 ###-###-####
 International Phone Format:
 011 + Country Code + City Code¹ + Local Number

¹As necessary.

[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)**:

The screenshot shows the 'Registration' page of the U.S. Environmental Protection Agency. The page title is 'Registration' and it includes links for 'Report Announcements', 'Compliance', and 'Log in as: NOVEMBER2010'. The main content area is titled 'CDX Registration Add Program' and lists various programs with radio buttons for selection. An arrow points to the 'Office of Transportation and Air Quality Fuels Registration (OTAQREG)' option.

Program Name	Selection
Assessment Cleanup and Redevelopment Exchange System (ACRES)	<input type="radio"/>
CROMERR Test Sandbox (CROMERRTEST)	<input type="radio"/>
Environmental Appeals Board (EAB)	<input type="radio"/>
Electronic Inventory Update Reporting (EIUR)	<input type="radio"/>
Federal Bridge Interoperability Test (FBIT)	<input type="radio"/>
Facility Registry System - Update Service (FRS-US)	<input type="radio"/>
Great Lakes Environmental Database Query System (GLENDQ)	<input type="radio"/>
High Production Volume (HPV)	<input type="radio"/>
Exchange Network Grant Semi-Annual Reporting Forms (ENRF)	<input type="radio"/>
Lead-Based Paint Activities (LEAD)	<input type="radio"/>
LT2, LT2, Stage 2, and IDSE Plan/Report Entry (LT2)	<input type="radio"/>
National Environmental Methods Index Curdant Index (NEMI-CMI)	<input type="radio"/>
Ozone Depleting Substances (ODS)	<input type="radio"/>
Office of Transportation and Air Quality EPA-Moderated Transaction System (OTAQEMTS)	<input type="radio"/>
Office of Transportation and Air Quality Fuels Registration (OTAQREG)	<input type="radio"/>
Public Health Air Surveillance Evaluations (PHASE)	<input type="radio"/>
Radionuclide NESHAPs (RAD)	<input type="radio"/>
Radiation Network (RADNET)	<input type="radio"/>
Risk Management Plan (RMPESUBMIT)	<input type="radio"/>
STORET File Transfer (STORET)	<input type="radio"/>
Stormwater Notice of Intent (aNOI) (SWENOI)	<input type="radio"/>
Toxic Release Inventory Made Easy Web (TRIMEWeb)	<input type="radio"/>
TRI State Data Exchange (TRISDX)	<input type="radio"/>
TSCA (TSCA)	<input type="radio"/>
Toxic Substance Control Act - HSQ Form (TSCA-HSQ)	<input type="radio"/>
Compliance Information Systems (VERIFY)	<input type="radio"/>
Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)	<input type="radio"/>
Water Contaminant Information Tool (WCIT)	<input type="radio"/>
Audit Reporting System (aDisclosure)	<input type="radio"/>

Next >>

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.

The screenshot shows the 'Registration' page of the U.S. Environmental Protection Agency's MyCDX system. The page title is 'Registration' and the user is logged in as 'FPTTESTCONTACT01'. The main heading is 'CDX Registration: Add Program ID'. Below this, a message states: 'Use the TAB key to move from field to field. * = REQUIRED FIELD'. The form contains the following fields and options:

- Role: A SUBMITTER (dropdown menu)
- Program ID Type: Registration (dropdown menu)
- ID: (text input field with a red asterisk indicating it is required)
- Submission Method: WEBFORM (dropdown menu)
- FINISHED (button)

At the bottom of the page, there is a security notice: 'You are in an encrypted secure session.' followed by contact information for the Help Desk (888) 890-1995 and links to EPA Home, Privacy and Security Notice, and Contact Us. The page was last updated on April 27, 2007.

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

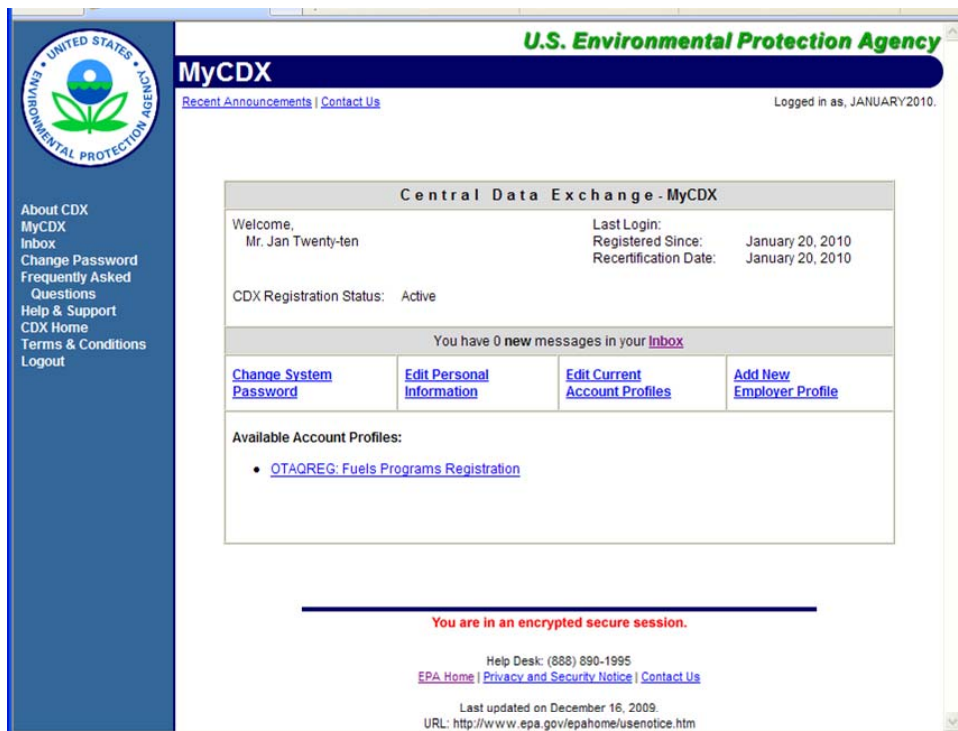
Select <Finished> and you will be taken to the MyCDX home page

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.



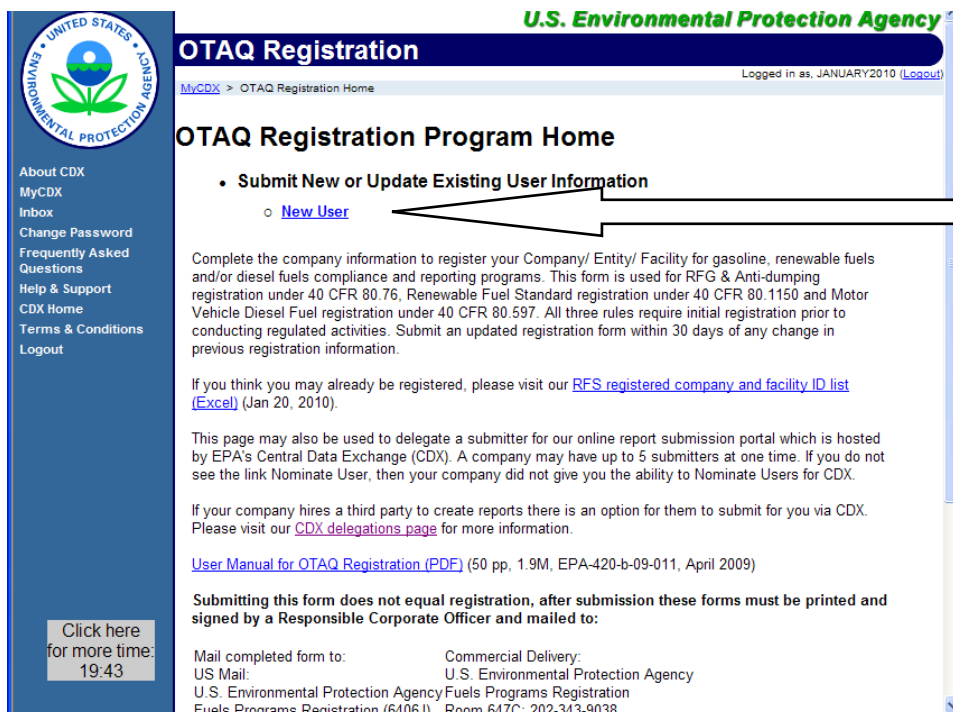
MyCDX Home Page

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

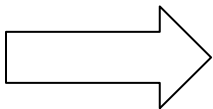
Company Information Screen

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:

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

OTAQ Registration

Logout

If you are registering on behalf of an existing company, please use the Company Search facility to identify and choose that company. Only create a new company if you are sure that your company has never been registered with OTAQ Fuels before, or you cannot locate it by searching.

Company Search Enter New Company Info

Enter Company Data

Company Id

Name

Address

City

State

ZIP

Search **Refresh**

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

URL: <http://www.epa.gov/epahome/usenotice.htm>

Click here for more time: 19:13

Done Internet 100%

Company Search Screens 1

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

Enter Company Data

Company Id

Name

Address

City

State

ZIP

Search **Refresh**

Company ID	Company Name
3008	Test Company 3
3006	TestCo1
3007	Testco2

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

URL: <http://www.epa.gov/epahome/usenotice.htm>

Click here for more time: 17:52

Done Internet 100%

Company Search Screens 2

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

The screenshot shows the 'Company Search' tab selected. A message box at the top reads: 'Attention: If you are registering on behalf of an existing company, please use the Company Search facility to identify and choose that company. Only create a new company if you are sure that your company has never been registered with OTAQ Fuels before, or you cannot locate it by searching.' Below this, the 'Company Search' button is highlighted. The 'Enter Company Data' section contains fields for Company Id, Name, Address, City, State (set to 'District of Columbia'), and ZIP. 'Search' and 'Refresh' buttons are at the bottom. A table at the bottom shows a single result with 'Company ID' as 'EPA' and 'Company Name' as 'EPA'.

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.

The screenshot shows the 'Company Info' tab selected. The same attention message is present. The 'Company Search' button is now disabled, and the 'Enter New Company Info' button is highlighted. The 'Company / Entity Name' section has 'Name' set to 'EPA', 'Valid From (Start Date MM/DD/YYYY)' set to '09/10/2008', and 'Valid To (End Date MM/DD/YYYY)' empty. The 'Company / Entity Location' section has 'Address 1' set to '1310 L STREET', 'Address 2' empty, 'City' set to 'WASHINGTON', 'State' set to 'District of Columbia', and 'Zip' set to '20007'. A 'Responsible Corporate Officer (RCO) Info' section is at the bottom.

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.

OTAQ Registration

* required field

User Info **Company Info** **Facility Info** **Help**

Attention:
If you are registering on behalf of an existing company, please use the Company Search facility to identify and choose that company. Only create a new company if you are sure that your company has never been registered with OTAQ Fuels before, or you cannot locate it by searching.

Company Search **Enter New Company Info**

Company / Entity Name

Name *

Valid From (Start Date MM/DD/YYYY) * 02/08/2010 **Calendar** Valid To (End Date MM/DD/YYYY) **Calendar**

Company / Entity Location

Address 1 *

Address 2 *

City *

State * **Select**

Zip *

Country **Select**

Responsible Corporate Officer (RCO) info

RCO Name *

RCO Title *

RCO Email *

RCO Phone *

RCO Extension *

RCO Fax *

Program Type (select all that apply)

☐ Gasoline ☐ Diesel ☐ Renewable Fuel Standard

Business Activities (select all that apply)

☐ Refiner ☐ Biodiesel Producer ☐ Oxygenate Blender

☐ RIN Generator ☐ Pipeline/Pass-Through Terminal ☐ Truck Loading Terminal

☐ Non Renewable Fuels Importer ☐ Transmix ☐ Independent Lab

☐ RIN Owner ☐ Mobile Facility ☐ Renewable Diesel

☐ Renewable Fuels Exporter ☐ Small Refiner ☐ Small Blender

☐ Renewable Fuels Importer

Company Foreign Bond

Foreign Bond(Y/N) * Yes No

Review & Submit **Refresh** **Main Menu**

Click here for more time: 19:02

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

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

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 be 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

OTAQ Registration

U.S. Environmental Protection Agency

MyCDX > OTAQ Registration Home > OTAQ Registration

Logged in as: PPTESTCONTACT01 (Logout)

OTAQ Registration

* = required field

User Info **Company Info** **Facility Info**

Associated Facilities **Facility Search**

Enter Facility Data

Facility ID

Name

Facility Type

Business Activities
 Biodiesel Producer
 Importer
 Independent Lab

Address

City

State

ZIP

Search **Refresh**

Facility Search Screen 1

Example 1: Facility sample query follows:

User Info **Company Info** **Facility Info**

Associated Facilities **Facility Search**

Enter Facility Data

Facility ID

Name

Facility Type

Business Activities
 Biodiesel Producer
 Importer
 Independent Lab

Address

City

State

ZIP

Search **Refresh**

37 items found, displaying all items. 1

Facility ID	Facility Name	Facility Type	Business Activities	Address

Click here for more time: 19:07

Done Internet 100%

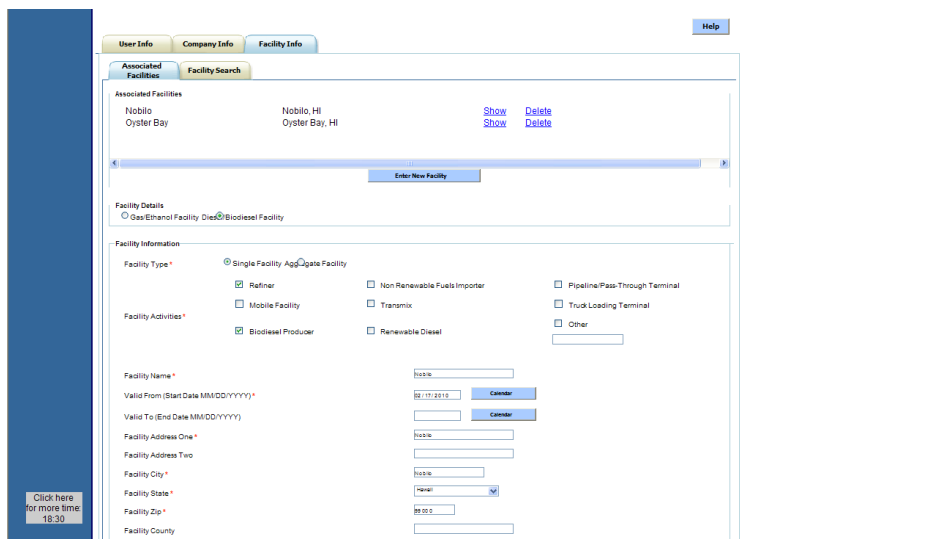
Facility Search Screen 2

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:

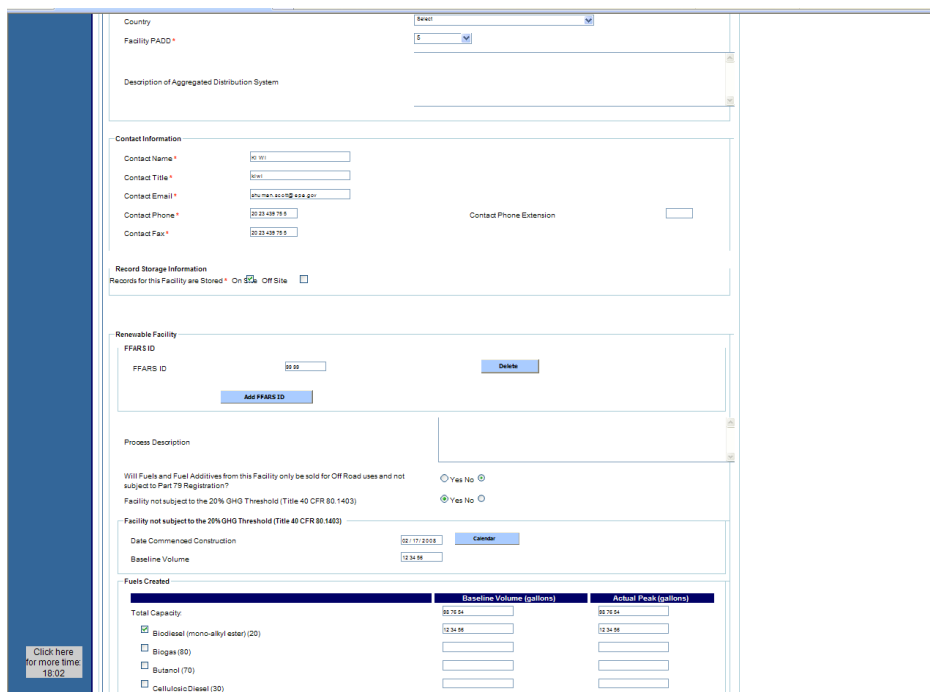
Select the <Associated Facilities> tab within the <Facility Info> tab and select the <Enter New Facility> button.

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.



This screenshot shows the 'Facility Input Screen 1' in the OTAQREG system. The interface includes tabs for 'User Info', 'Company Info', and 'Facility Info'. Under 'Facility Info', there are sub-tabs for 'Associated Facilities' and 'Facility Search'. The 'Associated Facilities' section lists 'Nobilo' and 'Oyster Bay' with 'Show' and 'Delete' links. Below this is a search bar and an 'Enter New Facility' button. The 'Facility Details' section has radio buttons for 'Gas/Ethanol Facility', 'Diesel Facility', and 'Biodiesel Facility', with 'Biodiesel Facility' selected. The 'Facility Information' section contains checkboxes for 'Single Facility', 'Aggregate Facility', 'Refiner', 'Mobile Facility', 'Biodiesel Producer', 'Non Renewable Fuels Importer', 'Transmix', 'Renewable Diesel', 'Pipeline/Pass-Through Terminal', 'Truck Loading Terminal', and 'Other'. The 'Facility Name' is 'Nobilo'. The 'Valid From' date is '02/17/2018' and the 'Valid To' date is blank. The 'Facility Address One' is 'Nobilo'. The 'Facility City' is 'Nobilo'. The 'Facility State' is 'HI' and the 'Facility Zip' is '96702'. The 'Facility County' is blank. A sidebar on the left contains a 'Click here for more time' link with a timer showing '18:30'.

Facility Input Screen 1



This screenshot shows the 'Facility Input Screen 2' in the OTAQREG system. The 'Country' is 'US' and the 'Facility PADD' is '5'. The 'Description of Aggregated Distribution System' is blank. The 'Contact Information' section includes fields for 'Contact Name', 'Contact Title', 'Contact Email', 'Contact Phone', 'Contact Fax', and 'Contact Phone Extension'. The 'Record Storage Information' section has a checkbox for 'Records for this Facility are Stored' with 'On Site' selected. The 'Renewable Facility' section includes a 'FFARS ID' field with '05 05' and a 'Delete' button. The 'Process Description' section includes a 'Will Fuels and Fuel Additives from this Facility only be sold for Off Road uses and not subject to Part 79 Registration?' question with 'Yes No' selected, and a 'Facility not subject to the 20% GHG Threshold (Title 40 CFR 80.1403)' question with 'Yes No' selected. The 'Date Commenced Construction' is '02/17/2018'. The 'Baseline Volume' is '12 34 56'. The 'Fuels Created' section includes a table with columns for 'Baseline Volume (gallons)' and 'Actual Peak (gallons)'. The table has rows for 'Total Capacity', 'Biodiesel (mono-alkyl ester) (20)', 'Biogas (B0)', 'Butanol (70)', and 'Cellulosic Diesel (30)'. A sidebar on the left contains a 'Click here for more time' link with a timer showing '18:02'.

Facility Input Screen 2

Click here for more time 17:17

☐ Cellulosic Jet Fuel (80)
☐ 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 (280)
☐ 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) (430)
☐ 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)

Facility Input Screen 3

Click here for more time 16:59

☐ Dewatered (Wet Mill, Biomass Fired) (140)
☐ Dewatered (Wet Mill, Coal Fired) (130)
☐ Dewatered (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 (160)
☐ 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 - Slush (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 (360)
☐ 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) ☒ Bio-based diesel (D4) ☐ Advanced Biofuel (D5) ☐ Renewable fuel ☐ Cellulosic Diesel (D7) ☐

Add Facility to List

Review & Submit Refresh Main Menu

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/regis/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 [Section 2.12 on page 25](#).

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

The screenshot shows the 'OTAQ Registration' web application interface. The 'User Info' tab is active, displaying a form for entering user information. The form includes sections for 'Enter User Info' and 'Enter Address and Contact Info'. The 'Enter User Info' section contains fields for Request Date, Prefix, First Name, Last Name, Position or Job Title, Valid From, and Valid To. The 'Enter Address and Contact Info' section contains fields for Address 1, Address 2, City, State, Zip, Email, Phone, Alternate Phone, and Fax. At the bottom of the form, there are checkboxes for 'Initial Roles' (Submitter, Company Editor, Company Viewer, Nominator). A large black arrow points to the 'Review & Submit' button. The bottom of the page displays a red message: 'You are in an encrypted secure session.'

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.



U.S. Environmental Protection Agency

OTAQ Registration

MyCDX > OTAQ Registration Home > OTAQ Registration

Logged in as: DRFIRSTLAST2 (Logout)

OTAQ Registration

User Info

Request Date	12/05/2008		
Prefix	Dr.		
First Name	FirstName	Middle Initial	
Last Name	LastName	Suffix	
Position or Job Title	Quality Control Specialist		
Valid From (Start Date MM/DD/YYYY)	12/05/2008	Valid To (End Date MM/DD/YYYY)	

Address and Contact Info

Address 1	1310 L St NW		
Address 2			
City	Washington		
State	DC		
Zip	20005		
Email	epafuelsprograms@epa.gov	Alternate Email	
Phone	2023439755	Phone Ext	
Alternate Phone		Alternate Phone Ext	
Fax			

Click here for more time: 19:27

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.

- 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.

OTAA

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.

OTAQ Registration - Windows Internet Explorer provided by EPA

https://testnrg.epa.cdnode.net/otaq-reg/submission/submission_confirm.jsp

U.S. Environmental Protection Agency

MyCDX > OTAQ Registration Home > Submission Success

Logged in as: JANUARY2010 (Logout)

Submission

If the information you provide changes, your company/entity is responsible for resubmitting this form to update the information

Submitting this form does not equal registration, before submission these forms must be printed and all data inputted must be present on the page. The form also must be signed by a Responsible Corporate Officer and mailed to one of the addresses below. EPA must receive and approve this form before you will be allowed to perform other tasks in this application (e.g. associating yourself with other companies or facilities, nominating new users, editing your user information, etc.).

The registration forms on this page are to be used for the RFG and Anti-Dumping, Diesel Sulfur, and Renewable Fuels Standard programs. Please see our Fuel and Fuel Additive Registration (FFARS) web site for FFARS registration forms.

US Mail:
U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C, 202-343-9038
1310 L Street, NW
Washington, DC 20005

Print the registration forms ([click here](#)). Failure to mail the hard copy of these forms will prevent registration.

☒ I have printed this form and understand that I must mail it properly signed to one of the above addresses.

Submit

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
URL: <http://www.epa.gov/epahome/usenotice.htm>

Click here for more time: 17:12

Submit Screen

Select the <Submit> button

U.S. Environmental Protection Agency

MyCDX > OTAQ Registration Home > Submission Success

Logged in as: DRFIRSTLAST2 (Logout)

Submission

Thank you! Your submission was a success. The EPA will review your registration in the near future. You will be notified by email of their decision.

Continue

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
URL: <http://www.epa.gov/epahome/usenotice.htm>

Click here for more time: 18:27

Done Internet 100%

Submission Success Screen

Select the <Continue> button

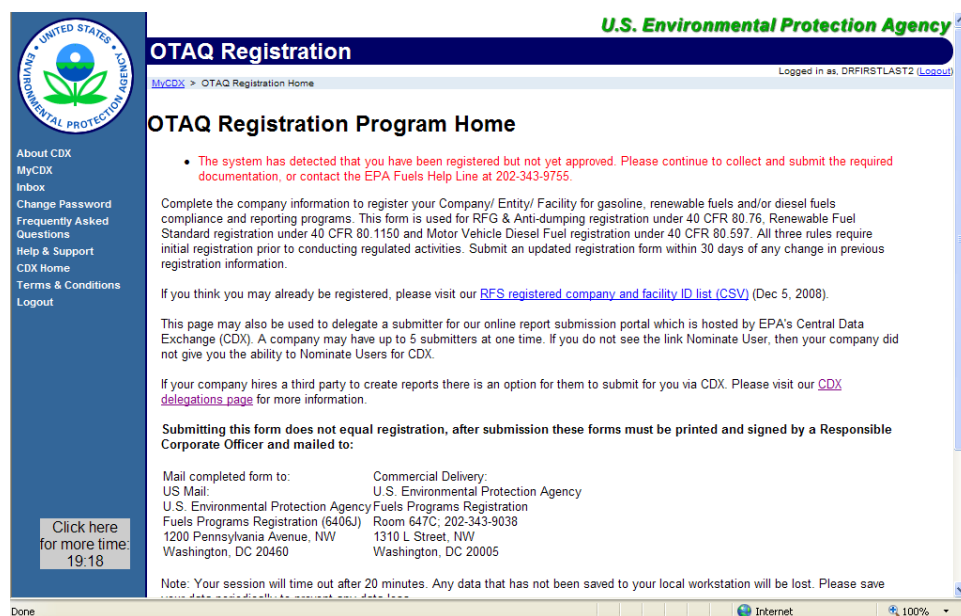
15. Have the Responsible Corporate Officer (RCO) fill out any additional information if required and physically sign the forms to certify the hard copy forms. The forms must be mailed to the EPA:

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:

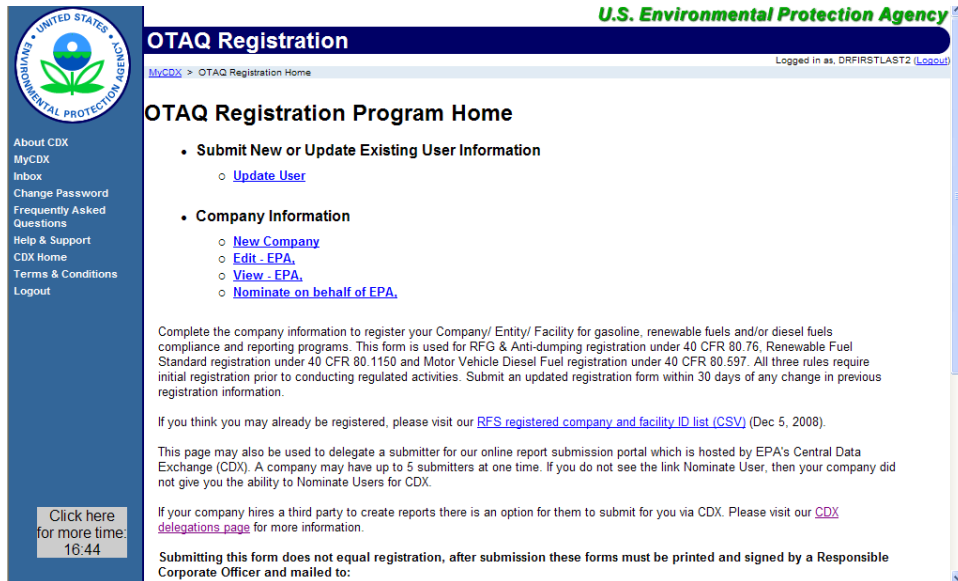
The system has detected that you have been registered but not yet approved.

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>.