Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid



How to Add a New Fuel or Fuel Additive Product under 40 CFR Part 79 in OTAQREG

This job aid is designed to provide a high-level overview of this task so that you can start using the redesigned OTAQREG system as quickly as possible.

Before you begin:

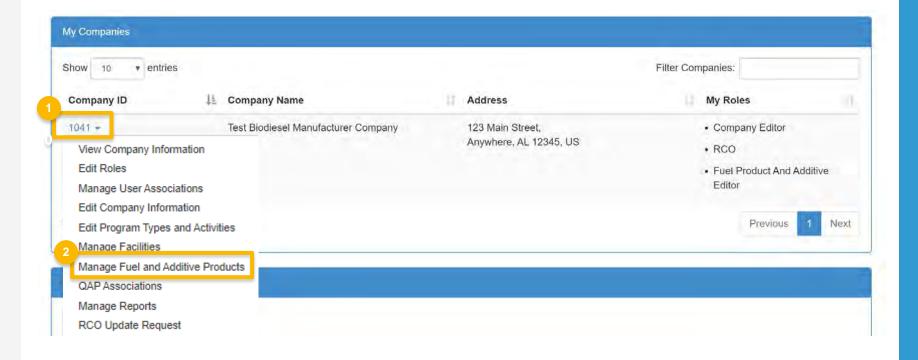
- 1. You must have a Central Data Exchange (CDX) account
- 2. You must be logged into the CDX OTAQREG program service
- 3. You must be the Responsible Corporate Officer or a delegated user of a registered company with a 4-digit EPA Company ID
- 4. You must have the Fuel Product and Additive Editor role

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

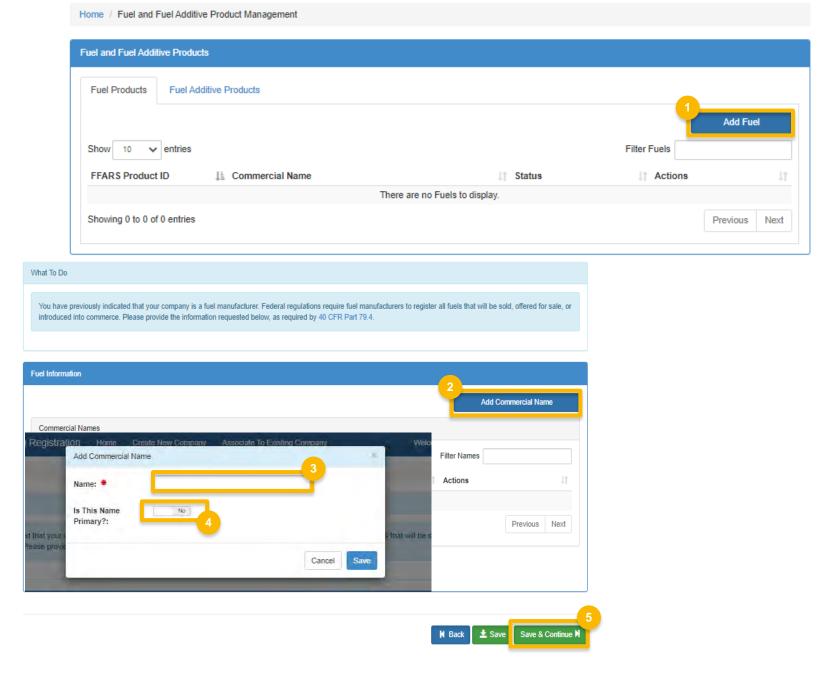
Initiate the Request

- 1. Click the Company ID
- 2. Select Manage Fuel and Additive Products



Add the New Fuel Information (if adding Fuel Additive information skip to slide 12)

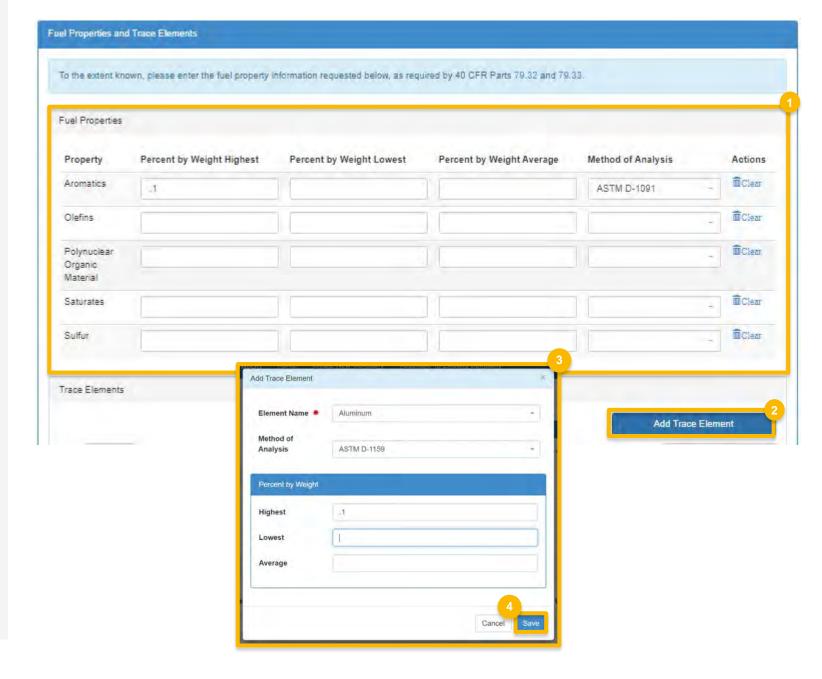
- 1. Click Add Fuel
- 2. Click Add Commercial Name
- 3. Enter the Commercial Name into the Name field
- 4. Answer **Yes** or **No** to Primary Name Inquiry.
- 5. Click Save & Continue



Add Fuel Properties and Trace Elements

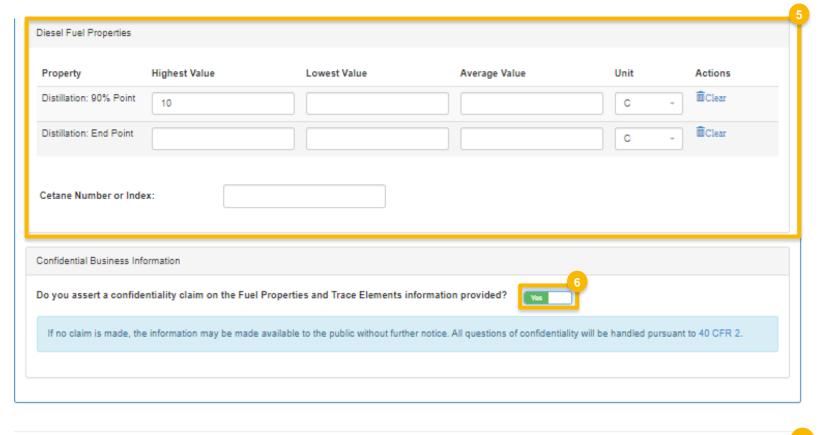
- Enter Fuel Properties
- 2. Click Add Trace Element
- 3. Enter Trace Element information
- 4. Click Save

Continue to next slide to continue...



Add Fuel Properties and Trace Elements (cont.)

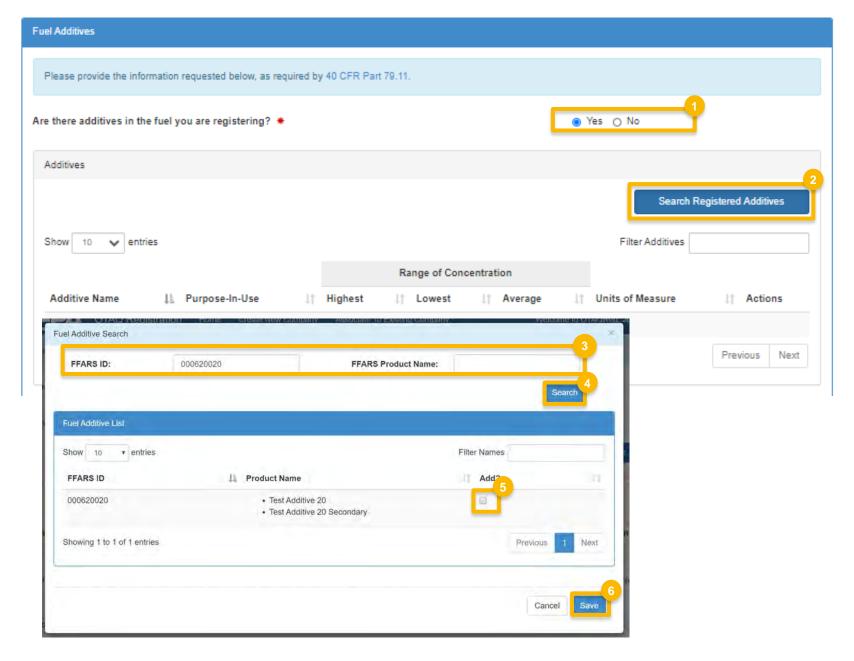
- 5. Enter Diesel Fuel Properties
- 6. Select **Yes** to agree to CBI statement
- 7. Click Save & Continue





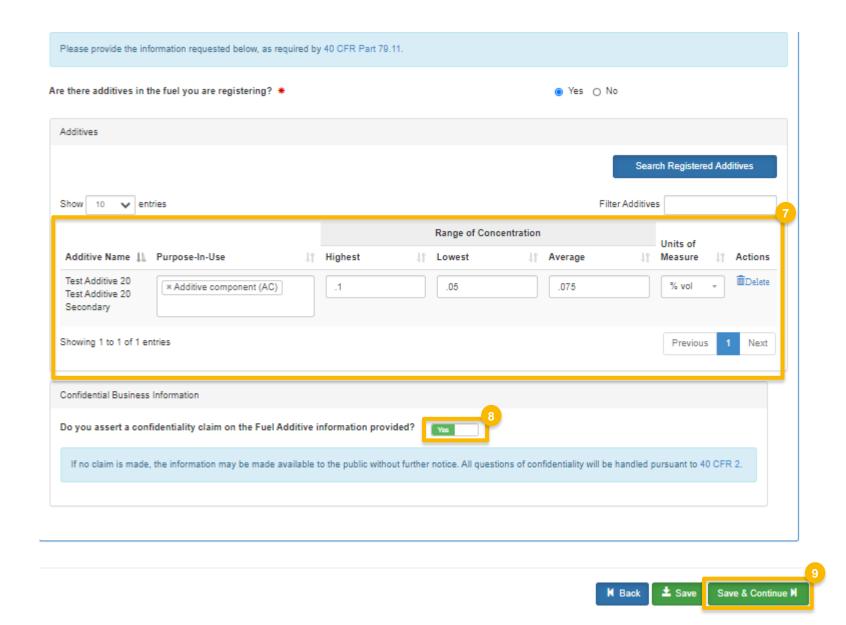
Add Fuel Additives

- 1. Answer **Yes** or **No** to additive question
- 2. Click Search Registered Additives
- Search by FFARS ID or FFARS Product Name
- 4. Click Search
- Click Add to add the Additive to the registration request
- 6. Click Save



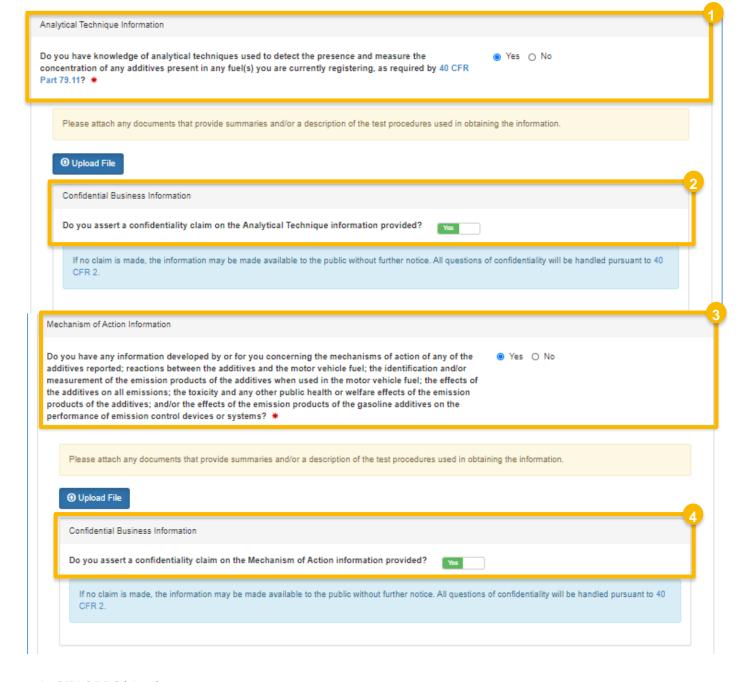
Add Fuel Additives (cont.)

- 7. Enter in Additive information
- 8. Select **Yes** agree to CBI statement
- 9. Click Search & Continue



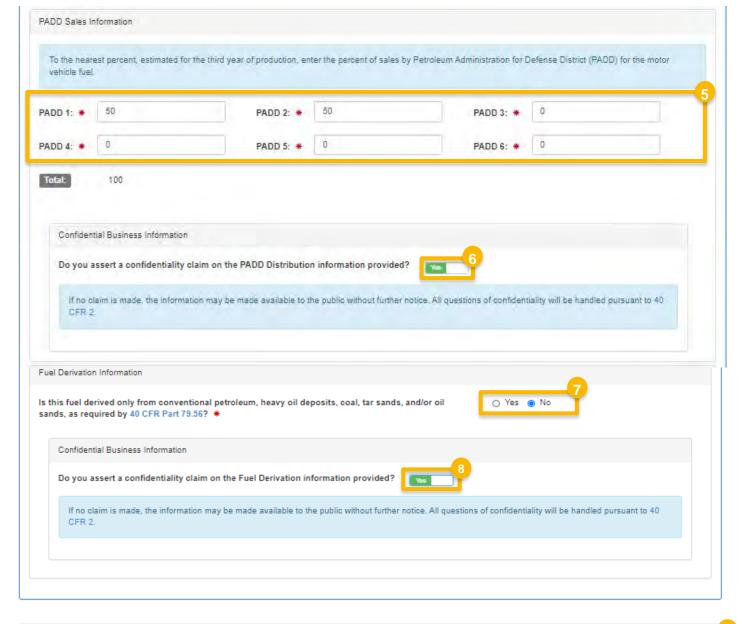
Add Additional Fuel Information

- Answer Yes or No to Analytical Technique Information
- 2. Select **Yes** agree to CBI statement
- Answer Yes or No to Mechanism of Action Information
- 4. Select **Yes** agree to CBI statement



Add Additional Fuel Information (cont.)

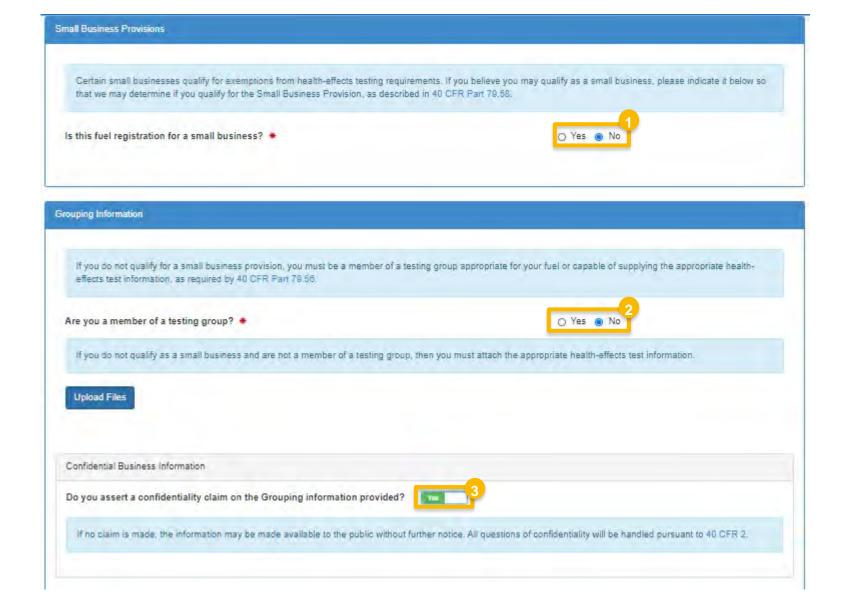
- 5. Enter PADD Sales Information
- 6. Select **Yes** agree to CBI statement
- Answer Yes or No to Derivation Information
- 8. Select **Yes** agree to CBI statement
- 9. Click Save & Continue





Add Small Business Provisions and Grouping Information

- Answer Yes or No to Small Business Provisions
- 2. Answer **Yes or No** to Grouping Information
- 3. Select **Yes** agree to CBI statement
- 4. Click Save & Continue

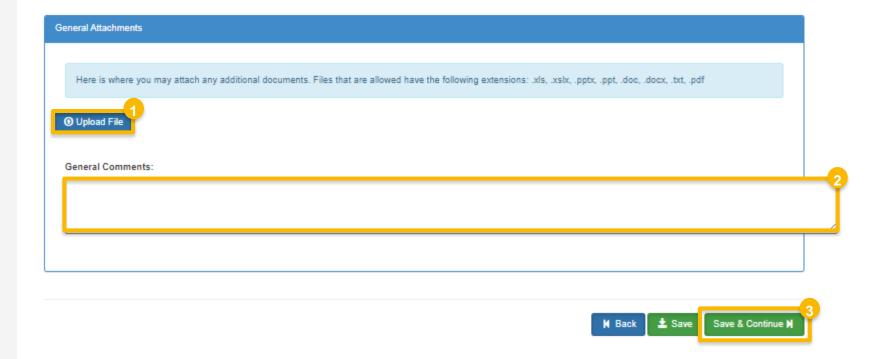




Add General Attachments

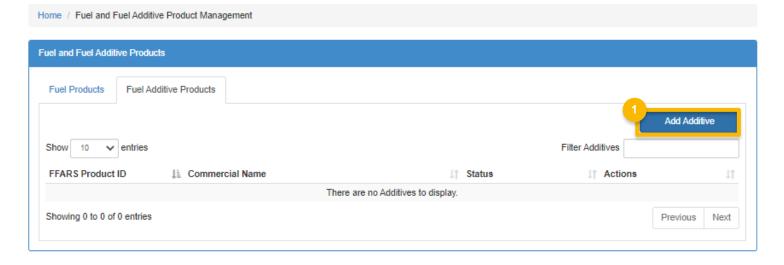
- **1. Upload** any additional documents you deem appropriate
- **2. Enter** general comments as appropriate
- 3. Click Save & Continue

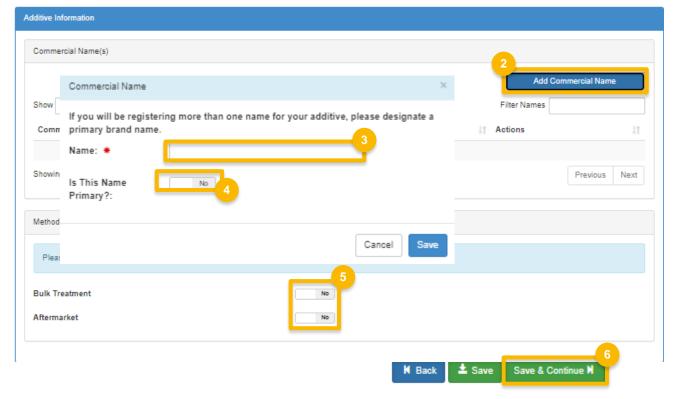
Skip to slide 22...



Add the Fuel Additive Products

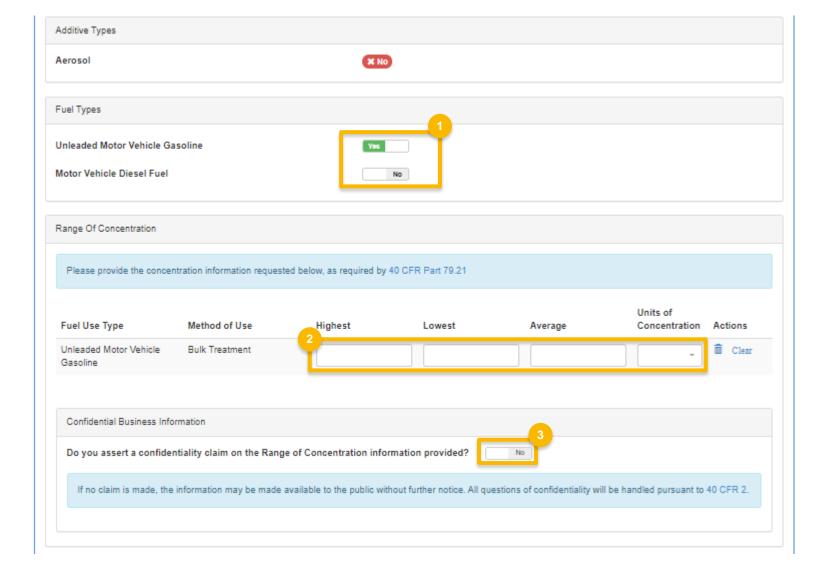
- 1. Click Add Additive
- 2. Click Add Commercial Name
- 3. Enter the Commercial Name into the Name field
- 4. Answer **Yes** or **No** to Primary Name Inquiry.
- 5. Select the Method of Use
- 6. Click Save & Continue





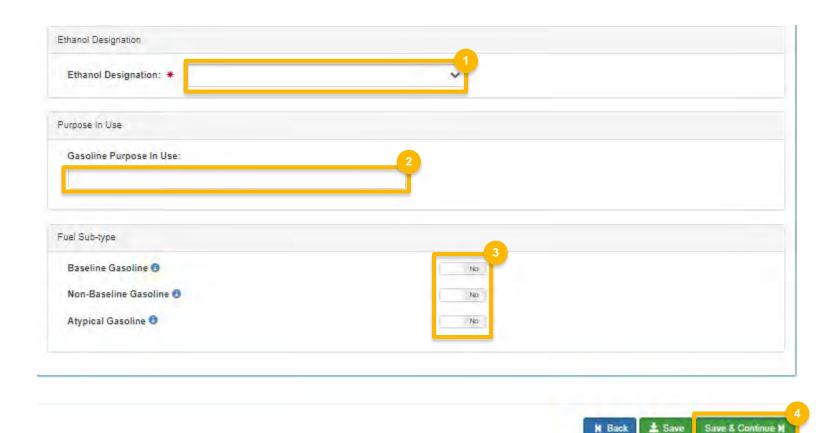
Add the Fuel Additive Products (cont.)

- Select Fuel Types
- 2. Provide Concentration Information
- 3. Select CBI Information
- 4. Click Save & Continue



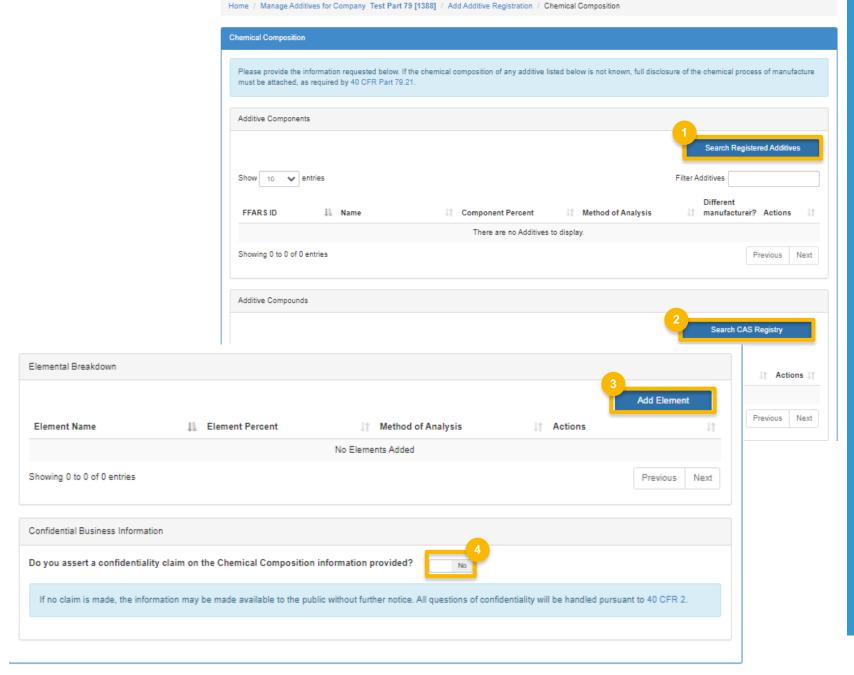
Add the Fuel Additive Products (cont.)

- 1. Select Ethanol Designation
- 2. Provide Gasoline Purpose in Use
- 3. Select Fuel Sub-type
- 4. Click Save & Continue

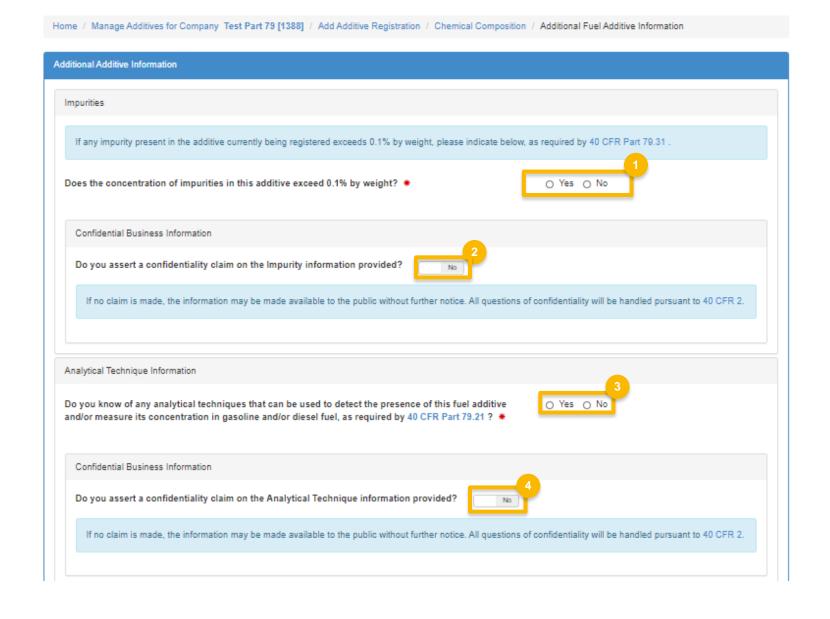


Add the Chemical Composition

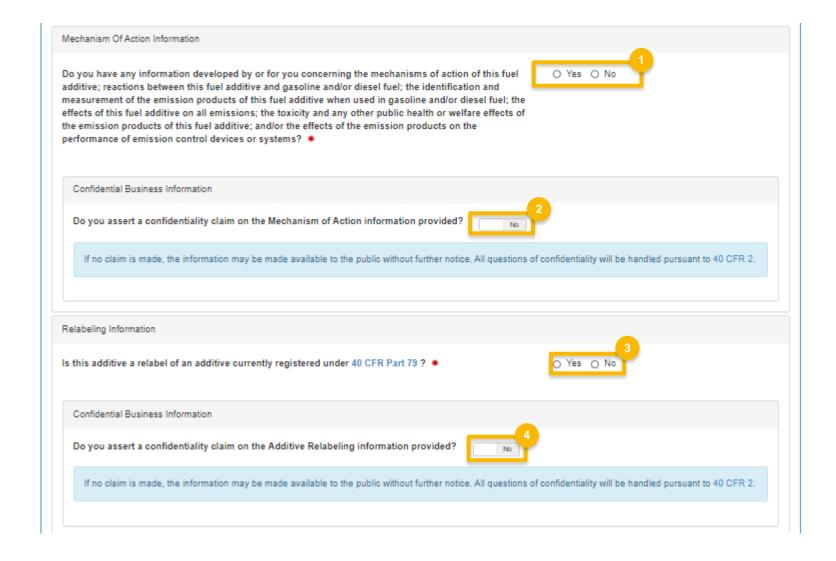
- Add Additive Components by clicking Search Registered Additives
- Add Additive Compounds by clicking Search CAS Registry
- 3. Click Add Element
- 4. Select CBI Information



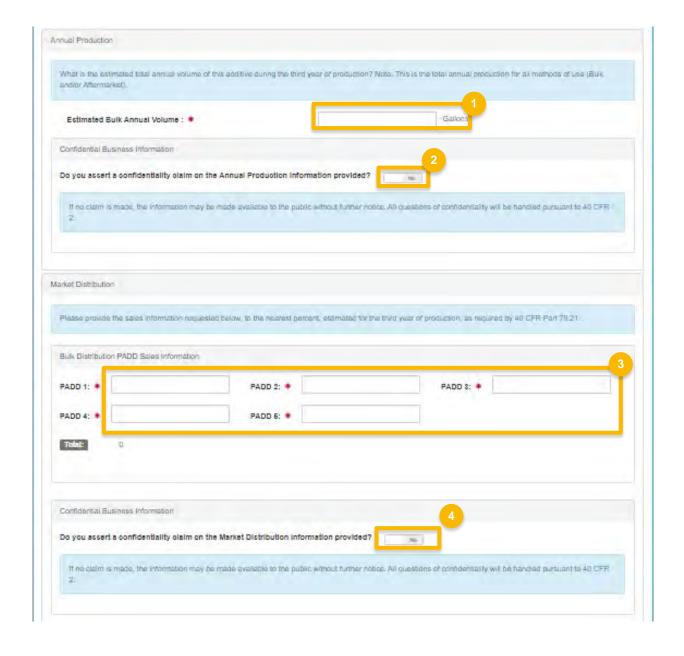
- Add Impurities
- 2. Select CBI Information
- 3. Answer Analytical Technique Information
- 4. Select CBI Information



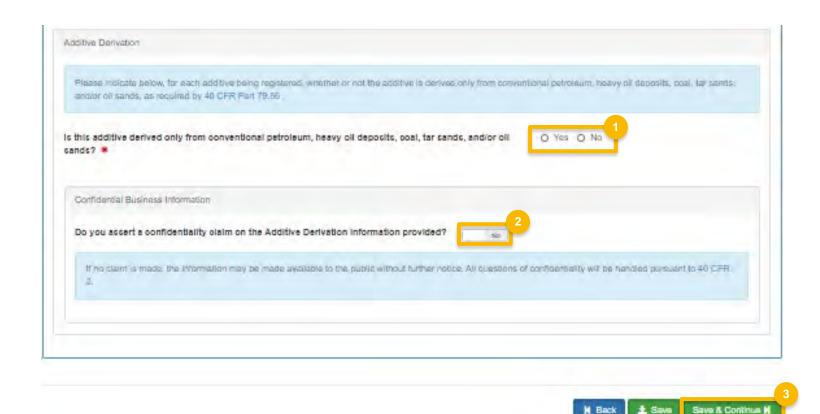
- 1. Answer Mechanism of Action
 Information
- 2. Select CBI Information
- 3. Answer **Relabeling Information** question
- 4. Select CBI Information



- 1. Enter Annual Production
- 2. Select CBI Information
- 3. Enter Market Distribution
- 4. Select CBI Information

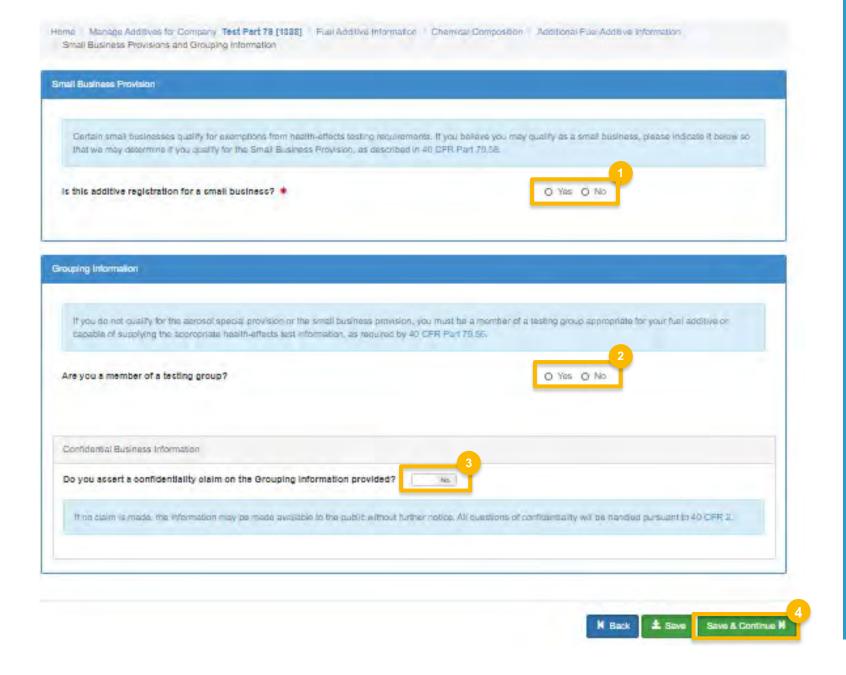


- 1. Enter Additive Derivation
- 2. Select CBI Information
- 3. Click Save & Continue



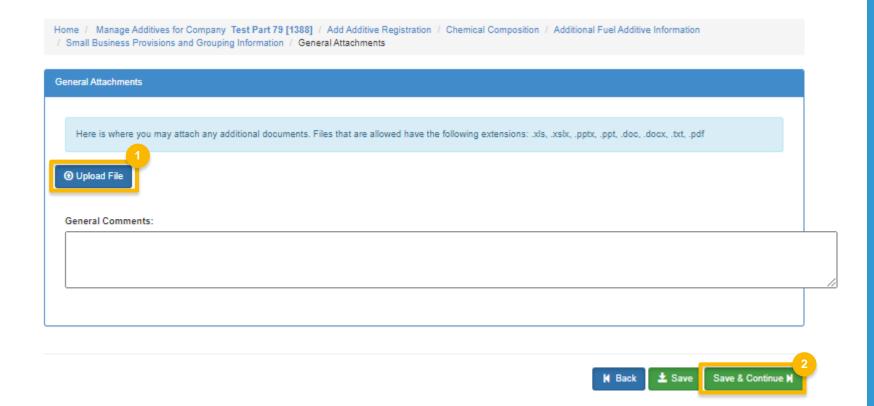
Add Small Business Provisions and Grouping Information

- 1. Answer Small Business Provision
- 2. Answer Grouping Information
- 3. Select CBI Information
- 4. Click Save & Continue



Add Small Business Provisions and Grouping Information

- 1. Upload any General Attachments
- 2. Click Save & Continue



Review and submit request

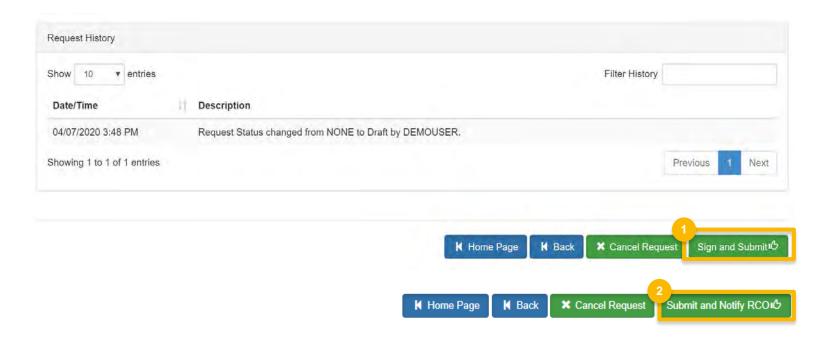
If you are the RCO of the company:

1. Click Sign and Submit

If you are not the RCO of the company:

2. Click Submit and Notify RCO

If you are the RCO, continue to next slide for instructions...



Review and submit request

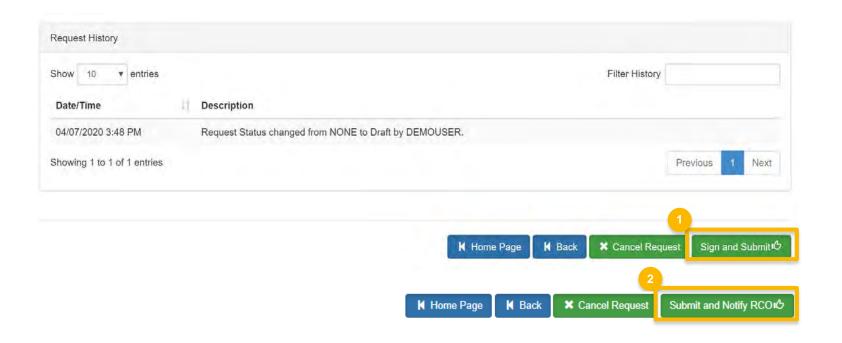
If you are the RCO of the company:

1. Click Sign and Submit

If you are not the RCO of the company:

2. Click Submit and Notify RCO

If you are the RCO, continue to next slide for instructions...



RCOs: Sign and submit

If you are the RCO of the company:

- 1. Click Sign and Submit
- 2. Click Accept
- 3. Use the **eSignature Widget** to sign the request
- 4. The request will appear in the My Pending Requests section of your home page with the status Awaiting Initial Review

You will receive an email notification when EPA reviews and activates the request.

