

Engineering Review Submission User Guide

Version 0.01



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Version 0.01

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U.S. Environmental Protection Agency

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Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
12/12/14	0.01	Initial Draft	C Muir	M Kirby, J Flynn	11/13/14

1 Introduction

This document is the User Guide for independent third-party professional engineers submitting Engineering Reviews through the OTAQ Fuels Program Registration (OTAQReg) online application. It describes the submission process for the Engineering Review web form in OTAQReg for existing OTAQReg and DC Fuels users. For instructions on initial CDX and OTAQ Registration procedures, please reference the OTAQ Registration User Guide, available [here](#), on the [OTAQ Fuels Program Registration](#) site.

If you have any questions about the content, format, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at: <http://www.epa.gov/otaq/fuels/index.htm>.

If you have any general or technical questions related to the Central Data Exchange (CDX) you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or OTAQReg, please contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.

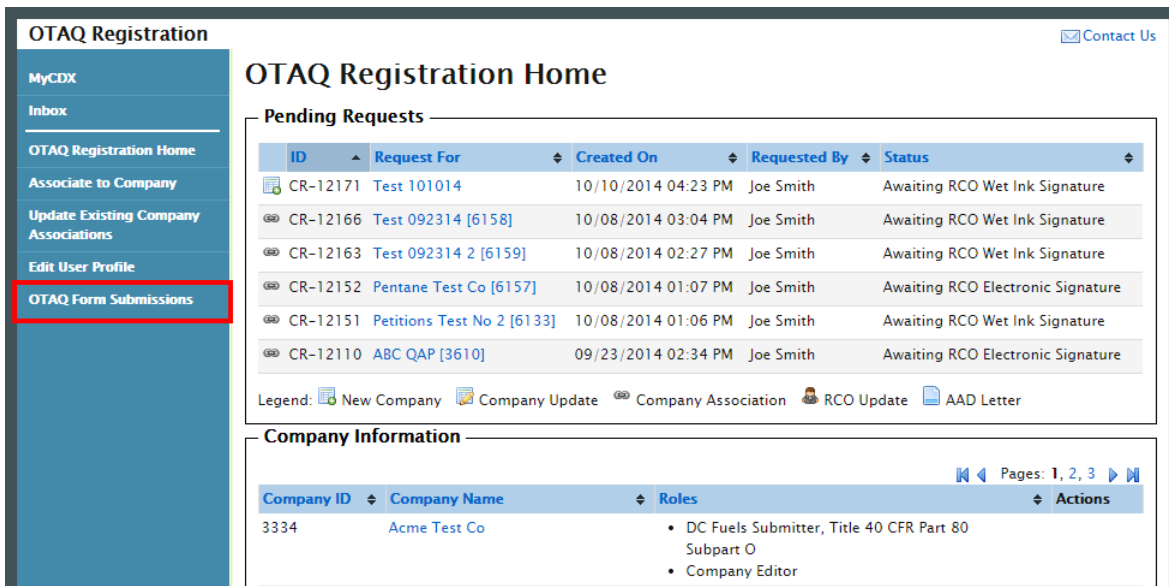
2 Access Engineering Review Web Form

The following sections describe how to access the Engineering Review web form from within the OTAQ Form Submissions module in OTAQReg.

2.1 Enter OTAQ Form Submissions

To access the OTAQ Form submissions module in OTAQReg, click the "OTAQ Form Submissions" link in the sidebar from the "OTAQ Registration Home" page as shown in Figure 2-1.

Figure 2-1 OTAQReg Home Page



OTAQ Registration Home

[Contact Us](#)

Pending Requests

ID	Request For	Created On	Requested By	Status
CR-12171	Test 101014	10/10/2014 04:23 PM	Joe Smith	Awaiting RCO Wet Ink Signature
CR-12166	Test 092314 [6158]	10/08/2014 03:04 PM	Joe Smith	Awaiting RCO Wet Ink Signature
CR-12163	Test 092314 2 [6159]	10/08/2014 02:27 PM	Joe Smith	Awaiting RCO Wet Ink Signature
CR-12152	Pentane Test Co [6157]	10/08/2014 01:07 PM	Joe Smith	Awaiting RCO Electronic Signature
CR-12151	Petitions Test No 2 [6133]	10/08/2014 01:06 PM	Joe Smith	Awaiting RCO Wet Ink Signature
CR-12110	ABC QAP [3610]	09/23/2014 02:34 PM	Joe Smith	Awaiting RCO Electronic Signature

Legend: New Company Company Update Company Association RCO Update AAD Letter

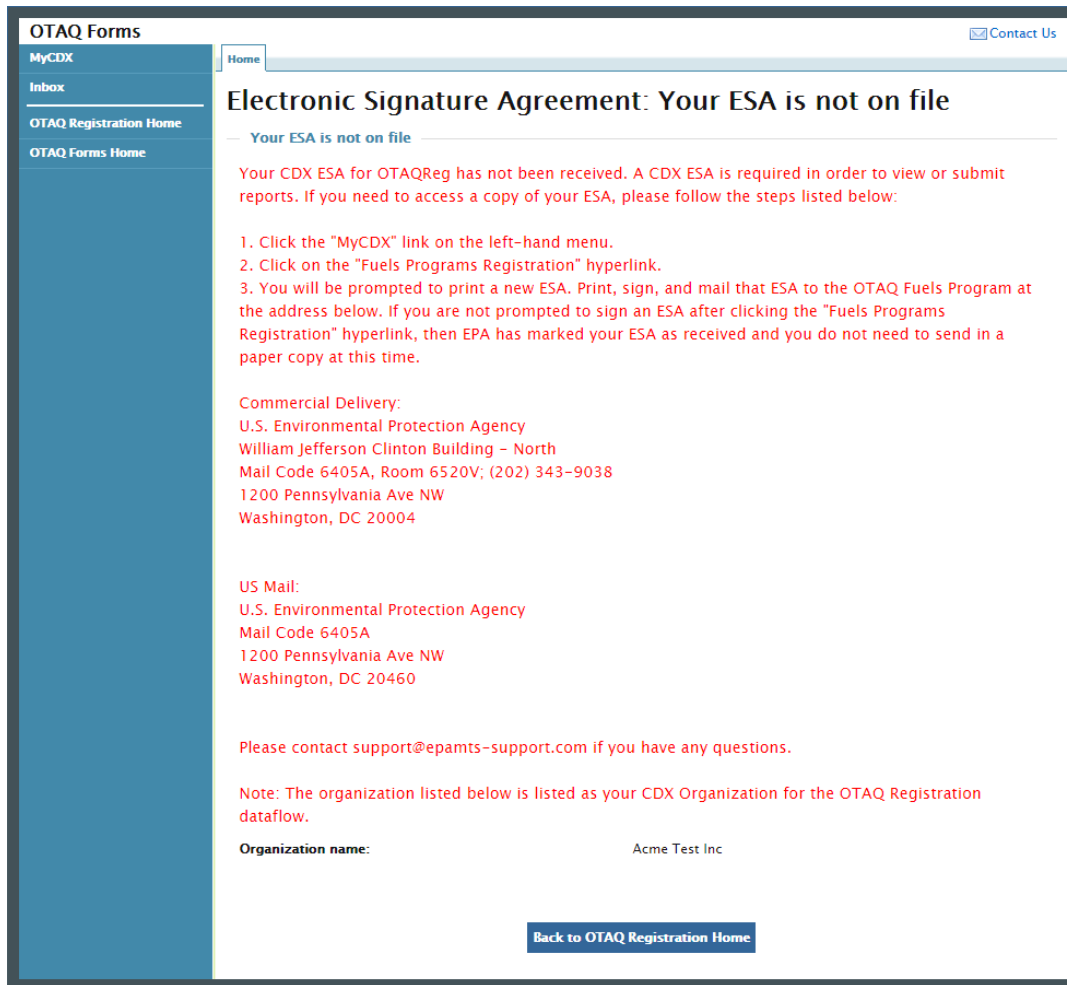
Company Information

Company ID	Company Name	Roles	Actions
3334	Acme Test Co	- DC Fuels Submitter, Title 40 CFR Part 80 Subpart O - Company Editor	

Pages: 1, 2, 3

If you do not have a valid ESA with your selected CDX Organization, you will not be allowed to submit or view any OTAQ Forms, including Engineering Reviews. Instead, the page in Figure 2-2 will display, providing you with instructions on how to print and sign your ESA. For further details and instructions on receiving a valid ESA, please reference the OTAQ Registration User Guide, available [here](#), on the [OTAQ Fuels Program Registration](#) site.

Figure 2-2 No Valid CDX ESA



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MyCDX [Home](#)

Inbox

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OTAQ Forms Home

Electronic Signature Agreement: Your ESA is not on file

Your ESA is not on file

Your CDX ESA for OTAQReg has not been received. A CDX ESA is required in order to view or submit reports. If you need to access a copy of your ESA, please follow the steps listed below:

1. Click the "MyCDX" link on the left-hand menu.
2. Click on the "Fuels Programs Registration" hyperlink.
3. You will be prompted to print a new ESA. Print, sign, and mail that ESA to the OTAQ Fuels Program at the address below. If you are not prompted to sign an ESA after clicking the "Fuels Programs Registration" hyperlink, then EPA has marked your ESA as received and you do not need to send in a paper copy at this time.

Commercial Delivery:
 U.S. Environmental Protection Agency
 William Jefferson Clinton Building – North
 Mail Code 6405A, Room 6520V; (202) 343-9038
 1200 Pennsylvania Ave NW
 Washington, DC 20004

US Mail:
 U.S. Environmental Protection Agency
 Mail Code 6405A
 1200 Pennsylvania Ave NW
 Washington, DC 20460

Please contact support@epamts-support.com if you have any questions.

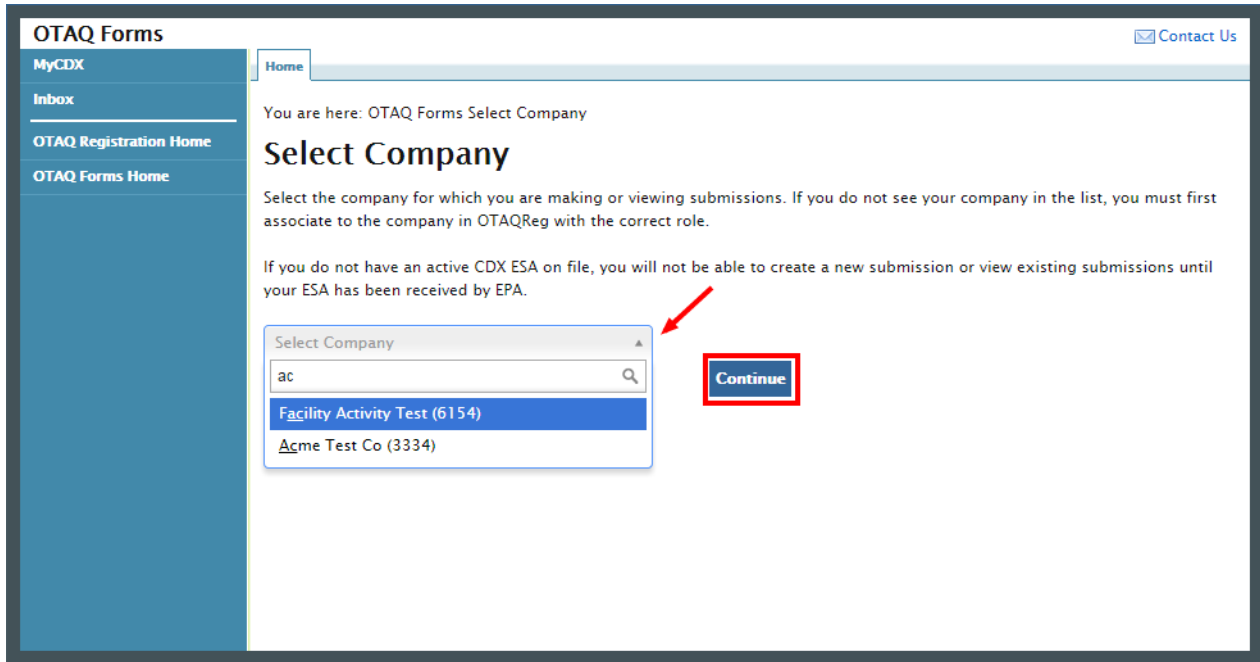
Note: The organization listed below is listed as your CDX Organization for the OTAQ Registration dataflow.

Organization name: Acme Test Inc

[Back to OTAQ Registration Home](#)

If you have a valid CDX Electronic Signature Agreement (ESA), you will be taken to the "Select Company" page as shown in Figure 2-3. The page will contain a list of all of the companies you have an association with in OTAQReg. Begin typing the company's name or select the company from the dropdown list for which you would like to create an Engineering Review submission and click the "Continue" button.

Figure 2-3 Select Company



OTAQ Forms [Contact Us](#)

Home

You are here: OTAQ Forms Select Company

Select Company

Select the company for which you are making or viewing submissions. If you do not see your company in the list, you must first associate to the company in OTAQReg with the correct role.

If you do not have an active CDX ESA on file, you will not be able to create a new submission or view existing submissions until your ESA has been received by EPA.

Select Company

ac

Facility Activity Test (6154)

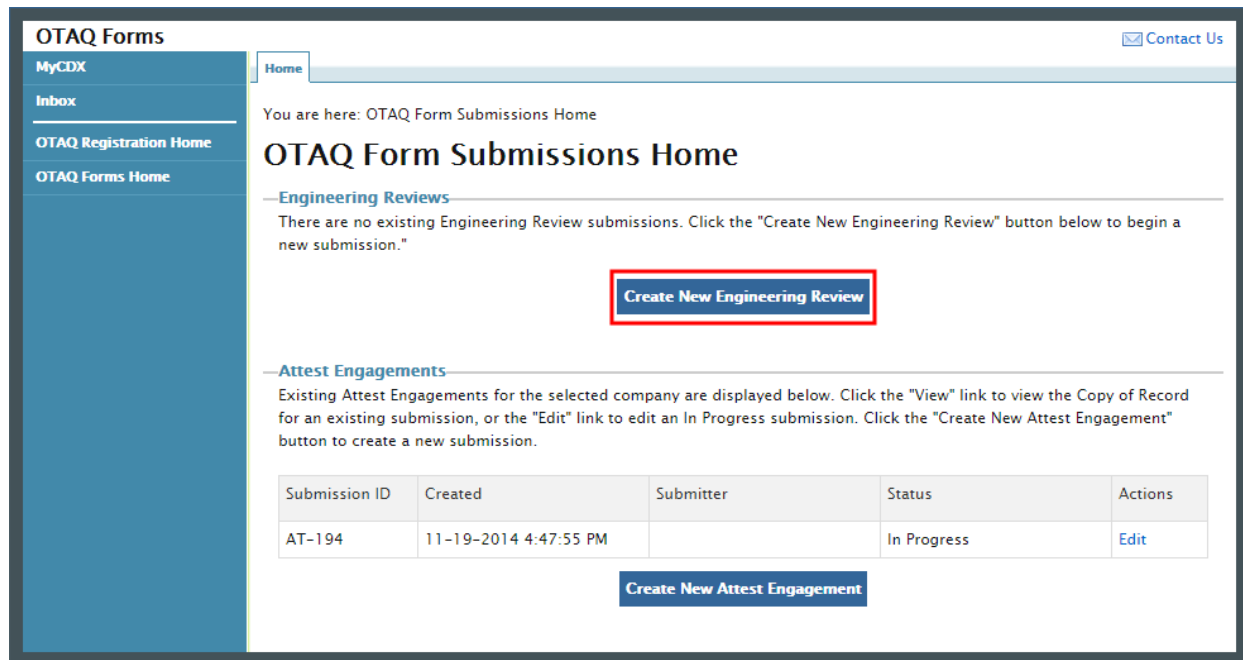
Acme Test Co (3334)

Continue

2.2 OTAQ Form Submissions Home Page

Once you have selected a company and have a valid ESA, you will be taken to the "OTAQ Form Submissions Home" page as displayed in Figure 2-4.

Figure 2-4 OTAQ Form Submissions Home



OTAQ Forms [Contact Us](#)

Home

You are here: OTAQ Form Submissions Home

OTAQ Form Submissions Home

Engineering Reviews

There are no existing Engineering Review submissions. Click the "Create New Engineering Review" button below to begin a new submission.

Create New Engineering Review

Attest Engagements

Existing Attest Engagements for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Attest Engagement" button to create a new submission.

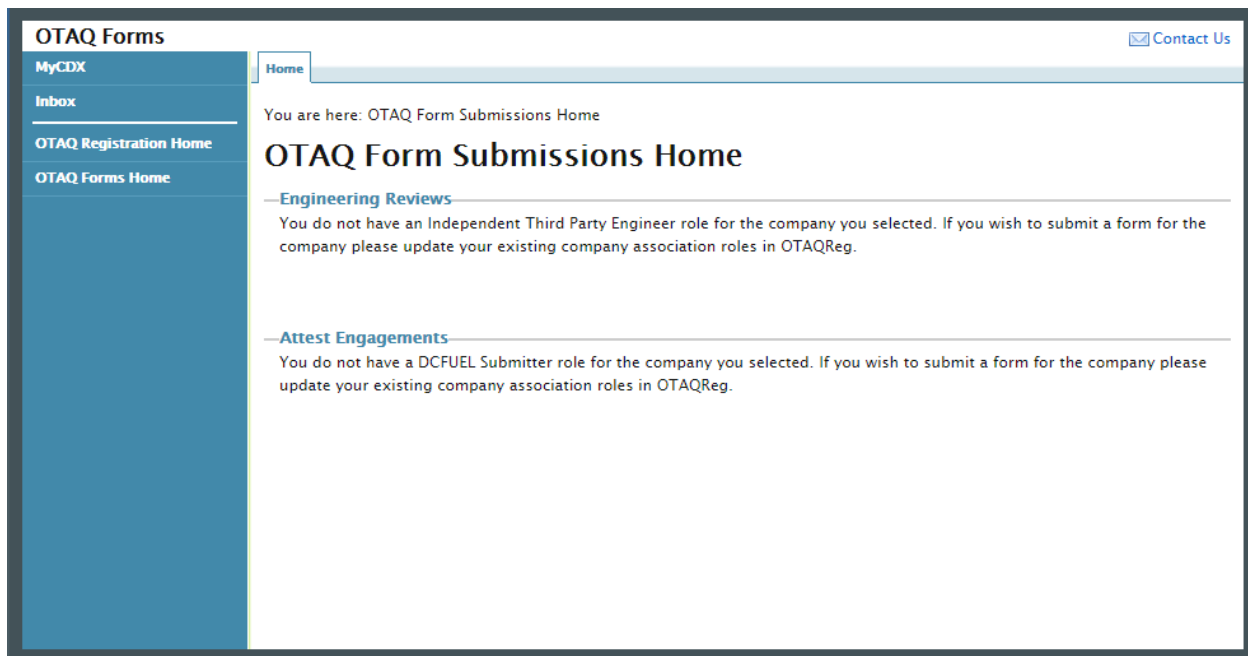
Submission ID	Created	Submitter	Status	Actions
AT-194	11-19-2014 4:47:55 PM		In Progress	Edit

Create New Attest Engagement

If the company has existing submissions, they will be displayed in a list on the home page. To create a new Engineering Review submission, click the "Create New Engineering Review" button.

Note: You must have the Independent Third Party Engineer role with the selected company in order to be able to view and create Engineering Review submissions. If you do not have this role, the page in Figure 2-5 will display, indicating that you must have the Independent Third Party Engineer role with the selected company. For more instructions on how to associate to a company with the Independent Third Party Engineer role, please reference the OTAQ Registration User Guide, available [here](#), on the [OTAQ Fuels Program Registration](#) site.

Figure 2-5 No Independent Third Party Engineer Role



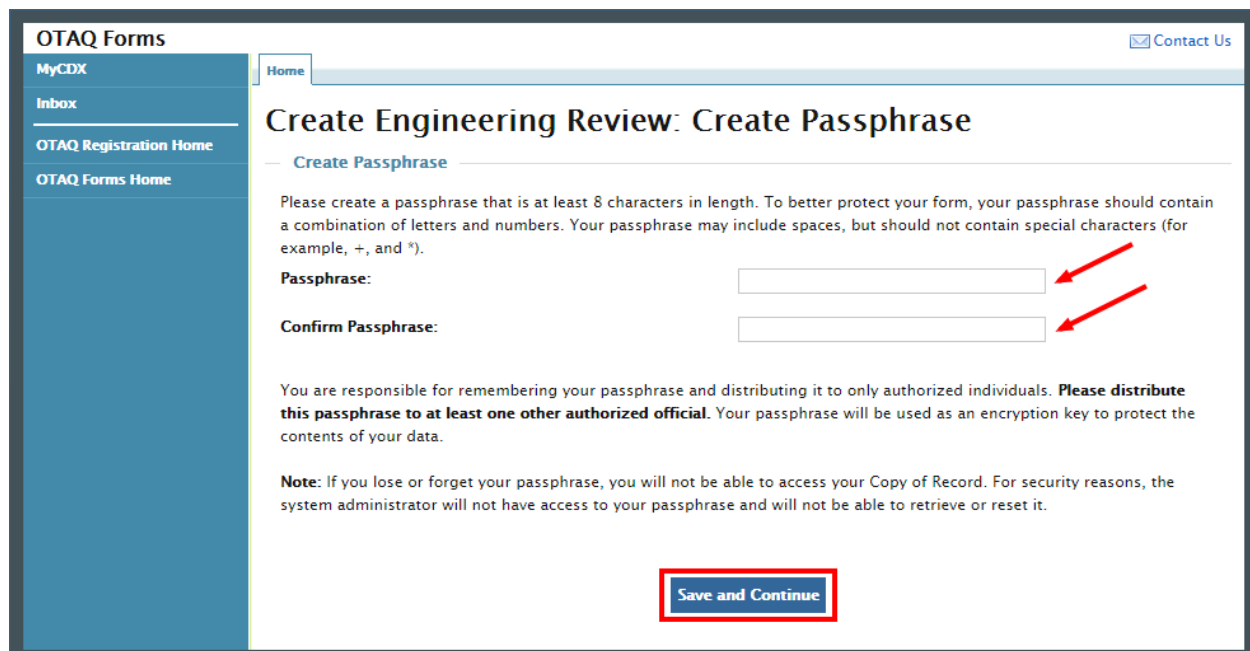
3 Submit Engineering Reviews

The following sections describe the process to submit a new Engineering Review and edit an existing Engineering Review.

3.1 Create New Engineering Review

After clicking the "Create New Engineering Review" button on the "OTAQ Form Submissions Home" page, you will be taken to the "Create New Engineering Review: Create Passphrase" page as shown in Figure 3-1.

Figure 3-1 Create Passphrase

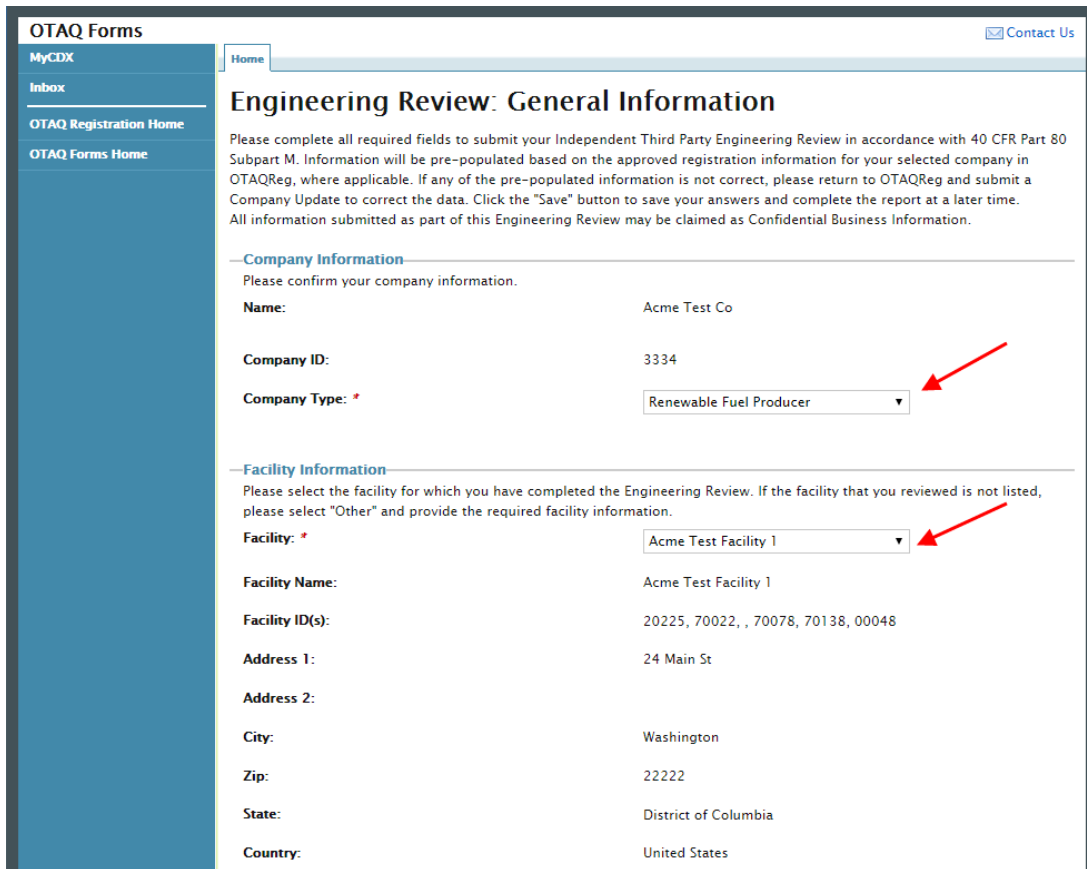
The screenshot shows a web application interface for creating a passphrase. On the left is a blue sidebar with navigation links: "OTAQ Forms", "MyCDX", "Inbox", "OTAQ Registration Home", and "OTAQ Forms Home". The main content area has a header "OTAQ Forms" and a "Contact Us" link. Below the header is a "Home" tab and the title "Create Engineering Review: Create Passphrase". A sub-header "Create Passphrase" is followed by instructions: "Please create a passphrase that is at least 8 characters in length. To better protect your form, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and *)." There are two input fields: "Passphrase:" and "Confirm Passphrase:". Two red arrows point to these fields. Below the fields is a warning: "You are responsible for remembering your passphrase and distributing it to only authorized individuals. Please distribute this passphrase to at least one other authorized official. Your passphrase will be used as an encryption key to protect the contents of your data." A "Note" follows: "Note: If you lose or forget your passphrase, you will not be able to access your Copy of Record. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve or reset it." At the bottom is a "Save and Continue" button, which is highlighted with a red rectangle.

Enter and confirm a secure passphrase for your Engineering Review submission, which will be used to encrypt your data. This passphrase is specific to this submission, and is required to access the submission at a later date for editing, or to view the Copy of Record. The passphrase should contain a combination of letters and numbers, but no special characters, and must be at least 8 characters in length.

Important! You must remember your passphrase in order to access your Copy of Record or edit and submit the Engineering Review at a later date. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your Copy of Record or edit the In Progress submission.

After creating your secure passphrase, click the "Save and Continue" button. Your draft Engineering Review will be created and you will be taken to the "Engineering Review: General Information" page. As displayed in Figure 3-2, select your Company Type and the Facility that the Engineering Review applies to. You may select "Other" if your desired facility is not displayed in the list.

Figure 3-2 General Information



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Engineering Review: General Information

Please complete all required fields to submit your Independent Third Party Engineering Review in accordance with 40 CFR Part 80 Subpart M. Information will be pre-populated based on the approved registration information for your selected company in OTAQReg, where applicable. If any of the pre-populated information is not correct, please return to OTAQReg and submit a Company Update to correct the data. Click the "Save" button to save your answers and complete the report at a later time. All information submitted as part of this Engineering Review may be claimed as Confidential Business Information.

Company Information

Please confirm your company information.

Name: Acme Test Co

Company ID: 3334

Company Type: Renewable Fuel Producer ▼

Facility Information

Please select the facility for which you have completed the Engineering Review. If the facility that you reviewed is not listed, please select "Other" and provide the required facility information.

Facility: Acme Test Facility 1 ▼

Facility Name: Acme Test Facility 1

Facility ID(s): 20225, 70022, , 70078, 70138, 00048

Address 1: 24 Main St

Address 2:

City: Washington

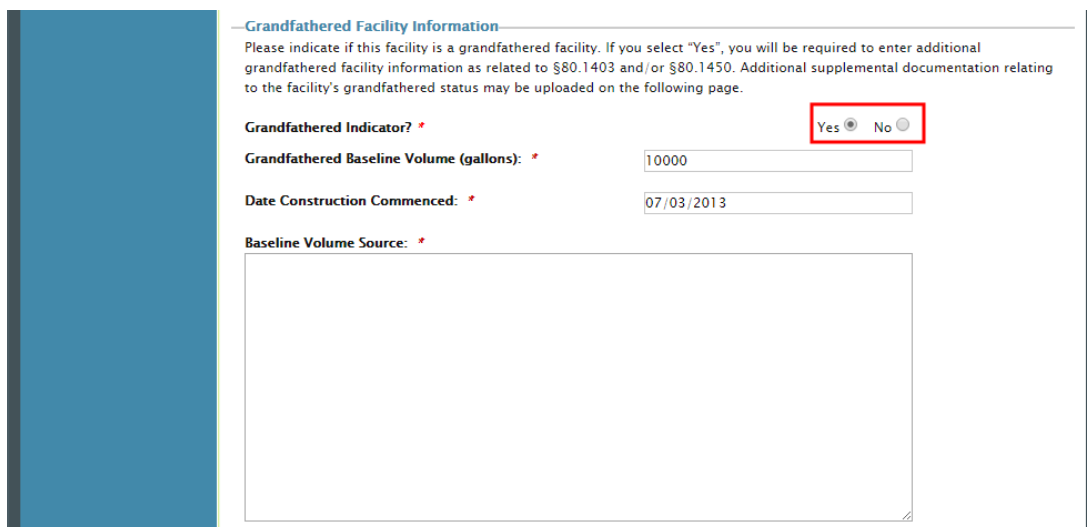
Zip: 22222

State: District of Columbia

Country: United States

At the bottom of the page, you will be asked if your facility is a grandfathered facility as displayed in Figure 3-3. Select either "Yes" or "No". If you select "Yes", you will be prompted to enter additional information regarding the facility's grandfathered status. The Grandfathered facility indicator, Baseline Volume (gallons), and Date Construction Commenced will be pre-populated from the facility's OTAQReg information when applicable.

Figure 3-3 Grandfathered Facility Information



Grandfathered Facility Information

Please indicate if this facility is a grandfathered facility. If you select "Yes", you will be required to enter additional grandfathered facility information as related to §80.1403 and/or §80.1450. Additional supplemental documentation relating to the facility's grandfathered status may be uploaded on the following page.

Grandfathered Indicator? Yes ☒ No ☐

Grandfathered Baseline Volume (gallons): 10000

Date Construction Commenced: 07/03/2013

Baseline Volume Source:

Baseline Volume conversion calculation:

Please provide a calculation converting the volume in the Baseline Volume Source to gallons/year if the source does not already list the capacity in gallons/year. See §80.1401 for the definitions of Actual Peak Capacity, Permitted Capacity, and Baseline Volume.

Evidence supporting grandfathering: *

In your response, include descriptions of contracts with construction and other companies, applicable air permits, and whether the company completed construction within the time limits described under §80.1403.

Back

Save

Save and Continue

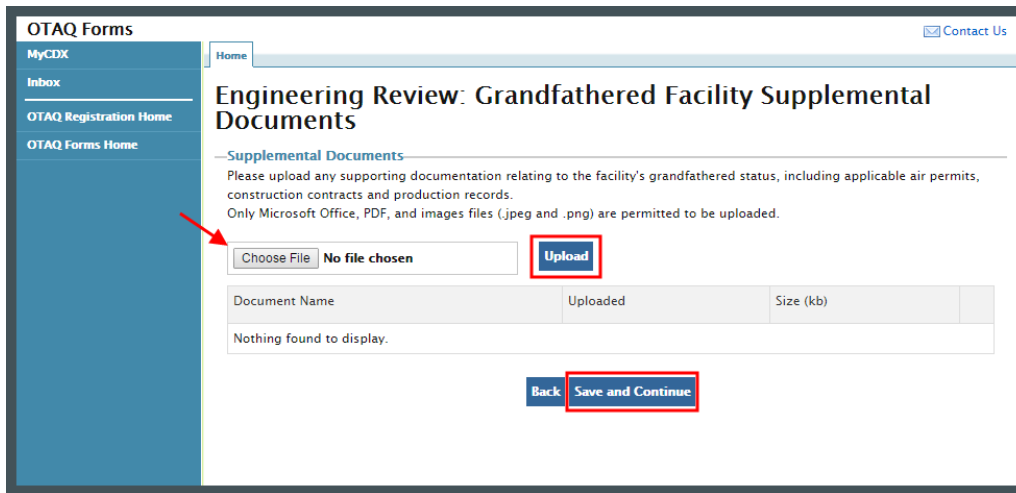
At any time during the process of submitting your Engineering Review, you may click the "Save" button to save the progress of your submission. Your data will be encrypted and saved, and you may return to complete your submission at a later date, using the secure passphrase for access.

Click the "Save and Continue" button. If "Yes" was selected for the Grandfathered Indicator, the page in Figure 3-4 will display. Otherwise the page in Figure 3-5 will display.

On the "Engineering Review: Grandfathered Facility Supplemental Documents" page, you may upload any supplemental documentation to support the facility's grandfathered status. To upload a document, click the "Browse" or "Choose File" button, navigate to and select your file, and click the "Upload" button.

Note: Multiple files may be uploaded on this page; however file extensions are limited to the following: .pdf, .doc, .docx, .xls, .xlsx, .jpg, and .png. No Zip files are allowed.

Figure 3-4 Grandfathered Facility Supplemental Documents



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Engineering Review: Grandfathered Facility Supplemental Documents

Supplemental Documents

Please upload any supporting documentation relating to the facility's grandfathered status, including applicable air permits, construction contracts and production records. Only Microsoft Office, PDF, and images files (.jpeg and .png) are permitted to be uploaded.

Choose File No file chosen Upload

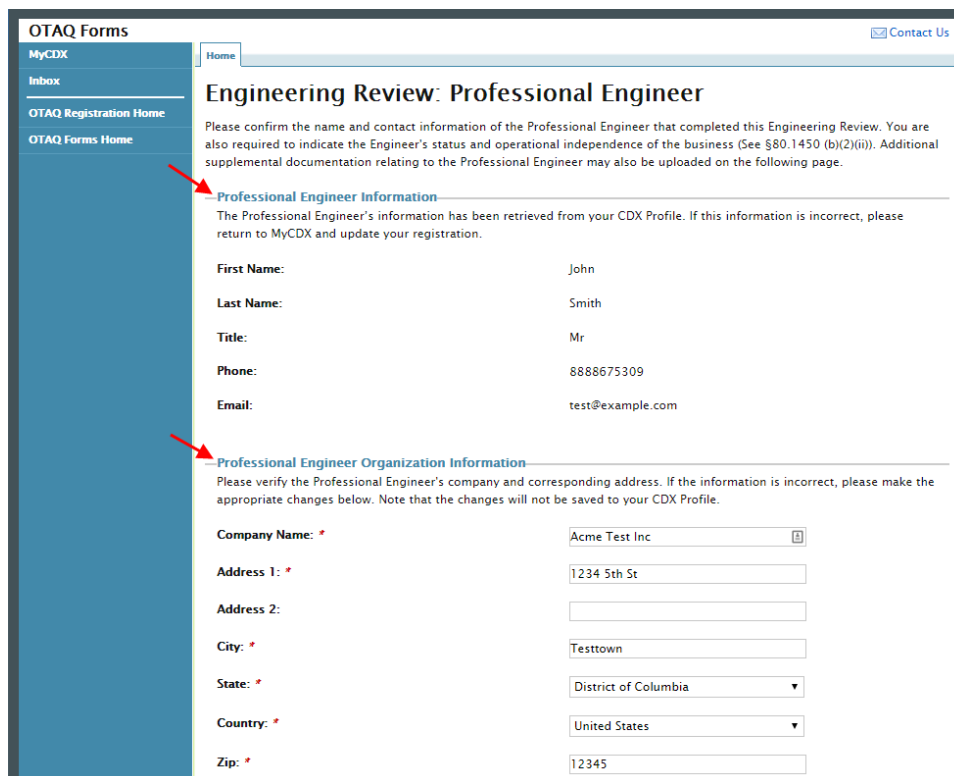
Document Name	Uploaded	Size (kb)
Nothing found to display.		

Back Save and Continue

Click the "Save and Continue" button. The page in Figure 3-5 will display.

Confirm the Professional Engineer's Contact and Company information. This information is pre-populated from your CDX Profile Information.

Figure 3-5 Professional Engineer



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Engineering Review: Professional Engineer

Please confirm the name and contact information of the Professional Engineer that completed this Engineering Review. You are also required to indicate the Engineer's status and operational independence of the business (See §80.1450 (b)(2)(ii)). Additional supplemental documentation relating to the Professional Engineer may also be uploaded on the following page.

Professional Engineer Information

The Professional Engineer's information has been retrieved from your CDX Profile. If this information is incorrect, please return to MyCDX and update your registration.

First Name: John

Last Name: Smith

Title: Mr

Phone: 8888675309

Email: test@example.com

Professional Engineer Organization Information

Please verify the Professional Engineer's company and corresponding address. If the information is incorrect, please make the appropriate changes below. Note that the changes will not be saved to your CDX Profile.

Company Name: Acme Test Inc

Address 1: 1234 5th St

Address 2:

City: Testtown

State: District of Columbia

Country: United States

Zip: 12345

As shown in Figure 3-6, at the bottom of the page enter a description of the Professional Engineer's Qualifications, and confirm their operational independence. If a site visit was conducted, additional information regarding the visit will be required. If you indicate that a site visit was not conducted for this Engineering Review, you must provide a justification as shown in Figure 3-7.

Figure 3-6 Qualifications, Operational Independence and Site Visit

Qualifications and Operational Independence

Please certify operational independence, and describe the qualifications of the Professional Engineer, including applicable educational and professional work experience in the chemical engineering field or fields related to renewable fuel production.

Qualifications: *

Please certify the following statements:

- The Professional Engineer's company is not operated by the Renewable Fuel producer or foreign ethanol producer, or any subsidiary.
- The Professional Engineer is free from any interest in the Renewable Fuel Producer's business.
- The Renewable Fuel Producer does not have any interest in the Professional Engineer's business.
- The Professional Engineer is not currently debarred, suspended, or proposed for debarment.

Agree: * ☐

Site Visit

Please confirm that the site visit was made. In your description, be sure to comment on whether personnel interviews were conducted and documents were reviewed. If a site visit was not conducted, please provide justification and explain why a site visit was not conducted as part of this Engineering Review.

Did the Professional Engineer conduct a site visit? *

Yes ☒ No ☐

Date of site visit (or date of completion for multi-day site visits): *

Site visit description: *

Back

Save

Save and Continue

Figure 3-7 No Site Visit Justification

Click the "Save and Continue" button. The page in Figure 3-8 will display.

On this page, you may upload any supplemental documentation related to the Professional Engineer's qualifications and site visit. To upload a document, click the "Browse" or "Choose File" button, navigate to and select your file, and click the "Upload" button.

Note: Multiple files may be uploaded on this page; however file extensions are limited to the following: .pdf, .doc, .docx, .xls, .xlsx, .jpg, and .png. No Zip files are allowed.

Figure 3-8 Professional Engineer Supplemental Documents

Click the "Save and Continue" button. The page in Figure 3-9 will display.

All registered pathways for the selected facility in OTAQReg will be listed. To add a new Fuel Pathway, select each of the pathway components (Fuel Code, Process Code, Feedstock Code, and Renewable Fuel Code) and click the "Add" button. To remove a pathway from the list, click the icon next to the pathway. All Engineering Reviews must have at least one RFS pathway.

Figure 3-9 Renewable Fuel Pathways

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Engineering Review: Renewable Fuel Pathways

The renewable fuel pathways listed below are actively registered for the selected facility in OTAQReg. You may add additional pathways or remove existing pathways from the table (Note: These changes will be applied only to this Engineering Review, not OTAQ Registration). Additional information relating to the renewable fuel pathways will be collected on the following page.

Add a Fuel Pathway

Fuel Code: Process Code:

Feedstock Codes: Renewable Fuel Code: Add Reset

Renewable Fuel Pathways

Fuel Code	Process Code	Feedstock Code	Renewable Fuel Type	
Butanol (70)	Grandfathered (Other) (888)	Feedstock (Not Listed) -- Used at a Grandfathered Facility (888)	Renewable Fuel (D6)	
Non-cellulosic Ethanol (10)	Grandfathered (Wet Mill, Natural Gas Fired) (120)	Starch -- Corn (10)	Renewable Fuel (D6)	

Back Save and Continue

Click the "Save and Continue" button. The page displayed in Figure 3-10 will display.

Each pathway entered on the previous page will be displayed sequentially. Complete all required fields for each pathway. If a pathway has one of the following feedstocks, an additional feedstock description will be required: 160, 350, and 888. The pathway's Co-Product(s), Fuel pathway capacity type, and Fuel pathway capacity value (gallons) will be pre-populated from OTAQReg where applicable.

Figure 3-10 Renewable Fuel Pathways Descriptions

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MyCDX

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Contact Us

Engineering Review: Renewable Fuel Pathway Descriptions

The renewable fuel pathways added on the previous page are listed separately below. You are required to enter specific information for each individual pathway as specified in §80.1450(b)(1).

Additional documentation relating to the renewable fuel pathways may be uploaded on the following page.

Pathway 1

Fuel Code: Butanol (70)

Process Code: Grandfathered (Other) (888)

Feedstock Code: Feedstock (Not Listed) -- Used at a Grandfathered Facility (888)

Detailed description of feedstock(s) * :

Renewable Fuel Code (D-code): Renewable Fuel (D6)

Co-Product(s) Code:

Wet Distillers Grains (10) ☐

Dry Distillers Grains (20) ☐

Other ☐

Fuel pathway capacity type: * Actual Peak Capacity (gallons) 40 C ▼

Fuel pathway capacity (gallons): * 123123

Capacity Source: *

Please describe the source of the capacity number (e.g. the permit and page within the permit, annual production records, engineer's calculation of nameplate capacity, biogas/electricity contracted volume).

Conversion Calculation:

Please provide a calculation converting the volume in the Capacity Source to gallons/year if the source does not already list the capacity in gallons/year. See §80.1401 for the definitions of Actual Peak Capacity, Permitted Capacity, and Nameplate Capacity.

Pathway 2

Fuel Code:

Non-cellulosic Ethanol (10)

Process Code:

Grandfathered (Wet Mill, Natural Gas Fired) (120)

Feedstock Code:

Starch -- Corn (10)

Renewable Fuel Code (D-code):

Renewable Fuel (D6)

Co-Product(s) Code:

Wet Distillers Grains (10)

Dry Distillers Grains (20)

Other

Fuel pathway capacity type: *

Permitted Capacity (gallons) 40 CFI ▼

Fuel pathway capacity (gallons): *

56337

Capacity Source: *

Please describe the source of the capacity number (e.g. the permit and page within the permit, annual production records, engineer's calculation of nameplate capacity, biogas / electricity contracted volume).

Conversion Calculation:

Please provide a calculation converting the volume in the Capacity Source to gallons/year if the source does not already list the capacity in gallons/year. See §80.1401 for the definitions of Actual Peak Capacity, Permitted Capacity, and Nameplate Capacity.

Back

Save

Save and Continue

Click the "Save and Continue" button. The page in Figure 3-11 will display.

On this page, you may upload any supplemental documentation related to the facility's renewable fuel pathways. To upload a document, click the "Browse" or "Choose File" button, navigate to and select your file, and click the "Upload" button.

Note: Multiple files may be uploaded on this page; however file extensions are limited to the following: .pdf, .doc, .docx, .xls, .xlsx, .jpg, and.png. No Zip files are allowed.

Figure 3-11 Renewable Fuel Pathways Supplemental Documents

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MyCDX
Inbox
OTAQ Registration Home
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Home

Engineering Review: Renewable Fuel Pathways Supplemental Documents

Supplemental Documents

Please upload supplemental documentation related to the renewable fuel pathways and descriptions entered on the previous pages (e.g., air permits supporting capacity, annual production records, biogas/renewable-electricity contracts/affidavits, production diagrams, etc.). Only Microsoft Office, PDF, and images files (.jpeg and .png) are permitted to be uploaded.

Choose File No file chosen Upload

Document Name	Uploaded	Size (kb)
Nothing found to display.		

Back Save and Continue

Click the "Save and Continue" button. The page in Figure 3-12 will display.

If process heat fuels were used, enter the name of a process heat fuel type into the text field and click the "Add" button. The fuel will display in the list on the page. To add a source facility, click the "Add Source Facility" hyperlink next to the fuel type.

Figure 3-12 Process Heat Fuels

OTAQ Forms

MyCDX
Inbox
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Engineering Review: Process Heat Fuels

Please enter all applicable process heat fuels and their source facility(s) (See §80.1450(b)(1)(iv)(A)). You may add multiple fuel types, and multiple source facilities may be added per Process Heat Fuel.

Additional supplemental documentation relating to the process heat fuel and source facilities may be uploaded on the following page.

Add a Process Heat Fuel Type

Process Heat Fuel: Add Reset

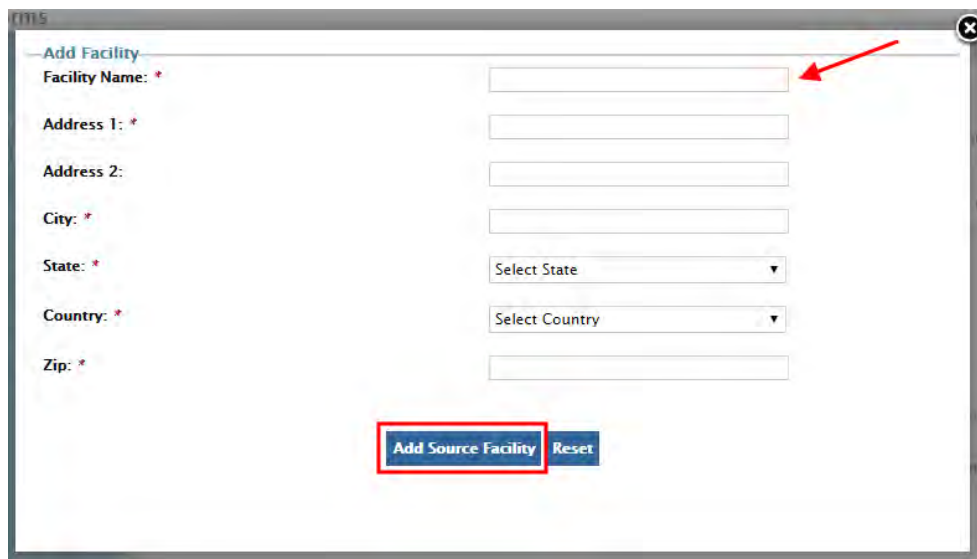
Process Heat Fuel: Biogas Remove This Fuel Add Source Facility

Name	Address	City	State	Country	Zip
Biogas Source Facility	1234 5th St	Testing	TN	US	12345

Back Save and Continue

After clicking "Add Source Facility", the pop-up window shown in Figure 3-13 will display. Enter the Facility's name and address, and click the "Add Source Facility" button. The facility will be added to the specific Process Heat Fuel's list on the page, as seen in the example in Figure 3-12 above. All fuels must have at least one source facility.

Figure 3-13 Add Source Facility

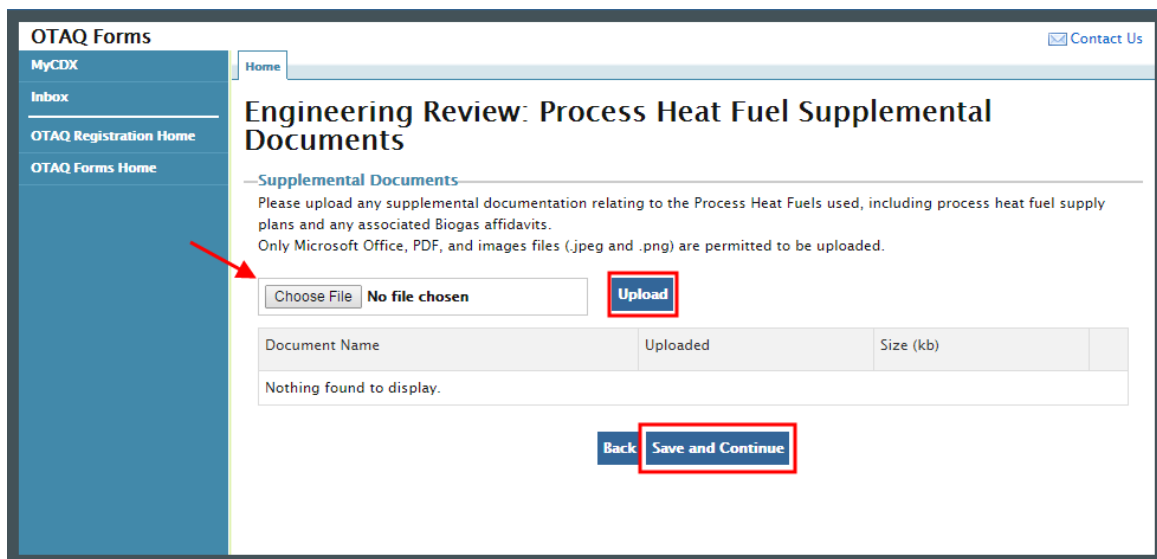


Click the "Save and Continue" button. The page in Figure 3-14 will display.

On this page, you may upload any supplemental documentation related to the Process Heat Fuels and source facilities. To upload a document, click the "Browse" or "Choose File" button, navigate to and select your file, and click the "Upload" button.

Note: Multiple files may be uploaded on this page; however file extensions are limited to the following: .pdf, .doc, .docx, .xls, .xlsx, .jpg, and .png. No Zip files are allowed.

Figure 3-14 Process Heat Fuel Supplemental Documents



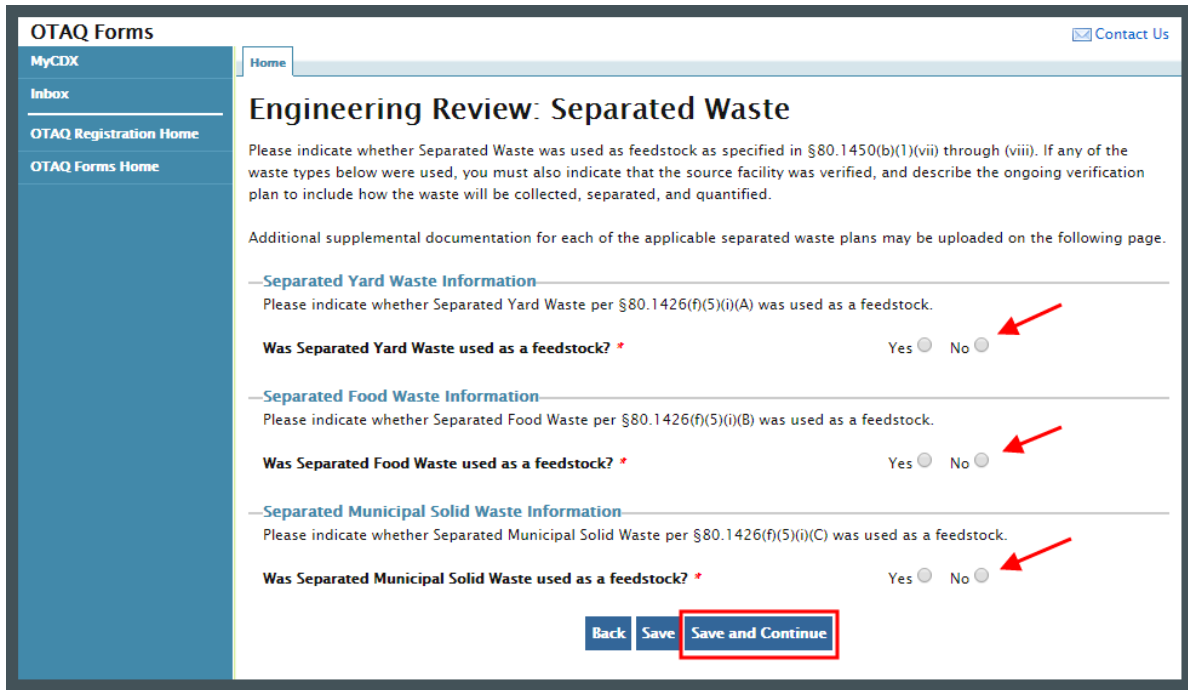
Click the "Save and Continue" button. The page in Figure 3-15 will display.

If Separated Yard Waste, Separated Food Waste, or Separated Municipal Solid Waste were used as a feedstock, select the "Yes" button for the specific waste type, otherwise choose "No". If

"Yes" is selected for any waste type, additional information about source facility verification and the waste plan description will be required, as shown in

Figure 3-16.

Figure 3-15 Separated Waste



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Engineering Review: Separated Waste

Please indicate whether Separated Waste was used as feedstock as specified in §80.1450(b)(1)(vii) through (viii). If any of the waste types below were used, you must also indicate that the source facility was verified, and describe the ongoing verification plan to include how the waste will be collected, separated, and quantified.

Additional supplemental documentation for each of the applicable separated waste plans may be uploaded on the following page.

—Separated Yard Waste Information

Please indicate whether Separated Yard Waste per §80.1426(f)(5)(i)(A) was used as a feedstock.

Was Separated Yard Waste used as a feedstock? * Yes ☐ No ☐

—Separated Food Waste Information

Please indicate whether Separated Food Waste per §80.1426(f)(5)(i)(B) was used as a feedstock.

Was Separated Food Waste used as a feedstock? * Yes ☐ No ☐

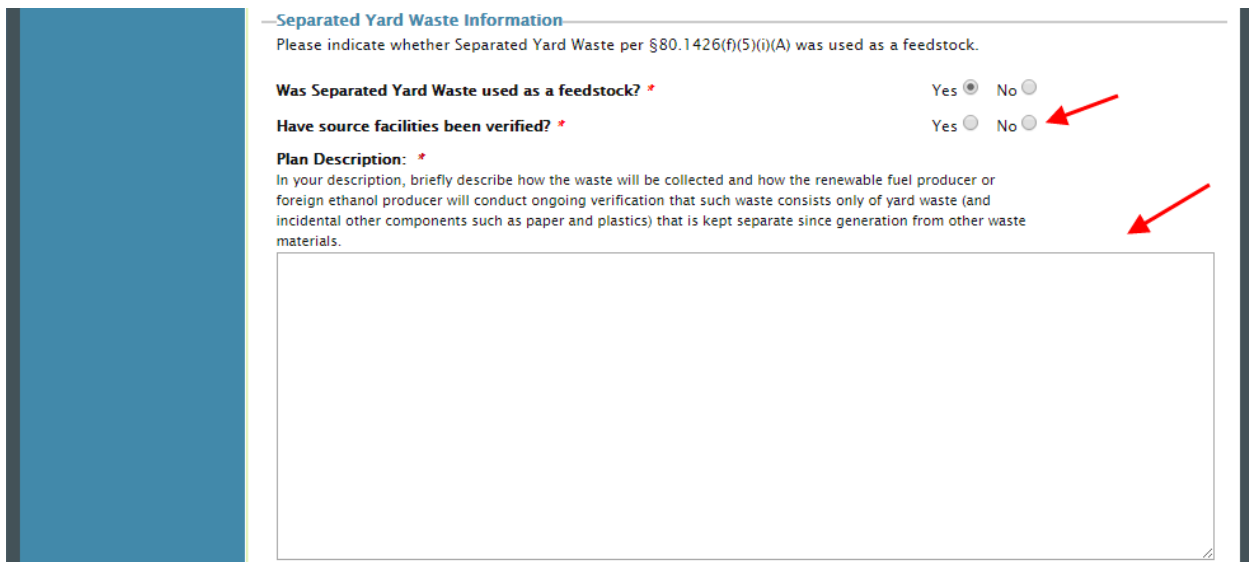
—Separated Municipal Solid Waste Information

Please indicate whether Separated Municipal Solid Waste per §80.1426(f)(5)(i)(C) was used as a feedstock.

Was Separated Municipal Solid Waste used as a feedstock? * Yes ☐ No ☐

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

Figure 3-16 Facility Verification and Waste Plan Description



—Separated Yard Waste Information

Please indicate whether Separated Yard Waste per §80.1426(f)(5)(i)(A) was used as a feedstock.

Was Separated Yard Waste used as a feedstock? * Yes ☐ No ☐

Have source facilities been verified? * Yes ☐ No ☐

Plan Description: *

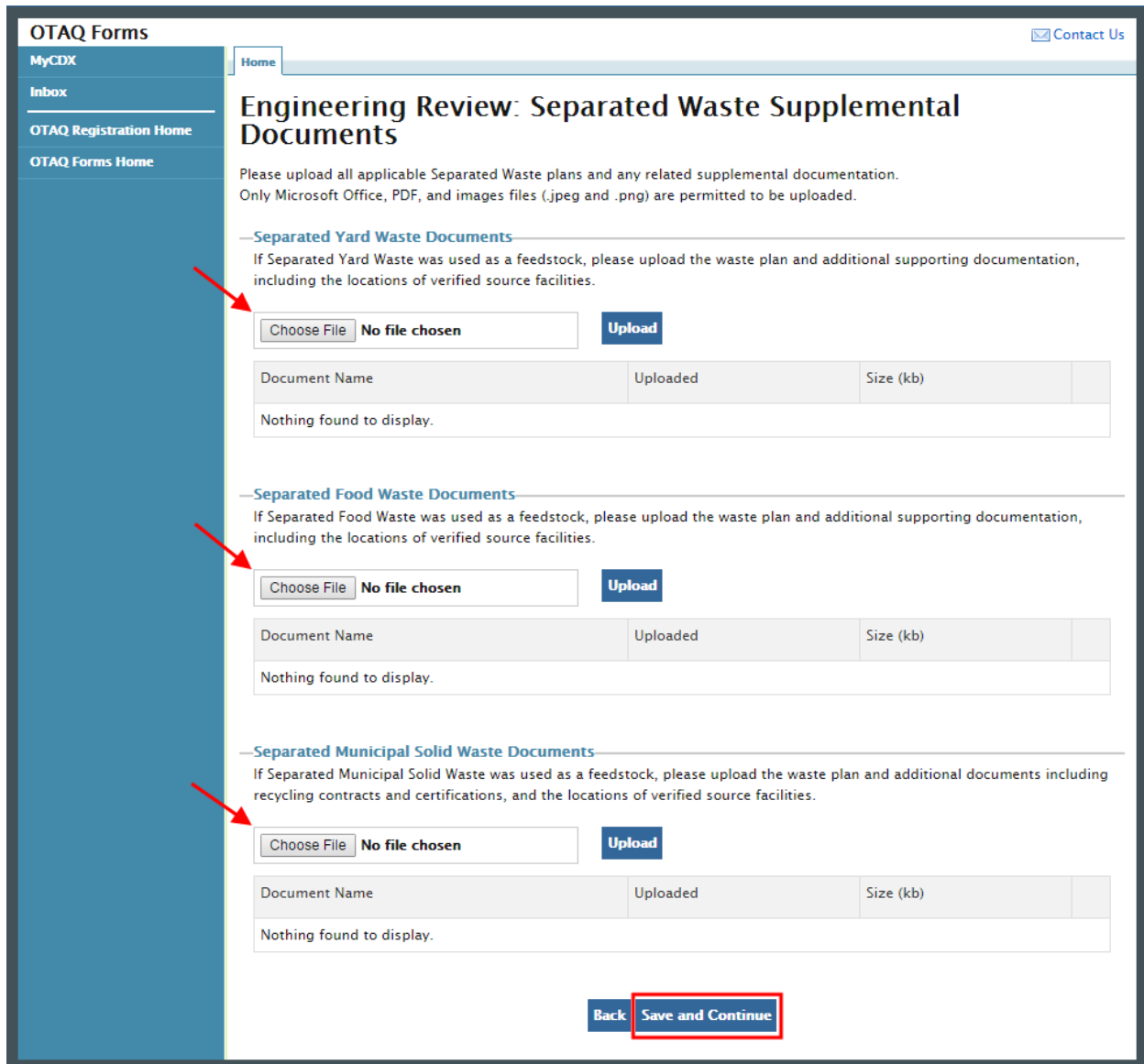
In your description, briefly describe how the waste will be collected and how the renewable fuel producer or foreign ethanol producer will conduct ongoing verification that such waste consists only of yard waste (and incidental other components such as paper and plastics) that is kept separate since generation from other waste materials.

Click the "Save and Continue" button. The page in Figure 3-17 will display.

On this page, you may upload any supplemental documentation related to each of the specific Separated Waste types. To upload a document for each type, click the "Browse" or "Choose File" button, navigate to and select your file, and click the "Upload" button.

Note: Multiple files may be uploaded on this page; however file extensions are limited to the following: .pdf, .doc, .docx, .xls, .xlsx, .jpg, and .png. No Zip files are allowed.

Figure 3-17 Separated Waste Supplemental Documents



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Engineering Review: Separated Waste Supplemental Documents

Please upload all applicable Separated Waste plans and any related supplemental documentation. Only Microsoft Office, PDF, and images files (.jpeg and .png) are permitted to be uploaded.

Separated Yard Waste Documents

If Separated Yard Waste was used as a feedstock, please upload the waste plan and additional supporting documentation, including the locations of verified source facilities.

Choose File No file chosen Upload

Document Name	Uploaded	Size (kb)
Nothing found to display.		

Separated Food Waste Documents

If Separated Food Waste was used as a feedstock, please upload the waste plan and additional supporting documentation, including the locations of verified source facilities.

Choose File No file chosen Upload

Document Name	Uploaded	Size (kb)
Nothing found to display.		

Separated Municipal Solid Waste Documents

If Separated Municipal Solid Waste was used as a feedstock, please upload the waste plan and additional documents including recycling contracts and certifications, and the locations of verified source facilities.

Choose File No file chosen Upload

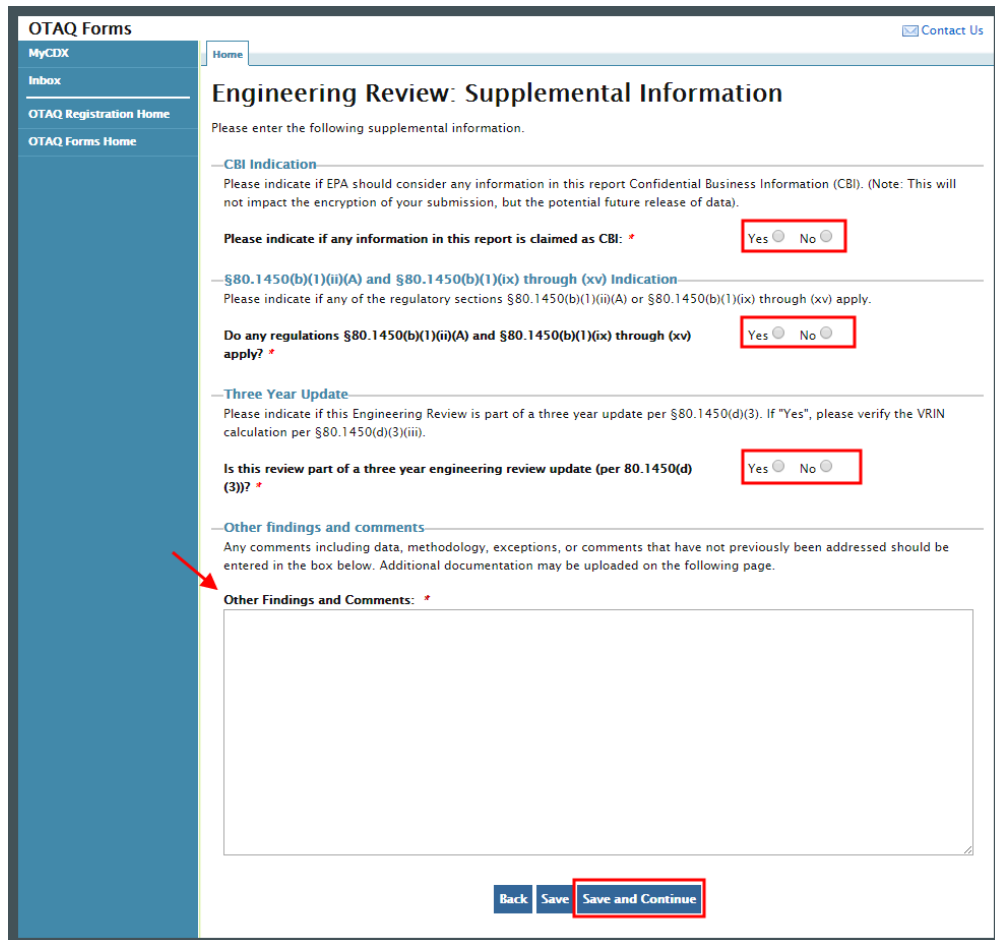
Document Name	Uploaded	Size (kb)
Nothing found to display.		

Back **Save and Continue**

Click the "Save and Continue" button. The page in Figure 3-18 will display.

Indicate whether you claim any information in the report as Confidential Business Information (CBI), whether any of the regulations §80.1450(b)(1)(ii)(A) or §80.1450(b)(1)(ix) through (xv) apply, and if the Engineering Review is part of a three year update.

Figure 3-18 Supplemental Information



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Engineering Review: Supplemental Information

Please enter the following supplemental information.

—CBI Indication
Please indicate if EPA should consider any information in this report Confidential Business Information (CBI). (Note: This will not impact the encryption of your submission, but the potential future release of data).

Please indicate if any information in this report is claimed as CBI: ☐ Yes ☐ No

—§80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv) Indication
Please indicate if any of the regulatory sections §80.1450(b)(1)(ii)(A) or §80.1450(b)(1)(ix) through (xv) apply.

Do any regulations §80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv) apply? ☐ Yes ☐ No

—Three Year Update
Please indicate if this Engineering Review is part of a three year update per §80.1450(d)(3). If "Yes", please verify the VRIN calculation per §80.1450(d)(3)(iii).

Is this review part of a three year engineering review update (per 80.1450(d)(3))? ☐ Yes ☐ No

—Other findings and comments
Any comments including data, methodology, exceptions, or comments that have not previously been addressed should be entered in the box below. Additional documentation may be uploaded on the following page.

Other Findings and Comments:

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

If you answer "Yes" to the §80.1450(b)(1)(ii)(A) or §80.1450(b)(1)(ix) through (xv) indication, or indicate that the Engineering Review is part of a three year update, additional information will be required as displayed in Figure 3-19.

Figure 3-19 Conditional Required Information

§80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv) Indication

Please indicate if any of the regulatory sections §80.1450(b)(1)(ii)(A) or §80.1450(b)(1)(ix) through (xv) apply.

Do any regulations §80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv) apply? ☒ Yes ☐ No

§80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv)

Comments:

Three Year Update

Please indicate if this Engineering Review is part of a three year update per §80.1450(d)(3). If "Yes", please verify the VRIN calculation per §80.1450(d)(3)(ii).

Is this review part of a three year engineering review update (per 80.1450(d)(3))? ☒ Yes ☐ No

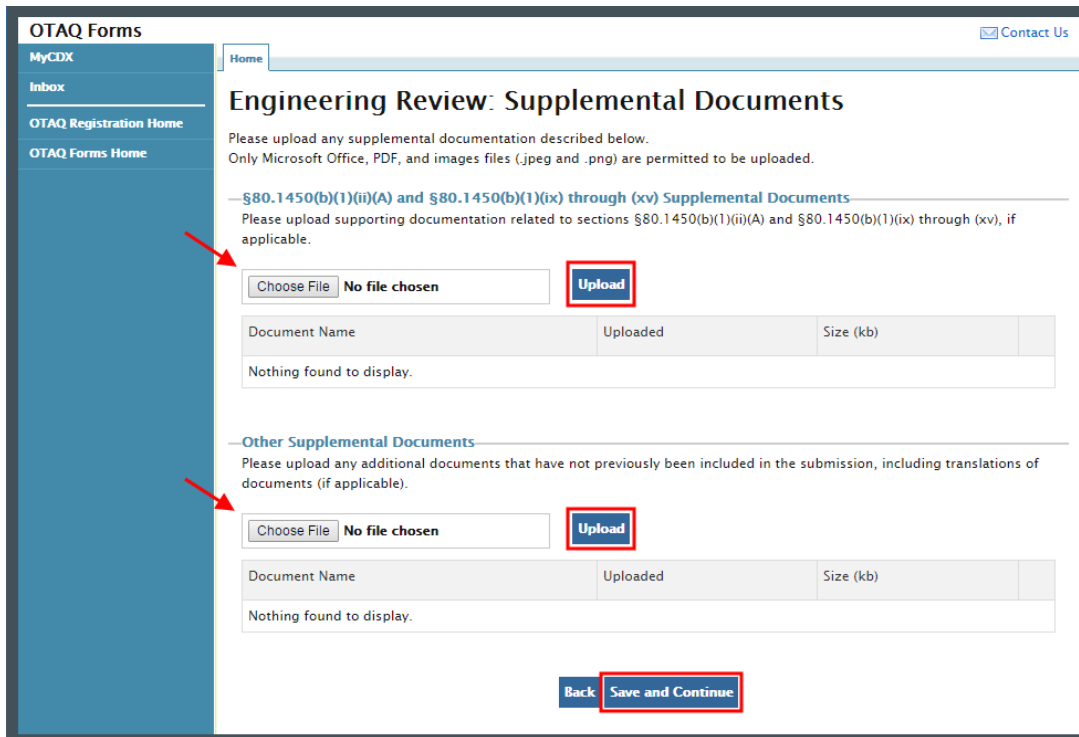
Three Year Update RIN Calculation Verification:

Click the "Save and Continue" button. The page in Figure 3-20 will display.

On this page, you may upload any supplemental documentation related to §80.1450(b)(1)(ii)(A) or §80.1450(b)(1)(ix) through (xv), as well as any general report documentation that has not been previously uploaded. To upload a document, click the "Browse" or "Choose File" button, navigate to and select your file, and click the "Upload" button.

Note: Multiple files may be uploaded on this page; however file extensions are limited to the following: .pdf, .doc, .docx, .xls, .xlsx, .jpg, and .png. No Zip files are allowed.

Figure 3-20 Supplemental Documents



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Engineering Review: Supplemental Documents

Please upload any supplemental documentation described below.
Only Microsoft Office, PDF, and images files (.jpeg and .png) are permitted to be uploaded.

—§80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv) Supplemental Documents—

Please upload supporting documentation related to sections §80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv), if applicable.

Choose File No file chosen Upload

Document Name	Uploaded	Size (kb)
Nothing found to display.		

—Other Supplemental Documents—

Please upload any additional documents that have not previously been included in the submission, including translations of documents (if applicable).

Choose File No file chosen Upload

Document Name	Uploaded	Size (kb)
Nothing found to display.		

Back Save and Continue

Click the "Save and Continue" button. The page in Figure 3-21 will display.
Review the information on the page to make sure it is accurate.

Figure 3-21 Review Submission

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Engineering Review: Review

Please review the information contained on this page prior to submitting the form.

Submission Information

This is your plan submission information

Submission Type: Engineering Review

Engineering Review Id: ENG-461

Submitter Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to starting your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please visit the FAQ section for more information on making these updates.

First Name: John

Last Name: Smith

CDX UserId: TESTUSER26

Organization Name: Acme Test Inc

Email Address: test@example.com

Phone Number: 8888675309

Extension:

Company Name and Location

Company ID: 3334

Name: Acme Test Co

Address 1: 1234 Main St

Address 2:

City: Washington

State: District of Columbia

Postal Code: 54321

Country: United States

Company Type Information

Company Type: Renewable Fuel Producer

Responsible Corporate Officer (RCO) Information

RCO Name: Jane Doe

Title: President

Email: test@example.com

Phone: 555-867-5309

Fax: 1112223333

Facility Information

Facility	
Facility Name	Acme Test Facility 1
Facility ID(s):	20225, 70022, 70078, 70138, 00048
Address 1	24 Main St
Address 2	
City	Washington
Zip	22222
State	District of Columbia
Country	United States

Grandfathered Facility Information	
Grandfathered	Yes
Grandfathered Baseline Volume (gallons)	10000.0
Date Construction Commenced	07/03/2013
Baseline Volume Source	Sample baseline volume source text.
Baseline Volume conversion calculation	sample volume conversion text.
Evidence supporting grandfathering	Evidence supporting grandfathering text.

Professional Engineer Information

Engineer	
First Name	John
Last Name	Smith
Title	Mr
Phone Number	8888675309
Email	test@example.com

Professional Engineer's Company and Address

Company Name	Professional Engineer Co
Address 1	1234 5th St
Address 2	
City	Fairfax
State	Vermont
Zip	22222
Country	United States

Qualifications and Operational Independence

Qualifications	Sample professional engineer qualifications information.
You have agreed with the certification statements	Yes

Site Visit

Did the Professional Engineer conduct a site visit?	Yes
Date of site visit (or date of completion for multi-day site visits)	12/01/2014
Site visit description	Sample site visit description text.

Renewable Fuel Pathways

Pathway #1	
Fuel Code	Butanol (70)
Process Code	Grandfathered (Other) (888)
Feedstock Code	Feedstock (Not Listed) -- Used at a Grandfathered Facility (888)
Detailed description of feedstock(s)	Sample Feedstock Description for grandfathered (888) feedstocks.
Renewable Fuel Code (D-code)	Renewable Fuel (D6)
Co-Product(s) Code	
Fuel pathway capacity type	Actual Peak Capacity (gallons) 40 CFR 80.1401
Fuel pathway capacity	123123.0 (gallons)
Capacity Source	Sample capacity source information.

Pathway #2	
Fuel Code	Non-cellulosic Ethanol (10)
Process Code	Grandfathered (Wet Mill, Natural Gas Fired) (120)
Feedstock Code	Starch -- Corn (10)
Renewable Fuel Code (D-code)	Renewable Fuel (D6)
Co-Product(s) Code	Other (Description of other co-product)
Fuel pathway capacity type	Permitted Capacity (gallons) 40 CFR 80.1401
Fuel pathway capacity	56337.0 (gallons)
Capacity Source	sample capacity source text for pathway 2.
Conversion Calculation	Conversion calculation information

Process Heat Fuels

Process Heat Fuel: Biogas					
Name	Address	City	State	Country	Zip
Biogas Source Facility	1234 5th St	Testing	TN	US	12345

Separated Waste

Separated Yard Waste

Was Separated Yard Waste used as a feedstock?	Yes
Have source facilities been verified?	Yes
Plan Description	Plan description text.

Separated Food Waste

Was Separated Food Waste used as a feedstock?	No
---	----

Separated Municipal Solid Waste

Was Separated Municipal Solid Waste used as a feedstock?	No
--	----

Supplemental Information

CBI Indication

Please indicate if any information in this report is claimed as CBI	No
---	----

§80.1450(b)(1)(iii)(A) and §80.1450(b)(1)(ix) through (xv) Indication

Do any regulations §80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv) apply?	Yes
§80.1450(b)(1)(ii)(A) and §80.1450(b)(1)(ix) through (xv) Comments	Sample comments about 80.1450.

Three Year Update

Is this review part of a three year engineering review update (per 80.1450(d)(3))?	Yes
Three Year Update RIN Calculation Verification	RIN Calculation verification information.

Other findings and comments

Other Findings and Comments	Additional comments.
-----------------------------	----------------------

Supplemental Documents

Document Name	Category	Uploaded	Size (kb)	
pathways (1).xlsx	Grandfathered	12-11-2014 3:31:24 PM	11.88	Download
companyList (3).xls	Professional Engineer	12-11-2014 3:39:19 PM	558.03	Download
Part80FuelsProgramslist (21).xls	Renewable Fuel Pathway	12-11-2014 3:58:17 PM	2845.53	Download
OTAQ Forms US EPA.png	Process Heat	12-11-2014 4:05:02 PM	23.62	Download
420b13044.docx	Separated Yard Waste	12-12-2014 9:33:15 AM	631.38	Download
CL0696_20140628_1894.pdf	1450(b)(1)(ix) through (xv)	12-12-2014 10:06:49 AM	1282.62	Download
Upload Report (1).png	Other Supplemental	12-12-2014 10:06:37 AM	80.11	Download

[Back](#)
[Sign, Encrypt and Submit](#)

To submit the Engineering Review, click the "Sign, Encrypt, and Submit" button at the bottom of the page. Accept the certification terms, and the eSignature Widget will display as shown in Figure 3-22.

Figure 3-22 eSignature: Enter Password

eSignature Widget

1. Log in to CDX

User:

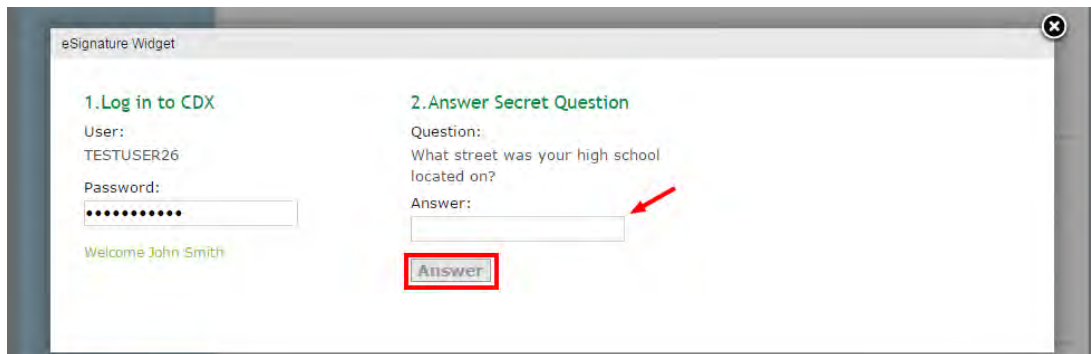
TESTUSER26

Password:

[Login](#)

Enter your CDX Password and click "Login". Figure 3-23 will display.

Figure 3-23 eSignature: Answer Secret Question



eSignature Widget

1. Log in to CDX

User:
TESTUSER26

Password:
[Redacted]

Welcome John Smith

2. Answer Secret Question

Question:
What street was your high school located on?

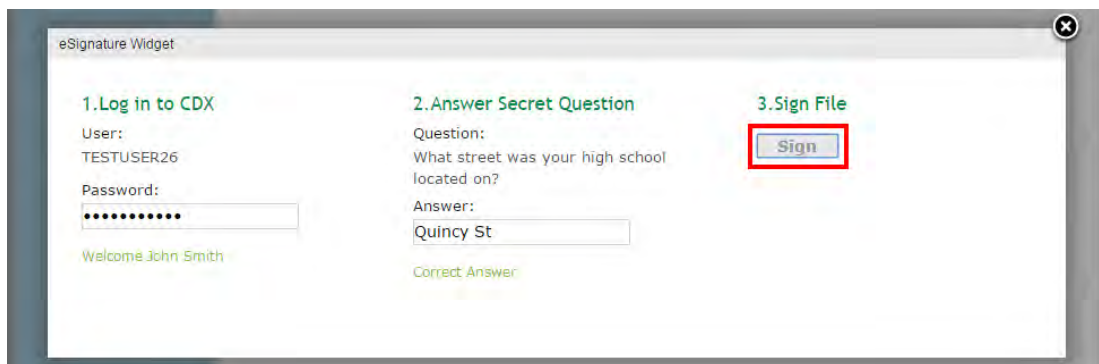
Answer:
[Redacted]

Answer

The widget will display one of the five secret questions you chose during your eSignature PIN verification during CDX Registration. Enter the answer to your secret question and click "Answer". Figure 3-24 will display.

If you enter an incorrect password or secret question, you will be prompted with an error message. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Figure 3-24 eSignature: Sign



eSignature Widget

1. Log in to CDX

User:
TESTUSER26

Password:
[Redacted]

Welcome John Smith

2. Answer Secret Question

Question:
What street was your high school located on?

Answer:
Quincy St

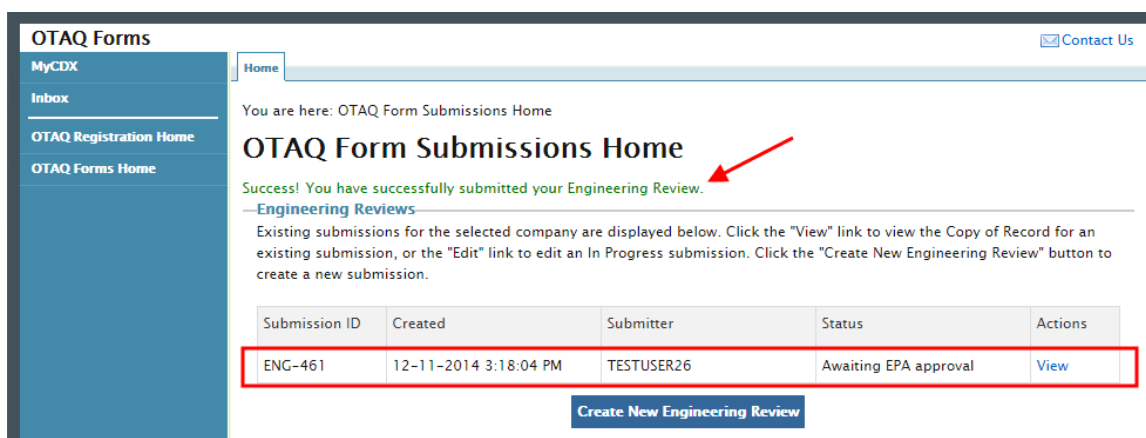
Correct Answer:

3. Sign File

Sign

Click the "Sign" button. You will be returned to the home page as shown in Figure 3-25.

Figure 3-25 Successful Submission



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OTAQ Form Submissions Home

Success! You have successfully submitted your Engineering Review.

Engineering Reviews

Existing submissions for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Engineering Review" button to create a new submission.

Submission ID	Created	Submitter	Status	Actions
ENG-461	12-11-2014 3:18:04 PM	TESTUSER26	Awaiting EPA approval	View

[Create New Engineering Review](#)

Congratulations! You have successfully submitted your Engineering Review. The submission will be displayed on the home page with a status of "Awaiting EPA Approval". You will receive a submission notification via your registered email, to your CDX Inbox. A separate email notification will be sent to the company's Responsible Corporate Officer (RCO) to notify them that a new Engineering Review submission has been made.

3.2 Edit Existing Engineering Review.

To edit a saved Engineering Review, click on the "Edit" hyperlink next to a submission with the status of "In Progress" as shown in Figure 3-26.

Figure 3-26 Edit Existing Submission



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—Engineering Reviews—

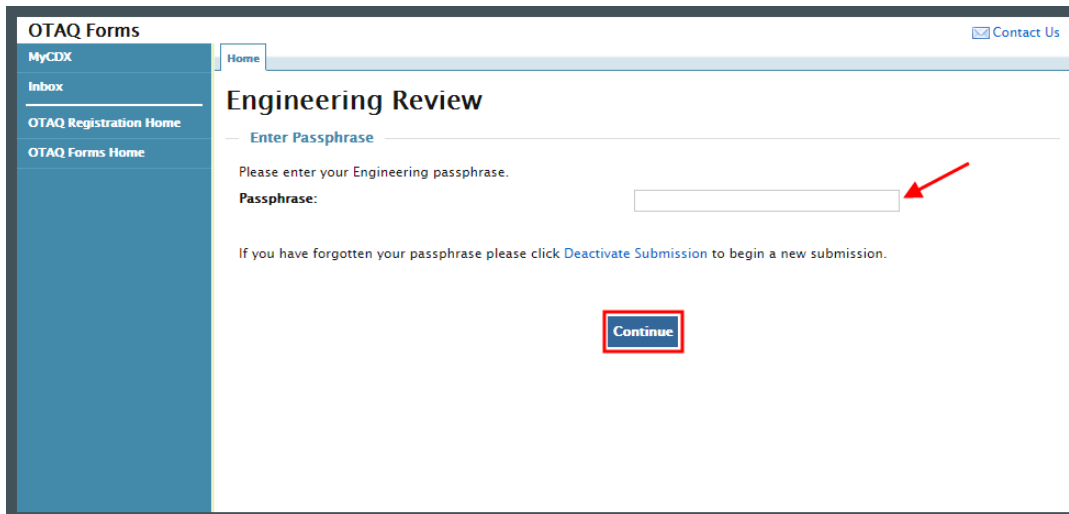
Existing submissions for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Engineering Review" button to create a new submission.

Submission ID	Created	Submitter	Status	Actions
ENG-474	12-12-2014 11:43:22 AM		In Progress	Edit
ENG-461	12-11-2014 3:18:04 PM	TESTUSER26	Awaiting EPA approval	View

[Create New Engineering Review](#)

The page in Figure 3-27 will display. Enter the submission's secure passphrase and click the "Continue" button.

Figure 3-27 Enter Passphrase



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Engineering Review

— Enter Passphrase —

Please enter your Engineering passphrase.

Passphrase:

If you have forgotten your passphrase please click [Deactivate Submission](#) to begin a new submission.

[Continue](#)

The "Engineering Review: General Information" page (see Figure 3-2) will display, retaining all previously saved information. Follow the steps outlined in Section 3.1 to submit the Engineering Review.

3.3 Revise Engineering Review

If your Engineering Review has been rejected by EPA, or if you need to resubmit a previously approved Engineering Review, you may choose to revise and resubmit your submission. To begin the revision process, click the "View" hyperlink next to a submission with the status of "Approved by EPA" or "Rejected by EPA", as seen in Figure 3-28. (Note: Submissions with the status of "Awaiting EPA Approval" cannot be revised.)

Figure 3-28 View Rejected Submission



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—Engineering Reviews—

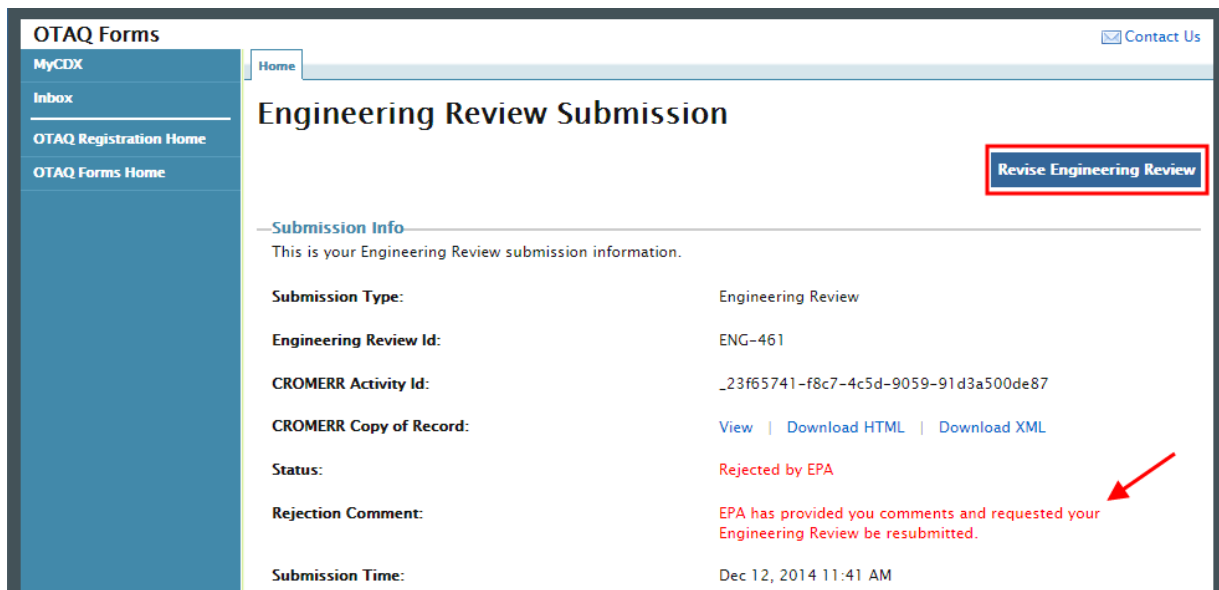
Existing submissions for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Engineering Review" button to create a new submission.

Submission ID	Created	Submitter	Status	Actions
ENG-474	12-12-2014 11:43:22 AM		In Progress	Edit
ENG-461	12-11-2014 3:18:04 PM	TESTUSER26	Rejected by EPA	View

[Create New Engineering Review](#)

You will then be taken to the standard enter passphrase page (as seen in Figure 3-27). Enter the secure passphrase and click the "Continue" button. The page in Figure 3-29 will display.

Figure 3-29 Revise Engineering Review



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Engineering Review Submission

[Revise Engineering Review](#)

—Submission Info—

This is your Engineering Review submission information.

Submission Type: Engineering Review

Engineering Review Id: ENG-461

CROMERR Activity Id: _23f65741-f8c7-4c5d-9059-91d3a500de87

CROMERR Copy of Record: [View](#) | [Download HTML](#) | [Download XML](#)

Status: Rejected by EPA

Rejection Comment: EPA has provided you comments and requested your Engineering Review be resubmitted.

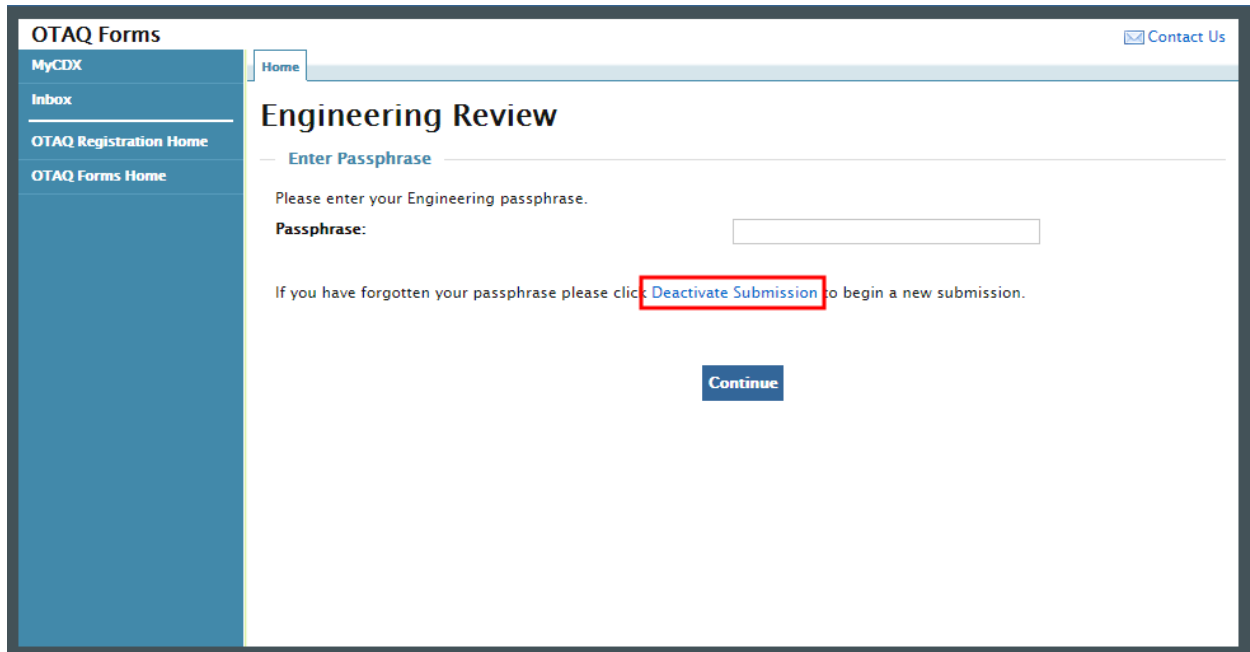
Submission Time: Dec 12, 2014 11:41 AM

The comments provided by EPA will be displayed if the submission was rejected. To revise the submission, click the "Revise Engineering Review" button at the top of the page. The "Engineering Review: General Information" page (see Figure 3-2) will display, retaining all previously saved information. Follow the steps outlined in Section 3.1 to submit the Engineering Review.

3.4 Forgot Passphrase

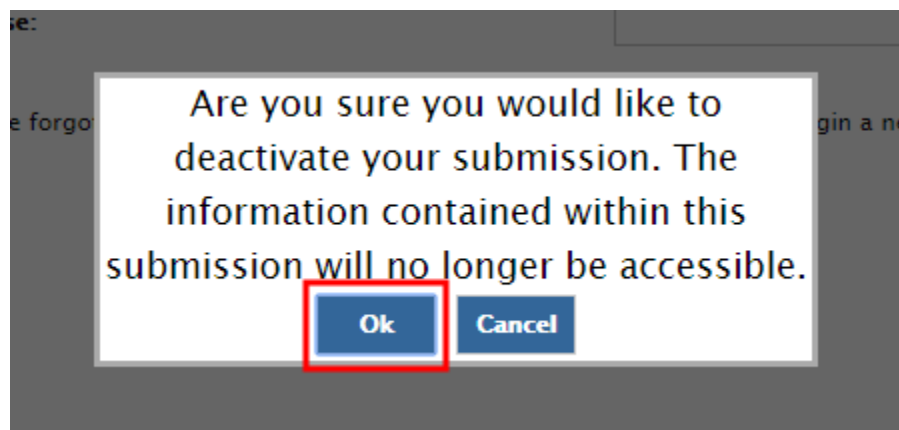
If you have forgotten your Engineering Review's secure passphrase, you may deactivate the submission and create a new submission. To begin the process, access a submission and click the "Deactivate submission" hyperlink as shown in Figure 3-30.

Figure 3-30 Deactivate Submission



The pop-up window in Figure 3-31 will display. Click the "Ok" button to continue.

Figure 3-31 Confirm Deactivation



The page in Figure 3-32 will display.

Note: Deactivating an Engineering Review submission will cause the contents of the submission to no longer be accessible. Submissions that are Awaiting EPA Approval cannot be deactivated.

Figure 3-32 Deactivate and Continue

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Deactivate Engineering Review: Create a new passphrase

Deactivate and Create New Engineering Review passphrase

Important Note: You are about to deactivate an Engineering Review submission ENG-474. Once you click [Deactivate and Continue](#) button the old Engineering Review will be deactivated and the contents will no longer be accessible.

Please create a passphrase that is at least 8 characters in length. To better protect your form, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and ").

Passphrase:

Confirm Passphrase:

You are responsible for remembering your passphrase and distributing it to only authorized individuals. **Please distribute this passphrase to at least one other authorized official.** Your passphrase will be used as an encryption key to protect the contents of your data.

Note: If you lose or forget your passphrase, you will not be able to access your Copy of Record. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve or reset it.

[Deactivate and Continue](#)

Enter and confirm a new passphrase, and click the "Deactivate and Continue" button. The current submission will be deactivated, and the "Engineering Review: General Information" page (see Figure 3-2) will display. Follow the steps outlined in Section 3.1 to submit the Engineering Review.

4 View Copy of Record

To view the CROMERR Copy of Record for a submitted Engineering Review, click the "View" link next to a submitted report as shown in Figure 4-1.

Figure 4-1 View Submitted Engineering Review



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Engineering Reviews

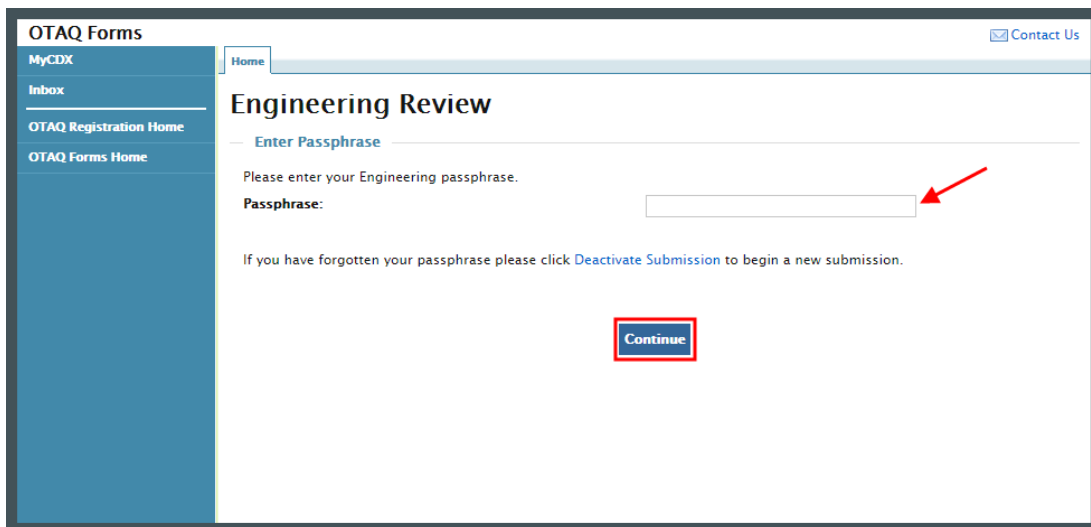
Existing submissions for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Engineering Review" button to create a new submission.

Submission ID	Created	Submitter	Status	Actions
ENG-474	12-12-2014 11:43:22 AM		In Progress	Edit
ENG-461	12-11-2014 3:18:04 PM	TESTUSER26	Awaiting EPA approval	View

[Create New Engineering Review](#)

The page in Figure 4-2 will display.

Figure 4-2 Enter Passphrase



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Engineering Review

Enter Passphrase

Please enter your Engineering passphrase.

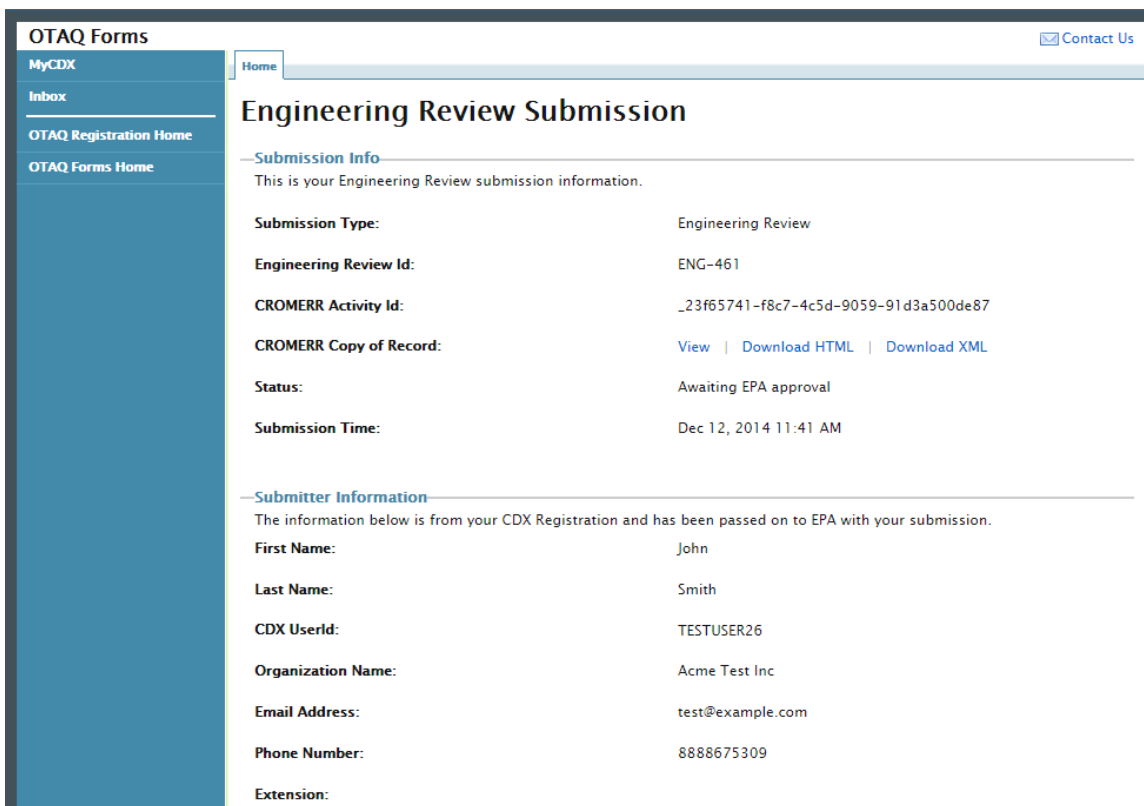
Passphrase:

If you have forgotten your passphrase please click [Deactivate Submission](#) to begin a new submission.

[Continue](#)

Enter the secure passphrase and click the "Continue" button. The page in Figure 4-3 will display.

Figure 4-3 Engineering Review Copy of Record



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Engineering Review Submission

Submission Info

This is your Engineering Review submission information.

Submission Type: Engineering Review

Engineering Review Id: ENG-461

CROMERR Activity Id: _23f65741-f8c7-4c5d-9059-91d3a500de87

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Submission Time: Dec 12, 2014 11:41 AM

Submitter Information

The information below is from your CDX Registration and has been passed on to EPA with your submission.

First Name: John

Last Name: Smith

CDX UserId: TESTUSER26

Organization Name: Acme Test Inc

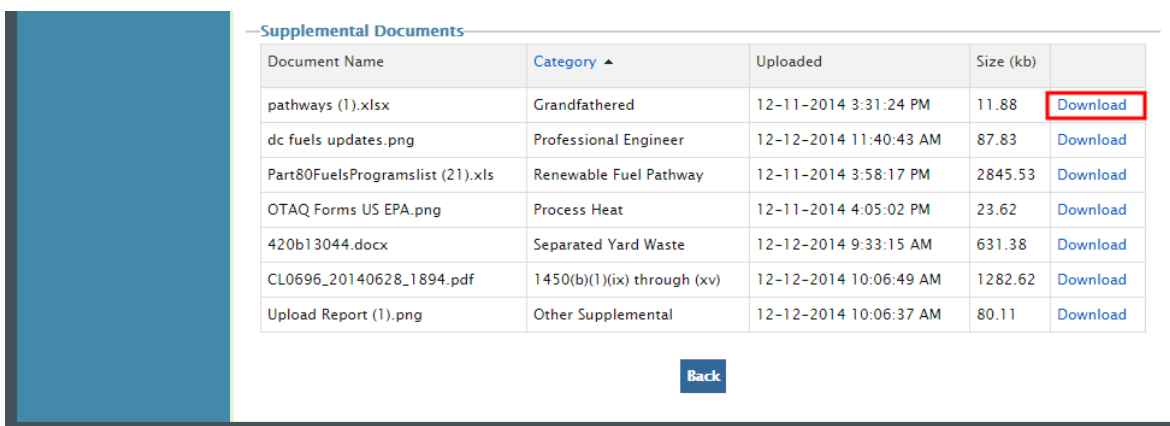
Email Address: test@example.com

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The page will display the Copy of Record for the selected submission. You may download an HTML or XML version of your submission by clicking on the associated hyperlinks. Scroll down the page to view the specific form fields entered during the submission process. Any attached files may also be downloaded by clicking on the "Download" hyperlink next to the document, as shown in Figure 4-4.

Figure 4-4 Download Attached Documents



Supplemental Documents

Document Name	Category ▲	Uploaded	Size (kb)	
pathways (1).xlsx	Grandfathered	12-11-2014 3:31:24 PM	11.88	Download
dc fuels updates.png	Professional Engineer	12-12-2014 11:40:43 AM	87.83	Download
Part80FuelsProgramslist (21).xls	Renewable Fuel Pathway	12-11-2014 3:58:17 PM	2845.53	Download
OTAQ Forms US EPA.png	Process Heat	12-11-2014 4:05:02 PM	23.62	Download
420b13044.docx	Separated Yard Waste	12-12-2014 9:33:15 AM	631.38	Download
CL0696_20140628_1894.pdf	1450(b)(1)(ix) through (xv)	12-12-2014 10:06:49 AM	1282.62	Download
Upload Report (1).png	Other Supplemental	12-12-2014 10:06:37 AM	80.11	Download

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5 Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels/index.htm>.

For any general or technical questions related to the Central Data Exchange you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with "Technical Support" in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.

For complete OTAQ Registration instructions, please reference the OTAQ Registration User Guide, available [here](#), on the [OTAQ Fuels Program Registration](#) site.