

## Job Aid



# How to Manage Engineering Review Submissions in OTAQREG

This job aid is designed to help registered **Independent Third Party Engineers** submit Engineering Review Reports under the Renewable Fuel Standard (RFS).

## Before you begin:

1. You must have a Central Data Exchange (CDX) account
2. You must be logged into the CDX OTAQREG program service
3. You must have two user roles with the selected company:
  - **Independent Third Party Engineer – Only Professional Engineers (PEs) can use this functionality in OTAQREG**
  - Part 80 Report Submitter

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>

# Access Submission Form

1. Click the Company ID
2. Select **Manage Attest/ER Submissions**
3. Select **Company Name**
4. Click **Continue**

The screenshot displays the EPA OTAQ Registration interface. At the top, the navigation bar includes the EPA logo, 'OTAQ Registration', and links for 'Home', 'Create New Company', and 'Associate To Existing Company'. A user greeting 'Welcome to OTAQReg, Farid' is visible on the right.

The main content area is titled 'My Companies' and features a table with columns for 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows a company with ID '4000', named 'Deep South Oil & Drilling Co.', located at '3000 West Congress Street, Lafayette, LA 70506, US'. The roles listed for this company are: Company Editor, EMTS Fuels ABT Viewer, Part 80 Report Submitter, EMTS Fuels ABT Submitter, EMTS RFS Viewer, EMTS RFS Submitter, and RCO. A dropdown menu is open for the 'Company ID' '4000', with 'Manage Attest/ER Submissions' highlighted. A 'Previous 1 Next' pagination control is at the bottom right of the table.

Below the table is the 'OTAQ Forms' section. It includes a sidebar with 'MyCDX', 'Inbox', 'OTAQ Registration Home', and 'OTAQ Forms Home'. The main content area shows the breadcrumb 'You are here: OTAQ Forms Select Company' and the heading 'Select Company'. Instructions state: '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.' A note mentions that users without an active CDX ESA cannot create or view submissions. A search box labeled 'Select Company' contains the text 'Deep South Oil & Drilling Co. (1221)'. A 'Continue' button is highlighted.

# Select Action

Click links below to jump to that section of this job aid:

1. [Create new engineering review](#)
2. [Edit a saved submission](#)
3. [View or revise a submission](#)

**OTAQ Forms** ✉ Contact Us

**MyCDX** Home

**Inbox**

**OTAQ Registration Home**

**OTAQ Forms Home**

You are here: OTAQ Form Submissions Home

## OTAQ Form Submissions Home

### 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-2175	07-27-2018 3:57:48 PM		In Progress	<a href="#">Edit</a>
ENG-2174	07-27-2018 2:20:00 PM	DANIEL.SMITH	Awaiting EPA approval	<a href="#">View</a>

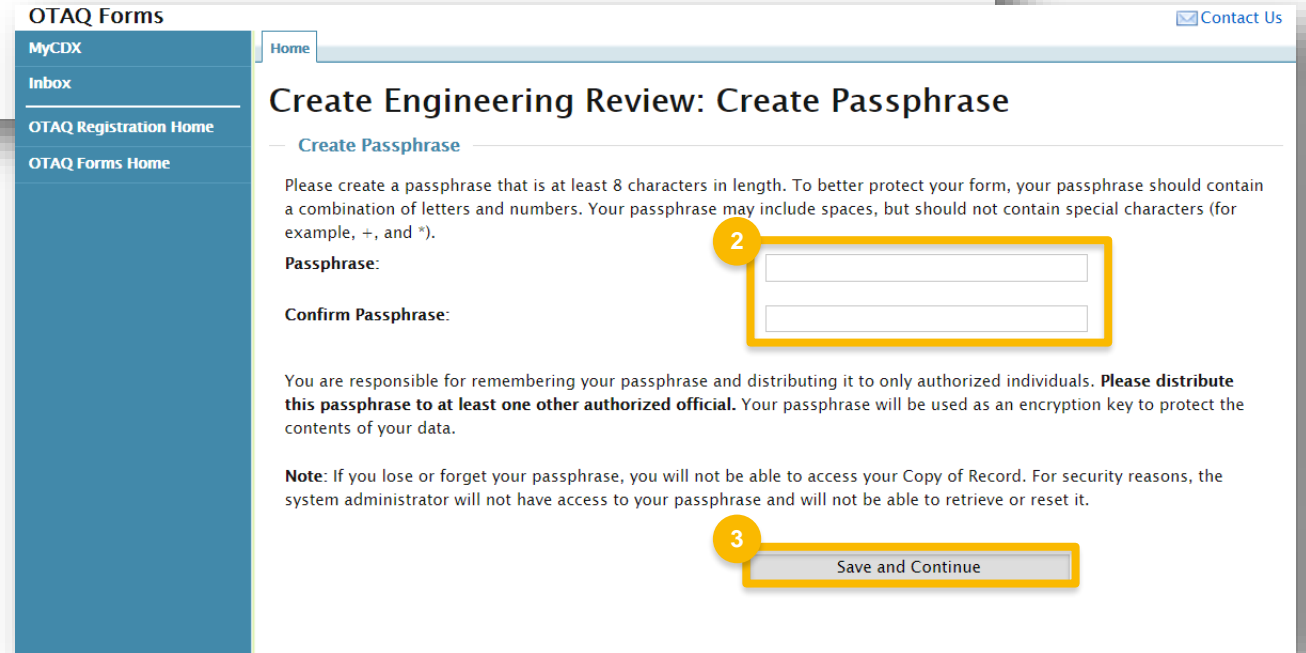
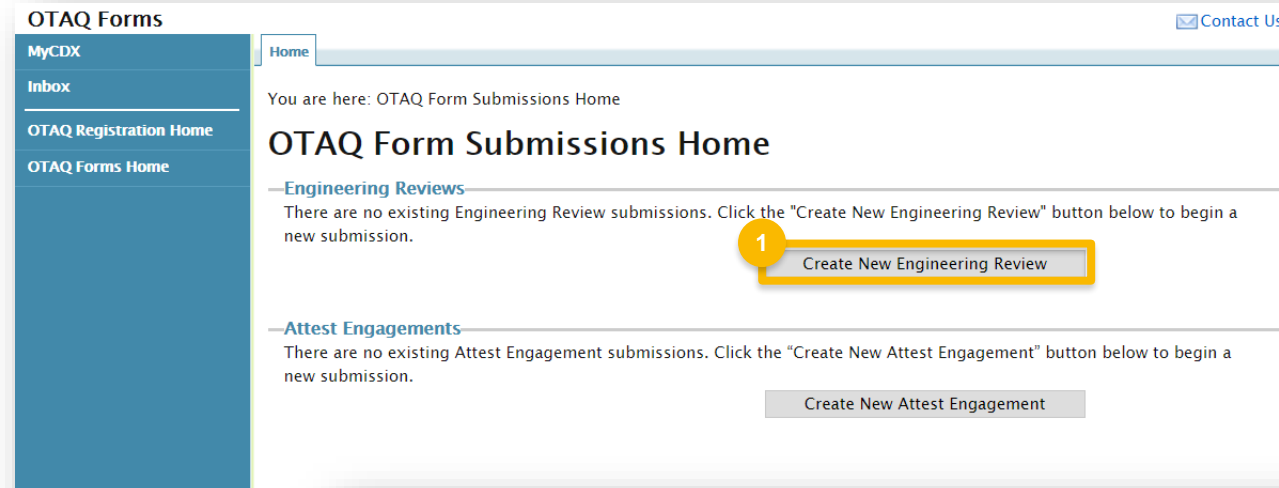
[Create New Engineering Review](#)

# Create Passphrase

1. Click **Create New Engineering Review**
2. Enter and confirm a secure **passphrase\***
3. Click **Save and Continue**

**\*IMPORTANT:** The secure passphrase is required to both 1) edit the submission later and 2) view the copy of record after submitting.

Steps continue on next slide...



# Enter General Information

1. Select **Company Type**
2. Select **Facility**
3. Select **Grandfathered Indicator**
4. Click **Save and Continue**

Steps continue on next slide...

**OTAQ Forms** Contact Us

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms Home

ENG-2174

- \* General Information
- \* Professional Engineer
- Process Heat Fuels
- \* Separated Waste
- \* Supplemental Information

## 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:** Pheonix Natural Gas Company

**Company ID:** 1240

**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: \*** COMPLETION RENTAL TOOLS INC

### 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

Back

Save

Save and Continue

# Enter Professional Engineer (PE) Information

1. Enter **Qualifications**
2. Click **Agree**
3. Indicate if the PE conducted a **site visit**
4. Enter **date of site visit**
5. Click **Save and Continue**

**OTAQ Forms** Contact Us

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms Home

ENG-2174

- ✓ General Information
- Grandfathered Facility Supplemental Documents
- ▶ \* Professional Engineer
- \* Renewable Fuel Pathways
- Process Heat Fuels
- \* Separated Waste
- \* Supplemental Information

## 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: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

—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

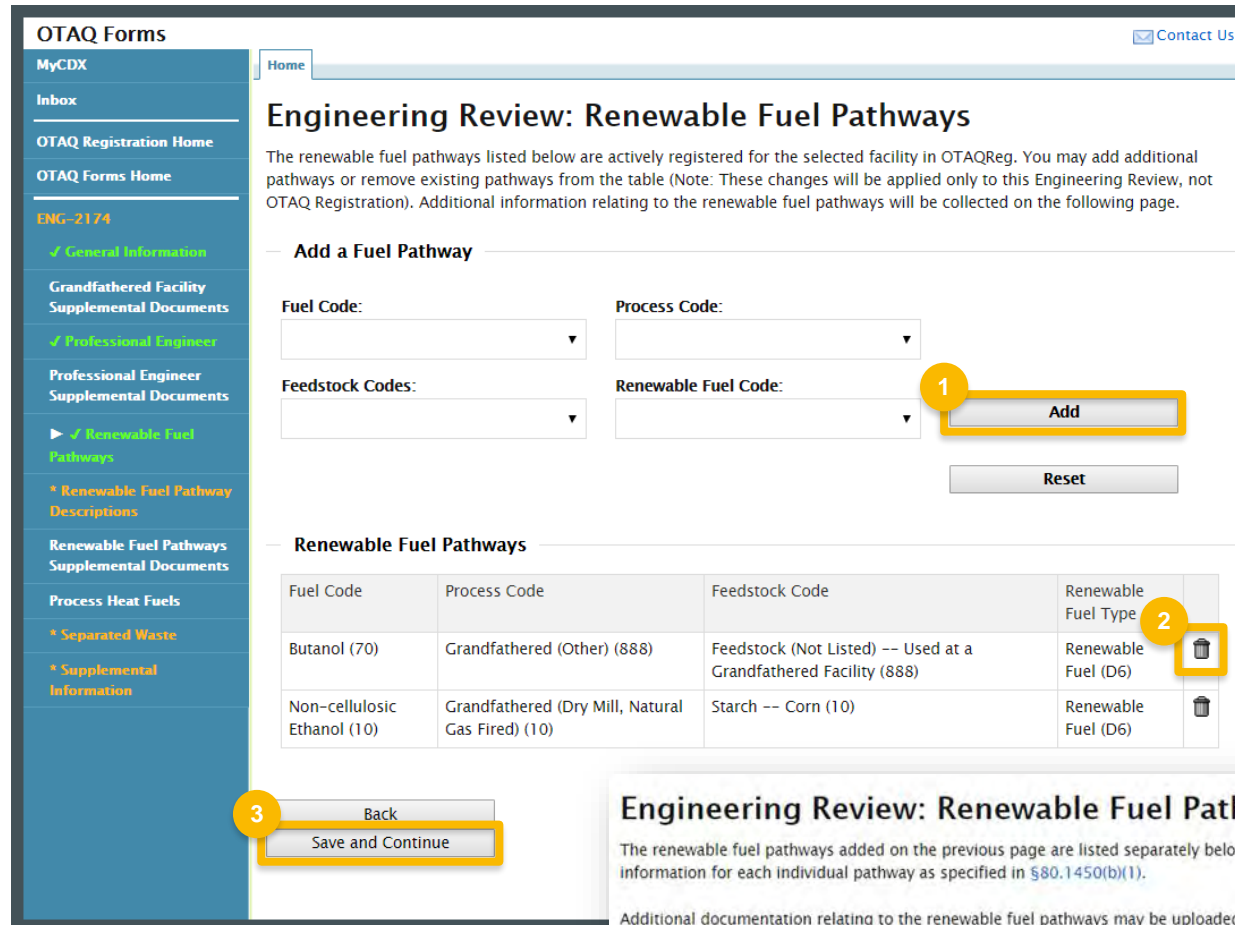
No

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

Save and Continue

# Enter Renewable Fuel Pathway(s)

1. To add a pathway, select an option from each dropdown menu and click **Add**
2. To remove a pathway, click the  icon
3. Click **Save and Continue**
4. Enter **Fuel Pathway Description**
5. Click **Save and Continue**



**OTAQ Forms** Contact Us

MyCDX Home

## 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:

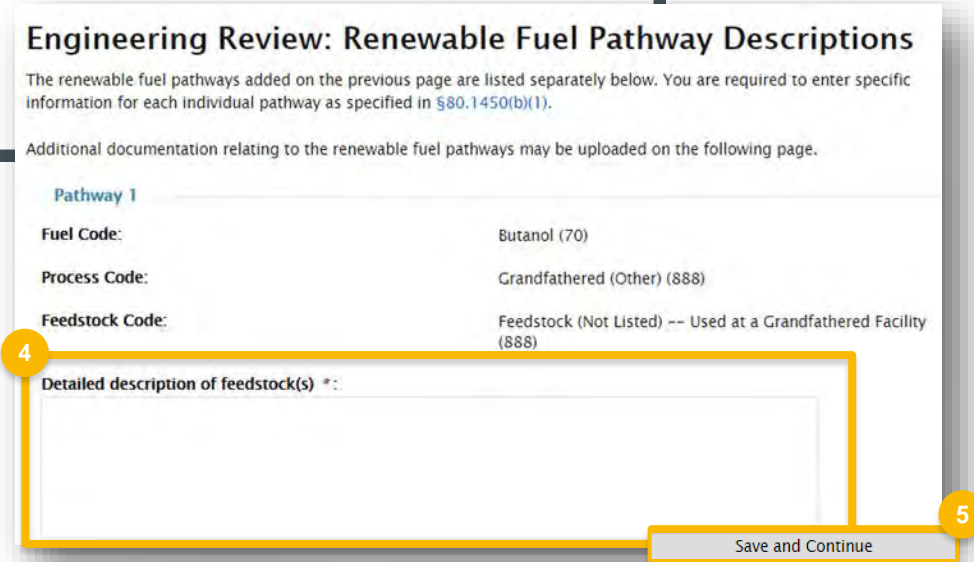
Feedstock Codes:  Renewable Fuel Code:

**1**

**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)	<b>2</b> 
Non-cellulosic Ethanol (10)	Grandfathered (Dry Mill, Natural Gas Fired) (10)	Starch -- Corn (10)	Renewable Fuel (D6)	

**3**



## 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)

**4** Detailed description of feedstock(s) \*:

**5**

# Enter Process Heat Fuels

1. Enter the **Process Heat Fuel**
2. Click **Add**
3. Click **Add Source Facility**
4. In the pop-up box, enter Facility Information and click **Add Source Facility**

Home

## 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**

1 **Process Heat Fuel:**  2 **Add** **Reset**

Process Heat Fuel: **Biogas** [Remove This Fuel](#) 3 **Add Source Facility**

Name	Address	City	State	Country	Zip
Biogas Source					

**Add Facility**

**Facility Name:** \*

**Address 1:** \*

**Address 2:**

**City:** \*

**State:** \*

**Country:** \*

**Zip:** \*

4 **Add Source Facility**  
**Reset**



# Enter Separated Waste (as applicable)

1. Indicate if Separated Yard Waste, Separated Food Waste, or Separated Municipal Solid Waste were used as a feedstock
2. Click **Save and Continue**
3. Provide **additional information** about source facility verification and the waste plan description (as applicable)

### 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.

1. 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

2. **Save and Continue**

3. **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.

# Enter Supplemental Information

1. Indicate whether any information in the report is claimed as **Confidential Business Information (CBI)**
2. Indicate whether any of the regulations **§80.1450(b)(1)(ii)(A) or §80.1450(b)(1)(ix) through (xv) apply**
3. Indicate whether the Engineering Review is part of a **Three Year Update**
4. Add **Other Findings and Comments**
5. Click **Save and Continue**

Steps continue on next slide...

**OTAQ Forms** Contact Us

MyCDX Home

## Engineering Review: Supplemental Information

Please enter the following supplemental information.

**1** 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

**2** §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

**3** 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

**4** 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:** \*

**5** Back  
Save  
Save and Continue

# Upload Supplemental Documents

1. Choose file and click Upload
2. Click Save and Continue

## 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.

**1** §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.		

**2** Back  
Save and Continue

# Review and Sign

1. Review the information
2. Click Sign, Encrypt, and Submit

Steps continue on next slide...

**1 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-2174

---

**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:** Daniel

**Last Name:** Smith

**CDX UserId:** DANIEL.SMITH

**Organization Name:** PHEONIX NATURAL GAS COMPANY

**Email Address:** daniel.smith@phoenixgas.com

**Phone Number:** 337-555-9823

**Extension:**

---

**Company Name and Location**

**Company ID:** 1240

**Name:** Pheonix Natural Gas Company

**Address 1:** 123 Easy Street

**Address 2:**

**City:** Lafayette

**State:** Louisiana

**Postal Code:** 70506

**Country:** UNITED STATES

---

**Company Type Information**

**Company Type:** Renewable Fuel Producer

**2** Back  
Sign, Encrypt and Submit

## Review and Sign (cont.)

3. Use the **eSignature Widget** to sign submission
4. The submission will appear on the OTAQ Form Submissions Home page with the status of **Awaiting EPA Approval**

3

eSignature Widget

### 1. Authentication

Log into CDX  
User:  
JOSH.GORDAN  
Password:  
[password field]  
Show Password

Welcome Farid Ouedraogo

### 2. Verification

Question:  
What is your favorite movie?  
Answer:  
[answer field]  
Show Answer

Correct Answer

### 3. Sign File

[Sign](#)

You are here: OTAQ Form Submissions Home

## 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.

4

Submission ID	Created	Submitter	Status	Actions
ENG-2174	07-27-2018 2:20:00 PM	DANIEL.SMITH	Awaiting EPA approval	<a href="#">View</a>

[Create New Engineering Review](#)

# Edit a Saved Submission

1. To edit a saved Engineering Review, click **Edit** next to a submission with the status of "In Progress"
2. Enter **Passphrase**
3. Click **Continue**

The "Engineering Review: General Information" page will display, retaining all previously saved information.

OTAQ Forms Contact Us

MyCDX Home

You are here: OTAQ Form Submissions Home

## OTAQ Form Submissions Home

**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-2175	07-27-2018 3:57:48 PM		In Progress	<a href="#">Edit</a>
ENG-2174	07-27-2018 2:20:00 PM	DANIEL.SMITH	Awaiting EPA approval	<a href="#">View</a>

[Create New Engineering Review](#)

OTAQ Forms Contact Us

MyCDX Home

## 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.

# View or Revise a Completed Submission

1. Click **View**
2. Enter the **secure passphrase**
3. Click **Continue**

Steps continue on next slide...

You are here: OTAQ Form Submissions Home

## OTAQ Form Submissions Home

### 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-2175	07-27-2018 3:57:48 PM		In Progress	<a href="#">Edit</a>
ENG-2174	07-27-2018 2:20:00 PM	DANIEL.SMITH	Rejected by EPA	<a href="#">View</a>

Create New Engineering Review

### OTAQ Forms

MyCDX

Inbox

OTAQ Registration Home

OTAQ Forms Home

Home

Contact Us

## 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.

# View or Revise a Completed Submission (cont.)

- 4. To revise a submission, click **Revise Engineering Review\***
- 5. For the Copy of Record, click **View**, **Download HTML**, or **Download XML**
- 6. To view attached files, click **Download** next to the document

\* Submissions in the following statuses can be revised:

- Awaiting EPA Approval
- Rejected by EPA
- Received by EPA

**OTAQ Forms** Contact Us

MyCDX  
Inbox  
OTAQ Registration Home  
OTAQ Forms Home

## Engineering Review Submission

**4** [Revise Engineering Review](#)

**Submission Info**  
This is your Engineering Review submission information.

**Submission Type:** Engineering Review  
**Engineering Review Id:** ENG-2174  
**CROMERR Activity Id:** \_e25c2bf8-e0f3-4322-a98f-ff1b5166d9f3  
**CROMERR Copy of Record:** **5** [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:** Jul 27, 2018 3:54 PM

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

**First Name:** Daniel  
**Last Name:** Smith  
**CDX UserId:** DANIEL.SMITH  
**Organization Name:** PHEONIX NATURAL GAS COMPANY  
**Email Address:** daniel.smith@phoenixgas.com  
**Phone Number:** 337-555-9823  
**Extension:**

**Supplemental Documents**

Document Name	Category	Uploaded	Size (kb)	
Sample Engineering Review Attachment.docx	Grandfathered	07-27-2018 2:33:20 PM	12.16	<b>6</b> <a href="#">Download</a>
Sample Engineering Review Attachment.docx	Professional Engineer	07-27-2018 2:50:43 PM	12.16	<a href="#">Download</a>
Sample Engineering Review Attachment.docx	Other Supplemental	07-27-2018 3:13:32 PM	12.16	<a href="#">Download</a>

[Back](#)



# Forgotten Passphrase

1. Access the submission and click **Deactivate Submission**
2. Click **OK** to confirm that you want to deactivate your submission
3. Enter and confirm a **new passphrase**
4. Click **Deactivate and Continue**

The current submission will be deactivated and the "Engineering Review: General Information" page will display to allow the ER to be resubmitted.

**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.

Are you sure you would like to deactivate your submission. The information contained within this submission will no longer be accessible.

**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-2175. 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.