

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**

The screenshot shows a web application interface titled "My Companies". At the top, there is a "Show 10 entries" dropdown and a "Filter Companies:" search box. Below this is a table with columns: "Company ID", "Company Name", "Address", and "My Roles". The first row shows "1041" as the Company ID, "Test Biodiesel Manufacturer Company" as the name, and "123 Main Street, Anywhere, AL 12345, US" as the address. The "My Roles" column lists "Company Editor", "RCO", and "Fuel Product And Additive Editor". A dropdown menu is open for the "1041" Company ID, with "Manage Fuel and Additive Products" highlighted. Other options in the menu include "View Company Information", "Edit Roles", "Manage User Associations", "Edit Company Information", "Edit Program Types and Activities", "Manage Facilities", "QAP Associations", "Manage Reports", and "RCO Update Request". A "Previous 1 Next" pagination control is visible at the bottom right of the table area.

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**

Steps continue on next slide...

Fuel and Fuel Additive Products

Fuel Products Fuel Additive Products

Show 10 entries Filter Fuels

FFARS Product ID Commercial Name Status Actions

There are no Fuels to display.

Showing 0 to 0 of 0 entries Previous Next

What To Do

You have previously indicated that your company is a fuel manufacturer. Federal regulations require fuel manufacturers to register all fuels that will be sold, offered for sale, or introduced into commerce. Please provide the information requested below, as required by 40 CFR Part 79.4.

Fuel Information

Add Commercial Name

Commercial Names

Registration Home Create New Company Associate To Existing Company

Add Commercial Name

Name: *

Is This Name Primary?: No

Cancel Save

Filter Names

Actions

Previous Next

Back Save Save & Continue

Add Fuel Properties and Trace Elements

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

Continue to next slide to continue...

Fuel Properties and Trace Elements

To the extent known, please enter the fuel property information requested below, as required by 40 CFR Parts 79.32 and 79.33.

Fuel Properties

Property	Percent by Weight Highest	Percent by Weight Lowest	Percent by Weight Average	Method of Analysis	Actions
Aromatics	<input type="text" value=".1"/>	<input type="text"/>	<input type="text"/>	ASTM D-1091	<input type="button" value="Clear"/>
Olefins	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>
Polynuclear Organic Material	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>
Saturates	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>
Sulfur	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Clear"/>

Trace Elements

Add Trace Element

Element Name *

Method of Analysis

Percent by Weight

Highest

Lowest

Average

Add Trace Element

Add Fuel Properties and Trace Elements (cont.)

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

5

Diesel Fuel Properties

Property	Highest Value	Lowest Value	Average Value	Unit	Actions
Distillation: 90% Point	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	C <input type="text"/>	<input type="button" value="Clear"/>
Distillation: End Point	<input type="text"/>	<input type="text"/>	<input type="text"/>	C <input type="text"/>	<input type="button" value="Clear"/>

Cetane Number or Index:

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Properties and Trace Elements information provided? **6**

Yes No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

7

Add Fuel Additives

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

Steps continued on next slide...

The screenshot shows the 'Fuel Additives' registration process. At the top, a blue header reads 'Fuel Additives'. Below it, a light blue box contains the instruction: 'Please provide the information requested below, as required by 40 CFR Part 79.11.' The main question is 'Are there additives in the fuel you are registering?' with radio buttons for 'Yes' (selected) and 'No'. A yellow box with a '1' callout highlights this question. Below the question is a section titled 'Additives' with a 'Search Registered Additives' button highlighted by a yellow box with a '2' callout. To the left of this section is a 'Show 10 entries' dropdown and a 'Filter Additives' input field. A table header is visible with columns: 'Additive Name', 'Purpose-In-Use', 'Range of Concentration' (with sub-columns for 'Highest', 'Lowest', 'Average'), 'Units of Measure', and 'Actions'. A 'Fuel Additive Search' modal window is open, showing 'FFARS ID: 000620020' and 'FFARS Product Name:' fields. A yellow box with a '3' callout highlights the search input area. A 'Search' button is highlighted with a yellow box and a '4' callout. Below the search results, a 'Fuel Additive List' is shown with a table containing one entry for FFARS ID 000620020, listing 'Test Additive 20' and 'Test Additive 20 Secondary'. A yellow box with a '5' callout highlights the 'Add?' button for this entry. At the bottom of the modal, 'Cancel' and 'Save' buttons are visible, with the 'Save' button highlighted by a yellow box and a '6' callout.

Add Fuel Additives (cont.)

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

Steps continued on next slide...

Please provide the information requested below, as required by 40 CFR Part 79.11.

Are there additives in the fuel you are registering? Yes No

Additives

Search Registered Additives

Show 10 entries Filter Additives

Additive Name	Purpose-In-Use	Range of Concentration			Units of Measure	Actions
		Highest	Lowest	Average		
Test Additive 20 Test Additive 20 Secondary	* Additive component (AC)	.1	.05	.075	% vol	Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Additive information provided? Yes

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Back Save Save & Continue

Add Additional Fuel Information

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

Steps continued on next slide...

1 Analytical Technique Information

Do you have knowledge of analytical techniques used to detect the presence and measure the concentration of any additives present in any fuel(s) you are currently registering, as required by 40 CFR Part 79.11? * Yes No

Please attach any documents that provide summaries and/or a description of the test procedures used in obtaining the information.

[Upload File](#)

2 Confidential Business Information

Do you assert a confidentiality claim on the Analytical Technique information provided? Yes No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

3 Mechanism of Action Information

Do you have any information developed by or for you concerning the mechanisms of action of any of the additives reported; reactions between the additives and the motor vehicle fuel; the identification and/or measurement of the emission products of the additives when used in the motor vehicle fuel; the effects of the additives on all emissions; the toxicity and any other public health or welfare effects of the emission products of the additives; and/or the effects of the emission products of the gasoline additives on the performance of emission control devices or systems? * Yes No

Please attach any documents that provide summaries and/or a description of the test procedures used in obtaining the information.

[Upload File](#)

4 Confidential Business Information

Do you assert a confidentiality claim on the Mechanism of Action information provided? Yes No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Add Additional Fuel Information (cont.)

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

Steps continued on next slide...

PADD Sales Information

To the nearest percent, estimated for the third year of production, enter the percent of sales by Petroleum Administration for Defense District (PADD) for the motor vehicle fuel.

PADD 1: *	<input type="text" value="50"/>	PADD 2: *	<input type="text" value="50"/>	PADD 3: *	<input type="text" value="0"/>
PADD 4: *	<input type="text" value="0"/>	PADD 5: *	<input type="text" value="0"/>	PADD 6: *	<input type="text" value="0"/>

Total: 100

Confidential Business Information

Do you assert a confidentiality claim on the PADD Distribution information provided? Yes No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Fuel Derivation Information

Is this fuel derived only from conventional petroleum, heavy oil deposits, coal, tar sands, and/or oil sands, as required by 40 CFR Part 79.56? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Fuel Derivation information provided? Yes No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Add Small Business Provisions and Grouping Information

1. 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**

Steps continued on next slide...

Small Business Provisions

Certain small businesses qualify for exemptions from health-effects testing requirements. If you believe you may qualify as a small business, please indicate it below so that we may determine if you qualify for the Small Business Provision, as described in 40 CFR Part 79.58.

Is this fuel registration for a small business? *

Yes No

Grouping Information

If you do not qualify for a small business provision, you must be a member of a testing group appropriate for your fuel or capable of supplying the appropriate health-effects test information, as required by 40 CFR Part 79.58.

Are you a member of a testing group? *

Yes No

If you do not qualify as a small business and are not a member of a testing group, then you must attach the appropriate health-effects test information.

[Upload Files](#)

Confidential Business Information

Do you assert a confidentiality claim on the Grouping information provided? Yes

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

[Back](#) [Save](#) [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...

The screenshot shows a web form titled "General Attachments". At the top, a blue header bar contains the title. Below it is a light blue instruction box: "Here is where you may attach any additional documents. Files that are allowed have the following extensions: .xls, .xlsx, .pptx, .ppt, .doc, .docx, .txt, .pdf". Below the instruction box is a blue button with a circular arrow icon and the text "Upload File", highlighted with a yellow box and a yellow circle containing the number "1". Below the button is the label "General Comments:" followed by a large, empty text input field, highlighted with a yellow box and a yellow circle containing the number "2". At the bottom right of the form are three buttons: "Back" (blue), "Save" (green), and "Save & Continue" (green), with the "Save & Continue" button highlighted by a yellow box and a yellow circle containing the number "3".

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**

Steps continue on next slide...

Fuel and Fuel Additive Products

Fuel Products Fuel Additive Products

Show 10 entries Filter Additives

FFARS Product ID Commercial Name Status Actions

There are no Additives to display.

Showing 0 to 0 of 0 entries Previous Next

Additive Information

Commercial Name(s)

Commercial Name

Show Filter Names

If you will be registering more than one name for your additive, please designate a primary brand name.

Name: *

Showin No

Method

Please Cancel Save

Bulk Treatment No

Aftermarket No

Back Save Save & Continue

Add the Fuel Additive Products (cont.)

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

Steps continue on next slide...

Additive Types

Aerosol No

Fuel Types

Unleaded Motor Vehicle Gasoline Yes

Motor Vehicle Diesel Fuel No

Range Of Concentration

Please provide the concentration information requested below, as required by 40 CFR Part 79.21

Fuel Use Type	Method of Use	Highest	Lowest	Average	Units of Concentration	Actions
Unleaded Motor Vehicle Gasoline	Bulk Treatment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>

Confidential Business Information

Do you assert a confidentiality claim on the Range of Concentration information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

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

Steps continue on next slide...

The screenshot shows a web form with three main sections, each with a numbered callout (1, 2, 3) indicating a step in the process:

- Ethanol Designation:** A dropdown menu with a red asterisk indicating a required field. A yellow box highlights the dropdown, with a callout '1'.
- Purpose In Use:** A text input field with a yellow box highlighting it, and a callout '2'.
- Fuel Sub-type:** Three radio button options: "Baseline Gasoline", "Non-Baseline Gasoline", and "Atypical Gasoline". A yellow box highlights the radio buttons, with a callout '3'.

Navigation buttons at the bottom of the form:

- Back (blue button)
- Save (green button)
- Save & Continue (green button, highlighted with a yellow box and callout '4')

Add the Chemical Composition

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

Steps continue on next slide...

Home / Manage Additives for Company Test Part 79 [1388] / Add Additive Registration / Chemical Composition

Chemical Composition

Please provide the information requested below. If the chemical composition of any additive listed below is not known, full disclosure of the chemical process of manufacture must be attached, as required by 40 CFR Part 79.21.

Additive Components

1 **Search Registered Additives**

Show 10 entries Filter Additives

FFARS ID	Name	Component Percent	Method of Analysis	Different manufacturer?	Actions
There are no Additives to display.					

Showing 0 to 0 of 0 entries Previous Next

Additive Compounds

2 **Search CAS Registry**

Elemental Breakdown

3 **Add Element**

Element Name	Element Percent	Method of Analysis	Actions
No Elements Added			

Showing 0 to 0 of 0 entries Previous Next

Confidential Business Information

4 Do you assert a confidentiality claim on the Chemical Composition information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Add Additional Fuel Additive Information

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

Steps continue on next slide...

Additional Additive Information

Impurities

If any impurity present in the additive currently being registered exceeds 0.1% by weight, please indicate below, as required by 40 CFR Part 79.31 .

Does the concentration of impurities in this additive exceed 0.1% by weight? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Impurity information provided?

No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Analytical Technique Information

Do you know of any analytical techniques that can be used to detect the presence of this fuel additive and/or measure its concentration in gasoline and/or diesel fuel, as required by 40 CFR Part 79.21 ? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Analytical Technique information provided?

No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Add Additional Fuel Additive Information

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

Steps continue on next slide...

Mechanism Of Action Information

Do you have any information developed by or for you concerning the mechanisms of action of this fuel additive; reactions between this fuel additive and gasoline and/or diesel fuel; the identification and measurement of the emission products of this fuel additive when used in gasoline and/or diesel fuel; the effects of this fuel additive on all emissions; the toxicity and any other public health or welfare effects of the emission products of this fuel additive; and/or the effects of the emission products on the performance of emission control devices or systems? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Mechanism of Action information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Relabeling Information

Is this additive a relabel of an additive currently registered under 40 CFR Part 79 ? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Additive Relabeling information provided? No

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Add Additional Fuel Additive Information

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

Steps continue on next slide...

The screenshot displays a web form with four distinct sections, each containing a step number in a yellow circle:

- Step 1:** Under the heading "Annual Production", a text box asks for the "Estimated Bulk Annual Volume" in gallons. A yellow box highlights the input field.
- Step 2:** Under the heading "Confidential Business Information", a question asks "Do you assert a confidentiality claim on the Annual Production information provided?". A yellow box highlights the "No" radio button.
- Step 3:** Under the heading "Market Distribution", a section titled "Bulk Distribution PADD Sales information" contains six input fields labeled PADD 1 through PADD 6. A yellow box highlights all six input fields.
- Step 4:** Under the heading "Confidential Business Information", a question asks "Do you assert a confidentiality claim on the Market Distribution information provided?". A yellow box highlights the "No" radio button.

Add Additional Fuel Additive Information

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

Steps continue on next slide...

Additive Derivation

Please indicate below, for each additive being registered, whether or not the additive is derived only from conventional petroleum, heavy oil deposits, coal, tar sands, and/or oil sands, as required by 40 CFR Part 79.55 .

Is this additive derived only from conventional petroleum, heavy oil deposits, coal, tar sands, and/or oil sands? *

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Additive Derivation information provided?

If no claim is made, the information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Back Save 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

Steps continue on next slide...

Home Manage Additives for Company **Test Part 78 [1338]** Fuel Additive Information Chemical Composition Additional Fuel Additive Information Small Business Provisions and Grouping Information

Small Business Provision

Certain small businesses qualify for exemptions from health-effects testing requirements. If you believe you may qualify as a small business, please indicate it below so that we may determine if you qualify for the Small Business Provision, as described in 40 CFR Part 79.58.

Is this additive registration for a small business? *

Yes No

Grouping Information

If you do not qualify for the aerosol special provision or the small business provision, you must be a member of a testing group appropriate for your fuel additive or capable of supplying the appropriate health-effects test information, as required by 40 CFR Part 79.56.

Are you a member of a testing group?

Yes No

Confidential Business Information

Do you assert a confidentiality claim on the Grouping information provided?

If no claim is made, this information may be made available to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFR 2.

Back Save Save & Continue

Add Small Business Provisions and Grouping Information

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

Steps continue on next slide...

Home / Manage Additives for Company Test Part 79 [1388] / Add Additive Registration / Chemical Composition / Additional Fuel Additive Information / Small Business Provisions and Grouping Information / General Attachments

General Attachments

Here is where you may attach any additional documents. Files that are allowed have the following extensions: .xls, .xlsx, .pptx, .ppt, .doc, .docx, .txt, .pdf

1

General Comments:

2

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...

Request History	
Date/Time	Description
04/07/2020 3:48 PM	Request Status changed from NONE to Draft by DEMOUSER.

Showing 1 to 1 of 1 entries

Navigation buttons: Home Page, Back, Cancel Request, **Sign and Submit** (highlighted with a yellow box and a '1' in a yellow circle).

Navigation buttons: Home Page, Back, Cancel Request, **Submit and Notify RCO** (highlighted with a yellow box and a '2' in a yellow circle).

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...



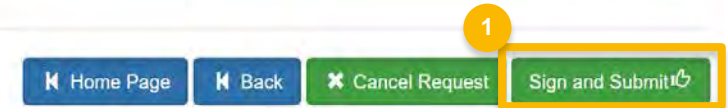
Request History

Show 10 entries Filter History

Date/Time	Description
04/07/2020 3:48 PM	Request Status changed from NONE to Draft by DEMOUSER.

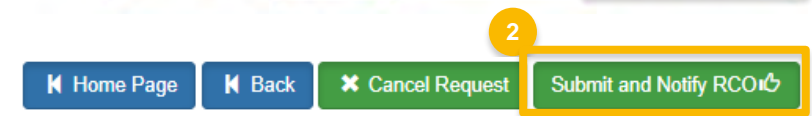
Showing 1 to 1 of 1 entries

Previous 1 Next



1

Home Page Back Cancel Request Sign and Submit



2

Home Page Back Cancel Request Submit and Notify RCO

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.

Request History

Show 10 entries Filter History

Date/Time	Description
03/23/2020 7:16 PM	Request Status changed from NONE to Draft by AARONHARRISDEV2.
03/23/2020 7:25 PM	Request Status changed from Draft to Awaiting RCO Signature by AARONHARRISDEV2.

Showing 1 to 2 of 2 entries

Previous 1 Next

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept Decline

1. Authentication
Log into CDX
User: AARONHARRISDEV
Password: [password field]
Show Password

2. Verification
Question: What is your favorite pet's name?
Answer: [answer field]
Show Answer
Correct Answer

3. Sign File
Sign

Home Page Edit Request Cancel Request Sign and Submit

My Pending Requests

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-91	Update Company Program Type	Company ABC	AARONHARRISDEV2	03/23/2020	Awaiting Initial Review

Showing 1 to 1 of 1 entries

Previous 1 Next