### Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid



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

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

## Before you begin:

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

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

https://www.epa.gov/fuels-registration-reporting-and-compliance-help

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### Initiate the Request

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



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

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

Steps continue on next slide...

		Add Fuel
	Filter Fuels	
11 Status	↓↑ Actions	
	.↓↑ Status	Filter Fuels

#### 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.

						Add	Commercial Name
Commerc	ial Names					_	
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e provid				Cancel Save	e mar win be e		
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### 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...

uel Properties						
Property	Percent by Weigh	it H <mark>i</mark> ghest	Percent by Weight Lowest	Percent by Weight Average	Method of Analysis	Actions
Aromatics	.1			11	ASTM D-1091 -	Clear
Olefins					-	f Clear
Polynuclear Organic Material					-	Clear
Saturates					-	Clear
Sulfur					-	Clear
Frace Elements		Eleme Metho Analy Perce Highe Lowe	ent Name * Aluminum od of sis ASTM D-1159 nt by Weight st .1 st .1	•	Add Trace Eler	nent

### Add Fuel Properties and Trace Elements (cont.)

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

riopeny	Hignest Value	Lowest Value	Average Value	Unit	Actions
Distillation: 90% Point	10			C -	Clear
Distillation: End Point				C -	Clear
Cetane Number or Inde	ex:				
)o you assert a confide	entiality claim on the Fuel Propert	ies and Trace Elements informatio	on provided?		



## 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...



### Add Fuel Additives (cont.)

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

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? *
Please attach any documents that provide summaries and/or a description of the test procedures used in obtaining the information.
Upload File
Confidential Business Information
Do you assert a confidentiality claim on the Analytical Technique 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.
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? <b>*</b>
Please attach any documents that provide summaries and/or a description of the test procedures used in obtaining the information.
Upload File
Confidential Business Information
Do you assert a confidentiality claim on the Mechanism of Action 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.

### 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...

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D 4: *	0	PAC	DD 5: *	ò		PADD 6: *	0	
al:	100							
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Derivation Derivation is fuel de Is, as req Confident Do you a	aim is made, the infor Information rived only from conv uired by 40 CFR Par tial Business Informati ssert a confidentiali aim is made, the infor	mation may be made av rentional petroleum, he t 79.56? * on ty claim on the Fuel Der mation may be made ava	eavy oil dep erivation info	e public without furth osits, coal, tar sand ormation provided?	ds, and/or oil	stions of confident	iality will be handle	ed pursuant to 40

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Save & Continue N

### 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

Certain small businesses quality for exemptions from health-effects testing re- that we may determine if you qualify for the Small Business Provision, as desc	quirements. If you believe you may qualify as a small business, please indicate it below so cribed in 40 CFR Part 79,58.
s this fuel registration for a small business? 🍝	O Yes  No
uping Information	
If you do not qualify for a small business provision, you must be a member of effects test information, as required by 40 CFR Part 79.56.	a testing group appropriate for your fuel or capable of supplying the appropriate health-
re you a member of a testing group? *	O Yes  No
If you do not qualify as a small business and are not a member of a testing gro	oup, then you must attach the appropriate health-effects test information.
Upload Files	
Confidential Business Information	
To you assert a confidentiality claim on the Grouping information provided	d? [ 🚥 🔜 🥍



### 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...

Here is w	here you may attach any additional documents. Files that are allowed have the following extensions: .xls, .xslx, .pptx, .pptx, .doc, .docx, .txt, .pdf	
Upload F		
General Co	mments:	
	M Back Save Save & Con	inue N

### Add the Fuel Additive Products

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

	<u> </u>	Add Additive
	Filter Additives	
⊥† Status	11 Actions	ļţ
dditives to display.		
		Previous Next
	dditives to display.	Filter Additives

dditive Inf	ormation				
Commer	cial Name(s)				
	Commercial Name		×	Add C	ommercial Name
Comr	If you will be registering more than one name fo primary brand name.	r your additive, please designate a		Filter Names	
Showin	Name: *				Previous Ne
Method Pleas		Cancel Save			
Bulk Tre Afterma	atment rket	5 No No			
		K Back	± Sa	ave Save & Co	ontinue M

### Add the Fuel Additive Products (cont.)

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

uel Types			1			
Inleaded Motor Vehicle Ga	asoline	Yes				
fotor Vehicle Diesel Fuel			No			
lange Of Concentration						
Range Of Concentration	ntration information reque	sted below, as required by	40 CFR Part 79.21			
Range Of Concentration Please provide the concer	ntration information reque	sted below, as required by	40 CFR Part 79.21			
Range Of Concentration Please provide the concer Fuel Use Type	ntration information reque Method of Use	sted below, as required by	40 CFR Part 79.21 Lowest	Average	Units of Concentration	Actions
Range Of Concentration Please provide the concer Fuel Use Type Unleaded Motor Vehicle Gasoline	ntration information reque Method of Use Bulk Treatment	sted below, as required by Highest	40 CFR Part 79.21	Average	Units of Concentration	Action:
Range Of Concentration Please provide the concer Fuel Use Type Unleaded Motor Vehicle Gasoline	ntration information reque Method of Use Bulk Treatment	sted below, as required by	40 CFR Part 79.21 Lowest	Average	Units of Concentration	Action:
Range Of Concentration Please provide the concer Fuel Use Type Unleaded Motor Vehicle Gasoline Confidential Business Info	Method of Use Bulk Treatment	ted below, as required by	40 CFR Part 79.21 Lowest	Average	Units of Concentration	Action:

### 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

Ethanol Designation: *	~	
rpose in Use		
Gasoline Purpose In Use:	2	
nel Sub-tune		
uel Sub-type	3	
Tuel Sub-type Baseline Gasoline 💿	3 Na	
uel Sub-type Baseline Gasoline 3 Non-Baseline Gasoline 3	3 No No	





### 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...

#### 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 Search Registered Additives Filter Additives Show 10 🗸 entries Different FFARS ID 1 Name Component Percent 11 Method of Analysis manufacturer? Actions There are no Additives to display. Showing 0 to 0 of 0 entries Previous Next Additive Compounds Search CAS Registry Elemental Breakdown 11 Actions 11 Add Element Previous Next 1 Element Percent Element Name 1 Method of Analysis Actions No Elements Added Showing 0 to 0 of 0 entries Previous Next Confidential Business Information Do you assert a confidentiality claim on the Chemical Composition 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.

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

How to Add a New Fuel and Fuel Additive Product under 40 CFR Part 79 in OTAQREG | April 2021

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

Home /	Manage Additives for Company	Test Part 79 [1388]	/ Add Additive Registration /	Chemical Composition	Additional Fuel Additive Information
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niional Addiave Infor	nation			
mpurities				
If any impurity pres	ent in the additive currently bein	g registered exceeds 0.1% by weight, plea	ase indicate below, as required I	by 40 CFR Part 79.31 .
Does the concentrat	ion of impurities in this additi	ve exceed 0.1% by weight? *	O Yes	0 No
Confidential Busine	ss Information			
Do you assert a co	onfidentiality claim on the Imp	urity information provided?	40	
If no claim is ma	de, the information may be mad	e available to the public without further no	tice. All questions of confidentia	ity will be handled pursuant to 40 CFR 2.
Analytical Technique I	nformation			
Do you know of any and/or measure its c	analytical techniques that car oncentration in gasoline and/	) be used to detect the presence of this or diesel fuel, as required by 40 CFR Pa	fuel additive O Yes	0 No
Confidential Busine	ss Information			
Confidential Busine	ss Information onfidentiality claim on the Ana	Ilytical Technique information provided	? No 4	
Confidential Busine Do you assert a co If no claim is ma	ss Information onfidentiality claim on the Ana de, the information may be mad	alytical Technique information provided	i? No 4 tice. All questions of confidential	ity will be handled pursuant to 40 CFR 2.

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

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 of this fuel additive; and/or the effects of the emission products on the performance of emission control devices or systems? <b>*</b>
Confidential Business Information
Do you assert a confidentiality claim on the Mechanism of Action 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.
Relabeling Information
Is this additive a relabel of an additive currently registered under 40 CFR Part 79 ? *
Confidential Business Information
Do you assert a confidentiality claim on the Additive Relabeling 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.

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

What is the estimated total annual and/or Affermarkel).	I votume of this additive during the third year of production	17 Note. This is the total annual production for all methods of use (Buk
Ectimated Bulk Annual Volum	ne : •	Gallons
Confidential Business Information	6	
Do you accert a confidentiality	olaim on the Annual Production Information provided	2 1 (Nel)
If no claim is made, the informs 2.	ation may be made available to the public without further r	otice. All questions of confidentiality will be handled pursuant to 40 CFR /
ket Distribution		
lease provide the sales informat	ion requested below, to the nearest percent, estimated for	the third year of production, as required by 40 CFR Part 75.21
lease provide the sales informat	ion requested below, to the respect percent, estimated for mation	the third year of production, as required by 40 CFR Part 79.21
lease provide the sales informat ulk Distribution PADD Sales Info ADD 1: +	on requested below, to the recarest percent, estimated for omátion PADD 2: +	Pre third year of production, as required by 40 CFR Part 79.21
Notes provide the sales informat talk Distribution PADD Sales info ADD 1: +	PADD 5: •	Padd 2: •
Hoase provide the sales informat	PADD 5: *	Padd S: +
Hoase provide the sales informat	PADD 5: *	Padd S: +
Please provide the sales informat	In requested below, to the recarect percent, estimated for matters PADD 2: • PADD 5: •	PADD 8: +
Hoase provide the sales informat Bulk Distribution PADD Sales info PADD 1: + PADD 4: + Total: 0 Confidential Business Information	In requested below, to the recarect percent, estimated for matters PADD 2: • PADD 6: •	the third year of production, as required by 40 CFR Part 7921
Hoase provide the sales informat kilk Distribution PADD Sales info PADD 1: + PADD 4: + Confidential Business Information to you ascert a confidentiality	In requested below, to the recarect percent, estimated for motion PADD 2: • PADD 5: •	PADD 2: +
Plasse provide the sales informat Bulk Distribution PADD Sales info PADD 1:  PADD 4:  Padd1:  Padd1:	In requested below, to the recarect percent, estimated for matters PADD 2: • PADD 5: •	PADD 5: +

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

-antallar d	indicate below, for eac of sands, as required (	h additive being re by 40 CFR Part 79.	gistered, which is a 56 ,	r not the additive is d	serives only from con	ventional petroleur	n, heavy oil deposib	s, coal, tay sen
this add ands?	ditive derived only fr	om conventional p	petroleum, heavy o	oli deposits, oosi, tr	ar sands, and/or oll	O Yes O	Na 1	
Confide	ntial Business Informa	tion						
Do you	assert a confidentia	lity olaim on the A	dditive Derivation	Information provid	ied?	2		
tt na Z.	claim is made the IVI	xmalion mey be m	ade available to the	public without runtw	er notice. All question	s of confidentiality	will be handled purs	evant to 40 CFF

### 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...

Certain small businesses quality for exemptions from heal that we may determine if you quality for the Small Busines	ealth-éffects testing requirements. If you believe you may qualify as a small business, please indicate it belo ess Provision, as described in 40 DFR Part 79.58.
is this additive registration for a small business? 🔹	O Yes O No
ouping Information	
If you do not qualify for the acrosol special provision or the capable of supplying the appropriate health-effects test in Are you a member of a testing group?	the small business provision, you must be a member of a tasking group appropriate for your fuel additive or information, as required by 40 CFR Port 79.56.
	3
Confidential Business Information	Information annulated
Confidential Business Information Do you assert a confidentiality claim on the Grouping in	
Confidential Business Information Do you assert a confidentiality claim on the Grouping in It no claim is made, the information may be made availab	table to the public without further notice. All questions of confidentiality will be handled pursuant to 40 CFF 2

Home Manage Additives for Company Test Part 78 [1998] Fuel Additive Information Chemical Composition Additional Fuel Additive Information

Small Business Provisions and Grouping Information

### 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: .xis, .xsix, .pptx, .ppt, .doc, .docx, .txt, .pdf	
Upload File	
General Comments:	
H Back Save & Continue H	

### **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

#### <u>company:</u>

2. Click Submit and Notify RCO

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

Request History						
Show 10 v entries					Filter History	
Date/Time	1į	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
						•
			K Home	e Page 🛛 🖌	Back X Cancel Req	uest Sign and Submit <sup>1</sup> C
			K Home Page	K Back	X Cancel Request	Submit and Notify RCO

### **Review and submit request**

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#### <u>company:</u>

2. Click Submit and Notify RCO

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

Request History						
Show 10 • entries					Filter History	
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04/07/2020 3:48 PM		Request Status changed from NONE to Draft by	DEMOUSER.			
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			K Home Page	K 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.

