How to Add a New Facility to an Existing Company in OTAQREG

This job aid is designed to provide a high-level overview of the process for adding a new facility to an existing company in OTAQREG 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 have the Company Editor role in OTAQREG on behalf of the company for which you intend to add the new facility

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 Facilities**
3. Click **Add Facility**

Steps continue on next slide...

### How to Add a New Facility to an Existing Company in OTAQREG | May 2019
Search for and add an existing facility

1. For best results, populate at least two of the following facility information fields to locate an existing facility in the EPA's Facility Registration System:
   - **OTAQ Program ID** (Facility ID)
     - Only available for registered facilities
   - Facility Name
   - Facility Country
   - Facility Address
   - City
   - State
   - ZIP Code

2. Click **Search Facilities**

Steps continue on next slide...
Search for and add an existing facility (cont.)

If facility found
3. Select the appropriate facility
4. Click Proceed with Selection
5. Click Save Selected Facility
   ✤ Proceed to slide 7

Proceed to the next slide if the facility is not found...
Create a new facility

If no facilities found in FRS
1. Click Can’t find your facility? Click here to create it
2. Enter the following facility information
   ▪ Facility Name
   ▪ Facility Address
3. Select the appropriate option for mailing address
4. Click Map Facility

Steps continue on next slide...

How to Add a New Facility to an Existing Company in OTAQREG | May 2019
Create a new facility (cont.)

If no facilities found

5. Click Submit
6. Click Save Selected Facility

Steps continue on next slide...
Enter facility information

1. Enter the following Facility Contact Information
   - Name (required)
   - Title (required)
   - Phone (required)
   - Email (required)
   - Fax (if applicable)

2. Click Save and Continue

Steps continue on next slide...
3. Select appropriate Facility Program Types and Activities (required)
4. Click Save and Continue
5. Select appropriate Facility Record Storage option
6. Click Save and Continue
   ❖ Proceed to slide 12 if not renewable fuel producer facility
7. Select applicable Renewable Facility Information
8. Click Save and Continue

Steps continue on next slide...
Add a new fuel pathway (if applicable)

1. Click Add RFS Pathway
2. Enter the following pathway information:
   - Fuel Code (required)
   - Process Code (required)
   - Feedstock Code(s), (required)
   - Fuel Type Code (required)
   - Co-Product Code(s), (if applicable)
3. Enter capacity for only one applicable capacity type (required)
4. Click Add FFARs Product (if applicable)

Steps continue on next slide...
Add a new fuel pathway (cont.)

5. Select **Product Type** (required)
6. Enter **FFARs ID** or **Product Name**
7. Click **Search**
8. Click **Select**
9. Click **Save**

Steps continue on next slide…
### Facility Pathways

<table>
<thead>
<tr>
<th>Fuel Code</th>
<th>Process Description Code</th>
<th>Feedstock Codes</th>
<th>Fuel Type Code</th>
<th>Co-Product Codes</th>
<th>FFARS ID</th>
<th>Capacity Type</th>
<th>Capacity (gallons)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10)</td>
<td>Non-cellulosic Ethanol</td>
<td>Dry Mill, Biogas</td>
<td>Renewable Fuel</td>
<td></td>
<td>553111111</td>
<td>Permitted Capacity</td>
<td>222,000</td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td>(30)</td>
<td>Fired (50% or less of DGS); dried annually</td>
<td>(DK)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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10. Review Facility Pathways information

11. Click Save and Continue

Steps continue on next slide...
Review your request and indicate reason for change

1. Click Save and Review
2. Select Reason for Change (required)

Steps continue on next slide...
Review and submit your request

If you are the company RCO:
1. Click Sign and Submit

If you are NOT the company RCO:
2. Click Submit and Notify RCO

If you are the RCO, continue to next slide for instructions...
Review and submit your request (cont.)

3. Click Accept
4. Use the eSignature Widget to sign the request
5. The request will appear in the My Pending Requests section of your homepage with the status Awaiting Initial Review

You will receive an email notification regarding any status changes to your request.