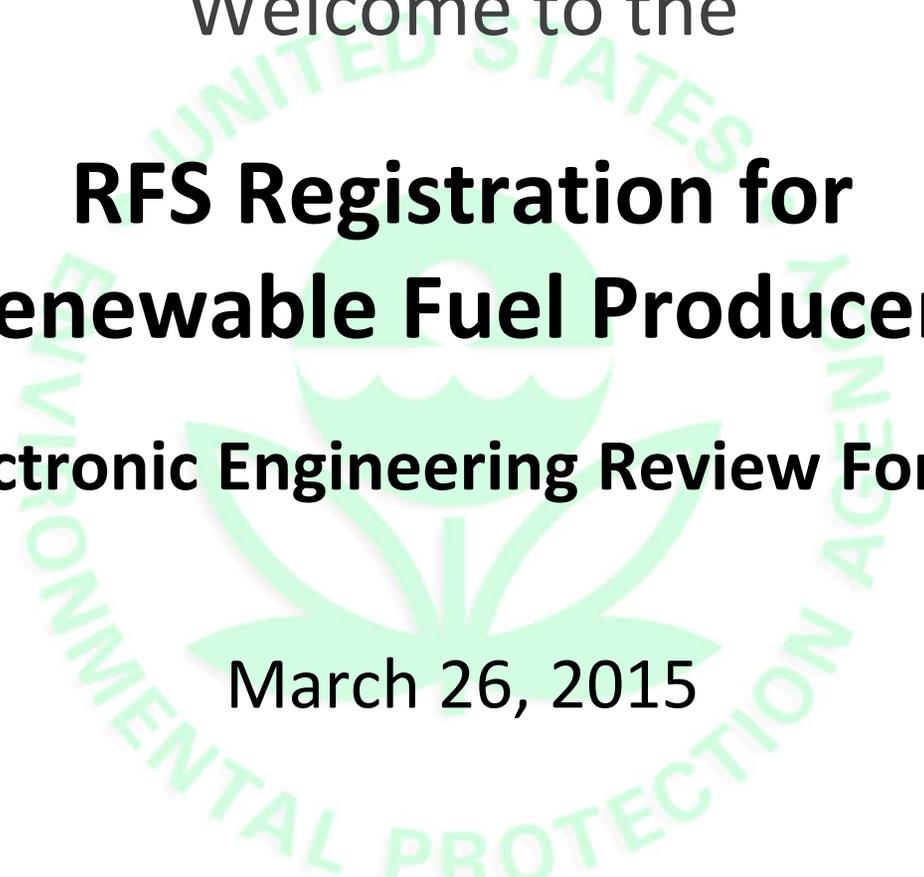




Welcome to the

**RFS Registration for
Renewable Fuel Producers**

Electronic Engineering Review Forms



March 26, 2015



Agenda

- Introduction to webinar series
- Electronic engineering review submissions
 - Benefits of using web forms
 - Where to find the web forms
 - Who should complete the web forms
 - How to complete the web forms
 - What happens after you submit a web form
- How to submit concerns and questions to EPA



Introduction to Webinar Series

- Opportunity for renewable fuel producers to learn about:
 - Registration requirements that are commonly misunderstood
 - Registration requirement changes
- Three additional sessions are planned:
 - Engineer Site Visits – May 21
 - Separated Food Waste Plans – July 23
 - VRIN Calculations – September 24



Intro to Electronic Engineering Review Forms

- Implemented in the OTAQ Registration system (OTAQREG) in December 2014
- Series of web forms that include all of the required information for an engineering review
- Designed to help eliminate errors and make submission of engineering reviews easier



Benefits of Electronic ER Forms

- Reduction of errors and omissions
- No paper required for Engineering Review
 - The renewable fuel producer will still need to submit a corresponding Company Update Request, but this can be signed electronically by the RCO if they have registered with RCO e-signature capabilities
- No hardcopy signatures required
- No postage required
- Faster processing
 - EPA will prioritize electronic submissions over paper submissions in the review and activation process
- Electronic ER forms are not available for New Company registrations



Who Should Complete the Electronic ER Forms?

- Only licensed, third-party, independent engineers can complete the Electronic ER Forms
- The engineers must:
 - Create a CDX account
 - Submit an Electronic Signature Agreement (ESA)
 - Submit a company association request for an existing registered company
 - Select the role of “Independent Third Party Engineer”
- The RCO for the renewable fuel producer must approve the company association request.



Where to access Electronic ER Forms

OTAQ Registration Contact Us

OTAQ Registration Home

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

Pages: 1, 2, 3

Roles	Actions
<ul style="list-style-type: none">DC Fuels Submitter, Title 40 CFR Part 80 Subpart OCompany Editor	

OTAQ Form Submissions

Access Electronic ER Forms from this menu item



OTAQ Forms Select Company page

The screenshot shows the EPA website interface. At the top left is the EPA logo and "United States Environmental Protection Agency". At the top right, it says "Logged in as, TUTORIALDEMO3 (Logout)". A navigation menu on the left includes "OTAQ Forms", "MyCDX", "Inbox", "OTAQ Registration Home", and "OTAQ Forms Home". The main content area has a "Home" tab and a breadcrumb "You are here: OTAQ Forms Select Company". The title is "Select Company". Below the title is a paragraph: "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." Another paragraph follows: "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." A dropdown menu labeled "Select Company" is highlighted with a yellow circle. A yellow callout box points to this menu with the text: "After clicking OTAQ Form Submissions menu item, select company". A blue "Continue" button is located below the dropdown.



OTAQ Form Submissions Home page

OTAQ Forms ✉ Contact Us

MyCDX
Inbox
OTAQ Registration Home
OTAQ Forms Home

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-422	03-17-2015 10:09:55 AM		In Progress	Edit

[Create New Engineering Review](#)

Attest Engagements

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

[Create New Attest Engagement](#)

After selecting Company, you can see existing ER Forms or create new ones



Accessing the Electronic ER Forms

- First step of submitting an electronic ER is to create a passphrase, which is:
 - For this specific submission
 - Unrelated to any other submissions or logins
- The passphrase:
 - Allows the submitter to save interim versions and come back later to complete
 - Provides access to the form after it has been submitted
 - Is NOT RECOVERABLE: If the passphrase is forgotten, the submission must be deactivated and a new submission started



How to Complete Electronic ER Forms

- Electronic ER is divided into seven sections
- After each section is completed, attach any relevant supplemental documents
- Confirm information is correct on the Review page and then Sign, Encrypt and Submit



Electronic ER Form – Section I

OTAQ Forms [Contact Us](#)

MyCDX [Home](#)

Inbox

OTAQ Registration Home

OTAQ Forms Home

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: Test RAP Inc RF Producer

Company ID: 3160

Company Type: *

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: *



Electronic ER Form – Section II

OTAQ Forms [Contact Us](#)

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms Home

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:	Jane
Middle Initial:	W.
Last Name:	Smith
Title:	Mrs
Phone:	202333444
Email:	Jane_Smith@testcompany.com



Electronic ER Form – Section III

OTAQ Forms [Contact Us](#)

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms 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:** **Add** **Reset**

Renewable Fuel Pathways

Nothing found to display.

Back **Save and Continue**



Electronic ER Form – Section III

OTAQ Forms ✉ Contact Us

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms 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.

No file selected.

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



Electronic ER Form – Section IV

OTAQ Forms [Contact Us](#)

[Home](#)

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:	Biogas (80)
Process Code:	Biogas Production (850)
Feedstock Code:	Manure Digesters (320)
Renewable Fuel Code (D-code):	Advanced Biofuel (D5)
Co-Product(s) Code:	
Wet Distillers Grains (10)	<input type="checkbox"/>
Dry Distillers Grains (20)	<input type="checkbox"/>
Other	<input type="checkbox"/>



Electronic ER Form – Section V

OTAQ Forms ✉ Contact Us

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms 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** —

Process Heat Fuel: **Add** **Reset**

Back **Save and Continue**



Electronic ER Form – Section VI

OTAQ Forms [Contact Us](#)

[Home](#)

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



Electronic ER Form – Section VII

OTAQ Forms [Contact Us](#)

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms Home

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



OTAQ Form Submissions Home

United States Environmental Protection Agency

Logged in as, TUTORIALDEMO3 (Logout)

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

[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 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

[Contact Us](#)

This is the OTAQ Form Submissions Home page after several different forms have been submitted



OTAQ Form Submissions Home

United States Environmental Protection Agency

Logged in as, TUTORIALDEMO3 (Logout)

[Contact Us](#)

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

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 a 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

If you saved a form before submitting it, your status will show "In Progress"



OTAQ Form Submissions Home

Logged in as, TUTORIALDEMO3 (Logout)

EPA United States Environmental Protection Agency

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

[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 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

[Contact Us](#)

To continue working on the form, click Edit and then enter the form's passphrase



OTAQ Form Submissions Home

Logged in as, TUTORIALDEMO3 (Logout)

EPA United States Environmental Protection Agency

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

[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 a 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

[Contact Us](#)

If you already submitted the form, your status will change to "Awaiting EPA Approval"



OTAQ Form Submissions Home

United States Environmental Protection Agency

Logged in as, TUTORIALDEMO3 (Logout)

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

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 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

[Contact Us](#)

Once your status is "Awaiting EPA Approval", you can view the form after entering the form's passphrase, but are unable to edit it



OTAQ Form Submissions Home

United States Environmental Protection Agency

Logged in as, TUTORIALDEMO3 (Logout)

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

[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 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

[Contact Us](#)

Once EPA has reviewed the submission, the status will change to either "Rejected by EPA" or "Approved by EPA"



OTAQ Form Submissions Home

United States Environmental Protection Agency

Logged in as, TUTORIALDEMO3 (Logout)

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

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 submission 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

Contact Us

Callout: When you View a submission that was approved, you can see submission info and are also able to Revise the ER



OTAQ Form Submissions Home

United States Environmental Protection Agency

Logged in as, TUTORIALDEMO3 (Logout)

OTAQ Forms

- MyCDX
- Inbox
- OTAQ Registration Home
- OTAQ Forms Home

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 a 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-422	03-17-2015 10:09:55 AM		In Progress	Edit
ENG-421	03-17-2015 9:47:36 AM	TUTORIALDEMO3	Awaiting EPA approval	View
ENG-423	03-17-2015 11:08:23 AM	TUTORIALDEMO3	Rejected by EPA	View
ENG-424	03-17-2015 11:12:43 AM	TUTORIALDEMO3	Approved by EPA	View

[Create New Engineering Review](#)

[Contact Us](#)

When you View a submission that was rejected, you can see your submission information as well as EPA's rejection comment. You are also able to Revise the ER



OTAQ Form Submissions Home

A screenshot of the EPA's OTAQ Forms submission interface. The page has a blue header with the EPA logo and the text "United States Environmental Protection Agency". In the top right corner, it says "Logged in as, TUTORIALDEMO3 (Logout)". On the left, there is a navigation menu with "OTAQ Forms" at the top, followed by "MyCDX", "Inbox", "OTAQ Registration Home", and "OTAQ Forms Home". The main content area has a "Home" tab and a title "Engineering Review". Below the title is a section titled "Enter Passphrase" with the instruction "Please enter your Engineering passphrase." and a label "Passphrase:" followed by a text input field containing ten black dots. A yellow callout bubble points to this field with the text: "If you click the link to view the submission, you will be taken to this screen where you must enter the form's passphrase". Below the input field is a link: "If you have forgotten your passphrase please click [Deactivate Submission](#) to begin a new submission." At the bottom of the form area is a blue "Continue" button. In the top right corner of the main content area, there is a "Contact Us" link with an envelope icon.



OTAQ Form Submissions – Rejected ER Submission

OTAQ Forms Contact Us

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms Home

Engineering Review Submission

[Revise Engineering Review](#)

Submission Info
This is your Engineering Review submission information.

Submission Type:	Engineering Review
Engineering Review Id:	ENG-425
CROMERR Activity Id:	_1417bd95-e16e-4113-a89f-9f827a
CROMERR Copy of Record:	View Download HTML Download XML
Status:	Rejected by EPA
Rejection Comment:	Test reject.
Submission Time:	Mar 17, 2015 12:47 PM

When you review a rejected submission, you can see any comments that EPA included.



OTAQ Form Submissions – Rejected ER Submission

OTAQ Forms ✉ Contact Us

MyCDX Home

Inbox

OTAQ Registration Home

OTAQ Forms Home

Engineering Review Submission

[Revise Engineering Review](#)

Submission Info
This is your Engineering Review submission information.

Submission Type:	Engineering Review
Engineering Review Id:	ENG-425
CROMERR Activity Id:	_1417bd95-e16e-4113
CROMERR Copy of Record:	View Download HTML
Status:	Rejected by EPA
Rejection Comment:	Test reject.
Submission Time:	Mar 17, 2015 12:47 PM

You can also Revise the Engineering Review. Clicking this button will reopen the ER form.



OTAQ Form Submissions – Rejected ER Submission

OTAQ Forms [Contact Us](#)

[Home](#)

Engineering Review: General Information

Please complete all required fields to submit your Independent Third Party Engineering Review (ER) for Subpart M. Information will be pre-populated based on the approved registration information from your OTAQReg, where applicable. If any of the pre-populated information is not correct, please click on the "Company Update" button to correct the data. Click the "Save" button to save your information. All information submitted as part of this Engineering Review may be claimed for credit.

Company Information

Please confirm your company information.

Name: Test RAP Inc RF Producer

Company ID: 3160

Company Type: *

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: *

Once you have reopened the form, you can make any necessary edits and resubmit it. The form will then go back through EPA's approval process.



What Does this Mean for Me?

- Electronically submitted ERs will be processed faster and are less likely to contain errors
- The electronic ER web form:
 - Is available now in OTAQREG
 - Can be used to submit all updates to existing companies that require engineering reviews



Send Feedback and Questions to:

support@epamts-support.com

A recording of the webinar will be posted on the following web page:

[EMTS Meetings and Presentations](#)