

Guidance for Data Certifiers and Submitters to OTAQ's Fuels Reporting Program

Responsible Corporate Officers, Business Owners and Delegated Individuals

The various fuels reporting programs implemented by the Office of Transportation and Air Quality (OTAQ) contain regulatory language requiring that reports submitted to EPA be signed and certified by a responsible corporate officer (RCO) or owner.

The Fuels Reporting Program, implemented using EPA's Central Data Exchange (CDX), provides an electronic reporting method that is secure and completely paperless. An RCO or owner establishes a personal CDX account and applies for and obtains a digital certificate. The digital certificate enables the RCO or owner to electronically sign and certify reports submitted to EPA.

Alternately, EPA will accept reports that are signed by someone to whom the responsibility is delegated by an RCO or owner. One or more individuals, who are employees of the company, and who are familiar with the information being submitted, may be named by an RCO or owner, provided that the delegations are made in writing, on company letterhead. The letter must be signed by an RCO or owner and must include a statement acknowledging that, the RCO or owner and their delegate(s), are responsible for report information submitted. The following information must be provided for each person to whom reporting authority is delegated:

First name	
Last Name	
Prefix (Mr./Mrs./Ms)	
Suffix (Jr/Sr/III/IV)	
Position or Job Title	
Organization Name (Company/Entity Name)	
Organization ID (Company/Entity ID)	
Facility Name(s) (list facilities or corporate wide)	
Facility ID(s) (list IDs or ALL)	
Date Valid From (start)	
Date Valid To (end)	
Mailing Address 1	
Mailing Address 2	
City	
State	
Zip/Postal Code	
Country	
E-mail	
Alternate E-mail (if applicable)	
Phone Number	
Alternate Phone Number (if applicable)	

Each person to whom reporting authority is delegated by an RCO or owner will be required to set up a personal CDX account and apply for and obtain a digital certificate, enabling them to electronically sign and certify reports submitted to EPA.