

# ADAMS TECHNOLOGY SYSTEMS

5145 FOREST RUN TRACE - SUITE B • ALPHARETTA GA 30022-4504

Phone: 770-751-1073 • Fax: 770-751-1173

www.AdamsTechnology.com • E-mail: AdamsTech@ATS2.com

## ATSSC STANDARD OPERATING PROCEDURE

SOP for:	<b>EPA AGENT LETTER</b>	REV# <b>05</b>	SOP# <b>14</b>
SOP Written/Revised by:	Rob R. Adams, Jr	Rev. Date:	03/01/08

### I. PURPOSE

Adams Technology Systems must have written permission from our Clients to handle their Pesticide Registration Activities with US EPA. This letter on the Client's letterhead grants us the Agent Status required.

### II. RESPONSIBILITY

Primary: Our Client Contact Person  
Secondary: ATS Partner

### III. PROCEDURE

**The following letter needs to be completed to authorize Agent Status for ATS to Represent your Company with the EPA. Please email or fax a copy to ATS so we may move forward with your project. Mail the Original to the EPA address on the letter. Then, mail a hard copy to us for our files.**

### SECOND LETTER FOR EPA ESTABLISHMENTS:

If you have an EPA Establishment Number (ie: EPA Est# 54321-GA-001), then we need to also send a separate original letter with signature to a second office at the EPA. This letter must be sent to the EPA Region where your EPA Establishment is located. Please see the address list at the end of this SOP.

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(TYPE THIS LETTER ON YOUR LETTERHEAD)

(Today's Date)

## **EPA ADDRESSES**

### **Delivery - UPS, FedEx, DHL, Courier, etc:**

EPA - Office of Pesticide Programs (COADR)  
Document Processing Desk (7504P)  
One Potomac Yard - Room S4900  
2777 S. Crystal Drive  
Arlington, VA 22202

### **U.S. Postal Service:**

Environmental Protection Agency  
Office of Pesticide Programs (COADR)  
Ariel Rios Building  
1200 Pennsylvania Ave NW  
Washington, DC 20460-0001

## **Re: AUTHORIZATION FOR REPRESENTATION/AGENT STATUS**

Pursuant to 40 CFR § 152.50(b)(3), we hereby designate the following company as an Authorized Agent to act in behalf of our company with respect to particular registration matters that may come before the Agency. These matters are regulated through the FIFRA (as amended). The address of record for such matters will be:

**EPA Company #** (Insert your EPA Company # ie: 12345)  
**EPA Est#** (if you have one, insert your production plant # ie: 54321-GA-001)  
**(Your Company Name)**  
**c/o Adams Technology Systems**  
**5145 Forest Run Trace - Suite B**  
**Alpharetta GA 30022-4504**  
Contact: Rob R. Adams, Jr. - Ph: 770-751-1073

This authorization will remain valid until further notice is given by either our company or Adams Technology Systems.

Thank you for expediting this request. If you have any questions, please contact Adams Technology Systems at 770-751-1073.

Sincerely,  
(Company Name)

(Signer's Name)  
(Title)

cc: Rob Adams - ADAMS TECHNOLOGY SYSTEMS

**DOMESTIC PRODUCERS:** Submit \_\_\_\_\_ to the following EPA Regional Office **where your company headquarters is located.**

EPA Regional Offices	States/Territory Covered
<p><b>U.S. EPA Region 1</b>  <b>Kan Tham</b>            Toxics and Pesticides Unit (SEP)            One Congress Street, Suite 1100            Boston, MA 02114-2023            Telephone: 617-918-1872</p>	<p><b>CT, MA, ME, NH, RI, VT</b></p>
<p><b>U.S. EPA Region 2</b>  <b>Michael Kramer</b>            Pesticides Team (MS-500)            2890 Woodbridge Avenue            Edison, NJ 08837-3679            Telephone: 732-321-6610</p>	<p><b>NJ, NY, PR, VI</b></p>
<p><b>U.S. EPA Region 3</b>  <b>Kyla Townsend-McIntyre</b>            Pesticides Programs Branch (3WC32)            1650 Arch Street            Philadelphia, PA 19103-2029            Telephone: 215-814-2045</p>	<p><b>DE, DC, MD, PA, VA, WV</b></p>
<p><b>U.S. EPA Region 4</b>  <b>Jacquelyn Wilkerson</b>            PCB &amp; Chemical Products Mgmt. Section (APTMD)            61 Forsyth Street, SW            Atlanta, GA 30303-8960            Telephone: 404-562-9011</p>	<p><b>AL, FL, GA, KY, MS, NC, SC, TN</b></p>
<p><b>U.S. EPA Region 5</b>  <b>Gail Muffitt</b>            PTCS (LC-8J)            77 W. Jackson Blvd.            Chicago, IL 60604-3507            Telephone: 312-886-6008</p>	<p><b>IL, IN, MI, MN, OH, WI</b></p>
<p><b>U.S. EPA Region 6</b>  <b>Chuck Ruple</b>            Pesticides Section (6PD-P)            1445 Ross Avenue            Dallas, TX 75202-2733            Telephone: 214-665-6534</p>	<p><b>AR, LA, NM, OK, TX</b></p>

<b>EPA Regional Offices</b>	<b>States/Territories Covered</b>
<b>U.S. EPA Region 7</b> <b>Joy Haff</b> Toxics & Pesticides Branch (WWPD/TOPE) 901 N. 5 <sup>th</sup> Street Kansas City, KS 66101-2798 Telephone: 913-551-7752	<b>IA, KS, MO, NE</b>
<b>U.S. EPA Region 8</b> <b>Kathleen Craig</b> Enforcement Division (8ENF-PJ) 1595 Wynkoop Denver, CO 80202 Telephone: 303-312-6049	<b>CO, MT, ND, SD, UT, WY</b>
<b>U.S. EPA Region 9</b> <b>Glenda Dugan</b> Pesticides Office (CED-5) 75 Hawthorne Street San Francisco, CA 94105-3901 Telephone: 415-947-4204	<b>AZ, CA, HI, NV, GU, MP</b>
<b>U.S. EPA Region 10</b> <b>Erin Halbert</b> Pesticides and Toxics Unit (OCE-084) 1200 Sixth Avenue, Suite 900 Seattle, WA 98101-3140 Telephone: 206-553-4627	<b>AK, ID, OR, WA</b>

**FOREIGN PRODUCERS:**

Submit reports to the following EPA Washington, DC address:

<b>U.S. Postal Service Mail Address</b>	<b>Courier Delivery Address</b>
<b>Michelle Stevenson</b> US Environmental Protection Agency Agriculture Division (2225A) 1200 Pennsylvania Avenue, NW Washington, DC 20460-0001 USA Telephone: 202-564-4203	<b>Michelle Stevenson</b> US Environmental Protection Agency Agriculture Division Ariel Rios South Building 1200 Pennsylvania Avenue, NW, Room 6102 Washington, DC 20004 USA Email: <a href="mailto:stevenson.michelle@epa.gov">stevenson.michelle@epa.gov</a>