

ADAMS TECHNOLOGY SYSTEMS

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ATSSC STANDARD OPERATING PROCEDURE

SOP for:	EPA ESTABLISHMENT NUMBER	REV# 07	SOP# 36
SOP Written/Revised by:	Rob R. Adams, Jr	Rev. Date:	03/01/2007

I. PURPOSE

Adams Technology State Pesticide Registration Service Center (ATSSC) must make sure Clients understand the requirement to register their actual Pesticide Producing Establishment. This SOP explains the EPA policy and how this situation should be handled.

II. RESPONSIBILITY

Primary: Our Client Contact Person
Secondary: ATSSC Service Center Manager

III. PROCEDURE

1. EPA Pesticide PRODUCT Registrations and the EPA Pesticide Producing ESTABLISHMENTS are two different sets of regulations and EPA enforcement activities.
2. EPA Pesticide Product Registration is the responsibility of the EPA in Washington DC (actually nearby VA). An EPA Pesticide Product Registration is only an approval on the safety of the pesticide product, it's label and formulation. The product still must be registered in each of the states and most foreign countries.
3. After all of the pesticide product registrations are completed, nothing may be manufactured until the EPA Pesticide Producing Establishment is registered and an EPA Establishment Number has been issued by the EPA REGIONAL OFFICE.
4. The EPA Establishment Number issued by the Region is usually a combination of the EPA Company Number, the state in which the facility is located and a facility number. ie: 12345-GA-1 means EPA Company Number 12345, Georgia and first facility in GA.
5. After the EPA Region issues the EPA Establishment Number, A producer operating an establishment must submit an initial report no later than 30 days after the first registration of each establishment the producer operates. Thereafter, the producer must submit an Annual Production Report on or before March 1 of each year. Filing this report is mandatory even if the producer has no pesticidal production for that reporting year.
6. EPA has a web page with forms and more information at:
<http://www.epa.gov/compliance/monitoring/programs/fifra/establishments.html>
7. See the end of this SOP for 40 CFR §167.20, Establishments requiring registration.

The following letter and EPA Form #3540-8 (copy attached) needs to be sent to request an EPA ESTABLISHMENT NUMBER. Mail directly to the EPA Regional Office in which the facility is located. (Foreign Establishments are sent to Washington DC.) Send a copy of the letter and form to ATS for our files. Time is of essence in getting this letter to the EPA! No EPA Pesticide Product may be manufactured until you receive this EPA Establishment Number. It normally takes four to six weeks for this number to be issued.

(TYPE THIS LETTER ON YOUR LETTERHEAD)

(Today's Date)

EPA Pesticide Establishment Number
US EPA, Region (Pick from List)
Pesticides Section
(Street Address)
(City, State and Zip Code)

Re: **EPA Establishment Number**

We request that you assign an EPA Establishment Number to our company:

(Company Name) (EPA Company #)
(Street Address of Mfg Facility)
(City, State, Zip Code)
(Contact's Name & Phone #)

The type of company ownership is an (a) (individual, partnership, cooperative association, corporation, or any organized group of persons whether incorporated or not). Our Agent of Record will be:

(Company Name)
c/o **ADAMS TECHNOLOGY SYSTEMS**
5145 Forest Run Trace - Suite B
Alpharetta GA 30022-4504
Contact: Rob R. Adams, Jr. - (770) 751-1073

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)

Attachment: EPA Form# 3540-8: Application for Registration of Pesticide-Producing and Device-Producing Establishments

cc: Rob Adams - ADAMS TECHNOLOGY SYSTEMS

SEND APPLICATIONS FOR FOREIGN ESTABLISHMENTS TO:

US Postal Service Mail Address:

Michelle Stevenson
Environmental Protection Agency
Agriculture Division (2225A)
1200 Pennsylvania Ave., NW
Washington, DC 20460-0001 USA
Telephone: 202-564-4203

Courier Delivery Address:

Michelle Stevenson (Room 6102)
Environmental Protection Agency
Agriculture Division
1200 Pennsylvania Ave NW
Washington, DC 20004 USA
E-mail: Stevenson.Michelle@epa.gov

Note: ATS has programmed the following EPA Form# 3540-8 so that it may be filled in by opening this file in Adobe Acrobat!



Application for Registration of Pesticide-Producing and Device-Producing Establishments

Section 7, Federal Insecticide, Fungicide, and Rodenticide Act, (7 U.S.C. 136e)

Note: Read all instructions before completing.

1. Company Name			11. EPA Company	
2. Company Name (if different from 1)			12. Company D & B No.	
Company Headquarters Location			13. Enter Appropriate Ownership code <input type="checkbox"/>	
3. Street Address			1 - Individual 2 - Partnership 3 - Cooperative Association 4 - Corporation 5 - Other	
4. City	5. State or Country	6. Zip Code		
Company Headquarters Mailing Address (If identical to above, write SAME)			14. State or Country of Incorporation	
7. Street or PO Box Address			15. Date of Incorporation (Month, Day, Year)	
8. City	9. State or Country	10. Zip Code		
NAME, SITE LOCATION, and MAILING ADDRESS of EACH NEW PRODUCING ESTABLISHMENT				
16. Establishment Name		EPA Est. No. (EPA use only)		
17. Establishment Site Address	18. City	19. State or Country	20. Zip Code	
21. Establishment Mailing Address	22. City	23. State or Country	24. Zip Code	
25. NAICS Code.	<input type="text"/>			26. D & B No.
16. Establishment Name		EPA Est. No. (EPA use only)		
17. Establishment Site Address	18. City	19. State or Country	20. Zip Code	
21. Establishment Mailing Address	22. City	23. State or Country	24. Zip Code	
25. NAICS Code.	<input type="text"/>			26. D & B No.
16. Establishment Name		EPA Est. No. (EPA use only)		
17. Establishment Site Address	18. City	19. State or Country	20. Zip Code	
21. Establishment Mailing Address	22. City	23. State or Country	24. Zip Code	
25. NAICS Code.	<input type="text"/>			26. D & B No.
EPA				
USE				

27. NAME of Company Officer	28. Telephone Number	EPA USE ONLY	Received date Postmark date
29. E-mail Address (Optional)	30. FAX Number (Optional)		Signature
31. TITLE of Company Officer	32. Date Signed (Month, Day, Year)		Region
33. SIGNATURE of Company Officer			Review Date



United States Environmental Protection Agency

Instructions for Completing EPA Form 3540-8 Application for Registering as a Pesticide, Device, or Active Ingredient Producing Establishment

November 2004

Electronic copies of these instructions and EPA Form 3540-16 can be downloaded from
<http://www.epa.gov/compliance/monitoring/programs/index.html>

General Instructions

- / Print in ink or type when completing the form.
- / To submit the application, or request assistance:
 - Domestic producers** should contact the EPA Regional Office which services the state in which the company headquarters is located. (See Instructions - Page 3)
 - Foreign producers** should contact the EPA office in Washington, D.C. (See Instructions - Page 3)
- / Upon receipt of the completed application, EPA will assign a unique number to each establishment listed, and notify the company headquarters of the registration.
- / *Each producing establishment must place its EPA establishment number on the immediate container of each pesticide, device, or active ingredient produced.*
- / If more than one page is used to list establishments to be registered, sign each page and complete the statement, "This is page __ of __."

Completing the Application Form

Blocks 1-10 - Company Name and Address.

Blocks 1-10 pertain to the *company headquarters* office of the producing establishment. Enter both the street address (Blocks 3-6) and the mailing address (Blocks 7-10). If the company operates under a "doing business as" name, enter the name in Block 2.

Block 11 - EPA Company Number.

Enter the EPA company number assigned to your company headquarters. If no number has been assigned, leave Block 11 blank.

Block 12 - Company Dun & Bradstreet Number.

If you do not know whether your company has a Dun & Bradstreet number, leave Block 12 blank.

Block 13 - Appropriate Ownership Code.

Enter the code number which describes the type of ownership under which the company operates.

Block 14 - State or Country of Incorporation (if incorporated).

Enter the two-letter state abbreviation or three-letter country abbreviation where the company is incorporated. Country codes are provided on Instructions - Page 4.

Block 15 - Date of Incorporation (if incorporated).

Enter the month, day, and year of incorporation.

Blocks 16-26. Producing Establishment Information.

NOTE: Blocks 16-26 are repeated to provide space for registering three producing establishments. If you need to register more than that number, photocopy the form and provide requested information for all establishments which need registration. If more than one page is used, complete the statement "This is page ___ of ___" for each page.

Block 16. Establishment Name.

Each establishment registered must be owned and operated by the company identified in Block 1.

Blocks 17-20 - Establishment Site Address.

Enter the *street or route location (and if applicable, building or building subdivision)*, city, state, and zip code. **DO NOT** use a post office box. **Foreign companies** should use country abbreviations shown on Instructions - Page 4 to complete Block 19.

Blocks 21-24 - Establishment Mailing Address.

Enter the establishment's *mailing* address, if different from the *site* address shown in Block 17.

Block 25 - NAICS Code.

Leave blank.

Block 26 - Establishment Dun and Bradstreet Number.

Enter only if different from the company Dun & Bradstreet number shown in Block 12.

Block 27 - Name of Company Officer.

The company officer is a person who can obligate the establishment to the requirements of Section 7. Please *type or print the name clearly*.

Block 28 - Telephone Number.

Enter the telephone number of the company headquarters officer responsible for signing the application.

Block 29 - E-Mail Address (Optional)

Enter the e-mail address of the company headquarters officer responsible for signing the application.

Block 30 - FAX Number of Company Headquarters (Optional).

Enter the FAX number of the company headquarters officer responsible for signing the application.

Block 31 - Title of Company Officer.

This block must be completed for the application to be processed.

Block 32 - Date Signed.

This block must be completed for the application to be processed.

Block 33 - Signature of Company Officer.

This block must be completed for the application to be processed. Unsigned applications will be returned.

Public Reporting Burden: For this information, time required is estimated to average 18 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the reviewing and collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to: Director, OP/ORMI Regulatory Information Division (2137), U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460, Attention: Desk Officer for EPA, *and* to the Paperwork Reduction Project, Office of Information and Regulatory Management Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503.

WHERE TO SUBMIT APPLICATION

DOMESTIC PRODUCERS: Submit application to the following EPA Regional Office in which company headquarters is located.

US EPA Regional Offices	States/Terr. Covered	US EPA Regional Offices	States/Terr. Covered
US EPA Region I Lee Weller Pesticides Section JFK Federal Building Suite 1100 (SEA) Boston, MA 02203-2211 Telephone 617-918-1849	CT, MA ME, NH RI, VT	US EPA Region VI Chuck Ruple Pesticides Section (6PD-P) 1445 Ross Avenue Dallas, TX 75202-2733 Telephone 214-665-6534	AR, LA NM, OK TX
US EPA Region II Deborah Rosenthal Pesticides Team (MS-500) Building 5 2890 Woodbridge Avenue Edison, NJ 08837-3679 Telephone 732-321-4391	NJ, NY PR, VI	US EPA Region VII Lou Banks Pesticides Branch (WWPD / PEST) 901 N. 5 th Street Kansas City, KS 66101-2798 Telephone 913-551-7125	IA, KS MO, NE
US EPA Region III Kyla Townsend-McIntyre Pesticides Programs (3WC32) 1650 Arch Street Philadelphia, PA 19103-2029 Telephone 215-814-2045	DE, DC MD, PA VA, WV	US EPA Region VIII Cornelia Maes Enforcement Division (ENF-PT) 999 18th Street, Suite 300 Denver, CO 80202-2466 Telephone 303-312-6049	CO, MT ND, SD UT, WY
US EPA Region IV Jacquelyn Wilkerson AFC Pesticides Section (APTMD) 61 Forsyth Street, SW Atlanta, GA 30303-8960 Telephone 404-562-9011	AL, FL GA, KY MS, NC SC, TN	US EPA Region IX Glenda Dugan Pesticides Section (CMD-4-3) 75 Hawthorne Street San Francisco, CA 94105-3901 Telephone 415-947-4202	AZ, CA, HI, NV AS, GU
US EPA Region V Gail Muffitt PTES (DT-8J) 77 W. Jackson Blvd. Chicago, IL 60604-3507 Telephone 312-886-6008	IL, IN MI, MN OH, WI	US EPA Region X Theresa Pimentel Pesticides Unit (ECO-084) 1200 Sixth Avenue Seattle, WA 98101-1128 Telephone 206-553-0257	AK, ID OR, WA

FOREIGN PRODUCERS: Submit application to the following EPA Washington, D.C. address:

US Postal Service Mail Address

Michelle Stevenson
 US Environmental Protection Agency
 Agriculture Division (2225A)
 1200 Pennsylvania Ave., NW
 Washington, DC 20460-0001 USA
Telephone: 202-564-4203

Courier Delivery Address

Michelle Stevenson (Room 6102)
 US Environmental Protection Agency
 Agriculture Division
 1200 Pennsylvania Ave., NW
 Washington, DC 20004 USA
E-mail: stevenson.michelle@epa.gov

FOREIGN COUNTRY ABBREVIATION CODES

ARGENTINA	ARG
AUSTRALIA	AUS
AUSTRIA	AUT
BARBADOS	BRB
BELGIUM	BEL
BRAZIL	BRA
BULGARIA	BGR
CANADA	CAN
CZECH REPUBLIC	CHK
CHILE	CHL
CHINA	CHN
COLOMBIA	COL
COSTA RICA	CRI
DENMARK	DNK
DOMINICAN REPUBLIC	DOM
ECUADOR	ECU
EL SALVADOR	ELS
FINLAND	FIN
FRANCE	FRA
GERMANY	DEU
GUATEMALA	GTM
HAITI	HTI
HONG KONG	HKG
HUNGARY	HUN
INDIA	IND
INDONESIA	IDN
IRELAND	IRL
ISRAEL	ISR
ITALY	ITA
JAMAICA	JAM
JAPAN	JPN
JORDAN	JOR
KENYA	KEN
LIECHTENSTEIN	LIE
LUXEMBOURG	LUX
MALAYSIA	MYS
MEXICO	MEX
MONACO	MCO
NETHERLANDS	NLD

NETHERLANDS ANTILLES	ANT
NEW ZEALAND	NZL
NICARAGUA	NIC
NORWAY	NOR
PAKISTAN	PAK
PANAMA	PAN
PAPUA NEW GUINEA	PNG
PARAGUAY	PAR
PERU	PER
PHILIPPINES	PHL
POLAND	POL
PORTUGAL	PRT
REPUBLIC OF KAZAKHSTAN	KAZ
REPUBLIC OF KOREA	KOR
ROMANIA	ROM
RUSSIA	RUS
RWANDA	RWA
SCOTLAND	SCT
SINGAPORE	SGP
SLOVENIA	SLO
SOUTH AFRICA	ZAF
SOUTH VIETNAM	SVN
SPAIN	ESP
SWEDEN	SWE
SWITZERLAND	CHE
TAIWAN	TWN
TANZANIA	TZA
THAILAND	THA
TRINIDAD AND TOBAGO	TTO
TURKEY	TUR
UGANDA	UGA
UKRAINE	URK
UNITED ARAB EMIRATES	UAE
UNITED KINGDOM	GBR
URUGUAY	URY
YUGOSLAVIA	YUG
VENEZUELA	VEN

Please contact US EPA Headquarters, 202-564-4203, if you do not see the appropriate country code here

40CFR §167.20 Establishments requiring registration.

(a) Who must register.

(1) Any establishment where a pesticidal product is produced must be registered with the Agency. This requirement does not apply to custom blenders as defined in this part.

(2) Any establishment where a substance is produced must be registered with the Agency if the producer intends the substance to be used as an active ingredient of a pesticide, or has actual or constructive knowledge that the substance will be used by any person as an active ingredient of a pesticide.

(3) Any domestic establishment producing a pesticidal product for export, or any unregistered pesticide, or any foreign establishment producing a pesticidal product for import into the United States must be registered. Also, any establishment, either foreign or domestic, which produces a pesticidal product for use under an Experimental Use Permit, FIFRA section 18 Emergency Exemption or section 24(c) Special Local Needs registration, must be registered.

(b) Information required. An applicant for establishment registration must submit the following information:

(1) Name and address of the company.

(2) The type of ownership (individual, partnership, cooperative association, corporation, or any organized group of persons whether incorporated or not).

(3) The name and address of each producing establishment for which registration is sought.

(c) When to apply. An application for establishment registration must be submitted, and an establishment registration number must be assigned by the Agency, before any production may occur at an establishment. In the case of an establishment which has not previously been required to be registered and is not currently registered, the producer must apply for establishment registration by submitting an application within 180 days after the effective date of this regulation.

(d) Assignment of establishment registration number. The Agency will return incomplete or inaccurately completed applications to the applicant. If the application is complete and accurate, the Agency will register the establishment and assign a registration number to the establishment. The establishment registration number will be entered on the application, and a copy of the application will be returned to the applicant.

(e) Amendment. If at any time after the first report there is a change in the information required to be submitted under paragraph (b) of this section, that new information must be reported to EPA, in writing on letterhead stationery or on forms supplied by the Agency, within 30 days after such change occurs.

(f) Duration of registration. Establishment registration will remain effective provided pesticide reports are submitted annually pursuant to the requirements of this part. Failure to submit a report may result in termination of establishment registration, civil and/or criminal penalty assessments.

40CFR §167.85 Reporting requirements.

(a) Who must report. Each producer operating an establishment must submit the reports required by this section concerning any pesticide, active ingredient, or device produced at each establishment. Custom blenders are not required to report production to the Agency.

(b) Information required. The pesticide report shall include the following: (1) Name and address of the establishment; (2) amount of each pesticidal product: (i) Produced during the past year; (ii) sold or distributed during the past year; (iii) estimated to be produced during the current year. The report shall only include those pesticidal products actually produced at the reporting establishment. Reports submitted by foreign-producing establishments shall cover only those pesticidal products exported to the United States.

(c) How to report. The reports required by this section must be made on forms supplied by the Agency. It is the ultimate responsibility of companies to obtain, complete, and submit the form each year.

(d) When to report. A producer operating an establishment must submit an initial report no later than 30 days after the first registration of each establishment the producer operates. Thereafter, the producer must submit an annual report on or before March 1 of each year, even if the producer has produced no pesticidal product for that reporting year.