

Common Questions and Answers
Application for Registering as a
Pesticide/Active Ingredient/and Device-Producing Establishment
(EPA Form 3540-8)

1. What is an EPA company number?

The EPA company number is a unique identification number assigned to each company which applies for product registration, distributor registration, or establishment registration. The company number encompasses all producing establishments owned and operated by the company.

2. What is an EPA establishment number?

An establishment number is assigned by EPA to identify a particular producing facility. It is composed of an EPA company number, a two or three letter code designating the state or country where the producer is located, and a number indicating the order of the establishment's registration within a given state or country. For example, 80156-NY-002 indicates that this is the second establishment for EPA company number 80156 in New York.

3. What if I no longer want/need an establishment registration?

Notify, in writing, the EPA Regional Office where your company headquarters is located (**domestic producers**) or the Washington office (**foreign producers**); see Instructions - Page 3. You may request inactivation at the time you complete your annual production report. At other times of the year, send a letter on company letterhead requesting inactivation of an establishment. The letter must include the establishment number you wish to inactivate. Registration numbers may be reactivated if the need to produce becomes apparent in the future.

4. If I change the address of my establishment, what happens to my establishment number?

Your establishment number stays the same if you stay in the same state. If you move the establishment to a different state, you must apply for a new number.

5. What if there is a change to the company name or address?

You must notify EPA of a name or address change within 30 days of that change. This applies to changes for the company headquarters as well as the establishment. See Instructions - Page 3.

6. I would like to read the regulations about pesticide producing establishments. How can I get them?

Regulations pertaining to establishment registration are in Title 40, Part 167 of the Code of Federal Regulations. They are available on the Internet at: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>. A copy of regulations may also be obtained from contacts listed on Instructions - Page 3.

7. My company receives pesticides in large containers and transfers the products to smaller containers with new labels. Do I need to register as a pesticide-producing establishment?

Yes. Any change to the label or container of a pesticide constitutes "production" and must be done in a registered establishment. In addition, repackaging of **bulk pesticides** into minibulk tanks or other reusable containers constitutes "production" and must be done in a registered establishment. Contact your EPA Regional Office (see Instructions - Page 3) for information on the transfer of bulk pesticides.

8. Must I register my establishment if I only custom blend pesticides for my customers?

An establishment where **only** custom blending activities take place **does not have to register as a pesticide-producing establishment or report production**. An establishment that custom blends *in addition to* other pesticide production activities, *must register as a pesticide-producing establishment and report production* only for the other pesticide production, not the custom blending activities. "Custom blender" is defined as any establishment which provides the service of mixing registered pesticides to a customer's specifications, specifically, a pesticide-pesticide, pesticide-fertilizer, or pesticide-animal feed mixture **WHEN** the blend is not held in inventory, the pesticide used in the blend bears end-use labeling which does not prohibit the use of the pesticide in the blend, and the blend is delivered to the end-user with the labeling of the pesticide(s) used in the blend and a statement specifying the composition of the mixture. If these conditions are not met, the establishment does not come within the definition of "custom blender" and must comply with Section 7 requirements.

9. Pesticide Production Reports

While the Agency mails the pesticide annual report form (EPA Form 3540-16) to companies at the end of each year to assist them in fulfilling their reporting obligations, the reporting requirement is not waived if the mailing does not reach your company. It is your company's responsibility to report production amounts annually. If a report form is not received, contact EPA as directed on Instructions - Page 3.