

Instructions for EPA Form 3520-20B1 (Rev. 04-2005);
Diesel Programs Facility Registration

Complete the form for each separate facility or aggregated facility as required under 40 CFR 80.597 and defined by 80.502 of Subpart I - Motor Vehicle Diesel Fuel regulations. For initial registration, submit the form at least six months prior to producing, importing, generating or distributing any designated diesel fuel. Submit an updated registration form within 30 days of any occasion when registration information becomes incomplete or inaccurate. The component definition of an aggregated facility may not be changed during a compliance period. Submit updated aggregate facility definitions for future compliance periods, prior to the beginning of any such compliance period.

Please type or print information using black ink. Use all capital letters and enter one character in each box, without touching the lines that separate the boxes. If using a photocopied version of the form, please ensure the copy is clean and has been copied to 100% of the original page size, and that the black corner squares are included in their entirety.

1.0 Identifying Information: Items 1.1 through 1.4 provide descriptive information about the registration.

1.1 Registration Type: Shade only one. Mark "Original" if the form is being submitted for a facility that has not yet been registered by the entity. Mark "Update" if the entity is revising facility registration information that it has previously submitted.

1.2 Report Date: Enter the date (mm/dd/yyyy) on which the form was prepared, usually today's date.

1.3 Entity ID: Enter the EPA-assigned Entity ID (may be same as Company ID). If this information is not known or has not yet been assigned, leave the field blank.

1.4 Entity Name: Enter the Entity's legal name.

2.0 Facility Information: Items 2.1 through 2.13 provide descriptive information about the facility.

2.1 Facility ID: Enter the EPA-assigned Facility ID. If this information is not known or has not yet been assigned, leave the field blank. Note that when an aggregated facility is updated such that components of the aggregation are changed, EPA may assign a new Facility ID.

2.2 Facility Type: Indicate if registration is for a single facility place or an aggregated facility representing a series of places.

2.3 Facility Activities: Mark all activities conducted at the facility – indicate whether the facility is producing, importing, generating, or distributing any designated diesel fuel. If “Other” is used, include a description of the activity and explain why the listed activity categories are inadequate.

2.4 Facility Name: Facility’s legal name, or if no legal name, the common name.

2.5 & 2.6 Facility Address: The physical address of the facility. This must be a physical street address for the facility and not a P.O. box.

2.7 Facility City: City where the facility is located.

2.8 Facility State: State where the facility is located.

2.9 Facility Zip Code: Zip code of the facility. If the nine digit zip code is not known enter the five digit zip code, leaving the last four positions to the right blank.

2.10 Facility County: County where the facility is located.

2.11 Facility Country: Country where the facility is located.

2.12 Facility PADD: Petroleum Administration for Defense District (PADD) where the facility is located.

2.13 Description of Aggregated Distribution System: (Aggregated Facilities Only) Attach additional pages as necessary. Provide information regarding the nature and location for each of the components in the aggregation. Suggested items include a schematic or labeled drawing of the overall aggregation, list of individual facilities with physical address information and descriptions of activities at each component location.

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3.0 Contact Information: Items 3.1 through 3.6 provide descriptive information about the facility contact person.

3.1 Contact Name: The person EPA should contact if there are questions concerning this facility’s registration, recordkeeping, or reporting.

3.2 Title: Title of the contact person identified in line 3.1.

3.3 Contact e-Mail: e-Mail address for the contact person.

3.4 Contact Phone: Telephone number for the contact person.

3.5 Extension: Telephone extension for the contact person.

3.6 Contact Fax: Facsimile number for the contact person.

4.0 Record Storage Information: Items 4.1 through 4.13 provide information about the physical location of records required to be kept according to the Motor Vehicle Diesel Fuel regulations.

4.1 Records for this Facility are Stored: Indicate whether the facility's Motor Vehicle Diesel Fuel records are stored "On-Site" at the address identified in Section 2.0 of this form, "Off-Site" at a location other than the address identified in Section 2.0 of this form, or both "On-Site" and "Off-Site".

Complete items 4.2 through 4.13 only if facility Motor Vehicle Diesel Fuel records are stored at an Off-Site location.

4.2 Off-Site Location Name: Off-Site storage facility's legal name or if no legal name, the common name

4.3 & 4.4 Off-Site Address: The physical address of the Off-Site facility. This must be a physical street address for the facility and not a P.O. box.

4.5 Off-Site City: City where the Off-Site facility is located.

4.6 Off-Site State: State where the Off-Site facility is located.

4.7 Off-Site Zip Code: Zip code of the Off-Site facility. If the nine digit zip code is not known enter the five digit zip code, leaving the last four positions to the right blank.

4.8 Off-Site Contact Name: The person EPA should contact if there are questions concerning the records stored at the Off-Site facility.

4.9 Off-Site Contact Title: Title of the Off-Site records contact person.

4.10 Off-Site Contact e-Mail: e-Mail address for the Off-Site contact person.

4.11 Off-Site Contact Phone: Telephone number for the Off-Site contact person.

4.12 Extension: Telephone extension for the Off-Site contact person.

4.13 Off-Site Contact Fax: Facsimile number for the Off-Site contact person.

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5.0 Certification: Items 5.1 through 5.4 are required to certify the facility registration.

5.1 Responsible Corporate Officer or Business Owner Name: The business owner, an officer of the corporation, or a person delegated authority in writing by the business owner or an officer of the corporation to sign this registration.

5.2 Responsible Corporate Officer or Business Owner Title: Title of the responsible person identified in 5.1.

5.3 Signature: The form must be signed by the responsible person identified in 5.1 to constitute a valid registration.

Mail completed form to:

US Mail:

U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:

U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C; (202) 343-9038
1310 L Street, NW
Washington, DC 20005

Paperwork Reduction Act Statement

The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.