



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