



Instructions

Fuel Additive Manufacturer Annual Report

Supplemental Fuel Additive Manufacturer Annual Report

GENERAL INFORMATION

The manufacturer of a fuel additive registered by the Environmental Protection Agency under 40 CFR 79 is required to submit a Fuel Additive Manufacturer Annual Report (EPA Form 3520-13A) in order to keep the registration in force. This form allows up to 16 additives to be reported. *One* 3520-13A form is required for each manufacturer, form 3520-13B may be used as a supplemental form to report additional additives.

Fuel Additive Manufacturer Annual Reports are to be submitted on or before March 31 for the preceding year or part thereof.

Completed form(s) should be sent:

Via U.S. Postal Service

U.S. Environmental Protection Agency
Attn: Fuel Additive Registration/Suite 227
Mail Code - 6406L
1200 Pennsylvania Avenue, NW
Washington, DC 20460-0001

or

Via Courier

U.S. Environmental Protection Agency
Attn: Fuel Additive Registration/Suite 227
Mail Code - 6406L
1310 L Street, NW
Washington, DC 20005-4113

Telephone: (202) 343-9754
Fax: (202) 343-2825
email: caldwell.jim@epa.gov

Specific instructions for completing the form follow.

The EPA is responsible for assessing the impact on public health and welfare from exposure to motor vehicle emissions. Knowledge of fuel additive production is an important aspect of this program.

SPECIFIC INSTRUCTIONS

Please type (best results are obtained using standard fonts such as Courier or Arial) or print the information using a dark-colored ink. 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.

- Item 1. Company Name: Enter the company's legal name.
- Item 1a. Company ID: If known, enter the EPA assigned company ID.
- Item 2. Report Year: Enter the year for which the company is submitting the report.
- Item 3. Report Type: Check "Original" if this is the first submission for the stated year and additive(s) listed. Check "Resubmission" if this is an update or correction to the original submission.
- Item 4. Impurities: Self-explanatory.
- Item 5. Additive Mechanisms: Self-explanatory.
- Item 6a. Additive ID: Enter the EPA assigned additive ID.
- Item 6b. Market: To the best of your knowledge, check the box indicating the additive's use. If the additive was registered with more than one Market category, it must be reported separately for each market category and its corresponding production.
- Item 6c. Production Volume: Enter the number of units produced of this additive for the report year.
- Item 6d. Production Units: Enter the appropriate unit abbreviation for each entry.
- Item 7. Confidential Business Information: Enter the number(s) of those items for which your company asserts a claim of confidentiality.
- Item 8. Assurance: The notification form must be signed and dated by the fuel manufacturer or its authorized agent. The printed name of the signer and the signer's telephone number should be given. If the form is signed by an authorized agent, the

company must provide a letter authorizing such agent.

Item 9. Self-explanatory.

The annual public reporting and recordkeeping burden for this collection of information is estimated to average 1 hour 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. The OMB control numbers for EPA's regulations are listed in 40 CFR part 9 and 48 CFR chapter 15.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. OAR-2003-0176, which is available for public viewing at the Office of Air and Radiation Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the Office of Air and Radiation Docket is (202) 566-1742. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. (OAR-2003-0176) and OMB control number (2060-0150) in any correspondence.

NOTE: This office is operated by a contractor, MACI (Arlington, VA) for the EPA, under contract number 68-W-01-050. Information submitted with this form will be provided to MACI for processing into a database at the registration office.