

Independent Laboratory Instructions for EPA Form 3520-20D (Rev. 10-95): Reformulated Gasoline and Anti-Dumping Quarterly Certification

Complete this form for each reformulated gasoline quarterly submission. Do **NOT** complete sections 3.0 and 4.0. **For numeric entries (items 1.4 through 2.3 and 5.4), type or print the numbers in the box AND shade the bubble for the corresponding number.** 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.

- 1.0 Identification Information: Items 1.1 through 1.5 provide descriptive information about the **reporting facility** and reporting period.
- 1.1 Company Name: The company name as it appeared on the "*Reformulated Gasoline and Anti-Dumping Company Registration*" (EPA 3520-20A) form.
- 1.2 Facility Name: The facility name as it appeared on the "*Reformulated Gasoline and Anti-Dumping Facility Registration*" (EPA 3520-20B) form.
- 1.3 Reporting Party: The EPA-assigned four-digit ID for the company submitting the quarterly certification. This would be either the company producing or importing the batch or the independent lab.
- 1.4 Company ID#: The EPA-assigned four-digit ID for the company.
- 1.5 Facility ID#: The EPA-assigned five-digit ID for the facility.
- 1.6 Reporting Period: In (YYQ) format. The reporting period the certification applies to. (Example: the first quarter of 1995 would be entered as "951").
- 2.0 Batch Reports: Items 2.1 through 2.3 provide information about batch reports submitted for the quarter.
- 2.1) Starting Batch ID#: If batch reports are being submitted, the lowest batch number.
- 2.2) Ending Batch ID#: If batch reports are being submitted, the highest batch number.
- 2.3) Number of Batch Reports: The total number of batch reports submitted for this quarter. (Example: 80 reports would be entered as "080").
- 3.0) Annual Report Information: Do **NOT** complete this section.

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Identification Information: Repeat the information from section 1.0 on page 1. This identifies the report in the event pages 1 and 2 are separated.

- 4.0) Confidential Business Information Claim: Do **NOT** complete this section
- 5.0) Certification: Items 5.1 through 5.4 identify the **independent laboratory's** responsible corporate officer and require the officer's signature to certify the accuracy and completeness of the quarterly certification.
- 5.1) Name of Responsible Corporate Officer: The name of the responsible corporate officer identified in the "*Reformulated Gasoline and Anti-Dumping Company Registration*" (EPA 3520-20A) form.
- 5.2) Title: Title of the responsible corporate officer.
- 5.3) Signature: The form **must be signed** by the responsible corporate officer or business owner to constitute a valid certification.
- 5.4) Date: Date upon which the quarterly certification form was signed. Use the format MM/DD/YY.

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Mail your completed registration form to:

U.S. Environmental Protection Agency
Attn: REFGAS (6406J)
1200 Pennsylvania Ave, NW
Washington, DC 20460

Commercial Delivery:

U.S. Environmental Protection Agency
Attn: REFGAS; 202-343-9038
1310 L Street, NW
Washington, DC 20005

Paperwork Reduction Act Statement

This collection of information has an estimated recordkeeping and reporting burden averaging 30 minutes per response. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the collection of information. The collection of this information has been approved by the Office of Management and Budget under information collection request number OMB 2060-0277. OMB review of this form is pending. **Send comments regarding the burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Information Policy Branch; U.S. EPA (2136); 401 M St., S.W.; Washington, DC 20460; and to the Office of Management and Budget; Washington, DC 20503; marked "Attn: Desk Officer for EPA."**