



Submitting EPA Form 3540-16 Through the SSTS CDX Application

U.S. Environmental Protection Agency

Overview

- EPA Form 3540-16 is used to submit pesticide reports for registered pesticide and device producing establishments.
- All domestic and foreign producing establishments, regardless of whether the establishment produced or distributed a pesticide, active ingredient or device must submit an annual report. (FIFRA § § 7 and 17)
- This quick reference guide displays how to electronically submit a Form 3540-16 for a registered establishment.

Step 1: SSTS Home Screen

SSTS
👤

1 Form 3540-16

2 List

Batch Upload

Form 3540-8

Submission History

SSTS

2015

Reporting Year

83

Days Left to Report

13

Establishments Not Submitted

View Details

35

Establishments Already Submitted

View Details

EPA Pesticide Registration Information

- Pesticide Establishment Registration and Reporting
- Pesticide Registration Manual - Supplemental Distribution of a Registered Pesticide
- Importing and Exporting Pesticides and Devices
- Requirements for pesticide establishment registration and reporting

Forms

EPA Form 3540-16 Pesticide Report For Pesticide Producing and Device-Producing Establishments

EPA Form 3540-8 Application for Registration of Pesticide-Producing and Device-Producing Establishment

EPA Form 8570-5 Notice of Supplemental Distribution of a Registered Pesticide Product

User Guides

EPA Form 3540-16 Submission

EPA Form 3540-8 Submission

CDX Links ▶ CDX Helpdesk: (888) 890-1995

U.S. Environmental Protection Agency

Step 2: View 3540-16 List

SSTS

SSTS TEST COMPANY 1 (11111)



Form 3540-16

List

Batch Upload



Form 3540-8



Submission History

Form 3540-16 List

Below are all the establishments within your company, and the status of each establishment's Form 3540-16 for this reporting year.

40 entries found. 1, 2 >>>

Establishment Search:

Form Status:

Items Per Page:

Est. No.	Est. Name	Est. Contact	Site Address	Form Status	Batch Upload	Inactivation Request
11111-BEL-1	BELGIUM FOREIGN ESTABLISHMENT	Test Contact	CLOS DES CHATS 9 WOULWE-SAINT-PIERRE, BEL, 1150	In Progress	No	No
11111-BRA-1	Kill em all	Jame Hetfield	1234 Battery Drive Metallica, BRA, 40290-270	In Progress	No	No
11111-VA-2	CVS PHARMACY #1417 [For Testing Purposes: Produced 2 Products in 2014]	Test Contact	13031 LEE-JACKSON HWY FAIRFAX, VA, US, 22033	In Progress	No	No
11111-VA-3	7-ELEVEN #25151 [For Testing Purposes: Zero Production in 2014]	Test Contact	11714 SUNSET HILLS RD RESTON, VA, US, 20190	Ready to Submit to EPA	Yes	Yes
11111-VA-5	CHARTER OAK APARTMENTS	Test Contact	11637 CHARTER OAK COURT RESTON, VA, US, 20190-4522	In Progress	No	No
11111-VA-7	FX CO PUB LIB RESTON REG BR		11925 BOWMAN TOWNE DR RESTON, VA, US, 20190	Not Started	No	No
11111-VA-9	HUNTER ASSOCIATES LAB INC	Test Contact	11491 SUNSET HILLS RD RESTON, VA, US, 20190	Not Started	No	No
11111-VA-11	ARLINGTON AUTOCARE INC	Test Contact	3298 WILSON BLVD ARLINGTON, VA, US, 22201	Not Started	No	No
11111-VA-13	FLYING DUTCHMAN TRANSMISSIONS	Test Contact	1324 N DANVILLE ST ARLINGTON, VA, US, 22201	Not Started	No	No
11111-VA-14	GEORGE MASON METRO CAMPUS	Test Contact	3401 N FAIRFAX DR ARLINGTON, VA, US, 22201	Not Started	No	No
11111-VA-15	LYON VILLAGE APARTMENTS	Test Contact	3000 LEE HIGHWAY ARLINGTON, VA, US, 22201	Not Started	No	No
11111-VA-16	SEARS ROEBUCK & CO	Test Contact	1205 N FILMORE ST ARLINGTON, VA, US, 22201	Not Started	No	No

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Step 3: Creating a Passphrase

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Form 3540-16

Form 3540-8

Submission History

Create Passphrase

Please create a passphrase that is at least 8 characters in length and does not exceed 20 characters. To protect your data, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces but should not contain special characters (for example, +, ?, and *). This passphrase will be used for all submissions for your company for this reporting year 2015.

Your passphrase will be used as an encryption key to protect the contents of your data. Your data cannot be accessed without this passphrase. As a Primary Submitter, you are responsible for remembering your passphrase and distributing it to only users within your company authorized to access this data.

New Passphrase

Confirm Passphrase

[Cancel](#) [Next](#)

Do Not Forget Your Passphrase!
For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

[CDX Links](#) [CDX Helpdesk: \(888\) 890-1995](#)

Step 4: Enter Passphrase

SSTS SSTS TEST COMPANY 1 (11111)

- Form 3540-16
- Form 3540-8
- Submission History

Enter Passphrase

Please enter your passphrase for your company and reporting year 2015 and click the "Next" button.

Enter Passphrase

Do Not Forget Your Passphrase!
For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

[CDX Links](#) ^ [CDX Helpdesk: \(888\) 890-1995](#)

Step 5: Review Establishment Information

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SSTS TEST COMPANY 1 (11111)



Form 3540-16



Form 3540-8



Submission History

Reporting Year
2015

Establishment Number
11111-VA-2

Establishment
CVS PHARMACY #1417 [For Testing Purposes: Produced 2 Products in 2014]
13031 LEE-JACKSON HWY
FAIRFAX, VA 22033
US

Review Establishment Information

Do you wish to change the information for this establishment?

- Yes
 No

Establishment Name

CVS PHARMACY #1417 [For Testing Purposes: Produced 2 Products in 2014]

Establishment Site Address

If your establishment's State has changed, please contact your regional coordinator.

Site Address 1

13031 LEE-JACKSON HWY

Site Address 2

City

FAIRFAX

State

Virginia

Postal Code

22033

Country

United States

Establishment Mailing Address

If your establishment's State has changed, please contact your regional coordinator.

Mailing Address 1

13031 LEE-JACKSON HWY

Mailing Address 2

CDX Links CDX Helpdesk: (888) 890-1995

Step 6: Confirm Address Change

Do you wish to change the information for this establishment?
 Yes
 No

Establishment Name

Establishment Site Address

If your establishment's State has changed, please contact your regional coordinator.

Site Address 1
Site Address 2
City
State
Postal Code
Country

Establishment Mailing Address

If your establishment's State has changed, please contact your regional coordinator.

Mailing Address 1
Mailing Address 2
City
State
Postal Code
Country

Establishment Contact Information

First Name
Last Name
Title
Phone Number
Email

[Previous](#) [Next](#)

Step 7: Production Check

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Production Check

Did the establishment that you selected produce or distribute?

Yes

No

Previous Next

Step 8: Confirm Production, Add Product

SSTS John Doe, SSTS TEST COMPANY 1 (11111)

Product List

Product Search:

Product Code	EPA Product Registration Number	Product Name	Product Classification	Product Type	RUP	Unit of Measure	Amt. Produce 2015	Sold/Dist. US	Sold/Dist. Foreign	Amt. to Produce 2016	Action(s)
1 - Registered with EPA	11111-2-2	CVS #1417 Product A	27 - Fungicide	1 - Technical (MUP)	2 - All Other Products	P	-	-	-	-	✖
1 - Registered with EPA	11111-3-3	CVS #1417 Product B	27 - Fungicide	1 - Technical (MUP)	2 - All Other Products	P	-	-	-	-	✖

Add To add a new product you produced this year, please click the 'Add' button.
To add production information for an existing product, please click the product name in the above list.

Product Code

Product Name

Product Classification

Product Type

Market Sold To

Reporting Year: 2015
Establishment Number: 11111-VA-2
Establishment: CVS PHARMACY #1417 [For Testing Purposes: Produced 2 Products in 2014]
13031 LEE-JACKSON HWY
FAIRFAX, VA 22033
USA

CDX Links - CDX Helpdesk: (888) 890-1995

Step 9: Enter Product Information

After entering information, please click the 'Save' button to save changes, or please click the 'Cancel' button to discard them.

Product Code

EPA Product Registration No. - -

Product Name

Product Classification

Product Type

Market Sold To

RUP

Unit of Measure

Amount Produced, Repackaged, or Relabeled (2015)

Amount Sold or Distributed - US (2015)

Amount Sold or Distributed - Foreign (2015)

Amount to be Produced, Repackaged, or Relabeled (2016)

Comments

Step 10: Review Product Information

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Product List

Insert page instructions here.


Items Per Page:


2 entries found.


Product Code	EPA Product Registration Number	Product Name	Product Classification	Product Type	RUP	Unit of Measure	Amt. Produce 2015	Sold/Dist. US	Sold/Dist. Foreign	Amt. to Produce 2016	Action(s)
1 - Registered with EPA	11111-2-2	CVS #1417 Product A	27 - Fungicide		2 - All Other Products	P	-	-	-	-	
1 - Registered with EPA	11111-3-3	CVS #1417 Product B	27 - Fungicide		2 - All Other Products	P	-	-	-	-	

Step 11: Confirm Production

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Submission History <

Product Code

Product Name

Product Classification

Product Type

Market Sold To

RUP

Unit of Measure

Amount Produced, Repackaged, or Relabeled (2015)

Amount Sold or Distributed - US (2015)

Amount Sold or Distributed - Foreign (2015)

You have entered (2) products.
If this is the correct number of products, click OK.
If this is incorrect, click Cancel to add or remove products from your Product List.

Prevent this page from creating additional dialogs.

OK **Cancel**

A large, faint watermark of the U.S. Environmental Protection Agency logo is centered in the background. The logo features a stylized flower with three leaves and a circular head with a white center, all enclosed within a circular border containing the text "UNITED STATES ENVIRONMENTAL PROTECTION AGENCY".

Submit Inactivation Request

U.S. Environmental Protection Agency

Step 8: Confirm Zero Production

The screenshot displays the SSTS (State Submission Tracking System) interface. On the left is a navigation sidebar with three items: 'Form 3540-16', 'Form 3540-8', and 'Submission History'. The main content area shows a question: 'Did the establishment that you selected produce or distribute?'. Below this question are two radio button options: 'Yes' and 'No', with 'No' selected. At the bottom of the main area are 'Previous' and 'Next' buttons. A modal dialog box is open in the upper right, asking 'Do you wish to confirm zero production?' with 'OK' and 'Cancel' buttons. A red error message is partially visible in the background: '• Did the establishment that you selected pro...'

SSTS

Form 3540-16

Form 3540-8

Submission History

• Did the establishment that you selected produce or distribute?

Do you wish to confirm zero production?

OK Cancel



Did the establishment that you selected produce or distribute?


Yes


No


Previous Next

Step 9: Inactivation

 SSTS 

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 Form 3540-8

 Submission History <

Reporting Year
2015

Establishment Number
11111-VA-3

Establishment
7-ELEVEN #25151 [For Testing Purposes: Zero Production in 2014]
11714 SUNSET HILLS RD
RESTON, VA 20190
US

Request to Inactivate Establishment

Our system has detected that you have submitted at least two consecutive years of reports indicating zero production.

Active Establishments:

- To inactivate your establishment, you may do so at this time by completing the drop-downs below.
- Inactive establishments may no longer produce any pesticides, active ingredients or devices and are no longer required to submit an annual report.

Do you wish to request inactivation of this establishment?

Yes

No

Please choose a reason for inactivation:

Please give a short explanation for why you are requesting inactivation:



Submit EPA Form 3540-16

U.S. Environmental Protection Agency

Step 1: SSTS Home Screen

SSTS
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1

Form 3540-16

2

List

Batch Upload

Form 3540-8

Submission History

SSTS

2015

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View Details

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Forms

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EPA Form 3540-16 Pesticide Report For Pesticide Producing and Device-Producing Establishments

PAGE 1 OF 2

EPA Form 3540-8 Application for Registration of Pesticide-Producing and Device-Producing Establishment

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EPA Form 8570-5 Notice of Supplemental Distribution of a Registered Pesticide Product

User Guides




United States Environmental Protection Agency

EPA Form 3540-16 Submission

United States Environmental Protection Agency

EPA Form 3540-8 Submission

Step 2: Submit Ready Forms

-  Form 3540-16
-  Form 3540-8
-  Submission History

Form 3540-16 List

Below are all the establishments within your company, and the status of each establishment's Form 3540-16 for this reporting year.

20 entries found.

Establishment Search: Form Status: Items Per Page:

Est. No.	Est. Name	Est. Contact	Site Address	Form Status	Batch Upload	Inactivation Request
11111-BEL-1	BELGIUM FOREIGN ESTABLISHMENT	Test Contact	CLOS DES CHATS 9 WOLUWE-SAINT-PIERRE, BEL, 1150	In Progress	No	No
11111-WA-2	CVS PHARMACY #1417 [For Testing Purposes: Produced 2 Products in 2014]	Test Contact	13031 LEE-JACKSON HWY FAIRFAX, VA, US, 22033	In Progress	No	No
11111-WA-3	7-ELEVEN #25151 [For Testing Purposes: Zero Production in 2014]	Test Contact	11714 SUNSET HILLS RD RESTON, VA, US, 20190	Ready to Submit to EPA	Yes	Yes
11111-WA-5	CHARTER OAK APARTMENTS	Test Contact	11837 CHARTER OAK COURT RESTON, VA, US, 20190-4522	In Progress	No	No
11111-WA-7	FX CO PUB LIB RESTON REG BR	Michael Seavey	11925 BOWMAN TOWNE DR RESTON, VA, US, 20190	In Progress	No	No
11111-WA-9	HUNTER ASSOCIATES LAB INC	Test Contact	11491 SUNSET HILLS RD RESTON, VA, US, 20190	In Progress	No	Yes
11111-WA-11	ARLINGTON AUTOCARE INC	Test Contact	3298 WILSON BLVD ARLINGTON, VA, US, 22201	In Progress	No	No
11111-WA-13	FLYING DUTCHMAN TRANSMISSIONS	Test Contact	1324 N DANVILLE ST ARLINGTON, VA, US, 22201	In Progress	No	No
11111-WA-14	GEORGE MASON METRO CAMPUS	Test Contact	3401 N FAIRFAX DR ARLINGTON, VA, US, 22201	In Progress	No	No
11111-WA-15	LYON VILLAGE APARTMENTS	Test Contact	3000 LEE HIGHWAY ARLINGTON, VA, US, 22201	Not Started	No	No
11111-WA-16	SEARS ROEBUCK & CO	Test Contact	1205 N FILMORE ST ARLINGTON, VA, US, 22201	Not Started	No	No
11111-WA-17	A CLEANER WORLD #194	Jacob Schreiber	103 KING ST SW BLACKSBURG, VA, US, 24000	In Progress	No	No
11111-WA-2802	Mike's Awesome Establishment 2	Test Contact	11808 BARON CAMERON AVE RESTON, VA, US, 20190-3201	In Progress	Yes	No
11111-WA-2803	Mike's Awesome Establishment 3	Test Contact	11808 BARON CAMERON AVE RESTON, VA, US, 20190-3201	In Progress	Yes	No
11111-WA-2806	Mike's Awesome Establishment 6	Test Contact	11808 BARON CAMERON AVE RESTON, VA, US, 20190-3201	Rejected by EPA	Yes	No
11111-WA-2807	Mike's Awesome Establishment 7	Test Contact	11808 BARON CAMERON AVE RESTON, VA, US, 20190-3201	Rejected by EPA	Yes	No
11111-WA-2808	Mike's Awesome Establishment 8	Test Contact	11808 BARON CAMERON AVE RESTON, VA, US, 20190-3201	Rejected by EPA	Yes	No
11111-WA-2811	Mike's Awesome Establishment 11	Test Contact	11808 BARON CAMERON AVE RESTON, VA, US, 20190-3201	In Progress	Yes	No
11111-WA-2824	Mike's Awesome Establishment 24	Test Contact	11808 BARON CAMERON AVE RESTON, VA, US, 20190-3201	In Progress	Yes	No
11111-WA-2826	ALLMARK ENTERPRISES	Mark Delcambre	9778 LEE HWY Lafayette, VA, US, 22031	Ready to Submit to EPA	No	No

Submit "Ready" Forms

Step 3: Review Report Submission

SSTS jacob Schreiber, SSTS TEST COMPANY 1 (11111)

Form 3540-16 <

Form 3540-8

Submission History <

Submission Process: Review

Review the Form 3540-16's you are submitting below. Click the Preview PDF icon to view the PDF for that establishment's Form 3540-16.

2 entries found.

Est. No.	Est. Name	Est. Contact	Street Address	City	State	Preview PDF
11111-VA-2826	ALLMARK ENTERPRISES	Mark Delcambre	9778 LEE HWY	Lafayette	VA	
11111-VA-3	7-ELEVEN #25151 [For Testing Purposes: Zero Production in 2014]	Test Contact	11714 SUNSET HILLS RD	RESTON	VA	

Cancel Next

Step 4: Submit EPA Form 3540-16

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Cross-Media Electronic Reporting Regulation (CROMERR) Submission

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Form 3540-8

Submission History <

Log in to CDX

User ID
JACOBSCHREIBER

Password

1

Answer Secret Question

Question
Where did you first meet your spouse?

Answer

2

Certify

I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

3

Success

The submission was sent to EPA. The Copy of Record link to allow for the download of the Copy of Record and signature for this submission will appear in the forms list when EPA receives and processes your submission.

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