



Amending Already Submitted EPA Form 3540-16 Through the SSTS CDX Application



- EPA Form 3540-16 is used to submit pesticide reports for registered pesticide and device producing establishments.
- If your form status says, “Accepted by EPA” and you need to update or amend the information in your Form 3540-16 then follow this quick reference guide.



Step 1: Login to SSTS

- Go to <https://cdx.epa.gov/> and login
- Click your Role for SSTS:

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The main content area shows a 'Services' table with the following data:

Status	Program Service Name	Role
	SSTS: Section Seven Tracking System	Primary Authorized Official

The role 'Primary Authorized Official' is circled in red. To the right of the table, there is a 'CDX Service Availability' section with a link to 'See the status for all program services' and a 'News and Updates' section with the text 'No news/updates.' At the bottom, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.



Step 2: SSTS Home Screen

Section Seven Tracking System

Form 3540-16 <

Form 3540-8

1. Submission History ▾

2. Form 3540-16

Form 3540-8

Terminated Establishments

SSTS

2020
Reporting Year

-7
Days Left to Report

EPA Pesticide Registration Information

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



Step 3: Form 3540-16 Submission History

- Select the Reporting Year for the Form you want to AMEND

NOTE You Can ONLY Amend reports that have a status of "Accepted by EPA"

Section Seven Tracking System

Form 3540-16 Submission History

Below are all the establishments for which the Form 3540-16 has been submitted. Hover the cursor over the icon under "EPA Comments" to see the comments.

9 entries found. Establishment Search: Report Year: **2018** Form Status: All Items Per Page: 25

Est. No.	Est. Name	Report Year	Postmark Date	Form Status	Copy of Record	Termination Request	Amend Form
11111-BRA-1	BRAZIL FOREIGN ESTABLISHMENT	2018	11/15/2018	Accepted by EPA		No	Amend
11111-DC-6	AIDEN MONTESSORI SCH	2018	04/08/2019	Accepted by EPA		No	Amend



- If you need to Amend a report but the status says “Awaiting EPA Review”
 - Contact your EPA Regional Coordinator and tell them you need to Amend your report, be sure to include your Establishment Number for the report you wish to Amend
 - <https://www.epa.gov/compliance/pesticide-establishment-registration-and-reporting-contacts>



Step 4: Click Amend Report

- Identify the Report you wish to Amend and Click “Amend”

Section Seven Tracking System

Form 3540-16 Submission History

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Step 5: Enter Passphrase

- You will need to enter the Passphrase that was saved for that SPECIFIC Reporting Year you selected

Section Seven Tracking System

Enter Passphrase

- Please enter your passphrase that was set for your company for the report year of . Once entered, click the "Next" button.
- The passphrase is different from your user password.
- The passphrase generates an encryption key which will encrypt submission data. This process will ensure the data is securely transmitted to the EPA.

Enter 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.





Step 6: Amend Report

- Make the changes that you need to make to your report

  Section Seven Tracking System


Form 3540-16 <


Form 3540-8


Submission History <

Review Establishment Information

Do you wish to change the information for this establishment?

Yes

No

Establishment Name

BRAZIL FOREIGN ESTABLISHMENT


Establishment Site Address



Step 7: Explain Why You Are Amending


- Give a short Explanation of why you are amending the report in the provided space

Production Check

Did the establishment that you selected produce or distribute for 2018? 

Yes

No

Do you wish to request termination of this establishment? 

Yes

No

Please give a short explanation for why you are amending this form:

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Step 8: Save Report

Section Seven Tracking System

Form 3540-16 <

Form 3540-8

Submission History <

Reporting Year
2018

Establishment Number
11111-BRA-1

Establishment
BRAZIL FOREIGN
ESTABLISHMENT
Av. Laurindo Regis, 110
SALVADOR, 40290-270
BRA

Unit of Measure

Amount Produced, Repackaged,
or Relabeled (2018)

Amount Sold or Distributed - US
(2018)

Amount Sold or Distributed -
Foreign (2018)

Amount to be Produced,
Repackaged, or Relabeled (2019)

Comments

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.



Step 9: Click Submit Ready Reports

- The system will return you to the Form 3540-16 List for the Reporting Year you chose to Amend the Form for
 - Scroll to the bottom of the page and Click **Submit “Ready” Forms**

The screenshot displays the EPA Section Seven Tracking System interface. On the left, there is a navigation menu with three items: 'Form 3540-16', 'Form 3540-8', and 'Submission History'. The main area shows a table of reports with the following data:

ID	Report Type	Tester	Location
10003015	ESTABLISHMENT		Philadelp
1111-ID-10003016	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
1111-ID-10003017	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
1111-ID-10003019	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
1111-ID-10003020	Tina's Test ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
1111-ID-10003021	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
1111-ID-10003022	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
1111-ID-10003023	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
1111-ID-10003024	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp

At the bottom of the interface, there are two buttons: 'Submit "Ready" Forms' and 'Review Print "Ready" Forms'. The 'Submit "Ready" Forms' button is circled in red.



Step 10: Review Report Submission

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.

One entry found.

Est. No.	Est. Name	Est. Contact	Street Address	City	State	Report Year	Preview PDF
11111-BRA-1	BRAZIL FOREIGN ESTABLISHMENT	Test Contact	Av. Laurindo Regis, 110	SALVADOR		2018	

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



Step 11: Submit Amended EPA Form 3540-16

SSTS SSTS TEST COMPANY 1 (11111)

Cross-Media Electronic Reporting Regulation (CROMERR) Submission

Form 3540-16 <

Form 3540-8

Submission History <

Log in to CDX

User ID
JACOBSCHREIBER

Password

[Cancel](#) [Next](#) **1**

Answer Secret Question

Question
Where did you first meet your spouse?

Answer

[Cancel](#) [Next](#) **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.

[Cancel](#) [Submit](#) **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.

[Finish](#) **4**