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:
Step 2: SSTS Home Screen

- Submission History
- Form 3540-16
- Form 3540-8
- Terminated Establishments

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

2020 Reporting Year
-7 Days Left to Report
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”
• 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”
Step 5: Enter Passphrase

- You will need to enter the Passphrase that was saved for that SPECIFIC Reporting Year you selected.
Step 6: Amend Report

• Make the changes that you need to make to your report
Step 7: Explain Why You Are Amending

• Give a short Explanation of why you are amending the report in the provided space
Step 8: Save Report

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.

U.S. Environmental Protection Agency
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
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.

<table>
<thead>
<tr>
<th>Est. No.</th>
<th>Est. Name</th>
<th>Est. Contact</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Report Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111-BRA-1</td>
<td>BRAZIL FOREIGN ESTABLISHMENT</td>
<td>Test Contact</td>
<td>Av. Laurindo Regis, 110</td>
<td>SALVADOR</td>
<td></td>
<td>2018</td>
</tr>
</tbody>
</table>

U.S. Environmental Protection Agency
Step 11: Submit Amended EPA Form 3540-16