Submit EPA Form 3540-16 for PAST Reporting Years Through the SSTS CDX Application
Overview

• EPA Form 3540-16 is used to submit pesticide reports for registered pesticide and device producing establishments.

• If you forgot to submit or need to submit a Form 3540-16 for a past reporting year you can submit this Form through SSTSS using 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

1. Form 3540-16
   - List
2. Batch Upload
   - Form 3540-8
   - Submission History

SSTS

2020 Reporting Year

EPA Pesticide Registration Information:
- Pesticide Establishment Registration
- Pesticide Registration Manual
- Importing and Exporting Pesticides
- Requirements for pesticide establishment registration
Step 3: Form 3540-16 List

• Select the Reporting Year for the Form you want to submit

*NOTE* ONLY forms that have NOT yet been submitted will appear here
Step 4: Select Establishment Number

- Identify the Report you want to submit and click the establishment number.
Step 5: Enter Passphrase

- You will need to enter the Passphrase that was saved for that SPECIFIC Reporting OR if none was ever set for that year you will need to set one.
Step 6: Fill Out Report

• Fill out Form 3540-16 and Click Next to proceed through Form
Step 7: 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.
Step 8: 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 9: 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>

Cancel  Next  Preview PDF
Step 10: Submit Amended EPA Form 3540-16