Submitting 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.
• 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
### Step 2: View 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.

<table>
<thead>
<tr>
<th>Est. No.</th>
<th>Est. Name</th>
<th>Est. Contact</th>
<th>Site Address</th>
<th>Form Status</th>
<th>Batch Upload</th>
<th>Inactivation Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111-BEL-1</td>
<td>BELGIUM FOREIGN ESTABLISHMENT</td>
<td>Test Contact</td>
<td>GLOS DES CHATS 9 WOULWE-SAINT-PIERRE, BEL, 1160</td>
<td>In Progress</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-BRA-1</td>
<td>Kill em all</td>
<td>Jamie Hefield</td>
<td>1234 Battery Drive Metallica, BRA, 40250-270</td>
<td>In Progress</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-2</td>
<td>CVS PHARMACY #1417 [For Testing Purposes. Produced 2 Products in 2014]</td>
<td>Test Contact</td>
<td>13031 LEE-JACKSON HWY FAIRFAX, VA, 22033</td>
<td>In Progress</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-3</td>
<td>7-ELEVEN #20101 [For Testing Purposes. Zero Production in 2014]</td>
<td>Test Contact</td>
<td>11714 SUNSET HILLS RD RESTON, VA, 20190</td>
<td>Ready to Submit to EPA</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>11111-VA-5</td>
<td>CHARTER OAK APARTMENTS</td>
<td>Test Contact</td>
<td>11037 CHARTER OAK COURT RESTON, VA, 20190-4522</td>
<td>In Progress</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-7</td>
<td>FX CO PUB LIB RESTON REG BR</td>
<td>Test Contact</td>
<td>11925 BOWMAN TOWNE DR RESTON, VA, 20190</td>
<td>Not Started</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-9</td>
<td>HUNTER ASSOCIATES LAB INC</td>
<td>Test Contact</td>
<td>11491 SUNSET HILLS RD RESTON, VA, 20190</td>
<td>Not Started</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-11</td>
<td>ARLINGTON AUTO CARE INC</td>
<td>Test Contact</td>
<td>3296 WILSON BLVD ARLINGTON, VA, US, 22201</td>
<td>Not Started</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-13</td>
<td>FLYING DUTCHMAN TRANSMISSIONS</td>
<td>Test Contact</td>
<td>1524 N DANVILLE ST ARLINGTON, VA, US, 22201</td>
<td>Not Started</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-14</td>
<td>GEORGE MASON METRO CAMPUS</td>
<td>Test Contact</td>
<td>3401 N FAIRFAX DR ARLINGTON, VA, US, 22201</td>
<td>Not Started</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-15</td>
<td>LYON VILLAGE APARTMENTS</td>
<td>Test Contact</td>
<td>3000 LEE HIGHWAY ARLINGTON, VA, US, 22201</td>
<td>Not Started</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>11111-VA-16</td>
<td>SEARS ROEBUCK &amp; CO</td>
<td>Test Contact</td>
<td>1205 N FILMORE ST ARLINGTON, VA, US, 22201</td>
<td>Not Started</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Step 3: Creating a Passphrase

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

Do Not Forgot 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.
Step 4: Enter Passphrase

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

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.
Step 5: 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:
- Site Address 1: 13031 LEE-JACKSON HWY
- City: FAIRFAX
- State: Virginia
- Postal Code: 22033
- Country: United States

Establishment Mailing Address:
- Mailing Address 1: 13031 LEE-JACKSON HWY
Step 6: Confirm Address Change
Step 7: Production Check

Did the establishment that you selected produce or distribute?
- Yes
- No

Previous  Next
**Step 8: Confirm Production, Add Product**

![Product List](image)

**Product List**

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

**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.
Step 9: Enter Product Information

Product Code: 1 - Registered with EPA
EPA Product Registration No.: 11111 - 22 - 33
Product Name: 
Product Classification: 10 - Sterilizer
Product Type: 1 - Technical (MUP)
Market Sold To: USA
RUP: 1 - Restricted Use Pesticide
Unit of Measure: @ - Each
Amount Produced, Repackaged, or Relabeled (2015): 1111
Amount Sold or Distributed - US (2015): 1111
Amount Sold or Distributed - Foreign (2015): 
Amount to be Produced, Repackaged, or Relabeled (2016): 11111
Comments: Product Addition
### Step 10: Review Product Information

**Product List**

<table>
<thead>
<tr>
<th>Product Code</th>
<th>EPA Product Registration Number</th>
<th>Product Name</th>
<th>Product Classification</th>
<th>Product Type</th>
<th>RUP</th>
<th>Unit of Measure</th>
<th>Amt. Produce 2015</th>
<th>Sold/Dist. US</th>
<th>Sold/Dist. Foreign</th>
<th>Amt. to Produce 2016</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111-2-2</td>
<td>CVS #1417 Product A</td>
<td>27 - Fungicide</td>
<td>2 - All Other Products</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>11111-3-3</td>
<td>CVS #1417 Product B</td>
<td>27 - Fungicide</td>
<td>2 - All Other Products</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Insert page instructions here.
Step 11: Confirm Production

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.

- 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)
Submit Inactivation Request
Step 8: Confirm Zero Production

Do you wish to confirm zero production?

Did the establishment that you selected produce or distribute?

- Yes
- No

Previous  Next
Step 9: Inactivation

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:
- No Longer Producing

Please give a short explanation for why you are requesting inactivation:
- This establishment is no longer producing.

Previous  Next
Submit EPA Form 3540-16
Step 1: SSTS Home Screen
Step 2: Submit Ready Forms
Step 3: Review Report Submission

<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>
</tr>
</thead>
<tbody>
<tr>
<td>11111-WA-2826</td>
<td>ALLMARK ENTERPRISES</td>
<td>Mark Delcambre</td>
<td>9778 LEE HWY</td>
<td>Lafayette</td>
<td>VA</td>
</tr>
<tr>
<td>11111-VA-3</td>
<td>7-ELEVEN #25151 [For Testing Purposes: Zero Production in 2014]</td>
<td>Test Contact</td>
<td>11714 SUNSET HILLS RD</td>
<td>RESTON</td>
<td>VA</td>
</tr>
</tbody>
</table>

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.
Step 4: Submit EPA Form 3540-16