Submitting EPA Form 3540-8
Through the SSTSS CDX Application
Overview

• EPA Form 3540-8 is used to register establishments that wish to produce or import pesticides, devices, and active ingredients within/to the United States.

• Information submitted by respondents is used to issue establishment registration numbers.

• This quick reference guide displays how to electronically submit a Form 3540-8 for a domestic establishment.
Add Facilities to and Submit EPA Form 3540-8
Step 1: Navigate the SSTS Home Screen
Step 2: Search FRS for Existing Facilities

Find Existing Facility
Fill in at least two search criteria to improve search results.

- Facility ID
- Facility Name
- Facility Address
- City
- State
- County
- ZIP Code

Search Facilities
Step 3: Review and Select Facilities

Add Establishments

Facility Search Results (119 facilities found)

Search Criteria: FAIRFAX, VA | FAIRFAX CITY

<table>
<thead>
<tr>
<th>EPA Registry ID</th>
<th>Facility Name</th>
<th>Facility Address</th>
<th>EPA Programs Reporting</th>
<th>Alternate EPA Registry IDs/Program IDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>110005223882</td>
<td>A-OK PRINTERS INC</td>
<td>9435 MATHY DR FAIRFAX, VA 22031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110005256597</td>
<td>AAA MAINTENANCE INC</td>
<td>4619 WEST OX RD FAIRFAX, VA 22030-6123</td>
<td>TSCA</td>
<td>TSCA80003</td>
</tr>
<tr>
<td>110057685492</td>
<td>AAA RECYCLING INC.</td>
<td>4341 WEST OX ROAD FAIRFAX, VA 22030</td>
<td>TSCA</td>
<td>TSCA80004</td>
</tr>
<tr>
<td>110005228093</td>
<td>AAL-MATIC TRANSMISSION INC</td>
<td>11611 LEE HWY FAIRFAX, VA 22030</td>
<td>TSCA</td>
<td>TSCA80005</td>
</tr>
<tr>
<td>110005224373</td>
<td>AIR LAND SYSTEMS CORP</td>
<td>2710 PROSPERITY AVE FAIRFAX, VA 22031</td>
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<td></td>
</tr>
<tr>
<td>110005230393</td>
<td>ALLMARK ENTERPRISES</td>
<td>9778 LEE HWY FAIRFAX, VA 22031</td>
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</table>
Step 4: Create New Facility

![Facility Search Results](image)

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<td></td>
</tr>
</tbody>
</table>

Create New Facility
Step 5: Enter Facility Information

Add Establishments

Create Facility

Facility Name
facility

Facility Address
10440 MAIN ST
Address 2
FAIRFAX, VA 22030
FAIRFAX COUNTY

Standardized - Undo Change
- 123 Main St
- Fairfax, VA
- No ZIP Code Provided
- FAIRFAX CITY

Is Mailing Address Same as Facility Address?

- Yes
- No

Submit

U.S. Environmental Protection Agency
Step 6: Save Selected Facilities

Selected Facilities (2 unsaved facilities)

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'Details' link/button on the table or map view. You may also remove a facility by clicking the 'Remove' link/button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

<table>
<thead>
<tr>
<th>EPA Registry ID</th>
<th>Program ID</th>
<th>Facility Name</th>
<th>Facility Address</th>
<th>Details</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>110005256597</td>
<td>Pending</td>
<td>AAA MAINTENANCE INC</td>
<td>4619 WEST OX RD FAIRFAX, VA 22030-6123</td>
<td>Details</td>
<td>Remove</td>
</tr>
<tr>
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<td>4341 WEST OX ROAD FAIRFAX, VA 22030</td>
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Step 7: Review Selected Facilities
Step 8: Submit Form 3540-8