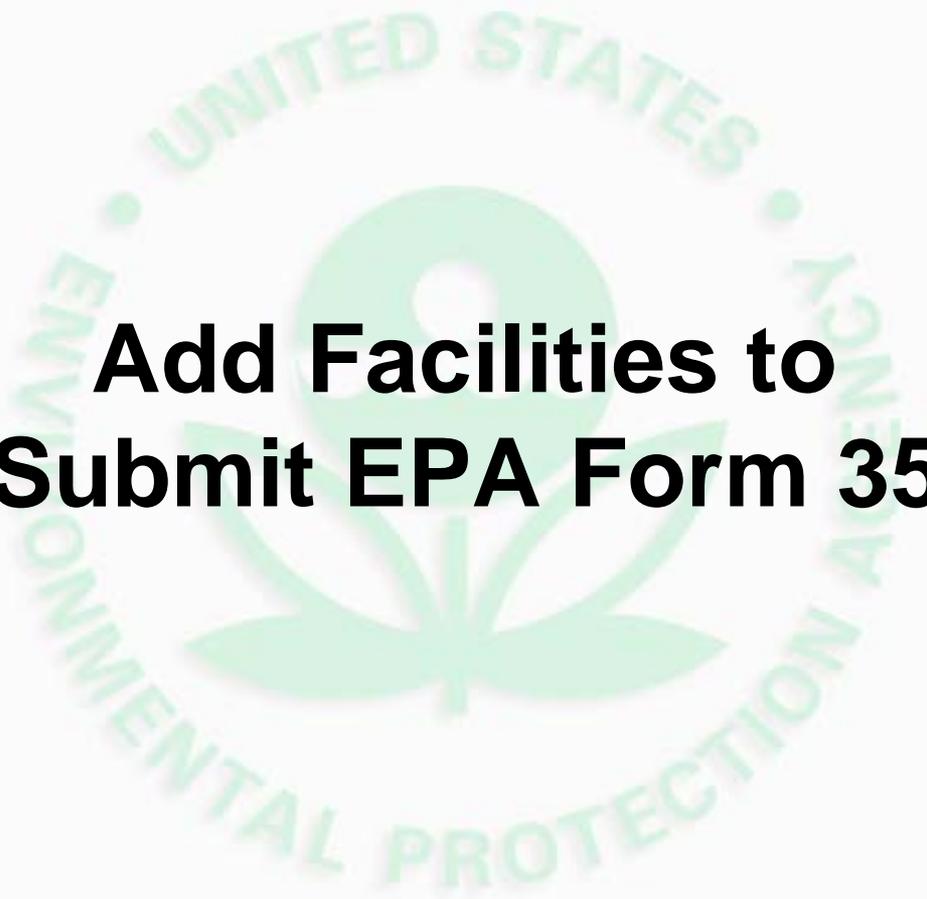


# **Submitting EPA Form 3540-8 Through the SSTS CDX Application**

U.S. Environmental Protection Agency

# 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.

A large, faint watermark of the U.S. Environmental Protection Agency logo is centered in the background. The logo consists of a circular emblem with a stylized flower or leaf design in the center, surrounded by the text "UNITED STATES" at the top and "ENVIRONMENTAL PROTECTION AGENCY" at the bottom.

# **Add Facilities to and Submit EPA Form 3540-8**

U.S. Environmental Protection Agency

# Step 1: Navigate the SSTS Home Screen

The screenshot displays the SSTS Home Screen interface. At the top left, the 'SSTS' logo is visible. The main header area contains three large colored boxes: a blue box for '2015 Reporting Year' with '84 Days Left to Report', an orange box for '16 Establishments Not Submitted', and a green box for '30 Establishments Already Submitted'. Below these are three navigation buttons: 'Form 3540-16', 'Form 3540-8' (highlighted with a red box), and 'Submission History'. The main content area is divided into three sections: 'EPA Pesticide Registration Information' with a list of links, 'Forms' with three thumbnails for EPA Form 3540-16, EPA Form 3540-8, and EPA Form 8570-5, and 'User Guides' with two thumbnails for EPA Form 3540-16 and EPA Form 3540-8 submission guides.

# Step 2: Search FRS for Existing Facilities

SSTS

Form 3540-16 <

Form 3540-8

Submission History <

Add Establishments

Add 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

SSTS SSTS TEST COMPANY 1 (11111)

Form 3540-16 <

Form 3540-8

Submission History <

### Add Establishments

**Add Facilities**

**Facility Search Results** (119 facilities found) [List View](#) | [Map View](#)

**Search Criteria:** FAIRFAX, VA | FAIRFAX CITY [Change](#)

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="checkbox"/>	110005223882	A-OK PRINTERS INC	9425 MATHY DR FAIRFAX, VA 22031 FAIRFAX CITY		
<input checked="" type="checkbox"/>	110005256597	AAA MAINTENANCE INC	4619 WEST OX RD FAIRFAX, VA 22030-6123 FAIRFAX CITY	TSCA	TSCA80003
<input checked="" type="checkbox"/>	110057685492	AAA RECYCLING INC.	4341 WEST OX ROAD FAIRFAX, VA 22030 FAIRFAX CITY	TSCA	TSCA80004
<input type="checkbox"/>	110005228093	AAL-MATIC TRANSMISSION INC	11611 LEE HWY FAIRFAX, VA 22030 FAIRFAX CITY	TSCA	TSCA80005
<input type="checkbox"/>	110005224373	AIR LAND SYSTEMS CORP	2710 PROSPERITY AVE FAIRFAX, VA 22031 FAIRFAX CITY		
<input type="checkbox"/>	110005230393	ALLMARK ENTERPRISES	9778 LEE HWY FAIRFAX, VA 22031 FAIRFAX CITY		

[Proceed with Selections](#) [Create New Facility](#)

1 2 3 4 5 > >>|

**1** (points to the search criteria bar)

**2** (points to the table rows)

# Step 4: Create New Facility

**Add Facilities**

**Facility Search Results** (119 facilities found) List View | [Map View](#)

**Search Criteria:** FAIRFAX, VA | FAIRFAX CITY Change

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="checkbox"/>	110005223882	A-OK PRINTERS INC	9425 MATHY DR FAIRFAX, VA 22031 FAIRFAX CITY		
<input type="checkbox"/>	110005256597	AAA MAINTENANCE INC	4619 WEST OX RD FAIRFAX, VA 22030-6123 FAIRFAX CITY	TSCA	TSCA80003
<input type="checkbox"/>	110057685492	AAA RECYCLING INC.	4341 WEST OX ROAD FAIRFAX, VA 22030 FAIRFAX CITY	TSCA	TSCA80004
<input type="checkbox"/>	110005228093	AAL-MATIC TRANSMISSION INC	11611 LEE HWY FAIRFAX, VA 22030 FAIRFAX CITY	TSCA	TSCA80005
<input type="checkbox"/>	110005224373	AIR LAND SYSTEMS CORP	2710 PROSPERITY AVE FAIRFAX, VA 22031 FAIRFAX CITY		
<input type="checkbox"/>	110005230393	ALLMARK ENTERPRISES	9778 LEE HWY FAIRFAX, VA 22031 FAIRFAX CITY		

[Create New Facility](#)

1 2 3 4 5 > >>

# Step 5: Enter Facility Information

## Add Establishments

**Add Facilities**

**Create Facility**  
[< Back to Search Results](#)

**Facility Name**  
facility

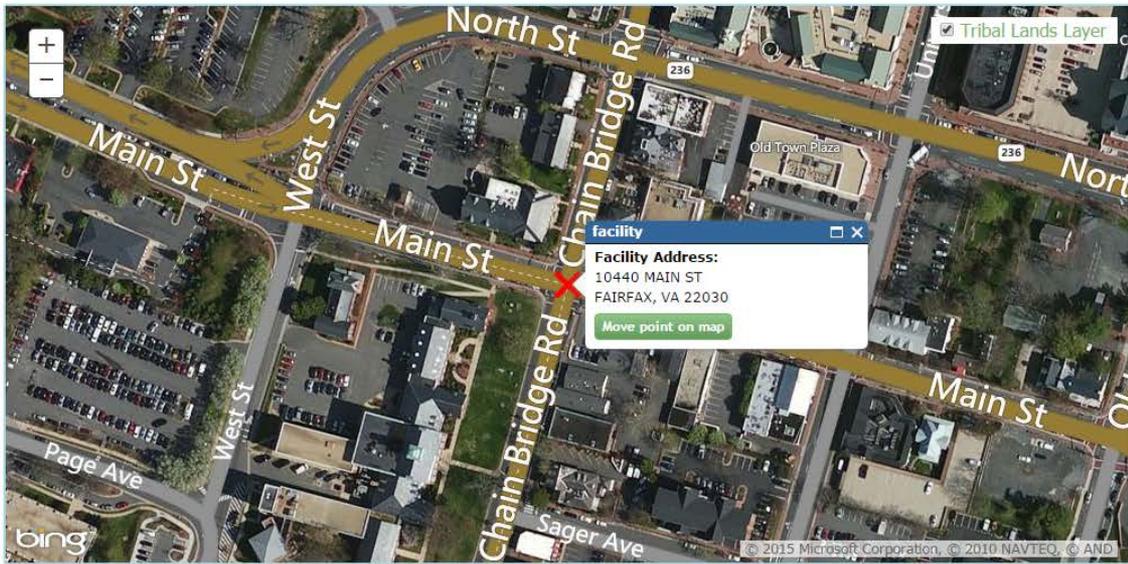
**Facility Address**  
10440 MAIN ST  
Address 2  
FAIRFAX VA 22030  
FAIRFAX COUNTY

[Standardized - Undo Change](#)

- 123 Main St
- fairfax, VA
- No ZIP Code Provided
- FAIRFAX CITY

**Is Mailing Address Same as Facility Address?**  
 Yes  No

**Submit**



[Map Legend](#)

# Step 6: Save Selected Facilities

SSTS SSTS TEST COMPANY 1 (11111)

**Add Establishments**

[Add Facilities](#) [Unsaved Facilities](#)

**Selected Facilities** (2 unsaved facilities) [List View](#) | [Map View](#)

[< Add Additional 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 or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

EPA Registry ID	Program ID	Facility Name	Facility Address	
110005256597	Pending	AAA MAINTENANCE INC	4619 WEST OX RD FAIRFAX, VA 22030-6123 FAIRFAX CITY	<a href="#">Details</a> <a href="#">Remove</a>
110057685492	Pending	AAA RECYCLING INC.	4341 WEST OX ROAD FAIRFAX, VA 22030 FAIRFAX CITY	<a href="#">Details</a> <a href="#">Remove</a>

**Save Selected Facilities**

# Step 7: Review Selected Facilities

SSTS SSTS TEST COMPANY 1 (11111)

**Submission Process: Review** 1

Review the establishments for the Form 3540-8 you are submitting below. Click the Preview PDF icon to view the PDF for the Form 3540-8.

2 entries found.

Est. Name	Est. Contact	Street Address	City	State	Preview PDF
AAA MAINTENANCE INC. <span style="color: red;">2</span>		4619 WEST OX RD	FAIRFAX	VA	
AAA RECYCLING INC.		4341 WEST OX ROAD	FAIRFAX	VA	

# Step 8: Submit Form 3540-8

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**