



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



- 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 SSTS using this quick reference guide.



# Step 1: Login to SSTS

- Go to <https://cdx.epa.gov/> and login
- Click your Role for SSTS:

A screenshot of the EPA CDX Central Data Exchange user interface. The page header includes the EPA logo and navigation links like Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. Below the header, there's a "CDX Central Data Exchange" section with a "Contact Us" link and a "Logged in as" status. A row of buttons includes MyCDX, Inbox, My Profile, Role Sponsorship, Submission History, Payment History, and E-Enterprise Portal. The main content area features a "Services" table with columns for Status, Program Service Name, and Role. The "Role" column for the "SSTS: Section Seven Tracking System" entry is circled in red, showing "Primary Authorized Official". To the right, there's a "CDX Service Availability" section with a link to "See the status for all program services" and a "News and Updates" section stating "No news/updates.". At the bottom, there are two buttons: "Add Program Service" and "Manage Your Program Services".



# Step 2: SSTS Home Screen

The screenshot shows the SSTS Home Screen with a dark header bar containing a home icon, the EPA logo, and the text "Section Seven Tracking System". The main content area is divided into two columns. The left column contains four menu items: "Form 3540-16" (with a red box around the icon and a red "1." next to it), "List" (with a red box around the text and a red "2." next to it), "Batch Upload", "Form 3540-8", and "Submission History". The right column features a "SSTS" section with a blue box containing a clock icon, the year "2020", and the text "Reporting Year". Below this is a blue header for "EPA Pesticide Registration Information" followed by a list of links: "Pesticide Establishment Registrations", "Pesticide Registration Manual -", "Importing and Exporting Pesticides", and "Requirements for pesticide establishments".



# 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**

EPA Section Seven Tracking System

### Form 3540-16 List

2020

Reporting Year

-7

Days Left to Report

859

Establishments Not Submitted

3

Establishments Already Submitted

Below are all the establishments within your company, and the status of each establishment's Form 3540-16 for this reporting year.

859 entries found. 1, 2, 3, 4, 5, 6, 7, 8 >>>>

Report Year: 2020 | Establishment Search:  | Form Status: All | Items Per Page: 25

Est. No.	Est. Name	Est. Contact	Site Address	Form Status	Batch Upload	Termination Request	Preparer
11111-BRA-1	BRAZIL FOR ESTABLISH	Test Contact	Av. Laurindo Regis, 110 SALVADOR, BRA, 40290-270	In Progress	No	No	
11111-DC-1	ARISTO CLEA	jacob Schreiber	5020 CONNECTICUT NW1 WASHINGTON, DC, USA, 20008	In Progress	No	Yes	
11111-DC-2	ALVIN L. LAUBINCE, INC.	iacob Schreiber	4801 CONNECTICUT AVE. NW.	In Proaress	No	No	



# Step 4: Select Establishment Number

- Identify the Report you want to submit and click the establishment number

Section Seven Tracking System

**Form 3540-16 List**

**2015**  
Reporting Year

**-1833**  
Days Left to Report

**12**  
Establishments Not Submitted

Below are all the establishments within your company, and the status of each establishment's Form 3540-16 for this reporting year.

13 entries found. Report Year:  Establishment Search:  Form Status:

Est. No.	Est. Name	Est. Contact	Site Address	Form Status	Batch Upload
11111-BRA-1	BRAZIL FOREIGN ESTABLISHMENT	Test Contact	Av. Laurindo Regis, 110 SALVADOR, BRA, 40290-270	In Progress	
11111-DC-5	VAN NESS CENTRE L.P.	Jacob Schreiber	4301 CONNECTICUT AVENUE NW WASHINGTON, DC, USA, 20008	Not Started	
11111-DC-10	FAKE	Test Contact	1200 Pennsylvania Ave SE Washington, DC, USA, 20003	Not Started	



# 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

The screenshot shows the 'Enter Passphrase' page in the EPA Section Seven Tracking System. The page has a dark header with the EPA logo and 'Section Seven Tracking System'. A left sidebar contains navigation options: 'Form 3540-16', 'Form 3540-8', and 'Submission History'. The main content area is titled 'Enter Passphrase' and contains a list of instructions: 'Please enter your passphrase that was set for your company for the report year of . Once entered, click the "Next" button.', 'The passphrase is different from your user password.', and 'The passphrase generates an encryption key which will encrypt submission data. This process will ensure the data is securely transmitted to the EPA.' Below the instructions is a text input field labeled 'Enter Passphrase' and two buttons: 'Cancel' and 'Next'. At the bottom, a red warning box states: '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.'



# Step 6: Fill Out Report

- Fill out Form 3540-16 and Click Next to proceed through Form

  Section Seven Tracking System

  
Form 3540-16 <

  
Form 3540-8

  
Submission History <

### Review Establishment Information

Do you wish to change the information for this establishment?

Yes

No

Establishment Name

BRAZIL FOREIGN ESTABLISHMENT

Establishment Site Address



# Step 7: Save Report

Section Seven Tracking System

Form 3540-16 <

Form 3540-8

Submission History <

**Reporting Year**  
2018

**Establishment Number**  
11111-BRA-1

**Establishment**  
BRAZIL FOREIGN  
ESTABLISHMENT  
Av. Laurindo Regis, 110  
SALVADOR, 40290-270  
BRA

Unit of Measure

Amount Produced, Repackaged,  
or Relabeled (2018)

Amount Sold or Distributed - US  
(2018)

Amount Sold or Distributed -  
Foreign (2018)

Amount to be Produced,  
Repackaged, or Relabeled (2019)

Comments

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**

The screenshot displays the EPA Section Seven Tracking System interface. On the left, there is a navigation menu with three items: 'Form 3540-16', 'Form 3540-8', and 'Submission History'. The main area shows a table of reports. The table has four columns: ID, Description, User, and Location. The 'Submit "Ready" Forms' button is circled in red at the bottom of the table.

ID	Description	User	Location
10003015	ESTABLISHMENT		Philadelp
11111-ID-10003016	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
11111-ID-10003017	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
11111-ID-10003019	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
11111-ID-10003020	Tina's Test ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
11111-ID-10003021	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
11111-ID-10003022	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
11111-ID-10003023	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp
11111-ID-10003024	ESSTS TESTING ESTABLISHMENT	John Doe	Philadelp



# 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.

Est. No.	Est. Name	Est. Contact	Street Address	City	State	Report Year	Preview PDF
11111-BRA-1	BRAZIL FOREIGN ESTABLISHMENT	Test Contact	Av. Laurindo Regis, 110	SALVADOR		2018	

[Cancel](#) [Next](#)



# Step 10: Submit Amended EPA Form 3540-16

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**