



United States Environmental Protection Agency

Instructions for Completing EPA Form 3540-8 (revised 04/2001) APPLICATION: ESTABLISHMENT REGISTRATION FOR PESTICIDE AND DEVICE PRODUCERS

Requirement: Section 7 of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) provides that no person shall produce any pesticide or any device in any state/territory unless the establishment in which it is produced is registered with the US Environmental Protection Agency (EPA).

“Produce” is defined by FIFRA and at 40 CFR 167.3. You **“produce”** a pesticide, active ingredient, or device if you do any of the following activities:

- | | | | |
|--------------------------------------|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> manufacture | <input type="checkbox"/> propagate | <input type="checkbox"/> repackage | <input type="checkbox"/> otherwise change |
| <input type="checkbox"/> prepare | <input type="checkbox"/> process | <input type="checkbox"/> label | the container |
| <input type="checkbox"/> compound | <input type="checkbox"/> package | <input type="checkbox"/> relabel | |

Note: Establishments that do only custom blending do not need to be registered. Establishments which report production of other products do not need to report their custom blending activities. Custom blending is defined at 40 CFR 167.

~ :Please read all instructions before you begin to fill out EPA Form 3540-8.

IF YOU HAVE QUESTIONS REGARDING SECTION 7 REQUIREMENTS

- ~ **Domestic** establishments: Contact your Regional Office. (See page 4.)
- ~ **Foreign** establishments: Contact the Washington, DC Office. (See page 4.)

Name/Address Changes: Domestic establishments must provide name and address changes to the US EPA Regional Office (see page 4) where the company headquarters is located. **Foreign** establishments must provide name and address changes to the US EPA Washington, DC Office (see page 4). Information must be supplied in writing within 30 days of the change.

Complying with the Registration Requirement: To comply with this requirement, a responsible officer of the company must complete EPA Form 3540-8 and submit it to the US EPA office with jurisdiction over the state/territory in which the company headquarters is located (see page 4). Foreign companies must submit the Form to the US EPA Washington, DC office (see page 4). Production activity cannot commence before a number has been assigned. You will be notified in writing after the establishment number(s) is assigned.

Public Reporting Burden For this information, time required is estimated to average 18 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the reviewing and collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to Director, OEI/OIC Collection Strategies Division (2823), US Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, DC 20460-0001, and to the Paperwork Reduction Project, Office of Information and Regulatory Management Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503 (Attention: Desk Officer for US EPA).

ITEMS TO BE COMPLETED ON EPA FORM 3540-8

Please print or type.

1. **Company Name.** Enter the complete name of the company submitting the application.
2. **Company Name (if different from item 1).** Enter Agent Name, if applicable.
- 3-6. **Company Headquarters Location.** Enter the physical street or route location (DO NOT use a P.O. Box) of the home office or headquarters of the applicant company.
- 7-10. **Company Headquarters Mailing Address.** Complete if different from items 3-6. **Foreign Companies** must use an agent residing in the United States to act for them. Enter the US mailing address of the agent in items 7-10.

NOTE: Correspondence to companies with registered establishments is sent to the company mailing address, e.g., the required annual production reports (EPA Form 3540-16) are mailed to this address and not the individual establishment mailing address.

11. **EPA Company Number.** Enter the EPA Company number. Leave blank if one has not yet been assigned.
12. **Company D & B No.** Enter the Dun and Bradstreet number of the company, if available.
13. **Appropriate Ownership Code.** Enter the code (1-5) which describes the type of ownership under which the company operates.

If the ownership code in Item 13 is number 4 (Corporation), complete Items 14 and 15.

14. **State or Country of Incorporation.** Enter the two-letter state code or three-letter country code. Country codes are on page 5.
15. **Date of Incorporation.** Enter the **month, day, and year** of incorporation, registration, or license to do business.

Items 16-26: Each EPA Form 3540-8 has space for information for three new producing establishments. Items 16 through 26 are repeated. Fill in the second and third sets of these items only if applying for more than one establishment location.

If more space is needed (more than three establishments), check “continued on attached sheet” and reproduce the form. Number the original and attached sheets as “Page ___ of ___”. Sign each page.

16. Establishment Name. Enter the name of the establishment that will produce pesticide products and/or devices. The establishment **MUST BE** a wholly-owned subsidiary of the parent company.

EPA Est. No. (Establishment Number). Leave this item blank. The US EPA will assign a number. *Please refer to the Questions and Answers on Page 6 for information about Establishment Numbers.*

17-20. Establishment Site Address. Enter the physical street or route location, city, state, and zip code. **DO NOT** use a P.O. Box. For foreign countries, use abbreviations shown on page 5 for item 19.

21-24. Establishment Mailing Address. Enter if different from boxes 17-20.

25. NAICS Codes. Leave this item blank. The Agency is not currently collecting this information for Pesticide-Producing and Device-Producing Establishments.

26. Establishment D&B Number. Enter only if different from the Company D&B No. (box 12).

27. Name of Company Officer. The company officer is a person who can obligate the company to the requirements of Section 7. Please print or type the name.

28. Telephone Number. This item must be completed for the Application to be processed.

29. E-mail Address (Optional)

30. FAX Number of Company Headquarters (Optional)

31. Title of Company Officer. This item must be completed in order for the Application to be processed.

32. Date Signed. This item must be completed in order for the Application to be processed.

33. Signature of Company Officer. Unsigned Applications will not be processed.

Upon receipt of EPA Form 3540-8, each Pesticide-Producing and Device-Producing Establishment will be assigned a unique number. The US EPA will notify the company of the assigned establishment number. This number must be on labels of products (pesticides and devices) produced at that facility.

SEND APPLICATIONS FOR DOMESTIC ESTABLISHMENTS TO:
the US EPA Regional Office having Jurisdiction over the State/Territory
in which the Company Headquarters is Located.

US Environmental Protection Agency Regional Offices and State/Territory Abbreviations

US EPA Regional Offices	States/Terr. Covered	US EPA Regional Offices	States/Terr. Covered
US EPA Region I Lee Weller PO Box 8636 Boston, MA 02114 Telephone 617-918-1849	CT, MA ME, NH RI, VT	US EPA Region VI Gene Thilsted Pesticides Section (6PD-P) 1445 Ross Avenue Dallas, TX 75202-2733 Telephone 214-665-2782	AR, LA NM, OK TX
US EPA Region II David Salkie Pesticides Team (MS-500) Building 5 2890 Woodbridge Avenue Edison, NJ 08837-3679 Telephone 732-321-6750	NJ, NY PR, VI	US EPA Region VII Lou Banks Pesticides Branch (WWPD / PEST) 901 N. 5 th Street Kansas City, KS 66101-2798 Telephone 913-551-7125	IA, KS MO, NB
US EPA Region III Kyla Townsend-McIntyre Pesticides Programs (3WC32) 1650 Arch Street Philadelphia, PA 19103-2029 Telephone 215-814-2045	DE, DC MD, PA VA, WV	US EPA Region VIII Cornelia Maes Enforcement Division (ENF-PT) 999 18th Street, Suite 300 Denver, CO 80202-2466 Telephone 303-312-6049	CO, MT ND, SD UT, WY
US EPA Region IV Jacquelyn Wilkerson AFC Pesticides Section (APTMD) 61 Forsyth Street, SW Atlanta, GA 30303-8960 Telephone 404-562-9011	AL, FL GA, KY MS, NC SC, TN	US EPA Region IX Glenda Dugan Pesticides Section (CMD-5) 75 Hawthorne Street San Francisco, CA 94105-3901 Telephone 415-947-4204	AZ, CA, HI, NV AS, GU
US EPA Region V Gail Muffitt PTES (DT-8J) 77 W. Jackson Blvd. Chicago, IL 60604-3507 Telephone 312-886-6008 or 312-886-7061	IL, IN MI, MN OH, WI	US EPA Region X Theresa Pimentel Pesticides Unit (ECO-084) 1200 Sixth Avenue Seattle, WA 98101-1128 Telephone 206-553-0257	AK, ID OR, WA

[SEND APPLICATIONS FOR FOREIGN ESTABLISHMENTS TO:](#)

US Postal Service Mail Address

Carol L. Buckingham

US Environmental Protection Agency

Agriculture Division (2225A)

1200 Pennsylvania Ave., NW

Washington, DC 20460-0001 USA

Telephone: 202-564-5008

Courier Delivery Address

Carol L. Buckingham (Room 6102)

US Environmental Protection Agency

Agriculture Division

1200 Pennsylvania Ave., NW

Washington, DC 20004 USA

E-mail: buckingham.carol@epa.gov

FOREIGN COUNTRY ABBREVIATIONS

COUNTRY	CODE
ARGENTINA	ARG
AUSTRALIA	AUS
AUSTRIA	AUT
BARBADOS	BRB
BELGIUM	BEL
BRAZIL	BRA
BULGARIA	BGR
CANADA	CAN
CZECH REPUBLIC	CHK
CHILE	CHL
CHINA	CHN
COLOMBIA	COL
COSTA RICA	CRI
DENMARK	DNK
DOMINICAN REPUBLIC	DOM
ECUADOR	ECU
EL SALVADOR	ELS
FINLAND	FIN
FRANCE	FRA
GERMANY	DEU
GUATEMALA	GTM
HAITI	HTI
HONG KONG	HKG
HUNGARY	HUN
INDIA	IND
INDONESIA	IDN
IRELAND	IRL
ISRAEL	ISR

COUNTRY	CODE
ITALY	ITA
JAMAICA	JAM
JAPAN	JPN
JORDAN	JOR
KENYA	KEN
LIECHTENSTEIN	LIE
MALAYSIA	MYS
MEXICO	MEX
MONACO	MCO
NETHERLANDS	NLD
NETHERLANDS ANTILLES	ANT
NEW ZEALAND	NZL
NICARAGUA	NIC
NORWAY	NOR
PAKISTAN	PAK
PANAMA	PAN
PAPUA NEW GUINEA	PNG
PERU	PER
PHILIPPINES	PHL
POLAND	POL
PORTUGAL	PRT
REPUBLIC OF KOREA	KOR
ROMANIA	ROM
RUSSIA	RUS
RWANDA	RWA
SCOTLAND	SCT
SINGAPORE	SGP
SLOVENIA	SLO

SOUTH AFRICA	ZAF
SOUTH VIETNAM	SVN
SPAIN	ESP
SWEDEN	SWE
SWITZERLAND	CHE
TAIWAN	TWN
TANZANIA	TZA
THAILAND	THA
TRINIDAD AND TOBAGO	TTO
TURKEY	TUR

UGANDA	UGA
UKRAINE	URK
UNITED ARAB EMIRATES	UAE
UNITED KINGDOM	GBR
URUGUAY	URY
YUGOSLAVIA	YUG
VENEZUELA	VEN

Please contact US EPA Headquarters, 202-564-5008, if you do not see the appropriate country code here

Questions & Answers

1. *What is a Company Number?*

This is an identification number unique for each company. You are not required to use the leading zeros. For example, company 081234 may use 81234 on their labels and reports. **The US EPA assigns the company number**.

2. *What is an Establishment Number?*

An Establishment Number is a facility identifier composed of a company number, a two or three letter code designating the State or Country, and a number indicating the order of the establishment registered in a given State or Country. For example, 80156-NY-002 indicates that this is the second establishment for company 80156 in New York. **The US EPA assigns the Establishment Number**.

3. *What if I no longer want/need an Establishment registration?*

Notify, in writing, the Regional Office where your company headquarters is located (domestic establishments) or the Washington office (foreign establishments). You may request inactivation at the time you complete your yearly report. At other times of the year, send a letter on company letterhead requesting inactivation of an establishment. The letter must include the Establishment Number you wish to inactivate.

4. *If I change the address of my establishment, what happens to my Establishment Number?*

Your Establishment Number stays the same if you stay in the same state. If you move the establishment to a different state, you must apply for a new number.

5. *If I change addresses, how long do I have to notify the EPA of my new address?*

You must notify EPA of an address change within 30 days of that change. This change requirement applies to company location and mailing addresses as well as establishment location and mailing addresses.

6. *I would like to read the regulations about Pesticide Producing Establishments. How can I get them?*

Establishment regulations are in Title 40, Part 167 of the Code of Federal Regulations. They are available on the Internet at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

7. *My company receives pesticides in large containers and transfers the products to smaller bottles with new labels prior to sale. Do I need an Establishment Registration? Do I need to report this activity to the EPA?*

Yes to both questions. This is repackaging. You must do this in a registered Establishment. Please contact US EPA for specific policies and requirements related to repackaging before you begin.