



Instructions

Fuel Additive Manufacturer Annual Report Supplemental Fuel Additive Manufacturer Annual Report

GENERAL INFORMATION

The manufacturer of a fuel additive registered by the Environmental Protection Agency under 40 CFR 79 is required to submit a Fuel Additive Manufacturer Annual Report (EPA Form 3520-13A) in order to keep the registration in force. This form allows up to 16 additives to be reported. *One* 3520-13A form is required for each manufacturer, form 3520-13B may be used as a supplemental form to report additional additives.

Fuel Additive Manufacturer Annual Reports are to be submitted on or before March 31 for the preceding year or part thereof.

Completed form(s) should be sent:

Via U.S. Postal Service

U.S. Environmental Protection Agency
Attn: Fuel Additive Registration/Suite L-103
Mail Code - 6406J
1200 Pennsylvania Avenue, NW
Washington, DC 20460-0001

or

Via Courier

U.S. Environmental Protection Agency
Attn: Fuel Additive Registration/Suite L-103
Mail Code - 6406J
501 Third Street, NW
Washington, DC 20001

Telephone: (202) 564-9754

Fax: (202) 565-2153

email: caldwell.jim@epa.gov, fernandes.joseph@epa.gov

Specific instructions for completing the form follow.

The EPA is responsible for assessing the impact on public health and welfare from exposure to motor vehicle emissions. Knowledge of fuel additive production is an important aspect of this program.

SPECIFIC INSTRUCTIONS

Please type (best results are obtained using standard fonts such as Courier or Arial) or print the information using a dark-colored ink. If using a photocopied version of the form, please ensure the copy is clean and has been copied to 100% of the original page size.

- Item 1. Company Name: Enter the company's legal name.
- Item 1a. Company ID: If known, enter the EPA assigned company ID.
- Item 2. Report Year: Enter the year for which the company is submitting the report.
- Item 3. Report Type: Check "Original" if this is the first submission for the stated year and additive(s) listed. Check "Resubmission" if this is an update or correction to the original submission.
- Item 4. Impurities: Self-explanatory.
- Item 5. Additive Mechanisms: Self-explanatory.
- Item 6a. Additive ID: Enter the EPA assigned additive ID.
- Item 6b. Market: To the best of your knowledge, check the box indicating the additive's use. If the additive was registered with more than one Market category, it must be reported separately for each market category and its corresponding production.
- Item 6c. Production Volume: Enter the number of units produced of this additive for the report year.
- Item 6d. Production Units: Enter the appropriate unit abbreviation for each entry.
- Item 7. Confidential Business Information: Enter the number(s) of those items for which your company asserts a claim of confidentiality.
- Item 8. Assurance: The notification form must be signed and dated by the fuel manufacturer or its authorized agent. The printed name of the signer and the signer's telephone number should be given. If the form is signed by an authorized agent, the company must provide a letter authorizing such agent.

Item 9. Self-explanatory.

The public reporting burden for this Environmental Protection Agency (EPA) collection of information is estimated to average 1 hour per response for each additive. This includes time for reviewing instructions and regulations, searching company records, gathering for each additive the needed data, and completing, reviewing, copying, and transmitting the collection of information.

Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose, or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, OPPE Regulatory Information Division, U.S. Environmental Protection Agency (2137) 401 M St., S.W., Washington, DC 20460; and to the Office of Information and Regulatory Affairs, Office of Management of Budget, 725 17th Street, NW, Washington, DC 20503, Attention, Desk Officer for EPA. Include the EPA ICR number 0309.10 and OMB control number 2060-0150 in any correspondence.

NOTE: This office is operated by a contractor, MACI (Arlington, VA) for the EPA, under contract number 68-W-01-050. Information submitted with this form will be provided to MACI for processing into a database at the registration office.