



## Instructions Fuel Manufacturer Quarterly Report for Motor Vehicle Gasoline or Diesel Fuel

### GENERAL INFORMATION

Any manufacturer of a fuel registered by the Environmental Protection Agency must submit a Fuel Manufacturer Quarterly Report for that fuel in order to keep the registration in force.

Fuel Manufacturer Quarterly Reports are to be submitted within 45 days after the close of each calendar quarter.

One copy of a Quarterly Report should be completed and submitted for each registered fuel.

Completed form(s) should be sent:

Via U.S. Postal Service

U.S. Environmental Protection Agency  
William Jefferson Clinton Building  
Mail Code - 6405A  
1200 Pennsylvania Ave, NW  
Washington, DC 20460

or

Via Courier

U.S. Environmental Protection Agency  
William Jefferson Clinton Building  
Room 6520V; (202) 343-9038  
1200 Pennsylvania Ave, NW  
Washington, DC 20004

Telephone: (202) 343-9648

Fax: (202) 343-2825

email: [caldwell.jim@epa.gov](mailto:caldwell.jim@epa.gov)  
[solar.jose@epa.gov](mailto:solar.jose@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 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. Address: Enter the address of the company office responsible for submitting this form.
- Item 3. Report Year: Enter the year for which the company is submitting the report.
- Item 4. Quarter: Check the appropriate quarter for which the company is submitting the report.
- Item 5. Quarterly Production Volume: Enter the number of gallons produced of this fuel for the quarter.
- Item 6. Fuel ID: Enter the EPA assigned fuel ID. Leave blank if you don't know this number.
- Item 7. Brand Name : List the brand name under which your company markets the fuel described on this form. If you market it under more than one name, use the first name listed on the "Fuel Manufacturer Notification for Motor Vehicle Fuel" EPA Form 3520-12.
- Item 8. Additive Content: List of all US EPA registered additives previously reported for the fuel and their highest, lowest, and average concentrations in milligrams per liter, even if usage was 0 in a particular quarter. If you are not reporting in units of milligrams per liter, enter the concentration unit in which you are reporting in column (d). To have an additive dropped from your listing, notify this office in writing.
- Item 9. Confidential Business Information: Enter the number(s) of those items for which your company asserts a claim of confidentiality.
- Item 10. 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.

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The public reporting and recordkeeping burden for this collection of information is estimated to average 3 hours per response. 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, Collection Strategies Division, U.S Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20406. Include the OMB control number in any correspondence. Do not send the completed form to this address.

NOTE: This office is operated by a contractor, SRA International for the EPA. Information submitted with this form will be provided to SRA International for processing into a database at the registration office.