



Instructions Fuel Manufacturer Annual 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 Annual Report for that fuel in order to keep the registration in force.

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

One copy of an Annual 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 - North
Room 5512D (202) 343-9038
1200 Pennsylvania Ave, NW
Washington, DC 20004

[Program Support and Registration Contact Form](https://www.epa.gov/fuels-registration-reporting-and-compliance-help/forms/fuels-program-helpdesk#contactform)

(<https://www.epa.gov/fuels-registration-reporting-and-compliance-help/forms/fuels-program-helpdesk#contactform>)

Telephone: (202) 343-9648

Fax: (202) 343-2825

Jim Caldwell: (202) 343-9303 or caldwell.jim@epa.gov

Jose Solar: (202) 343-9027 or 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 composition, as reported by each manufacturer, 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. Fuel ID: Enter the EPA assigned Fuel ID. If you do not know it, leave blank.
- Item 5. 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, list the first name listed on the "Fuel Manufacturer Notification for Motor Vehicle Fuel," EPA Form 3520-12.
- Item 6. Fuel Properties: To the extent known, provide the highest, lowest, and average concentrations, in weight percent, for the listed characteristics/properties. Also, mark whether methods of analysis for (a) through (f) are the same as previously reported.

If not, provide the correct method of analysis for the affected item. For any item for which measurements are not available, enter "Not Measured." If a standard method of analysis is used, identify it (e.g., ASTM D1319), otherwise describe the method used on a separate sheet. Please use metric measurements.

Also provide characteristics (g) through (m) for the gasoline or diesel fuel you are reporting.

- Item 7. Mechanisms of Action: Self-explanatory.
- Item 8. Confidential Business Information: Check the number(s) of those items for which your company asserts a claim of

confidentiality.

- Item 9. Certification: 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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Approval expires 01-31-2020

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, CSRA LLC, a General Dynamics Information Technology company for the EPA. Information submitted with this form will be provided to the contractor for processing into a database at the registration office.