

ADAMS TECHNOLOGY SYSTEMS

5145 FOREST RUN TRACE - SUITE B • ALPHARETTA GA 30022-4504
Phone: 770-751-1073 • Fax: 770-751-1173
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ATSSC STANDARD OPERATING PROCEDURE

SOP for:	EPA COMPANY # LETTER	REV# 04	SOP# 13
SOP Written/Revised by:	Rob R. Adams, Jr	Rev. Date:	05/16/07

I. PURPOSE

Client Companies must have an EPA Company Number before Adams Technology Systems may conduct any business concerning US EPA and State Pesticide Registrations. This EPA Company Number is used to identify the company registrations and is also used to identify the company manufacturing establishments.

II. RESPONSIBILITY

Primary: Our Client Contact Person
Secondary: ATS Partner

III. PROCEDURE

The following letter needs to be sent to request an EPA COMPANY NUMBER. Mail the letter directly to the EPA. Email or fax a copy to ATS. Send a hard copy of the letter to ATS for our files. Time is of essence in getting this letter to the EPA! No EPA or State Pesticide Registration work, no labels and no product may be manufactured until we receive this Company Number. It normally takes four to six weeks for this number to be issued.

Special Note for FIFRA 25(b) Exempt EPA Co#: Although a product may be FIFRA 25(b) exempt from EPA registration, most states still require an EPA Company number. This and your company Federal ID Number is what states use to track all pesticide registrations. We must have the EPA Co# to process paperwork and load the ATSSC computer system.

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(TYPE THIS LETTER ON YOUR LETTERHEAD)

(Today's Date)

EPA ADDRESSES

Delivery - UPS, FedEx, DHL, Courier, etc:

EPA - Office of Pesticide Programs (**NEWCO**)
Document Processing Desk (**7504P**)
One Potomac Yard - Room S4900
2777 S. Crystal Drive
Arlington, VA 22202

U.S. Postal Service:

Environmental Protection Agency
Office of Pesticide Programs (**NEWCO**)
Ariel Rios Building
1200 Pennsylvania Ave NW
Washington, DC 20460-0001

Re: EPA Company Number

We request that you assign an EPA Company Number to us as soon as possible:

(Company Name)
(Address)
(City, State, Zip Code)
(Contact's Name & Phone #)

Our Agent of Record will be:

(Company Name)
c/o **ADAMS TECHNOLOGY SYSTEMS**
5145 Forest Run Trace - Suite B
Alpharetta GA 30022-4504
Contact: Rob R. Adams, Jr. - (770) 751-1073

Thank you for expediting this request. If you have any questions, please contact Adams Technology Systems at (770) 751-1073.

Sincerely,
(Company Name)

(Signer's Name)
(Title)

cc: Rob Adams - ADAMS TECHNOLOGY SYSTEMS