

DISTRIBUTION OF PAPERWORK
1st-PARTY SECTION 24c, SPECIAL LOCAL NEED ISSUANCE OR AMENDMENT

These are addressed to the manufacturer and can be issued by any Specialist. There will be no PRB#.

Registration Specialist:

1. Prepares cover letter and Memorandum of Registration (with surnames). Make an extra copy of letter and memo designated "SLN file."
2. Stamps labels accepted (remember to include both the EPA Reg. No. and the SLN No.).
 - 1 designated "product file" (for each product listed)
 - 1 designated "USEPA"
 - 1 designated "SLN file" for Info. Ctr.
 - 1 designated "(name of company)"
 - 1 designated "temporary file"
 - 1 designated "coding"
3. Prepares EPA SLN form, and makes extra copy after supervisor signs it. Designate one for EPA and one for "SLN file" (for amendments and inactivations there will be no EPA SLN form).

Supervisor of Registration: Signs EPA SLN form. Surnames letter and Memorandum of Registration and gives all copies to the front desk.

Front Desk: Mails original letter and label to company.

Mails copy of letter, label and EPA SLN form to EPA (surname copies go to Registration Specialist).

Distributes remainder of items. (A copy of the EPA SLN form and the original Memorandum of Registration must be attached to the copy designated "SLN file".)

Information Center: File the copies designated "product file," "temporary file" and "SLN file". An SLN file folder will have to be made for new SLN's.

INACTIVATIONS OF 1st-PARTY 24c's

Follow above instructions except there will be no Memorandum of Registration or EPA SLN form or distribution of the label. Registration Specialist attaches a copy of SLN label stamped "inactive" to the letter designated Coding. Distribution of the letter is the same as above. SLN file folder in Information Center must be stamped "Inactive".