



Instructions for Completion and Submittal of the Annual Used Oil Burner Report Form

These instructions have been developed to help you complete and submit your annual used oil burner report form(s). If you have questions about the reporting requirements, the report form, or these instructions, please call: (602) 771-4140; or, in-state toll free: (800) 234-5677, then dial 771-4140 after the prompt.

Please refer to the following definitions to assist you with correctly reporting your used oil burning activities:

Burn for energy recovery means used oil is burned to produce a product (e.g., where used oil fires the raw materials mix in an asphalt plant burner drum to produce asphalt paving, or, used oil is burned in a boiler at an electric generating plant to produce electricity).

Off-spec used oil means used oil whose properties/characteristics either do not meet, or have **not yet** been demonstrated to meet, **by laboratory analysis or other documentation**, the used oil specifications of 40 CFR 279.11. (**NOTE:** The use of test kits and/or test meters to screen for total halogens and PCBs **does not** satisfy the demonstration that an oil meets the used oil specifications of 40 CFR 279.11.) An example of used oil that has not yet been demonstrated to meet the used oil specifications is used oil that is collected from a used oil generator.

On-spec used oil means used oil for which a claim has been made that the properties/characteristics of the used oil meet the used oil specifications of 40 CFR 279.11 **AND** for which the claim has also been demonstrated **by laboratory analysis or other documentation**. (**NOTE:** Only a used oil marketer can make such a claim. A facility that burns its own self-generated used oil for energy recovery is also a used oil fuel marketer and must also submit quarterly used oil fuel marketer reports.)

Self-generated used oil means used oil that is generated on-site from a company's maintenance activities at a specific facility. (**NOTE:** A facility that burns its self-generated used oil for energy recovery is also a used oil fuel marketer, and must also file quarterly used oil fuel marketer reports. The specification of the self-generated used oil fuel being burned is a separate issue, and has no bearing on the used oil fuel marketer reporting requirement.)

Reporting Requirements

If your company burns used oil in Arizona during a calendar year, you are required to submit an annual report to the Arizona Department of Environmental Quality (ADEQ) by **February 1** of the following calendar year, pursuant to Arizona Revised Statutes (A.R.S.) § 49-802.C.4. A separate report form must be completed and submitted for **each** used oil burner unit that your company operated in Arizona during the calendar year.

You may use this form, or develop your own form, so long as the information provided thereon and the order in which it appears matches that for ADEQ's form. If you complete the form by hand, please write legibly. A.R.S. § 49-802.E. provides that customer lists reported to ADEQ be held confidential. If you submit your report on your own form, be sure to label the lists of used oil transporters and marketers you report in Tables IV and V with the word CONFIDENTIAL. Annual used oil burner reports may be submitted to the address below by mail or hand delivery only.

Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, Arizona 85007
Attn: Used Oil Program Coordinator
Mail Drop: 4415A-2

If your burner unit did not burn used oil in Arizona this past calendar year, but you have submitted annual reports for previous years for this burner unit, ADEQ asks that you please complete Sections I and II **only (Page 1)** of the report form, and sign, date, and return **Page 1** of the report form to the address above.

ADEQ maintains a list of companies who actively burn used oil in Arizona, or who have burned used oil in Arizona in the past. If your company **no longer** burns used oil in Arizona, please contact this office about having your company's name removed from ADEQ's list of active used oil burners.

Approximately one month prior to the due date for submittal of your next annual report(s), ADEQ will send you a reminder notice regarding its (their) submittal (if your company's name is on ADEQ's list of active used oil burners).

Completing the Report Form

Page 1

Report title: Indicate the calendar year to which the report applies by writing the year in the blank space next to the words ANNUAL REPORT.

Part I: If this burner unit did not operate in Arizona during the calendar year just completed, circle No, and complete Part II, and sign and date the page, and mail Page 1 to the address on the preceding page.

Part II: Self explanatory.

Instructions - Burners

Page 2

Page header: Indicate the calendar year to which the report applies in the blank space.

Table III-A: Refer to the definitions on Page 1.

Table III-B: Complete this table only if the burner unit was operated at more than one location during the calendar year.

Page 3

Page header: Indicate the calendar year to which the report applies in the blank space.

Table IV: Summarize the information for each used oil transporter for the calendar year and enter that information in the table.

Table V: Summarize the information for each used oil fuel marketer for the calendar year and enter that information in the table.