
**Instructions for Completion and Submittal of the Quarterly Used Oil
Processor Facility Report Form**

These instructions have been developed to help you complete and submit your quarterly used oil processor facility 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.

For the purpose of correctly reporting your used oil transportation and storage activities on this form, please refer to the following definitions:

Used oil processing means chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of fuel oils, lubricants, or other used oil-derived products. Processing includes, but is not limited to: blending used oil with virgin petroleum products, blending used oils to produce *on-spec* used oil, filtration, chemical or physical separation, simple distillation, and re-refining.

Used oil generator means any handler of used oil, by site, whose act or process produces used oil or whose act first causes used oil to become subject to regulation. This includes any maintenance facility where used oil is generated and any type of used oil collection center facility.

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 used oil processor facility that makes such a claim for the used oil it handles is also a used oil fuel marketer and must also submit quarterly used oil fuel marketer reports.)

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.

Instructions - Processors

Reporting Requirements

Pursuant to Arizona Revised Statutes (A.R.S.) § 49-802(C)(3), if your facility processed used oil during a calendar quarter, or your facility is a used oil transfer facility that stored the same used oil on site for more than 35 consecutive days, you are required to submit a quarterly used oil processor report to the Arizona Department of Environmental Quality (ADEQ) by the 30th day following the end of the calendar quarter to which the report applies (i.e., April 30th, July 30th, October 30th, or January 30th). A separate report form must be completed and submitted for **each** used oil processing facility.

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 in Tables III-B and VI-A and used oil customers in Table VI-B with the word CONFIDENTIAL. Quarterly used oil transporter/transfer facility reports may be submitted to the address on the next page 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 processing facility did not process used oil in Arizona this past calendar quarter, but you have submitted quarterly reports for previous quarters for this processing facility, 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 process used oil in Arizona, or who have done so in Arizona in the past. If your company **no longer** processes used oil in Arizona, please contact this office about having your company's name removed from ADEQ's list of active used oil processing facilities.

Approximately one month prior to the due date for submittal of your next quarterly 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 processing facilities).

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Reporting Form Instructions

Page 1

- Report title: Indicate the calendar year and quarter to which the report applies by writing the year in the blank space next to the word YEAR and a "1, 2, 3, or 4" in the blank space next to the word QUARTER.
- Part I: If this processing facility did not process used oil in Arizona during the calendar quarter just completed, circle No, and complete Part II, and sign and date the page, and mail Page 1 to the above address.
- Part II: Self explanatory.

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- Page header: Indicate the calendar year and quarter to which the report applies in the blank spaces.
- Part III-A: Record the total gallons of used oil that were brought to this facility by all transporters, including your own company's vehicles, during the calendar quarter.
- Part III-B: Summarize the information you recorded in Part III-A for each transporter that brought used oil to this facility and record the information in Table III-B on Page 3 of the report form.
- Part IV: Record the total gallons of used oil that was generated from processing generator waste at your facility during the calendar quarter. One such example of this type of used oil is the used oil that is separated from wastewater that comes from car washing facilities that was not classified as used oil when brought to the processing facility.
- Part V: Self explanatory.
- Part VI-A: Summarize the information you recorded in Part V-B for each transporter that transported *off-spec* used oil from this facility and record the information in Table VI-A on Page 4 of the report form.
- Part VI-B: Summarize the information you recorded in Part V-B for each customer to whom *off-spec* used oil was shipped from this facility and record the information in Table VI-B on Page 5 of the report form.

Pages 3, 4, & 5

- Page header: Indicate the calendar year and quarter to which the report applies in the blanks