



Instructions for Completion and Submittal of the Quarterly Used Oil Transporter/Transfer Facility Report Form

These instructions have been developed to help you complete and submit your quarterly used oil transporter/transfer 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 transporter means any person who transports used oil, any person who collects used oil from used oil generators and transports the collected oil, and owners and operators of used oil transfer facilities.

Used oil transfer facility means any transportation-related facility, including loading docks, parking areas, and other areas where shipments of used oil are held for more than 24 hours, but not longer than 35 days, during the normal course of transportation or prior to processing or 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.

Used oil non-generator means a handler of used oil that receives used oil from another handler of used oil that does not generate used oil and which is not a used oil collection center facility (e.g., used oil transporter/transfer facility, used oil processor).

Non-Arizona means outside of the state boundaries.

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.

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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 transporter/transfer 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.)

Reporting Requirements

Pursuant to Arizona Revised Statutes (A.R.S.) § 49-802(C)(3), if your company engaged in any of the used oil transportation activities identified below during a calendar quarter, you are required to submit a quarterly 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). Please note that none of the activities discussed below involve the handling of *on-spec* used oil. You **are not** required to report any transportation/storage activities involving *on-spec* used oil on this report form. A separate report form must be completed and submitted for **each** used oil transporter/transfer facility.

- 1) Transported used oil collected/received from used oil generators (i.e., sites or facilities where used oil is collected or produced, such as used oil collection centers, automotive service facilities, and other business facilities) located in Arizona;
- 2) Transported used oil, which was collected/received from used oil generators located in another state, to a facility located in Arizona;
- 3) Transported used oil from a non-generator of used oil (e.g., transporter, transfer facility, processor, etc.) located in Arizona;
- 4) Transported used oil, which was received from a non-generator of used oil located in another state, to a facility located in Arizona; or,
- 5) Stored used oil for more than 24 hours, but not more than 35 days.

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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 non-generators, transporters and recipients you report in Tables III-C, IV-B, and IV-C, respectively, 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 transporter/transfer facility did not engage in used oil transportation activities in Arizona this past calendar quarter, but you have submitted quarterly reports for previous quarters for this transporter/transfer 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 transport used oil, or operate used oil transfer facilities, in Arizona, or who have done so in Arizona in the past. If your company **no longer** transports used oil in Arizona or operates a transfer facility in Arizona, please contact this office about having your company's name removed from ADEQ's list of active used oil transporters/transfer 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 transporters/transfer facilities).

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 transporter/transfer facility did not transport or store 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 2

Page header: Indicate the calendar year and quarter to which the report applies in the blank spaces.

Part III-A: On Line 1, record the total gallons of used oil you collected from all in-state used oil generators during the calendar quarter. On Line 2, record the total gallons of used oil you collected from all out-of-state used oil generators during the calendar quarter.

Part III-B: On Line 1, record the total gallons of used oil you collected from all in-state non-generators of used oil during the calendar quarter. On Line 2, record the total gallons of used oil you collected from all out-of-state non-generators of used oil during the calendar quarter.

Part III-C: Summarize the information you recorded on Lines 1 and 2 in Part III-B for each non-generator, and record the information in Table III-C on Page 3.

Part IV-A: On Line 1, record the total gallons of used oil your company vehicles transported to all other facilities during the calendar quarter. On Line 2, record the total gallons of used oil that were transported to all other facilities by other transporter companies during the calendar quarter.

Part IV-B: Summarize the information you recorded on Lines 1 and 2 in Part IV-A for each transporter, and record the information in Table IV-B on Page 4 of the report form.

Part IV-C: Summarize the information you recorded on Lines 1 and 2 in Part IV-A for each facility that received shipments of used oil from your company, and record the information in Table IV-C 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 blank spaces.