



INSTRUCTIONS FOR USED OIL TRANSPORTER QUARTERLY REPORT

INSTRUCTIONS

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 in Arizona during a calendar quarter, you are required to submit a quarterly used oil processor report to 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 transporter. If your company **no longer** transports used oil in Arizona, please contact ADEQ.

These instructions have been developed to help you complete and submit your quarterly used oil transporter report form(s). If you have any questions about the reporting requirements, the report form, or these instructions please call: (602) 771-4673; or in-state toll free: (800) 234-5677, then dial 771-4673 after the prompt.

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 print legibly.

COMPLETING THE REPORT FORM

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

In Addition to definitions in 40 Code of Federal Regulations, part 279, the following definitions apply.

Used oil: Includes oil that has been contaminated as a result of handling, transportation or storage.

Off-specification used oil: means used oil which exceeds any of the allowable levels in 40 Code of Federal Regulations section 279.11.

On-specification used oil: means used oil that is not off-specification used oil

Report title: Indicate the calendar year to which the report applies by entering it in the field provide. Indicate the reporting calendar quarter which the report applies by entering 1, 2, 3, or 4 in the field provided.

Part I: Enter the transporter name, address or location, city, state, zip code, telephone number, and EPA identification number

Part II: Enter the company name mailing address, city state, zip code, and telephone number.

Part III-A: In box 1, record the total gallons of used oil collected from all in-state used oil generators during the calendar quarter. In box 2, recorded the total gallons of used oil collected from all out-of-state used oil generators during the calendar quarter. If your company has not received or shipped any used oil for this quarter, please enter **zero** in each box

Part III-B: In box 1, record the total gallons of used oil collected from all in-state non-generators of used oil during the calendar quarter. In box 2, recorded the total gallons of used oil collected from all out-of-state non-generators of used oil during the calendar quarter. If your company has not received or shipped any used oil for this quarter, please enter **zero** in each box

Part IV: In box 1, record the total gallons of used oil company vehicles transported to all other facilities during the calendar quarter. In box 2, record the total gallons of used oil that were transported to all other facilities by other transporter companies during the calendar quarter. If your company has not received or shipped any used oil for this quarter, please enter **zero** in each box

Part V: Enter the name of the person submitting the report including title and telephone number and signature.

WHERE DO I SUBMIT MY ANNUAL REPORT?

Quarterly used oil processor reports may be submitted by email to solidwaste@azdeq.gov, to the address below, or hand delivery:

Arizona Department of Environmental Quality
Attn: Used Oil Program Coordinator
1110 West Washington Street
Phoenix, AZ 85007



USED OIL TRANSPORTER QUARTERLY REPORT

Reporting Year: _____	Quarter: _____
Note: A separate report shall be submitted for each used oil transporter.	
If your company has not received or shipped any used oil for this quarter, please enter zero in each box	

Part I: Facility Information

Facility Name _____

Facility Address _____

City _____ State _____ Zip _____

Telephone _____

EPA ID# _____

Part II: Company Mailing Address (if different from above)

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____

Part III: Used oil received by this company/facility

A. Receipts from generators: Record the cumulative total gallons of used oil collected/received from all used oil generators (i.e., sites or facilities where used oil is collected or produced, such as oil centers, automotive service facilities, and other maintenance facilities), according the following criteria:

1 Gallons collected from Arizona generators	Gallons
2 Gallons collected from non-Arizona generators transported into Arizona.	Gallons

B. Receipts from non-generators: Record the cumulative total gallons of used oil collected/received from non-generators of used oil (e.g. transporters, transfer facilities, etc.), according the following criteria:

Gallons collected from Arizona non-generators	Gallons
Gallons collected from non-Arizona non-generators transported into Arizona.	Gallons

Part IV: Used oil shipped from this company/facility to other facilities

Record the cumulative total gallons of used oil transported from this company/facility to **all** other facilities (e.g. processors, off-specification burners, transporters, etc.) by **all** transporters, according the following criteria:

1 Gallons transported by this company	Gallons
2 Gallons transported by other companies	Gallons

Part V: Signature

Name of Person Reporting: _____ Title _____

Telephone _____

Signature _____ Date _____