

INSTRUCTIONS FOR USED OIL BURNER ANNUAL REPORT

INSTRUCTIONS

REPORTING REQUIREMENTS

Pursuant to Arizona Revised Statutes (A.R.S.) §49-802(C)(4), if your company burns used oil in Arizona during a calendar year, you are required to submit an annual report to ADEQ by February 1 of the following calendar year. 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.

These instructions have been developed to help you complete and submit your annual used oil burner 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. 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**.

If your burner unit did not burn used oil in Arizona this pasted calendar year, but you have submitted annual reports for pervious years for the burner unit, ADEQ asks that you please complete **Sections I and II only**. 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

Definitions: 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.)

Report title: Indicate the calendar year to which the report applies by entering the year in the blank space next to the words Reporting Year. Enter the date of the report.

Part I: If this burner unit did not operate in Arizona during the calendar year just completed, fill in the box next to No, and complete Part II, sign, date the page, and mail Part I and II to the address in the Where do I submit by Annual Report Section.

Part II: Self explanatory

Table III-A: Refer to Definitions

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

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.

WHERE DO I SUBMIT MY ANNUAL REPORT?

Annual used oil burner reports may be submitted to the address below or hand delivery only:

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



USED OIL BURNER ANNUAL REPORT

Reporting Year: _____	Date: _____
Note: A separate report shall be submitted for each burner unit	
Part I:	

Did your company burn used oil in Arizona, in the burner unit identified herein, during the calendar year? Yes No

Part II: Company/Facility Information

Company Address

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Company Mailing Address (if different from above)

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Burner Facility Identification (e.g., Plant #5627, Sun City Plant, Portable #2, etc.)

Burner Facility Name _____

Burner Facility Address/Location (if more than one location, enter MULTIPLE and complete TABLE III-B) _____

City _____ State _____ Zip _____

Telephone _____ Email _____

EPA ID # _____

PART III: Summary of used oil fuel burning activity in Arizona for the calendar year

TABLE III-A – For all used oil that was burned by this burner unit in Arizona during the calendar year, provide the information requested in the table (refer to instructions page if needed)

TABLE III-B – If this burner unit was operated at more than one location in Arizona during the calendar year, provide the information requested for each of those locations.

TABLE III-A – Used Oil Fuel Burned	
Total volume self-generated on-spec used oil fuel	gallons
Total volume self-generated off-spec used oil fuel	gallons
Total volume on-spec used oil fuel received from used oil marketer	gallons
Total volume off-spec used oil fuel received from used oil marketer	gallons
Total volume of used oil fuel burned during the calendar year (sum of 1 through 4)	gallons

TABLE III-B – Location at which used oil fuel was burned

Burner Name and address/location	Nearest city/Town	Total Gallons
Example: Portable Burner #232 226 Any Street Sometown, AZ 85002	Phoenix, AZ	350
	Total gallons burned	

Signature

Name of Person Reporting: _____ Title _____
 Telephone _____ Email _____
 Signature _____ Date _____

This page contains CONFIDENTIAL information

Part IV: Summary of transporter information for the calendar year

For each transporter that delivered used oil fuel to this burner unit during the calendar year, provide the information requested.

TABLE IV - Transporters

Transporter Name	EPA ID#	Address, city, state, zip	Total gallons delivered	on spec	off spec
Example: ABC Transport, Inc.	AZR 000 555 555	226 Any Street Sometown, AZ 85002	350	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
Total gallon delivered					

If more than six, list additional transporters on separate sheet

Part V: Summary of marketer information for the calendar year

For each marketer from whom used oil fuel was sent to this burner unit during the calendar year, provide the information requested.

TABLE V - Marketers

Marketer Name	EPA ID#	Address, city, state, zip	Total gallons delivered	on spec	off spec
Example: ABC Marketer, LLC	AZR 000 555 555	226 Any Street Sometown, AZ 85002	350	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
Total gallon sent					

If more than five, list additional transporters on separate sheet

Signature

Name of Person Reporting: _____ Title _____
 Telephone _____ Email _____
 Signature _____ Date _____