



INSTRUCTIONS FOR USED OIL MARKETER 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 marketing 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 marketing facility. If your company **no longer** markets used oil in Arizona, please contact ADEQ.

These instructions have been developed to help you complete and submit your quarterly used oil marketer 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 facility 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: In box 1, record the total gallons of on-specification used oil marketed from this facility to all in-state facilities during the calendar quarter (This applies to both in-state and out-of-state marketing facilities.). In box 2, record the total gallons of on-specification used oil marketed from this facility to all out-of-state facilities during the calendar quarter (This applies only to an in-state marketing facility marketing on-specification used oil to out-of-state facilities. Do not report the number of gallons your out-of-state marketing facility marketed to other out-of-state marketing facilities marketed to other out-of-state facilities.). 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 off-specification used oil marketed from this facility to all in-state facilities during the calendar quarter (This applies to both in-state and out-of-state marketing facilities.). In box 2, record the total gallons of off-specification used oil marketed from this facility to all out-of-state facilities during the calendar quarter (This applies only to an in-state marketing facility marketing on-specification used oil to out-of-state facilities. Do not report the number of gallons your out-of-state marketing facility marketed to other out-of-state marketing facilities marketed to other out-of-state facilities.). 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 MARKETER QUARTERLY REPORT

Reporting Year: _____	Quarter: _____
Note: A separate report shall be submitted for each used oil marketer. 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 _____ Email _____
 EPA ID# _____

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

Company Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ Email _____

Part III: On-Specification used oil marketed from this facility

Record the cumulative total gallons on-specification used oil marketed to all facilities during the calendar quarter as follows:

1 Number of gallons marketed to Arizona facilities	Gallons
2 Number of gallons marketed to non-Arizona facilities (Complete only if marketing facility is located in Arizona)	Gallons

Part IV: Off-Specification used oil marketed from this facility

Record the cumulative total gallons of off-specification used oil marketed to all facilities during the calendar quarter as follows.

1 Number of gallons marketed to Arizona facilities	Gallons
2 Number of gallons marketed to non- Arizona facilities (Complete only if marketing facility is located in Arizona)	Gallons

Part V: Signature

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