

INSTRUCTIONS FOR USED OIL PROCESSOR QUARTERLY REPORT

INSTRUCTIONS

REPORTING REQUIREMENTS

Pursuant to Arizona Revised Statutes (A.R.S.) §49-802(C)(3), if your company processed used oil in Arizona during a calendar quarter, or your facility is a used oil processing 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 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. If your company **no longer** processes used oil in Arizona, please contact ADEQ.

These instructions have been developed to help you complete and submit your quarterly used oil processor facility 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: Record the total gallons of used oil that were brought to the facility by all transporters, including your own company's vehicles, during the calendar quarter.

Part IV: Record the total gallons of used oil that were generated from processing generator waste at the facility during the calendar quarter. One such example of this type of used oil is used oil that is separated from wastewater that comes from car washing facilities that was not classifies as used oil when brought to the facility.

Part V: Report the total gallons of on-specification used oil processed and shipped, the total gallons of off-specification used oil shipped, and the total gallons of other type of used oil processed and shipped.

Part VI: 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 PROCESSOR QUARTERLY REPORT

Reporting Year: _____	Quarter: _____
Note: A separate report shall be submitted for each use oil Processor.	

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: Receipts of used oil at this processing facility	
Cumulative total gallon of used oil that were accepted by this facility from all transporters, including company-owned vehicles	_____ gallons

Part IV: Used oil produced from generator waste (e.g. wash bay wastewater from which oil was separated)	
Total gallons used oil produced from generator waste	_____ gallons

Part V: Disposition of used oil received and/or produced	
Total gallons used oil processed and shipped as on-specification used oil fuel	_____ gallons
Total gallons used oil shipped as off-specification used oil	_____ gallons
Total gallons other produced (describe)	_____ gallons

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