



INSTRUCTIONS FOR USED OIL PROCESSOR ANNUAL 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 year, 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 an annual used oil processor report to ADEQ by January 30 of the following calendar year. 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 email solidwastepermits@azdeq.gov.

These instructions have been developed to help you complete and submit your annual 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, provided that the information included and the order in which it appears matches that of ADEQ's form. If you complete the form by hand, please print legibly.

COMPLETING THE REPORT FORM

Definitions: In addition to the definitions outlined in 40 Code of Federal Regulations, Part 279, the following definitions are also provided to aid you in accurately reporting your used oil activities. Please refer to the following definitions to assist you with correctly reporting your used oil processor activities.

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 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 year.

Part IV: Record the total gallons of used oil that were generated from processing generator waste at the facility during the calendar year. 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 classified 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?

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

Arizona Department of Environmental Quality
Attn: Solid Waste Unit
1110 West Washington Street
Phoenix, AZ 85007



USED OIL PROCESSOR ANNUAL REPORT

Reporting Year: _____	Date: _____
Note: A separate report shall be submitted for each used 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 gallons of used oil that were accepted by this facility from all transporters, including company-owned vehicles	gallons
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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
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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 _____