



# INSTRUCTIONS FOR USED OIL TRANSPORTER ANNUAL 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 year, you are required to submit an annual used oil transporter report to ADEQ by January 30 of the following calendar year. 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 email [solidwastepermits@azdeq.gov](mailto:solidwastepermits@azdeq.gov).

These instructions have been developed to help you complete and submit your annual 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, 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.

**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 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 year. In box 2, record the total gallons of used oil collected from all out-of-state used oil generators during the calendar year. If your company has not received or shipped any used oil for this year, 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 year. In box 2, record the total gallons of used oil collected from all out-of-state non-generators of used oil during the calendar year. If your company has not received or shipped any used oil for this year, 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 year. In box 2, record the total gallons of used oil that were transported to all other facilities by other transporter companies during the calendar year. If your company has not received or shipped any used oil for this year, 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?

Annual used oil processor reports may be submitted by email to [solidwastepermits@azdeq.gov](mailto: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 TRANSPORTER ANNUAL REPORT

<b>Reporting Year:</b> _____	<b>Date:</b> _____
<b>Note: A separate report shall be submitted for each used oil transporter.</b>	
If your company has not received or shipped any used oil for this year, please enter <b>zero</b> 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: 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 \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_