

## Instructions for Completion and Submittal of the Quarterly Used Oil Marketer Facility Report Form

These instructions have been developed to help you complete and submit your quarterly used oil marketer facility report form(s). If you have 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.

For the purpose of correctly reporting your used oil transportation and storage activities on this form, please refer to the following definitions:

**Used oil fuel marketer** means any person who does either of the following:

- 1) Directs a shipment of *off-spec* used oil from their facility to an *off-spec* used oil burner; or,
- 2) First claims that used oil that is to be burned for energy recovery is *on-spec* used oil.

**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**.

**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.

### Reporting Requirements

Pursuant to Arizona Revised Statutes (A.R.S.) § 49-802(C)(3), if your company engaged in either of the used oil marketing activities, as defined above for a *used oil marketer*, during a calendar quarter, you are required to submit a quarterly report to the Arizona Department of Environmental Quality (ADEQ) by the 30<sup>th</sup> day following the end of the calendar quarter to which the report applies (i.e., April 30<sup>th</sup>, July 30<sup>th</sup>, October 30<sup>th</sup>, or January 30<sup>th</sup>). A separate report form must be completed and submitted for **each** used oil marketing facility.

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 write 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 facilities and transporters you report in Tables III-B, III-CI IV-B, and IV-C, respectively, with the word CONFIDENTIAL. Quarterly used oil marketing facility reports may be submitted to the address shown below by mail or hand delivery only.

Arizona Department of Environmental Quality  
1110 West Washington Street  
Phoenix, Arizona 85007  
Attn: Used Oil Program Coordinator  
Mail Drop: 4415A-2

If your marketing facility did not market used oil, as defined earlier, this past calendar quarter, but you have submitted quarterly reports for previous quarters for this marketing facility, ADEQ asks that you please complete Sections I and II **only (Page 1)** of the report form, and sign, date, and return **Page 1** of the report form to the address above.

ADEQ maintains a list of companies who actively market used oil in Arizona, or who have done so in Arizona in the past. If your company **no longer** markets used oil in Arizona, please contact this office about having your company's name removed from ADEQ's list of active used oil marketing facilities.

Approximately one month prior to the due date for submittal of your next quarterly 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 marketing facilities).

## **Reporting Form Instructions (Marketers)**

### **Page 1**

Report title: Indicate the calendar year and quarter to which the report applies by writing the year in the blank space next to the word YEAR and a "1, 2, 3, or 4" in the blank space next to the word QUARTER.

Part I: If this facility did not market used oil in Arizona during the calendar quarter just completed, circle No, and complete Part II, and sign and date the page, and mail Page 1 to the above address.

Part II: Self explanatory.

### **Page 2**

Page header: Indicate the calendar year and quarter to which the report applies in the blank spaces.

Part III-A: On Line 1, record the total gallons of on-spec used oil you 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.) On Line 2, record the total gallons of on-spec used oil you 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-spec 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 facilities.)

- Part III-B: Summarize the information you recorded on Line 1 in Part III-A for each Arizona facility that received the on-spec used oil, and record the information in Table III-B on Page 3 (and Page 4, if needed) of the report form.
- Part III-C: Summarize the information you recorded on Line 2 in Part III-A for each transporter that delivered the on-spec used oil from your in-state marketing facility to an out-of-state facility, and record the information in Table III-C on Page 5 of the report form.
- Part IV-A: On Line 1, record the total gallons of off-spec used oil you 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.) On Line 2, record the total gallons of off-spec used oil you marketed from this facility to all out-of-state facilities during the calendar quarter. (This applies only to an in-state marketing facility marketing off-spec 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 facilities.)
- Part IV-B: Summarize the information you recorded on both Lines 1 and 2 in Part IV-A for each in-state and out-of-state facility that received the off-spec used oil, and record the information in Table IV-B on Page 6 of the report form. (Do not include the number of gallons of off-spec used oil your out-of-state marketing facility sent to out-of-state facilities.)
- Part IV-C: Summarize the information you recorded on both Lines 1 and 2 in Part IV-A for each transporter that delivered the off-spec used oil, and record the information in Table IV-C on Page 7 of the report form.

**Pages 3, 4, 5, 6, & 7**

Page header: Indicate the calendar year and quarter to which the report applies in the blank spaces.