

Utah Used Oil Transporter Application



**WASTE MANAGEMENT
& RADIATION CONTROL**

Department of Environmental Quality
Division of Waste Management and Radiation Control
 P.O. Box 144880, Salt Lake City, UT 84114-4880 or
 195 North 1950 West, MASOB Bldg. 2nd Floor
 Salt Lake City, UT 84116
 Phone: (801) 536-0200

General Information	
Company Name:	Company EPA ID # Contact the Division at cchristoffersen@utah.gov or (801) 536-0200 to apply for an EPA ID # using EPA form 8700-12)
Company Physical Address & Phone #	Facility Physical Address: (Location of used oil vehicles/equipment & records will be stored)
Phone #:	Phone #:
Company/Facility Mailing Address:	Does your company currently hold or did it previously hold any permits with Utah DEQ? List permits:
Company Owner or Principal:	Insurance Company: Contact Name: Phone #:
Email:	
Utah Contact Person for Used Oil Operations:	
Name:	
Title:	
Phone #:	
Email:	

I certify under penalty of law that this application and all associated documents were prepared by me or under my direction or supervision. The information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations.

Company owner or principal must sign this form.

Name _____

Title _____

Signature _____

Date _____

Required Information

Please answer the following questions related to your “Facility’s Proposed Operations.”

List the Types of Vehicles (tanker, box car etc.)

Type	Used Oil Capacity (Gallons/Quantity)

Yes No

Will you be collecting used oil with PCBs?

Do you anticipate rail car transfers?

Will you be collecting used oil in Utah and transporting to another State?

Will you be collecting used oil from another State and transporting it into Utah?

Will you be collecting used oil filters?

Will you be collecting hazardous waste with your used oil shipments?

Do you want to utilize the Utah default Sampling and Analysis Plan?

If not, please submit a Sampling and Analysis Plan with the application.

Do you have a Training Plan?

Please submit a Training plan with the application.

Do you want to utilize the Utah default Emergency Controls and Spill Plan?

If you do, please provide the following information:

Utah Emergency Coordinator Contact/Title	Phone

If you do not wish to use the default plan, **please submit** an Emergency Controls & Spill Plan with this application.

Do you have a Waste Disposal Plan?

Please submit a Waste Disposal Plan with this application.

Required Documents

Payment:

Check: \$200.00 payable to DEQ/DWMRC

Online Payment Portal: <https://deq.utah.gov/payment-portal/index.html>

Clearly indicate the permit applicant's name and the check purpose(s).

1. Used Oil Transporter Permit Application Fee (\$100.00)
2. Used Oil Handler Fee (\$100.00)

Licenses

Business License from local city/county and any other applicable license(s) or registration(s).

Example:

Business License



Property Owner Information-Utah Only

Documentation must show who owns the property “where used oil vehicles and equipment will be stored”.

If the “Property Owner” is other than the applicant, the applicant needs to provide proof the property owner is aware of this proposed used oil activity.

Submit either of the following:

- “Property Description for Tax Purposes” available from the County Recorder’s office.

OR

- Copy of the property deed including contact information for the property owner.

Required Documents

Insurance Information (Please Read Carefully!!!)

This section will consist of two separate items. The policies must include specific language for acceptance in Utah. Your insurance representative should contact the Division if there are questions or changes to the approved endorsement language; changes may delay approval of the application.

The Director of the Division of Waste Management & Radiation Control must be listed as the beneficiary on the financial assurance documents.

- a. Permittees must submit evidence of **general liability coverage** of the type and amount that reflects the size and scope of their business enterprise. Submit an “ACORD” certificate documenting this coverage. The continuation of general liability coverage must be demonstrated annually by sending, or having sent, an updated “ACORD” to the Division of Waste Management and Radiation Control (DWMRC) with your annual report.
- b. Permittees must also submit evidence of **third-party damage coverage for environmental pollution liability arising from sudden occurrence releases**. This must cover bodily injury and property damage in conjunction with used oil in transportation and transference within the State of Utah. The limits of liability are **\$1 million for each occurrence** and **\$2 million in the annual aggregate**, exclusive of legal defense costs using the **specific language of the Utah Used Oil Transporter Environmental Pollution Liability Endorsement (Form 17.6)**. The required endorsement form language can be downloaded at <https://deq.utah.gov/legacy/forms/waste-management-radiation-control/index.htm#araof> or by emailing Brent Gaschler, brgaschler@utah.gov the Division's Financial Assurance Coordinator. Please note that proof of environmental pollution liability coverage must be demonstrated annually by mailing with your annual report an ACORD showing updated pollution liability coverage dates and policy number, as well as an updated endorsement Form 17.6 that shows the current year's pollution liability policy number. Only hard copies with **wet signature** will be accepted.

Mail hard copy endorsements, with wet signature to one of the following addresses:

Regular Mail

Scott T. Anderson, Director
Utah Division of Waste Management & Radiation Control
P.O. Box 144880
Salt Lake City, Utah 84114-4880

Fed Ex & UPS etc.

Scott T. Anderson, Director
Utah Division of Waste Management & Radiation Control
195 North 1950 West
Multi-Agency State Office Building, 2nd Floor
Salt Lake City, Utah 84116

Final Application Check

Checklist

Completed & Signed Application

Submission of Fees (online payment or check):

Total \$200: Application: (\$100) + Annual Handler Certificate (\$100) Business License
Certificate of Existence (from the Utah Dept. of Commerce-Utah Only)

Property Description or copy of Deed

Sampling and Analysis Plan (if not using the default plan)

Emergency Controls-Spill Plan (if not using the default plan)

Training Plan

Waste Disposal Plan

Insurance Documentation

Utah Used Oil Transporter Environmental Pollution Liability Endorsement (Form 17.6) with **Wet Signature**
ACORD proving general liability coverage

****Please submit completed pages 1 & 2 of this application package and any required documents to the following address:**

Regular Mail

Scott T. Anderson, Director
Utah Division of Waste Management &
Radiation Control P.O. Box 144880
Salt Lake City, Utah 84114-4880

Fed Ex & UPS etc.

Scott T. Anderson, Director
Utah Division of Waste Management & Radiation Control
195 North 1950 West
Multi-Agency State Office Building, 2nd Floor
Salt Lake City, Utah 84116

General Information

What is used oil?

Used Oil is any oil, refined from crude oil (mineral oil) or a synthetic oil, that has been used and as a result of that use is contaminated by physical or chemical impurities.

Some common examples include used lubricating oils, hydraulic oils, transmission fluids, compressor oils, transformer oils, metalworking oils, or any mixtures of any of these items with other materials.

Used oil is not virgin oil, vegetable oil, or bio-diesel (unless mixed with used oil).

What are the Rules for Used Oil?

“Standards for the Management of Used Oil” (R315-15) may be located at <http://www.rules.utah.gov/publicat/code/r315/r315-015.htm>

Who Needs a Transporter Permit?

The simple answer is anyone who plans to transport used oil (see definition above) in amounts of more than 55 gallons at one time. This will usually be a business that collects used oil from one or more generator locations, and then transports the used oil to another location to be processed/re-refined, burned for energy recovery or transferred to another permittee. A used oil transporter must first obtain a permit prior to transporting used oil in Utah even if you are currently a hazardous waste transporter.

Who does not need a Used Oil Transporter Permit?

1. A farmer who transports 1 drum of used oil (55 gals. or less at one time) to a used oil collection center.
2. A Do-It-Yourselfer (DIYer) household who transports less than 5 gallons to a used oil collection center.
3. A business that transports less than 55 gallons per visit to a Type C or D used oil collection center (collection that can accept business oil).

Who Needs a Transfer Facility Permit?

A Transfer Facility Permit will also be required if used oil will be held at transportation related facilities including loading docks, parking areas, storage areas or other areas more than 24 hours and not longer than 35 days.

Who Needs a Processor Permit?

A Processor Permit is required if the used oil will be held 35 days or more. If you are uncertain if you need a permit, please check with the Division at (801) 536-0200.

How much will it cost for a Transporter Permit?

\$100.00 application fee + \$100.00 annual Used Oil Handler Certificate Fee are due with an application.

Also, applicants will be billed for costs associated with application review, permit preparation and publishing a public notice in newspapers. These charges can range from several hundred dollars to \$1,000 or more.

A complete and detailed application will greatly minimize time and charges, we recommend contacting the Division if you would like to discuss the application prior to submission.

Other Useful Information:

1. Permittees must abide by the “Standards for the Management of Used Oil” R315-15. These rules may be more stringent than Federal EPA regulations. Visit <http://www.rules.utah.gov/publicat/code/r315/r315-015.htm> for the Used Oil Rules and https://le.utah.gov/xcode/Title19/Chapter6/19-6-P7.html?v=C19-6-P7_1800010118000101 for the Used Oil Management Act.
2. Failure to comply with Permit requirements or the “Rules” may lead to enforcement actions and/ or revocation of a permit.
3. Permittees are required to submit an annual report by March 1, of each year, for the prior calendar year. To view or download the form: <http://www.deq.utah.gov/forms/waste/index.htm#araof>
4. Permittees are subject to periodic used oil program inspections.
5. All records associated with used oil transportation must be kept for a minimum of 3 years.
6. **Permittees must comply with all applicable Dept. of Transportation regulations (49 CFR 171 – 180). Contact UDOT (801-965-4000) for more information.**
7. Transporting used oil prior to receiving a final permit shall lead to enforcement actions including monetary penalties.

Default Plan

Emergency Spill Plan [Example Only]

A. General Procedures

- A.1. In the event of a release of used oil, the [Facility Name] employee will immediately take the following appropriate actions to contain and minimize the spill and the threat to life, health, environment and property:
 - A.1.a. The [Facility Name] employee will attempt to control or stop the leak if it can be done safely.
 - A.1.b. Use absorbent material, booms, spill pads and dirt dams and dikes if necessary to control the material. If possible, keep spilled material out of storm drains and open waterways.
 - A.1.c. Contact 911 emergency responders if needed.
 - A.1.d. Contact his supervisor.
 - A.1.e. If necessary, the supervisor will contact an authorized waste remediation company for assistance with the clean- up.
- A.2. Used oil spills exceeding 25 gallons, or that pose a risk to human health and the environment, shall be reported to [Facility Name]’s management, and to the Utah Department of Environmental Quality and any other applicable regulatory agency immediately after containment of the spill (Table 1).

Table: 1: Regulatory Agency Notification Numbers

Regulatory Agency	Contact Phone Number
National Response Center	(800) 424-8802 or (202) 426-2675
Utah Department of Environmental Quality (within 24 hrs.)	(801) 536-4123
Utah State Highway Patrol	(801) 538-3400

- A.3. The following information shall be provided by telephone to the Utah State Department of Environmental Quality’s 24-hour answering service at (801) 536-4123:
 - A.3.a. The names, telephone numbers and the addresses of the parties that is responsible for the release.
 - A.3.b. The name, title and telephone number of the individual that is reporting the spill.
 - A.3.c. Time and date of the release of used oil.
 - A.3.d. Location of the release, be as specific as possible including nearest town, city, highway or waterway.
 - A.3.e. Description of released material found on the manifest or shipping document, along with the amount of material released.
 - A.3.f. Cause of the release.

- A.3.g. Possible hazards to human health or the environment and any emergency action taken to minimize these threats.
- A.3.h. The extent of injury, if any
- A.4. If a spill occurs on a highway or railway, employees should immediately stop the release if possible, secure the scene and contain the spill. [Facility Name] shall give notice, if required by 49 CFR 171.15 to the National Response Center (Table 1). The Utah State Highway Patrol (Table 1) shall be contacted if the spill restricts a public road.
- A.5. A spill report of used oil spills exceeding 25 gallons, or that pose a risk to human health and the environment, shall be submitted to the Division of Waste Management and Radiation Control within 15 days of the spill in accordance with R315-15-9.1.
- A.6. The driver/employee shall immediately notify their supervisor of reportable spills. If after hours, initial notification is to be made to the 24-hour emergency contacts in Table 2 below. If there are, injuries to personnel/public or the spill will require additional emergency responders to contain then all 911 to request help. The discharge notification form is included in this spill plan shall be completed by the operator after containment of the used oil, notification to emergency responders (if applicable) and [Facility Name]'s management.

Table 2: Emergency Contacts List

Contact Person	Title	Contact Information
[Contact Name]	[Title]	Office: (XXX)-XXX-XXXX Cell (24 hrs.): (XXX)-XXX-XXXX Email: xxx@xxxxx.com
Fire Response	NA	911

- A.7. The transporter shall maintain absorbents and equipment to contain a leaking containers and spills. At a minimum each vehicle spill kit shall contain the items listed in Table 3.

Table 3: Spill Equipment Inventory for Transfer Facility

Equipment Description	Quantity
Shovel / Broom	1 each
Buckets	2
Spill Absorbent Pads	10
Granulated Absorbent	2 ft ³
Absorbent Boom/oil sock	1
Emergency Controls Spill Plan (with contact numbers)	1
First Aid Kit and Fire Extinguisher	1 each

- A.8. Employees are exempted from reporting de minimis drips to management that are immediately cleaned up by the responsible employee.
- A.9. The [Facility Name] supervisor shall be responsible to initiate and complete any reporting and notification to the required Federal, State and local agencies.

EXAMPLE:

Your company may wish to use a form similar to this for internal documenting and reporting any used oil spills.

Spill Report Form

YOUR COMPANY NAME
ADDRESS, ETC.

Date of spill: _____

Time of spill: _____

Location of spill (name of business, street address, and specific location of spill - i.e. near tank in back of parking area): _____

Driver or responsible party: _____

Others at scene (list contact info. if they don't work for us.) _____

Approximate quantity of spill: _____

Quantity of product recovered: _____
How long did spill continue? _____

Quantity and type of absorbent, etc. used: _____

Did spill enter surface water or storm drains or pose a threat to human health or the environment. _____

Any other pertinent information: _____

Describe actions taken to minimize spill and then clean up: _____

Who was contacted (agencies - fire, police, health dept, etc.- Include dates, times & individual's name): _____

Were used oil **Emergency Controls – Spill Plan “notification” & “reporting”** requirements followed? _____

*Notify UT Dept. of Environmental Quality, 24-hour Answering Service, 801-536-4123 for used oil releases exceeding 25 gallons, or smaller releases that pose a potential threat to human health or the environment.

* Within 15 days after any release of used oil that is reported under R315-15-9.1(b), the person responsible for the material at the time of the release shall submit to the Board or the Executive Secretary a written report.

Signature of responsible party: _____ Date: _____

Manager's signature: _____ Date: _____

After being completed and signed, this form should be filed in the office “spills record” file.

Default Plan

Procedures for Recording Halogen Content **[Required for Facility]**

A. **General Procedures**

- A.1. The Permittee's drivers shall document the halogen content of the used oil, the determination method and date of entry, if applicable, on the shipping record as follows:

B. **Bill of Lading (Daily record for single transporter)**

- B.1. When the Permittee determines the halogen content using halogen field screening methods or laboratory analytical methods in accordance with Attachment 3 (Analysis Plan) the driver shall record the following halogen information:

Halogens \leq 1000 ppm/test

Halogens $>$ 1000 ppm/test

- B.2. When the Permittee determines the halogen content using Generator Knowledge provided by the generator, the driver shall write the following:

Halogens \leq 1000 ppm/GenKno

Halogens $>$ 1000 ppm/GenKno

*Note: The daily Bill of Lading must be dated.

C. **Manifest (record for single or multiple transporters)**

- C.1. When the Permittee determines the halogen content using halogen field screening methods or laboratory analytical methods in accordance with Attachment 3 (Analysis Plan) the driver shall record the following halogen information and date the entry in the special handling box of the manifest.

Halogens \leq 1000 ppm/test date

Halogens $>$ 1000 ppm/test date

- C.2. When the Permittee documents the halogen content using Generator Knowledge the driver shall write the following:

Halogens \leq 1000 ppm/GenKno (Date)

Halogens $>$ 1000 ppm/GenKno (Date)

Default Plan

Analysis Plan [Example Only – [Most are required for Facility]

A. General Requirements

- A.1. The Permittee shall verify that the halogen content of the used oil collected prior to transport in accordance with at least one of the following halogen verification methods in accordance with B through D:

B. Halogen Field Screening Methods

- B.1. If the Permittee screens the generator's used oil to verify halogen concentration, the Permittee shall use a halogen field screening method in accordance with the following requirements:
- B.2. Used oil that contains less than 20% water shall be screened for halogens with a CLOR-D-TECT[®] halogen test kit (EPA Method 9077).
- B.3. Used oil that contains between 20% and 70% water shall be screened for halogens with a HYDROCLOR-Q[®] test kit. The resulting halogen concentration must be corrected using the following conversion formula to calculate true halogen concentration.

$$\text{True Halogen Concentration} = \text{Reading Syringe} + [(10 + \text{ml oil in sample})/10]$$

Example: sample contains 6 ml water and 4 ml oil (60% water) and the syringe reading is 2,000 ppm, then the true concentration is:

$$2,000 \text{ ppm} [(10 + 4)/10] = 2,800 \text{ ppm}$$

- B.4. Used oil that contains greater than 70% water shall be screened for halogens with a HYDROCLOR-Q[®] test kit. Correction of the halogen screening results is not required.
- B.5. The Permittee shall document on acceptance records or bill of lading the screening results.
- B.6. The requirement for a quality control sample (duplicate) may be satisfied by testing prior to off-loading from permitted vehicles in accordance with the CLOR-D-TECT[®] kits (EPA Method 9077) and is not required for each load collected at individual generators.

C. Halogen Laboratory Analytical Methods

- C.1. If the Permittee submits a representative used oil sample to a Utah-certified laboratory to analyze for total halogen concentration, the Permittee shall use Method 9076 or other equivalent method approved by the Director.
- C.2. The Permittee shall document the analytical results on the transportation document such as a bill of lading or manifest.

D. Halogen Generator Knowledge Method

- D.1. The Permittee shall have information on file, (e.g., analytical testing, industry process knowledge) from the generator which is sufficient, as determined by the Director, to support any use of generator knowledge.
- D.2. The Permittee may not rely solely on a safety data sheet (SDS) in making a halogen concentration determination.
- D.3. If relying on generator knowledge, the Permittee shall document on the shipping record the use of generator knowledge in accordance with Attachment [2] [(Procedures for Recording Halogen Content)].
- D.4. Used oil determined to be on-specification by a Utah-registered marketer can be collected and transported without further testing. Bills of lading, manifests or other used oil transportation records shall include copies of the analytical results for reference.

E. PCB Contaminated Used Oil

- E.1. Used oils containing PCB concentrations greater than or equal to 50 mg/kg are subject to TSCA regulations 40 CFR 761. Used oils containing PCB concentrations greater than or equal to 2 mg/kg but less than 50 mg/kg are subject to both R315-15 of the Utah Administrative Code and 40 CFR 761.
- E.2. Table 1 lists required laboratory PCB sample preparation and analytical methods.

Table 1: PCB Sample Preparation and Analytical Methods

Sample Preparation Methods	Analytical Method	Analytes *	
		PCB CAS RN	PCB Aroclor®
3500C (General) 3580A (Preparation) 3665A (Cleanup)	8082A	12674-11-2	1016*
		147601-87-4	1210
		151820-27-8	1216
		11104-28-2	1221*
		37234-40-5	1231
		11141-16-5	1232*
		71328-89-7	1240
		53469-21-9	1242*
		12672-29-6	1248*
		165245-51-2	1250
		89577-78-6	1252
		11097-69-1	1254*
		11096-82-5	1260*
		37324-23-5	1262
11100-14-4	1268		

* Note: Analyses of the Aroclors® bolded/* in the last column are mandatory to analyze. Choose an additional two Aroclors® from the last column for analysis which could be contained in the oil. A total of seven Aroclors® are required.

- E.3. The Permittee shall obtain analytical results of dielectric oil used in transformers and other high voltage devices, verifying the PCB concentrations are less than 50 mg/kg prior to loading the used oil into the transportation vehicle.
- E.4. PCB used oil may not be diluted to avoid any provision of 40 CFR 761.
- E.5. If PCB concentrations greater than or equal to 2 mg/kg have been transported, the Permittee shall assume that all subsequent loads of used oil are contaminated with PCBs and has a quantifiable PCB concentrations of 2 mg/kg or greater unless the equipment has been decontaminated as described in 40 CFR 761 Subpart S.

Default Plan

Sample Collection Procedures [Example Only]

A. General

A.1. [Facility Name] employees shall use the sampling procedures below to collect representative sample from customers' tanks and containers when screening used oil for halogen content prior to collection.

B. Procedure 1- Containers < 375 gallons [Add specific sampling procedure]

B.1. Sampling Equipment

Composite Liquid Waste Sampler (COLIWASA) nominally 175 ml, 39 inch, sample jar.

B.2. Step 1

Take COLIWASA and dip into drum or tote make sure the tube fills up a good cross section before closing.

B.3. Step 2

Open sample jar and dispense the entire contents from COLIWASA into sample jar.

B.4. Step 3

Screen sample using CLOR-D-TECT halogen test kit in accordance with Attachment 3 (Analysis Plan).

B.5. Step 4

Empty the sample in the bucket back into the used oil container/tank.

C. Procedure 2-Tanks \geq 375 gallons [Add specific tank sampling procedure]

C.1. Sampling Equipment

Dip tube sampler (Polypropylene/ plastic type tube) sampler.

C.2. Step 1

Lower the sampling tube slowly into the liquid waste at a rate that allows the liquid level inside and outside the tube to equalize. Manways located at the top of the Tanker/Pump trucks will be used to collect samples.

C.3. Step 2

Slowly withdraw Dip tube from the liquid. Either wipe the exterior of the sampler tube with a disposable cloth or allow excess liquid to drain back into the used oil container/tank.

C.4. Step 3

Discharge the sample by placing the lower end of the Dip tube into a sampling bucket.

C.5. Step 4

Screen sample using CLOR-D-TECT[®] halogen test kit.

C.6. Step 5

Empty the sample in the bucket back into the used oil container/tank.

Default Plan

Rail Car Loading Procedures [Example Only]

A. General

- A.1. The following procedure is designed to ensure that all railcars containing used oil and non-regulated waste are loaded safely and in compliance with all applicable regulations in order to minimize the potential for spills.
- A.2. Two people with knowledge of loading and offloading procedures must be present during loading or off-loading of any rail car. One person must remain on top of the railcar and one person must remain at the tank truck connection at all times during transfer. If at any time, one of the people must leave the operation, the operation must be stopped until a second qualified person is available. A single operator may be used if a secure dome lid connector is used to attach the upper hose to the rail car. The operator remains in sight of all connections, and the pump controls are readily accessible.

B. Rail Car Loading and Unloading Procedure

- B.1. Lock-out track with derailleurs at both ends of the rail spur so train operators know not to move any railcars on the spur during offloading.
- B.2. Place railcar chocks on both sides of the wheels of the railcar while offloading.
- B.3. Securely park used oil transportation trucks on an asphalt or concrete loading pad. Black containment mat or other containment structure during the loading and unloading of used oil between the trucks and rail tanker car.
- B.4. Set truck parking brake and chock both sides of one wheel of the truck to prevent accidental movement. Ensure adequate spill response equipment is readily accessible per procedures in Attachment 4.
- B.5. Prior to railcar loading, fill out the Railcar Used Oil Transfer Log.
- B.6. Take a beginning reading on truck to determine volume to be transferred.
- B.7. Unsecure railcar manway/top hatch by removing I-bolts using a pipe wrench.
- B.8. Open manway/top hatch and take a beginning reading on the rail car by using a tape measure and verifying the current railcar measurements with the railcar strapping chart to ensure there is enough space available for transfer.
- B.9. Hoist opposite end of hose up to railcar hatch, uncap hose end, and insert into railcar. The top man must hold the hose in place while transferring or a fill lid must be used.
- B.10. Secure the hose to the side of the railcar, candy cane or other transfer equipment.
- B.11. Check the cam lock gaskets for integrity and secure the cam lock ears down.
- B.12. Proceed with transfer operation.

- B.13. If dome lid is not in use the top man shall notify second operator immediately if the railcar appears to be filling to a level higher than expected so the operation can be stopped.
- B.14. After transfer is complete, clear the hose of any material.
- B.15. Cap and plug all hoses to prevent drips.
- B.16. Close and secure the railcar hatch unless dome lid is in use.
- B.17. Complete all necessary shipping documentation and checklists.
- B.18. Ensure all tank files are updated after each transfer is completed.
- B.19. Clear area of all safety equipment and clean area of any spills or drips prior to departing transfer area.
- B.20. Remove derailleurs and railcar chocks when car is full and