



# Used Oil Collection Center Registration Application

## Applicant's General Information

<b>Applicant Full Legal Name</b> (individual person or legal business entity – <b>no DBAs</b> )		<b>State of Incorporation of Formation</b>	
<b>Applicant Principal Place of Business</b> (Street, City, State, Zip Code)	<b>Facility EPA ID Number</b> (if it has one)		<b>NAICS Code</b> ( <a href="#">Link</a> )
	<b>Administrative Contact for Applicant</b> (Name & Title)		
<b>Mailing Address</b> (if different than applicant)	<b>Telephone Number</b> (10 digits)		
	<b>Email Address</b>		
<b>UOCC Street Address</b> (if different than applicant)	<b>UOCC Contact</b> (Name & Title) (if different than admin contact)		
	<b>Telephone Number</b> (10 digits)		
<b>Facility Property Owner Full Legal Name</b> (if different than applicant)	<b>Facility Property Owner Telephone Number</b> (10 digits)		

## Current and/or Previous Permits with Utah DEQ

Has the applicant ever held or currently holds any permits with Utah DEQ? If yes, please list them below.  
(e.g., UO Fuel Marketer Registration, Water Quality Discharge Permit, Permit by Rule)

Type of Permit	Permit Number

### Regular Mail

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

Official Email: [dwmrcsubmit@utah.gov](mailto:dwmrcsubmit@utah.gov)

Phone: (801) 536-0200

Fax: (801) 536-0222

### Fed Ex & UPS... Or in Person

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

**\*\* Please keep a copy of your Registration Application for your records \*\***

### Used Oil Collection Center Contact Information

<b>Federal Tax ID/EIN #</b> (incorporated business, partnership, LLC, government)	<b>Or</b>	<b>Social Security #</b> (individual proprietor/owner)
<b>Manager or Person Operating UOCC</b> (Name & Title)	<b>Telephone Number</b> (10 digits)	
	<b>Manager Contact E-mail Address</b>	
<b>District Manager</b> (if applicable)	<b>Telephone Number</b> (10 digits)	
	<b>District Manager Contact E-mail Address</b>	
<b>Corporation Contact</b> (if applicable)	<b>Telephone Number</b> (10 digits)	
	<b>Corporation Contact E-mail Address</b>	

### Used Oil Collection and Storage Information

	<b>Type A:</b> Used oil from Do-It-Yourselfers (DIYers) up to 5 gallons per visit. (No used oil from farmers or any business shall be accepted)			
	<b>Type B:</b> Used oil from DIYers up to 5 gallons per visit and farmers (as defined in UAC R315-15-2) up to 55 gallons per visit. (No used oil from any businesses shall be accepted)			
	<b>Type C:</b> Used oil from DIYers up to 5 gallons per visit, and businesses and farmers up to 55 gallons per visit. (Additional analytical testing is required for business oil)			
	<b>Type D:</b> Used oil from businesses ONLY up to 55 gallons per visit. (Does not qualify for reimbursement. May charge a fee for used oil received from businesses.)			
Type	Capacity (In Gallons)	Type of Secondary Containment (Required)	Location (Inside or Outside Building)	Do you need any of the following?
Drum				Tank
Tote				Funnel
Tank				Containment
	Will the applicant be collecting used oil from businesses? (Type C or D) If <b>YES</b> , store this business used oil in a separate tank from DIYer and farmer used oil.			
	Will the applicant be marketing or burning used oil collected from businesses? (Type C or D) If <b>YES</b> , business used oil must be certified to meet the on-specification requirements of UAC R315-15-1.2 before it is marketed or burned for energy recovery.			
	If applicable, has the applicant applied for a Used Oil Fuel Marketer registration? UOCCs shall registered as a used oil fuel marketer to first certify the used oil is on specification.			
	Will the applicant be collecting undrained used oil filters?			
	Will the applicant be collecting universal waste antifreeze? Antifreeze that will be managed as universal waste (recycling).			
	Will the applicant be using the Utah default Emergency Controls and Spill Plan? (If <b>NOT</b> , please submit your own plan with the application)			
	<b>Emergency Coordinator</b> (Name & Title)		<b>Telephone Number</b> (10 digits)	

### Used Oil Aggregation Points Owned by the Generator

	Does the applicant own or operate a(ny) used oil aggregation point site(s)? (See definition in page 10)
	Is the applicant planning in accepting used oil from DIYers at the aggregation point(s)? If <b>YES</b> , please answer the next question.
	Has the applicant registered the aggregation point(s) as DIYer collection center(s)? ( <b>ONLY</b> if accepting used oil from household DIYers at the aggregation point)

## Required Documents

(Please provide all applicable documents)

<b>Certificate of Existence or Good Standing</b>	From the state of incorporation ( <a href="#">link</a> for instructions for Utah business entities).
<b>Emergency Controls and Spill Plan</b>	Submit applicant's own plan if not submitting the default plan
<b>Vendor Form</b> (Included on page 5)	Submit the completed Vendor form and applicable documentation to the Division. This information is used to make financial transactions between the applicant and the Division (e.g., reimbursements)
<b>Proof of General Liability</b> (Please read carefully)	UOCCs are not required to post a financial assurance mechanism but are subject to the cleanup and closure requirements of UAC R315-15-10 and UAC R315-15-11 unless they have received a waiver in writing from the Director as identified in UAC R315-15-10(e).
<b>Please check one</b>	<b>General Liability</b>
	<p>Insurance of the type and amount that reflects the size and scope of applicant's business enterprise.</p> <ol style="list-style-type: none"> <li>a. Submit an "ACORD" certificate documenting this coverage.</li> <li>b. The following must be listed in the "Certificate Holder" box of the ACORD:               <p style="margin-left: 40px;"><b>Division Director</b> <b>Division of Waste Management and Radiation Control</b> <b>P.O. Box 144880</b> <b>Salt Lake City, UT 84144 - 4880</b></p> </li> <li>c. Continuation of general liability coverage must be demonstrated annually by sending an updated "ACORD" when the year's new policy number and effective date are issued. The previous year's ACORD will not be accepted.</li> </ol>
	<b>Waiver of Proof of General Liability Insurance</b>
	<p>In accordance with Utah Annotated 19-6-710, the Director may waive the requirement of proof of liability insurance or other means of financial responsibility if the following criteria are satisfied:</p> <ol style="list-style-type: none"> <li>a. The used oil storage tank or container is in good condition with no severe rusting, apparent structural defects or deterioration, and no visible leaks.</li> <li>b. There is adequate secondary containment for the tank or container that is impervious to used oil to prevent any used oil released into the secondary containment system from migrating out of the system to the soil, groundwater or surface water.</li> <li>c. The storage tank or container is clearly labeled with the words "Used Oil."</li> <li>d. DIYer log entries are complete including the name and address of the generator, date and quantity of used oil received.</li> <li>e. EPA-approved test kits for total halogens are readily available and operators are trained to perform halogen tests on any used oil received that may have been mixed with hazardous waste.</li> <li>f. Oil sorbent material is readily available on site for immediate clean-up of spills.</li> </ol> <p><b>Note:</b> These criteria are part of the Registration and Permitting of Used Oil Handlers requirements in UAC R315-15-13-1(c).</p>
<p><b>Note:</b> Financial assurance guidance, requirements, and required forms may be requested by contacting Brent Gaschler, the Division's Financial Assurance Coordinator, at <a href="mailto:brgaschler@utah.gov">brgaschler@utah.gov</a> and/or (385) 454-5330.</p>	
<b>Regular Mail</b> Director of Utah Division of Waste Management & Radiation Control P.O. Box 144880 Salt Lake City, UT 84114-4880	<b>Fed Ex &amp; UPS... Or in Person</b> Director of Utah Division of Waste Management & Radiation Control 195 North 1950 West Multi-Agency State Office Building, 2nd Floor Salt Lake City, UT 84116

## Certification

By signing this application, I certify that (i) I am duly authorized to act on behalf of the applicant; and (ii) that all the information contained in this application is true and correct to the best of my knowledge, information, and belief. I further certify that I am aware that it is a violation of law to submit false information to the Division.

**I hereby certify the forgoing is true and correct.** *(Keep a copy of this form for your records)*

<b>Name of Authorized Person Signing on Behalf of Applicant (printed)</b>	<b>Title</b>
<b>Signature</b>	<b>Date</b>

*\*\*\* A complete and detailed application will greatly minimize processing time. \*\*\*  
We recommend contacting the Division if the applicant would like to discuss the application prior to submission.*



# State of Utah Vendor Information Form

Legal Company Name (include d/b/a if applicable)		Federal Tax Identification Number*		State of Utah Sales Tax ID Number	
Ordering Address			City	State	Zip Code
Remittance Address (if different from ordering address)			City	State	Zip Code
Type <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Individual			Company Contact Person		
Telephone Number (include area code)			Fax Number (include area code)		
Company's Internet Web Address			Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)			Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
Parent Company			Parent Company Federal Tax Identification Number		
Parent Company Address			City	State	Zip Code
Is Vendor (owners, principles, partners) a retiree currently receiving benefits through the Utah Retirement Systems (URS)? <input type="checkbox"/> Yes <input type="checkbox"/> No Is Vendor (owners, principles, partners) currently employed by the State of Utah? <input type="checkbox"/> Yes <input type="checkbox"/> No					
The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. <input type="checkbox"/> Yes <input type="checkbox"/> No If no, enter where produced, etc.					
Offeror's Authorized Representative's Signature					Date
Type or Print Name			Position or Title of Authorized Representative		

\*Please provide W-9 or IRS Letter 147C

# Used Oil Collection Center

## Emergency Spill Plan

Used Oil Collection Center Full Legal Name

Used Oil Collection Center Address (Street, City, State, Zip Code)

Telephone Number (10 digits)

### 1. General Procedures

In the event of a release of used oil, the employee will immediately take the following appropriate actions to contain and minimize the spill and the threat to life, health, environment and property.

- Attempt to control or stop the leak if it can be done safely.
- Use absorbent material, brooms, 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.
- Contact 9-1-1 emergency responders if needed.
- Contact supervisor.
- If necessary, the supervisor will contact an authorized waste remediation company for assistance with the clean-up.
- Report used oil spills exceeding 25 gallons, or that pose risk to human health and the environment to 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 hours)	(801) 536-4123
Utah State Highway Patrol	(801) 538-3400

The following information shall be provided by telephone to the Utah State Department of Environmental Quality's 24-hour answering service at (801) 538-3400.

- The names, telephone numbers and the addresses of the parties responsible for the release.
- The name, title and telephone number of the individual that is reporting the spill.
- Time and date of the release of used oil.
- Location of the release. Please be as specific as possible including nearest town, city, highway or waterway.
- Description of released material found in the manifest or shipping document, along with the amount of material released.
- Cause of the release.
- Possible hazards to human health or the environment and any emergency action taken to minimize these hazards.
- The extent of injury, if any.

If a spill occurs on a highway or railway, employees should immediately stop the release, if possible, secure the scene and contain the spill. The Permittee 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 public roads.

A Spill report of used oil spills exceeding 25 gallons, or that pose 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 Utah Administrative Code (UAC) R315-15-9.4.

The 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 it, then, call 9-1-1 to request help. The discharge notification form 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's management.

**Table 2: UOCC Emergency Contact List**

Contact Person	Title	e-mail	Phone Number
[Primary]			
[Secondary]			
Fire Response			9-1-1

The UOCC shall maintain absorbents and equipment to contain leaking containers and spills. At minimum each spill kit shall contain the items listed in Table 3.

**Table 3: Spill Kit Inventory for UOCCs**

Equipment Description	Location	Quantity (At Minimum)
Shovel / Broom / Vacuum		1 of each
Buckets		1
Spill Absorbent Pads		10
Granulated Absorbents		1 bag
Absorbent Boom / Oil Sock		1 of each
Emergency Controls Spill Plan (with contact numbers)		1

Employees are exempted from reporting to management “de minimis” drips that are immediately cleaned up by the responsible employee.

The supervisor shall be responsible for initiating and completing any reporting and notification to the required Federal, State, and Local agencies.

**2. Certification**

***Authorized Person must sign this form.***

Name of Authorized Person (printed)	Title
Signature	Date

**\*\* Keep a copy of this Used Oil Emergency Spill Plan at the actual location \*\***

**\*\*\* END OF APPLICATION \*\*\***

## Spill Report Form

*[Template – For All UOCC’s & Permitted Sites. Use ONLY for spills (Do NOT send with application)]*

**UOCC Full Legal Name:** \_\_\_\_\_

**Date of spill:** \_\_\_\_\_

**UOCC Address:** \_\_\_\_\_

**Time of Spill:** \_\_\_\_\_

**Location of spill** (Specific location of spill, address):  
\_\_\_\_\_  
\_\_\_\_\_

**Responsible party:** \_\_\_\_\_

**Others at the scene** (List contact info):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approximate quantity of spill** (Gallons): \_\_\_\_\_

**Quantity of spilled product recovered** (Gallons): \_\_\_\_\_

**Type of absorbent used:** \_\_\_\_\_

**Quantity of absorbent used to be disposed** (Pounds): \_\_\_\_\_

**How long did the spill continue?** \_\_\_\_\_

**Any other pertinent information:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe actions taken to minimize spill and then clean it up:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who was contacted?** (Agencies – fire, police, health department, EPA...)

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Were used oil Emergency Controls – Spill Plan “notification” & “reporting” requirements followed?    Yes    No**

\* Notify the Utah Department 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 UAC R315-15-9.1(b), the person responsible for the material at the time of the release shall submit a written report to the Director of the Department.

\_\_\_\_\_  
**Name of Responsible Party**

\_\_\_\_\_  
**Name of Manager**

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Signature of Manager**

\_\_\_\_\_  
**Date of Signature**

\_\_\_\_\_  
**Date of Signature**

\*\* This form should be saved in the company files after the form is completed and signed. \*\*



## Useful Information

- Used Oil Collection Centers (UOCC) must abide by applicable “**Standards for the Management of Used Oil**” found in the Utah Administrative Code (UAC) R315-15. These rules may be more stringent than Federal EPA regulations. Visit the Utah Administrative Rules under the Environmental Quality Agency tab, Waste Management and Radiation Control (315) Title tab, Standard for the Management of Used Oil (15) link for the [Used Oil Rules](#). Visit the Utah Code Title 19 (Environmental Quality Code) Chapter 6 (Hazardous Substances) Part 7 for the [Used Oil Management Act](#).
- Current UOCCs can be found on our [interactive recycling map](#).
- DIYer and Farmer UOCCs (Type A and B) and curbside programs may receive **reimbursement of up to \$0.25 per gallon of used oil collected**. Reimbursements are processed based on the submittal of original collection log sheets to the Division.
- **Used Oil Collection Log sheets** can be found in our [Used Oil Program official website](#). Log entries must be complete with the name and address of the generator, date and quantity of used oil received.
- Used oil should not be mixed with hazardous waste (unless VSQG).
- Used oil shall be stored in tanks and/or containers. **Tanks and/or containers used to store used oil** shall be in good condition, not leaking, closed during storage except when adding or removing used oil, and managed to prevent releases. Tanks and/or containers shall be labeled or marked with the words “Used Oil.” There shall be adequate secondary containment for the tank or container that is impervious to used oil to prevent any used oil released into the secondary containment system from migrating out of the system.
- UOCCs **may burn used oil** without a used oil fuel burner’s permit if the used oil burned is only from DIYers and farmers or generated by the owner or operator of the UOCC. Used oil shall be burned in a space heater or furnace with a max capacity of ≤0.5 million BTU/Hour. The space heater or used oil furnace shall be vented to the outside ambient air. The used oil burned shall not be mixed with Hazardous Waste; and shall be burned to utilize its energy content.
- **Used oil may be self-transported** (without a permit) in amounts ≤55 Gallons, in a vehicle owned by the generator to an approved collection center or aggregation point. Aggregation points must be owned or operated or both by the generator. A generator **can also contract with a registered used oil transporter** to transport used oil to another used oil facility. A list of current Utah used oil transporters can be found [here](#).
- Failure to comply with UOCC requirements or applicable Rules may lead to enforcement actions and/or revocation of the UOCC registration.
- UOCCs are subject to **used oil program inspections** from the Local Health Department at least twice a year.
- It is recommended that UOCCs provide and document, at a minimum, an **annual UOCC training** refresher course for employees handling used oil.
- All **records associated with the UOCC program** must be kept for a minimum of 3 years.
- Operating as a UOCC prior to receiving a registration shall lead to enforcement actions including monetary penalties.
- **Grant assistance may be available** for the establishment of new or the enhancement of existing used oil collection centers or curbside collection programs that address the proper management of used oil. The [Grant Application](#) is found in our official website. There is a [Used Oil Grant Information Brochure](#) with basic information about grants. **Please contact the Division at (801) 536-0200 or Deb Ng, Program Manager at (385) 499-0837 to request more information about used oil program grants.**

## Definitions

**USED OIL** – Means any oil, refined from crude oil or synthetic oil, that has been used and as a result of that use is contaminated by physical or chemical impurities. Used oil includes engine oil, transmission fluid, compressor oils, metalworking oils, hydraulic oil, brake fluid, oils used as buoyants, lubricating greases, electrical insulating, and dielectric oils as defined in UAC R315-15.1.7(d).

**USED OIL COLLECTION CENTER (UOCC)** – There are four types of UOCC, type A, B, C, and D.

- Type A and B is any site or facility that accepts/aggregates and stores used oil collected only from household do-it-yourselfers (DIYers) in quantities not exceeding five gallons per visit.
- Type B used oil collection center is any site or facility that accepts/aggregates and stores used oil collected from farmers as required by UAC R315-15-2.1(a)(4) in quantities not exceeding 55 gallons per visit from farmers and not exceeding five gallons per visit from household do-it-yourselfers.
- Type C used oil collection center is any site or facility that accepts/aggregates and stores used oil collected from used oil generators regulated under UAC R315-15-2 who bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of UAC R315-15-2.5(a). Type C used oil collection centers may also accept used oil from household do-it-yourselfers and farmers described in UAC R315-15-2.1(a)(4).
- Type D used oil collection center is any site or facility that only accepts/aggregates and stores used oil collected from used oil generators regulated under UAC R315-15-2 who bring used oil to the collection center in shipments

of no more than 55 gallons under the provisions of UAC R315-15-2.5(a). Type D used oil collection centers do not qualify for reimbursement.

**USED OIL AGGREGATION POINT** – A used oil aggregation point is any site or facility that accepts, aggregates, or stores used oil collected only from other used oil generation sites owned or operated by the owner or operator of the aggregation point, from which used oil is transported to the aggregation point in shipments of 55 gallons or less under the provisions of UAC R315-15-2.5(b). Used oil aggregation points may also accept used oil from household DIYers as long as they register as DIYer collection centers, as described in UAC R315-15-13.1, and comply with DIYer collection center standards in UAC R315-15-3.1. Used oil aggregation points that accept used oil from other generators shall register as collection centers, as described in UAC R315-15-13.2, and comply with collection center standards in UAC R315-15-3.2. and the generator standards in UAC R315-15-2.

**USED OIL FUEL MARKETER** – Means any person who conducts either of the following activities: (a) directs a shipment of off-specification used oil from its facility to a used oil burner; or (b) first claims the used oil to be burned for energy recovery meets the used oil fuel specifications set forth in UAC R315-15-1.2. A person may not act as a used oil marketer without receiving a registration number issued by the Director of the Division of Waste Management & Radiation Control pursuant to UAC R315-15-13.7.

**USED OIL OFF-SPECIFICATION BURNER** – An off-specification used oil burner [UAC R315-015-6.1(a)] is a person who burns used oil not meeting the specifications found in UAC R315-15-1.2 for energy recovery.

**USED OIL PROCESSOR/RE-REFINER FACILITY** – Used oil Processor/re-refiner facilities are facilities designed for processing used oil. Processing means chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of fuel oils, lubricants, or other used oil-derived products. Processing includes blending used oil with virgin petroleum products, blending used oils to meet the fuel specification, filtration, simple distillation, chemical or physical separation and re-refining as defined in UAC R315-15-5.1(a).

**USED OIL TRANSFER FACILITY** – Used oil transfer facilities are transportation-related facilities including loading docks, parking areas, storage areas, and other areas where shipments of used oil are held for more than 24 hours during the normal course of transportation and not longer than 35 days. Transfer facilities that store used oil for more than 35 days are subject to the processor/re-refiner requirements found in UAC R315-15-4.6.

**USED OIL TRANSPORTER** – Persons who transport used oil, persons who collect used oil from more than one generator and transport the collected used oil, and owners and operators of used oil transfer facilities are used oil transporters as defined in UAC R315-15-4.1(a).

The owner or operator shall notify the Utah Division of Waste Management & Radiation Control in writing of any changes in the information submitted on the registration within 20 days of the change.

A registered UOCC (when applicable) shall maintain a complete record of all analyses and transactions, documented by reproducible receipts for three years; and, upon request, make available to the Division for inspection or photocopying, all applicable analysis, records, and receipts for purposes of review and audit.