**ANNUAL REPORT GUIDELINES**

In order to avoid errors when filling out the annual reports, the following guidelines have been prepared to help eliminate common errors made in the past.

1. Read the instructions carefully as you fill in the boxes to ensure accuracy in providing the correct and complete information requested.
2. Be sure to recheck any mathematical calculations. **VERIFY** you use the correct inflation factor for this reporting year.
3. Explanation sections can be found on all four annual report forms. This section is required to be filled out if the information reported is either different than anticipated or does not “zero out.” If this section is needed, **be sure the explanation is detailed in describing any discrepancies**.
4. Transporter report: Section V.A
5. Processor report: Section V.H
6. Transfer report: Section III.F
7. Off-Specification Burner report: Section III.H
8. “Environmental Pollution Liability Insurance for Third-Party Damages” section:
9. The Transporter annual report is to be submitted with the Used Oil Financial **Form 17.6**. This form can be obtained by contacting Brent Gaschler at [brgaschler@utah.gov](mailto:brgaschler@utah.gov) or (801) 536-0034 or on our website: https://deq.utah.gov/legacy/forms/waste-management-radiation-control/index.htm

Your insurance broker can guide you in meeting this requirement. An example of this form is enclosed.

1. The Off-Specification Burner, Processor, and Transfer Facility annual reports are to be submitted with one of the following Used Oil Financial Forms: **Form 17.7, Form 17.8**. and **Form 17.9** for Sudden and Non-Sudden Occurrences. These forms can be obtained by contacting Brent Gaschler at [brgaschler@utah.gov](mailto:brgaschler@utah.gov) or (801) 536-0034 or on our website: https://deq.utah.gov/legacy/forms/waste-management-radiation-control/index.htm

Your insurance broker can guide you in meeting this requirement.

1. On the Processor, Transfer, Off-Specification Facility reports:

Be sure to look at your past year’s annual report to ensure your **past year’s beginning inventories** agree with your **ending inventories** (Dec. 31).

*Note: There may be some slight variations if you did have used oil delivered or received between December 31 and January 1.*