

Used Oil Collection Center Inspection Form

Date	
Time Spent Traveling	Time Spent in Inspection

UOCC Name	UOCC #	Type (A, B, C, D)
Site Street Address	City	Zip Code
UOCC Manager or Contact Name		UOCC Phone Number

Request DWMRC Assistance	
UOCC Log Sheets Collected	

Compliance Status

Y N

1.	Has the ownership of the UOCC changed since last inspection?				
2.	Is the UOCC sign clearly posted? If NO, please provide sign.				
3.	Does the UOCC verify that fluid is used oil before pouring in tank(s)?				
4.	Does the UOCC accept used oil from businesses? If so, is it a Type C or D UOCC?				
5.	If contaminated UO is received, is it from a DIYer/household or a business? (If it is from a DIYer/household, the UOCC can take it)				
6.	If received, is orphan oil recorded in log sheet?				
7.	Are UOCC log sheets filled out completely? (Full name, street address, city, date, Qty)				
8.	Does the UOCC have an adequate supply of blank log sheets? If NO, please supply.				
9.	Does the UOCC use a Utah permitted used oil transporter? (Review transport slips)				
10.	Does the UOCC transport any used oil to other locations? How? Where?				
11.	Does the UOCC keep all transport slip and log sheet copies for 3 years?				
12.	Did the inspector review the UOCC spill plan with the UOCC representative?				
13.	Are spill clean-up materials easily accessible to employees?				
14.	Are there signs of used oil spills at the UOCC? (Stained floors and/or soil and so on)				
15.	Are ALL used oil tank(s) and container(s) in good condition, and not leaking?				
16.	Are ALL used oil tank(s) and container(s) clearly labeled or marked "Used Oil"?				
17.	Are ALL used oil tank(s) and container(s) closed during storage except when adding or removing used oil? If used, is funnel adequate and closed?				
18.	Are outside tank(s)/container(s) covered? (Keep precipitation out and prevent overflows)				
19.	Are tank(s)/container(s) secured from the public? (Locked funnel, fenced, inside building)				
20.	Is access to tank(s) clutter free? Is it safe and easy to pour used oil into tank(s)?				
21.	Is DIYer used oil transferred into the tank(s) immediately? If NOT, are container(s) labeled "Used Oil" and stored in secondary containment?				
22.	Is secondary containment free from used oil, water, and debris?				
23.	Does the UOCC mix solvents, hazardous waste, or other substances with used oil? If YES, please describe.				
24.	Does the UOCC collect used oil filters?				
25.	If discarded, are used oil filters punctured, crushed, hot drained? (>12 hours, >65° F)				
26.	Were photos taken of the used oil accumulation areas?				
27.	Is the UOCC burning used oil from other businesses? If so, does it follow R315-15-6.				
28.	Is the maximum heat input capacity of each space heater ≤0.5 million Btu/hour?				
29.	Is used oil only burned for valid energy recovery or heat generation?				
30.	Are there other UOCC/used oil generator non-compliance issues to be addressed?				

Notes: Inspector comments, suggestions, issues (List how issues have been or will be resolved. Include follow-up inspection date.)

Inspector Name	Signature	Local Health Department
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Inspection Form Instructions

Please delete the Y or N in the section above to record your answer, then add comments in the space provided, as needed.

1. The owner or operator of the UOCC shall notify the Director in writing of any changes in the information submitted to apply for a registration number within 20 days of the change. (R315-15-13.1(d))
2. A UOCC sign should be posted to inform the public of the used oil collection activities. If the UOCC sign is not posted, then the inspector should provide one to the business.
3. The UOCC should verify that the fluid delivered to them by the DIYers is used oil before pouring it in the tank(s).
4. Type A and B UOCCs should not accept used oil from businesses. Only Type C and D UOCCs may accept used oil from businesses.
5. If the used oil received is determined to be contaminated (check color, consistency, smell, ask DIYer, and so on), the UOCC can accept the used oil if it comes from a DIYer/household. If it comes from a business, the business is responsible for contacting the Division to request disposal information.
6. If orphan oil is received by the UOCC, it should be recorded in the log sheets as orphan oil.
7. The UOCC log sheets should be used to record used oil received by the UOCC. Log sheets should be complete with the full name, complete address and city, date, and quantity of the DIYer (Type A) or Farmer (Types B or C). Log sheets should not be used to record used oil generated on site.
8. The inspector should check that the UOCC have an adequate supply of blank (unused) log sheets. If the UOCC needs more log sheets, then they should be supplied by the inspector. (does not apply to businesses using electronic log sheets)
9. Except as provided in R315-15-2.5(a) through (c), a generator shall ensure that its used oil is transported only by a transporter who has obtained a Utah used oil transporter permit and has a current used oil handler certificate issued by the Director and an EPA identification number.
10. 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. Used oil is transported in shipments of ≤ 55 gallons under R315-15-2.5(b). Used oil aggregation points that accept used oil from other generators shall register as collection centers, as described in R315-15-13.2. (R315-15-3.3(a))
11. UOCCs shall keep records of used oil received and transported from the collection center. This does not include used oil generated onsite from maintenance and servicing operations. Records shall be kept for a minimum of 3 years. (R315-15-3.1(b)(3) & R315-15-3.2(b)(3)) If the UOCC is not keeping copies then the inspector should have them start a file.
12. The inspector should review the UOCC spill plan with the UOCC. The spill plan should be updated if needed. The spill plan should be posted for the employees to see. Used oil generators are subject to all applicable Spill Prevention, Control and Countermeasures, 40 CFR 112, in addition to the requirements of R315-15-2. (R315-15-2.3 & R315-15-9)
13. Clean-up materials should be easily accessible to UOCC employees. (R315-15-9) Please take a photograph of the spill kit or clean-up materials.
14. If there are signs of used oil spills at the UOCC (stained floors or soil, residue around equipment, in secondary containment, and so on), please describe spills, clean-up plan, and set a follow up date. Write this information on the Notes section of the inspection form. (R315-15-2.3(d); R315-15-9.1 & 9.3)
15. Container(s) and aboveground tank(s) used to store used oil shall be: (1) In good condition, with no severe rusting, apparent structural defects or deterioration; and (2) Not leaking. (R315-15-2.3(b))
16. All used oil tank(s) and container(s) used to store used oil shall be labeled or marked clearly with the words "Used Oil". If not labeled, the UOCC should label them at the time of inspection, or provide information on when and how they will be labeled. Write this information on the Notes section. (R315-15-2.3(c)(1))
17. Tank(s) and container(s) for storage of used oil must be closed during storage except when adding or removing used oil. Adequate funnels shall be closed. Tank(s) and container(s) storage areas shall be managed to prevent releases of used oil to the environment. (R315-15-2.3(b)(3) & (4))
18. Used oil container(s) shall be covered to keep precipitation out and prevent overflows and spills (bungholes plugged, buckets with tight lids). Tank(s) and container(s) storage areas shall be managed to prevent releases of used oil to the environment. (R315-15-2.3(b)(4))
19. Used oil tank(s) and/or container(s) shall be secured from the public (locked funnel or lid, fenced, or inside building). (R315-15-2.3)
20. Access to used oil tank(s) and/or container(s) shall be clutter free. Employees shall have safe and easy access to pouring into used oil tank(s) and/or container(s). If not, write what needs to be done and when on the "Notes" section.
21. Used oil brought to the UOCC by DIYers shall be transferred to the tank(s) immediately (as soon as possible). If this can't be done, then ALL used oil container(s) shall be stored in secondary containment. If applicable, write the type and material of secondary (concrete, metal, vinyl, plastic, or other).
22. Secondary containment shall be free from used oil, water, and debris. If not, describe the issue, the clean-up plan, and a date to be completed. Write this information on the Notes section.
23. UOCC shall not mix solvents, hazardous waste, or other substances with used oil. If they do, the UOCC and the contaminated used oil is subject to hazardous waste regulations. (R315-15-1.1(b) & R315-15-2.2)
24. If the UOCC collects and recycles used oil filters from the public, the UOCC may dispose of used oil filter as a non-hazardous solid waste when that filter is gravity hot-drained by one of the methods described in R315-15-1.6(b) and is not mixed with hazardous waste defined in R315-261.
25. Used oil filters shall be punctured (anti-drain back valve or the filter dome end), crushed, or dismantled, and gravity hot drained (Drained for >12 hours at >65° F) before they can be disposed or recycled (scrap metal). Verify by checking some of the used oil filters. (R315-15-1.6(b)(1) through (3))
26. Please take photos of the used oil accumulation areas (Tank(s), container(s), spill kit). Label, date, and attach photos to the report sent to the DEQ.
27. UOCCs cannot burn used oil from other businesses, unless they comply with collection center requirements in R315-15-3 and have a marketer registration with the DEQ to do this. (R315-15-2.4(b) & R315-15-6.1(b)(6))
28. Space heater maximum heat input capacity shall be at or below 0.5 million Btu/hour. (R315-15-2.4(2))
29. Used oil shall be burned only for valid energy recovery or heat generation. (R315-15-2.4(a)(5))
30. Write any other UOCC/used oil generator non-compliance issues that need to be addressed. Request assistance to DEQ by checking box on first page.

To Submit Your Inspection Report

Electronically: dwmrcsubmit@utah.gov

Regular Mail:

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

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, Utah 84116

**** Please keep a copy of your inspection report for your records ****