

Used Oil Collection Center Inspection Form

Inspection Information

Site	Corp #	UOCC #	Date
Street Address			City
Mailing Address			Phone #
Site Contact Name	Owner Name		Inspection Time (Include Travel)

** Please circle ALL information above that has changed since last inspection **

Issues	Y	N	NA	Inspector Comments
1. Is the UOCC sign clearly posted? If YES skip to #3				
2. Did the inspector have a sign posted? If no, explain.				
3. Are logsheets always used? (name, address, date, quantity)				
4. Does the UOCC try to verify fluid is used oil before pouring in tank?				
5. If received, will contaminated dropoff/oil be set aside? Will the LHD called?				
6. If received, will orphan oil be recorded in logsheet?				
7. If received, will orphan drums be reported to LHD within 24 hours?				
8. Does the UOCC (Type A or B) know they should not accept used oil from businesses?				
9. Did inspector collect all logsheets since last submittal? If no, explain.				
10. Does the UOCC have an adequate supply of new logsheets? Direct to DEQ webpage to download?				
11. If used oil was transported, did the inspector get copy of transport slip?				
12. Do transport slips show Clor-d-Tect results below 1000 ppm?				
13. Does the UOCC transport any used oil to other locations?				
14. Does the UOCC keep all transport slip and logsheet copies for 3 years?				
15. Did the inspector review the UOCC spill plan with UOCC?				
16. Are spill plan clean up materials easily accessible?				
17. Are there signs of used oil spills at the UOCC? (Stain soil, and so on)				
18. Are used oil tanks, drums, containers in good condition, and not leaking?				
19. Are all used oil containers (including pipes to USTs) clearly labeled "Used Oil"?				
20. Does the UOCC used oil container have an adequate funnel? (Closed if not adding or removing oil)				
21. Are containers covered to keep precipitation out and prevent overflows and spills?				
22. Are containers secure from public? (Locked funnel, fence, inside)				
23. Is access to tank clutter free? Is access to pouring safe and easy?				
24. If outside, do all containers with used oil have secondary containment?				
25. Is secondary containment free from used oil, water, and debris?				
26. Are used oil drums (full or empty) accumulating at the UOCC?				
27. Does the UOCC mix solvents, hazardous waste, or other substances with used oil?				
28. Does the UOCC recycle their used oil filters?				
29. If discarded, are filters punctured and drained? (Hot drained, >12 hours at >60° F)				
30. Were photos taken of all containers and used oil accumulation area?				
# 31 – 33 Skip unless UOCC burns used oil				
31. Is the UOCC aware they cannot burn used oil from other businesses?				
32. Is the capacity of each space heater at or below 0.5 million Btu/hr?				
33. Is used oil only burned on cold days/for valid energy recovery or heat generation in approved burner?				

34. Notes: Inspector/UOCC comments, suggestions, issues (List how issues have been or will be resolved. Include follow-up inspections dates.)

Signatures	
Inspector Signature	UOCC Signature

State of Utah Department of Environmental Quality. Used Oil Program (801) 536-0200
P.O. Box 144880 Salt Lake City, UT 84114-4880
Hand Delivery: DEQ 195 North 1950 West, 2nd Floor

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Form Instructions

1. A UOCC sign should be posted to inform the public of the used oil collection activities. If the UOCC sign is posted then skip to #3. If the UOCC sign is not posted then go to #2.
2. If the UOCC does not have a sign posted then the inspector may provide one to the business. If the inspector did not have a sign posted, please explain why.
3. The UOCC logsheets should be used to record used oil received by the UOCC. These logsheet must be completed with the name, address, date, and quantity of the DIYer and UOCC information
4. The UOCC should verify that the fluid delivered to them by the DIYers is used oil before pouring it in the tank.
5. If the fluid received is determined to be contaminated (check color, consistency, smell, ask DIYer, and so on), the UOCC should set it aside and the LHD be contacted.
6. Orphan oil received by the UOCC should be recorded in logsheets.
7. Orphan oil drums should be reported to the LHD within 24 hours.
8. The UOCC should know that Type A and B UOCCs should **not** accept used oil from businesses. Only Type C and D UOCCs may accept used oil from businesses. This oil must be kept separate from DIYer
9. The inspector should collect all logsheets since last submittal (except corporate stores that submit them electronically e.g. O'Reilly). If the inspector did not collect them then explain why.
10. The inspector should check that the UOCC have an adequate supply of new logsheets. The inspector should supply more logsheets or direct them to DEQ's website to download.
11. If the used oil was transported, the inspector should get copy of transport slip. If no transport slip is provided then write comments with the transporter name and last pick up date.
12. Used oil transport slips should show Clor-d-Tect results with halogens below 1000 ppm.
13. If the UOCC transports any used oil to other locations then explain (use notes in #34).
14. Transport slip copies and logsheets shall be kept by the UOCC for 3 years. If the UOCC is not keeping copies then the inspector should have them start a file.
15. 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.
16. The spill plan clean up materials should be easily accessible to UOCC employees. List materials and location in the comments section.
17. If there are signs of used oil spills at the UOCC (stain soil or floors, residue around equipment, and so on), describe spills, list cleanup plan and follow up date (use notes in #34).
18. Used oil tanks, drums, containers shall be in good condition, and not leaking.
19. All used oil containers (including pipes to USTs) shall be clearly labeled with the words "Used Oil." If not labeled, the UOCC should provide information on when and how will they be labeled.
20. Used oil containers shall have an adequate funnel which shall be closed unless they are actively adding or removing oil. This prevents spills & other materials from getting in the container.
21. Used oil containers shall be covered to keep precipitation out and prevent overflows and spills (bungholes plugged, buckets with tight lids, to prevent overflow).
22. Used oil containers shall be secured from public (locked funnel or lid, fence, or inside business).
23. Access to used oil tank(s) shall be clutter free. Employees shall have safe and easy access to pouring into used oil tank(s) and/or containers. If not, write what needs to be done and when.
24. Used oil tanks and containers shall have secondary containment (left outside). Write the type and material (concrete, metal, vinyl, plastic, or other).
25. Secondary containment shall be free from used oil, water, and debris. If not, list issue, cleanup plan and date (use notes in #34).
26. Used oil drums (full or empty) should not be accumulating at the UOCC. If they are, write how many are full, partially full, and/or empty in the comments.
27. 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.
28. The inspector should check "Yes" or "No" to note if the UOCC recycles used oil filters.
29. Used oil filters shall be punctured and hot drained before they can be disposed or recycled for scrap metal. Hot drained means drain for >12 hours at >60° F. Verify by checking some.
30. Photos should be taken by the inspector of all containers and used oil accumulation area. Photos should be labeled, dated, and should be attached to the report sent to the Division/DEQ.
31. UOCCs cannot burn used oil from other businesses, unless they have a marketer permit with the DEQ to do this.
32. Space heater capacity shall be at or below 0.5 million Btu/hr.
33. Used oil shall be burned only for valid energy recovery or heat generation.
34. This section is provided for the inspector to write notes (comments, suggestions, issues) and to list how issues have been or will be resolved, including follow-up inspections dates.

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