



## Used Oil Collection Center Application

### Application General Information

<b>Company Name</b> (As registered with Utah Department of Commerce)		<b>Facility EPA ID #</b> (Not for UOCCs)		<b>NAICS Code</b> (If applicable)
<b>Company Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone #</b> (10 digits)
<b>Mailing Address</b> (If different than street address)	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone #</b>
<b>Facility's Street Address</b> (If different than company)	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone #</b>
<b>Corporation Or Company Owner Name</b>	<b>Corporation Or Company Owner e-mail Address</b>			<b>Telephone #</b>
<b>Corporation or Business Owner Mailing Address</b> (Reimbursement checks will be sent here)				
<b>Contact Name &amp; Title</b> (If different than company owner)		<b>Contact e-mail Address</b>		<b>Telephone #</b>
<b>Land Owner</b> (If different than company/business owner)				<b>Telephone #</b>

### Current and/or Previous Permits with Utah DEQ

**Has your company ever held or currently holds any permits with Utah DEQ? If yes, please list them below**  
 (e.g. UO Transporter Permit, Water Quality Discharge Permit, Permit by Rule)

#	Type	Permit #	#	Type	Permit #
1			3		
2			4		

#### Regular Mail

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

**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, Utah 84116

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



## Used Oil Collection Center Application

### Business / Company Information

<b>Federal Tax ID/EIN #</b> (Incorporated business, partnership, LLC, government)	<b>Or</b>	<b>Social Security #</b> (Individual proprietor/business owner)
<b>Manager or Person Operating Center</b>		<b>Telephone #</b> (10 Digits)
<b>District Manager</b> (If applicable)		<b>Telephone #</b>

### Used Oil Collection and Storage Information

This collection center will only accept used oil from: (check one of the following)

<b>Type A: Do-It-Yourselfers (DIYers) up to 5 gallons per visit</b> (No used oil from farmers or any business shall be accepted)
<b>Type B: Farmers* up to 55 gallons and DIYers up to 5 gallons per visit</b> (No used oil from any businesses shall be accepted) *As defined in R315-15-2
<b>Type C: Businesses, Farmers and DIYers up to 55 gallons per visit</b> (Additional analytical testing is required for business oil)
<b>Type D: Businesses Only up to 55 gallons per visit</b> (Do not qualify for reimbursement)

Type	Capacity (In Gallons)	Secondary Containment	Location (Inside or Outside Building)	Do you need any of the following?
Tank				Tank
Drum				Funnel
Tote				Containment

### The Following Documents Must Be Submitted

<b>Copy of business license</b>
<b>Emergency used oil spill plan</b> (Please keep a copy of the plan at the location. Manager and employees should be familiar and have access to it)
<b>Proof of general liability insurance for any liability that may be incurred during the collection and storage of used oil.</b>

### Certification

As a Collection Center operator, I agree to maintain a clean and safe collection area, clean up used oil spills and stains, label used oil tanks, keep log sheets of used oil received, use a transporter permitted by the State of Utah, Department of Environmental Quality (if used oil is transported off site), accept DIYers and farmer used oil free of charge, and keep all records at least three years. Detailed requirements are in "Utah Standards for the Management of Used Oil," R315-15.

I hereby certify the forgoing is true and correct. *Business owner or designee must sign this form.*

<b>Name of Owner or Authorized Designee</b>	<b>Title</b>
<b>Signature</b>	<b>Date</b>



# 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 Spill Containment Plan For UOCCs

[Default Plan]

## 1. General Information

Each person desiring to operate a Used Oil Collection Center within Utah must be registered, and they shall use this form to apply to the Division of Waste Management & Radiation Control.

Used Oil Collection Center owners or operators must notify the Division of Waste Management & Radiation Control in writing of any changes to the information submitted on this form within 20 days of the change.

Used oil = any oil, refined from crude oil or a synthetic oil, that has been used and as a result of that use is contaminated by physical or chemical impurities. This includes motor oils, transmission fluids, and hydraulic oils.

Do-it-yourselfer (DIYer) = a person who generates used oil through household activities including maintenance of personal vehicles, lawnmowers, equipment, etc. and does not pay someone to change the oil for them.

## 2. General Procedures

*(Fill in blanks and sign to use this spill plan, or submit a spill plan that meets your needs. This example contains the minimum information that must be included in any used oil spill plan.)*

Business Name	Business Address
---------------	------------------

Used oil will be managed to prevent spills, and spills (even small ones) will be cleaned up as soon as noticed. All employees will be informed of this spill plan, and they will be trained in proper spill clean-up procedures.

### In the event used oil is spilled:

1. The person responsible for the used oil at the time of the spill will immediately take action to stop any additional used oil from spilling (tipped over containers will be up-righted, plugs will be replaced, valves will be shut, etc.), and/or action will be taken to collect any additional used oil being spilled. This will be done immediately to minimize any threat to human health and the environment.
2. Small used oil spills, leaks, and drips will be contained and immediately cleaned up with an absorbent material (granulated absorbent, "kitty litter," floor dry, or other appropriate material). New absorbent material will be kept in an accessible area of the UOCC at all times, and all employees will be aware of the location of this material. After absorbent material has soaked up spilled used oil, it will be collected and placed in the normal trash container. Contact the local solid waste department, landfill operator, or local health department if significant amounts of absorbent material are to be disposed of at one time.
3. Used oil residue on asphalt or concrete and/or soil contaminated with used oil will also be cleaned up.
4. If a larger used oil spill occurs, immediate action will be taken to stop additional used oil from spilling, and efforts will be made to contain the spilled used oil. Clean-up will begin as soon as possible. If appropriate, emergency departments (fire department, water department, local health department, etc.) will also be contacted.
5. Used oil spills of 25 gallons or more or used oil spills of smaller quantities that pose a threat to human health or the environment will be reported to the State of Utah, Dept. of Environmental Quality (DEQ) by calling the 24-hour answering service at (801) 536-4123. Within 15 days of any spill reported to the DEQ, a written report describing the spill and cleanup will also be submitted to the Division of Waste Management & Radiation Control (P.O. Box 144880 Salt Lake City, UT 84114-4880 or fax to (801) 536-0222).

**Business owner or designee must sign this form.**

Name of Owner or Designee	Title
Signature	Date

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

## Spill Report Form

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

**Company Name:** \_\_\_\_\_ **Date of spill:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_ **Time of Spill:** \_\_\_\_\_

**Location of spill** (Name of business, street address, and specific location of spill):  
\_\_\_\_\_  
\_\_\_\_\_

**Driver or 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 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 filed in the company files after form is completed and signed. \*\*

## Useful Information

- Used Oil Collection Centers must abide by applicable “Standards for the Management of Used Oil” R315-15. These rules may be more stringent than Federal EPA regulations. Visit <https://adminrules.utah.gov/public/search//Current%20Rules> under the Environmental Quality Agency tab, Waste Management and Radiation Control (315) Title tab, Standard for the Management of Used Oil (15) for the Used Oil Rules. Visit [https://le.utah.gov/xcode/Title19/Chapter6/19-6-P7.html?v=C19-6-P7\\_1800010118000101](https://le.utah.gov/xcode/Title19/Chapter6/19-6-P7.html?v=C19-6-P7_1800010118000101) for the Used Oil Management Act.
- 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 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.”
- UOCCs may burn used oil without a burners 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 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.
- Failure to comply with UOCC requirements or applicable Rules may lead to enforcement actions and/or revocation of a registration.
- UOCCs are subject to periodic used oil program inspections.
- All records associated with used oil pick-ups must be kept for a minimum of 3 years.

## General Information

**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. (R315-015.1.7.d)

**Used oil IS NOT** virgin oil, vegetable oil, or bio-diesel (unless mixed with used oil), petroleum distillates (Solvents), antifreeze, kerosene.

**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 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 R315-15-2 who bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of 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 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 R315-15-2 who bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of R315-15-2.5(a). Type D used oil collection centers do not qualify for reimbursement.

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 used oil facility (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.

**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.**