



Used Oil Permit By Rule (PBR) Transporter & Transfer Facility Notification

General Information

Operator's Name (As registered with Utah Department of Commerce)		Facility EPA ID #		NAICS Code	
Operator's Street Address		City	State	Zip Code	Telephone # (10 digits)
Mailing Address (If different than street address)		City	State	Zip Code	Telephone #
Operator's Facility Street Address (If different)		City	State	Zip Code	Telephone #
Company Owner					Telephone #
Contact Name & Title (If different than company owner)		Contact e-mail Address			Telephone #

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 Permit By Rule (PBR) Transporter & Transfer Facility Notification

Facility Information

(Please answer all questions related to your facility)

Type of Vehicles (Tanker, box car... – Add additional sheets if necessary)	Capacity (In Gallons)	Quantity (Units)

Central Collection Facility(ies)

(Shops with used oil accumulation and storage tanks and/or containers– Add additional sheets if necessary)

Name of Central Collection Facility (Shop)	Address	EPA ID Number	Tank Capacity (In Gallons)	Quantity (Units)

Provide Maps of all transfer facilities (Check if applicable)

What method will you use to determine if the used oil is on-specification or off-specification?

Halogen Field Screening Methods	Halogen Laboratory Analytical Methods	Halogen Generator Knowledge Method
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What method will you use to dispose of any waste by-products?

Used oils identified as a hazardous waste will be managed as hazardous waste	Non-hazardous used oil waste (can't be recycled) will be disposed in a solid waste disposal facility
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Yes No Answer all questions related to your facility (Provide documents as needed)

	Will you be self-transporting and delivering the used oil to facilities that you own, operate, or both?
	Would you be burning the self-collected used oil for energy recovery? (If you will be burning self-collected used oil, you must also register as a used oil fuel marketer in accordance with R315-15-13.7 and shall comply with R315-15-7)
	Would you only store the self-collected used oil for subsequent collection by a permitted used oil transporter? (If you Do , you will be approved to operate as a used oil transporter and transfer facility for that activity)
	Have you made arrangements with a permitted used oil transporter to collect your self-generated used oil? (You may find a current list of Utah registered used oil transporters at https://deg.utah.gov/waste-management-and-radiation-control/transporters-and-transfer-facilities-permitted-used-oil-facilities)
	Would you be storing the self-transported used oil at your facility longer than 35 days? (If you Do , then, you become a used oil processor in accordance with R315-15-4.6(a) and shall obtain a used oil processor permit in accordance with R315-15-13.5)
	Will you be collecting used oil filters?
	Will you be collecting hazardous waste with your used oil shipments?
	Do you want to utilize the Utah default Emergency Controls and Spill Plan? (If you DO NOT wish to use the default plan, please submit your own plan with application)

Required Documents

Business License	From local city/county and any other applicable license(s) or registration(s)	
Certificate of Existence Or Letter of Good Standing	From the state of incorporation (For Utah)	
Property Owner Information (Utah Only)	Documentation showing who owns the property (For Utah)	
	Where used oil vehicles and equipment will be stored	
	If the "Property Owner" is other than the applicant, the applicant needs to provide proof the property owner is aware of this proposed used oil activity. Submit either of the following:	
	Property Description for Tax Purposes, available from the County Recorder's office	
Emergency Controls and Spill Plan	Submit your own if not submitting the default plan	
Financial Assurance (Please read carefully)	Proof of liability insurance or other means of financial responsibility for liabilities that may be incurred in collecting, transporting, or storing used oil.	
	General Liability	
	Insurance of the type and amount that reflects the size and scope of applicant's business enterprise.	
	<ul style="list-style-type: none"> a. Submit an "ACORD" certificate documenting this coverage. b. The following must be listed in the "Certificate Holder" box of the ACORD: <ul style="list-style-type: none"> Division Director Division of Waste Management and Radiation Control P.O. Box 144880 Salt Lake City, UT 84144 - 4880 	
	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.	
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	
Certification		
I certify under penalty of law that this notification and all associated documents were prepared by me or under my direction or supervision. The information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations.		
I hereby certify the forgoing is true and correct. <i>Business owner or principal must sign this form. (Keep a copy of this form for your records)</i>		
Name of Owner or Principal		Title
Signature		Date

Emergency Spill Plan For PBR Transporter and Transfer Facility

[Default Plan]

1. Company Information

Company Name		Telephone Number (Area code + 7 digits)
Company Physical Address	City	State and Zip Code

2. 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. Facility 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 a public road.

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 R315-15-9.4.

The driver/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: Emergency Contact List

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

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

Table 3: Spill Equipment Inventory

Equipment Description	Location	Quantity
Shovel / Broom / Vacuum		
Buckets		
Spill Absorbent Pads		
Granulated Absorbents		
Absorbent Boom / Oil Sock		
Emergency Controls Spill Plan (with contact numbers)		
First Aid Kit		
Fire Extinguisher		

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

The supervisor shall be responsible to initiate and complete any reporting and notification to the required Federal, State, and Local agencies.

3. Certification

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. **

Methods to Determine Used Oil Specifications

1. General Requirements

PBR operators shall verify that the halogen content of the used oil collected prior to transport in accordance with at least one of the following halogen verification methods:

2. Halogen Field Screening Methods

If the PBR operator screens the generator's used oil to verify halogen concentrations, the PBR operator shall use a halogen field screening method in accordance with the following requirements:

- a. Used oil that contains less than 20% water shall be screened for halogens with a CLOR-D-TECT[®] halogen test kit (EPA Method 9077).
- b. Used oil that contains between 20% and 70% water shall be screened for halogens with a HYDROCLOR-Q[®] test kit. The resulting halogen concentration must be corrected using the following conversion formula to calculate true halogen concentration.

$$\text{True Halogen Concentration} = \text{Reading Syringe} + [(10 + \text{mL oil in sample})/10]$$

Example: Sample contains 6 mL water and 4 mL oil (60% water) and the syringe readings is 2,000 ppm, then the true concentration is:

$$2,000 \text{ ppm } [(10 + 4)/10] = 2,800 \text{ ppm}$$

- c. Used oil that contains greater than 70% water shall be screened for halogens with a HYDROCLOR-Q[®] test kit. Correction of the halogen screening results is not required.
- d. The Permittee shall document on acceptance records of bill of lading the screening results.
- e. The requirement for quality control sample (duplicate) may be satisfied by testing prior to off-loading from permitted vehicles in accordance with the CLOR-D-TECT[®] kits (EPA Method 9077) and is not required for each load collected at individual generators.

3. Halogen Laboratory Analytical Methods

If the PBR operator submits a representative used oil sample to a Utah-certified laboratory to analyze for total halogen concentration, the PBR operator shall use Method 9076 or other equivalent method approved by the Director.

The PBR operator shall document the analytical results on the transportation document such as a bill of lading or manifest.

4. Halogen Generator Knowledge Method

The PBR operator shall have information on file, (e.g., analytical testing, industry process knowledge) from the generator which is sufficient, as determined by the Director, to support any use of generator knowledge.

The PBR operator may not rely solely on safety data sheet (SDS) in making a halogen concentration determination.

If relying on generator knowledge, the PBR operator shall document on the shipping record the use of generator knowledge in accordance with the PBR operator's Procedures for Recording Halogen Content.

Used oil determined to be on-specification by Utah-registered marketer can be collected and transported without further testing. Bills of lading, manifests or other used oil transportation records shall include copies of the analytical results for reference.

Useful Information

- PBR Transporter and Transfer Facilities must abide by the “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 for the Used Oil Management Act.
- Failure to comply with PBR requirements or the Rules may lead to enforcement actions and/or revocation of the approval to operate as PBR.
- PBR Transporters and Transfer Facilities are subject to periodic used oil program inspections.
- All records associated with used oil transportation must be kept for a minimum of 3 years.
- **Permittees must comply with all applicable Dept. of Transportation regulations (49 CFR 171 – 180). Contact UDOT (801-965-4000) for more information.**
- Transporting used oil prior to receiving a letter of approval shall lead to enforcement actions including monetary penalties.

General Information

What is used oil?

Used oil is any oil, refined from crude oil (mineral oil) or synthetic oil, that has been used and as a result of that use is contaminated by physical or chemical impurities. Some common examples include used lubricating oils, hydraulic oils, transmission fluids, compressor oils, transformer oils, metalworking oils, or any mixtures of any of these items with other materials.

Used oil IS NOT virgin oil, vegetable oil, or bio-diesel (unless mixed with used oil).

What are the Rules for Used Oil?

“Standards for the Management of Used Oil” (R315-15) may be located at Visit <https://adminrules.utah.gov/public/search//Current%20Rules>.

Who Needs to Notify the Director to Operate as a Transporter and Transfer Facility Permit By Rule?

Any used oil generator defined under the North American Industry Classification System (NAICS), published, in 2017 Revision, by the US Economic Classification Policy Committee, with a NAICS code of 21 (Mining), 22 (Utilities), 23 (Construction), 485111 (Mixed Mode Transit Systems), or 541360 (Geophysical Surveying and Mapping Services); who self-transported used oil generated by that generator at a non-contiguous operation to a central collection facility in the generator's own service vehicles in quantities exceeding 55 gallons shall be deemed to have an approved used oil transporter permit or used oil transfer facility permits, or both if the generator meets all applicable requirements of R315-15-13.4(f)(1) through (4).

Who does not Need to Notify the Director to Operate as a Transporter and Transfer Facility Permit By Rule?

1. Farmers who transport one 55-gallon drum of used oil (at one time) to a used oil collection center.
2. Do-It-Yourselfer (DIYer) households who transports less than 5 gallons to a used oil collection center.
3. Businesses that transport less than 55 gallons per visit to a Type C or D used oil collection center (collection center that can accept business oil).
4. Persons (Business) 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.

Who Needs a Transfer Facility Permit?

A transfer Facility Permit will also be required if used oil will be held at transportation-related facilities including loading docks, parking areas, storage areas or other areas more than 24 hours and not longer than 35 days.

Who Needs a Processor Permit?

A Processor Permit is required if the used oil collected by a transporter will be held 35 days or more. If you are uncertain if you need a permit, please check with the Division at (801) 536-0200.

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.

Fees

- A **one-time filing fee of \$100** is required and must be attached with each permit application.
- A **registration fee of \$100** is also required to obtain a Used Oil Handler Certificate that is necessary to operate as a Used Oil Transporter and Transfer Facility PBR in Utah. This is an **annual registration fee** that will need to be renewed by December 31 of each calendar year. This fee must also be attached.

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. (R315-015.1.7.d)

USED OIL TRANSPORTER AND TRANSFER FACILITY PERMIT BY RULE (PBR) – A used oil generator defined under the North American Industry Classification System (NAICS), published, in 2017 Revision, by the US Economic Classification Policy Committee, with a NAICS code of 21 (Mining), 22 (Utilities), 23 (Construction), 485111 (Mixed Mode Transit Systems), or 541360 (Geophysical Surveying and Mapping Services); who self-transportes used oil generated by that generator at a non-contiguous operation to a central collection facility in the generator's own service vehicles in quantities exceeding 55 gallons.

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.

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 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 R315-15-13.7.

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

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. (R315-015-5.1.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 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. (R315-015-4.1a)

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.