UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WASTE MANAGEMENT & RADIATION CONTROL

Used Oil Transfer Facility

New Permit Application ☐

10-Year Renewal ☐

Applicant's General Information

Applicant Full Legal Name (individual person or legal business entity – **no DBAs**)		**State of Incorporation of Formation**
Applicant Principal Place of Business (Street, City, State, Zip Code)	**Facility EPA ID Number**	**NAICS Code (Link)**
	Administrative Contact for Applicant (Name & Title)	
Mailing Address (if different than applicant)	**Telephone Number** (10 digits)	
	Email Address	
Facility Street Address (if different than applicant)	**Facility Contact** (Name & Title) (if different than admin contact)	
	Telephone Number (10 digits)	
Facility Property Owner Full Legal Name (if different than applicant)	**Facility Property Owner Telephone Number** (10 digits)	

Current and/or Previous Permits with Utah DEQ

Has the applicant 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 of Permit	Permit Number

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

Official Email: dwmrcsubmit@utah.gov

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, UT 84116

*** Please keep a copy of your Permit Application for your records ***

Fee Payment Information

◯ **Pay by Check** (Total of $200.00 *) **Payable to DEQ/DWMRC**	◯ **Pay Online Using the Payment Portal** (Total of $200.00 *)
Clearly indicate the permit applicant's name and the check purpose(s). Please email copy of receipts and applicable documents to dwmrcsubmit@utah.gov.	* Permit Application Fee ($100.00) * Used Oil Handler Fee ($100.00)

Transfer Facility Contact Information

Transfer Facility Operations Contact (Name & Title)	**Telephone Number** (10 digits) **Operations Contact E-mail Address**
Transfer Facility Environmental Contact (Name & Title)	**Telephone Number** (10 digits) **Environmental Contact E-mail Address**
Transfer Facility Financial Assurance Contact (Name & Title)	**Telephone Number** (10 digits) **Financial Assurance Contact E-mail Address**

Transfer Facility Operations Information

(Please answer all questions related to the used oil transfer facility operations at this facility)

Type of Used Oil Storage Units (e.g., stationary tanks, containers, transport vehicles, railcars) Add additional sheets if necessary.	**Capacity** (In Gallons)	**Number of Units**

What is the maximum capacity of used oil storage the applicant requests at this site, including used oil stored in transport vehicles parked at this facility? (In Gallons)

☐ Provide a detailed map of the facility, include detailed storage locations, secondary containment, spill kits and fire extinguishers.

☐ If the applicant has stationary tanks, please provide Utah Professional Engineer tank certification in accordance with Utah Administrative Code (UAC) R315-264-190 through 200.

Yes	No	**Select Yes or No to answer questions related to applicant's facility and operations** (Provide documents as needed)
◯	◯	Will the applicant be storing used oil with PCBs? If **YES**, please **select all applicable concentrations** from the following options.
		☐ Less than 2 mg/kg (ppm = parts per million) ☐ Greater than or equal to 2 mg/kg but less than 50 mg/kg ☐ Greater than or equal to 50 mg/kg
◯	◯	Does the applicant have secondary containment for used oil storage, including transport vehicle parking areas?
◯	◯	Are the applicant's tanks and other storage units labeled "Used Oil," including visible fill pipes for underground tanks?
◯	◯	Does the applicant have the required aisle space for emergencies and inspections?
◯	◯	Will the applicant be transferring used oil to or from railcars?

◯ ◯	Will the applicant be using the Railcar Loading and Unloading Plan prepared by the Division? If **NOT**, please submit a Railcar Loading and Unloading procedure.	
◯ ◯	Will the applicant be storing used oil filters at this facility?	
◯ ◯	Has the applicant made or attempted to make arrangements with local authorities such as fire departments and hospitals?	
◯ ◯	Will the applicant be using the Utah default Contingency/Emergency Controls and Spill Plan? If **NOT**, please submit your own plan with the application.	
	Utah Emergency Coordinator (Name & Title)	**Telephone Number** (10 digits)

How will the applicant receive used oil at this facility?

	☐	Bulk Transportation	☐	Non-Bulk (e.g., drums)	☐	Railcars	☐ Other (Explain)

What type of storage units will the applicant use to store used oil at this facility?

	☐	Tanks	☐	Containers (e.g., drums)	☐	Transport Vehicles	☐ Railcars

How will the applicant ship used oil from this facility?

	☐	Applicant's Used Oil Transporter Permit (If **YES**, has the applicant applied to become a Utah used oil transporter?)	☐ Other Permitted Used Oil Transporter See **Permitted Used Oil Transporter List**

Required Documents

(Please provide all applicable documents)

Certificate of Existence or Good Standing		From the state of incorporation (**link** for instructions for Utah business entities).
Property Owner Information		Used oil transfer facilities are required to submit the following documents.
		Documentation showing the facility real property ownership.
		Property Description for Tax Purposes, available from the County Recorder's office.
		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.
		Description of location on property where used oil will be stored (e.g., tanks, containers, transport vehicles parking and staging areas).
Contingency/Emergency Controls and Spill Plan		Please submit the plan developed by the Division, or the applicant's own Contingency/Emergency Controls and Spill Plan which is specific to operations for this facility in Utah. The plan shall be in accordance with UAC R315-15-9 and UAC R315-15-13.4.
Procedures for Recording Halogen Content		Please submit the procedures developed by the Division, or the applicant's own Procedures for Recording Halogen Content that meets the Division's requirements.
Analysis Plan		Please submit the simplified plan developed by the Division, or the applicant's own Analysis plan
Sample Collection Procedures		Please submit the procedures developed by the Division, or the applicant's own Sample Collection Procedures that meets the Division's requirements.
Railcar Loading and Unloading Procedures		If applicable, please submit the procedure developed by the Division, or the applicant's own Railcar Loading and Unloading Procedures that meets the Division's requirements.
Financial Assurance (Please read carefully)		Used oil transfer facility, processor/re-refiner facility, and off-specification fuel burner are required to carry: 1) **General liability**, 2) **Environmental pollution liability**, and 3) **Cleanup and closure default protection**.
	☐	**General Liability**
		General liability insurance, of the type and amount that reflects the size and scope of the business enterprise. **a.** Submit an "ACORD" certificate documenting this coverage. **b.** The following must be listed in the "Certificate Holder" box of the ACORD: **Division Director** **Division of Waste Management and Radiation Control**

P.O. Box 144880
Salt Lake City, UT 84144 – 4880

c. 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.

☐ **Environmental Pollution Liability**

Establish a financial assurance mechanism to protect against environmental pollution liability, arising from either sudden, or sudden and non-sudden releases, using one of the following (UAC R315-15-12.3):

a. Insurance
b. Letter of Credit
c. Surety Bond
d. Trust Agreement

☐ **Cleanup and Closure Default Protection**

Default protection in case the State of Utah must conduct clean up and closure.

a. Prepare a cleanup and closure cost estimate in accordance with UAC R315-15-11.
b. Establish a financial assurance mechanism to cover the total amount of the cleanup and closure cost estimate, using one of the following (UAC R315-15-12.3):
  i. Insurance
  ii. Letter of Credit
  iii. Surety Bond
  iv. Trust Agreement

Note: Financial assurance guidance, requirements, and required forms may be requested by contacting Brent Gaschler, the Division's Financial Assurance Coordinator, at brgaschler@utah.gov and/or (385) 454-5330.

The application process can proceed without financial assurance in place. However, prior to final approval of the permit, all financial assurance documents shall be submitted and approved by the Director. Applicants are advised to begin this process as soon as possible.

Regular Mail	**Fed Ex & UPS… Or in Person**
Director of Utah Division of Waste Management & Radiation Control P.O. Box 144880 Salt Lake City, UT 84114-4880	Director of Utah Division of Waste Management & Radiation Control 195 North 1950 West Multi-Agency State Office Building, 2nd Floor Salt Lake City, UT 84116

Certification

By signing this application, I certify that (i) I am duly authorized to act on behalf of the applicant; and (ii) that all the information contained in this application is true and correct to the best of my knowledge, information, and belief. I further certify that I am aware that it is a violation of law to submit false information to the Division.

I hereby certify the forgoing is true and correct. *(Keep a copy of this form for your records)*

Name of Authorized Person Signing on Behalf of Applicant (printed)	**Title**
Signature	**Date**

**** A complete and detailed application will greatly minimize time and charges. ****
We recommend contacting the Division if the applicant would like to discuss the application prior to submission.

Used Oil Transfer Facility

Emergency Spill Plan

Transfer Facility Full Legal Name	
Transfer Facility Address (Street, City, State, Zip Code)	**Telephone Number** (10 digits)

1. 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.

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 Utah Administrative Code (UAC) R315-15-9.4.

The 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
[Primary]			
[Secondary]			
Fire Response			9-1-1

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

Table 3: Spill Equipment Inventory – Transfer Facility

Equipment Description	Location	Quantity (At Minimum)
Shovel / Broom		1 of each
Buckets		1
Spill Absorbent Pads		10
Granulated Absorbents		1 bag
Absorbent Boom / Oil Sock		1 of each
Emergency Controls Spill Plan (with contact numbers)		1
First Aid Kit		1 kit
Fire Extinguisher		1

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

The supervisor shall be responsible for initiating and completing any reporting and notification to the required Federal, State, and Local agencies.

2. Certification

Authorized Person must sign this form.

Name of Authorized Person (printed)	**Title**
Signature	**Date**

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

Reset Form

Used Oil Transfer Facility

Procedures for Recording Halogen Content

Transfer Facility Full Legal Name	
Transfer Facility Address (Street, City, State, Zip Code)	**Telephone Number** (10 digits)

1. General Procedures

The Permittee shall document the halogen content of the used oil, the determination method, and date of entry, on the shipping record. If the Permittee is using a manifest, the halogen information and date shall be recorded in the special handling box of the manifest. Please record this information as follows:

a. For halogen field screening or laboratory analytical methods

When the Permittee determines the halogen content using halogen field screening methods or laboratory analytical methods in accordance with the Analysis Plan the driver shall record* the following halogen information:

Halogen ≤ 1,000 ppm/test/date, OR

Halogen > 1,000 ppm/test/date

Note: If using laboratory analytical method, please reference or add a copy of the last analytical report to show the used oil meets this requirement.

b. For Generator Knowledge method

When the Permittee determines the halogen content using Generator Knowledge provided by the generator, the driver shall record* the following information:

Halogen ≤ 1,000 ppm/GenKno/date, OR

Halogen > 1,000 ppm/GenKno/date

Note: Please add a copy of the generator knowledge statement from the generator to show the used oil meets this requirement.

Used Oil Transfer Facility

Analysis Plan

Transfer Facility Full Legal Name	
Transfer Facility Address (Street, City, State, Zip Code)	**Telephone Number** (10 digits)

1. General Requirements

The Permittee shall verify that the halogen content of the used oil accepted for storage has been determined in accordance with at least one of the following halogen verification methods:

2. Halogen Field Screening Methods

If the Permittee screens the accepted used oil to verify halogen concentrations, the Permittee 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.

True Halogen Concentration = Reading Syringe + [(10 + 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 ppm [(10 + 4)/10] = 2,800 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 the acceptance record the screening results.

3. Halogen Laboratory Analytical Methods

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

The Permittee shall document the analytical results on the acceptance document.

The Permittee may use the transporter's shipping records and analytical results to accept the used oil for storage.

4. Halogen Generator Knowledge Method

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

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

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

5. PCB Contaminated Used Oil

Used oils containing PCB concentrations greater than or equal to 50 mg/kg are subject to TSCA regulations 40 CFR 761. Used oils containing PCB concentrations greater than or equal to 2 mg/kg but less than 50 mg/kg are subject to both Utah Administrative Code (UAC) R315-15 and 40 CFR 761.

Table 1 lists required laboratory PCB sample preparation and analytical methods.

Table 1: PCB Sample Preparation and analytical Methods

Sample Preparation Methods	Analytical Methods	Analytes*	
		PCB CAS RN	**PCB Aroclor®**
		12674-11-2	**1016***
		147601-87-4	1210
		151820-27-8	1216
		11104-28-2	**1221***
		37234-40-5	1231
		11141-16-5	**1232***
3500C (General) 3580A (Preparation) 3665A (Cleanup)	8082A	71328-89-7	1240
		53469-21-9	**1242***
		12672-29-6	**1248***
		165245-51-2	1250
		89577-78-6	1252
		11097-69-1	**1254***
		11096-82-5	**1260***
		37324-23-5	1262
		11100-14-4	1268
* Note: Analyses of the seven Aroclors® bolded/* in the last column are mandatory to analyze. Additional Aroclors® may be selected from the last column for analysis if contained in the oil.			

The Permittee shall obtain analytical results of dielectric oil used in transformers and other high voltage devices, verifying the PCB concentrations are less than 50 mg/kg prior to accepting the used oil into the transfer facility.

PCB used oil may not be diluted to avoid any provision of 40 CFR 761.

Unless the equipment has been decontaminated as described in 40 CFR 761 Subpart S, tanks and containers previously used to store used oil containing PCB concentrations greater than or equal to 2 mg/kg are considered to be contaminated with PCBs and have a quantifiable PCB concentration of 2 mg/kg or greater.

Used Oil Transfer Facility

Sample Collection Procedures

Transfer Facility Full Legal Name	
Transfer Facility Address (Street, City, State, Zip Code)	**Telephone Number** (10 digits)

1. General Requirements

Employees shall use the sampling procedures described below to collect representative samples from tanks and containers when screening used oil for halogen content.

Procedure 1 – Containers < 375 gallons [Add specific sampling procedure]

a. Sampling Equipment

Composite Liquid Waste Sampler (COLIWASA) nominally 175 mL, 39-inch sampler jar.

i. Step 1
Take COLIWASA and dip into drum or tote, make sure the tube fills up completely before closing.

ii. Step 2
Open sample jar and dispense the entire contents from COLIWASA into sample jar.

iii. Step 3
Screen sample using CLOR-D-TECT halogen test kit in accordance with facility's Analysis Plan.

iv. Step 4
Empty the sample in the bucket back into the used oil container/tank.

Procedure 2 – Tanks ≥ 375 gallons [Add specific sampling procedure]

a. Sampling Equipment

Dip tube sampler (Polypropylene/plastic type tube) sampler.

i. Step 1
Lower the sampling tube slowly into the liquid waste at a rate that allows the liquid level inside and outside the tube to equalize. Man-ways openings located at the top of the Tanker/pump trucks will be used to collect samples.

ii. Step 2
Slowly withdraw dip tube from the liquid. Either wipe the exterior of the sampler tube with a disposable cloth or allow excess liquid to drain back into the used oil container/tank.

iii. Step 3
Discharge the sample by placing the lower end of the dip tube into a sampling bucket.

iv. Step 4

Screen sample using CLOR-D-TECT® halogen test kit.

v. Step 5
Empty the sample in the bucket back into the used oil container/tank.

Used Oil Transfer Facility

Railcar Loading Procedures

Transfer Facility Full Legal Name	
Transfer Facility Address (Street, City, State, Zip Code)	**Telephone Number** (10 digits)

1. General Procedure

The following procedure is designated to ensure that all railcars containing used oil (may be used for non-regulated waste) are loaded safely and in compliance with all applicable regulations to minimize the potential for spills.

Two people with knowledge of loading and offloading procedures must be present during loading or offloading of any railcar. One person must remain on top of the railcar and one person must always remain at the tank truck connection during transfer. If at any time, one of the people must leave the operation, the operation must be stopped until a second qualified person is available. A single operator may be used if a secure dome lid connector is used to attach the upper hose to the railcar, the operator remains in sight of all connections, and the pump controls are readily accessible.

2. Rail Car Loading and Unloading Procedure

a. Lock-out track with derailers at both ends of the rail spur so train operators know not to move any railcars on the spur during offloading.

b. Place railcar chocks on both sides of the wheels of the railcar while offloading.

c. Securely park used oil transportation trucks on asphalt or concrete loading pads, black containment mat or other containment structure during the loading and unloading of used oil between the trucks and rail tanker car.

d. Set truck parking brake and chock both sides of one wheel of the truck to prevent accidental movement. Ensure adequate spill response equipment is readily accessible per procedures in Emergency Spill Plan.

e. Prior to railcar loading, fill out Railcar Used Oil Transfer Log.

f. Take an initial reading on truck to determine volume to be transferred.

g. Unsecure railcar manway/top hatch by removing I-bolts using a pipe wrench.

h. Open manway/top hatch and take an initial reading on the rail car by using a tape measure and verifying the current railcar measurements with the railcar strapping chart to ensure there is enough space available for transfer.

i. Hoist opposite end of hose up to railcar hatch, uncap hose end, and insert into railcar. The person at the top must hold the hose in place while transferring or a fill lid must be used.

j. Secure the hose to the side of the railcar, or candy-cane shaped stick, or other transfer equipment.

k. Check the cam lock gaskets for integrity and secure the cam lock ears down.

l. Proceed with transfer operation.

m. If the dome lid is not in use, the person at the top shall notify the second operator immediately if the railcar appears to be filling to a level higher than expected so the operation can be stopped.

n. After the transfer is complete, clear the hose of any material.

o. Cap and plug all hoses to prevent drips.

p. Close and secure the railcar hatch unless dome lid is in use.

q. Complete all necessary shipping documentation and checklists.

r. Ensure all tank files are updated after each transfer is completed.

s. Clear are of all safety equipment and clean area of any spills or drips prior to departing transfer area.

t. Remove derailers and railcar chocks when the railcar is full and the transfer operation has finished.

***** END OF APPLICATION *****

Spill Report Form

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

Transfer Facility Full Legal Name: **Date of spill:**

Transfer Facility Address: **Time of Spill:**

Location of spill (Specific location of spill)**:**

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 UAC 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 saved in the company files after the form is completed and signed. ***

**** The following pages are for informative purposes only. Please **DO NOT** submit them with the application. ****

Useful Information

- Permittees must abide by the **"Standards for the Management of Used Oil"** found in the Utah Administrative Code (UAC) R315-15. These rules may be more stringent than Federal EPA regulations. Visit the Utah Administrative Rules under the Environmental Quality Agency tab, Waste Management and Radiation Control (315) Title tab, Standard for the Management of Used Oil (15) link for the Used Oil Rules. Visit the Utah Code Title 19 (Environmental Quality Code) Chapter 6 (Hazardous Substances) Part 7 for the Used Oil Management Act.
- Failure to comply with Permit requirements or the Rules may lead to enforcement actions and/or revocation of a permit.
- Permittees who have not previously complied with the notification requirements of RCRA section 3010 shall comply with these requirements and **obtain an EPA identification number**.
- Permittees are required to submit an **annual report** by March 1, of each year, for the prior calendar year. Visit our Used Oil Forms official website under Used Oil Annual Report Form to view or download the form.
- Permittees are subject to **periodic used oil program inspections**.
- Permittees shall provide, at a minimum, an **annual used oil training** refresher course for employees handling used oil in accordance with UAC R315-15-4. New employees may not manage or process used oil without a trained employee present until used oil training is completed. Permittees shall document employee training, including the topics covered during training. Employees and supervisors shall sign and date training attendance sheets to document class attendance.
- All **records associated with used oil activities** must be kept for a minimum of 3 years.
- Operating as a used oil transfer facility prior to receiving a final permit 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 and where can I find the Rules for Used Oil?

The Used Oil Rules are called "Standards for the Management of Used Oil" and are found in the Utah Administrative Code R315-15.

Who Needs a Transporter Permit?

Anyone who plans to transport used oil (see definition above) in amounts of more than 55 gallons at one time. This will usually be a business that collects used oil from one or more generator locations, and then transports the used oil to another location to be processed/re-refined, burned for energy recovery or transferred to another permitted facility. A used oil transporter must first obtain a permit prior to transporting used oil in Utah even if you are currently a hazardous waste transporter.

Who does not need a Used Oil Transporter Permit?

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 transport 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).

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 for 35 days or more. If you are uncertain if you need a permit, please check with the Division at (801) 536-0200.

Fees

- **A one-time filing fee of $100** is required. Proof of payment of this fee 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 Transfer Facility in Utah. This is an **annual registration fee** that will need to be **renewed by December 31 of each calendar year**. Proof of payment of this fee must also be attached with each permit application.
- The Permittee will be billed for actual **costs associated with the review of the permit application and preparation**.
- Fees can be paid using our online payment portal.

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 dialectic oils as defined in UAC R315-15.1.7(d).

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 UAC 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 UAC R315-15-2 who bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of UAC 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 UAC 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 UAC R315-15-2 who bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of UAC 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 UAC 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 UAC R315-15-13.7.

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

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 as defined in UAC R315-15-5.1(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 UAC 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 as defined in UAC R315-15-4.1(a).

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 permitted 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.