

Instructions for Completion and Submittal of the Quarterly Used Oil Marketer Report Form

Reporting Requirements

Pursuant to Arizona Revised Statutes (A.R.S.) § 49-802(C)(3), if your company engaged in either of the used oil marketing activities in Arizona, as defined above for a used oil marketer, during a calendar quarter, you are required to submit a quarterly report to the Arizona Department of Environmental Quality (ADEQ) by the 30th day following the end of the calendar quarter to which the report applies (i.e., April 30th, July 30th, October 30th, or January 30th). A separate report form must be completed and submitted for **each** used oil marketing facility.

These instructions have been developed to help you complete and submit your quarterly used oil marketer report form(s). If you have questions about the reporting requirements, the report form, or these instructions, please call: (602) 771-4673 or, in-state toll free: (800) 234-5677, then dial 771-4673 after the prompt.

Reporting Form Instructions (Marketers)

Page 1

Report title: Indicate the calendar year and quarter to which the report applies by writing the year in the blank space next to the word YEAR and a "1, 2, 3, or 4" in the blank space next to the word QUARTER.

Part I: Write your facility name, address or location, city, state, ZIP code, and phone number.

Part II: Write your facility EPA identification number.

Part III: Write your company name, mailing address, city, state, ZIP code, and phone number.

Part IV: Write the name of the person submitting this report and include title and phone number.

Page 2

Page header: Indicate the calendar year and quarter to which the report applies in the blank spaces.

Part V: **On Line 1**, record the total gallons of on-spec used oil you marketed from this facility to all in-state facilities during the calendar quarter. (This applies to both in-state and out-of-state marketing facilities.) **On Line 2**, record the total gallons of on-spec used oil you marketed from this facility to all out-of-state facilities during the calendar quarter. (This applies only to an in-state marketing facility marketing on-spec used oil to out-of-state facilities. Do not report the number of gallons your out-of-state marketing facility marketed to other out-of-state facilities.)

Part VI: **On Line 1**, record the total gallons of off-spec used oil you marketed from this facility to all in-state facilities during the calendar quarter. (This applies to both in-state and out-of-state marketing facilities.) **On Line 2**, record the total gallons of off-spec used oil you marketed from this facility to all out-of-state facilities during the calendar quarter. (This applies only to an in-state marketing facility marketing off-spec used oil to out-of-state facilities. Do not report the number of gallons your out-of-state marketing facility marketed to other out-of-state facilities.)

To correctly report used oil activities on the quarterly report form, you can refer to the definitions outlined on the ADEQ website: http://www.azdeq.gov/enviro/waste/solid/used_oil.html#used

If you complete the form by hand, please write legibly. Quarterly used oil marketer reports may be submitted by email to UsedOil@azdeq.gov or the address shown below by mail or hand delivery.

Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, Arizona 85007
Attn: Used Oil Program Coordinator
Mail Drop: 4415A-2

If your company is **no longer** a marketer of used oil in Arizona, please contact ADEQ.

