



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

Reporting Requirements

Pursuant to Arizona Revised Statutes (A.R.S.) § 49-802(C)(3), if your facility processed used oil during a calendar quarter, or your facility is a used oil processing facility that stored the same used oil on site for more than 35 consecutive days, you are required to submit a quarterly used oil processor 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 processing facility.

These instructions have been developed to help you complete and submit your quarterly used oil processor facility 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 (Processors)

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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.

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

Part V: Record the total gallons of used oil that were brought to this facility by all transporters, including your own company's vehicles, during the calendar quarter.

Part VI: Record the total gallons of used oil that was generated from processing generator waste at your facility during the calendar quarter. One such example of this type of used oil is the used oil that is separated from wastewater that comes from car washing facilities that was not classified as used oil when brought to the processing facility.

Part VII: Report the total gallons of *on-spec* used oil processed and shipped, the total gallons of off-spec used oil shipped, and the total gallons of other type of used oil produced and shipped.

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/environ/waste/solid/used_oil.html#used

If you complete the form by hand, please write legibly. Quarterly used oil Processor 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 processor of used oil in Arizona, please contact ADEQ.

