



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

Reporting Requirements

Pursuant to Arizona Revised Statutes (A.R.S.) § 49-802(C)(3), if your company engaged in any of the used oil transportation activities identified in Arizona 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);

These instructions have been developed to help you complete and submit your quarterly used oil transporter 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 (Transporter/Transporter Facility)

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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-A: On Line 1, record the total gallons of used oil you collected from all in-state used oil generators during the calendar quarter. On Line 2, record the total gallons of used oil you collected from all out-of-state used oil generators during the calendar quarter.

Part V-B: On Line 1, record the total gallons of used oil you collected from all in-state non-generators of used oil during the calendar quarter. On Line 2, record the total gallons of used oil you collected from all out-of-state non-generators of used oil during the calendar quarter.

Part VI: On Line 1, record the total gallons of used oil your company vehicles transported to all other facilities during the calendar quarter. On Line 2, record the total gallons of used oil that were transported to all other facilities by other transporter companies during the calendar quarter.

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 transporter 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 **no longer** transports used oil in Arizona, please contact ADEQ.