



Used Oil Processor Inspection Report

Facility Name: _____ Inspection Date: _____
 Facility Address: _____ Time In: _____ Time Out: _____
 Owner/Operator: _____ Phone: _____ Email: _____
 Inspection Type: Routine Follow-up Complaint Multimedia Other _____
 EPA ID Number: _____ Length of time the facility has been a burner (Years): _____
 Facility Representative(s): _____ ADEQ Representative(s): _____
 Name of Emergency Coordinator: _____ Date of last emergency equipment maintenance check: _____
 Consent to Inspect granted by: _____ Name and title: _____

				Contingency Plan		
Yes	No	N/A	P*		Comments:	
				ARS § 49-802 et al. 40 CFR 262.11 40 CFR 279 et al.		
				Does the facility have a current contingency plan on site?		
				If yes, please note if the plan includes the following information in this section:		
				Actions to minimize hazards to human health or the environment from fires, explosions, or releases of used oil to air, soil, or surface water?		
				Actions to activate internal facility alarms/communication systems, where applicable, to notify all facility personnel?		
				Notify appropriate State or local agencies, hospitals, and fire departments with a copy of the plan, including designated response roles if their help is needed?		
				Notify appropriate State or local agencies with designated response roles if their help is needed?		
				Identify the character, exact source, amount, and real extent of any released materials?		
				Assess possible hazards, including direct and indirect effects, to human health or the environment that may result from a release, fire, or an explosion?		
				The emergency coordinator shall immediately notify either the government official designated as the on-scene coordinator for the geographical area or the National Response Center by telephone?		
				Assess whether evacuation of local areas may be advisable, and if so, the facility emergency coordinator shall immediately notify the appropriate local authorities and be available to help those authorities decide whether local areas should be evacuated?		
				When notifying the on-scene coordinator or the National Response Center, does the contingency plan indicate that the facility emergency coordinator shall report the following information? Name and telephone number of the person reporting, name and address/location of the facility, time and type of incident, name/descripton and quality of materials involved, extent of injuries known, and possible off-site hazards? If any of the criteria is missing, see comment.		
				Does the contingency plan indicate that all of the information listed above is also provided to ADEQ within 15 days following the incident?		
				In addition, does the contingency plan list that an estimated quantity and disposition of recovered material(s) that resulted from the incident, and an assessment of actual or potential hazards to human health or the environment, where applicable is also included in the 15 day incident report and submitted to ADEQ?		
				Does the facility have a written spill prevention, control and countermeasures plan, if applicable?		

			Does the contingency plan describe the arrangements agreed to by local police agencies, fire authorities, hospitals, contractors, and state and local emergency response teams to coordinate emergency services?	
			Does the contingency plan contain a current list of names, addresses and phone numbers (office and home) of all persons qualified to act as emergency coordinator?	
			A current list all of the emergency equipment at the facility, location of each piece of equipment, and a description of its capabilities	
			An evacuation plan for facility personnel, if needed?	
			Does the evacuation plan discuss signals indicating an evacuation is beginning, evacuation routes, and alternate routes?	
			Has an incident occurred requiring implementation of the emergency procedures since the last facility inspection? If so, see comment for more incident details.	
			Based on the documentation, does it appear the owner/operator followed the contingency plan and emergency response requirements of 40 CFR 279.52(b)(6), as written?	
40 CFR 279.52 et al Records Review				
			Has the owner/operator documented the emergency procedures training of the facility's primary emergency coordinator?	
			Does the facility conduct the following processing activities?	
			Blending used oils to meet the fuel specification?	
			Blending used oils with virgin petroleum products?	
			Filtration?	
			Physical separation?	
			Chemical Separation?	
			Simple distillation?	
			Refining?	
			Has the facility submitted all of its quarterly used oil reports?	
			Are all fill pipes to USTs used to store or process used oil identified with the words "Used Oil?"	
			Does the facility determine whether the total halogen content of incoming used oil managed at the facility is above or below 1000 ppm and is the determination based on testing? If no, see comment.	
			Does the facility have a written used oil analysis plan on site?	
			Does the analysis plan specify whether sample analyses or knowledge of the halogen content of the used oil will be used to make the determination about the total halogen content of incoming used oil managed at the facility?	
			If sample analyses are used to make the determination, does the analysis plan specify the sampling method(s) used to obtain representative samples of incoming used oil for the halogen determination?	
			Does the plan specify the methods for collecting samples of incoming used oil for the halogen determination? See comment for sampling method, equipment used, frequency, and location (on-site or off-site).	
			Does the facility determine whether the total halogen content of incoming used oil managed at the facility is above or below 1000 ppm?	
			Are incoming used oils containing total halogen concentrations \geq 1000 ppm accepted by the facility?	
			Is analytical method from SW-846, Edition III used to rebut the presumption? If no, please comment.	
			If sample analyses are used to make the determination, does the analysis plan specify the sampling method(s) used to obtain representative samples of incoming used oil for the halogen determination?	
			Does the analysis plan specify whether sample analyses or other information about the used oil will be used to make the claim that a used oil meets the used oil specification of 40 CFR 279.11?	
			Are samples collected prior to processing?	
			Are samples collected after processing/re-refining?	

			Does the analysis plan specify the methods used to analyze used oil for the on-specification determination? If yes, see comment.	
			Does the facility keep a record of used oil shipments accepted for processing/re-refining?	
			Does the record include the names, addresses and EPA ID numbers of the transporters who delivered the used oil to the facility and the facilities from whom the used oil was sent?	
			Does the record include the quantities of used oil acceptance and the acceptance dates?	
			Does the facility keep a record of used oil shipments that are sent to other facilities?	
			Does the record include the quantities of used oil shipped from this facility and the shipment dates?	
			Does the processor/re-refiner maintain the tracking information for both incoming and outgoing shipments of used oil for three years?	
			Does the facility use transporters having EPA Identification Numbers to transport outgoing shipments of used oil from the facility?	
			Has the facility documented the emergency procedures training of facility personnel?	
			40 CFR 279.54 et al ARS § 49-803 et al.	
Site Observations				
			Is at least one employee on the facility premises or on call, at all times, with the responsibility for coordinating all emergency response measures?	
			Are all ASTs and containers used to store or process used oil labeled "Used Oil?"	
			Are all fill pipes to USTs used to store or process used oil identified with the words "Used Oil?"	
			Are all ASTs and containers used to store or process used oil constructed of steel or aluminum?	
			Are all ASTs and containers used to store or process used oil in good condition and not leaking?	
			Is each container storage area and AST where used oil is stored or processed equipped with a secondary containment system consisting of a dike, berm, or retaining wall?	
			Do the secondary containment systems have a floor that covers the entire area within the dike, berm, or retaining wall, except areas where existing portions of the AST meet the ground that is sufficiently impervious to used oil to prevent any used oil released?	
			Is the capacity of each containment system sufficient to contain 100% of the volume of the largest AST or container within the containment system?	
			Does any containment system exhibit cracks, gaps, or other damage or conditions through which used oil could escape from the containment system?	
			Has a release of used oil to the environment occurred since the last facility inspection? If yes, see comment and obtain reports	
			Has the facility closed any tanks or containers since the last facility inspection? If yes, see comments	
			For each closed AST and container, did the facility perform a hazardous waste determination on the used oil residues in accordance with 40 CFR 262.11?	
			Was hazardous waste identified? See comments for handling information	
			For each closed AST or container, did the facility properly decontaminate? If so, see comment for details.	
			Have all closed containers that held used oils or residues of used oils been removed from the facility property?	
			Has the facility generated residues from its used oil storage, processing, re-refining activities? If so, see comment for details.	
			Is there evidence of discharge of used oil to sewers or state waters without appropriate permit?	
			Is there evidence of incineration of used oil?	

40 CFR 279.54 et al ARS § 49-803 et al. Site Observations			
			Evidence of use of used oil as dust suppressant or contact herbicide?
			Does the facility have adequate fire control, spill control, and decontamination equipment?
			Is an on-site communication equipment/alarm system immediately accessible to all personnel whose well-being may be impacted when used oil is being poured, mixed, spread, loaded/unloaded, or otherwise handled?
			Is the internal communication/alarm system capable of providing immediate emergency instruction to facility personnel and is there on-site means of summoning emergency personnel?
			If there is ever just one employee on the premises while the facility is operating, does the employee have immediate access to a telephone or other device capable of summoning emergency assistance?
			Does aisle space appear to allow the unobstructed movement?
			Does the facility appear to be maintained and operated in a manner that minimizes risk to human health or the environment?
			Has the facility generated any residues from burning activities conducted at the facility?

* P: Photographs are available upon request