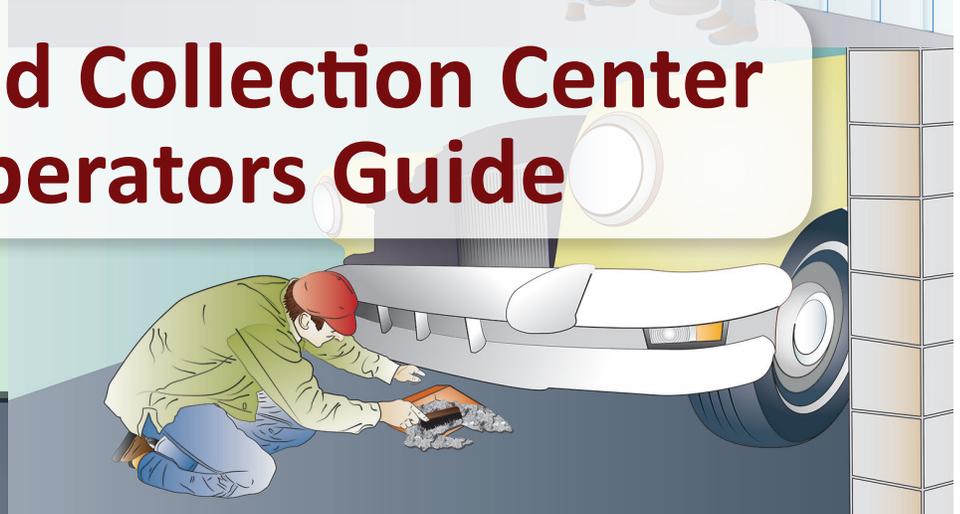




Certified Collection Center Operators Guide



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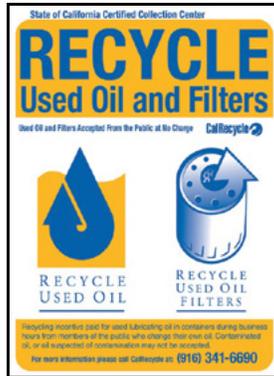
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Keeping the Shop Clean

For updated information, visit www.UsedOilCCC.org



THANK YOU for being a “Certified Collection Center”

By accepting used motor oil from Do-It-Yourself oil changers, or DIYers, you are providing a valuable public service. Without an easy and convenient way for people to recycle their oil some of it would likely find its way into our soil and water, causing damage to the environment and human health.

This overview is designed to review the basics about your participation in this program. More details are available at www.UsedOilCCC.org, a website specifically for businesses that accept used oil and filters from DIYers in California.

Funds for this program are derived from a fee of 24 cents per gallon fee added to the cost of lubricating oil in California. The funds are managed by a state agency called the **California Department of Resources Recycling and Recovery (CalRecycle)** the state agency that pays the incentive claims available to you as a certified center. CalRecycle also distributes grants to cities and counties through its **Oil Payment Program (OPP)**. The OPP funds can be used to educate the public about recycling oil and filters, and also to assist CCCs. To find your local city or county Used Oil Recycling Program manager, contact the CalRecycle program advisor for your region, through the section titled “**CalRecycle Contacts**” at www.UsedOilCCC.org.

Good to know **Abbreviations used often**

- OPP = Oil Payment Program
- HHW = Household Hazardous Waste
- CCC = Certified Collection Center
- DIYers = Do-It-Yourself oil changers

Certified Collection Center Basics

The items marked with a  are your obligations under this program. Other information is here for your information and assistance.

CCC SIGNAGE

Order new signs free at www.UsedOilCCC.org:

-  Display the **blue and gold oil drop sign** where it is visible from the street. There are different versions of the sign including the “combo” oil and filter sign in window cling, hard plastic, and aluminum, in Spanish and English.
- **Red tank stickers** are available in English and Spanish to remind your employees not to put anything but used lubricating oil in the tank.
- **Warning signs** to deter illegal dumping are also available in English and Spanish.

USED OIL FILTERS

You are strongly urged to accept filters since DIYers need to be able to legally dispose of these as well. Since some people don’t know that oil filters must be recycled, it’s helpful if you ask DIYers, **“Hey, where’s your filter?”**

PAYING THE RECYCLING INCENTIVE

-  If asked, you **must** give DIYers 40 cents for each gallon of oil brought to you.
- If you prefer, you can offer the DIYer an instore coupon with a value at least twice this amount.

Required ACCEPT USED MOTOR OIL FROM THE PUBLIC FOR FREE DURING NORMAL BUSINESS HOURS

You can set the amount you will accept from any one person, within these limits: you must accept at least 5 gallons per person per day, and may not accept more than 55 gallons per person per day.

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Certified Collection Center Basics

The items marked with a **Required** are your obligations under this program. Other information is here for your information and assistance.

CONTAMINATED OIL

Required **Know where to refer DIYers who bring used oil that may be contaminated.** Generally, this means sending them to the local household hazardous waste facility. Be sure this information is posted where it is available to your staff.

- Train your employees to ask whether oil has anything in it besides lubricating oil, and to reject oil that is suspicious (*discolored or smells different*).
- You may also find it helpful to have information handy on where to take other automotive materials such as antifreeze, batteries and tires (*if you don't happen to accept them for recycling yourself*).
- If you do receive contaminated oil, there are funds available to reimburse you for any extra haul costs. Details are available at www.UsedOilCCC.org.

Good to know

Used motor oils include, but are not limited to, the following:

- Vehicle crankcase oils
- Engine lubricating oils
- Transmission fluids
- Gearbox and differential oils

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Certified Collection Center Basics

The items marked with a **Required**  are your obligations under this program. Other information is here for your information and assistance.

APPLYING FOR THE INCENTIVE PAYMENT

- If you are the manager of a chain store, the incentive payments are probably being handled by your corporate office.
- If you are an independent operator and wish to receive these funds, you will need to submit quarterly incentive claims (*within 45 days after the end of the quarter*) and attach hauler manifests. The first time you apply for the funds, you must complete additional forms.
- You can claim 40 cents per gallon for used oil brought to you by DIYers, and 16 cents per gallon for oil you generate yourself. You will need to document the quantities of each, either by keeping a log of oil brought by DIYers or by collecting that oil in a container that is recorded separately on the hauler manifest. You also have the option of simply claiming all of the oil at 16 cents per gallon.
- The forms and directions are at www.UsedOilCCC.org. If you have questions about the incentive payment, you can call CalRecycle directly at (916) 341-6690 or email usedoilclaims@calrecycle.ca.gov.

Please see www.UsedOilCCC.org for more information on these and other topics.

And again, thank you for your participation!

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Becoming a Certified Collection Center



California's Certified Collection Center Program is designed to provide safe, convenient and legal places where DIY oil changers can bring their used motor oil and oil filters for proper disposal. Most of the more than 3,000 CCCs in the state are automotive businesses. They are located in virtually every community in the state, making it easy and convenient for the public to recycle used oil. Without the public service that these businesses provide, at least some of this oil would likely find its way into our soil and water, causing damage to the environment and human health.

You don't have to be formally certified in this state program to accept used oil and filters from the public for recycling, but there are some advantages:

- **You can receive funds from CalRecycle** (known as the recycling incentive payment) for the used oil that DIYers bring to you. You can also receive the payments at a lower rate for the used oil that you generate in your own business (that is, from oil changes you do for customers and/or your own vehicles).
- **Your business will be listed on the CalRecycle website**, and it may also be listed in various local guides, websites, and advertising.
- **If you incur any costs from contaminated oil** that must be hauled and treated separately, you can apply for compensation for these extra costs.
- **Cities and Counties** receive funds from CalRecycle every year to manage their Used Oil Recycling Programs. At their discretion, some of these funds can be used to assist you with equipment and signage and to address issues such as illegal dumping. Many Used Oil Recycling Programs also team up with their CCCs to conduct promotions.

Becoming a Certified Collection Center

The application process, described in the following pages, is simple. Once you are certified there are only a few requirements for participating in the program:

-  Display the blue and gold oil drop sign where it is visible from the street. There are different versions of the sign including window cling and hard plastic, in Spanish and English, and a “combo” version that includes both used oil and filters. Replacement signs are available to you anytime, free of charge.
-  Accept used motor oil from the public for free during normal business hours. You can set the amount you will accept from any one person, within these limits: You must accept at least 5 gallons per person per day, and may not accept more than 55 gallons per person per day. You are strongly urged to accept filters since DIYers need to be able to legally dispose of these as well.
-  If asked, you **must** give DIYers 40 cents for each gallon of used motor oil brought to you. If you prefer, you can offer a coupon with a value at least double this amount instead.
-  Know where to refer DIYers who bring used oil that may be contaminated. Generally, this means sending them to the local household hazardous waste facility. Be sure this information is posted where it is available to your staff.
-  Keep your Certified Collection Center certificate on file, and maintain records for at least three years.

You are not required to submit paperwork on the used oil that you collect from the public unless you wish to obtain the recycling incentive payments from CalRecycle. If you do wish to receive these funds, you will need to submit quarterly incentive claims and attach hauler manifests.

You can claim 40 cents per gallon for used motor oil brought to you by DIYers, and 16 cents per gallon for oil you generate yourself. You will need to document the quantities of each, either by keeping a log of oil brought by DIYers, or by collecting that oil in a container that is recorded separately on the hauler manifest. You also have the option of simply claiming all of the oil at 16 cents per gallon.

The application process is simple, and upon approval you will receive a certificate, signage and other materials in about two weeks.

Completing the Certification Application

The application to become a California Certified Collection Center (form CalRecycle 29) can be found at www.UsedOilCCC.org. The form can be filled in electronically, or printed and filled in by hand. If you fill it in electronically you will need to **print and sign** it to complete your application.

I. Application Type:

- As a new applicant, you will check the box “Initial new application.”

II. Collection Center Information:

- Use the name of the business that is visible to the public.
- Use the name of the on-site manager as the contact person.
- If you do not have an **EPA Hazardous Waste Generator ID Number**, you can **obtain one** from the California Department of Toxic Substances Control. There is no charge for this application. A link to the application and instructions are at www.UsedOilCCC.org.
- Total used oil storage capacity means the size of your tank or combined total of drums (for example, two 55 gallon drums = 110 gallons).
- Used oil filters are an important part of the collection program, and you are encouraged to select “yes” to accepting them. See the section titled “**Accepting Filters**” at www.UsedOilCCC.org.
- Description of physical location: Please describe your location as you would to a potential customer. Is it in a shopping center? At a corner? In a neighborhood or commercial district?

III. Operator Information:

- This is the name of the owner or managing entity. It will be the name listed on the Federal Taxpayer Identification Number (FEIN).

IV. Organization Type:

- Choose the correct type and note the required attachments, if any.

V. Declaration and Signatures:

- Note the instructions on who must sign the form for your type of business. You will need just one set of the signature lines unless you are applying as a husband-and-wife business. You can fill in all of the boxes electronically or by hand **except the “Applicant’s Signature” line which must be a real signature.**

Completing the Certification Application

Mail your application to:

Department of Resources Recycling and Recovery
Used Oil Recycling Program
Attn: Certification
1001 I Street, PO Box 4025
Sacramento, CA 95812-4025

For questions call or email:

(916) 341-6690

UsedOilCCC@calrecycle.ca.gov

INSTRUCTIONS. Print in ink or type. Submit a separate form for each location. Use N/A to indicate any items that are not applicable.

I. APPLICATION TYPE (Check One)

- Initial New Application
- Recertification Application Certification Number _____ (CalRecycle will issue this Certification Number for initial applications).

II. COLLECTION CENTER INFORMATION

Name of Business (as seen from street)

Street Address (physical location of oil collection center)	City	County	Zip
Mailing Address (if different than street address)	City	County	Zip
Contact Person's Name	Contact's Phone Number ()	Contact's Fax Number ()	
EPA Hazardous Waste Generator Identification Number	Total used oil storage capacity (in gallons)	Used Oil Filters Accepted? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Description of physical location of collection center; including nearest cross streets:

III. OPERATOR INFORMATION

Operator's Name	Operator's E-mail Address		
Operator's Mailing Address	City	State	Zip
Operator's Contact Name	Operator's Contact Phone Number ()		
Federal Taxpayer Identification Number (Employer ID#)	Operator's Contact Fax Number ()		
Does the center operator own or operate a used oil hauler business?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Does the center operator own or operate a used oil recycling facility?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

IV. ORGANIZATION TYPE (Check One)

A. For Profit

- Individual (Attach copy of fictitious business name statement or business license).
 Circle the type that best describes your site: Auto Service, Commercial Oil, Dealership, Fleet Management, Marina, Parts Store (no auto service), Parts Store (with auto service), PHHW/Landfill/Transfer Station, Quick Lube, Travel Center, Wrecking.
- Partnership (Attach a copy of current partnership agreement).
- Corporation (Write the exact corporate name and number as assigned by the California Secretary of State).
 Corporation Name & Number: _____
- Husband and Wife co-ownership
 (Provide both spouses' names in Section V. Declaration and Signatures).

B. Non Profit

Attach a copy of your tax-exempt status letter from the Federal Internal Revenue Service or the State of California Franchise Tax Board. Non-profit corporations may provide a letter confirming tax-exempt status or may write below the exact corporate name and number as filed with the California Secretary of State.

- Corporation name & number: _____
- Church School Youth Group Senior Citizen Group Other (Explain) _____

C. Local Government Agency (Attach a copy of authorizing letter or resolution from the governing body)

D. Other (Public School District, etc. (please describe) _____)

Filing for the Used Oil Recycling Incentive Payment

The incentive payment and other elements of California's Used Oil Recycling Program are funded by the recycling incentive fee that is included in the cost of all lubricating oils purchased in California. As a Certified Collection Center, you are eligible to apply for the funds at two levels:

- For used oil brought to you by DIYers: 40 cents per gallon
- For used oil you generate in your own business: 16 cents per gallon

Good to know

If you are the manager of a chain store, the incentive payments are probably being handled by your corporate office.

If you file claims for both levels, you will need a way to clearly document the quantities of each. You may do this in a number of ways.

- 1. Keep them in separate containers** and have the hauler record the collected amounts separately. For example, you might have a tank for the used oil you generate in your business, and a 55 gallon drum exclusively for used oil brought to you by DIYers.

OR

- 2. Keep a DIYer log.** Have each DIYer record the amount of oil and number of filters. Total the amounts each quarter when you complete the recycling incentive claim form. When you file your recycling incentive claim, you will claim the DIY oil at 40 cents per gallon. You will claim all other oil shown on the hauler manifests at 16 cents per gallon.

OR

- 3. Keep a log of the oil you generate.** If most of the used oil you are claiming is from DIYers but you do generate some yourself, it may be easier to keep a log of the used oil you generate. When you file your recycling incentive claim, you will claim the oil you generated at 16 cents per gallon. You will claim all other oil shown on the hauler manifests at 40 cents per gallon.

Recycling Incentive Payment Form Instructions

Submit your claim form (form CalRecycle 31) within 45 days following the end of the quarterly reporting period. The quarterly reporting periods are as follows:

- **January 1 – March 31** (deadline May 14)
- **April 1 – June 30** (deadline August 14)
- **July 1 – September 30** (deadline November 14)
- **October 1 – December 31** (deadline February 14)

Note: Do not stockpile claims to submit at one time. Claims must be submitted each quarter. If you did not collect any used oil during a quarter, you do not need to file a claim.

Follow these simple steps to file your claim.

First-time filers

1. Visit www.UsedOilCCC.org and download the **Payee Data Record** form (form CalRecycle STD.204) and the **Lubricating Oil Purchase Receipt** (form CalRecycle 32B).
 2. The **Payee Data Record** simply provides basic information about you and your business, including the address where the State Controller's Office will send your check. Complete and print the form.
 3. The **Lubricating Oil Purchase Receipt** indicates whether you purchase regular lubricating oil or re-refined lubricating oil, as well as the names of your oil vendors. Complete and print the form.
 4. **You only need to complete these two forms the first time you file.**
- Visit www.UsedOilCCC.org and find the **Used Oil Recycling Incentive Payment Form** (form CalRecycle 31). This new version of the form performs many of the calculations for you, making filing the recycling incentive payment easier than before.

The Payee Data Record form is a multi-section document. Section 1 contains instructions for the filer. Section 2 is for 'PAYEE BASIC BUSINESS NAME' and includes fields for name, address, and contact information. Section 3 is for 'ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER' and includes checkboxes for partnership, estate, or trust, and a section for 'CHECK ONE ONLY' with options for individual or sole proprietor. Section 4 is for 'PAYEE RESIDENCY STATUS' and includes checkboxes for California resident and non-resident. Section 5 is for the signature of the authorized payee representative. Section 6 is for return information, including department, office, and mailing address.

The Lubricating Oil Purchase Receipt form is a receipt document. It includes a header with the Department of Resources Recycling & Recovery logo and name. The main body contains fields for 'Certification Number', 'This company', and checkboxes for 'Lubricating oil and pays the \$0.26 per gallon California Recycling Fee' or 're-refined lubricating oil and pays the \$0.12 per gallon California Recycling Fee'. It also includes a section for 'The Department of Resources Recycling and Recovery (DRR) formerly the California Integrated Waste Management Board' and a signature line for the representative.

The Used Oil Recycling Incentive Payment Form is a calculation form. It includes a header with the CalRecycle logo and the Department of Resources Recycling & Recovery name. Section 1 is for 'CLAIMANT INFORMATION' and includes fields for certification number, name of entity, and contact information. Section 2 is for 'REPORTING PERIOD' with checkboxes for different quarters. Section 3 is for 'Data collection for administrative purposes. Please complete:' and includes checkboxes for 'Lubricating oil purchased during this reporting period for which the tax claim was submitted' and 'Use for entire reporting period'. Section 4 is for 'USO LUBRICATING OIL COLLECTED FROM THE 80-FE-YOURSELF PUBLIC' and includes fields for gallons and amount. Section 5 is for 'USO LUBRICATING OIL GENERATED ON SITE' and includes fields for gallons and amount. Section 6 is for 'TOTAL GALLONS UNPAID AWAY' and includes fields for gallons and amount. Section 7 is for 'R13 CLAIM TOTAL' and includes a field for amount. Section 8 is for 'ATTACH COPIES OF ALL MANIFESTS' and includes a field for amount. Section 9 is for the signature of the representative.

Recycling Incentive Payment Form Instructions

- Complete items #1 – #4, and save it to your computer in a convenient file or location with a name you will remember such as **“Used Oil Claim Form.”** (You may also fill in the Name and Title information at the bottom if you wish.)
- Each time you submit a claim, open the form and save it with a new name, such as **“Used Oil Claim Form 2015 Quarter 1”** Then continue with the following steps:

Filling out the Form

1. Check the appropriate box for the reporting period and enter the year.
2. For item #6, list how many gallons of lubricating oil you bought during this reporting period or since the last recycling incentive claim report.
3. For item #7, use your log, if you have one, to total the number of filters you accepted from DIYers, or provide an estimate.

Tip: One 55 gallon barrel of uncrushed filters= 250 filters; crushed=750 filters

4. Gather your hauler manifests for the reporting period. Add the gallons of used oil reported on each manifest to obtain a total of all oil hauled away.
5. For item #8, list how many gallons of used oil you accepted from DIYers. The form will calculate your payment at 40 cents per gallon.
6. For item #10, list how many gallons of used oil you generated in your business (such as by changing oil for customers or for your own fleet vehicles). The form will calculate your payment at 16 cents per gallon.

Instructions for completing this form can be found on _____
Indicate N/A for any items which are not applicable.

1. Certification Number: _____
2. Name of Entity: _____
 Db: _____
3. Payment address: _____
4. Contact person: _____
 Email address: _____
 Telephone number: _____
5. Check here if filing as a multiple-certified used oil collector.

6. Contact person: _____
 Email address: _____
 Telephone number: _____
5. Check here if filing as a multiple-certified used oil collection center. N

Data collection for informational purposes. Please complete:
6. Lubricating oil purchased during this reporting period or since t _____
7. Total number of recycled oil filters from Do-It-Yourselfers: _____
 Use log entries or estimate (Filters: uncrushed drum=250, crushed _____)

USED LUBRICATING OIL COLLECTED FROM THE DO-IT-YOURSELF
#8 _____ gallons Incentive am _____

USED LUBRICATING OIL GENERATED ON SITE

7. Total number of recycled oil filters from Do-It-Yourselfers: _____
 Use log entries or estimate (Filters: uncrushed drum=250, crushed _____)

USED LUBRICATING OIL COLLECTED FROM THE DO-IT-YOURSELF
#8 _____ gallons Incentive am _____

USED LUBRICATING OIL GENERATED ON SITE
#10 _____ gallons Incentive am _____

TOTAL GALLONS HAULED AWAY
#12 0.00 _____ Gallons

#13 CLAIM TOTAL

USED LUBRICATING OIL COLLECTED FROM THE DO-IT-YOURSELF PU
#8 _____ gallons Incentive amount _____

USED LUBRICATING OIL GENERATED ON SITE
#10 _____ gallons Incentive amount _____

TOTAL GALLONS HAULED AWAY
#12 0.00 _____ Gallons

13 CLAIM TOTAL

ATTACH COPIES

Recycling Incentive Payment Form Instructions

- 7.** The total number of gallons you entered in item #8 and item #10 will be calculated in item #12.

Tip: check to be sure this is the total you added for all of your manifests.

- 8.** If you haven't already, enter your name and title below the signature line.
- 9.** Print the form, sign and date it.
- 10.** The original form with your signature and the hauler manifests must be mailed or delivered to:

Department of Resources Recycling and Recovery (CalRecycle)
Accounting Office
1001 I Street
P.O. Box 4025
Sacramento, CA 95812-4025

USED LUBRICATING OIL COLLECTED FROM THE DO-IT-YO	#8 _____ gallons	Incent
USED LUBRICATING OIL GENERATED ON SITE	#10 _____ gallons	Incent
TOTAL GALLONS HAULED AWAY	#12 0.00 _____ Gallons	
#13 CLAIM TOTAL		ATTAC

You can expect to receive your payment in approximately 8-10 weeks. Claims with discrepancies may require more time.

If you have any questions about your used oil recycling incentive claim, call CalRecycle directly at **(916) 341-6690** or email **UsedOilClaims@calrecycle.ca.gov**.

Recycling Incentive Claim Checklist

The following details often result in claims being delayed or recalculated

- Are all manifests dated within the reporting period?
- Does every manifest include the driver signature and date?
- Have you correctly entered the number of gallons from each manifest?
- Have you attached the original manifests to your claim form?
- If filing for multiple locations, have you included form CalRecycle 31-B?
- Have you signed and dated the form?

TIPS FOR EXPEDITING YOUR RECYCLING INCENTIVE CLAIM:

- Sort your manifests by date for faster staff review.
- If filing for multiple locations, separate manifests by location.

LUBRICATING OIL PURCHASE RECEIPT

Department of Resources Recycling and Recovery (CalRecycle)
Used Oil Certified Collection Center Unit, MS 9A
PO Box 4025
Sacramento, California 95812-4025

Certification Number: _____

This company, _____, purchases:

- lubricating oil and pays the \$0.26 per gallon California Recycling Fee.
- re-refined lubricating oil and pays the \$0.12 per gallon California Recycling Fee.

Each claim form that is submitted will contain the estimated number of total gallons for lubricating oil and re-refined lubricating oil purchased.

The Department of Resources Recycling and Recovery (CalRecycle) (formerly the California Integrated Waste Management Board) will be notified of any changes or addition of vendors from whom lubricating oil is purchased. For purposes of State audits, this company will maintain copies of purchase receipts together with all bills, receipts, invoices, manifests, cash register tapes, or other documents of original entry supporting these purchases. for at least three years from the date of purchase. These documents must be prepared and retained in accordance with generally accepted accounting principles and good business practice.

This company purchases such oil from the following vendor(s):

NAME _____ ADDRESS _____

NAME _____ ADDRESS _____

NAME _____ ADDRESS _____

NAME _____ ADDRESS _____

I declare under penalty of perjury under the laws of the State of California that I am authorized to legally bind Claimant and that to the best of my knowledge and belief the following statements are true and correct: 1) that the information provided in this form is complete and correct; and 2) that Claimant has operated in compliance with all Federal, State and local requirements pertaining to the management of this oil.

Signature of Representative of Claimant Date

Name and Title of Representative (print)



Instructions for completing this form can be found on the reverse.
 Print legibly in ink or type.
 Indicate N/A for any items which are not applicable.

Mail To:
 DEPARTMENT OF RESOURCES RECYCLING & RECOVERY
 CALRECYCLE ACCOUNTING OFFICE
 P. O. BOX 4025
 SACRAMENTO CA 95812-4025

CLAIMANT INFORMATION

1. Certification Number: _____
2. Name of Entity: _____
 Dba: _____
3. Payment address: _____

4. Contact person: _____
 Email address: _____
 Telephone number: _____

REPORTING PERIOD

(Check ONLY One Box) Enter Year _____

- Jan 1 – Mar 31/Due May 14
- Apr 1 – Jun 31/Due Aug 14
- Jul 1 – Sep 30/Due Nov 14
- Oct 1 – Dec 31/Due Feb 14

} _____

Tank Size: _____
 Extra Drums: _____

5. Check here if filing as a multiple-certified used oil collection center. Must also complete CalRecycle 31-B form and attach to claim.

Data collection for informational purposes. Please complete:			
6. Lubricating oil purchased during this reporting period or since the last claim was submitted. _____ gallons			
7. Total number of recycled oil filters from Do-It-Yourselfers: _____ <small>Use log entries or estimate (Filters: uncrushed drum=250, crushed drum=750)</small>			
USED LUBRICATING OIL COLLECTED FROM THE DO-IT-YOURSELF PUBLIC			
#8 _____ gallons	Incentive amount claimed _____ per gallon	#9 \$	_____ 0.00
USED LUBRICATING OIL GENERATED ON SITE			
#10 _____ gallons	Incentive amount claimed _____ per gallon	#11 \$	_____ 0.00
TOTAL GALLONS HAULED AWAY			
#12	0.00	Gallons	
#13 CLAIM TOTAL			\$ 0.00
ATTACH COPIES OF ALL MANIFESTS			

DECLARATIONS AND SIGNATURES

14. I declare under penalty of perjury under the laws of the State of California that I am authorized to legally bind Claimant and that to the best of my knowledge and belief the following statements are true and correct: 1) that the information provided in this claim is complete and correct; and 2) that no other claim has been submitted for the above claimed oil; and 3) that Claimant has operated in compliance with all Federal, State and local requirements pertaining to the management of this oil.

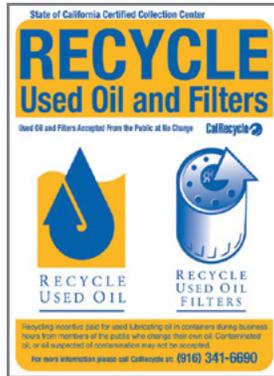
PRINT, SIGN, AND RETURN

 Signature of Representative of Claimant _____
 Date

 Name and Title of Representative (print)

DO NOT WRITE BELOW - FOR STATE USE ONLY

Claim Number _____ Postmark Date _____ Amount Approved \$ _____
 Vendor Number _____ Claim Reviewer _____
 Supervisor Approval _____ Date _____



Accepting Used Oil Filters



Most DIY oil changers in California are aware that used motor oil can and should be recycled, and research shows that if it is convenient for them most will do so. By serving the public as a Certified Collection Center, you make this happen.

Unfortunately, there are still DIYers who don't know that used oil filters are hazardous waste. ***It is illegal to dispose of them in the trash.*** CalRecycle and city/county government agencies throughout the state are working to get this message across, and it's working:

More DIYers are bringing their filters as well as their used motor oil to Certified Collection Centers!

Even after draining, ***a typical oil filter will retain more than 10 fluid ounces of used motor oil.*** In California, filters that are improperly discarded send more than 2 million gallons of used oil into the environment each year.

Used oil filters are completely recyclable through Used Oil Recycling Programs. Oil recovered from recycled filters is re-refined into motor oil, closing the loop and protecting the environment.

The steel in the filters can also be recycled. According to CalRecycle, each year the United States generates 425 million used automotive oil filters which contain a total of 160,000 tons of steel. ***That much steel would be found in SUVs stopped bumper to bumper on a 6-lane freeway 83 miles long!***

Accepting Used Oil Filters

SO WHAT CAN YOU DO TO HELP?

- Accept filters from DIYers. If you do not already have filter collection in place for your business, your used oil hauler can probably provide that service. If not, check the hauler list in this manual (or at www.UsedOilCCC.org) to find a service provider near you. Your city/county Used Oil Recycling Program manager may be able to help you with any additional disposal costs.
- Display the “combo” oil and filter recycling sign from CalRecycle. You can **order it** for free: The information is at www.UsedOilCCC.org.
- When a DIYer brings in used oil for recycling but no filter, it’s an opportunity for you to spread the word. **Ask, “Hey! Where’s your filter?”**
- Many city/county Used Oil Recycling Programs work with their Certified Collection Centers to sponsor filter exchanges and other promotions to advertise filter recycling.

Good to know

Automakers are just beginning to use a new type of cartridge filter that contains no steel. Most DIYers will not be bringing you these items yet. If they do, however, your hauler may want you to separate the new cartridge filters from your regular used oil filters.



How to Deal with Contaminated (“Hot”) Used Motor Oil

Used motor oil that is mixed with anything else is not recyclable and must be disposed as hazardous waste. This can be a problem for you:

- If DIYers bring contaminated oil to you, ***you need to refuse to accept it*** and tell them where to take it.
- If you do accept it and it contaminates the other oil in your collection barrels or tank, ***your hauler may charge you*** for disposing of the entire contents as hazardous waste.

Good to know

Used motor oils include, but are not limited to, the following:

- Vehicle crankcase oils
- Engine lubricating oils
- Transmission fluids
- Gearbox and differential oils

Example of Contamination include antifreeze, gasoline, diesel fuels, brake fluid, power steering fluid, solvents, paints, varnishes and other household or toxic chemicals and water. ***Used motor oil that has been sitting outside in an open container collecting water and debris should not be accepted.***

How to Deal with Contaminated (“Hot”) Used Motor Oil

IF DIYERS BRING YOU CONTAMINATED USED MOTOR OIL:

As a Certified Collection Center operator, you are obligated to refer DIYers who bring you contaminated motor oil to an appropriate facility, generally your local household hazardous waste facility or collection event. Your city/county Used Oil Recycling Program manager will be able to give you information about the available options. You can also find a **list of contacts by county** at www.UsedOilCCC.org.

TO AVOID ACCEPTING CONTAMINATED USED OIL:

- 1. Post signs** to remind both employees and customers not to mix anything with used oil or pour contaminated used oil into storage tanks. You can **order free signs** at www.UsedOilCCC.org.
- 2. Before accepting** used oil from the public, your employees should:
 - **Ask the customer** if anything has been added to the used oil, such as gasoline, solvents, antifreeze, paint, or other household products. If the customer has added a contaminant, **do not pour the used oil into the collection tank**.
 - **Examine the used oil** to see if it has signs of layering, dirt or debris floating in it, or has an unusual color or odor. If it appears contaminated, do not pour the used oil into the collection tank.

Good to know

Don't instruct employees to breathe potentially toxic fumes to check for contamination, just be aware of any obvious odor!

IF YOU DO GET A “HOT LOAD”

One of the benefits to you of serving the public as a Certified Collection Center is “hot load” protection. If your hauler determines that a shipment of your used oil is contaminated, you can file a claim with CalRecycle. You may be reimbursed up to \$5,000 once each year (*and in some cases more*) for additional disposal costs. You can **download the form** (*form CalRecycle 325*) at www.UsedOilCCC.org.



Illegal Dumping

As a Certified Collection Center, you have agreed to accept non-contaminated used oil from the public, brought directly to you in your place of business during your regular hours of operation. You are encouraged to accept used oil filters as well. Some businesses also accept antifreeze, tires, and/or automobile batteries, often with a charge.

Unfortunately, some members of the public may choose to leave materials other than those you have agreed to accept, and/or they leave materials outside your business instead of bringing them in during business hours. Examples include:

- **Used oil and filters** left outside your business after hours, or even during business hours by people who choose not to bring them inside.
- **Other waste materials** such as paint, pesticides, or cleaners left on your property, often near a back door or dumpster corral.
- **Contaminated oil** you have turned away, left by the DIYer anyway, without your knowledge.
- **Emptied oil containers** (both new oil and used) dropped in your trash cans or dumpsters. Unless very thoroughly drained, these may drip enough oil to constitute an illegal dumping incident.

ALL OF THE ABOVE ARE INCIDENTS OF ILLEGAL DUMPING OF HAZARDOUS WASTE

Unlawful dumping or depositing of oil or any other hazardous material is prohibited by law under California Penal code section, 374.8(b) and is punishable by imprisonment or fine up to \$10,000.

Not all Certified Collection Center businesses experience these problems, and they are not confined to businesses that participate in the program. **However, they can be very challenging.**

Once these materials are on your property, **you are legally responsible to dispose of them properly.** In the case of non-contaminated oil and filters, this is simple though annoying. Other hazardous materials are going to cost you time and probably money to deal with.

Illegal Dumping

Your city/county Used Oil Recycling Program manager may be able to assist you. Some examples include:

- **Signage:** Free signs are available from [CalRecycle](#) in English and Spanish. Local programs may also create custom signs for you if needed.
- **“Dummy” cameras:** Realistic surveillance cameras with signage may deter dumping especially in locations that are hidden from street view such as back alleys and dumpster areas.
- **Public education:** Sometimes DIYers are unaware that it is inappropriate to leave oil outside your business. There may be language barriers, or possibly discomfort with providing their name and address. A targeted outreach campaign can help.
- **Disposal costs:** In some cases, your Used Oil Recycling Program manager may be able to arrange to have the small business disposal fees waived at the local hazardous waste collection facility.
- **Oil containers:** If DIYers are leaving empty containers behind after recycling their used oil, offering them free reusable containers may help. City/county Used Oil Recycling Programs often provide these containers.
- **Drain racks:** These can be mounted on your tank or drum to allow several containers at a time to be thoroughly drained. Once drained, they can legally be placed in the trash or (*depending on local recycling programs*) in the recycling bin.



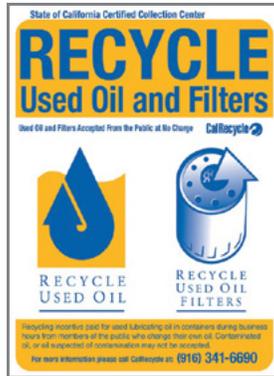
One more suggestion:

ALWAYS CALL LAW ENFORCEMENT ABOUT ILLEGAL DUMPING

It is difficult to catch perpetrators in the act, but your repeated calls will be logged and may result in increased attention by patrol officers.

It also documents your good-faith efforts to resolve the problem.

Illegal dumping is a serious crime, and it should be treated as such.



Advertising Your Status as a Certified Collection Center

As soon as your business becomes certified by CalRecycle it is included in the searchable database at www.calrecycle.ca.gov. City/county Used Oil Recycling Programs also publish lists of Certified Collection Centers in recycling guides and websites, and sometimes feature participating businesses in various kinds of advertising, including social media.

Good to know

There is also a mobile version of the searchable database at m.calrecycle.ca.gov/mobile

These listings may fulfill your obligation as a Certified Collection Center to advertise, but there are other opportunities available to you to promote your participation and help the public to recycle.

Advertising Your Status as a Certified Collection Center

Required

DISPLAY THE SIGN PROMINENTLY

It is vital that DIYers know how to find convenient locations where they can recycle their used oil and filters. Research has shown that the most common way people learn about these locations is by seeing the sign. ***Be sure your sign is visible from the street.***

You can **order** new signs for free at www.UsedOilCCC.org.

PARTICIPATE IN PROMOTIONAL ACTIVITIES

Your city/county Used Oil Recycling Program manager may invite you to participate in various ways. Examples include:

- ***Offering free oil and filter recycling containers*** to DIYers
- ***Conducting filter exchange events***, at which DIYers who bring filters for recycling receive a free replacement filter
- ***“Shelf talker” displays***, floor displays and other in-store advertising aimed at DIYers purchasing motor oil



RECYCLE
USED OIL
& FILTERS



RECICLAR
ACEITE USADO
Y FILTROS

IN YOUR OWN ADVERTISING

Your customers and potential customers might like to know that they can bring used oil and filters to you for recycling. Consider including the information in your advertising. If you would like to include the official blue and gold “oil drop” symbol, you can **download it**. The link is at www.UsedOilCCC.org. Information is also included about approved uses of the symbol including the appropriate colors to use.

Used Oil Recycling Program Contacts

The Certified Collection Center Program is part of the State of California's Used Oil Recycling Program. It is managed by the California Department of Resources Recycling and Recovery, also known as **CalRecycle**.

If you have questions about the **Certified Collection Center Program** such as:

- How to become a certified collection center
- Questions about the incentive claim
- How to apply for reimbursement for haul charges for contaminated oil
- How to order signs

Contact the **Used Oil Certified Collection Center Unit** at (916) 341-6090.

Email UsedOilClaims@calrecycle.ca.gov about recycling incentive claims.

Email UsedOilCCC@CalRecycle.ca.gov about certification and other CCC assistance.

CalRecycle administers the funds derived from a fee of 24 cents per gallon added to the cost of lubricating oil in California. Most of this money is managed by city/county government agencies through the Oil Payment Program (OPP). The OPP money can be used to educate the public about recycling oil and filters, and also to assist certified centers in various ways.

To learn how to contact your city/county Used Oil Recycling Program manager,

- Email or call the CalRecycle Program Advisor for your county. The Program Advisors work with the local agencies to help them use their OPP funds appropriately. You'll find a list of the advisors at www.UsedOilCCC.org. Click on the name next to your county to see the contact details.
- Email or call the Program Advisor and ask to be put in touch with the person in charge of your city/county Used Oil Recycling Program.



Choosing a Hauler

There are many different types of businesses that participate in California's Used Oil Recycling Certified Collection Center program. Larger companies and those that operate multiple locations generally have specialists on staff who are responsible for establishing and monitoring contracts with service providers. Smaller companies also benefit from practicing due diligence in the selection of haulers for used oil and other hazardous waste.

THE FIRST RULE

Make sure the hauler is listed in the **California Department of Substances Control** (DTSC) **Registered Hazardous Waste Transporter** database. In the **Active Transporter Search Report**, select the "**Transporter Name**" from the first drop-down menu. *(Tip: If you don't find it right away, try selecting "contains" from the second drop-down menu and choose just part of the hauler's name. Sometimes the spelling or punctuation varies from the name you are familiar with.)*

Only a hauler registered with DTSC and possessing a current EPA ID number can provide you with the paperwork needed to file your Used Oil Recycling Incentive Claims. Also, only registered transporters can legally haul more than 55 gallons of used oil.

Choosing a Hauler

“CHEAPEST” ISN’T ALWAYS THE BEST DEAL

Your legal liability for the hazardous waste you generate does not end when it leaves your property. Since you can be held partially responsible for improper disposal and other issues out of your control, it is important that you choose a hauler you can trust to transport your used oil and other materials to a reputable Hazardous Waste Treatment, Storage and Disposal Facility (TSDF).

Does the hauler carry adequate insurance and will you receive a certificate of insurance naming you as an additionally insured party? Will you receive detailed paperwork at each collection? *(Tip: Be sure to specify that you need a manifest signed by the driver. This is necessary to file your Used Oil Recycling Incentive Claim.)*

As with any contract you want to know what the real costs are, and what provisions exist for contract renewal, termination, and rate changes. Are the charges based on a unit cost for each pickup, on the quantity, on the number of different materials picked up, or some combination of these? Is there a different rate for scheduled service or “milk run” service (*being picked up as one stop on a regular route*) vs on-call service?

You also want to know what kind of service you can expect. A reputable waste hauler may be able to assist you with compliance issues relating to the proper collection, storage and labeling of your used oil, filters, absorbents and other hazardous wastes. Sometimes this assistance and attention to detail varies with the individual driver.

Some haulers also offer equipment, either for purchase or with lease-to-own or other arrangements.

CHECK FOR PROFESSIONALISM AND REPUTATION

Examine the hauler’s equipment. Is the vehicle’s registration current? Is the truck kept in good repair? Does it have a spill kit onboard? What kind of training is required for the company’s drivers?

A site visit is valuable. Are the company’s trucks parked in a secure area at night? Are there clearly posted hazard signs and safety warnings? Is the site clean and orderly, and is there an organized record keeping system?

Does the company have a track record? Ask for references including businesses similar to yours; make sure the hauler is familiar with your type of business. Also, check with neighboring businesses and with members of your trade organizations to learn what experiences they have had with hazardous waste haulers.

Choosing a Hauler

Does the hauler take and retain samples at each stop? Do you have the option to obtain a sample as well and at what cost? This can protect you in case of a “hot load” since it will document whether the contamination originated at your business.

ENVIRONMENTAL CONCERNS

If it is important to you (*perhaps a matter of company policy*) that your used oil be recycled, you’ll want to know where your hauler is taking it. Will it be re-refined into lubricating oil, or burned as boiler fuel? Will it be transported out of state? Long-distance transport has its own environmental impacts not only in emissions from the haul but potential risks as it travels through sensitive areas.

A CHANGING LANDSCAPE

Many aspects of the used oil hauling business are in flux. The volatile price of fossil fuels means that used oil fluctuates between a valuable commodity that haulers will pay for, and a waste that carries a disposal charge. Mergers and acquisitions have consolidated some of the formerly independent companies, while others have gone out of business. The services offered and the prices charged vary depending on location and other factors. These changes and variables can affect your business, so it is worth taking some time to ask questions and stay abreast of the issues.

Used Oil Collection Hauler List

Location	Contact Info	Used Motor Oil?	Oil Filters?	Oily Waste Solids/Absorbents?	Geographic Area Served in CA
A1 Oil Recycling, LLC 8899 Beverly Blvd. #407 Los Angeles, CA 90048	(310) 281-8035 / (562) 432-2656 www.a1oilrecyclingllc.com	Y	Y	Y	Southern
Action Waste Oil Service, LLC 5917 Oak Ave. #332 Temple City, CA 91780	(562) 307-0995	Y	Y	Y	Southern
Advanced Chemical Transport 1210 Elko Dr. Sunnyvale, CA 94089	(408) 548-5050 www.advancedchemical.net	Y	Y	Y	All
Alarcon's Waste Oil Service 632 Verdict Dr. Pomona, CA 91768	(909) 595-1126	Y	Y	Y	Southern
Alexis Environmental 219 Glider Circle Corona, CA 92880	(951) 279-9830 www.alexisenvironmental.com	Y	Y	Y	Southern
All Valley Disposal Inc. 3415 West Belmont Ave. Fresno, CA 93773	(559) 277-1009 www.allvalleydisposal.com	Y	Y	Y	Central
All Valley Environmental 42719 Hauptrasse Dr. Big Bear Lake, CA 92315	(909) 584-9284 www.allvalleyenv.com	Y	Y	Y	Southern
Amberwick Corporation 2304 West 16Th St. Long Beach, CA 90809	(562) 901-2350	Y	Y	Y	Southern
American Oil Company 13740 Saticoy St. Van Nuys, CA 91402	(818) 700-8297 www.americanoilco.com	Y	Y	Y	Southern
American Valley Waste Oil 17420 Bradbury Rd. Turlock, CA 95380	(209) 667-8867 www.americanvalley.net	Y	Y	Y	SF Bay Area & Central
Arens Brothers Environmental 4066 Stage Court #F2 Placerville, CA 95667	(866) 220-2412 www.abehazardouswaste.com	Y	Y	Y	Central
Asbury Environmental Services 1300 South Santa Fe Ave. Compton, CA 90221	(800) 974-4496 www.asburyenv.com	Y	Y	Y	All
Bayside Oil II, Inc. 210 Encinal St. Santa Cruz, CA 95060	(831) 427-3773	Y	Y	Y	SF Bay Area
Benny's Oil Filter Recycling 6040 Walker Ave. Maywood, CA 90270	(323) 773-2230 www.bofr.org	Y	Y	Y	Southern
Black Gold Industries 527 N. Rice Ave. Oxnard, CA 93033	(805) 981-4616 www.bgi1.com	Y	Y	Y	All

Last updated March 2015

Used Oil Collection Hauler List

Location	Contact Info	Used Motor Oil?	Oil Filters?	Oily Waste Solids/Absorbents?	Geographic Area Served in CA
California Pumping, Inc. 2355 Westwood Blvd. Ste #338 Los Angeles, CA 90064	(888) 262-8288 www.caoilpumping.com	Y	Y	Y	Southern
Carrs Waste Oil Service 2627 Gardena Ave. Signal Hill, CA 90756	(310) 686-6555	Y	Y	Y	Southern
Clean Harbors Environmental Services, Inc 42 Longwater Dr. Norwell, MA 2061	(781) 792-5000 www.cleanharbors.com	Y	Y	Y	All
Clean Tech Environmental 5820 Martin Rd. Irwindale, CA 91706	(800) 531-9683 www.cleantechenv.com	Y	Y	Y	All
Cole's Environmental 1620 E Brundage Lane Bakersfield, CA 93389	(661) 322-8258 www.kernwaste.com	Y	Y	Y	Southern
Compliance Environmental Services 1643 Amber Lily Dr. Beaumont, CA 92223	(562) 498-1772 www.ces-sses.com	Y	Y	Y	Southern
Crane's Waste Oil, Inc. 15412 Hwy 178 Weldon, CA 93282	(760) 378-3010 www.craneswasteoil.com	Y	Y	Y	Southern
Crystal Blue Environmental 2075 E Emilie Ave. Fresno, CA 93730	(310) 880-5820	Y	Y	Y	Northern & Central
CVC Environmental 5309 North Chester Ave. Extension Bakersfield, CA 93308	(661) 391-8310 www.cvcenvironmental.com	Y	Y	Y	All
D.I. Express Waste Mgmt. 1573 West 2nd St. Pomona, CA 91766	(909) 623-0745	Y	Y	Y	Southern
Desert Environmental Services, Inc. 16530 Green Tree Blvd. Victorville, CA 92392	(760) 949-1110 www.desertenvironmental.com	Y	Y	Y	Southern
EFR Environmental Services 2669 Victoria Circle Alpine, CA 60060	(800) 244-1202 www.efrenvironmental.com/contact.htm	Y	Y	Y	Southern
Environmental Logistics 140 W. Monte Ave. Bloomington, CA 92316	(888) 641-3940 www.environmentallogistics.org	Y	Y	Y	All
Excel Environmental Services 23399 Hansen Rd. Tracy, CA 95376	(800) 376-6008	Y	Y	Y	SF Bay to Central
Express Environmental Corp 21601 Parthenia St. Canoga Park, CA 91304	(818) 700-7996 www.expressenv.com	Y	Y	Y	Southern

Used Oil Collection Hauler List

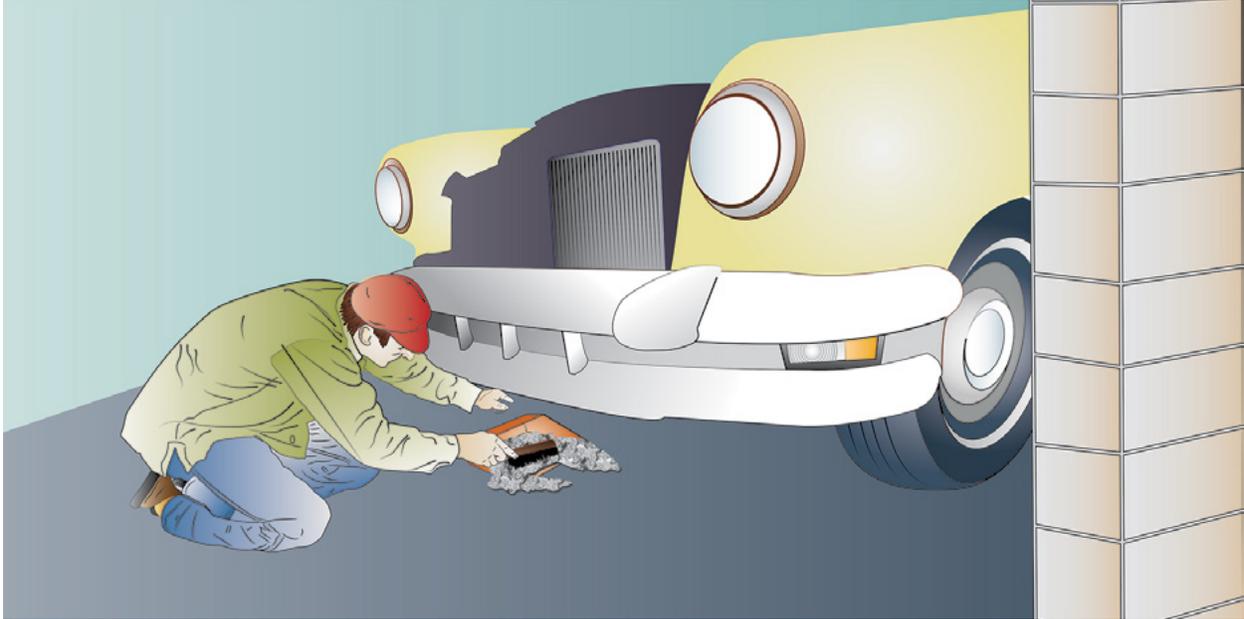
Location	Contact Info	Used Motor Oil?	Oil Filters?	Oily Waste Solids/Absorbents?	Geographic Area Served in CA
Fast Waste Oil Service 7555 Kress Ave. Bell Gardens, CA 90201	(562) 644-3901	Y	Y	Y	Southern
Filter Recycling Services, Inc. 180 West Monte Ave. Rialto, CA 92316	(909) 421-2012 www.filterrecycling.com	Y	Y	Y	All
George W. Lowry Inc. 4632 Kiernan Court Salida, CA 95368	(209) 576-8500 / (800) 310-0331 www.lowryoil.com	Y	Y	Y	Central
Hazardous Technologies, Inc. 400 West Foothill Blvd. Glendora, CA 91741	(909) 595-5991 www.hti-env.com	Y	Y	Y	Southern
HTS Environmental Services 10600 Painter Ave. Santa Fe Springs, CA 90670	(562) 906-2633 www.htsenvironmental.com	Y	Y	Y	Southern
Industrial Waste Utilization 5601 State St. Montclair, CA 91763	(909) 984-9984 www.iwu.com	Y	Y	Y	All
Jack Stone Drainage Oil Service 3424 Myrtle Ave. Long Beach, CA 90807	(562) 427-7216	Y	Y	Y	Southern
JSE Environmental Services 8910 Rochester Ave. Rancho Cucamonga, CA 91730	(909) 393-4696	Y	Y	Y	Southern
Kern Oil Filter Recycling 2355 Road 192 Delano, CA 93215	(661) 324-0199 www.kernoilfilterrecycling.com	Y	Y	Y	SF Bay to Southern
Kwik-Kleen 4125 State St. Montclair, CA 91763	(909) 469-1490	Y	Y	Y	Southern
Lightning Oil Company 740 N. Glendora Ave. Glendora, CA 91731	(626) 963-0807	Y	Y	Y	Southern
Los Angeles Pumping PO Box 921393 Sylmar, CA 91392	(818) 681-7600 www.losangelespumping.com	Y	Y	Y	Southern
Mark Alarcon's Waste Oil Service 6765 Ash Court Chino, CA 91710	(909) 627-6485	Y	Y	Y	Southern
Maximum Oil Service 275 Mini Dr. Vallejo, CA 94589	(707) 552-8419	Y	Y	Y	SF Bay Area
Melfred Industrial Services 10731 Hollister Rd. Oak Hills, CA 92344	(760) 948-1131	Y	Y	Y	Southern

Used Oil Collection Hauler List

Location	Contact Info	Used Motor Oil?	Oil Filters?	Oily Waste Solids/Absorbents?	Geographic Area Served in CA
Miles Chemical Co 12801 Rangoon St. Arleta, CA 91331	(818) 504-3355 www.mileschemical.com	Y	Y	Y	Southern
Moveel Fuel 15000 Avalon Blvd. Gardena, CA 90248	(310) 353-5777 www.moveelfuel.com	Y	Y	Y	Southern
North State Environmental 220 South Spruce Ave. #200 South San Francisco, CA 94080	(650) 588-2838 www.north-state.com	Y	Y	Y	All
North Valley Oil Company PO Box 1225 Alviso, CA 95002	(408) 945-7762 www.northvalleyoil.com	Y	Y	Y	SF Bay Area
Ocean Blue Environmental Services 925 West Esther St. Long Beach, CA 90813	(800) 990-9930 www.ocean-blue.com	Y	Y	Y	Southern
Onyx Environmental / Veolia Environmental 107 S Motor Ave. Azusa, CA 91702	(626) 334-5117 www.veolionorthamerica.com	Y	Y	Y	Southern
Onyx Environmental / Veolia Environmental 3797 Spinnaker Court Fremont, CA 94538	(510) 651-2964 www.veolionorthamerica.com	Y	Y	Y	Northern
Orrco (Oil Rerefining Company) 4150 N Suttle Rd. Portland, OR 97217	(800) 367-8894 www.orrco.biz	Y	Y	Y	Northern
Pacific Oil Company 19528 Ventura Blvd. #388 Tarzana, CA 91356	(818) 996-9965 www.pacificoilcompany.com	Y	Y	Y	Southern
Pacific Trans Environmental Services 1452 N Johnson Ave. El Cajon, CA 92020	(619) 441-1818 www.ptesinc.com	Y	Y	Y	Southern
Parc Specialty Contractor 1400 Vinci Ave. Sacramento, CA 95838	(916) 992-5405 www.parcspecialty.com	Y	Y	Y	Central
Patriot Environmental Services 508 East E St. Wilmington, CA 90744	(562) 436-2614 www.patriotenvironmental.com	Y	Y	Y	All
Phoenix Environmental, Inc. 1101 California Ave. Ste. 100 Corona, CA 92881	(951) 273-3441 www.phoenixenviroinc.com	Y	Y	Y	Southern
Ramos Environmental Services 1515 South River Rd. W. Sacramento, CA 95691	(800) 456-7745 www.ramosoil.com	Y	Y	Y	Central

Used Oil Collection Hauler List

Location	Contact Info	Used Motor Oil?	Oil Filters?	Oily Waste Solids/Absorbents?	Geographic Area Served in CA
RCA Oil Recovery 5774 Dichondra Place Newark, CA 94560	(510) 794-5632	Y	Y	Y	SF Bay Area
Recycle-It Environmental Services 1442 E Idahome St. West Covina, CA 91791	(626) 331-6565	Y	Y	Y	Southern
Reliable Environmental Services 539 W Main St. Ontario, CA 92377	(562) 665-5604 www.reliableenv.com	Y	Y	Y	Southern
Reno Drain Oil Service 11970 I-80 East Sparks, NV 89431	(775) 342-0351 www.rdoenvironmental.com	Y	Y	N	Central
Sacramento Waste Oil 4504 Dunnbury Way Sacramento, CA 95842	(916) 849-0144	Y	Y	Y	Northern & Central
Safety Kleen, Inc. 2500 North Central Expressway Richardson, TX 75080	(800) 323-5040 www.safety-kleen.com	Y	Y	Y	All
San Fernando Oil, LLC 15009 Oro Grande St. Sylmar, CA 91342	(818) 833-4527	Y	Y	Y	LA Area
Starlite Reclamation 11225 Mulberry Ave. Fontana, CA 92337	(800) 576-9278 www.starlitewaste.com	Y	Y	Y	Southern
Stericycle 2850 100th Court NE Blaine, MN 55449	(877) 927-8311 www.stericycleenvironmental.com	Y	Y	Y	All
Stress Less Express Llc 8641 Live Oak Ave. Fontana, CA 92335	(626) 255-6412 www.stresslessenviro.com	Y	Y	Y	All
Swift Oil & Vacuum 832 Hillcrest St. Walnut, CA 91789	(626) 523-3491	Y	Y	Y	Southern
Thermo Fluids 910 E. 4th St. Santa Ana, CA 92701	(714) 731-5995 www.thermofluids.com	Y	Y	Y	All
Western Environmental 400 West Foothill Blvd. Glendora, CA 91741	(626) 339-2340 www.wesenv.com	Y	Y	Y	Southern
Worldwide Recovery Systems, Inc. 2308 Pomona Blvd. Pomona, CA 91768	(866) 909-2783 www.86690waste.com	Y	Y	Y	Southern



Managing Spills and Drips

This section is excerpted from **Proper Automotive Waste Management**, a manual for auto shop classes developed by Shasta Community College in 2003. You can find longer excerpts and also a link to the [complete manual](#) at www.UsedOilCCC.org.

KEEPING THE SHOP CLEAN

- 1. Prevent spills** from reaching the floor.
- 2. Stop if there's a drop!** Never walk away from a spill. If spills are not cleaned up immediately, the following can occur:
 - Workers can slip and fall.
 - Oil, antifreeze, and other spilled material can mix and be tracked around the shop and into vehicles.
 - More time and money will be spent washing the floor.
- 3. Mechanics should carry rags** so that small spills can be wiped dry when they occur. Waste haulers may not pick up rags with "free liquid." Always use enough rags to prevent saturation.
- 4. Use the "4-step method"** to clean up spills:
 - Use a "**hydrophobic**" mop to pick up oil from any spill.
 - Use "**dedicated**" mops (*that is, one for coolant, another for oil, and a third for wash water*).

Managing Spills and Drips

- **Use shop rags** to pick up residual liquid.
 - **Wet mop, if necessary**, with a mild non-caustic detergent as a final cleanup. Empty the wash water into the sanitary sewer through a sink or toilet, never into storm drains.
- 5. Cleanup equipment should be well marked** for easy accessibility.
 - 6. Sweep your floor** with a broom every day to prevent unnecessary dirt and contaminant buildup.
 - 7. Never hose down the work area!** This practice generates large quantities of contaminated wash water that might be discharged to a sewer, or worse, flushed out of the shop to a storm drain.
 - 8. Be sure the wash water is disposed of properly** if a pressure washer is used to clean your floors.

SPILL PREVENTION EQUIPMENT

Use Secondary Containment of Used Oil and Waste Antifreeze

- **Use secondary containment** to capture liquid spills and leaks.
- **Pump out fluids for use** or recycling.
- **Mark clearly** all stored materials.
- **Inspect troughs daily** for leaks.
- **Keep troughs clean** and dry.

Funnel Drum Covers

- **These minimize spills** when transferring liquids from one container to another.
- **They can be used to drain oil filters.**

PREVENTING WASTEWATER CONTAMINATION

Collect leaking or dripping fluids in drip pans or other containers. Keep a drip pan under the vehicle while you unclip hoses, unscrew filters, or remove other parts. Use a drip pan under any vehicle that might leak while you work on it to keep splatters or drips off the shop floor.

Promptly transfer captured fluids to the proper waste or recycling drums. Don't leave partially full drip pans or other open containers unattended.

Drain and replace motor oil, coolant, and other fluids in a designated area of the shop, where the storm and/or sanitary sewer floor drains are protected. Clean up minor spills before they reach the drains.

Collect all spent fluids, store them separately, and have them picked up by a recycler. The fluids may have to be disposed as hazardous wastes, with associated high costs, legal liabilities, etc. if you do not recycle. Store used liquids as hazardous wastes. *(Check with your fire department about storage requirements for hazardous materials and wastes.)*

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ABSORBENTS AND USED RAGS

The two main types of absorbents are: (1) absorbent fabrics, which can often be laundered and reused, and (2) disposable granular absorbents. In addition to rags or towels, types of potentially reusable absorbent fabrics include the following:

- Pads
- Pillows
- Sheets, rolls, or blankets
- Booms
- Socks, tubes, or “pigs”

Disposable granular absorbents commonly used to clean up leaks and spills can consist of materials such as the following:

- Wood (*chips or fiber*)
- Paper (*wipes or towels*)
- Corncobs
- Plastic
- Peat
- Diatomaceous earth
- Sawdust
- Pumice
- Clay
- Rice and cottonseed hulls
- Cork

Absorbent fabrics can be wrung out, laundered, or pressed dry for reuse. Certain granular absorbents are made from recycled materials and can also be reused or burned for energy recovery. The appropriate absorbent for the shop depends on its specific needs; however, you should choose absorbents that can be recycled or have the potential for beneficial reuse whenever possible. Contact your local absorbent supplier for details.

Reducing the amount of used rags and other absorbents you generate is environmentally responsible and can save you money. The most effective way to reduce the amount of used absorbents that you generate is to reduce the number and quantity of spills, overfills, and leaks that occur during your operations. However, spills and leaks are sometimes unavoidable and require cleanup. To reduce the generation of used rags and other absorbents:

- Use drip pans to catch liquids directly rather than cleaning them up with absorbents.
- Use a vacuum, squeegee, and dustpan, or dedicated mop to clean up most of a spill before using absorbents.
- Keep spill containment and cleanup materials in convenient areas and train employees when and how to use them.
- Store partially used absorbents in closed, labeled containers for reuse.

The easiest and most effective way to manage used rags is to launder them. Used rags that are laundered are not considered a solid waste or a hazardous waste. Therefore, testing of the rags and

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other hazardous waste requirements are not necessary. In addition, using a laundry service can save money by reducing rag purchase and disposal costs.

Contact a laundry service that cleans used rags to learn of any restrictions on the type or amount of contaminants on the rags it will accept. Laundry facilities will not accept rags that are saturated with hazardous waste. Make sure to use enough rags to avoid saturation. If you launder your own used rags in your shop, contact the facility that treats the wastewater to find out if it can accept the wastewater you discharge or if the wastewater needs some type of pretreatment. DO NOT launder your own used rags if your wastewater does not discharge into a treatment facility.

Do not dump excess liquid wastes into containers of used rags or other absorbents; instead, manage liquids separately.