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## THANK YOU for being a “Certified Collection Center”

By accepting used motor oil from do-it-yourself oil changers, 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. Recycling used oil also preserves resources and helps reduce our dependence on foreign oil.

This overview is designed to review the basics about your participation in this program. More details are available at [www.UsedOilCCC.org](http://www.UsedOilCCC.org), a website specifically for businesses that accept used oil and filters from do-it-yourselfers (DIYers) in California.

Your {jurisdiction name} Used Oil Recycling Program manager is

{Name, title, Agency, contact email & phone etc}

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

 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. You can order them through [www.UsedOilCCC.com](http://www.UsedOilCCC.com).

 **If asked**, you **must** give do-it-yourselfers 40¢ for each gallon of oil brought to you. If you prefer, you can offer a coupon with a value at least double this amount instead.

 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.

 Know where to refer DIYers who bring used oil that may be contaminated. Be sure this information is posted where it is available to your staff.

{insert local program information here: HHW facility, link to lists of HHW events, etc Do you provide brochures, recycling guides or other materials they can provide to DIYers? How do they get more?}

 Keep your Certified Collection Center certificate on file, and maintain records for at least 3 years.

## USED OIL FILTERS

You are strongly urged to accept filters since do-it-yourselfers 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?**"

{insert language such as "If you need help setting up filter collection services, please contact..."}

## APPLYING FOR THE INCENTIVE PAYMENT

**You are not required to submit paperwork** on the used motor 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 payment claims and attach hauler manifests. *(If you are the manager of a chain store, the recycling incentive claims are probably being handled by your corporate office.)*

You can claim 40¢ per gallon for used motor oil brought to you by DIYers, and 16¢ 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 do-it-yourselfers or one of oil you generate yourself. You also have the option of simply claiming all of the oil at 16¢ per gallon. Complete details and instructions for filing the recycling incentive claim including a self-calculating form are at [www.UsedOilCCC.org](http://www.UsedOilCCC.org).

## ILLEGAL DUMPING

If people leave used oil or worse yet, other hazardous wastes outside your business, you are unfortunately **legally responsible for properly disposing of them**.

{insert local help available: can you waive fees at the HHW CESQG? Is there an environmental crimes unit in your local police department who can help? Will you put up phony surveillance cameras and more signage? Will you do public education in multiple languages to discourage dumping?}

It is always a good idea to call law enforcement every time you experience illegal dumping. Your calls will be noted and may result in increased patrols. If a perpetrator is caught, the word may get around in the community: **illegal dumping of hazardous materials carries a fine of up to \$10,000!**

## CONTAMINATED OIL

**To avoid accepting contaminated oil**, 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)*.

If you do get contaminated oil, there are funds available to reimburse you for any extra haul costs. Details are available at [www.UsedOilCCC.org](http://www.UsedOilCCC.org).

Please see [www.UsedOilCCC.org](http://www.UsedOilCCC.org) for more information on these and other topics.

**And again, thank you for your participation!**