



Certified Collection Center Operators Guide



State of California
Department of Resources Recycling and Recovery

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Certified Collection Center (CCC) Operators Guide

Table of Contents

California’s Certified Collection Center (CCC) Program	4
Completing the CCC Application	5
How to fill out the application	5
Congratulations, you are a Certified Collection Center	7
Advertising Your Status as a CCC	9
Used Oil Recycling Incentive Payment.....	10
Used Oil Recycling Incentive Payment Claim Form	11
How to fill out the Used Oil Recycling Incentive Payment Claim Form	11
How to complete the attachment for operators of multiple CCC's.....	13
Accepting Used Oil Filters	15
Ways you can help	15
Choosing a Hauler.....	16
Environmental Concerns	17
Contaminated Oil Reimbursement Program.....	18
How to avoid accepting contaminated used oil.....	18
If you do receive contaminated used oil (“hot load”)	18
How to complete the Contaminated Used Oil Reimbursement Application	18
Illegal Dumping	20
Managing Spills and Drips.....	21
Keeping the Shop Clean.....	21
Preventing Wastewater Contamination.....	21
Absorbents and Use Rags	22
Used Oil Recycling Program Contacts	24
Appendix A: Used Oil Collection Hauler List	25
Attachment A: Used Oil Certified Collection Center Application (CalRecycle 29)	31

Attachment B: At-A-Glance Checklist of CCC Requirements..... 35
Attachment C: Payee Data Record (STD 204)..... 37
Attachment D: Lubricating Oil Purchase Receipt (CalRecycle 326) 39
Attachment E: Used Oil Recycling Incentive Payment Claim (CalRecycle 31)..... 41
Attachment F: Attachment for Operators of Multiple Certified Collection Centers
(CalRecycle 31-B) 43
Attachment G: Contaminated Used Oil Reimbursement Application (CalRecycle 325) 45

California's Certified Collection Center (CCC) Program

This program is designed to provide safe, convenient and legal places where Do-it-yourself oil changers (DIYers) can bring used motor oil and oil filters for proper disposal. Funds for this program are derived from a fee of 24 cents per gallon added to the cost of lubricating oil in California. The California Department of Resources Recycling and Recovery (CalRecycle), a state agency, manages and pays the incentive claims available to you as a certified center.

A majority of the CCCs in the state are automotive businesses and are located in virtually every community throughout the state. This makes it easy and convenient for the public to recycle used oil. Without the public service that these businesses provide, used oil would likely find its way into our soil and water, causing damage to the environment and human health.

You do not have to be certified in the CCC program to accept and recycle used oil and filters from the public, 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 is generated from 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. It may also be listed in various local guides, websites, and other advertisements.
- 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 the 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.

Visit the CalRecycle website (www.calrecycle.ca.gov/UsedOil/CertCenters/) for more information and assistance on California's Used Oil CCCs.

CalRecycle also distributes grants to cities and counties through its Oil Payment Program (OPP). OPP funds can be used to educate the public about recycling used oil and filters, as well as assisting CCCs. To find your local city or county Used Oil Recycling Program manager, please contact the CalRecycle program advisor for your region, through the section titled "Grant Contacts" at www.calrecycle.ca.gov/UsedOil/Grants/.

Completing the CCC Application

The application to become a California Certified Collection Center can be found at www.calrecycle.ca.gov/UsedOil/CertCenters/ labeled “Certification Application (CalRecycle 29).” See Attachment A for a copy of this form. The application form can be completed electronically or by hand; a wet signature is required.

How to fill out the application

1. Application Type
 - As a new applicant, you will check the box “Initial New Application”
2. Operator Information
 - Enter the name of the owner or corporation name (this will be the name listed on the Federal Taxpayer Identification Number (FEIN))
 - Enter the mailing address and contact information of the owner or corporation
 - Enter the FEIN
 - Check the appropriate boxes and provide contractor/consultant information, as necessary
3. Organization Type
 - Select the correct organization type
 - A. If you are an Individual, please attach a copy of the fictitious business name statement or business license. If you are a Partnership, please attach a copy of the partnership agreement. If you are a Corporation, please provide your Corporate name and Corporate #. If you are a husband and wife Co-Ownership, please provide spouses’ names and signatures in Section V Declaration and Signatures
 - B. If you are a non-profit, please attach a copy of your tax-exempt status letter from the Federal Internal Revenue Service or California Franchise Tax Board
 - C. If you are a Local Government Agency, please attach a copy of authorizing letter for resolution from the governing body
4. Collection Center Information
 - Use the name of the business that is visible to the public
 - Enter the street address for the location of the oil collection center
 - Contact information should be the on-site manager
 - The EPA Hazardous Waste Generator Identification Number is required, and the number must be active. If you do not have an EPA number, you can obtain one from the California Department of Toxic Substances Control (DTSC) at www.calrecycle.ca.gov/UsedOil/CertCenters/
 - Provide the total tank capacity (in gallons) and the number of extra drums. The total used oil storage capacity means the size of your tank or combined total of drums (for example, two 55-gallon drums = 110 gallons)

- Check yes/no if your center accepts used Oil Filters
 - Check yes/no if your center accepts crushed used Oil Filters
 - Check only one of the Collection Center Types that best describes your site
5. Please read the Declaration and sign the Application providing your printed name, date and location of signature. 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 co-ownership.

Upon completion, please mail, email or fax your application and any other required documents, as necessary, to:

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

Fax: (916) 319-7490 | Email: UsedOilCCC@calrecycle.ca.gov

Upon approval, you will receive your certificate, signage, and other materials in about two weeks.

For questions, please call or email:

(916) 341-6690

UsedOilCCC@calrecycle.ca.gov

Congratulations, you are a Certified Collection Center

Thank you for becoming a CCC, by accepting used motor oil and filters from the public, you are providing a valuable service to your community.

Once you are certified, there are a few requirements for participating in the program (see Attachment B for an at-a-glance checklist of the requirements):

- **CCC Signage**
 - Display the *oil drop or combo sign* where it is visible from the street. There are different versions of the sign including the “combo” oil and filter sign in static cling, styrene, and aluminum. They also come in English, Spanish and Chinese.
 - *Red tank stickers* are available in English, Chinese 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, Chinese and Spanish.
 - Free signs can be ordered at the CalRecycle website:
<https://www2.calrecycle.ca.gov/Forms/UsedOil/SignRequest/>
- **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 used oil filters since DIYers need to be able to legally dispose of these. Some do not know that it is illegal to throw oil filters in the trash. It is recommended to ask DIYers for their filters.
- **Paying the Recycling Incentive**
 - If asked, you must give DIYers 40 cents for each gallon of used motor oil brought to you.
 - If you prefer, you can offer an instore voucher/coupon with a value at least twice this amount.
- **Contaminated Oil**
 - 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 accept them for recycling).
 - If you receive contaminated oil, there are funds available to reimburse you for any extra hauling costs. Details are available on the CalRecycle website
www.calrecycle.ca.gov/UsedOil/CertCenters/.
- **Paperwork**
 - Keep your Certified Collection Center certificate on file and maintain records for at least three years.
 - Once you become a certified CCC, you will remain certified for four (4) years. CalRecycle staff provide the Operators with a 90-day notice that their certification is due to expire. Remember to return this form right away. Expired certification can result in potentially denied claims for the lapsed quarter.
 - You are not required to keep records of the oil and filters you receive from DIYers, unless you are applying for the incentive payment.
 - However, your city/county Used Oil Recycling Program manager may ask you for any records or best estimate of quantities because a report is filed annually with CalRecycle.

Advertising Your Status as a CCC

As soon as your business becomes certified by CalRecycle, it is added to a searchable database on the CalRecycle website: www.calrecycle.ca.gov/UsedOil/CertCenters/. City/County Used Oil Recycling Programs also publish lists of CCCs in recycling guides, websites, social media, etc.

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

- **Display your sign** so that it is visible from the street
- **Participate in promotional activities**; offer free oil and filter recycling containers to DIYers, conduct filter exchange events, floor displays and other in-store advertising.
- **Self-Advertisement**; include the official “oil drop” symbol on your own business advertisements.

Reminder: you can order new signs for free at the CalRecycle website:
<https://www2.calrecycle.ca.gov/Forms/UsedOil/SignRequest/>

Used Oil Recycling Incentive Payment

The incentive payment is funded by the recycling incentive fee that is included in the cost of all lubricating oils purchased in California. As a CCC, you are eligible to apply for used oil incentive payment funds. You must submit your request within 45 days of the end of each calendar quarter.

You can request the funds at two levels:

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

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

- **Keep them in separated containers and have the hauler record the collected amounts separately.** For example, you might have a tank for the used oil you generate from your business, and a 55-gallon drum exclusively for used oil brought to you by DIYers.
- **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.
- **Keep a log of the oil you generate.** If most of the used oil you are claiming is from DIYers, but your business generates some of the volume, 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.

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 forms, directions and additional information can be found on the CalRecycle website at www.calrecycle.ca.gov/UsedOil/CertCenters/.

If you have additional questions about the incentive payment, you can call CalRecycle directly at (916) 341-6690 or email usedoilclaims@calrecycle.ca.gov

Used Oil Recycling Incentive Payment Claim Form

The *first time* you apply for the incentive payments, you must complete two additional forms that can be found on the CalRecycle website

<https://www.calrecycle.ca.gov/UsedOil/CertCenters/>:

- Payee Data Record (Std. 204); this form is required for receiving payments from the State of California. See Attachment C for a copy of this form.
- Lubricating Oil Purchase Receipt (CalRecycle 326); this form indicates whether you purchased regular lubricating oil or re-refined lubricating oil and the vendors. See Attachment D for a copy of this form.

The “Used Oil Recycling Incentive Payment Claim” form (CalRecycle 31) can be found at <https://www.calrecycle.ca.gov/UsedOil/CertCenters/>. See Attachment E for a copy of this form. Claims must be submitted within 45 days following the end of each calendar quarter:

- 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: Incentive quarterly claims cannot be combined or submitted or stockpiled to submit all at once.

How to fill out the Used Oil Recycling Incentive Payment Claim Form —the numbers below correspond to the numbers on the form.

1. Enter the certification number that was issued by CalRecycle.
2. Enter the name of Payee/Operator and DBA as it appears on your Payee Data Record (Std. 204) form.
3. Enter the mailing address of the location where the payment should be sent. Please note that this address must match the address on the Std. 204.
4. Enter the name, telephone and email address of the person to contact regarding any questions.
5. Check the box if filing as a multiple certified used oil collection center. Please note that if checked, you must also complete CalRecycle 31-B form and attach it to the report/claim.
6. Enter the total number of gallons for lubricating oil purchases made during the reporting period. If none, please enter the number zero.
7. Enter the total number of used oil filters from DIYers recycled during the reporting period. If none, enter the number zero.
8. Enter the total number of gallons of used lubricating oil collected from the public and transported by a used oil hauler during the reporting period or since your last claim/report. Attach copies of manifests or modified manifest receipts from the

- used oil hauler in date order. Manifests must clearly identify the amount of DIY oil. Claim/Payment amount will be adjusted for incomplete or illegible manifests.
9. This is a self-calculating field based on the total number you entered in #8 multiplied by \$0.40.
 10. Enter the total gallons of eligible used lubricating oil generated onsite and transported by a used oil hauler during the reporting period or since your last claim/report on line 10. Attach copies of manifests or modified manifest receipts from used oil hauler in date order. Claim/Payment amount will be adjusted for incomplete or illegible manifests.
 11. This is a self-calculating field based on the total number you entered in #10 multiplied by \$0.16.
 12. This is a self-calculating field that adds the total number entered in #8 and #10.
 13. This is a self-calculating field that adds the total claim amount from #9 and #11 to generate the total claim amount for this reporting period.
 14. This Claim/Report must be signed by a duly authorized representative who has the authority to legally bind Claimant. The signature must be an original. No rubber stamps or facsimile are allowed.

Mail the original claim and manifests to:

Department of Resources Recycling & Recovery
CalRecycle Accounting Office
PO Box 4025
Sacramento, CA 95812-4025

Prior to submitting your form please ensure the following:

- Manifest dates are inside the reporting period selected
- Manifests are signed and dated by the driver and generator/customer
- Correctly entered number of gallons from each manifest
- Original manifest is attached to the claim
- The claim form is signed and dated
- If filing for multiple locations, please complete and attach CalRecycle form 31-B
- Driver writes gallon amount hauled away on manifests
- Must be Waste Code 221

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

Filing for Multiple CCC Locations

If you are filing a Used Oil Recycling Incentive Payment Claim for multiple locations, you will need to complete and attach CalRecycle Form 31-B when submitting your claim. This form can be found at <https://www.calrecycle.ca.gov/UsedOil/CertCenters/>. See Attachment F for a copy of this form.

How to complete the attachment for operators of multiple CCC's—the numbers below correspond to the numbers on the form.

1. Column 1
 - Enter the certification number issued by CalRecycle
2. Column 2
 - Enter the tank capacity, along with the number of extra drums at that location
3. Column 3
 - Enter the total amount (in gallons) of lubricating oil purchased during this reporting period or since the last claim was submitted.
 - Note: Column 3 “Total” should match the amount that was entered on #6 of the claim form.
4. Column 4
 - Enter the total number of used oil filters from DIYers. If none, enter zero.
 - Note: Column 4 “Total” should match the amount that was entered on #7 of the claim form.
5. Column 5
 - Enter the total gallons of used lubricating oil collected from DIYers and transported, during the reporting period, to a certified used oil recycling facility or storage facility, a used oil transfer facility or an out-of-state facility registered with CalRecycle.
 - Attach copies of manifests or modified manifest receipts. Manifests must clearly identify the amount of DIY oil.
 - Note: Column 5 “Total” should match the amount that was entered on #8 of the claim form.
6. Column 6
 - This is a self-calculating field based on the total number you entered in Column 5 multiplied by \$0.40.
 - Attach copies of manifests or modified manifest receipts. Manifests must clearly identify the amount of DIY oil (Waste Code 221).
 - Note: Column 6 “Total” should match the amount entered on #9 of the claim form.
7. Column 7
 - Enter the total gallons of used lubricating oil generated on site and transported, during the reporting period, to a certified used oil recycling

facility or storage facility, a used oil transfer facility or an out-of-state facility registered with CalRecycle.

- Attach copies of manifests or modified manifest receipts.
- Note: Column 7 “Total” should match the amount that was entered on #10 of the claim form.

8. Column 8

- This is a self-calculating field based on the total number you entered in Column 7 multiplied by \$0.16.
- Attach copies of manifests or modified manifest receipts.
- Note: Column 8 “Total” should match the amount entered on #11 of the claim form.

9. Column 9

- This is a self-calculating field that adds the amounts entered in Column 5 and Column 7
- Note: Column 9 “Total” should match the amount entered on #12 of the claim form.

10. Column 10

- This is a self-calculating field that adds the total claim amount from Column 6 and Column 8 to generate the total claim amount for this reporting period.
- Note: Column 10 “Total” should match the amount entered on #13 of the claim form.

Please remember that CalRecycle Form 31-B *must be* submitted along with the Used Oil Recycling Incentive Payment Claim form (CalRecycle 31) if you are filing for multiple locations.

Accepting Used Oil Filters

This is an important part of serving as a CCC. DIYers don't always understand that filters, as well as used motor oil, must be recycled as they are considered hazardous waste. It is illegal to dispose of filters in the trash.

Ways you can 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 to find a service provider near you.
- **Display the “combo” oil and filter recycling sign**
 - You can order it for free from CalRecycle's website:
<https://www2.calrecycle.ca.gov/Forms/UsedOil/SignRequest/>
- **Ask**
 - If a DIYer brings in their used oil for recycling, ask them for their filter.
- **City/county Used Oil Recycling Programs**
 - Many of these programs work with CCCs to sponsor filter exchanges and other promotions to advertise filter recycling.
 - They may even be able to help you with any additional disposal costs for filters.

Choosing a Hauler

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. 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.

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 as you can be held partially responsible for improper disposal once the materials leaves your property. Make sure the hauler is listed in the DTSC Registered Hazardous Waste Transporter database; <https://hwts.dtsc.ca.gov/transporters/>. Only a hauler registered with DTSC and possessing a current EPA ID can provide you with the paperwork needed to file your Used Oil Recycling Incentive Claims. In addition, only registered transporters can legally haul more than 55 gallons of used oil.

When choosing a hauler, there are a few things to assess:

- 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? Be sure to specify that you need a manifest signed by the driver as this is required 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 services 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.
- 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?
- Make a trip to the company’s site. Are the company’s trucks parked in a secure area at night? Are there clearly posted hazard signs and safety warnings? Is the site orderly, and is there an organized record keeping system?
- Does the company have a track record? Ask for references including businesses like 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.

- 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 for the haul but potential risks as it travels through sensitive areas.

Please see Appendix A for a Used Oil Collection Hauler List

Contaminated Oil Reimbursement Program

Used motor oil mixed with anything else, including water, cannot be recycled and must be treated and disposed of as a hazardous waste. Collection sites can bear additional costs related to the handling, disposal, and clean-up of contaminated oil. While these incidents are relatively rare, some of these additional costs can be reimbursed through the Contaminated Oil Reimbursement Program.

As a CCC operator, you are obligated to refer DIYers who bring you contaminated motor oil to an appropriate facility. Your local Used Oil Recycling Program Manager will be able to help you identify appropriate disposal sites.

How to avoid accepting contaminated used oil

- Post signs
 - This reminds both employees and customers not to mix anything with used oil or pour contaminated used oil into storage tanks.
- Prior to accepting:
 - Ask the customer if anything has been added to the used oil, such as gasoline, solvents, antifreeze, paint, or other household products. If yes, 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 obvious odor. If it appears contaminated, do not pour the used oil into the collection tank.

If you do receive contaminated used oil (“hot load”)

CalRecycle can reimburse the additional disposal and clean-up costs of the contaminated oil that exceeds the cost of picking up the same amount of uncontaminated oil. You must complete a contaminated used oil reimbursement application (CalRecycle 325). See Attachment G for a copy of this form. This form can be found at <https://www.calrecycle.ca.gov/UsedOil/CertCenters/>. Contaminated oil reimbursement is contingent upon and subject to the availability of funds.

How to complete the Contaminated Used Oil Reimbursement Application—the numbers below correspond to the numbers on the form.

1. Enter the payee/operator name issued by CalRecycle; certification number and the site name as it appears on your certification; address as it reads on your Payee Data Record (Std. 204); contact persons name, phone number and email address; and Federal Taxpayer Identification Number (FEIN) or Social Security Number.
2. Check the appropriate box indicating if you have procedures preventing the generation or acceptance of contaminated used lubricating oil.
3. Enter the incident/contamination date.
4. Enter the type of contamination claimed.

5. Enter the total gallons of contaminated used oil picked up by the hazardous waste hauler.
6. Enter the cost of EPA approved Field/Laboratory Tests.
7. Enter the total charged by hazardous waste hauler to haul contaminated used oil. This amount includes labor, supplies and hauling charges.
8. Enter the total dollar amount normally charged for the same amount of uncontaminated used oil by the hazardous waste hauler.
9. This is a self-calculating field that will total the actual amount eligible for reimbursement (Line 6 + Line 7 – Line 8).

Remember to sign and date the form. When submitting, the form must have the original signature of the certified center or curbside program operator. To be eligible for reimbursement, the following information must also be included:

- EPA approved field tests showing the type and level of contamination.
- Copy(s) of completed Uniform Hazardous Waste Manifests AND modified manifest receipts pursuant to Health & Safety Code Section 25250.8.
- A copy of the invoice or receipt from a used oil hauler showing the disposal and clean-up costs related to the contaminated oil.
- A detailed explanation of how the event occurred (summary of events) and a copy of the site's established procedures for preventing future contamination of oil with hazardous waste.

Please mail the original Contaminated Used Oil Reimbursement Application and supporting documents to:

Department of Resources Recycling & Recovery
Used Oil Recycling Program
Attn: Claims
1001 I Street, MS 9-A
Sacramento, CA 95814

If you have additional questions about contaminated used oil reimbursement, you can call CalRecycle directly at (916) 341-6690 or email usedoilclaims@calrecycle.ca.gov

Illegal Dumping

Illegal dumping of hazardous waste is prohibited by law under California Penal Code Section, 374.8(b) and is punishable by imprisonment or a fine up to \$10,000. It is recommended to call law enforcement every time you experience illegal dumping. Your calls will be noted and may result in increased attention by patrol officers.

Whether it is oil left outside your door after hours, other waste materials such as paint or pesticides left on your property, or emptied oil containers placed in your trash that contain enough residue to leak out, these materials need to be disposed of properly.

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 to deal with. Unfortunately, once these materials are on your property, you are legally responsible for properly disposing of them.

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

- **Signage:** free signs are available from CalRecycle in English, Spanish and Chinese.
- **“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 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 to be thoroughly drained at a time. Once drained, they can legally be placed in the trash or in the recycling bin (depending on local recycling programs.)

Managing Spills and Drips

This section has information on how to maintain a clean and safe shop, comply with regulations regarding discharge of wastewater, and save money. The following information are 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](#) on CalRecycle’s website.

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).
 - 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.

Preventing Wastewater Contamination

1. Collect leaking or dripping fluids in drip pans or other containers. Keep a drip pan under any 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.
2. Promptly transfer captured fluids to the proper waste or recycling drums. Don’t leave partially full drip pans or other open containers unattended.

3. 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.
4. 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.)

Absorbents and Use 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 and 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 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.

Used Oil Recycling Program Contacts

If you have additional questions about the Certified Collection Center Program, please contact the Used Oil Certified Collection Center Unit:

- By phone (916) 341-6690
- For Recycling Incentive Claims: UsedOilClaims@calrecycle.ca.gov
- For Certification and other CCC assistance: UsedOilCCC@calrecycle.ca.gov

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.calrecycle.ca.gov/UsedOil/CertCenters/
- 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

Appendix A: 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 1300SouthSanta 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

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-ses.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

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

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.veolianoorthamerica.com	Y	Y	Y	Southern
Onyx Environmental / Veolia Environmental 3797 Spinnaker Court Fremont, CA 94538	(510) 651-2964 www.veolianoorthamerica.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

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, CA91342	(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

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Attachment A: Used Oil Certified Collection Center Application (CalRecycle 29)



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Print

RESOURCES RECYCLING AND RECOVERY

USED OIL CERTIFIED COLLECTION CENTER APPLICATION

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

1. APPLICATION TYPE (Check One)

- Initial New Application (*CalRecycle will issue a new certification number*)
- Location Change Operator Change (*CalRecycle Certification #*) _____
- Recertification Application (*CalRecycle Certification #*) _____
- Do you need replacement CCC signage for your store? Yes No

2. OPERATOR INFORMATION

Operator/Corporation Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Contact Phone Number: _____

Contact Email Address: _____

Federal Taxpayer Identification Number (FEIN #): _____

Does the operator own or operate a used oil hauler business?

Yes No

Does the operator own or operate a used oil recycling facility?

Yes No

Does the operator use a contractor/consultant to manage incentive claim submissions?

Yes No

Name of Contractor/Consultant: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

3. ORGANIZATION TYPE (Check One)

A. For Profit

- Individual (*Attach fictitious business name statement or business license*).
- Partnership (*Attach a copy of partnership agreement*).
- Corporation (*Corporate Name and number assigned by the California Secretary of State's Office*).
Corporate Name: _____ Corporate #: _____
- Husband and Wife Co-Ownership (*Provide both spouses' names and signatures 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: _____

C. Other Entity

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

4. COLLECTION CENTER INFORMATION

Name of Business (as seen from the street): _____

Street Address (location of oil collection center): _____

City: _____ County: _____ Zip: _____

Mailing Address (if different from address above): _____

City: _____ County: _____ Zip: _____

Contact Person's Name: _____

Contact Phone Number: _____ Contact Email Address: _____

EPA Hazardous Waste Generator Identification Number: _____

Total Tank Capacity (in gallons) & Number of Extra Drums (Example 500/3): _____

Does the Center accept used Oil Filters?

Yes No

Does the Center crush used Oil Filters?

Yes No

Check One Collection Center Type (Below) that Describes Your Site:

- | | |
|---|---|
| <input type="checkbox"/> Filter Crusher | <input type="checkbox"/> Auto Wrecking |
| <input type="checkbox"/> Auto Parts Store | <input type="checkbox"/> Commercial Oil Sales |
| <input type="checkbox"/> PHHW/Landfill/Transfer Station | <input type="checkbox"/> Auto Fleet |
| <input type="checkbox"/> Service Center & Parts Store | <input type="checkbox"/> Dealership |
| <input type="checkbox"/> Truck Service Shop | <input type="checkbox"/> Marina |
| <input type="checkbox"/> Auto Service/Repair | <input type="checkbox"/> Oil Change Shop |
| <input type="checkbox"/> Travel Center | |



5. DECLARATION AND SIGNATURES

IF APPLICANT IS:

- A **partnership**, the application must be signed by a partner, with authority to bind the partnership to a contract.
- A **firm, association, corporation, county, city, public agency or other governmental entity**, the application must be signed by the Chief Executive Officer or the individual with authority to legally bind the entity to a contract.
- A **husband and wife co-ownership**, the application must be signed by both the husband and the wife.

I certify, under penalty of perjury, that the information contained in this application is true and correct to the best of my knowledge, and that the facility for which this application is being made is currently in compliance with all Federal, State and local requirements. I certify that the property owner is aware that I am applying to become a certified used oil collection center and will be accepting used oil from the public.

I agree to operate in compliance with the requirements of the California Oil Recycling Enhancement Act, and with all related regulatory provisions, including the following requirements:

- *Used oil will be accepted from the public free of charge during normal business hours.*
- *The recycling incentive fee of 40 cents/gallon will be rendered upon request by the public at the time used oil is accepted; and*
- *A Used Oil Collection Center sign (provided free to the business) will be posted outside the business so that it can be seen easily from the street.*

Applicant's Signature	Printed Name	Date Signed
Executed at: City	County	State
Applicant's Signature	Printed Name	Date Signed
Executed at: City	County	State

Return completed application to:
 Department of Resources Recycling and Recovery (CalRecycle)
 Used Oil Recycling Program
 Attn: Certification
 1001 I Street, MS 9-A
 Sacramento, CA 95814

If you have questions:
 Please call: (916) 341-6690
 E-mail: UsedOilCCC@CalRecycle.ca.gov
 Fax (916) 319-7490

For CalRecycle Use Only	Date Received
	Date Accepted

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Attachment B: At-A-Glance Checklist of CCC Requirements

Check Box	Requirement
	<p>CCC signage Display the blue and gold oil drop sign or combo sign (if you collect oil filters) where it is visible from the street</p>
	<p>Accept used motor oil for free during 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.</p>
	<p>Pay recycling incentive If asked, you must give DIYers 40 cents for each gallon of used motor oil brought to you or offer an instore voucher/coupon with a value at least twice this amount.</p>
	<p>Contaminated oil 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</p>
	<p>Paperwork Keep your Certified Collection Center certificate on file and maintain records for at least three years</p>

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Attachment C: Payee Data Record (STD 204)

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STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 9-2003)

1	<p>INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.</p> <p>NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.</p>		
2	<p>PAYEE'S LEGAL BUSINESS NAME (Type or Print)</p> <p>SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) E-MAIL ADDRESS</p> <p>MAILING ADDRESS BUSINESS ADDRESS</p> <p>CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE</p>		
3	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): [] - [] [] [] [] [] [] [] []</p> <p><input type="checkbox"/> PARTNERSHIP CORPORATION:</p> <p><input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)</p> <p><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR <input type="checkbox"/> LEGAL (e.g., attorney services)</p> <p>ENTER SOCIAL SECURITY NUMBER: [] - [] - [] [] [] [] [] [] <input type="checkbox"/> EXEMPT (nonprofit)</p> <p style="text-align: right;"><small>(SSN required by authority of California Revenue and Tax Code Section 18646)</small></p> <p><input type="checkbox"/> ALL OTHERS</p>	<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>	
4	<p>PAYEE RESIDENCY STATUS</p> <p><input type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.</p> <p><input type="checkbox"/> No services performed in California.</p> <p><input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.</p>		
5	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</p> <p>AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) TITLE</p> <p>SIGNATURE DATE TELEPHONE</p>		
6	<p>Please return completed form to:</p> <p>Department/Office: Dept of Resources Recycling and Recovery (CalRecycle)</p> <p>Unit/Section: Used Oil CCC Unit</p> <p>Mailing Address: PO Box 4025</p> <p>City/State/Zip: Sacramento, CA 95812-4025</p> <p>Telephone: (916) 341-6690 Fax: (916) 319-7490</p> <p>E-mail Address:</p>		

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Attachment D: Lubricating Oil Purchase Receipt (CalRecycle 326)



State of California
Department of Resources Recycling & Recovery (CalRecycle)
CalRecycle 326 (Rev. 4/17)

[Clear](#) [Print](#)

LUBRICATING OIL PURCHASE RECEIPT

Department of Resources Recycling and Recovery (CalRecycle)
Used Oil Recycling Program
1001 I Street, MS 9-A
Sacramento, CA 95814

Certification Number:

This company, , purchases:

- Lubricating oil and pays the \$0.24 per gallon California Recycling Fee.
- Re-Refined lubricating oil and pays the \$0.12 per gallon California Recycling Fee.

Each claim form 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 receive notification of changes to or the 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: <input type="text"/>	Address: <input type="text"/>
Name: <input type="text"/>	Address: <input type="text"/>
Name: <input type="text"/>	Address: <input type="text"/>
Name: <input type="text"/>	Address: <input type="text"/>

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

Title of Representative (please print)

Date:

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Attachment E: Used Oil Recycling Incentive Payment Claim (CalRecycle 31)



State of California
USED OIL RECYCLING INCENTIVE PAYMENT CLAIM
 CalRecycle 31 (Rev. 3/17)

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Print

Department Of Resources Recycling & Recovery (CalRecycle)

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.

CLAIMANT INFORMATION

1. Certification Number: _____

2. Name of Payee/Operator: _____
 DBA: _____

3. Payment address: _____

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

REPORTING PERIOD
 (Select ONLY One Circle) Enter Year _____

Jan 1 – Mar 31/Due May 14

Apr 1 – Jun 30/Due Aug 14

Jul 1 – Sep 30/Due Nov 14

Oct 1 – Dec 31/Due Feb 14

For Single Claims Only:
 Tank Capacity/Number of Extra Drums: (Example 500/3) _____

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 used oil filters from Do-it-Yourselfers: _____
Use log entries or estimate (Filters: uncrushed drum=250, crushed drum=750)

USED LUBRICATING OIL COLLECTED FROM THE DO-IT-YOURSELF PUBLIC			
#8	_____ gallons	Incentive amount claimed at 40¢ per gallon	#9 \$ _____
USED LUBRICATING OIL GENERATED ONSITE			
#10	_____ gallons	Incentive amount claimed at 16¢ per gallon	#11 \$ _____
TOTAL GALLONS HAULED AWAY			
#12	_____ gallons		
#13 CLAIM TOTAL	\$ _____		

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

 Name and Title of Representative (print)

 Date

DO NOT WRITE BELOW - FOR STATE USE ONLY

Invoice # _____ Amount Approved \$ _____

FI\$Cal Vendor # _____ Claim Reviewer _____

Supervisor Approval _____ Date _____

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Attachment G: Contaminated Used Oil Reimbursement Application (CalRecycle 325)



State of California
Department of Resources Recycling & Recovery
(CalRecycle) CalRecycle 325 (Rev. 7/17)

Clear
Print

CONTAMINATED USED OIL REIMBURSEMENT APPLICATION

1. Payee / Operator Name: _____
 Certification #: _____ Site Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Contact Phone #: _____
 Contact Email Address: _____

Federal Taxpayer Identification Number (FEIN #): _____

2. Do you have procedures in place to ensure that used oil generated on site or accepted from the public is not mixed with other hazardous waste? Yes No

3. Incident / Contamination Date: _____

4. Type of contaminant being claimed: _____

5. Total gallons of contaminated used oil: _____

6. Cost of EPA approved Field / Laboratory Tests:	\$	0.00
7. Total charged by hazardous waste hauler for labor, supplies and hauling of the contaminated used oil:	+ \$	0.00
8. Total cost for hauling the same amount of uncontaminated oil:	- \$	0.00
9. Actual amount eligible for reimbursement (Line 6 + Line 7 - Line 8):	= \$	0.00

TO BE ELIGIBLE FOR REIMBURSEMENT, INCLUDE THE FOLLOWING INFORMATION

- a) Copy(s) of completed Uniform Hazardous Waste Manifests AND modified manifest receipts pursuant to Health & Safety Code Section 25250.8; Invoices for labor, supplies, hauling, and
- b) Results of an EPA approved field test that quantifies the level of contamination on the manifest; or a laboratory analysis conducted by the recycling facility characterizing the level of contaminants, and the total volume or weight of shipment.

DECLARATION AND SIGNATURE

I certify, under penalty of perjury, that the information contained in this application is true & correct to the best of my knowledge, & that no other application has been submitted for this contaminated used oil.

Operator's Signature _____	Date Signed _____
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Return completed application to:
 Dept. of Resources Recycling & Recovery
 (CalRecycle)
 Used Oil Recycling Program
 Attn: Claims
 1001 I Street, MS 9-A
 Sacramento, CA 95814

If you have questions:
 Please call: (916) 341-6690
 E-mail: UsedOilClaims@CalRecycle.ca.gov