

**Oklahoma Department of Environmental Quality**  
**Used Oil Checklist for Transporters, Transfer Facilities,**  
**Processors, Re-Refiners, and Marketers**

EPA ID# \_\_\_\_\_  
 DATE \_\_\_\_\_

<b>Name of Facility</b>	<b>Owner/Operator</b>	<b>Phone</b>	
<b>Facility Mailing Address</b>	<b>City</b>	<b>Zip Code</b>	<b>County</b>

Note: **On-specification Oil** is oil that does not exceed any of the specification levels of the constituents or properties in Table 1 of 40 CFR 279.11.

<b>Regulatory Requirements</b>	<b>Area of Non-compliance</b>	<b>Remarks</b>
<b>Section A. Transporter/Transfer Facility Requirements (40 CFR 279 Subpart E)</b>		
<i>(Used oil transporter - any person who transports used oil, any person who collects used oil from more than one generator and transports the collected oil, and owners and operators of used oil transfer facilities.</i>		
<i>(Used oil transfer facility - any transportation related facility including loading docks, parking areas, storage areas and other areas where shipments of used oil are held for more than 24 hours and not longer than 35 days during the normal course of transportation. Shipments held greater than 35 days subject facility to used oil processor/re-refiner regulations, Section B of this checklist.)</i>		
<b>Transportation Requirements</b>		
A.1. Does the transporter have an EPA identification number? [40 CFR 279.42]		
A.2. Is all used oil delivered to one of the following? [40 CFR 279.43(a)] ___ another transporter/transfer facility with an EPA ID# ___ re-refiner/ processor with an EPA ID# ___ off-specification used oil burner with an EPA ID # ___ on-specification used oil burner		
A.3. Does the transporter comply with applicable DOT packaging, labeling, and placarding requirements? [40 CFR 279.43(b)]		
<b>Spill Control</b>		
A.4. Does the transporter have a Spill Prevention, Control and Countermeasures Plan? [40 CFR 279.45]		
A.5. Has there ever been a discharge of used oil during transportation? If yes: ___ Was the National Response Center contacted? [40 CFR 279.43(c)(3)(i)] ___ Was the DEQ spill hotline contacted [40 CFR 279.43(c)(1)]? ___ Was a written report turned into the Department of Transportation in Washington D.C.? [40 CFR 279.43(c)(3)(ii)] ___ Was the used oil cleaned up so that it no longer presents a hazard to human health and the environment? [40 CFR 279.43(c)(5)]		
<b>Analysis</b>		
A.6. To ensure that used oil is not hazardous waste under the rebuttable presumption, has the transporter determined if used oil has a halogen content above or below 1,000 ppm? (Note: Used oil containing ≥ 1000 ppm total halogens is presumed to be hazardous waste subject to hazardous waste regulations.) [40 CFR 279.44(a)] .		
A.6.1. Was this determined by: [40 CFR 279.44(b)] ___ knowledge of process, or ___ testing?		
A.6.2. Have records of analyses or information used to comply been maintained for at least 3 years? [40 CFR 279.44(d)]		
<b>Storage Requirements</b>		
A.7. Does the transfer facility store used oil for less than 35 days? [40 CFR 279.45(a)] <b>(if no, go to Section B)</b>		
A.8. Is used oil stored only in containers or tanks? [40 CFR 279.45(b)]		
A.9. If used oil is stored in containers, are the containers in good condition and not leaking? [40 CFR 279.45(c)]		
A.10. If used oil is stored in aboveground tanks, are the tanks in good condition and not leaking? [40 CFR 279.45(c)]		
A.11. Are the containers and tanks (existing or new) equipped with a secondary containment system? (dikes, berms, or retaining walls and a floor; or an equivalent secondary containment system) [40 CFR 279.45(d)(1); 40 CFR 279.45(e)(1); 40 CFR 279.45(f)(1)]		

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A.12. Is the secondary containment system sufficiently impervious to used oil to prevent releases from migrating from system? [40 CFR 279.45(d)(2); 40 CFR 279.45(e)(2); 40 CFR 279.45(f)(2)]		
A.13. Are all containers and aboveground tanks clearly labeled with the words "Used Oil"? [40 CFR 279.45(g)(1)]		
A.14. Are fill pipes used to transfer used oil into underground storage tanks labeled clearly with the words "Used Oil"? [40 CFR 279.45(g)(2)]		
A.15. If there is a detection of a release of used oil, does the owner/operator: [40 CFR 279.45(h)] ___ stop the release? [40 CFR 279.45(h)(1)] ___ contain the released used oil? [40 CFR 279.45(h)(2)] ___ clean up and manage properly the released used oil and other materials? [40 CFR 279.45(h)(3)] ___ repair or replace any leaking containers or tanks prior to returning them to service? [40 CFR 279.45(h)(4)]		
<b>Recordkeeping</b>		
A.16. Are records kept of each used oil shipment accepted for transport? [40 CFR 279.46(a)] Do the records include: ___ Name & address of the provider of used oil for transport? [40 CFR 279.46(a)(1)] ___ EPA ID number of provider of used oil for transport? [40 CFR 279.46(a)(2)] ___ Quantity of used oil accepted? [40 CFR 279.46(a)(3)] ___ Date of acceptance? [40 CFR 279.46(a)(4)] ___ Signature dated upon receipt of used oil, of the provider of the used oil for transport? [40 CFR 279.46(a)(5)]		
A.17. Are records kept of each shipment of used oil delivered to another transporter, burner, processor/re-refiner, or disposal facility? [40 CFR 279.46(b)] do the records include: ___ Name and address of the receiving facility? [40 CFR 279.46(b)(1)] ___ EPA ID # of receiving facility? [40 CFR 279.46(b)(2)] ___ Quantity of used oil delivered? [40 CFR 279.46(b)(3)] ___ Date of delivery? [40 CFR 279.46(b)(4)] ___ Signature dated upon receipt of used oil of representative of receiving facility? [40 CFR 279.46(b)(5)]		
A.18. Are records maintained for at least 3 years? [40 CFR 279.46(d)]		
<b>Residues</b>		
A.19. Are generated residues from storage or transport of used oil managed in accordance with 279.10(e)? [40 CFR 279.47]		
<p><b>Section B - Used Oil Processors/Re-Refiners (40 CFR 279 Subpart F)</b>  <i>(Processing - chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of, fuel oils, lubricants, or other used oil-derived product. Processing includes, but is not limited to: blending used oil with virgin petroleum products, blending used oils to meet the fuel specification, filtration, simple distillation, chemical or physical separation and re-refining.)</i></p>		
B.1. Does the facility have an EPA identification number? [40 CFR 279.51(a)]		
<b>Preparedness and Prevention</b>		
B.2. Is the facility equipped with the following: ___ An internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to facility personnel; [40 CFR 279.52(a)(2)(i)] ___ A device, such as a telephone or a hand-held two-way radio, capable of summoning emergency assistance from local police or fire departments or local emergency response team; [40 CFR 279.52(a)(2)(ii)] ___ Portable fire extinguishers, fire control equipment, spill control equipment and decontamination equipment; [40 CFR 279.52(a)(2)(iii)] ___ Water at adequate volume and pressure to supply water hose streams or foam producing equipment, automatic sprinklers or water spray systems. [40 CFR 279.52(a)(2)(iv)]		
B.3. Does the facility test and maintain all communications/alarm systems, fire protection, spill control, and decontamination equipment to assure its proper operation in time of emergency? [40 CFR 279.52(a)(3)]		
B.4. Is there adequate aisle space to allow the unobstructed movement of personnel, spill control equipment, and decontamination equipment to any area of facility operation in an emergency? [40 CFR 279.52(a)(5)]		

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B.5. Where more than one police and fire department might respond to an emergency, have agreements been made designating primary emergency authority? [40 CFR 279.52(a)(6)(i)(B)]		
B.6. Have agreements been made with state emergency response teams, emergency response contractors, and equipment suppliers? [40 CFR 279.52(a)(6)(i)(C)]		
B.7. Have arrangements been made to familiarize local hospitals with the properties of used oil handled at the facility and the types of injuries or illnesses which could result from fires, explosions, or releases at the facility? [40 CFR 279.52(a)(6)(i)(D)]		
B.8. Does the owner/operator have a written contingency plan that describes the actions personnel must take in response to fires, explosions, or unplanned sudden or non-sudden releases of used oil at the facility? [40 CFR 279.52(b)(1)] If yes:		
B.8.1. Does the plan describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and state and local emergency response teams to coordinate emergency services? [40 CFR 279.52(b)(2)(iii)]		
B.8.2. Does the plan list names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator with primary designation of one person, if more than one listed, and others listed in order in which they will assume responsibility as alternates? [40 CFR 279.52(b)(2)(iv)]		
B.8.3. Does the plan include a list of all emergency equipment at the facility including location and physical description of each item on the list, and a brief outline of its capabilities? [40 CFR 279.52(b)(2)(v)]		
B.8.4. Does the plan include an evacuation plan for facility personnel where there is a possibility that evacuation would be necessary? (The plan must describe signal(s) to be used to begin evacuation, evacuation routes, alternative evacuation routes). [40 CFR 279.52(b)(2)(vi)]		
B.8.5. Has a contingency plan been submitted to all local police departments, fire departments, hospitals, and local emergency response teams that may be called upon to provide emergency services? [40 CFR 279.52(b)(3)(ii)]		
B.9. Is there an emergency coordinator either on the premises or on call with the responsibility for coordinating all emergency response measures? [40 CFR 279.52(b)(5)]  Name & Title _____		
<b>Storage Requirements</b>		
B.10. Has the owner/operator ensured that used oil managed at the facility is not hazardous waste under the rebuttable presumption (by determining if used oil has a halogen content above or below 1,000 ppm)? [40 CFR 279.53(a)]		
B.10.1 If yes, was this determined by: ___ knowledge of process, or ___ testing? [40 CFR 279.53(b)]		
B.11. Is used oil stored only in containers or tanks? [40 CFR 279.54(a)]		
B.12. If used oil is stored in containers, are the containers in good condition and not leaking? [40 CFR 279.54(b)]		
B.13. If used oil is stored in aboveground tanks, are the tanks in good condition and not leaking? [40 CFR 279.54(b)]		
B.14. Are the containers and tanks (existing and new) equipped with a secondary containment system? (dikes, berms, or retaining walls and a floor; or an equivalent secondary containment system) [40 CFR 279.54(c)(1); 40 CFR 279.54(d)(1); 40 CFR 279.54(e)(1)]		
B.15. Is the secondary containment system sufficiently impervious to used oil to prevent releases from migrating from system? [40 CFR 279.54(c)(2); 40 CFR 279.54(d)(2); 40 CFR 279.54(e)(2)]		
B.16. Are all containers and aboveground tanks clearly labeled with the words "Used Oil"? [40 CFR 279.54(f)(1)]		
B.17. Are fill pipes used to transfer used oil into underground storage tanks labeled clearly with the words "Used Oil"? [40 CFR 279.54(f)(2)]		
B.18. If there is a detection of a release of used oil, does the owner/operator: ___ Stop the release; [40 CFR 279.54(g)(1)] ___ Contain the released used oil; [40 CFR 279.54(g)(2)] ___ Clean up and manage properly the released used oil and other materials; [40 CFR 279.54(g)(3)] ___ Repair or replace any leaking containers or tanks prior to returning them to service? [40 CFR 279.54(g)(4)]		

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<b>Analysis Plan</b>		
B.19. Does the facility have a written analysis plan? [40 CFR 279.55]		
B.20. Does the plan specify whether sample analyses or knowledge of the halogen content of the used oil will be used to make the determination of the rebuttable presumption for used oil? [40 CFR 279.55(a)(1)]		
B.21. If sample analyses are used to determine halogen content, does the plan include the following: ___ Sampling method used to obtain representative samples to be analyzed; [40 CFR 279.55(a)(2)(i)] ___ Frequency of sampling to be performed; [40 CFR 279.55(a)(2)(ii)] ___ Whether the analysis will be performed on-site or off-site; [40 CFR 279.55(a)(2)(iii)] ___ The methods used to analyze used oil for halogen content? [40 CFR 279.55(a)(2)(iii)]		
B.22. If the facility claims used oil is on-specification, does the analysis plan specify whether sample analyses or other information will be used to make this determination? [40 CFR 279.55(b)(1)]		
B.23. If the facility uses sample analyses to determine if used oil is on-specification, does the analysis plan specify the following: ___ Sampling method used to obtain representative samples to be analyzed; [40 CFR 279.55(b)(2)(i)] ___ Whether used oil will be sampled and analyzed prior to or after any processing/re-refining; [40 CFR 279.55(b)(2)(ii)] ___ Frequency of sampling to be performed; [40 CFR 279.55(b)(2)(iii)] ___ Whether the analysis will be performed on-site or off-site; [40 CFR 279.55(b)(2)(iii)] ___ The methods used to analyze the used oil; [40 CFR 279.55(b)(2)(iv)]		
B.24. If no sample analyses, does the analysis plan specify the type of information that will be used to make the on-specification used oil fuel determination? [40 CFR 279.55(b)(3)]		
<b>Recordkeeping</b>		
B.25. Are records kept of each used oil shipment accepted for processing/re-refining? [40 CFR 279.56(a)] Do the records include: ___ Name and address of the transporter who delivered the used oil to the processor/re-refiner [40 CFR 279.56(a)(1)] ___ Name and address of the generator or processor/re-refiner from whom the used oil was sent for processing/re-refining [40 CFR 279.56(a)(2)] ___ EPA ID# of the transporter who delivered the used oil to the processor/re-refiner [40 CFR 279.56(a)(3)] ___ EPA ID# (if applicable) of generator or processor/re-refiner from whom the used oil was sent for processing/re-refining [40 CFR 279.56(a)(4)] ___ Quantity of used oil accepted [40 CFR 279.56(a)(5)] ___ Date of acceptance [40 CFR 279.56(a)(6)]		
B.26. Are records (i.e. log, invoice, manifest, etc.) kept of each shipment of used oil delivered to a used oil burner, processor/re-refiner, or disposal facility? [40 CFR 279.56(b)] Do the records include: ___ Name and address of the transporter who delivers the used oil to the burner, processor/re-refiner, or disposal facility [40 CFR 279.56(b)(1)] ___ Name and address of the burner, processor/re-refiner or disposal facility who will receive the used oil [40 CFR 279.56(b)(2)] ___ EPA ID# of the transporter who delivers the used oil to the burner, processor/re-refiner, or disposal facility [40 CFR 279.56(b)(3)] ___ EPA ID# of the burner, processor/re-refiner, or disposal facility who will receive the used oil [40 CFR 279.56(b)(4)] ___ Quantity of used oil shipped [40 CFR 279.56(b)(5)] ___ Date of shipment [40 CFR 279.56(b)(6)]		

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B.27. Are records maintained for at least 3 years? [40 CFR 279.56(c)]		
B.28. Does the owner/operator keep a written operating record that includes ___ records and results of used oil analyses performed [40 CFR 279.57(a)(2)(i)] ___ summary reports and details of all incidents that require implementation of the contingency plan? [40 CFR 279.57(a)(2)(ii)]		
B.29. Have biennial reports concerning used oil activities been submitted to the DEQ? [40 CFR 279.57(b)]		
<b>Residues</b>		
B.30. Are generated residues from storage, processing, or re-refining of used oil managed in accordance with 279.10(e)? [40 CFR 279.59]		
<p><b>Section C - Used Oil Marketers (40 CFR 279 Subpart H)</b>  <i>(Marketer - any person who either directs a shipment of off-specification used oil from their facility to a used oil burner or first claims that used oil that is to be burned for energy recovery meets the used oil fuel specifications. Note: No used oil handler can be solely a marketer.)</i></p>		
<b>Applicability</b>		
C.1. Does the facility: ___ direct a shipment of off-specification used oil from their facility to a used oil burner, [40 CFR 279.70(a)(1)] or ___ first claim that used oil that is to be burned for energy recovery meets specification? [40 CFR 279.70(a)(2)] <i>Note: If "no", this section does not apply.</i>		
<b>Marketer Requirements</b>		
C.2. If the facility initiates shipment of off-spec used oil, does it go only to a used oil burner who has an EPA identification number and who burns the used oil in an industrial furnace or boiler? [40 CFR 279.71]		
C.3. If the facility is the first to claim that used oil to be burned for energy recovery is on-spec, does the facility keep copies of analyses (or other information used to make the determination) for 3 years? [40 CFR 279.72(b)]		
C.4. Does the facility have an EPA identification number? [40 CFR 279.73]		
<b>Recordkeeping</b>		
C.5. If off-spec used oil is directed for shipment to a burner, are records kept of each shipment? [40 CFR 279.74(a)]  If yes, do the records include the following: ___ Name and address of the transporter who delivers the used oil to the burner; ___ Name and address of the burner who will receive the used oil; ___ EPA ID # of the transporter who delivers the used oil to the burner; ___ EPA ID # of the burner; ___ Quantity of used oil shipped; ___ Date of shipment.		
C.6. If on-spec used oil is shipped to be burned for energy recovery, are records kept of each shipment? [40 CFR 279.74(b)]  If yes, do the records include the following: ___ Name and address of the facility receiving the shipment ___ Quantity of used oil fuel delivered ___ Date of shipment or delivery ___ A cross-reference to the record of used oil analysis or other information used to make the determination that the oil meets the specification requirements.		
C.7. Are records maintained for at least 3 years? [40 CFR 279.74(c)]		
C.8. Before the first shipment of off-spec used oil was directed to a burner, did the facility obtain a one-time written and signed notice from the burner that certifies: [40 CFR 279.75(a)] ___ the burner has notified EPA of used oil management activities; and ___ the burner will burn the off-spec used oil only in an industrial furnace or boiler?		
C.9. Is the one-time written notice maintained for three years from the date the last shipment of off-spec used oil was shipped to the burner? [40 CFR 279.75(b)]		

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I have completed an inspection of your facility to evaluate compliance with the Oklahoma Hazardous Waste Management Act (27A O.S. § 2-7-101, *et seq.*), the Oklahoma Hazardous Waste Management regulations (OAC 252:205), the federal hazardous waste management regulations (40 CFR Parts 260 – 279), and certain portions of the Oklahoma Solid Waste Management regulations (OAC 252:515).

[ ] Based on this inspection, it appears your facility is in compliance with all applicable regulations and statutes that were evaluated, and no further action is required. However, if additional review of the facts established during the inspection reveals areas of non-compliance, I will notify you in writing.

[ ] Items marked as “Area of Non-compliance” represent requirements where I have identified the facility to not be in compliance with the applicable statute or regulation. **Please correct each area of non-compliance and submit documentation to me demonstrating compliance no later than \_\_\_\_\_.** If further review of the facts established during this inspection reveals additional areas of non-compliance or that a violation was identified in error, I will notify you in writing. If you believe I have identified an area of non-compliance in error or if additional time is needed, please submit supporting documentation or a request for an extension within this same period.

This Notice in no way limits the DEQ’s authority to pursue additional enforcement such as, but not limited to, an Administrative Order and/or assessment of penalties, based on the nature or gravity of violations found, failure to respond to this Notice, or otherwise in accordance with its statutory authority.

If you have any questions regarding this Notice, please contact me.

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Signature)

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