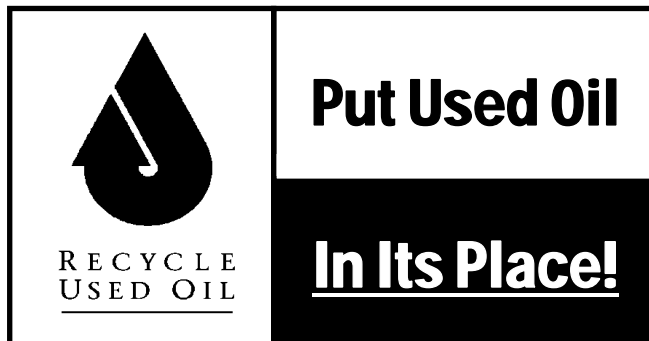

STATE CERTIFIED USED OIL COLLECTION CENTER RECYCLING PROGRAM

COLLECTION CENTER GUIDELINES



1-800-CLEAN-UP
www.ciwmb.ca.gov



OPERATOR'S GUIDE FOR CERTIFIED CENTER USED OIL COLLECTION CENTERS

Your partnership in meeting the challenge of recycling California's used oil is greatly appreciated. The availability of statewide collection points for used motor oil is critical in removing the environmental and local threat posed by oil. General questions about the program can be directed to (916) 341-6457. Incentive claims questions should be directed to (916) 341-6176. As the operator of a Certified Collection Center your responsibilities are to:

1. Accept used oil from the public at no charge.
2. Display, easily seen from a public street, the California Integrated Waste Management Board (CIWMB) Certified Used Oil Collection Center sign.
3. Accept no more than 55 gallons per person per shipment in a container no larger than 55 gallons. You may set a maximum daily limit. The maximum limit may not be less than 5 gallons per person per day.
4. Verbally offer \$0.16 per gallon recycling incentive.
5. Refer persons who have used oil suspected of being contaminated to the local environmental health or public works office so they may be informed where to safely dispose of contaminated used oil.
6. Maintain written procedures telling employees how to prevent the acceptance of contaminated used oil.
7. Advertise at least once every six months via general media, that the center accepts used oil at no charge and offers payment of the recycling incentive. Advertising may be conducted either by the center, corporate headquarters, or local government.
8. Keep the certificate, or with Board approval, a copy of the certificate on site.
9. Operate in accordance with all Federal, State, local, used oil management laws and regulations.
10. Maintain records pertaining to used oil collection for at least 3 years and provide Board staff access to these records.
11. Postmark incentive claims no later than the 45th calendar day following the end of the quarter within which the used oil is hauled to a certified recycling facility.

PROCEDURE FOR CLAIMING THE USED OIL RECYCLING INCENTIVE

HOW: Complete the attached claim form and send it to the following address with copies of the manifests from used oil haulers:

*California Integrated Waste Management Board
Administration and Finance Division, Mail Stop 19A
RE: USED OIL RECYCLING INCENTIVE CLAIM ENCLOSED
P.O. Box 4025
Sacramento, CA 95812-4025*

NOTE: You may not submit more than three claims in a quarter and you must be certified or registered in the program during a quarter for which you file a claim.

WHAT: Required documentation:

- 1) Used Oil Recycling Incentive Payment/Claim Report
- 2) Manifests or modified manifest receipts from used oil haulers

WHEN: Submit the claim no later than the 45th day following the end of the quarter within which the used lubricating oil is hauled to a certified recycling facility. Incentive claims need not be submitted for a quarter if no used lubricating oil is hauled for that quarter.

Quarter 1: January 1 - March 31

Quarter 2: April 1 - June 30

Quarter 3: July 1 - September 30

Quarter 4: October 1 - December 31

For More Information from the CA Integrated Waste Management Board

Regarding claims reimbursement: (916) 341-6195

Regarding general program questions: (916) 341-6690

Web Resource: www.ciwmb.ca.gov/UsedOil/CertCenters

COMMON QUESTIONS REGARDING USED OIL COLLECTION CENTER RECORDKEEPING, SCOPE AND APPLICABILITY

Q: What are some of my responsibilities as an operator of a certified used oil collection center?

- You must post a Board-approved certified used oil collection center sign in a location easily visible from a public street.
- You and your employees must offer \$0.16/gallon (4 cents per quart) to people who bring their used lubricating (motor) oil to your certified used oil collection center.

Q: What if I receive "hot"/contaminated used oil?

- You are not required to accept contaminated used oil. Your employees should screen used oil visually or with an EPA-approved field test kit.
DIRECT THE CUSTOMER WITH CONTAMINATED USED OIL TO SAN MATEO COUNTY HOUSEHOLD HAZARDOUS WASTE PROGRAM AT 650.363.4305.
- If a shipment of used oil is determined to be contaminated by your hauler, you can file a claim with the Board for up to \$5,000.00 once a year for the additional disposal costs – see attached claim form.
- Certified center operators should post signs to remind both employees and customers not to mix anything with used oil or pour contaminated used oil into storage tanks.

Q: What if I get used oil or other abandoned waste left at my premises during non-business hours?

- Your employees should inspect the used oil for contamination as described. If the used oil is not contaminated, it may be added to previously collected used oil.
***Contact Wesley Won at the San Mateo County Household Hazardous Waste Department to dispose of other household hazardous waste abandoned at your facility, free of charge:
Phone: (650) 655-6217
Fax: (650) 525-9148*

Q: Why does the County conduct site visits?

- The purpose of the visits is to provide signs, promotional materials, and answer any questions. Site visits are conducted once per year. County contact: Ana Clayton 650-372-6214

Q: How long does it take to receive my incentive payment?

- You can expect to receive your incentive payment within 8-10 weeks of receipt of the claim at the Board's accounting office. Claims with discrepancies will take longer.

LOCAL PROGRAM CONTACTS

Ana Clayton, Used Oil.....	650-372-6214
Elizabeth Rouan, Household Hazardous Waste.....	650-655-6206
Wesley Won, Household Hazardous Waste.....	650-655-6217
Environmental Health, General Information	650-372-6200
Env. Health Fax.....	650-627-8244

www.flowstobay.org/recyclingpartners

COMPANIES PROVIDING WASTE OIL, USED OIL FILTER AND WASTE ANTIFREEZE DISPOSAL & RECYCLING SERVICES

This is a partial list intended to serve as a reference only. San Mateo County does not endorse businesses listed below. The use of a qualified company not listed is acceptable.

All Petroleum Recovery Service
255 Kent Road
Pacifica, CA 94044
(650) 359-0469

North Valley Oil Company
3641 Lisbon Drive
San Jose, CA 95132
(408) 945-7762

ANS Environmental Services
1820 E. Whitmore Ave
Ceres, CA 95307
(510) 839-4234

Evergreen Environmental Services
6880 Smith Avenue
Newark, CA 94560
(800) 972-5284

Clearwater Environmental Mgt.
PO Box 2407
Union City, CA 94587-2407
(800) 499-3676
Fax (510) 476-1786

Waste Oil Recovery Systems
6401 Leona Street
Oakland, CA 94605
(510) 533-0751

RCA Oil Recovery
5774 Dichondra Place
Newark, CA 94560
(510) 794-5632

COMPANIES PROVIDING BARREL RECONDITIONING & RECYCLING

Container Management
21301 Cloud Way
Hayward, CA 94545
(510) 786-9762
(800) 406-9377 (for pickup)

Capital Drum
749 Galleria Blvd
Roseville, CA 95678
(916) 781-2775

USED OIL RECYCLING INCENTIVE PAYMENT CLAIM/REPORT

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.

OFFICE USE ONLY
Claim Number _____

CLAIMANT INFORMATION

- 1. CIWMB Identification Number _____
- 2. Federal Tax Identification Number _____
- 3. Name of Entity _____
- 4. Mailing Address _____

- 5. Contact Person _____ Telephone Number _____

- | | |
|---|-------------------|
| <u>Reporting Period (Check One)</u> | <u>Enter Year</u> |
| <input type="checkbox"/> Jan 1 - Mar 31/Due May 15 | _____ |
| <input type="checkbox"/> April 1 - June 30/Due Aug 14 | _____ |
| <input type="checkbox"/> July 1 - Sept 30/Due Nov 14 | _____ |
| <input type="checkbox"/> Oct 1 - Dec 31/Due Feb 14 | _____ |

- 6. Check here if another certified or registered entity is or will be submitting a claim/report referencing the attached manifest or modified manifest receipt. (e.g. registered separately as both an industrial generator and a curbside collection program, but using the same storage tank). Complete **CIWMB-31A** and attach to this form.
- 7. Check here if filing as multiple certified used oil collection centers. Complete **CIWMB31-B** and attach to this form.

LUBRICATING OIL PURCHASES - DO NOT INCLUDE INDUSTRIAL OIL (Complete if Applicable)

- 8. Amount of lubricating oil purchased in the quarter or since the last claim/report was submitted. (a) _____ gallons
If no oil purchased, enter zero on line (a).
- 9. Amount of oil purchased which is exempt from the \$0.16 recycling fee. (b) _____ gallons

USED LUBRICATING OIL RECYCLED - DO NOT INCLUDE INDUSTRIAL OIL
(Used Oil Collection Centers, Industrial Generators, and Curbside Collection Programs Only)

- 10. Total amount of eligible used lubricating oil transported to a certified used oil recycling facility or to an out-of-state facility. (c) _____ gallons
(Attach copies of manifests or modified manifest receipts from used oil hauler.)
- 11. Total amount of Claim [multiply the number on line (c) by \$0.16]. (d) \$ _____

USED LUBRICATING OIL USED TO GENERATE ELECTRICITY (Electric Utilities Only)

- 12. Amount of used lubricating oil used to generate electricity in the quarter or since last claim. (e) _____ gallons
- 13. Total amount of claim [multiply the number on line (e) by \$0.16]. (f) \$ _____

DECLARATIONS AND SIGNATURES

- 14. I have operated in compliance with all Federal, State and local requirements pertaining to the management of such oil, and to the best of my knowledge no other claim has been submitted on this used oil.

Signature of Authorized Representative _____ Title _____ Date _____

FOR OFFICE USE ONLY

Date postmarked Amount adjusted

Reason for adjustment.....

Amount approved for payment. Date of review Reviewer

Authorization for payment Date. Title.....

Vendor Number..... Schedule Number.....

INSTRUCTIONS FOR COMPLETING USED OIL RECYCLING INCENTIVE PAYMENT CLAIM/REPORT FORM

TO BE ELIGIBLE TO RECEIVE A RECYCLING INCENTIVE PAYMENT, YOU MUST REPORT TO THE BOARD QUARTERLY THE AMOUNT OF LUBRICATING OIL PURCHASED, IF APPLICABLE, AND THE AMOUNT OF LUBRICATING OIL TRANSPORTED TO A CERTIFIED USED OIL RECYCLING FACILITY BY A USED OIL HAULER.

THE DEADLINE FOR SUBMITTING A QUARTERLY REPORT IS ON OR BEFORE THE 45TH CALENDAR DAY FOLLOWING THAT QUARTER. NOTE: INCENTIVE CLAIMS SATISFY THE QUARTERLY REPORT REQUIREMENTS.

IF ANY REQUIRED INFORMATION IS NOT INCLUDED ON THE FORM, THE BOARD MAY REJECT YOUR REQUEST FOR PAYMENT.

- Item 1: CIWMB Identification Number - Enter the certification or registration number issued by the Board.
- Item 2: Federal Tax Identification Number - Enter your Entity Taxpayer Identification Number or Social Security Number.
- Item 3: Name of Entity - Enter name as it appears on your certification or registration application.
- Item 4: Mailing Address - Enter the street name and number or P.O. Box number, city, state, and zip code of the location where your incentive claim payment should be sent.
- Item 5: Contact Person - Enter the name and telephone number of a person to be contacted for questions regarding the claim form.
- Item 6: Only complete if more than one entity is submitting a claim using the same manifest and modified manifest receipt.
- Item 7: Only complete if filing as multiple certified used oil collection centers.
- Item 8: Enter the total quantity of lubricating oil purchased, in gallons, during the quarter.
- Item 9: Enter the amount of oil purchased which is exempt from the \$0.16 recycling fee.
- Item 10: Enter the total amount of used oil picked up by a hauler since your last claim/report on line (c) and attach the manifest receipts to this form.
- Item 11: Enter the number calculated from multiplying the number on line 10 (c) by \$0.16. The total amount of your claim should equal the total amount of money you expect to receive from the Board for recycling your used oil.
- Item 12: Enter the amount of oil used to generate electricity, in gallons, on line (e).
- Item 13: Electric Utilities ONLY! Enter the number calculated from multiplying the number on line 12 (e) by \$0.16. The total amount of your claim should equal the total amount of money you expect to receive from the Board.
- Item 14: Declarations and signatures - This report must be signed by an authorized representative of the entity. By signing this report, the authorized representative binds the entity and represents that he/she has verified the information presented and believes it to be correct. The signature must be an original. No rubber stamps or facsimile are allowed.

DEFINITIONS

"Lubricating oil" as it is defined in Public Resources Code (PRC), Section 48618, includes any oil which is intended for use in machinery powered by an internal combustion engine. Lubricating oil includes oil intended for use in an internal combustion engine crankcase, transmission, gearbox, or differential in an automobile, bus, truck, vessel, plane, train, heavy equipment, or other machinery powered by an internal combustion engine. Lubricating oil also includes consumer additives which are intended to be mixed with lubricating oils in an internal combustion engine. Lubricating oil does not include oil intended for use in a 2-cycle engine where the oil is entirely consumed during usage.

"Industrial oil" as it is defined in PRC, Section 48616, includes, but is not limited to, any compressor, turbine, or bearing oil, hydraulic oil, metalworking oil, or refrigeration oil. Industrial oil does not include dielectric fluids.

CERTIFIED USED OIL COLLECTION CENTER means a business, governmental entity, or nonprofit organization, certified by CIWMB, which accepts used lubricating oil from the public and which is exempt from hazardous waste facility permit requirements pursuant to subdivision (a) of Section 25250.11 of the Health and Safety Code.

INDUSTRIAL GENERATOR means an entity, registered with CIWMB, which buys and uses lubricating oil only for equipment owned or used by the entity. Industrial Generator includes state or local government entities as defined by PRC Section 5902 of the Government Code. Industrial Generator does not include motor carriers which have received oil for which a payment has not been made pursuant to PRC Section 48650.

CURBSIDE COLLECTION PROGRAM means a service, registered with CIWMB and sponsored by a local agency, which collects used oil, and may collect other recyclable material, including, but not limited to, newspaper, glass containers, aluminum cans, and bi-metals.

ELECTRIC UTILITY means any person, registered with CIWMB and engaged in, or authorized to engage in, generating, transmitting, or distributing electric power by any facilities, including, but not limited to, any such person who is subject to the regulation of the Public Utilities Commission.

USED OIL RECYCLING FACILITY means a facility which is issued a hazardous waste facilities permit or grant of interim status by the department pursuant to Section 25200 or 25200.5 of the Health and Safety Code to convert used oil into recycled oil.

ALL USED OIL INCENTIVE CLAIMS/REPORTS, INQUIRIES AND CORRESPONDENCE PERTAINING TO INCENTIVE PAYMENTS SHOULD BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

ACCOUNTING OFFICE
California Integrated Waste Management Board
1001 I Street, P. O. Box 4025
Sacramento, CA 95812
Telephone inquiries: (916) 341-6176

CONTAMINATED USED OIL REIMBURSEMENT APPLICATION

CIWMB 325 (REV. 10-97)

SEE BACK FOR INSTRUCTIONS

	1. APPLICANT CIWMB IDENTIFICATION NUMBER
2. NAME OF ENTITY	3. FEDERAL TAX IDENTIFICATION NUMBER
4. MAILING ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE)	
5. CONTACT PERSON'S NAME	6. CONTACT PERSON'S TELEPHONE NUMBER

7. DO YOU HAVE PROCEDURES WHICH ENSURE THAT USED OIL GENERATED ON SITE OR ACCEPTED FROM THE PUBLIC WILL NOT BE MIXED WITH OTHER HAZARDOUS WASTE? YES NO

8. TOTAL NUMBER OF GALLONS OF CONTAMINATED USED OIL _____

9. COST OF ENVIRONMENTAL PROTECTION AGENCY APPROVED FIELD TEST OR LABORATORY TEST _____

10. ENTER THE TOTAL DOLLAR AMOUNT CHARGED FOR THE HAULING OF CONTAMINATED USED OIL BY THE HAZARDOUS WASTE HAULER = _____

11. ENTER SUBTOTAL (ADD LINE 9 AND LINE 10) + _____

12. TOTAL COST FOR HAULING SAME AMOUNT OF UNCONTAMINATED OIL - _____

13. ACTUAL AMOUNT ELIGIBLE FOR REIMBURSEMENT (LINE 11 MINUS LINE 12) = _____

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; and

b) Results of an EPA approved field test which 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 and correct, and that no other application has been submitted on this contaminated used oil.

14. OPERATOR SIGNATURE

☞

15. DATE SIGNED

**INSTRUCTIONS FOR COMPLETING THE
CONTAMINATED USED OIL ADDITIONAL COSTS REIMBURSEMENT APPLICATION**

1. Enter the identification number issued by the California Integrated Waste Management Board (CIWMB).
2. Enter the name as it appears on your certification or registration application.
3. Enter the entity Taxpayer Identification Number or Social Security Number.
4. Enter the mailing address where your payment should be mailed.
5. Enter contact person's name.
6. Enter the telephone number of the contact person.
7. Enter a check in the appropriate box indicating whether or not you have procedures preventing the generation or acceptance of contaminated used lubricating oil.
8. Enter the total gallons of contaminated used oil picked up by the hazardous waste hauler.
9. Enter the cost of Environmental Protection Agency approved field test or laboratory test.
10. Enter the total dollar amount charged for the hauling of contaminated used oil by the hazardous waste hauler.
11. Enter Subtotal (Add line 9 and line 10).
12. Enter the total dollar amount NORMALLY charged for the same amount of uncontaminated used oil by the hazardous waste hauler.
13. Subtract line 11 from line 12 and enter the amount eligible for reimbursement.
14. Original signature of certified center or curbside program operator.
15. Date signed by certified center or curbside program operator.



SAN MATEO COUNTY

Guidelines and Procedures to Dispose of Abandoned Waste

Definition of an Abandoned Residential Waste:

Known/labeled Hazardous and/or Universal Waste abandoned by a resident, usually in the public right of way or a large unattended area, such as a parking lot or roadside.

Abandoned Waste Guidelines:

The County's Household Hazardous Waste Program (HHW) will accept abandoned residential waste from partner agencies, only *after* a drop-off appointment is scheduled. The waste shall be transported to HHW by the agency in their vehicle or by contracting with a registered waste hauler. If the agency is self-transporting, they may not transport more than 27 gallons or 220 lbs. per vehicle. Larger volumes will require a registered waste hauler or contact HHW for other options.

Note: Agencies utilizing a registered waste hauler must comply with hazardous waste transport regulations, including manifest requirements.

Abandoned Waste Drop-off Procedures:

1. To schedule a drop-off appointment, fill out a Drop-off Request form (see next page).
2. Itemize the types of abandoned waste left at your facility that you will be disposing of at the HHW facility and choose a drop-off date on the 1st or 3rd Wednesday of each month.
3. Fax or email the form to the HHW contact below.
 - Within 72 hours, HHW will contact you by phone or fax to confirm the drop-off date, time, and location
4. Bring the abandoned waste to the HHW facility on the scheduled drop-off date.

CONTACT: Wes Won, Hazardous Materials Specialist
Phone: (650) 655-6217
Fax Number: (650) 525-9148
Email: wwon@co.sanmateo.ca.us

DROP-OFF TIME & LOCATION: The 1st and 3rd Wednesday of each month, 10am-2pm
32 Tower Road, San Mateo 94402

HHW cannot accept the following wastes:

- Tires
- Asbestos
- Radioactive waste
- Electronic waste & appliances
- Explosives, fireworks, or ammunition
- Prescription medicines, infectious, medical or sharps waste
- Compressed gas cylinders (except propane no larger than 5 gallons)
- Waste in containers greater than 5 gallons (i.e. no drums)

**ENVIRONMENTAL HEALTH
SAN MATEO COUNTY**



**SAN MATEO COUNTY
Hazardous Materials Program
Abandoned Waste Drop-off Request**

Fax or email to: Wesley Won at (650) 525-9418 or wwon@co.sanmateo.ca.us

Agency Name: _____ **Date:** _____

Address: _____ **Phone:** _____

_____ **Fax #:** _____

Contact Name: _____ **Phone:** _____

List of Abandoned Waste to drop-off		
Date Abandoned on Site	Volume (lbs. or gallons)	Type of Waste

Desired Drop-off Date (remember: only the 1st or 3rd Wednesday of the month):

HHW Use Only:

Received By: _____ Date: _____

Date/Location Scheduled: _____ / _____

Date Agency Contacted: _____