



## **USED OIL - ANNUAL REPORT**

### **Public Used Oil, Oil Filters, and Antifreeze Collection Sites**

### **INSTRUCTIONS**

Note: Each letter corresponds to a section of the attached reporting form

- A. Fill in the agency name (as it is legally referred to), address, and agency type responsible for used oil collection.
- B. Fill in the name of the person who is responsible for the used oil program. Also, include their title, telephone number, and e-mail address.
- C. Indicate the total pounds of used oil collected (total from worksheet) and the calendar year of the report.
- D. Check the appropriate box for collection of used oil filters, and indicate the number of sites collecting, number of drums collected, and how disposed.
- E. Check the appropriate box and fill in values for antifreeze managed and collected.

**Make sure that you have completed, signed, and dated this form.**

The preparer is the person who prepared the annual report, is familiar with the regulations, and is in charge of overseeing the operations. Please provide name, title, date, telephone number, and e-mail address.

Public Used Oil sites include all sites that are recognized by the local jurisdiction and available to receive used oil from the public, whether owned or operated by a public agency or private company. Oil reported here can be measured or, when necessary, estimated. Please do not report oil generated by fleet maintenance, oil change, or auto maintenance businesses except for any oil that is delivered to a public collection point at such operations.

**RETURN THIS FORM BY: APRIL 1**

Email electronic copy to: **scott.fobes@ecy.wa.gov**

**OR** mail a printed copy to:

**Scott Fobes, Department of Ecology, PO Box 47600, Olympia WA 98504-7600**



# USED OIL - ANNUAL REPORT

## PUBLIC USED OIL, OIL FILTERS, and ANTIFREEZE COLLECTION SITES

(Please complete each box)

<b>A. AGENCY NAME</b>  _____ Address _____ _____ City _____ State _____ Zip _____ Agency Type _____ (public works / service / county)	<b>B. PRIMARY CONTACT NAME / TITLE</b>  Name _____ Title _____ Phone (____) _____ Fax _____ E-mail _____
<b>Please fill out "Worksheet on Used Oil Annual Report" and then complete Sections C through E.</b>	
<b>C. USED OIL COLLECTED</b> (see worksheet attached for your use) <b>CALENDAR YEAR FOR USED OIL COLLECTED</b> _____ Total pounds collected _____    NOTE: Exclude quantities from Fixed Facilities and Collection Event reports	
<b>D. USED OIL FILTERS</b> (Exclude filters from fixed facilities and collection event reports.)  [Conversion: Drums = 1400 pounds]  Does your jurisdiction collect used oil filters? <input type="checkbox"/> YES <input type="checkbox"/> NO How many sites collect filters _____ How much was collected this year? Crushed filters _____ (pounds) Uncrushed filters _____ (pounds)  How were the oil filters disposed (recycling, energy recovery, other)? _____ _____ _____ _____ _____ _____	<b>E. ANTIFREEZE</b> (Exclude antifreeze from fixed facilities and collection event reports.)  [Conversion: Gallon = 8.4 pounds]  Does your jurisdiction collect antifreeze? <input type="checkbox"/> YES <input type="checkbox"/> NO How many sites collect antifreeze _____ How much was collected this year? _____ (pounds)  How was the antifreeze managed (recycling, energy recovery, other)? _____ _____ _____ _____ _____ _____ _____
<b>PREPARED BY</b> _____  (Title) _____	<b>DATE</b> _____ <b>PHONE</b> (____) _____ <b>E-MAIL ADDRESS</b> _____

To request ADA accommodation or materials in a format for the visually impaired, visit <https://ecology.wa.gov/accessibility>, call Ecology at 360-407-6000, Relay Service 711, or TTY 877-833-6341.

## WORKSHEET FOR USED OIL ANNUAL REPORT

This worksheet is for your use in determining the amounts of oil collected and the amounts "re-refined." Re-refining includes recycling and other higher waste management methods such as reduction or reuse.

Ecology requests that you submit your completed worksheets with your annual report. The information will be used to update the "1-800-RECYCLE Information Line."

Note: You may submit a spreadsheet with the required information.

<b>R</b> Re-refining. A process of remanufacturing used oil. <b>E</b> Energy recovery. A process of converting used oil into usable energy, e.g., burned to recover energy, heat building, or incinerator. <b>H</b> Hazardous waste facility. Contaminated used oil sent to a hazardous waste facility. <b>O</b> Other disposal methods different from the list above.				
<b>USED OIL CONVERSION: Gallon = 7.4 pounds</b>				
Name and Address of Public Used Oil Collection Point	Hours / Days Open	Quantity Collected (in pounds)	Disposition, e.g. R, E, H, O (in pounds) of used oil	Disposition of Oil Contaminated (in pounds) if any
<b>SAMPLE:</b> 1. (Business/Facility) <u>XYZ Transfer Station</u> 2. (Address) <u>1234 North Avenue</u> 3. (City/State/Zip) <u>Anytown, WA 98999</u> 4. (Phone No.) <u>( xxx ) xxx-xxxx</u>	<b>M-F</b> 7 am - 8 pm  <b>Sat/Sun</b> 8 am - 5 pm	3,000	R _____ E <u>2,500</u> H _____ O _____	R _____ E _____ H <u>500</u> O _____
1. _____ 2. _____ 3. _____ 4. ( _____ ) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. ( _____ ) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. ( _____ ) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. ( _____ ) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
<b>TOTAL</b>			Indicate total under item "C" of the Used Oil Annual Report	

**R** Re-refining. A process of remanufacturing used oil.

**E** Energy recovery. A process of converting used oil into usable energy, e.g., burned to recover energy, heat building, or incinerator.

**H** Hazardous waste facility. Contaminated used oil sent to a hazardous waste facility.

**O** Other disposal methods different from the list above.

**USED OIL CONVERSION: Gallon = 7.4 pounds**

Name and Address of Public Used Oil Collection Point	Hours / Days Open	Quantity Collected (in pounds)	Disposition, e.g. R, E, H, O (in pounds) of used oil	Disposition of Oil Contaminated (in pounds) if any
1. _____ 2. _____ 3. _____ 4. (____) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. (____) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. (____) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. (____) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. (____) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. (____) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
1. _____ 2. _____ 3. _____ 4. (____) _____			R _____ E _____ H _____ O _____	R _____ E _____ H _____ O _____
<b>TOTAL</b>			Indicate total under item "C" of the Used Oil Annual Report	