

## Used Oil Processors and Re-Refiners Checklist

**Please note: This document is utilized by DEQ used oil inspectors during site inspections and is provided here for informational purposes only.**

### Purpose and Explanation

40 CFR Part 279, Subpart F identifies the requirements that apply to owners and operators of facilities that process used oil. Processing means chemical or physical operations designed to produce from used or to make used oil more amenable for production of fuel oils, lubricants, or other used oil derived products. Processing includes blending, filtration, simple distillation, chemical and physical separation, and refining.

Subpart F does not apply to transporters that conduct incidental processing operations that occur during the normal course of transportation of used oil as provided in 40 CFR 279.41. Nor does it apply to incidental processing conducted by burners of used oil prior to burning as provided in 279.61(b).

Oregon has adopted the federal regulations that pertain to used oil management pursuant to Oregon Administrative Rule 340-100-0002.

### General Information

Site Name \_\_\_\_\_ ID No. \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Facility Representatives/Titles \_\_\_\_\_

Inspectors \_\_\_\_\_

Inspection Date(s) \_\_\_\_\_

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Continue to next page



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**Physical Inspection**

<i>Processor / Re-Refiner Requirements</i>	<i>Regulatory Citation</i>	<i>In Compliance?</i>			<i>Comments</i>
		<i>Yes</i>	<i>No</i>	<i>N/A</i>	
<b>EMERGENCY PREPAREDNESS</b>					
Internal alarm system	40 CFR 279.52(a)(2)(i)				
Phone or two-way radio available operations	40 CFR 297.52 (a)(2)(ii) & (a)(4)				
Fire control equipment	40 CFR 279.52(a)(2)(iii)				
Spill control equipment					
Decontamination equipment					
Equipment maintained	279.52(a)(1) & (3)				
Adequate aisle space	40 CFR 297.52(a)(5)				
Emergency coordinator on call	40 CFR 279.52(b)(5)				
<b>USED OIL MANAGEMENT</b>					
Used oil containers	40 CFR 279.54(b)				
In good condition	40 CFR 279.54(b)(1)				
No visible leaks	40 CFR 279.54(b)(2)				
If oil is stored in a UST or AST, secondary containment must:	40 CFR 279.54(c) & (d)				
a. be impervious					
b. have dikes, berms or retaining walls					
c. have a floor which covers the entire area*					
*For pre-existing ASTs, secondary containment is not required under where the tank meets the ground	40 CFR 279.54(e)				
Is secondary containment free of used oil?					
Tanks and Containers: Are they labeled "Used Oil"	40 CFR 279.54(f)				
<b>RELEASES: Any and every release requires immediate response</b>					
Stop the release	40 CFR 279.54(g)(1)				
Contain the release	40 CFR 279.54(g)(2)				
Cleanup the release	40 CFR 279.54(g)(3)				
Repair or replace faulty equip.	40 CFR 279.54(g)(4)				
<b>ABOVEGROUND TANK CLOSURE</b>					
Cleanout tank	279.54(h)(1)(i)				
Cleanup impacts	"				
Characterize and dispose waste	"				
Or meet TSDF closure rule	279.54(h)(1)(ii)				

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**Records Review**

<b>REBUTTABLE PRESUMPTION</b>					
Rebuttable presumption applies prior to blending	40 CFR 279.53(a)				
Testing used oil for total halogen content	40 CFR 279.53(b)(1)				
Halogens below 1000 ppm?					
If above, did the facility attempt to rebut the presumption that the used oil was hazardous waste?					
<b>How was the presumption rebutted?</b> (Note any discrepancies from the facility's analysis plan. Note any problems with adequate documentation to be maintained for three years.)					
Via Analysis: no or <i>de minimus</i> listed solvents?					
Via knowledge of process?	40 CFR 279.53(b)(2)				For a discussion of required documentation, see RO 13282.
Chlorinated paraffins recycling exemption?	40 CFR 279.53(c)(1)				Requires reclamation prior to burning for energy recovery.
CFC recycling exemption?	40 CFR 279.53(c)(2)				Requires reclamation prior to burning for energy recovery.
Halogens sole source from do-it-yourselfers household used oil					<b>Question: Does blending create a new waste?</b>
Halogens mixed into used oil by a CEG when the resulting mixture is non-hazardous	40 CFR 261.5(j)				Note waste determination method & documentation.
<b>CONTINGENCY PLAN</b>					
Actions to be taken by facility personnel in each scenario	40 CFR 279.52(b)(2)(i)				
Arrangements with local emergency responders	40 CFR 279.52(b)(2)(iii)				
Contact information for all emergency coordinators	40 CFR 279.52(b)(2)(iv)				
Designation of a primary emergency coordinator	40 CFR 279.52(b)(2)(iv)				
Quantity, capability, and location of all emergency equipment	40 CFR 279.52(b)(2)(v)				
Evacuation plan	279.52(b)(2)(vi)				

**TRACKING RECORDS**

The facility must maintain record of each shipment of used oil accepted and delivered for at least three years per 40 CFR 279.56(c).

The facility must document each shipment of used oil the facility accepts as follows:	
a.	Name, address & RCRA ID number of the generator or other registered source 40 CFR 279.56(a)
b.	Name, address & RCRA ID number of the transporter
c.	Quantity accepted
d.	Date accepted
The facility must document each shipment of used oil that the facility delivers as follows:	
a.	Name, address & RCRA ID number of each transporter 40 CFR 279.56(b)
b.	Name, address & RCRA ID number of each facility receiving the used oil
c.	Quantity of used oil shipped
d.	Date shipped
<b>WRITTEN ANALYSIS PLAN</b>	
Method(s) of analysis and/or knowledge used to assess Total Halogen Content 40 CFR 279.55(a)(1)	
Sample analysis must include: 40 CFR 279.55(a)(2)	
a.	Adequate sampling method(s) 40 CFR 279.55(a)(2)(i)
b.	Frequency of sampling 40 CFR 279.55(a)(2)(ii)
c.	Location of sampling (on- or off-site) 40 CFR 279.55(a)(2)(iii)
Is adequate documentation of knowledge-based determinations maintained? 40 CFR 279.55(a)(3)	
Are methods and logic used to rebut the presumption that used oil with >1,000 ppm total halogens is hazardous waste fully adequate? 40 CFR 279.53	
Method(s) for designating used oil On- or Off-Spec fuel 40 CFR 279.55(b)	
If analysis is used to verify if the specification is met, the Analysis Plan must include: 40 CFR 279.55(b)(2)	
a.	Adequate sampling method(s) 40 CFR 279.55(b)(2)(i)
b.	Sampled prior to or after processing? 40 CFR 279.55(b)(2)(ii)
c.	Frequency of sampling 40 CFR 279.55(b)(2)(iii)

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d.	Analysis performed on- or off-site? Where?	40 CFR 279.55(b)(2)(iii)				
e.	Adequate analytical method(s)	279.55(b)(2)(iv) for 270.11 parameters per 279.72				
f.	Plan for adequate documentation of spec-fuel determinations	279.55(b)(3)				
<b>OPERATING RECORD</b>						
	Results of the used oil analyses used to determine (1) the halogen content of the oil and (2) whether it is on-spec or off-spec fuel	40 CFR 279.57(a)	(2)(i)			
	Record of incidents requiring implementation of the Contingency Plan	40 CFR 279.57(a)	(2)(ii) & (6)(ix)			
	Record of written report to	279.52(b)	(6)(ix)			
<b>ANNUAL USED OIL REPORT</b> -111-						
	RCRA ID number	OAR 340 0060(1)	060(1)			
	Name/address of processor	340-111-0	060(2)			
	Calendar year	340-111-0	060(3)			
	Quantities of oil accepted	340-111-0	060(3)			
	How the oil was processed	340-111-0	060			
	Filed by March 1 each year	340-102-0	041			

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**Select Other Applicable Regulations:**

Does the facility also meet used oil transporter, marketer and burner requirements? Does the facility burn off-specification used oil? Does the equipment used to burn off-spec fuel comply with boiler and/or industrial furnace requirements?

Management of oily solids, oil filters, etc. Consider adequacy of waste determinations, etc.

Hazardous Waste generator, transporter, or TSDf issues? Assess requirements as needed (e.g., waste determination and management of spent Chlor-D-Tect kits which frequently contain mercury).

TSCA PCB requirements: Are total PCBs above 50 ppm? Consult EPA.

Does the facility have a Spill Prevention, Control and Countermeasures (SPCC) Plan? If not, or if the plan does not appear adequate for protective storage and transfer of used oil, consult EPA.

Does the facility use USTs? Consult DEQ UST/USTC.

Stormwater issues? Consult DEQ Water Quality.

Sanitary sewer pretreatment or direct discharge concerns? Consult local sewerage agency.

Cleanup concerns? Consult assigned DEQ Cleanup Project Manager or Site Assessment program

Spill concerns? Consult DEQ Spills or DEQ Cleanup/Site Assessment.

Acceptance and processing of non-used oil wastes? Consult DEQ Solid Waste.

Air Quality Permit? Consult assigned DEQ Permit Writer.

Fire concerns? Consult local fire department.

Worker safety concerns? Consult Oregon OSHA.

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