



# Registration for Used Oil Collection Center

Registration of a Used Oil Collection Center is required by Rule 3745-279-31 of the Ohio Administrative Code. Please read the instructions on the back of this page before completing the form.

<b>1. Registration Type</b>																					
<b>Box A</b> <input type="checkbox"/> Initial  <input type="checkbox"/> Subsequent  Center's ID number assigned by DHWM <table border="1"><tr><td> </td><td> </td></tr></table>																					<b>Box B</b> - Check all that apply:  <input type="checkbox"/> Accept used oil from businesses in shipments of no more than 55 gallons.  <input type="checkbox"/> Accept used oil from DIY persons or farmers.
<b>2. Collection Center Identification</b>																					
Center Name																					
Center Street Address	County																				
Center Mailing Address																					
Center's Contact Person	Phone																				
<b>3. Owner Identification</b>																					
Owner Name	Phone																				
Owner Address	Date Ownership Began																				
<b>4. Certification</b>																					
I hereby certify that the information on this form is true, accurate, and complete.																					
Name (please print)	Title																				
Signature	Date																				

# INSTRUCTIONS

Each person desiring to operate a Used Oil Collection Center shall use this form to apply to the Division of Materials and Waste Management (DMWM) for registration as required by Rule 3745-279-31 of the Ohio Administrative Code (OAC). Centers that collect used oil only from Do-It-Yourselfer persons or farmers, and not businesses, are not required to register. After a registration is processed, a confirmation will be returned to the center by DMWM. The owner or operator of the center should notify DMWM in writing of any subsequent changes to the information submitted.

The Used Oil regulations are contained in OAC Chapter 3745-279. Questions about the regulations should be directed to DMWM's Hazardous Waste Compliance and Inspection Support Unit (HWCIS) at (614) 644-2621. The regulations and this form are available on DMWM's Web page at <http://epa.ohio.gov/dmwm/Home.aspx>. Basic terminology definitions are listed below.

## Definitions

**Used Oil** - any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of that use, is contaminated by physical impurities.

**Do-It-Yourselfer (DIY)** - a person who generates used oil through household activities, including maintenance of personal vehicles.

**Used Oil Collection Center** - any site or facility registered with the State of Ohio to manage used oil and that accepts or aggregates and stores used oil collected from used oil generators who transport no more than 55 gallons per visit. Centers may also accept used oil from DIY persons or farmers.

For help in completing the form or to obtain a blank form by mail, call HWCIS at (614) 644-2621. Submittals can be faxed to (614) 728-5315, but the original must also be sent to DMWM using one of the addresses below.

### *Mailing Address:*

Ohio EPA  
Division of Materials and Waste Management  
P.O. Box 1049  
Columbus, OH 43216-1049

### *Courier Deliveries Only:*

Ohio EPA - DMWM  
Lazarus Government Center  
50 W. Town Street, Suite 700  
Columbus, OH 43215-1049

Please type or print neatly in ink.

## Section 1 - Registration Type

**Box A:** Check the appropriate box for an Initial or a Subsequent Registration. If this is an Initial Registration, DMWM will assign an identification (ID) number to the center, which should be used on all future correspondence. If the form is to be used to submit information changes, check the Subsequent box, list the Center's ID number, and fill in the sections of the form which have changed since the last registration was submitted.

**Box B:** Check the applicable boxes which describe the types of used oil handlers that the center collects from.

## Section 2 - Collection Center Identification

List the center's name, county, location and mailing addresses, contact person, and phone number. If the mailing and location addresses are the same, write the word "Same" in place of the mailing address.

## Section 3 - Owner Identification

List the owner's name, address, phone number, and the date at which ownership began. If there are multiple owners, record these on a separate sheet of paper and submit it as an attachment.

## Section 4 - Certification

The form must be signed by the company owner or his/her authorized representative.

After the form is completed and signed, make a photocopy for your records and mail the original to one of the addresses listed above.