

Managing Used Oil and Related Oil Waste – for Transporters

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This fact sheet addresses the requirements for used oil and used oil filter transporters.

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Definitions of Used Oil and Used Oil Filter Transporters

Used oil transporters are businesses that collect used oil and/or used oil contaminated wastes such as used oil sorbents and used oil filter media.

Used oil filter transporters are businesses that transport used oil filters from generators and send them to scrap-metal recyclers such as salvage yards, foundries or steel mills. Scrap-metal collectors that receive incidental amounts of used oil filters with scrap metal they collect and businesses accepting filters from persons who change their own oil are not considered used oil filter transporters.

Definitions of Used Oil, Used Oil Filters and Media, and Used Oil Sorbents

Used oil includes petroleum or synthetic oil used as a lubricant, heat transfer fluid, hydraulic fluid or any similar uses. Some examples are:

- engine oil
- transmission fluid
- lubricating oil
- hydraulic oil
- gear oil
- transformer fluid
- cutting oil
- tempering or quenching oils
- grease
- brake fluid

Antifreeze, fuels and solvents are **not** used oil.

Used oil filters are the type having a metal exterior and paper, packed bed, wound or similar interiors that are used in vehicles or machines for filtering lubricating oil.

Used oil filter media is the interior portion remaining after the metal exterior has been removed.

Used oil sorbents are materials used to clean up drips and spills of used oil. This guidance applies to sorbents used to absorb and/or adsorb used oil only – not sorbents used to clean up hazardous waste or other petroleum products. Some examples of sorbents are:

- polypropylene or other plastic resin pads, tubes, sheets, or granules
- peat
- corn cobs
- cellulose fiber
- sawdust
- wood chips
- paper wipes
- cloth towels and other reusable materials
- rice and cotton seed hulls
- granular clay
- diatomaceous earth
- amorphous silica
- cork
- pumice
- others

Transporters of these types of waste are subject to the specific requirements discussed below.



Used Oil Transporter Requirements

– Used Oil Notification/Licensing

Used oil transporters are required to notify the U.S. Environmental Protection Agency (EPA) of their used oil activity. This is a one-time, no cost notification. Notification forms are available from the Minnesota Pollution Control Agency (MPCA). Used oil transporters are issued an EPA identification number once they have submitted a notification form. No license is required for used oil transporters whose operations are based outside the Twin Cities seven-county metropolitan area. Used oil transporters based in the metro area should check with their county to determine whether they need a license.

– Used Oil Transport Requirements

Used oil transporters may only deliver used oil and used oil-contaminated waste to a used oil processor, used oil burner or another used oil transporter that has notified the federal EPA of their used oil activity. When transporting used oil and used oil-contaminated waste, transporters must comply with Department of Transportation (DOT) requirements (49 CFR parts 171 to 180), including hazardous materials requirements, if applicable. Contact the DOT for more information about the transport requirements for used oil and used oil-contaminated waste.

Used oil transporters that haul more than 10,000 gallons of used oil per month are subject to emergency preparedness requirements (Minn. Stat. § 115E). In the event of a discharge or spill of used oil during transport, the transporter must take immediate action to protect human health and the environment, including notifying local authorities and containing the spilled used oil. If more than five (5) gallons of used oil is spilled, or if the spill poses an immediate threat to the environment, the transporter must notify the State Duty Officer. In some circumstances, DOT regulations may also require Notification of the National Response Center. Contact the MPCA Emergency Response Unit for more information on spill prevention and cleanup.

Used oil transporters must ensure that the used oil they transport does not contain hazardous waste. Transporters may make this determination based on:

- knowledge of the process or business generating the used oil;
- the generator's knowledge; or
- testing.

Some transporters use field test kits to determine whether hazardous waste has been mixed with used oil.

Transporters may not transport used oil that contains more than 1,000 parts per million total halogens, unless further evaluation shows that the source of the halogens was not a hazardous waste.

Truck tanks that previously contained hazardous waste must be emptied before being used to transport used oil. Tanks are considered empty if:

- all the waste has been removed that can be removed by common means; and
- less than one inch of residue remains in the bottom of the tank; or
- less than 0.3 percent by weight of the capacity of the tank remains.

If tanks are not emptied of hazardous waste, used oil put into the tanks would be considered to be mixed with hazardous waste and subject to evaluation.

Materials contaminated with used oil that are being sent for recycling must be transported in closed, leak-proof containers that have been marked with the words *Used Oil*. Transporters hauling materials contaminated with used oil that are destined for laundering are not subject to the used oil transporter requirements.

– Receipts, Record Keeping and Reporting for Used Oil

Each time they collect used oil, transporters must provide receipts to all parties from whom they collect used oil and used oil-contaminated waste. The receipts must include the following information:

- the name, address and EPA identification number of the transporter;
- the amount of used oil and/or used oil-contaminated waste collected; and
- the date of collection.



Used oil transporters must keep the following records for a minimum of 3 years:

1. A record for each shipment of used oil and oil-contaminated waste accepted for transport that includes:
 - the name, address and EPA identification number (if applicable) of the generator or other party from whom the used oil was accepted;
 - the amount of used oil and/or used oil-contaminated waste collected;
 - the date of collection; and
 - the signature of a representative of the party from whom the used oil and used oil-contaminated waste was accepted.
2. Records of all deliveries of used oil and used oil-contaminated waste that include:
 - the name, address and EPA identification number of the receiving party;
 - the quantity of used oil and used oil-contaminated waste delivered;
 - the date of delivery; and
 - the signature of a representative of the receiving party.
3. A record of any analysis performed on the used oil.

Used oil transporters are required to report information to the MPCA only upon request. At this time, there is no fixed, regular schedule of reporting. When requested, used oil transporters must supply information regarding the amount of used oil and used oil-contaminated waste collected in the previous calendar year.

– Storing Used Oil at Transfer Facilities

Transporters that store used oil or used oil-contaminated waste for more than 24-hours but no more than 35 days must notify the EPA that they are operating a used oil transfer facility and comply with applicable storage and spill prevention requirements. Transporters storing for more than 35 days are subject to additional used oil processor requirements. For more information, see section of this fact sheet entitled ‘*Transporters Subject to Processor Requirements*’ and MPCA’s hazardous waste fact sheet #4.32, *Used Oil and Related Oil Waste Management for Processors*.

Used oil transporters that store more than 10,000 gallons of used oil at any given time must have a discharge

prevention and response plan. Contact the MPCA Customer Assistance Center for more information.

– Storing Used Oil in Containers/Tanks

Store used oil in closed, leak-proof tanks or containers. Mark used oil accumulation and storage containers, tanks and tank fill pipes with the words *Used Oil*. Place containers on a surface that is reasonably impervious to used oil, such as asphalt or coated concrete.

– Storing Used Oil in Above-ground Tanks

If you collect used oil in tanks, there are additional requirements to follow. Oil stored in above-ground storage tanks that hold 500 gallons or more must be registered with the MPCA. This includes indoor tanks. To register your tanks, contact the Customer Assistance Center. If you have completed and returned a registration form and you have satisfied the containment requirements, you have also satisfied the permit requirements. No fees or additional paperwork are required. There are no installer certification requirements for above-ground tanks.

Individual above-ground storage tanks that are 1,100 gallons or larger in size or that are within 500 feet of surface water must have secondary containment. Secondary containment means a reasonably impervious basin capable of holding 110 percent of the capacity of the largest tank in the containment area in case of a spill. Remember to provide a way to pump or drain rainwater and snow melt that may accumulate in an outdoor containment basin.

Above-ground storage tanks that are less than 1,100 gallons in size and are located beyond 500 feet of surface water must have reasonable safeguards to prevent a release to the environment. Acceptable safeguards include elevating the tank above the ground or placing the tank on a concrete pad so that leaks are more easily observed.

If the tank is located indoors and requires secondary containment, the building itself may be able to serve as adequate containment provided it is constructed in a manner that will prevent any spills from leaving the building, including through doorways and floor drains.



For sites with above-ground used oil tanks having a capacity of greater than 2,000 gallons:

- Tanks must be marked with the words *Used Oil*.
- Tanks must be clearly marked with the capacity of the tank and a chart showing the conversion of inches to gallons
- Tanks must have either (1) a gauge showing the amount of used oil in the tank or (2) an alarm that sounds when the tank is within 100 gallons of being full.
- In a place obvious and accessible to delivery personnel, permanently post a site diagram showing:
 1. the number, capacity, contents and location of tanks;
 2. piping, valves, storm sewers and other information necessary for efficient emergency response;
 3. the name of the facility owner; and
 4. the name and phone number of the facility operator.

Personnel delivering to another company's tanks must consult the diagram, inspect the fill pipe to make sure used oil is placed in the correct tank, and make sure the capacity of the tank is able to hold the amount delivered in order to prevent spills resulting from overfilling. If the capacity of the truck is greater than the tank, personnel cannot deliver unless there is a shut-off nozzle on the hose.

– Storing Used Oil in Underground Tanks

If you store in underground storage tanks with a capacity of more than 500 gallons, refer to the requirements for underground tanks on page 2 of MPCA's hazardous waste fact sheet #4.30, *Used Oil and Related Oil Waste Management for Generators*.

– Transporters Subject to Used Oil Processor Requirements

Used oil processors are businesses that perform chemical or physical operations designed to produce fuels, lubricants or other oil products from used oil.

Used oil transporters may perform processing activities that are incidental to the act of transportation, such as consolidation of loads, settling, particulate filtering and water separation, without being considered used oil processors. However, transporters performing any of the

following activities are subject to the used oil processor standards:

- blending used oil with virgin fuels
- blending used oil to meet fuel specifications;
- chemical or physical separation;
- distillation;
- re-refining; or
- storing used oil for more than 35 days.

Used oil processors must:

- notify the EPA of their activities;
- follow storage requirements; and
- plan for emergencies.

For complete used oil processor requirements, call the appropriate contact listed in Table 1.

– Transporters Subject to Used Oil Marketer Requirements

Used oil transporters that market on-specification or off-specification used oil to used oil burners are subject to the used oil marketer requirements. For more information on marketer requirements, see MPCA's hazardous waste fact sheet #4.34, *Managing Used Oil and Related Waste for Marketers*.

Used Oil Filter Transporter Requirements

– Filter License/Notification

Used oil filter transporters must notify the MPCA that they are transporting used oil filters. This is a one-time, no-cost notification. To notify, use the *Notification of Regulated Waste Activity* form found at:

<http://www.pca.state.mn.us/publications/w-hw7-09.pdf>

Used oil filter transporters do not need to notify the EPA of their activities or be licensed by the MPCA.

– Filter Transport Requirements

Used oil filter transporters may deliver used oil filters only to another used oil filter transporter, a scrap metal recycler or another party that will send the used oil filters for recycling. Used oil filters must be transported in a closed or otherwise covered, leak-proof container marked with the words *Used Oil Filters*. At least 75 percent of the used oil filters collected by a filter transporter each year must be shipped off site to be recycled.



– Receipts, Record Keeping and Reporting for Filters

Each time they transport, used oil filter transporters must provide a receipt to each party from whom they collect used oil filters. The receipt must include:

- name, address and EPA identification number (if applicable) of the generator or other party from whom the used oil filters were transported;
- the name and DOT license number of the used oil filter transporter;
- the amount of used oil filters transported;
- the date of transport; and
- a signed certification from the used oil filter transporter that the used oil filters will be sent for recycling.

1. Used oil filter transporters must keep the following records:
 - A record of each used oil filter shipment accepted for transport that includes:
 - the name, address and EPA identification number (if applicable) of the generator or other party from whom used oil filters were accepted;
 - the amount of used oil filters transported; and
 - the date of transport.
2. A record of all deliveries of used oil filters that includes:
 - the name and address of the receiving party;
 - the quantity of used oil filters delivered; and
 - the date of delivery.

– Storing Filters in Containers

Used oil filter transporters must store used oil filters in leak-proof containers marked with the words *Used Oil Filters*. Containers must be closed or otherwise covered to prevent precipitation from entering and to prevent used oil and filters from escaping. Containers must be placed on a surface that is reasonably impervious to used oil.

Managing and Reporting Spills

Any discharge of used oil associated with storage must be controlled and cleaned up. Discharges of more than five (5) gallons of used oil to the environment must be reported to the State Duty Officer. When developing guidelines for managing oil, start at the beginning – avoid spilling oil.

- develop and practice proper handling procedures and careful work habits;
- use appropriate tools such as funnels and spigots; and
- perform regular preventive maintenance such as tightening or replacing leaky seals, gaskets and dispensers.

Be prepared! Keep spill containment and cleanup materials in a convenient area. Train employees to ensure they know when and how to use them.

– Spill Cleanup on an Impermeable Surface

When possible, capture spills and drips directly rather than soaking up oil with rags or other sorbent material by:

- using pans, trays, troughs or mats underneath machines/vehicles to collect the oil, then vacuum up or pour into the accumulation container; or
- using squeegees and dustpans or mops designed for oil-spill cleanup to collect oil as a liquid then place in the accumulation container.

If you cannot capture liquid oil directly, soak up spills and drips with sorbent materials that can be wrung out and allow you to collect the used oil as a liquid. Some sorbent materials are designed to be wrung and reused many times before disposal.

Synthetic fabric sorbents are available in a wide variety of products designed for different use requirements. Consult with suppliers to determine which product design is best suited for your needs.

Use granular or particulate sorbent products sparingly and only after all liquid oil is recovered. Choose products that are combustible and provide energy when burned or products that can be recycled and reused to allow for easier and less-costly disposal options. To prevent excess waste, make sure granular products are as fully saturated with oil as possible before recycling or disposing of them.

Managing Sorbents

Used oil sorbents are materials used to clean up drips and spills of used oil. This guidance applies to sorbents used to absorb and/or adsorb only used oil – not sorbents used to clean up hazardous waste or other petroleum products.

To eliminate the potential for oil-spill problems:



If you use sorbents, MPCA and metropolitan county staffs strongly recommend that you consider using reusable sorbents that can be laundered or recycled. Reusable sorbents may save you money compared to products that can be used only once.

– Storing Sorbents

Before storing, remove all free liquid from sorbents. Place oil collected from sorbents in the used oil container. Store sorbents in a closed container that is in good condition and marked with the words *Used Oil Sorbents*. Place the container on a surface that is reasonably impervious to used oil.

– Recycling/Disposing of Sorbents

The best options for sorbents are laundering or recycling by (1) oil extraction and sorbent reuse or (2) burning for energy recovery. Launderable sorbents may be sent to a commercial laundry for cleaning; no testing is required. Non-launderable sorbents may be sent to a recycling company that extracts the oil and reclaims the sorbent material; no testing is required. Non-launderable and disposable sorbents made of readily combustible material may be burned for energy recovery; again, no testing is required. Sorbents destined for burning must have a heating value of at least 5,000 BTUs per pound. Ask your supplier for information on the BTU value of your sorbent.

Burning for energy recovery may be done either at a commercial facility that has received permission to burn oil-containing sorbents or in your shop heater provided:

- the sorbents are being burned for heating, not exclusively for disposal purposes, and
- the device in which they are being burned is designed to burn used oil sorbents.

Do not burn sorbent materials from other businesses!

If laundering or recycling is not an option, the sorbents must be evaluated to determine whether or not they are hazardous. Hazardous sorbents must be managed according to all of the hazardous waste rules. Sorbents shown to be nonhazardous may be disposed of as an industrial solid waste in accordance with applicable solid waste rules. Contact the solid waste disposal facility you intend to use to make sure they can accept oil-containing sorbents and to determine if there are additional requirements you must follow.

Cleaning Up Spills on Land and Managing the Contaminated Soil

The following guidance applies to spills. For spills greater than five (5) gallons, contact the State Duty Officer.

Contain the spill as soon as possible. Soil, sand, sorbent socks or granules can be used to build a berm around flowing oil on the ground. Recover liquid oil using appropriate pumps, vacuum trucks or sorbent materials. You may need to hire a contractor specializing in recovery and cleanup. Recycle recovered oil. Recycle or dispose of saturated sorbents according to the used oil sorbent management guidance given in this fact sheet

Contaminated soil can be managed in two ways:

1. Treat it in place; or
2. Excavate and treat it at a permitted facility.

When excavating oil-contaminated soil, remove all soil that has visible staining and/or odor. In some cases, a sample may need to be collected and analyzed by an environmental laboratory to confirm an effective cleanup has occurred.

Treatment of excavated soil may be accomplished:

- by thermal treatment – burning or vaporizing the contaminants in the soil – or
- by land treatment – applying a thin layer of contaminated soil to certain kinds of native soil and mixing, aerating and possibly using other means to promote the breakdown of contaminants.

After the cleanup is completed, you must submit a report describing the incident, the amount spilled and cleanup details.

If the quantity of soil to be treated is greater than 10 cubic yards or if you intend to land treat soil in place, there are additional requirements. For more information about spill cleanup requirements, contact the MPCA Emergency Response Team.



Managing Residues

When taking used oil storage equipment out of use, used oil transporters must remove or decontaminate residues in storage equipment and soils. Any used oil-contaminated residues resulting from transportation or storage activities, such as screenings, tank bottoms and sludge and soils that can be burned for energy recovery as a used oil fuel are regulated as used oil. Any contaminated residues that cannot be burned for energy recovery as used oil are subject to evaluation to

determine whether they are a hazardous waste. They must then be managed appropriately according to the results of the evaluation.

More Information

For more information about used oil and related waste management for transporters, call the appropriate contact person below.

Table 1: Used Oil Contacts

If you have questions about:	Call:	At:
General Regulatory Questions & To Report Used Oil Dumping		
• Twin Cities Metro Area	Anoka County	(763) 422-7093
	Carver County	(952) 361-1800
	Dakota County	(952) 891-7557
	Hennepin County	(612) 348-3777
	Ramsey County	(651) 266-1199
	Scott County	(952) 496-8475
	Washington County	(651) 430-6655
• Greater Minnesota	MN Pollution Control Agency	(651) 296-6300
	(800) 657-3864
Storage Tank Notification and Requirements	MN Pollution Control Agency	(651) 296-6300
	(800) 657-3864
Reporting Spills	Minnesota State Duty Officer	
	• Metro	(651) 297-8618
	• Greater Minnesota	(800) 422-0798
Spill Preparedness and Prevention	MPCA Emergency Response Team	(651) 296-6300
	(800) 657-3864
Transportation Requirements	MnDOT Freight and Commercial Vehicle Operations	
	(651) 215-6330
Preventing/Minimizing Waste	Minnesota Technical Assistance Program	(612) 624-1300
	(800) 247-0015
	Web site: http://www.mntap.umn.edu	
Related Fact Sheets; Forms	MPCA Web site	http://www.pca.state.mn.us
	Hazardous Waste fact sheets:	
	http://www.pca.state.mn.us/waste/pubs/business.html	