

USED OIL

Guidance for Collection Centers and Aggregation Points

Definitions

A used oil **collection center** is a site that accepts [used oil](#) from [household do-it-yourselfers](#) (DIY) and/or from other used oil generators who transport their own used oil in amounts of 55 gallons or less to the collection center.

An **aggregation point** is a site that a company uses as a central location to consolidate used oil from the same company's multiple locations. Each shipment must be in amounts of fifty-five gallons or less. This site may also accept oil from household DIY.

Requirements for Used Oil Collection Centers and Aggregation Points

1. Provide written notification to the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Materials Management Division about the collection program by submitting a completed [Site Identification Form](#). If the site does not have any other regulated waste activity, it is not subject to the application fee for obtaining a Site Identification Number. To ensure the fee is waived, be sure to include an explanation in the comments field that there is no other regulated waste activity occurring at the site. To confirm what sites have notified EGLE, search the [Waste Data System](#) (WDS):
 - Select the "Advanced Search" button in the top banner.
 - Enter "MI" in the state field for a list of all Michigan facilities or enter other general site information to narrow the results.
 - Click on the "Hazardous and Liquid Industrial Waste Site Activity Information" button to expand search selection options.
 - Select "Used Oil Collection or Aggregation Point."
 - Scroll to the top of the screen and select the "Run Query" button.
2. Manage the use oil appropriately. To do a self-audit, see the [Liquid Industrial By-products and Used Oil Inspection Form](#). See the [Other Used Oil Generator Requirements](#) guidance for more information. The basic requirements include:
 - Notifying EGLE of the Designated Facility, Aggregation Point, or Collection Center activity using the Site ID Form before accepting used oil.
 - Only accepting shipments in volumes of fifty-five gallons or less.

- Only accepting shipments from businesses documented on a shipping document. The shipping document may be written or electronic and may be a log, invoice, bill of lading, or uniform hazardous waste manifest, and it must have the following information on it:
 - The name and address of the facility generator stating they are self-transporting the used oil.
 - The amount of used oil in the shipment.
 - The date it was shipped.
 - The Designated Facility's name, address, and Site ID Number.
- Providing confirmation of receipt to the generator and only accepting delivery when accompanied by shipping document listing their location as the receiving Designated Facility. The Designated Facility confirmation may be in writing or electronic, and may include a documented phone call, email, receipt, shipping document, or manifest copy. DIY used oil shipments have no shipping document requirements.
- Keeping track of the quantity of used oil that is collected in the previous year from facilities and annually reporting the activity to EGLE by filing a [Liquid Industrial By-products Annual Report](#). Collected DIY used oil has no reporting requirements.
- Keeping shipping documents and required reports on-site for at least three years.
- Accumulating used oil in containers or tanks that are in good condition and not leaking. If storing used oil in tanks, contact Michigan Department of Licensing and Regulatory Affairs, Fire Safety Bureau of Fire Services, Storage Tank Division [local inspectors](#) for details on tank regulations that they implement, which may apply.
- Keeping containers and tanks closed at all times except when oil is being added or removed.
- Protecting tanks and containers from weather, fire, physical damage, and vandals. Restricting access to the containers by using a fence or lockable fill caps to protect from unauthorized dumping is recommended. Leaving containers exposed to weather or vandals is a common violation.
- Labeling the containers, tanks, and fill pipes with "Used Oil." Improper labeling is a common violation.
- Stopping, containing, and cleaning up any spills.
- Reporting spills when required. If in doubt, report the spill by calling PEAS at 800-292-4706 (or, from out of state, call 517-373-7660) and 911. If the release got into navigable waters or adjoining shorelines, or occurred during transportation, also call the National Response Center at 800-424-8802. In some instances, a site may also be subject to other regulations that require reporting. Release reporting information is available online at Michigan.gov/ChemRelease.
- Providing [secondary containment](#) when required under state or federal water regulations.

- Meeting additional emergency planning and storage requirements under other federal and state regulations if all the oils and fuels on-site are in a single 660-gallon aboveground tank, or the aboveground aggregate amount is 1320 gallons or more. See the [Secondary Containment Guidance](#) to learn more
- Creating and maintaining a plan to respond to and minimize hazards to human health and the environment from unplanned releases of used oil to air, soil, and surface water.
- Documenting that all employees who manage the used oil are trained in the proper handling and emergency procedures appropriate for their job duties.
- If shipping the collected oil off-site, hire a [permitted and registered liquid industrial by-products transporter](#) to transport the oil. To find what sites have notified EGLE of used oil processing and marketing, search the [Waste Data System](#) (WDS):
 - Select the “Advanced Search” button in the top banner.
 - Click on the “Hazardous and Liquid Industrial Waste Site Activity Information” button to expand search selection options.
 - Select “Used Oil Processor.”
 - Scroll to the top of the screen and select the “Run Query” button.
- See the [Other Used Oil Generator Requirements](#) guidance for information on shipping document requirements.
- If burning the collected oil, meet the additional used oil burning requirements. See the [Used Oil Burning](#) guidance.

Considerations before accepting oil from the public or another business

Business owners and municipalities are encouraged to offer used oil collection services. Before establishing a DIY collection site or aggregation point for businesses, consider three main issues:

- Potential pollution from leaks and spills of used oil.
- Potential contamination of the used oil with other wastes.
- Fluctuating used oil market may create an economic liability.

Although these are legitimate concerns, they usually can be avoided. Proper storage and handling of the used oil will help minimize leaks and spills. Educating the public and staff about not mixing used oil with any other materials will reduce your chances of having contaminated oils. Most facilities provide the collection as a customer service, but some facilities charge a minimal fee to cover management costs.

The following tips may help ensure a successful used oil collection or aggregation program:

- Check with local authorities and insurance company for any of their requirements or restrictions.
- Upon receipt, visually inspect the used oil. Do not accept suspicious oil, such as oils with unusual or solvent odors, or having unusual colors, or showing separate liquid layers. Direct

DIY to [local household hazardous waste collection programs](#) for disposal of contaminated oils. Companies must determine if their oil is hazardous waste and manage under their applicable hazardous waste regulations and not bring hazardous waste oils to a collection program.

- Consider using a separate tank or drum for publicly dropped off oil to avoid potential contamination of the used oil generated at your business. Clearly label all oil storage containers “Used Oil.”
- Restrict access to the storage container by having employees transfer the oil into your container, fencing or building other barriers around container, and locking the fill cap when unattended.
- Have the person bringing in the oil sign a log with a statement verifying the material is only used oil and nothing else has been added to it, unless your recycler allows mixtures.
- Encourage participants to use reusable, resealable containers, such as the original oil containers or milk or cider jugs. Discourage them from using containers holding household chemicals. Recommend DIY regularly bring in used oil because the plastic may dissolve over time and a leak may occur. Discuss disposal options for the empty containers with your solid waste disposal company.
- Use wide mouth funnels that automatically close to minimize spillage when transferring the oil and help ensure having a closed container. Use drip pans under spigots if containers have them.
- Beyond notifying of your activities, promote your collection by adding details on your collection to the [Michigan Recycling Directory](#) for DIY collection centers and the [Michigan Recycled Materials Market Directory](#) for aggregating points collecting used oil from businesses.

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