



Instructions for Registration for Used Oil Handler and/or Used Oil Filter Handlers

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To obtain a Used Oil/Used Oil Filter Handler registration number, an applicant must comply with applicable federal, state and local regulations. Documentation demonstrating compliance must accompany the application, including financial assurance as applicable in [30 Texas Administrative Code \(TAC\) Chapter 324](#) and [40 CFR Part 279](#) for Used Oil Handlers and [30 TAC Chapter 328 Subchapter D](#) for Used Oil Filter Handlers.

Use this form for new (initial) notifications, subsequent notifications (updates), and renewals. For updates and renewals, complete only the items that have changed.

Facilities with the following activities should register via this form:

- Used oil handlers who are a
 - Transporter
 - Transfer facility
 - Re-refiner
 - Burner of off-spec used oil
 - Marketer who first claims used oil meets specs
 - Marketer who directs shipments to burners
 - Processor
- Used oil filter handlers who are a
 - Transporter
 - Storage Facility
 - Processor

Read the instructions for additional information to determine if this form should be used for your facility and registration type. Please note that incomplete forms will not be processed and may be returned to the sender for completion.

Items in bold must be filled out for all notifications. Items with asterisks are required for all new registrations. Print clearly or type.

Used Oil Handler Registration #:

- For new notifications, leave the Used Oil Handler Registration Number blank. Your site will be assigned a Used Oil Handler Registration Number when TCEQ processes the notification.
- For updates and renewals, enter the last five digits of the 6-character Used Oil Handler Registration Number assigned to your company. Since all Used Oil Handler Registration numbers begin with the letter A, the form has the letter A preprinted. If you are unsure of the Used Oil Handler Registration Number, check the TCEQ [Central Registry search](#), or you can find it on your notice of registration.
- The Used Oil Handler Registration Number is site specific. If the company moves to a new site location, the company should submit a new notification form to obtain a new Used Oil Handler Registration Number for the new site. Do not use numbers assigned to another site address.
- When this form is filled out via computer, the Used Oil Handler Registration Number will automatically populate on the other pages of the form.

Effective Date:

Indicate the date that new the information provided went into effect. The date cannot be a future date. When this form is filled out via computer, the effective date will automatically populate on the other pages of the form.

Submission Reason: (for Parts A-E)

When this form is filled out via computer, the submission reason will automatically populate on the other pages of the form.

New: Mark "New" if this is the first notification for this company/facility or individual at this site address. Items marked with * are required for all new notifications.

Update/Renewal:

- Mark "Update" if this site already has a Used Oil Handler Registration Number and updated information is being provided about the site.
- Mark "Renewal" if the site is a used oil filter handler and is submitting the notification to renew their used oil filter handler registration. Renewals are due by January 25th of each even year.
- For updates and renewals, indicate the Used Oil Handler Registration Number for the site on all pages submitted.
- **Submit Part F for each submission** in conjunction with the parts that pertain to the updates needed. For updates, submitting the entire form is not necessary. For instance, to update the contact information, submit Part C and Part F only.
- Updates can include changing contact, owner/operator, or other information included on this form.

Part A: Site Information

This is the regulated site requesting the registration. The site is located at the actual physical address where the regulated activity is occurring with the exception of transporters. Transporters should provide the location of their office and/or truck lot in the site information.

1. EPA ID

Indicate the 12-character Environmental Protection Agency Identification (EPA ID) number for the site, if applicable.

For new notifications, leave the EPA ID number blank unless the site has an existing EPA ID. If the site has used oil handler activities, TCEQ will assign the site an EPA ID as needed.

The EPA ID is site specific. If the company moves to a new site location, the company should submit a new notification form to obtain a new EPA ID for the new site. Do not use numbers assigned to another site address.

If the company is a transporter located in another state and shipping used oil in Texas, enter the EPA ID Number assigned in the site's home state. The address information in #4-8 should match the address tied to the EPA ID provided.

2. Regulated Entity Number

Enter the 9-digit Regulated Entity Number (RN) assigned by TCEQ if this site (or company, in the case of a transporter) already has one. Leave this item blank if the site does not have a RN.

3. Site name

Enter the name the site will be known as/by, such as a DBA. Be sure to use a fully descriptive name. (e.g. ABC Company Warehouse 4, not Warehouse 4.) If a site does not have an existing RN, the Registration and Reporting section will use the site name as the regulated entity name.

When this form is filled out via computer, the site name will automatically populate to the other pages of the form.

In accordance with the TCEQ Central Registry Naming Standards, a site name should not contain INC, CO, LP, etc. in the name unless it is an integral part of the site name. This standard also applies to all the following organizational endings:

- | | | |
|-----------------------------------|---|--|
| <input type="radio"/> Associated | <input type="radio"/> Incorporated | <input type="radio"/> Limited |
| <input type="radio"/> Associates | <input type="radio"/> INC | <input type="radio"/> LP |
| <input type="radio"/> Association | <input type="radio"/> LC | <input type="radio"/> PA |
| <input type="radio"/> ASSOC | <input type="radio"/> LLC | <input type="radio"/> Professional Limited Liability Company |
| <input type="radio"/> Company | <input type="radio"/> Limited Liability Company | <input type="radio"/> Professional |
| <input type="radio"/> Corporation | <input type="radio"/> Limited Company | <input type="radio"/> PLLC |
| <input type="radio"/> CO | <input type="radio"/> LTD | <input type="radio"/> PC |
| <input type="radio"/> CORP | <input type="radio"/> Limited Partnership | |

Notification paperwork received with any of the above organizational endings in the facility name field may be returned for correction unless a justification is provided. To eliminate any delay in processing your notification, ensure you follow these standards. For any questions regarding standards for organizational endings, contact the TCEQ Central Registry at 512-239-5175.

Site Address

4. Street Address

Enter the physical street address of the site. Do not provide a P.O. Box. If the site has no street address, complete #5 instead.

5. Site Description

This field should be blank unless #4 is not available. Enter specific directions for how to reach the site if the physical location of the site has no street address. Be sure to include at least two cross streets for reference. Sample Entry: "E on County Road 101 from US 83, turn left after 1.3 miles, go 0.3 miles".

6. City

Enter the city for the physical location of the site. If the site is not within city limits, enter the nearest city in this field.

7. State

Enter the state for the physical location of the site. This will usually be Texas unless the site is a registering as a transporter from another state.

8. Zip+4

Enter the zip code for the physical location of the site. If the site is not within a zip code, enter the nearest zip code in this field.

9. County

Enter the county in which the site is located. If the site extends over multiple counties, enter the county with the majority of the site.

10. Primary NAICS

All new notifications must provide a primary North American Industrial Classification System (NAICS) code. The code should indicate the classification for the ultimate business use of the site. Go to www.census.gov/eos/www/naics/ for a list of NAICS codes.

11. Site Land Type

Check the box that best describes the land type of your site. Select only one type: Private, County, District, Federal, Tribal, Municipal, State, or Other. If your site's Land Type could be described as Municipal and another Land Type, such as County, District, or Tribal, do not check Municipal. Instead, choose the other appropriate Land Type.

Financial Assurance

Transporters, transfer facilities, re-refiners, burners of off-spec used oil, and processors must comply with the demonstration of financial responsibility at the time of registration. The agency accepts trust funds, surety bonds, letters of credit or financial test and corporate guarantee. Failure to disclose to the Commission any of the required information may result in loss of state contracts, non-issuance of registration or non-renewal of registration.

Transporters should include a certificate of insurance (also known as an ACORD form) indicating that the company has at least \$500,000 in Single Limit Liability coverage. Additionally, the certificate of insurance should list TCEQ as the certificate holder.

Transfer facilities, re-refiners, burners of off-spec used oil, and processors should include proof of financial assurance as outlined in [30 TAC §324.22](#). Used oil filter storage facilities and processors should include proof of financial assurance as outlined in [30 TAC §328.24\(e\)](#).

Part B: Customer Information

The customer (owner/operator) is the individual or organization responsible for the site. The information included in this part should refer to the legal entity that is the owner and operator *of the used oil activities* registered on this form.

12. Customer Number

Enter the 9-digit Customer Number (CN) here if TCEQ has already assigned one to the organization/individual. If the organization/individual does not have a customer number, leave this item blank. A new CN is assigned only if the owner/operator has not yet been issued a CN. A Customer may be involved with many sites and/or licenses but should only have a single CN.

13. Owner/Operator Name

This name should be the complete legal name as filed with the Secretary of State's office or Comptroller of Public Accounts, unless the owner/operator is an individual or sole proprietor. Verify the correct legal name for the organization by searching the Secretary of State and/or Texas Comptroller Websites or by calling their help lines.

Secretary of State 512-463-5555 <http://direct.sos.state.tx.us/acct/acct-login.asp>

Texas Comptroller 1-800-252-1386 <https://ourcpa.cpa.state.tx.us/coa/Index.html>

The owner/operator listed may be an individual, trust, firm, joint stock company, federal agency, corporation (including a government corporation), partnership, association, state, municipality, commission, political subdivision of a state, or any interstate body responsible for the overall operation and ownership of a site. Note: This is the legal entity which controls the site rather than the plant or site manager. This is usually a company or business name, but may be an individual.

14. Type of Customer

Check ONE box that best indicates the Customer's relationship to the site. A Limited Liability Company is considered a Corporation. If none of the boxes fit your situation, check "Other" and write in the relationship.

- **Corporation:** The Customer meets all of the following:

- Is legally incorporated under the laws of any state or country
- Is recognized as a corporation by the Texas Secretary of State
- Has proper operating authority to operate in Texas

Examples of Corporations

- General Corporations
- Subchapter S Corporations
- Limited Liability Companies (LLC)
- Water Supply Corporations
- **Individual:** An individual is a person regulated by TCEQ but who has not established a business.
- **Sole Proprietorship – D.B.A.:** The Customer in this case is a business owned by only one person and not incorporated. This business may:
 - Be under the person’s name
 - Have its own name (“doing business as”, or DBA)
 - Have any number of employees
 - On the form, provide the first name, last name and dba name in this format. (e.g. Bryan Smith dba Cool Cleaners)
- **Limited Partnership (LP & LLP):** A Texas limited partnership is a partnership formed by two or more persons, having one or more general partners and one or more limited partners. The limited partnership operates in accordance with a partnership agreement, written or oral, of the partners as to the affairs of the limited partnership and the conduct of its business. While the partnership agreement is not filed for public record, the limited partnership must file a certificate of limited partnership with the Texas Secretary of State (SOS). The Secretary of State provides a form for the certificate of limited partnership which meets minimum state law requirements.
- **General Partnership:** A general partnership is created when two or more persons associate to carry on a business for profit. A partnership generally operates in accordance with a partnership agreement, but there is no requirement that the agreement be in writing and no state-filing requirement. General partnerships are required to file with the county in which they operate. Submit a tax ID if you have a sales tax permit.
- **Government – Federal, State, County or City:** The Customer is either an agency of one of these levels of government or the governmental body itself (e.g. Blanco County, City of Houston, Texas Department of Transportation)
- **Government – Other:** The Customer is a utility district, water district, tribal government, college district, council of governments or river authority. (e.g. Lower Colorado River Authority).
- **Other:** Does not fit any of the previous descriptions (e.g. joint venture, trust, or an estate). Enter a short description of the Customer type in the blank provided.

Tax Information

15. Federal Tax ID

All businesses, except some small sole proprietors and individuals should have a federal taxpayer identification number (FEIN). Do not enter a Social Security number in this field. Do not use prefixes, dashes or hyphens. For more information on Federal Tax IDs visit <http://www.irs.gov/businesses/small/article/0,,id=97872,00.html>.

16. TX State Tax ID

Leave this field blank if the Customer has not been issued a TX State Tax ID. If one has been issued, enter it here. Check the State Comptroller’s website at <https://ourcpa.cpa.state.tx.us/coa/Index.html> for a listing of the tax ID.

17. Texas SOS/CPA Filing Number

Leave this field blank if the Customer has not filed with SOS/CPA as a Corporation, Limited Partnership or non-profit organization. If the Customer has filed with SOS/CPA, enter the Filing/Charter Number. Search for the SOS Filing number at <http://www.sos.state.tx.us/corp/sosda/index.shtml> or call at 512-463-5555.

18. Number of Employees

Check one box to indicate the number of employees working for the company listed in #13, including subsidiaries. The number should include all locations, not just the location registering.

Part C: On-site owner/operator contact

Provide the contact information for the individual who represents your site for used oil management issues, often an environmental supervisor or plant manager. Numbers 19-27 are required for all new submissions.

19. First Name

Enter the first name of the individual serving as the owner/operator contact for the site.

20. Last Name

Enter the last name of the individual serving as the owner/operator contact for the site.

21. Title

Enter the title of the individual serving as the owner/operator contact for the site.

22. Company Name

Enter the name of the company where the individual serving as the owner/operator contact works. Usually this is the same as #13.

23. Street Address

Enter the street address where general correspondence regarding the registration (e.g biennial reporting and renewals), can be sent. Please ensure that the mailing address is deliverable per USPS at https://tools.usps.com/go/ZipLookupAction_input.

24. City

Enter the city that correlates to the street address provided in #22.

25. State

Enter the state that correlates to the street address provided in #22.

26. Zip+4

Enter the zip+4 code that correlates to the street address provided in #22. Please ensure that the zip+4 is correct per USPS at https://tools.usps.com/go/ZipLookupAction_input.

27. Telephone

Enter the telephone number to contact the individual serving as the owner/operator contact.

28. Fax

Enter the fax number to contact the individual serving as the owner/operator contact.

29. Email

Enter the email address to contact the individual serving as the owner/operator contact.

Part D: Used Oil/Used Oil Filter Activities

30. Used Oil Recycling Activity:

This question pertains to your used oil recycling activities. Check all the categories that apply.

- Transporter: The company/individual registering transports used oil.
- Transfer Facility: The site stores used oil for more than 24 hours and less than 35 days as part of the normal course of transporting.
- Re-refiner: The site re-refines used oil
- Burner of off-spec used oil: The site burns off-spec used oil for energy recovery.
- Marketer who first claims used oil meets specs: The site first claims that used oil to be burned for energy recovery meets the used oil specifications.
- Marketer who directs shipments to burners: The site directs shipments of off-specification used oil to a used oil burner.

- Processor- The site is involved in chemical or physical operations designed to (1) produce fuel oils, lubricants, or other products derived from used oil; and/or (2) make used oil more suitable for production of these products; and/or (3) the site stores used oil for more than 35 days. Processors must also describe the processing method in the field below the checkbox for processor.

31. Used Oil Filter Recycling Activity:

This question pertains to your used oil filter recycling activities. Check all the categories that apply.

- Transporter: The company/individual registering transports used oil filters.
- Storage Facility: The site stores used oil filters for less than 120 days as part of the normal course of transporting.
- Processor- The site prepares used oil filters generated by other persons for recycling, steel recovery, energy recovery, and/or proper disposal. Processors must also describe the processing method in the field below the checkbox for processor.

Part E: Facility Certification

Transfer facilities, re-refiners, burners of off-spec used oil, and processors must indicate the square footage of the areas where used oil and used oil filters are transported, stored or processed. Transfer facilities, re-refiners, burners of off-spec used oil, and processors must also submit a simple diagram (blue-line, CAD type, or hand drawn diagrams are acceptable) indicating all areas where used oil and used oil filters are transported, stored or processed that corresponds to the certified square footage for the facility indicated in Part E. The amount of financial assurance required is based on the square footage indicated in Part E.

Part F: Certification

A certification page with a signature must be included with all submissions. Your signature certifies the following:

- that the information provided in this form is complete and accurate to the best of your knowledge.
- that you understand that the registration listed on this form will be updated with the information provided herein.
- that you have signature authority to submit this form on behalf of the entity listed as the "Site Name".
- that you will abide by all state and federal regulations governing the collection, management, and recycling of used oil and used oil filters.

Provide information for the person signing form in #32-37.

32. Name

Enter the name of the individual who signed the forms.

33. Title

Enter the title of the individual who signed the forms.

34. Company

Enter the company name where the individual who signed the forms works.

35. Telephone

Enter the telephone number to contact the individual who signed the forms.

36. Fax

Enter the fax number to contact the individual who signed the forms.

37. Email

Enter the email address to contact the individual who signed the forms.

38. Signature

We do not accept documents that have digital or stamped signatures. Forms for new notifications require an original signature, not a duplicate. Forms for updates and renewals may be duplicates of original forms.

Mail completed form to:

Texas Commission on Environmental Quality
Registration and Reporting Section MC-129
PO Box 13087
Austin, TX 78711-3087

Use the following address for any submissions sent via overnight services:

Texas Commission on Environmental Quality
Registration and Reporting Section MC-129
12100 Park 35 Circle Bldg D
Austin, TX 78753

Updates and renewals only may be faxed to (512) 239-6410. New notifications submitted by fax will be returned to the sender.

For any questions about filling out this form not covered above, or for information about the Used Oil Recycling Program, contact us at (512) 239-6413 or wasteval@tceq.texas.gov.

Individuals are entitled to request and review their personal information the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the TCEQ Public Information Section at (512) 239-3282.