



# USED OIL - PROCESSORS & RE-REFINERS

Revision: 06/29/2016  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

This Inspection Form, used for the inspection of facilities that process or re-refine used oil, evaluates facility compliance with Wisconsin's Used Oil Rules in ch. NR 679 subch. F, Wis. Adm. Code. A used oil processor or re-refiner is a facility that processes used oil.

## Section 1: On-Site Management Standards

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| A. The used oil processor and re-refiner submitted a notification form and obtained an EPA ID number.  |  | 679.51       |
| B. Used oil is only stored in containers, above ground tanks, under ground tanks, or other units regulated under NR 664 or NR 665.   |  | 679.54(1)    |
| Note: The facility may be subject to the SPCC requirements in 40 CFR part 112. Used oil underground storage tanks are subject to applicable Comm 10 requirements.  |  |              |
| C. Fill pipes for underground tanks are clearly labeled "Used Oil".  |  | 679.54(6)(b) |
| D. All containers and above ground tanks used to store or process used oil are in good condition (no severe rusting, apparent structural defects or deterioration).  |  | 679.54(2)(a) |
| E. All containers and above ground tanks used to store or process used oil are not leaking.  |  | 679.54(2)(b) |
| F. All containers and above ground tanks used to store or process used oil are clearly labeled "Used Oil".   |  | 679.54(6)(a) |
| G. Container areas are equipped with a secondary containment system having EITHER of the following:<br>1. A floor covering the entire area within the dike, berm or retaining wall.<br>2. An equivalent secondary containment system.  |  | 679.54(3)(a) |
| H. The containment system for the containers is sufficiently impervious to used oil to prevent releases from migrating to soil, groundwater or surface water.  |  | 679.54(3)(b) |
| I. New above ground tank (installed after June 1, 1995) areas are equipped with a secondary containment system having EITHER of the following:<br>1. A floor covering the entire area within the dike, berm or retaining wall.<br>2. An equivalent secondary containment system.   |  | 679.54(5)(a) |
| J. The containment system for the new above ground storage tanks is sufficiently impervious to used oil to prevent releases from migrating to soil, groundwater or surface water.  |  | 679.54(5)(b) |
| K. Existing above ground tank (installed before June 1, 1995) areas are equipped with a secondary containment system having EITHER of the following:<br>1. A floor covering the entire area within the dike, berm or retaining wall, except where existing portions of the tank meet the ground.<br>2. An equivalent secondary containment system.   |  | 679.54(4)(a) |
| L. The containment system for the existing above ground storage tanks is sufficiently impervious to used oil to prevent releases from migrating to soil, groundwater or surface water.   |  | 679.54(4)(b) |
| M. Above ground tank systems that are no longer used to store or process used oil have met the following closure requirements:<br>1. Tank residues, contaminated containment system components, soils and other equipment have been removed and managed as hazardous or nonhazardous waste, as appropriate.<br>2. If contaminated soils could not be practicably removed or decontaminated, the facility is complying with the long term care requirements in NR 665.0310. |  | 679.54(8)(a) |



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| N. Areas no longer used to store used oil containers have met the following closure requirements:<br>1. Containers of used oil and used oil residues have been removed.<br>2. Container residues, contaminated containment system components, soils and other equipment have been removed and managed as hazardous or nonhazardous waste, as appropriate.  | 679.54(8)(b) |
| O. Residues generated by the storage, processing or re-refining of used oil are managed in ANY of the following ways:<br>1. Used beneficially (not considered used oil, solid waste or hazardous waste).<br>2. Burned for energy recovery (subject to NR 679 used oil requirements).<br>3. Disposed of as a solid or hazardous waste.  | 679.59       |
| P. If material contaminated with used oil is disposed of in a solid waste landfill, ALL of the following conditions have been met:<br>1. The materials are contaminated with minimal amounts of used oil.<br>2. The used oil has been properly drained or removed to the extent possible.<br>3. Free flowing oil is not visible.<br>4. The material is not a hazardous waste and cannot be recycled as used oil. | 679.81(2)(b) |
| Q. The facility prohibits the use of used oil as a dust suppressant.   | 679.82       |
| R. The facility uses a used oil transporter with an EPA identification number when shipping used oil off-site.   | 679.58       |

### Section 2: Rebuttable Presumption

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| A. The facility determines if the total halogen content of the used oil is above or below 1,000 ppm by testing the used oil or applying knowledge of the halogen content of the used oil in light of the materials or processed used.   | 679.53(1)    |
| B. The facility presumes all used oil containing $\geq$ 1,000 ppm halogens is a listed hazardous waste If YES, go to Section 3.   |              |
| C. The facility rebutted the hazardous waste presumption by demonstrating any of the following<br>1. Analysis of the used oil indicates significant concentrations of halogenated hazardous constituents are not present.<br>2. Metal working oils or fluids containing chlorinated paraffins are present.<br>3. The oil contains CFCs from refrigeration units.<br><br>Note: The hazardous waste presumption can be rebutted if the oil is mixed with only VSQG hazardous waste. | 679.53(3)    |
| D. If $\geq$ 1,000 ppm halogens are present due to metal working oils or fluids containing chlorinated paraffins, the used oil is managed as EITHER of the following:<br>1. Used oil if it is reclaimed through a tolling arrangement.<br>2. Listed hazardous waste if it is recycled in some other manner or disposed of.  | 679.53(3)(a) |
| E. If $\geq$ 1,000 ppm halogens are present due to chlorofluorocarbons, the used oil is managed as EITHER of the following:<br>1. Used oil since the CFC contaminated oil was removed from refrigeration units and is reclaimed.<br>2. Listed hazardous waste if the CFC contaminated oil is contaminated with used oil from sources other than refrigeration units.  | 679.53(3)(b) |



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### Section 3: Waste Analysis Plan

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| A. The facility developed a written waste analysis plan that describes BOTH of the following:<br>1. The procedures for rebutting the hazardous waste presumption.<br>2. If applicable, determining if used oil burned for energy recovery meets specifications.  | 679.55    |
| B. If knowledge is used to rebut the hazardous waste presumption, the waste analysis plan specifies the type of information used to determine the halogen content.   | 679.55(1) |
| C. If sample analysis is used to rebut the presumption, the waste analysis plan specifies ALL of the following:<br>1. The sampling methods stated in NR 661 Appendix I or other equivalent methods used to obtain representative samples.<br>2. Frequency of sampling performed.<br>3. If sampling is done on-site or off-site.<br>4. The methods used to analyze for listed halogenated constituents.   | 679.55(1) |
| D. If knowledge is used to determine that used oil burned for energy recovery meets the used oil specifications in NR 679.11, the waste analysis plan contains the type of information used to make the on-specification used oil fuel determination.  | 679.55(2) |
| E. If sample analysis is used to determine that used oil burned for energy recovery meets the used oil specifications, the waste analysis plan contains all of the following:<br>1. The sampling methods stated in NR 661 Appendix I or other equivalent methods used to obtain representative samples.<br>2. Whether used oil will be sampled and analyzed prior to or after any processing or re-refining<br>3. Frequency of sampling to be performed.<br>4. If sampling is done on-site or off-site.<br>5. The analytical methods used to determine if used oil specifications are met. | 679.55(2) |

### Section 4: Emergency Procedures

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| A. The facility is maintained and operated to minimize the possibility of a fire, explosion or release of used oil to the air, soil or surface water which could threaten human health or the environment.  | 679.52(1)(a) |
| B. If a release to the environment occurred, the processor or re-refiner performed ALL of the following:<br>1. Stop the release.<br>2. Contain the released used oil.<br>3. Clean up and properly manage the used oil and other materials.<br>4. Repair or replace any leaking used oil storage containers or tanks, as necessary, before returning them to service.  | 679.54(7)    |
| C. The facility is equipped with ALL of the following, unless the potential hazards do not warrant it.<br>1. Internal communication or alarm system providing immediate emergency instruction (voice or signal) to facility personnel.<br>2. Device to summon emergency assistance (e.g., telephone, 2-way radio).<br>3. Portable fire extinguishers, fire control equipment, spill control equipment and decontamination equipment.<br>4. Water at adequate volume and pressure to supply water spray systems. | 679.52(1)(b) |
| D. The above emergency equipment is tested and maintained to assure its proper operation in an emergency.   | 679.52(1)(c) |
| E. Immediate access to an internal alarm or emergency communication device is available when EITHER of the following occur:<br>1. Used oil is poured, mixed or otherwise handled.<br>2. Only one employee is present during facility operations.  | 679.52(1)(d) |



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| F. Aisle space is maintained to allow the unobstructed movement of personnel, fire protection, spill control and decontamination equipment to any area of facility operation in an emergency, unless aisle space is not needed for these purposes.  |  | 679.52(1)(e)<br><input style="width: 100%; height: 20px;" type="text"/>  |
| G. The owner or operator attempted to make ALL of the following arrangements, as appropriate, with local authorities:<br>1. Familiarize police, fire and emergency response teams with the site layout, properties of the used oil handled, places where personnel work, entrances and roads in the facility and possible evacuation routes.<br>2. Primary and support roles have been defined if multiple police and fire departments could respond in an emergency.<br>3. Agreements with emergency response contractors and equipment suppliers.<br>4. Familiarize local hospitals with the properties of the used oil handled and the types of injuries or illnesses that could result from an emergency. |  | 679.52(1)(f)1<br><input style="width: 100%; height: 20px;" type="text"/> |
| H. If state or local authorities declined to enter into any of the above arrangements, their refusal is documented in the operating record.   |  | 679.52(1)(f)2<br><input style="width: 100%; height: 20px;" type="text"/> |
| I. The facility has a written contingency plan, amended SPCC plan or other emergency plan to be implemented immediately in the event of a fire, explosion or release of used oil which could threaten human health or the environment.  |  | 679.52(2)(a)<br><input style="width: 100%; height: 20px;" type="text"/>  |
| J. Copies of the contingency plan and all revisions have been made available to the police, fire, hospital and emergency response teams.  |  | 679.52(2)(c)<br><input style="width: 100%; height: 20px;" type="text"/>  |
| K. The contingency plan needs to be amended due to any of the following:<br>1. Applicable rules have been revised.<br>2. Contingency plan failed in an emergency.<br>3. Change in site design, construction, O&M, or other circumstance increases the potential of a release or changes the response to the emergency.<br>4. Emergency coordinators changed.<br>5. Emergency equipment changed.   |  | 679.52(2)(d)<br><input style="width: 100%; height: 20px;" type="text"/>  |
| L. The plan identifies an emergency coordinator who meets ALL of the following:<br>1. Available or on call to coordinate emergency response measures.<br>2. Familiar with all aspects of site activities and the contingency plan.<br>3. Has authority to commit the resources needed to carry out the contingency plan.  |  | 679.52(2)(e)<br><input style="width: 100%; height: 20px;" type="text"/>  |
| M. The contingency plan includes ALL of the following.<br>1. Description of the arrangements agreed to by the police, fire, hospitals and emergency response teams to coordinate emergency services.<br>2. Name, address and phone number, office and home, for each emergency coordinator.<br>3. Designation of the primary emergency coordinator, with alternates listed in the order of assuming responsibility.<br>4. List of emergency equipment at the facility including location, description, and capabilities of each item.<br>5. Evacuation plan for personnel including signal(s) to be used in the event of evacuation.<br>6. Primary and alternate evacuation routes.                           |  | 679.52(2)(b)<br><input style="width: 100%; height: 20px;" type="text"/>  |



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| <p>N. The plan requires the emergency coordinator to do ALL of the following when there is an imminent or actual emergency situation:</p> <ol style="list-style-type: none"> <li>1. Activate internal alarms or communication systems.</li> <li>2. Notify appropriate authorities if their help is needed.</li> <li>3. Identify the character, source, amount, and extent of released materials.</li> <li>4. Assess hazards to human health and the environment.</li> <li>5. If the incident threatens human health or the environment outside the facility, notify local authorities that evacuation may be necessary and notify the government official designated as the on-scene coordinator for the geographical area or the National Response Center (800-424-8802).</li> <li>6. Take all reasonable measures necessary to ensure fires, explosions and discharges do not occur, reoccur, or spread.</li> <li>7. Monitor for leaks, pressure buildup, gas generation or ruptures in valves, pipes, or other equipment if the facility stops operation.</li> <li>8. Provide for recycling, storing, or disposing of recovered used oil, contaminated soil, surface water, or other material after the emergency.</li> <li>9. Ensure waste or used oil that may be incompatible with the released material is not recycled, treated, stored or disposed until cleanup is completed.</li> <li>10. Ensure that emergency equipment is clean and fit for use prior to resuming operations.</li> <li>11. Notify the department and appropriate state and local authorities before resuming operations.</li> <li>12. Submit an incident report to the department within 15 days.</li> </ol> |  | 679.52(2)(f) |
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### Section 5: Reports and Recordkeeping

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| <p>A. The facility keeps a record (log, invoice, bill of lading or manifest) of each used oil shipment accepted for processing or re-refining that includes ALL of the following:</p> <ol style="list-style-type: none"> <li>1. Name, address and EPA ID number of the transporter who delivered the shipment.</li> <li>2. Name and address of the generator, processor or re-refiner sending the used oil.</li> <li>3. EPA ID number for the generator, processor or re-refiner, if applicable.</li> <li>4. Quantity of used oil accepted.</li> <li>5. Date of acceptance.</li> </ol> |  | 679.56(1)    |
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| <p>B. The facility keeps a record of each used oil shipment delivered to a used oil burner, processor or re-refiner or disposal facility that includes ALL of the following information:</p> <ol style="list-style-type: none"> <li>1. Name, address and EPA ID number of the transporter.</li> <li>2. Name, address and EPA ID number of the used oil burner, processor, re-refiner or disposal facility.</li> <li>3. Quantity of used oil shipped.</li> <li>4. Date of shipment.</li> </ol>  |  | 679.56(2)    |
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| <p>C. Shipping records are maintained for at least 3 years.</p>  |  | 679.56(3)    |
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| <p>D. Records and results of used oil analyses performed according to the waste analysis plan are maintained in the facility's operating record.</p>   |  | 679.57(1)(b) |
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| <p>E. Summary reports and details of all incidents requiring implementation of the contingency plan are recorded in the facility's operating record.</p>   |  | 679.57(1)(b) |
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| <p>F. Operating records are maintained until closure of the facility.</p>  |  | 679.57(1)(b) |
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G. The used oil processor or re-refiner submits a biennial report to the department by March 1 of each even numbered year.

679.57(2)