

# Department of Environmental Protection (DEP)

## Used Oil Processing Facility Permit Application Instructions

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## **GENERAL INSTRUCTIONS TO APPLY FOR A USED OIL PROCESSING FACILITY PERMIT**

### **APPLICANTS ARE ENCOURAGED TO ARRANGE FOR A PRE-APPLICATION MEETING**

**WHO MUST FILE** (40 CFR, Part 279.50) All persons involved in the processing of used oil as defined in Chapter 40, Part 279 of the Code of Federal Regulations (CFR) and Rule Chapter 62-710 of the Florida Administrative Code (F.A.C.).

#### **WHERE TO FILE**

Send the original permit application package with all attachments, along with one copy of the application package and amendments to:

Used Oil Permit Coordinator  
MS4560 FDEP 2600 Blair  
Stone Road Tallahassee, FL  
32399-2400

Include a Certification (DEP Form 62-710.901(6), F.A.C.) with the original signature.

The Department will review and comment on the completeness of the application within 30 days of receipt of the application. If it is not complete, the Department will send the applicant a Notice of Deficiency (NOD) within the prescribed time and will ask the applicant to send additional information or correct apparent errors or omissions. The applicant must send the original plus one copy with the additional information within the time specified in the NOD. Again, include a Certification (DEP Form 62-710.901(6), F.A.C.) with each copy. Provide a header with the revision number, page number and date on each page of the additional information so that it can be inserted into the application at its proper place.

#### **RENEWALS**

The fee for a permit renewal is \$2,000. The owner or operator must apply for a renewal of the permit prior to 60 days before the expiration of a facility operating permit. If a facility has operated under the existing permit without any facility or regulatory changes, then the owner or operator must submit (1) a letter demonstrating how the facility will comply with any applicable new or revised laws and rules relating to its operation (NOTE: information submitted to the Department in support of the expiring permit, and which is still valid, does not need to be re-submitted but must be accurately referenced to the effective dates of the existing documents); (2) the Certification (DEP Form 62-710.901(6), F.A.C.); and (3) the permit renewal fee, payable to the Florida Department of Environmental Protection.

However, if there are any major modifications to the facility plan, its operation, or regulatory changes that substantially affect its operation, then the owner or operator must submit a new application for a permit.

#### **COMPLETION OF THE APPLICATION**

Type or print (in ink) the application. Answer all questions in all parts of the application which apply to the facility. Provide a header with revision number, date, and page number on each page of the application. Mark any questions that are not applicable "N/A." Type, print or sketch (in ink) all necessary attachments on 8 1/2" x 11" paper (except for any required maps or scale drawings). The application must be bound and clearly presented with correlated attachments in the exact format described in these instructions.

Incomplete applications will delay the permit process and could affect the continued operation of existing facilities.

## **SPECIFIC INSTRUCTIONS TO APPLY FOR A USED OIL PROCESSING FACILITY PERMIT**

**The fee for a Used Oil Processing Facility Permit is \$2,000. A check for this amount, payable to the Florida Department of Environmental Protection, should be included with this application.**

The Used Oil Processor Permit Application consists of two parts:

### **PART I - Application**

This part includes items regarding general information about the siting and ownership of the facility, and operating information (including process descriptions, operating plans, preparedness and prevention, contingency plans, unit management, closure and training). The standards applicable to this information are found in Chapter 40, Part 279 Subpart F of the Code of Federal Regulations (CFR) and in Rule 62 - 710.800, F.A.C.

### **PART II - Certification**

This part contains the facility operator's, facility owner's, land owner's and professional engineer's certification of the application and all attachments as required in Rule 62-710.800, F.A.C. Include a new certification with original signatures plus one copy with each new submittal.

### **Confidential Information**

Information submitted to the Department relating to proprietary information or processes, methods of manufacture or production, or confidential records may be claimed by the applicant to be of a confidential nature. Claims of confidentiality must be submitted as described in 403.11 and 403.73, Florida Statutes.

## **LINE BY LINE INSTRUCTIONS FOR COMPLETING PART I OF THE APPLICATION FOR A USED OIL PROCESSING FACILITY PERMIT**

### **PART I - Application and Used Oil Processing Facility Requirements**

#### **A. General Information**

1. Place an "X" in the appropriate box for the type of permit application.
2. Enter the revision number (the initial application revision number is 0).
3. Processors involved in other regulated activities must comply with applicable subparts of 40 CFR, Part 279. Mark an "X" in the boxes applicable to the facility's operation. (40 CFR, Part 279.50(b))
4. Enter the date operation began, or the proposed date of the start of an operation.
5. Enter the full legal name of the company. (40 CFR, Part 279.50(b)(2)(i))
6. Enter the facility's EPA identification number. If you do not have an identification number, attach a completed EPA Form 8700-12 "Notification of Regulated Waste Activity" to this application. (40 CFR, Part 279.51(a))
7. Enter the location or street address of the facility. If the facility lacks a street name or route number, give the most accurate alternative geographic information. (40 CFR, Part 279.51(b)(2)(vi))
8. Enter the complete mailing address of the facility. (40 CFR, Part 279.51(b)(2)(iii))
9. Enter the name, title, mailing address and telephone number of a contact person (an employee who is thoroughly familiar with the operation of the facility and whom the Department can contact regarding this application). (40 CFR, Part 279.51(b)(2)(iv))
10. Enter the full legal name, address and telephone of the operator if different from number 9.
11. If the facility owner and operator are not the same person, enter the name, address and telephone number of the owner. (40 CFR, Part 279.51(b)(2)(ii))
12. Enter an "X" in the appropriate block to indicate the facility's legal structure and provide other appropriate information relating to the legal structure of the facility.
13. Enter an "X" into the appropriate block and provide other appropriate information relating to facility ownership. (40 CFR, Part 279.51(b)(2)(ii))
14. Provide the name, registration number, and address of the professional engineer who will certify the appropriate parts of the application. (Rule 62-710.800(3), F.A.C.) If the engineer is associated with a firm, provide the name of the firm.  
These parts include:
  - a) Certification of secondary containment adequacy (capacity), structural integrity (structural strength), and underground process piping for storage tanks, process tanks, and container storage
  - b) Certification of leak detection
  - c) Certification of any substantial construction modifications
  - d) Certification of the closure plan
  - e) Certification of tank design for new or additional tanks
  - f) Recertification of any of the above items

Note: When completing this application, the applicant should be aware of any other federal, state and local permit requirements applicable to the facility. Some requirements of this application may be satisfied using other permit requirements as background or baseline information (e.g. stormwater management, contingency plans, employee safety and training).

#### **B. Site Information**

1. Enter the county and name of the community nearest to the facility. Provide the latitude, longitude, section, township and range to approximate geographic center of the facility. Take this information from the most recent USGS topographic map available. Also provide the Universal Transverse Mercator Grid number (UTM #). This is a 15 digit number in the following format: 00/000000/0000000. The first 2 digits are the zone number, the middle 6 digits are the easting and final 7 digits are the northing.

2. Enter the area (in acres) of the facility site. A facility site includes all contiguous land and structures, other appurtenances, and improvements on the land used for used oil processing operations.
3. Attach a standard USGS contour map extending 2,000 feet beyond the property boundaries of the facility site. The map should indicate:
  - a) The map scale and date
  - b) Any 100-year flood plain area (include a copy of the FIA or FEMA map)
  - c) The orientation of the map

**C. Operating Information**

**Note: Applicants are strongly encouraged to arrange a pre-application meeting with their local district office to address sensitive information and description details prior to preparing the permit application.**

1. Indicate the facility's hazardous waste generator status.
2. List the applicable EPA hazardous waste codes as identified in 40 CFR, Part 261.
3. Attach a brief narrative overview of the entire facility operation including a general description of the facility, the nature of the business, and the activities that it intends to conduct, and the anticipated number and types of employees. No proprietary information need be included.
4. A detailed description of the used oil process flow should be included. This description should discuss the overall scope of the operation including analysis, treatment, storage and other processing, beginning with the arrival of an incoming shipment to the departure of an outgoing shipment. Include items such as size and location of tanks, containers, etc. A detailed site map, drawn to scale, should be attached to this description. The map should indicate the legal boundaries of the facility showing:
  - a) Access control (fences and gates)
  - b) Buildings and other structures (equipment, recreational areas; access and internal roads; storm, sanitary and process sewerage systems; fire control facilities; etc.)
  - c) Tanks and containers
  - d) Loading and unloading areas
  - e) Drainage or flood control barriers
  - g) Runoff control system (or refer to the facility's stormwater permit)
5. Attach copies of the operating plan which must include the following information:
  - a) An analysis plan which must include at a minimum (40 CFR, Parts 279.53 and 279.55):
    - (i) Sampling plan, including methods and frequency of sampling and analyses;
    - (ii) Fingerprint analysis on incoming shipments, as appropriate; and
    - (iii) Representative analyses on outgoing shipments (one batch/lot can equal a shipment, provided the lots are discreet units), to include: metals and halogen content.
  - b) A description of the management of sludges, residues and byproducts. This should include the characterization analysis as well as the frequency of the removal of the sludge. (40 CFR, Parts 279.10(e) and 279.59)
  - c) An explanation or copies of the forms used for the purposes of tracking and recording shipments of used oil into and out of the facility. Note: These records must be retained for at least three years and must include (40 CFR, Part 279.56):
    - (i) For incoming shipments: the name, address and EPA ID number of the delivering transporter, the name, address and EPA ID number (if applicable) of the origin of the used oil, the quantity of used oil accepted, and the date of acceptance; and
    - (ii) For outgoing shipments: The name, address and EPA ID number of the transporter and end user of the outgoing shipment, the quantity of used oil shipped, and the date of shipment.
6. Attach a copy of the facility's preparedness and prevention plan. This requirement may be satisfied by modifying or expounding upon an existing SPCC plan. Describe how the facility is maintained

and operated to minimize the possibility of a fire, explosion, or any unplanned sudden or non-sudden releases of used oil to air, soil, surface water, or groundwater which could threaten human health or the environment. This description must show evidence of (40 CFR, Part 279.52(a)):

- a) An internal communications or alarm system capable of giving immediate emergency instruction to facility personnel
- b) A communication device capable of summoning assistance from local emergency response groups (fire, law enforcement, emergency response)
- c) Fire and spill control equipment: inventories and maps (including fire extinguishers appropriate in type, size and location; adequate spill control equipment; decontamination equipment)
- d) Water at adequate volume and pressure for all fire control equipment
- e) Testing and maintenance schedules for all emergency equipment
- f) Access to a communication or alarm device, either directly or by visual or auditory (voice) contact with another employee, wherever used oil is being handled
- g) Immediate access to a device capable of summoning external emergency assistance in the event only one employee is on the premises
- h) Proper aisle space for containers and equipment
- i) Arrangements with local authorities, to include:
  - (i) Familiarization of fire departments and emergency response teams with the layout of the facility, properties of used oil handled at the facility and all associated hazards, normal employee work areas, entrances and evacuation routes;
  - (ii) At facilities scheduled for possible multiple emergency response units, agreements designating both primary and supporting authorities;
  - (iii) Agreements with State emergency response teams, emergency responses contractors and emergency equipment suppliers;
  - (iv) Familiarization of local hospitals with the properties of the materials handled at the facility and the possible injuries/illnesses resulting from fires, explosions, or releases at this facility; and
  - (v) Documentation of any refusal of any of the described entities to enter into an agreement with the facility (to be noted in operating record).
- j) Corrective actions taken in response to spills/leaks. (Rules 62-761.700 and 62-762.700, F.A.C.)

7. Attach a copy of the contingency plan and emergency procedures. This requirement may be satisfied by modifying or expounding upon an existing SPCC plan required under 40 CFR 112, (279.52(b)(2)(ii)) or should contain (40 CFR, Part 279.52(b)):
  - a) Specific actions/procedures to follow in response to fire, explosion, or sudden releases.
  - b) A description of the emergency response arrangements required in the Preparedness and Prevention plan.
  - c) Names, addresses, phone numbers and qualifications of the primary emergency response coordinator (ERC) as well as designated subordinate ERCs.
  - d) Procedures used by the ERC to activate the emergency response plan (notify employees and appropriate authorities), assess the situation, and to commit resources to properly contain, manage and clean-up the situation.
  - e) Descriptive inventory and location (map) all emergency response equipment (fire extinguishing systems, spill control equipment, internal and external communications and alarm systems, and decontamination equipment) including location (map).
  - f) Identify containers and/or tanks available to hold any released material.
  - g) Describe how equipment will be replaced/cleaned for future use.
  - h) Facility personnel evacuation plan, describing signals and both primary and alternate routes.
  - i) Copies of this plan must be maintained at the facility and submitted to local emergency response authorities identified in the preparedness and prevention plan.
  - j) The plan must be amended when needed (i.e., regulations change, plan fails upon use, the facility process or contingency plan is modified).
  - k) Incidents must be reported to appropriate agencies.
8. Attach a description of the facility's unit management plans. Submit documentation demonstrating that all aboveground used oil process and storage tanks and containers as well as fill pipes for

underground storage tanks are properly labeled with the words “Used Oil.” In addition, the management plan description must include documentation which shows that all used oil storage and process tanks and containers meet the following requirements:

- a) For containers:
  - (i) Adequate aisle space;
  - (i) Adequate secondary containment, including design, capacity and specifications; and
  - (ii) Inspections and corrective actions.
- b) For tanks:
  - (i) All aboveground storage and process tanks must meet the requirements of Rules 62-762.500 (Performance Standards for New Storage Tank Systems), 62-762.510 (Performance Standards for Existing Shop-Fabricated storage Tank Systems), 62-762.520 (Performance Standards for Existing Field-Erected Storage Tank Systems), 62-762.600 (General Release Detection Standards), and 62-762.700 (Repairs to Storage Tank Systems). All underground storage and process tanks must meet the requirements of Rules 62-761.500 (Performance Standards for New Storage Tank Systems), 62-761.520 (Performance Standards for Other Existing Petroleum and Petroleum Product storage Systems Non-Vehicular Fuels), 62-761.600 (General Release Detection standards), 62-761.620 (Release Detection Standards for Other Regulated Substance Storage Tanks), 62-761.630 (Release Detection Standards for Integral Piping), and 62-761.700 (Repairs to Storage Tank Systems).
  - (ii) All storage and process tanks must have a closure plan that meets the requirements of Rules 62-761.800 (Underground Storage Tank Systems: Out of Service and Closure Requirements) and 62-762.800 (Aboveground Storage Tank Systems: Out of Service and Closure Requirements).
  - (iii) All storage and process tanks must have an inspection or monitoring plan that meets the requirements of Rules 62-761.600 (Underground Storage Tank Systems: General Release Detection Standards) and 62-762.600 (Aboveground Storage Tank Systems: General Release Detection Standards).
  - (iv) A plan for the removal of released material and accumulated precipitation from secondary containment

- 9. Attach a copy of the facility’s Closure plan (40 CFR, Part 279.54(h). At time of closure, the permit will be modified to address site specific closure standards. The attached plan may be generic in nature and should include, at a minimum:
  - a) A closure schedule;
  - b) A listing of tanks, piping and other equipment that will be cleaned/closed;
  - c) Procedures for decontamination of tanks, containers, pipes, equipment and other process areas;
  - d) A listing and justification of sampling methods (including number of samples), sampling parameters, and analytical methods. All sampling and analysis must be in accordance with SW-846 or equivalent methods;
  - e) A description of the characterization and disposal of rinsewaters and residues generated from clean-up and closure activities;
  - f) A description of the characterization and disposal of solid wastes generated from clean-up and closure activities;
  - g) A description of soil sampling near secondary containment. Also describe how the following will be addressed at time of closure, in accordance with 40 CFR, Part 279.54(h)(ii):
    - (i) A description of how, if soil is contaminated, the groundwater will be sampled; and
    - (ii) A description of how, if groundwater is contaminated, the facility will meet the closure requirements of 40 CFR, Part 265.310, Closure and Post-Closure Permit.
- 10. Attach a description of the facility’s employee training program. This description should document:
  - a. The methods and/or materials used to familiarize employees with all state and federal rules and regulations.
  - b. The method of documenting that employees have been trained to use emergency equipment.

- c. How the employee education program is updated to address changes in applicable regulations or facility operations.