



Florida Department of Environmental Protection

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2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

Jonathan P. Steverson
Secretary

June 6, 2016

Annual Public Used Oil Collection Centers (PUOCCs) Registration Information

Dear Public Used Oil Collection Centers Contact,

In order to fulfill the requirements pursuant to Rule 62-710.510 (6), F.A.C., PUOCCs must annually register their activities with the Department of Environmental Protection (Department) no later than July 1, 2016.

This year we implemented the PUOCC on-line registration process. You may use the online process to do the following: add a facility, edit a facility (if allowed), associate a facility with an existing corporation, close a facility, or reopen a closed facility. To edit a closed facility; you will first need to re-open the facility, then perform your edits (two separate steps). Please see the instructions below.

In the case of multiple locations, (ten or more) the Department especially requests that you use the on-line registration process and no longer submit Excel spreadsheets.

Adding or editing a corporation online is not possible at this time. To register a new corporation or edit the information for a corporation that has previously registered, please call or email the Used Oil Coordinator at the contact information below.

Instructions for PUOCC On-line Registration

PUOCC on-line registration is available via the Department's Business Portal. Following are the instructions to process your Public Used Oil Collection Centers registration on-line. You may click [Help](#) for additional information at any time during the process. If at any point you do not complete the on-line process, the portal saves the information you entered.

- Go to Department's home page (<http://www.dep.state.fl.us/>), click on **DEP Business Portal**.
- First time users: click **Register** in upper right. Enter information in the required fields. Then click **Register**. An email will be sent to the address entered on the registration page. The email will include a computer generated password. Click on the link in the email. Click on **Apply or Submit**, and then **Get Licensed or Annual Report, respectively**. Click on **Public Used Oil Collection Center Notification and Annual Report**. For user name enter your email address. Enter in your password. If you haven't logged in since you initially registered to use the portal, you will be prompted to change your password.

Registration Information

- Enter an application friendly name, which can only be used once. ***Save and Go to Next Step.*** Continue the online registration process.
- When ready to complete the registration process, enter the ***DEP Business Portal*** and click on ***Continue a Work in Progress.***

For additional instructions, please refer to the ***PUOCC Registration Webinar Presentation*** held on April 7, 2016. A copy is located on the Used Oil Recycling web page at http://www.dep.state.fl.us/waste/categories/used_oil/default.htm.

If you have any questions about completing the Public Used Oil Collection Center Notification and Annual Report form online, or any other questions concerning Public Used Oil Collection Centers (PUOCC), please call Janet Ashwood, Used Oil Coordinator, at (850) 245-8789 or email Janet.Ashwood@dep.state.fl.us.

Thank you for providing this service to the public.

Sincerely,



Janet Ashwood
Used Oil Coordinator
Hazardous Waste Program and Permitting