

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR TO APPLY FOR AND, IF APPROVED, ACCEPT A TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION GRANT FOR THE PURCHASE OF USED OIL COLLECTION EQUIPMENT FOR FISCAL YEAR 2013, IN THE AMOUNT OF TWENTY-THREE THOUSAND DOLLARS (\$23,000.00).

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Mayor apply for and, if approved, accept a Tennessee Department of Environment and Conservation Grant for the purchase of used oil collection equipment for Fiscal Year 2013, in the amount of \$23,000.00.

ADOPTED: \_\_\_\_\_, 2012

/mms

# City of Chattanooga



## Resolution/Ordinance Request Form

Date Prepared: 8/23/2012

Preparer: Jason Silvers

**Brief Description of Purpose for Resolution/Ordinance:** Res./Ord. # \_\_\_\_\_ Council District # \_\_\_\_\_

A resolution needs to be signed for the acceptance of State of Tennessee grant for the 'Purchase of Used Oil Collection Equipment for FY 2013 for \$23,000.00. In addition, per grant, a 'copy of an approved resolution authorizing person other than the authorized representative to sign documents on behalf of applicant.'

Name of Vendor/Contractor/Grant, etc.	<u>State of Tennessee</u>	New Contract/Project? (Yes or No)	<u>Yes</u>
Total project cost \$	<u>23,000</u>	Funds Budgeted? (YES or NO)	<u>No</u>
Total City of Chattanooga Portion \$	<u>0</u>	Provide Fund	_____
City Amount Funded \$	<u>0</u>	Provide Cost Center	_____
New City Funding Required \$	<u>0</u>	Proposed Funding Source if not budgeted	<u>Grant</u>
City's Match Percentage %	<u>0%</u>	Grant Period (if applicable)	<u>FY 2013</u>

### List all other funding sources and amount for each contributor.

<u>Amount(s)</u>	<u>Grantor(s)</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____

Agency Grant Number \_\_\_\_\_

CFDA Number if known \_\_\_\_\_

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

Approved by: \_\_\_\_\_

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

Please submit completed form to @budget, City Attorney and City Finance Officer

Revised: 1/26/09



# Used Oil Collection & Recycling Grant Program Requirements



Tennessee Department of Environment & Conservation  
Division of Solid Waste Management  
Used Oil Program  
August 2012

## Introduction

The [Used Oil Collection Act of 1993](#) (T.C.A. § 68-211-1001) was enacted by the General Assembly to "reduce the amount of improperly disposed used oil by do-it-yourselfers by providing incentives to increase the number of collection facilities for used oil." The Act establishes a used oil collection fund (\$.02 per quart fee levied at the wholesale level on sales of oil in packaged form) to be used in part to establish used oil collection centers. The Act establishes a toll free telephone number for use by do-it-yourselfers to obtain information on used oil collection centers and programs. The Act complements the [Solid Waste Management Act of 1991](#) (T.C.A. § 68-211-866 (b)) which requires all counties to provide at least one center to collect used oil and other automotive fluids by January 1, 1995 unless adequate centers are otherwise available for use by the citizens of the county. The Used Oil Collection Act of 1993 provides for collection center grants to counties, cities, and solid waste authorities to assist with establishing used oil collection centers for the collection of do-it-yourselfer oil.

The purpose of this guide is to provide used oil collection center information concerning best management practices that must be met for collection centers receiving grant funding through the Used Oil Program. **Collections centers approved for Used Oil Grant funding exceed the state regulatory requirements as defined in the *Standards for the Management of Used Oil* (Chapter 1200-01-11-11).** The *Used Oil Collection & Recycling Grant Program Requirements* are not, nor are they intended to be, a regulatory manual. Questions concerning regulatory matters should be directed to the Division of Solid Waste Management at 1-888-891-TDEC

Additional information concerning grants, grant guidelines, or technical matters regarding this program is available at [www.tdec.net/swm/swap.shtml](http://www.tdec.net/swm/swap.shtml).

**Tennessee Department of Environment & Conservation**  
Division of Solid Waste Management  
401 Church Street  
L & C Tower, 5th Floor  
Nashville, TN 37243  
615-532-0780



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Counties are required by the *Solid Waste Management Act of 1991* to provide at least one site to collect used automotive oil, waste tires, lead acid batteries, and other automotive fluids.



## Definitions

[Tennessee Code Annotated](#) § 68-211-1002 (4), (8), and (9), defines do-it-yourselfer (DIY), used oil, and used oil collection centers as follows:

**"Do-it-yourselfer"** means an individual who removes used oil from the engine of a light duty motor vehicle, small utility engine owned or operated by such individual, non-commercial motor vehicle or farm equipment."

**"Used oil"** means any oil which has been refined from crude or synthetic oil and, as a result of use, becomes unsuitable for its original purpose due to loss of original properties, or presence of impurities, but which may be suitable for further use and may be economically recyclable. Used oil does not include oil filters.

**"Used oil collection center"** means a facility, including fixed locations, tanks and containers, which accepts used oil from DIYs and which constitutes an approved centralized collection center for used oil".

[Standards for the Management of Used Oil](#), Chapter 1200-01-11-.11 further defines do-it-yourselfer used oil collection center as follows:

**"Do-it-yourselfer used oil collection center"** means any center or facility that accepts/aggregates and stores used oil collected only from household do-it-yourselfers.

## Site Design and Preparation

Considerations for a used oil collection center should include site selection and preparation. Soil conditions and proximity to surface or groundwater should be evaluated and determined to ensure minimal impacts to the environment in the event of a spill.

Site preparation for placement of the used oil collection tank shall include a concrete slab (pad) or other similar impermeable and oil resistant material. The pad should be large enough for the public to access the used oil collection tank with spill pan and additional containers for the collection of antifreeze and used oil filters.

The site shall be covered with a canopy large enough to protect the containers and pad from rainfall.



## Used Oil Collection Tank and Spill Pan

Collections centers approved for Used Oil Grant funding exceed the state regulatory requirements as defined in the *Standards for the Management of Used Oil* (Chapter 1200-01-11-.11). Used oil collection tanks with a spill pan on an impermeable pad shall be covered with a canopy or enclosed in a building to prevent rain run-off. Collection tanks shall receive routine daily maintenance to remove oil spilled on the outside of the tank and remove oil that has collected in the spill pan. A variety of absorbent materials may be purchased with used oil grant funds such as pads, booms, socks, and loose material to customize the spill kit. A spill kit should be stored in a water tight container located in close proximity to the used oil collection tank. Spent oil absorbent may be bagged and disposed in a Class I Landfill.

Used oil collection tanks purchased with grant funds must meet or exceed the following specifications:

1. Double wall containment, 110% containment capacity
2. Spill Pan
3. Lockable, rain-proof lids and access doors
4. Oil level monitoring gauge
5. Corrosion resistant exterior shell
6. Built-in deep-well sink with removable debris screen
7. Automatic shut-off mechanism to prevent overflow
8. All stainless steel or corrosion resistant exterior hardware
9. Universal, two inch quick disconnect fitting (preferably exterior access) for easy service by oil transporters with a vacuum hose tank truck
10. Movable (empty only) by hoist truck or forklift
11. Vented to prevent the build-up of harmful gases
12. Meets National Fire Protection Association (NFPA) 30 code specifications
13. Tank exterior must be prominently labeled as "USED OIL" ("Used Oil" labels are available upon request)
14. Manufacturer's operations manual supplied with each unit
15. Manufacturer's warranty of at least one year against defects or failure





## Operations



As a condition of accepting grant funds from the Used Oil Program, the collection center must accept uncontaminated used oil from any do-it-yourselfer. The used oil collection center shall establish a maximum amount of used oil that the center will accept from any person in any one (1) day. Such maximum shall be at least five gallons (5 gal.) but no more than ten gallons (10 gal.). To minimize the risk of an operator receiving contaminated oil, the collection center shall post a sign alerting the public to avoid contamination by not mixing used oil with any other materials, such as gasoline, paint thinner, antifreeze, etc.

All collection centers must be in compliance with applicable regulations, post hours of operation, and ensure that a responsible employee is present at all times during operating hours. The collection tank must be secured during non-operating hours to prevent improper oil disposal or vandalism. A fire extinguisher capable of fighting petroleum fires should be placed at a strategic location near the oil collection tank. "No Smoking" signs shall be posted in the area of the oil collection tank. The center shall have a communication device capable of alerting the local fire department in the event of a fire or other emergency agencies as needed. Absorbents shall be accessible for small spills and the used oil collection center area shall receive daily maintenance.

Although used oil collection centers may be established at public or private locations, local governments should consider establishing the used oil collection center at convenience center locations. This will eliminate unnecessary additional costs for center preparation and should provide for convenient access by residents. Local governments shall also establish their programs consistent with their Municipal Solid Waste Region Plan as required by the [Solid Waste Management Act of 1991](#) (T.C.A. § 68-211-814).

## Used Oil Filters



The Division of Solid Waste Management has identified four options that used oil generators may exercise in recycling or disposing of used oil filters. **Collection centers approved to receive used oil grant program funds to purchase a filter crusher shall recycle the used oil and metal from the filters (Option 1 only).**

### Option 1 – Recycle the oil and the metal from the filters

Used oil filters are exempted from regulation as a hazardous waste if both the metal and the used oil from the filters are recycled. To qualify for the scrap metal recycling exemption, free flowing oil must be removed from the filters through draining and crushing or disassembly of the filter prior to shipping to a metal recycler.



Under the used oil recycling exemption, the physical processing of the filters (draining, crushing, and/or transporting) is not subject to regulation under the hazardous waste regulations, and may be conducted by the generator or by another party at a different location.

If a filter is disassembled, the remaining material is being granted a statewide special waste approval if the filter element is mechanically compressed to remove all free flowing oil and the oil is collected for recycling. The generator then certifies that the filter element and gaskets are non-hazardous and all free flowing oil has been removed. This certification is being accepted without [Toxicity Characteristic Leaching Procedure](#) (TCLP) testing based on published studies that have indicated filters processed in this manner consistently pass the TCLP test.

### **Option 2 – Drain and crush the filters, recycle the oil and dispose of the filters as special waste in any Class 1 Landfill**

A statewide special waste approval is being granted for all used oil filters which are certified as non-hazardous and which have been properly drained and crushed, eliminating all free flowing oil. This certification is being accepted without TCLP testing based on published studies that have found filters processed in this manner consistently pass the TCLP test. The crushing removes approximately 88% of the oil from the filter, with only about one ounce of oil remaining in the fiber filter element. This eliminates the leakage of oil from the fiber after it has been placed in a landfill. If a filter is properly drained and crushed, then it may be disposed of in any Class I landfill (with or without a synthetic liner) that is permitted in Tennessee. The oil removed during draining and crushing must be collected and properly recycled. Under the used oil recycling exemption, the physical processing of the filters (draining crushing and/or transporting) is not subject to regulation under the hazardous waste regulations and may be conducted by the generator or by another party at a different location.

### **Option 3 – Puncture and hot drain or cold drain & dispose of the filters as special waste in a Subtitle D Landfill (synthetic liner)**

A statewide special waste approval is being granted for all used oil filters which are certified as non-hazardous and which have been punctured and hot drained for a minimum of twelve (12) hours, or cold drained for twenty-four (24) hours. This certification is being accepted without TCLP testing based on published studies which have found that filters processed in this manner consistently pass the TCLP test. Hot draining is defined as when the filter and oil is removed/drained at engine operating temperature. Cold draining is defined as when the draining begins at a temperature when the oil and filter is at less than engine temperature. At least one hole must be punctured in the dome end of the filter and the dome end pointed downward while being drained. Filters should be double bagged in 3 mm plastic bags (garbage) and tied at the loose end prior to disposal. The oil removed during draining must be collected and properly recycled. Under the used oil recycling exemption, the physical processing of the filters (puncturing, draining and/or transporting) is not subject to regulation under the hazardous waste regulations. This option does require that the filters be crushed as long as they are properly drained and disposed of in a permitted Class I Landfill with a full Subtitle D Synthetic Liner and Leachate Collection System. Terne plated filters are not exempt under this approval and continue to be treated as hazardous waste.

### **Option 4 – Dispose of the filters as a hazardous waste**

If a generator chooses not to recycle, crush, or puncture and hot or cold drain then the filters are handled as a hazardous waste. Special waste approval will not be granted for filters that are not punctured and drained or drained and crushed. Any oil, which drains from the filters, must be disposed of as a hazardous waste if it is not recycled.



## Used Oil Transporters

Used oil collection centers shall transfer used oil to certified transporters in possession of a valid United States Environment Protection Agency (EPA) identification number issued by the Tennessee Division of Solid Waste Management. Tennessee registration is required even if the transporter has been issued an EPA identification number from another state. A listing of certified Tennessee Used Oil Transporters may be found at [www.state.tn.us/environment/swm/](http://www.state.tn.us/environment/swm/) or by contacting the Used Oil Hotline at 1-800-287-9013.

According to Rule 1200-01-11-.11 (5) any transporter of used oil who transports: a) quantities of used oil in excess of 55 gallons of used oil at any given time, or b) who transports more than 1,000 gallons of used oil in a calendar year, must meet certification requirements in order to transport used oil in the state of Tennessee.

## Center Registration and Reporting

Collection centers shall register with the Division of Solid Waste Management by completing the Used Oil Installation Registration and Notification, Form HN-O, included in the grant application or found at [www.state.tn.us/environment/permits/usedoil.shtml](http://www.state.tn.us/environment/permits/usedoil.shtml).

All used oil grant recipients are required to maintain records of the quantity of used oil collected, the quantity of used oil burned as fuel, and the quantity of used oil filters recycled. This information shall be reported to the State in the Municipal Solid Waste Region's Annual Progress Report. Records shall be maintained to include the identity of the transporter and the name and location of the facility to which the oil was transported.

The Environmental Protection Agency has primacy for Spill Prevention Control and Countermeasures (SPCC) as specified in the Oil Pollution Prevention regulations (40 CFR Part 112). This part establishes procedures, methods and equipment, and other requirements for equipment to prevent the discharge of oil from non-transportation related onshore and offshore facilities into or upon the navigable waters of the United States or adjoining shorelines. These regulations are applicable to owners or operators of onshore and offshore facilities engaged in producing, storing, transferring, distributing, and/or consuming oil and oil products. Used Oil collection/aggregation centers having a capacity of more than 1,320 gallons require an SPCC Plan. More information can be found at [www.epa.gov/oilspill/](http://www.epa.gov/oilspill/).



*Used oil collection/aggregation centers having a capacity of more than 1,320 gallons require an SPCC Plan.*



## Used Oil Collection Database

The Division of Solid Waste Management has established a database of used oil collection centers and toll free hotline to disseminate information about do-it-yourselfer used oil collection in Tennessee. All grant recipients are required to be included in the database and accept used oil from local do-it-yourselfers. The name and location of the used oil collection center will be included in the database and provided to citizens who call seeking a used oil collection center in their area.

Used Oil Hotline, **1-800-287-9013**

Additional information available to callers includes used oil collection centers that also accept antifreeze and used oil filters.

A used oil collection center may be removed from the database after;

- a) Valid complaints from the public against the center owner/operator have been received and investigated or
- b) Being advised by Division of Solid Waste Management personnel or other regulatory agencies of a significant regulatory violation at the facility.

If the Division receives a complaint against a center, personnel will contact the owner/operator to discuss and attempt to resolve the complaint. If there is no resolution the center will be removed from the database. Correction of the violation does not ensure reinstatement to the database. If the collection center is removed and had been established using used oil grant funds, the grantee may be required to repay those funds pursuant to the terms and conditions of the grant agreement.

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## Used Oil Program Contacts

Rhonda L. Paxton, Used Oil Coordinator  
615-532-0807  
[Rhonda.L.Paxton@tn.gov](mailto:Rhonda.L.Paxton@tn.gov)

Brenda Collins, Used Oil Clerk  
1-800-287-9013  
[Brenda.Collins@tn.gov](mailto:Brenda.Collins@tn.gov)

Loretta Harrington, Grant Program Manager  
615-532-0086  
[Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov)

# Sample Specifications and Vendors for Used Oil Collection Tanks

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The following is sample specifications for used oil collection tanks and a list of potential vendors that sell the equipment needed to establish a used oil collection center. This list does not represent all vendors who may sell such equipment and it is not an endorsement of any vendor listed. This information is provided as a convenience to grant applicants. Other vendors will be considered.

## Sample Collection Tank and Spill Pan Specifications:

- Double wall containment, 110% containment capacity
- Spill Pan
- Lockable, rain-proof lids and access doors
- Oil level monitoring gauge
- Corrosion resistant exterior shell
- Built-in deep-well sink with removable debris screen
- Automatic shut-off mechanism to prevent overflow
- All stainless steel or corrosion resistant exterior hardware
- Universal, two inch quick disconnect fitting (preferably exterior access) for easy service by oil transporters with a vacuum hose tank truck
- Movable (empty only) by hoist truck or forklift
- Vented to prevent the build-up of harmful gases
- Meets National Fire Protection Association (NFPA) 30 code specifications
- Manufacturer's operations manual supplied with each unit
- Manufacturer's warranty of at least one year against defects or failure

Chem-Tainer Industries, Inc.  
361 Neptune Avenue  
West Babylon, NY 11704  
1-800-275-2436  
[www.chemtainer.com](http://www.chemtainer.com)

Fibrex Group, Inc.  
4165 Pruden Boulevard, Bldg. 2  
Suffolk, VA 23434  
1-800-346-4458  
[www.fibrexgroup.com](http://www.fibrexgroup.com)

Clearview  
P. O. Box 1765  
Goodlettsville, TN 37070  
615-566-7126  
[barn9099@bellsouth.net](mailto:barn9099@bellsouth.net)

J. Bisio Enterprises, Inc./Clean Burn  
P.O. Box 206  
Cane Ridge, TN 37011  
1-800-521-5825  
Fax: 615-941-4904  
[www.cleanburntnky.com](http://www.cleanburntnky.com)

Containment Solutions  
5150 Jefferson Chemical Road  
Conroe, TX 77301  
1-800-537-4730  
[www.containmentsolutions.com](http://www.containmentsolutions.com)

R. Conrad Reese Sales & Service  
P. O. Box 1252  
Knoxville, TN 37901  
1-800-467-8006  
865-522-8006

Energy Logic  
5901 Crossings Boulevard  
Antioch, TN 37013  
615-471-5200  
1-800-335-3092  
[www.energylogic.com](http://www.energylogic.com)

Safe-T-Tank Corp.  
25 Powers Drive  
Meriden, CT 06451  
1-800-536-8910  
[www.safe-t-tank.com](http://www.safe-t-tank.com)

# Sample Specifications and Vendors for Used Oil Heaters

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The following is sample specifications for used oil heaters and a list of potential vendors that sell the equipment needed to burn used oil from a collection center. This list does not represent all vendors who may sell such equipment and it is not an endorsement of any vendor listed. This information is provided as a convenience to grant applicants. Other vendors will be considered.

## Sample Used Oil Heater Specifications:

- Acceptable fuels to include used crankcase oils, ATF, hydraulic fluid, No. 2 fuel oil, and up to 90W gear oil
- Must be UL listed
- Minimum \_\_\_\_\_ BTU / \_\_\_\_\_ kW per hour (e.g. 140,000 BTU / 41.6 kW per hour)
- Single wall workbench fuel tank (optional)
- Shipping and Installation

Aerotech Herman Nelson, Incorporated  
100 Eagle Drive  
Winnipeg, Manitoba, Canada R2R1V5  
1-800-486-4328  
204-633-1999  
[www.hermannelson.com](http://www.hermannelson.com)

J. Bisio Enterprises, Inc./Clean Burn  
P.O. Box 206  
Cane Ridge, TN 37011  
1-800-521-5825  
Fax: 615-941-4904  
[www.cleanburntnky.com](http://www.cleanburntnky.com)

Arrow Equipment Incorporated  
151 Union Street  
Littleton, NH 03561  
603-444-3313  
[www.arrowequipment.com](http://www.arrowequipment.com)

Lanair Products, LLC  
4109 Capitol Circle Drive  
Janesville, WI 53546  
1-800-753-1601  
[www.lanair.com](http://www.lanair.com)

Clearview  
P.O. Box 1765  
Goodlettsville, TN 37070  
615-566-7126  
[barn9099@bellsouth.net](mailto:barn9099@bellsouth.net)

Power Cleaning Equipment Incorporated  
5020 Highway 157  
Florence, AL 35633  
1-800-423-8605  
256 766-2202  
[www.power-cleaning.net](http://www.power-cleaning.net)

Econo Heat Incorporated  
5714 East 1<sup>st</sup> Avenue  
Spokane Valley, WA 99212  
1-800-255-1363  
[www.econoheat.com](http://www.econoheat.com)

R B M Company, Incorporated  
2700 Texas Avenue  
Knoxville, TN 37921  
1-800-521-5656  
865-524-8621  
[www.rbmcompany.com](http://www.rbmcompany.com)

Energy Logic  
5901 Crossings Boulevard  
Antioch, TN 37013  
615-471-5200  
1-800-355-3092  
[www.energylogic.com](http://www.energylogic.com)

R. Conrad Reese Sales & Service  
P.O. Box 1252  
Knoxville, TN 37921  
1-800-467-8006  
865-522-8006

Furnace Design Technology, LLC  
16903 Springmill Road  
Westfield, IN 46074  
317-896-5506  
[www.furnacedesigntechnology.com](http://www.furnacedesigntechnology.com)

Reznor-Oil-Fired Heating  
8155 T & B Boulevard  
Memphis, TN 38125  
855-584-3172  
1-800-695-1901 (press 2)  
[www.reznorheaters.com](http://www.reznorheaters.com)

INOV8 International Incorporated  
67 Kraft Street  
La Crosse, WI 54603  
1-877-684-6688  
608-785-2879  
[www.inov8-intl.com](http://www.inov8-intl.com)

Waste Oil Furnace Distributing, LLC  
57073 227<sup>th</sup> Street  
Austin, MN 55912  
1-800-727-9276  
[www.wasteoilfurnace.com](http://www.wasteoilfurnace.com)

## Sample Specifications and Vendors for Used Oil Filter Crushers

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The following is sample specifications for used oil filter crushers and a list of potential vendors that sell the equipment needed to recycle used oil filters. This list does not represent all vendors who may sell such equipment and it is not an endorsement of any vendor listed. This information is provided as a convenience to grant applicants. Other vendors will be considered.

### Light Duty Filter Crusher Sample Specifications:

- Cycle Time \_\_\_\_\_ seconds
- Cavity Size up to 10" height

### Heavy Duty Filter Crusher Sample Specifications:

- Cycle Time \_\_\_\_\_ seconds
- Cavity Size 16" height or greater

Advanced Fluid Power, Inc.  
I-10 Industrial Parkway  
Theodore, AL 36582  
1-800-329-6888  
[www.wholesalehydraulics.com](http://www.wholesalehydraulics.com)

J. Bisio Enterprises, Inc./Clean Burn  
P.O. Box 206  
Cane Ridge, TN 37011  
1-800-521-5825  
Fax: 615-941-4904  
[www.cleanburntnky.com](http://www.cleanburntnky.com)

Clearview  
P. O. Box 1765  
Goodlettsville, TN 37070  
(615) 566-7126  
[barn9099@bellsouth.net](mailto:barn9099@bellsouth.net)

Jobbers Equipment Warehouse  
5440 North West 78<sup>th</sup> Avenue  
Miami, FL 33166  
1-800-274-8730  
[www.jobbersmiami.com](http://www.jobbersmiami.com)

Gray Manufacturing Company, Inc.  
3501 South Leonard Road  
St. Joseph, MO 64503  
1-800-821-7320  
[www.grayUSA.com](http://www.grayUSA.com)

Johnson & White Equipment  
1104 Fourth Avenue, South  
Nashville, TN 37210  
(615) 256-0443

Husky Corporation  
2325 Husky Way  
Pacific, MO 63069  
1-800-325-3558  
[www.husky.com](http://www.husky.com)

Lubrication Equipment Service  
2501 Mitchell Street  
Knoxville, TN 37917  
865-525-8401  
[www.lubeequip.com](http://www.lubeequip.com)

Interstate Marketing Corporation  
104 Spence Lane  
Nashville, TN 37210  
(615) 889-3330  
1-800-868-3033  
[www.imcequipment.com](http://www.imcequipment.com)

Rod Chomper, Inc.  
4249 Blue Star Highway  
Holland, MI 49423  
1-866-392-9677  
[www.rodchomper.com](http://www.rodchomper.com)

## Sample Specifications and Vendors for Absorbents

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The following is sample specifications for used oil absorbents and a list of potential vendors that sell the material. This list does not represent all vendors who may sell such material and it is not an endorsement of any vendor listed. This information is provided as a convenience to grant applicants. Other vendors will be considered.

### Absorbent Sample Specifications:

- (number of units) pads
- (number of units) (diameter and length) socks/booms
- (number of units) bags/pounds of loose absorbent

A W Direct  
401 South Wright Road  
P.O. Box 5185  
Janesville, WI 53547  
1-800-243-3194  
[www.awdirect.com](http://www.awdirect.com)

Northern Safety and Industrial  
P. O. Box 4250  
Utica, NY 13504-4250  
1-800-571-4646  
1-800-631-1246  
[www.northernsafety.com](http://www.northernsafety.com)

Gempler's Incorporated  
P. O. Box 44993  
Madison, WI 53744  
1-800-382-8473  
[www.gemplers.com](http://www.gemplers.com)

R B M Company, Incorporated  
2700 Texas Avenue  
Knoxville, TN 37921  
1-800-521-5656  
1-865-524-8621  
[www.rbmcompany.com](http://www.rbmcompany.com)

J. Bisio Enterprises, Inc./Clean Burn  
P.O. Box 206  
Cane Ridge, TN 37011  
1-800-521-5825  
Fax: 615-941-4904  
[www.cleanburntnky.com](http://www.cleanburntnky.com)

RyZun Corporation  
8687 Highway 22 South  
Lexington, TN 38351  
1-800-707-6808  
[www.ryzuncorporation.com](http://www.ryzuncorporation.com)

Lab Safety Supply-Grainger Company  
1021 Charlotte Avenue  
Nashville, TN 37203-3405  
1-800-323-0620  
[www.grainger.com](http://www.grainger.com)

Uline Shipping Supply Specialists  
12575 Uline Drive  
Pleasant Prairie, WI 53158  
1-800-958-5463  
[www.uline.com](http://www.uline.com)

New Pig Customer Service  
One Pork Avenue  
P. O. Box 304  
Tipton, PA 16684-0304  
1-800-468-4647  
[www.newpig.com](http://www.newpig.com)



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
Division of Solid Waste Management  
401 Church Street, 5th Floor  
Nashville, TN 37243

**MEMORANDUM**

DATE: August 16, 2012

TO: Cities, Counties, and Solid Waste Authorities

FROM: Rhonda L. Paxton, Used Oil Coordinator  
Loretta Harrington, Grant Program Manager

SUBJECT: Grants for the Purchase of Used Oil Collection Equipment for Fiscal Year 2013

The Division of Solid Waste Management is soliciting applications for used oil collection equipment grants. This competitive grant offering is to assist local governments to improve and expand used oil infrastructure for the collection of used oil from Do-It-Yourselfers.

As stated in the *Used Oil Collection & Recycling Grant Program Requirements*, collection centers approved for grant funding will exceed state regulatory standards for this type facility. When requesting collection center upgrades, application review shall consider existing equipment at a collection center and funding approval will be given to additional equipment needed to bring the center to the minimum requirement outlined in the *Used Oil Collection & Recycling Grant Program Requirements*. This review will also apply to requests for new center establishment. Grantees are expected to purchase and install the requested and approved equipment to assure all centers meet these requirements.

Do not purchase any equipment or materials or enter into any purchase obligations until you receive the executed (approved) grant with the Commissioner's signature from this office.

Applications signed by anyone other than the authorized agent of the applicant must include a resolution from the appropriate governing body giving the signee this signature authority.

All applications must be received on or before the deadline of Monday, October 1, 2012 at 4:30 p.m. CDT. Applications received after this time will be returned without action.

If you have any questions concerning the application, please contact Rhonda L. Paxton at (615) 532-0807 or by email at [Rhonda.L.Paxton@tn.gov](mailto:Rhonda.L.Paxton@tn.gov) or Loretta Harrington at (615) 532-0086 or by email at [Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov).

RLP

**THE USED OIL COLLECTION ACT OF 1993  
T.C.A. 68-211-1005**

**Used Oil Grant Application Guidelines**

Statutory Authority

The purpose of this program is to reduce the amount of improperly disposed used oil by providing incentives to increase the number of collection facilities for used oil generated by do-it-yourselfers.

T.C.A. §68-211-1005 states that “The used oil collection fund may be used as follows”:

“(2) The department may award grants, subsidies and/or loans to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations; and provide technical assistance to persons who organize such programs.

(3) The department may award grants or subsidies to local governments to purchase equipment that burns oil as fuel. In awarding such grants or subsidies, priority shall be given to local governments who establish used oil collection centers.

(4) The department shall provide technical assistance to and reimburse public or private operators of used oil collection centers to dilute, decontaminate or dispose of used oil which has been contaminated by any substance which would require such contaminated oil to be disposed of as a hazardous waste in accordance with the provisions of chapter 212 of this title if such dilution, decontamination or disposal is approved by the department prior to such dilution, decontamination or disposal. However, such reimbursement shall only be awarded to operators who have complied with management standards and rules and regulations of the department and shall be limited to no more than eight thousand dollars (\$8,000) per year per used oil collection center. No reimbursement shall be made to any operator who is disqualified pursuant to rules or regulations of the department” and,

“(7) The department may award grants to develop and implement programs to provide direct incentives to for-profit and not-for-profit entities to establish and operate used oil collection centers.”

Eligibility

Cities, counties, solid waste authorities, and counties having a metropolitan form of government (local governments), are eligible for funding consideration. Grants will only be awarded to used oil collection centers needing to upgrade or replace existing equipment or establish a new collection center.

As stated in the *Used Oil Collection & Recycling Grant Program Requirements*, collection centers approved for grant funding will exceed state regulatory standards for this type facility. When requesting collection center upgrades, application review shall consider existing equipment at a collection center and funding approval will be given to additional equipment needed to bring the center to the minimum requirement outlined in the *Used Oil Collection & Recycling Grant Program Requirements*. This review will also apply to requests for new center establishment. Grantees are expected to purchase and install the requested and approved equipment to assure all centers meet these requirements.

Grant offers will be issued for the maximum amount allowable for the equipment requested as shown in the *Used Oil Grant Equipment Request Worksheet*. The State must review and approve bids for **all** approved equipment prior to the Grantee authorizing purchase and installation of equipment or commencing any activity for this grant. Reimbursement will be based on either the actual price or the grant maximum, whichever is less.

## Applications

This competitive grant offering is to assist local governments to improve and expand used oil collection infrastructure for Do-It-Yourselfers. The total maximum grant for any applicant may not exceed \$32,600.

Applications must be signed by an authorized representative (county mayor, city mayor). Other representatives may sign, but a copy of the authorizing resolution must be included.

A complete application consists of:

- Grant Application
- Used Oil Grant Budget Worksheet
- Used Oil Grant Equipment Request Worksheet(s) (complete one for each site for which funding is being requested)
- Certification (a letter from applicant) stating that the applicant has read and understands the *Used Oil Collection & Recycling Grant Program Requirements*
- [Used Oil Installation Registration and Notification](#), Form HN-O (complete one for each site for which funding is being requested)
- Proof of ownership of land for the proposed used oil collection site (example: deed and/or survey plat).
- Copy of an approved resolution authorizing person other than the authorized representative to sign documents on behalf of applicant.
- Photos or layout drawing (not to scale) of site where used oil collection equipment would be located.
- Map of county with locations of proposed and existing used oil collection centers.

## Submission Date

One complete application with an original signature shall be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management, 401 Church Street, 5<sup>th</sup> Floor, Nashville, TN 37243 on or before Monday, October 1, 2012 by 4:30 p.m. CDT to be considered. Faxed or e-mailed copies of the applications will not be accepted. Applications received after 4:30 p.m. CDT of the closing date will be returned without review.

## Awards

The Department of Environment and Conservation will announce Used Oil Grant awards and commit funds to meet the obligation approximately sixty (60) days after completion of the application review process.



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
Division of Solid Waste Management  
401 Church Street, 5th Floor  
Nashville, TN 37243

**GRANT APPLICATION**

RECYCLING EQUIPMENT     USED OIL     WASTE REDUCTION     OTHER \_\_\_\_\_

**Return Application to Above Address**

APPLICANT INFORMATION:

Name of Agency/Organization:

\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and telephone number of person responsible for all grant activities (i.e. bidding, purchasing):

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
FEIN#: \_\_\_\_\_

Type of Organization:

- [ ] County  
[ ] Municipality  
[ ] Solid Waste Authority  
[ ] Planning Region  
[ ] For-Profit Organization  
[ ] Corporation  
    [ ] Proprietorship  
    [ ] Partnership  
[ ] Not-for-Profit Organization  
[ ] Other (please specify) \_\_\_\_\_

FOR NON PROFIT ORGANIZATIONS:

Chartered in Tennessee Yes [ ] No [ ]  
Date of Charter: \_\_\_\_\_  
IRS Classification: \_\_\_\_\_  
Attach a copy of approval letter for charter or  
501(c) (3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

\_\_\_\_\_  
Print or Type Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Telephone: \_\_\_\_\_

\_\_\_\_\_  
E-Mail Address (required if available)

## USED OIL GRANT BUDGET WORKSHEET

Maximum grant amounts are shown for the below categories. Extensive efforts should be made to obtain the lowest bid per item. The total maximum grant for any applicant may not exceed \$32,600.

	A.	B.	C.
Equipment Description	Maximum Amount per Location	Total Number Requested	Total Amount A X B = C
1	Collection Tank and Spill Pan	\$2,500	
2	Canopy for Collection Tank	\$1,000	
3	Impermeable Pad	\$600	
4A	Light Duty Oil Filter Crusher – passenger cars, pick-up trucks	\$1,500*	
4B	Heavy Duty Oil Filter Crusher – heavy trucks and equipment	\$2,500*	
5	Used Oil Heater including fuel tank, flue pipe, freight, and installation	\$8,500	
6	Oil Pump	\$700	
7	Oil Absorbent Material (i.e. loose, socks/booms, and pads)	\$500	
	TOTAL AMOUNT:	\$16,300	

\* Only available to applicants who recycle oil and metal from filters

## USED OIL GRANT EQUIPMENT REQUEST WORKSHEET

Complete one Used Oil Grant Equipment Request worksheet for each location for which funding is being requested.

Name of Collection Center: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Days and hours of operation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Check each of the following items requested for this site:**

- Collection Tank and Spill Pan
- Canopy
- Impermeable Pad
- Oil Filter Crusher – Light Duty
- Oil Filter Crusher – Heavy Duty
- Used Oil Heater - including fuel tank, flue pipe, freight, and installation
- Oil Pump
- Oil Absorbent Material (i.e. loose, socks/booms, and pads)

**Check the intent(s) of this grant request for this site:**

- Establish* used oil collection at a recycling center, solid waste collection facility
- Establish* used oil collection at a for-profit
- Upgrade or replace* equipment at an existing used oil collection site

**If this collection site is located on private property please provide the following information.**

- Proof of ownership of land where used oil collection site will be located
- A copy of current business license and taxpayers registration

## USED OIL GRANT EQUIPMENT REQUEST WORKSHEET

1. Attach the county recycling reports from the most recent Annual Progress Report showing quantities of used oil and filters recycled. Provide a list of current used oil collection locations in the county.
  
2. Provide a detailed explanation of need for equipment or materials requested.

If a **collection tank** is being requested without a pad or a canopy, explain the site design. Pictures or drawings may be included for clarity. A collection tank and spill pan must be placed on an impermeable pad and covered with a canopy or enclosed in a building. (Refer to pages 2-3 in the [Used Oil Collection & Recycling Grant Program Requirements](#) for more details).

3. A. If an applicant is requesting funding for a filter crusher; how will the applicant recycle the crushed filters? Identify local recycling vendors that will accept crushed oil filters.
  
- B. Provide justification if a heavy-duty oil filter crusher is requested.

The purpose of this program is to reduce the amount of improperly disposed used oil by providing incentives to increase the number of collection facilities for used oil generated by do-it-yourselfers. The department may award grants or subsidies to local governments to purchase equipment that burns oil as fuel. In awarding such grants or subsidies, priority shall be given to local governments who establish used oil collection centers.

4. If a used oil heater is requested, the department priority shall be given to local governments who establish used oil collection centers. Use the following guidelines in sizing the heater needed and calculate below the amount of used oil required for a heating season.

<u>BTU Output</u>	<u>Building Size (square feet)</u>	<u>Oil Consumption Rate</u>
250,000 BTUs or less	3,500-6,000 ft <sup>2</sup> with a 16 ft ceiling	1.4 gallons/hr
Greater than 250,000 BTUs	5,000-10,000 ft <sup>2</sup> with a 16 ft ceiling	2.25 gallons/hr

Provide the square footage and describe the shape of the building in which the used oil heater will be located. Additionally, provide a detailed explanation of the placement of the heater and building configuration to justify heater size requested.

Discuss the sufficiency of used oil available as calculated above to fuel the heater for the heating season.

5. Based on the proposed used oil collection site operation and do-it-yourselfers needs, identify the types of oil absorbents most needed and how they may improve collection operations and maintenance.
6. All used oil collection sites must be registered. If this site is not registered with the Division of Solid Waste Management, complete the enclosed [Used Oil Installation Registration and Notification](#) (Form HN-O) and also attach to this application.



FILE NUMBER

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
DIVISION OF SOLID WASTE MANAGEMENT  
USED OIL INSTALLATION REGISTRATION AND NOTIFICATION

FORM HN - O

THIS FORM IS USED TO REGISTER NEW USED OIL FACILITIES OR FOR ANY EXISTING BUSINESS TO NOTIFY THE STATE OF ANY INFORMATIONAL UPDATE CONCERNING USED OIL ACTIVITY ON FILE.

FACILITY TYPE (CHECK ALL THAT APPLY)	<input type="checkbox"/> USED OIL TRANSPORTER	<input type="checkbox"/> COLLECTION CENTER	<input type="checkbox"/> USED OIL PROCESSOR / RE-REFINER
	<input type="checkbox"/> USED OIL TRANSFER FACILITY	<input type="checkbox"/> USED OIL MARKETER	<input type="checkbox"/> OFF-SPEC USED OIL BURNER

USED OIL REG NUMBER	<input type="text"/>	EPA ID NUMBER	<input type="text"/>
SITE OR BUSINESS NAME	<input type="text"/>		

**PART 1 - PHYSICAL LOCATION** (DO NOT USE PO BOX NUMBERS)

STREET, ROAD, OR DIRECTIONS TO YOUR SITE		CITY	STATE	ZIP
PHONE	FAX	E-MAIL	COUNTY	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	

**PART 2 - MAILING ADDRESS**

SEND MAIL TO THE ATTENTION OF	MAIL ADDRESS	CITY	STATE	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FOR FOREIGN MAILING ADDRESSES PROVIDE:	FOREIGN PROVINCE	FOREIGN MAIL CODE	COUNTRY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**PART 3 - BUSINESS OWNER ADDRESS**

OWNER NAME AND TITLE	ADDRESS	CITY	STATE	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FOREIGN PROVINCE	FOREIGN MAIL CODE	COUNTRY		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
PHONE	FAX	E-MAIL		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
*OWNER CODE AND LAND CODE - SELECT FROM THIS LIST: Federal (F); State (S); Private (P); Indian (I); County (C); Municipal (M); District (D); Other (O)	DATE OWNERSHIP BEGAN	*OWNER CODE	*LAND CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**PART 4 - BUSINESS OR SITE MANAGER**

NAME AND TITLE	ADDRESS	CITY, STATE, ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
PHONE	FAX	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART 5 - SITE TECHNICAL CONTACT**

NAME AND TITLE	ADDRESS	CITY, STATE, ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
PHONE	FAX	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART 6 - SITE EMERGENCY CONTACT**

NAME AND TITLE	ADDRESS	CITY, STATE, ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
PHONE	FAX	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

(IDENTIFY USED OIL ACTIVITY AT THIS SITE - CHECK ALL THAT APPLY)

COLLECTION CENTER	TRANSPORTER	MARKETER	OFF SPEC BURNER	PROC / RE-REFINER
<input type="checkbox"/> DO-IT-YOURSELF <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> BOTH COMMERCIAL AND DO-IT-YOURSELF	<input type="checkbox"/> TRANSPORT ONLY <input type="checkbox"/> TRANSFER FAC ONLY <input type="checkbox"/> TRANSPORT AND TRANSFER	<input type="checkbox"/> DIRECTS SHIPMENTS OF USED OIL TO BURNER <input type="checkbox"/> FIRST CLAIMS THE USED OIL IS ON-SPEC	<input type="checkbox"/> UTILITY BOILER <input type="checkbox"/> INDUSTRIAL BOILER <input type="checkbox"/> INDUSTRIAL FURNACE	<input type="checkbox"/> PROCESS ONLY <input type="checkbox"/> PROCESS AND RE-REFINE <input type="checkbox"/> RE-REFINE ONLY

RETURN COMPLETED FORMS TO: **TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION DIVISION OF SOLID WASTE MANAGEMENT WASTE ACTIVITY AUDIT SECTION 401 CHURCH STREET, FIFTH FLOOR L & C TOWER NASHVILLE, TN 37243-1535**

FOR MORE INFO OR ASSISTANCE: **CONTACT Nina Vo at 615-532-9268 OR FAX TO: 615-532-0886. VIEW OUR WEBSITE AT: <http://www.state.tn.us/environment/swm/>**

**CERTIFICATION**

I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION ACCORDING TO A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHER AND EVALUATE THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THIS REPORTING SYSTEM OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THIS INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT OR BOTH FOR KNOWING VIOLATIONS.

_____	_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINTED NAME
_____	_____
TITLE	DATE

**BELOW IS FOR DEPARTMENTAL USE ONLY**

DATE RECEIVED	RECEIVED BY	DATE CLOSED	DATE REGULATED	DATE DE-REGULATED

COUNTY CODE	PRIORITY	GENERATOR <input type="checkbox"/> YES <input type="checkbox"/> NO	SMALL GENERATOR <input type="checkbox"/> YES <input type="checkbox"/> NO	SPECIAL STATUS

COMMENTS