Welcome to Today’s Workshop on Used Oil
WHY ARE YOU HERE?

- Required by law and NH Solid Waste Rules.
- Build your resume
WHY USED OIL?

• One of top 10 most dangerous jobs
  • 33 deaths per 100,000
  • Due to accidents and exposure to hazardous materials and heavy equipment
TODAY’S AGENDA

• Solid Waste Operator Rule Changes
• What is Used Oil?
• Used Oil Management: Storage; Recycling/Marketing
• Break
TODAY’S AGENDA

• Self-Inspection Checklist & Case Study
• Oil Spill Response & Reporting
• Used Oil Filter Management
• Used Oil Grants
Solid Waste Operator Training
Rule Changes
Effective July 1, 2014
OPERATOR TYPES

Establishes two types of operators:

1. Principal operator
   • Attend basic training and pass the exam.
   • May be in supervisory/management position.
2. Assistant operator
   • Attend basic training, but do not take/pass the exam.
   • Must work under supervision of principal operator.
OPERATOR QUALIFICATIONS

• No more minimum education/experience requirements.
• Employers determine who is competent, not DES.
TRANSITION FROM LEVEL TO STEP

- Attendant in Training → Assistant Operator
- Level 1 → Principal Operator, Step 1
- Level 2 → Principal Operator, Step 2
- Level 3 → Principal Operator, Step 3
- Level 4 → Principal Operator, Step 4
Operators who had 20+ years of certification as of 7/1/2014 are designated Senior Principal Operators.
STEPS

- Recognition for continuing professional development.
- Awarded automatically with renewal.
- Step increases with hours of accrued training starting July 1, 2014.
## STEPS

<table>
<thead>
<tr>
<th>Step</th>
<th>Hours of Accumulated Continuing Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.5 total</td>
</tr>
<tr>
<td>2</td>
<td>12.5 total</td>
</tr>
<tr>
<td>3</td>
<td>25 total</td>
</tr>
<tr>
<td>4</td>
<td>37.5 total</td>
</tr>
<tr>
<td>Senior*</td>
<td>50 total</td>
</tr>
</tbody>
</table>

*Only for Principal Operators*
“Continuing Professional Development” - professional or technical instruction that imparts information and instruction relevant to waste management and solid waste facility operations to individuals who have already attended basic training.
PROFESSIONAL DEVELOPMENT

- 2.5 hour minimum for annual renewal for **All** designations.
- Must be completed in the 12 months in-between expiration dates before you are considered late.
Repeated courses do not qualify for certification renewal or step increases.

In-house and third party training count, provided the topic is waste-related.

If you aren’t sure if the training you want to take will count, call and ask us before you go.
GRACE PERIOD

- There is a 90-day grace period for renewal applications.
- A $25 late fee will be assessed if your complete renewal application is received within 90 days after your certification expiration date.
If you miss the grace period, you must start over.

Come back to Basic Training; and

Take the test again
The operator’s signature shall certify:

- the information is true, complete and not misleading;
- the operator understands s/he is subject to penalties of law for false swearing; and
- the operator understands s/he is required to comply with RSA 149-M and SW Rules.
What is Used Oil?

Tim Proспект
Make Your Old Man Proud
Recycle Used Oil

Tim Prospert
NHDES
Hazardous Waste Compliance
What is it?
Why do I Care?

USED OIL

PRODUCT OIL

CRUDE OIL
What is Crude Oil?
HYDROCARBONS

METHANE

OCTANE

ICOSANE

BENZENE

NAPHTHALENE

BENZOPYRENE
What is “product” (unused) oil?

- It’s still a blend of *all kinds* of “hydrocarbon” molecules
- Take the Crude and run it through a still to break it into parts, based on how big the molecules are

Jim Beam???
## Crude Oil Products

<table>
<thead>
<tr>
<th>Product</th>
<th># of Carbons</th>
<th>Boiling Point (°C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gases (&quot;aroma&quot;)</td>
<td>C$_1$ – C$_4$</td>
<td>-164 - -1</td>
</tr>
<tr>
<td>Naphthas</td>
<td>C$_5$ – C$_7$</td>
<td>36 - 100</td>
</tr>
<tr>
<td>Gasoline (&quot;I.P.A.&quot;)</td>
<td>C$<em>7$ – C$</em>{12}$</td>
<td>40</td>
</tr>
<tr>
<td>Fuel Oil</td>
<td>C$<em>9$ – C$</em>{16}$</td>
<td>171 - 357</td>
</tr>
<tr>
<td>Diesel (&quot;Amber Ale&quot;)</td>
<td>C$<em>{15}$ – C$</em>{19}$</td>
<td>260</td>
</tr>
<tr>
<td>Lubricating Oil</td>
<td>C$<em>{20}$ – C$</em>{30}$</td>
<td>650</td>
</tr>
<tr>
<td>Asphalt (&quot;Porter/Stout&quot;)</td>
<td>C$<em>{50}$ – C$</em>{150}$</td>
<td>340</td>
</tr>
</tbody>
</table>
What Else?

• Additives, additives, additives
  – **Additives** make up 20% of oil
    • Corrosion inhibitors
    • Detergents
    • Anti-oxidants
    • Chemicals to keep the oil from reacting w/metals

• A **big** variety of chemicals
What is USED OIL?

Product Oil with a whole bunch *more* stuff in it

*Contaminants*
It’s not JUST Oil!
Where Does Used Oil Come From?
Machine Shops and Other Industries

Coolants, Lubricants, Way Oil, Tramp Oil, Wire Drawing Oils…
Coolants

- Several Purposes:
  - Cools
    - Reduce wear of cutting blade
    - Reduce heat-swelling of part when cutting close tolerances
    - Prevents metal chips from getting welded to blade
  - Lubricates
    - Reduces heat by reducing friction
  - Prevents rust
    - Exposed metal oxidizes easily
Coolant

- Usually a water/oil emulsion (mixture)
  - Use a detergent to “attach” the oil molecules to the water molecules

- Pure Mineral Oils
  - Less common now
  - Low speed cutting
Spindle/Way Oil

- The lubricant for the milling machine gears, slides and other moving parts
  - Some way oil inevitably gets mixed with the coolant and becomes “tramp oil”
Tramp Oil

• Oil which contaminates coolant
  – Coolant/way oil
  – Oil from metal blank coatings

• Gets separated from coolant in an oil/water separator, skimmer or ultrafiltration
Synthetic Oil

• PAO’s – polyalphaolefins
• Man-made
  – Made by sticking a bunch of small molecules together to make big molecules
  – These don’t stick to anything else, making them good lubricants
What’s in it?

- Possibly a lot of HEAVY metals
- **TOXIC**
  - Chromium
  - Arsenic
    - Known carcinogen
  - Lead
    - Damage to brain and Nervous system
  - Cadmium
What’s in it?

• PCBs are an electrical insulator
  – Extremely toxic
    • Likely to cause cancer, damage to immune system, nervous system, etc…
  – Extremely durable
  – 1978

• Solvents
  – Sometimes used to flush PCBs out of transformers
  – Toxic on their own
SCRAP METAL

What’s in it?
Anything from anywhere
Used Oil Can Come From a Lot of Different Places

There’s only one you want
What happens to oil in an engine?

- The high pressure in a combustion chamber forces fluids to mix
- Water, antifreeze, gasoline get mixed in
- These fluids might have contaminants that get into the oil
Good Oil Gone Bad

• Additives break down, resulting in ash and sludge
• Water vapor accumulates
• Engine wears, resulting in metal “fines”*
What are some of the “normal” contaminants?

- Water (from air in combustion chamber)
- Cadmium (engine wear) = Toxic metal
- Chromium (engine wear) = Toxic metal
- Arsenic (from additives?) = Toxic metal
- Zinc (engine wear and additives)

More…
More…

- Barium (additives) = Toxic metal
- Phosphorus (additives)
- Lead (from bearings and contaminated gas) = Toxic metal
- Toluene (from gas) = Toxic, Ignitable
- Xylene (gas) = Toxic, Ignitable
- Benzene (from gas) = Toxic, Ignitable
What’s in *YOUR* used oil?

The Bottom Line-
We Should All Care How We Handle It
IT HAPPENED HERE

BEEDE WASTE OIL
Plaistow, NH
Beede Waste Oil

- Collecting used oil (and other stuff) since 1920’s
  - Resale for fuel, asphalt mix, other uses

- Thousands of businesses sent their used oil there

- 1994 – DES ordered them to stop
Why?

- ~100 Tanks
- 1,000+ drums
- 1,500,000+ gallons of used oil
  - Heavily contaminated with solvents, PCBs and metals
- Significant releases to soil
- One of twelve “Superfund” sites in the state
Results

• Properties around the site had private wells
  – 14 households contaminated
• As of year 2000, 32,000 gallons of chemicals pumped out of the ground
• 75,000 yards of soil to be removed
• 70,000 yards of soil to be cleaned on-site
• As of 2009, 636 parties still have to pay
• $6.83 per gallon for small contributors
WE HAVE MET THE ENEMY AND HE IS US.
Review

• What is used oil?
  – A “soup” of chemicals, many of which are known to be dangerous

• Why do I care?
  – Because I want everyone, including me, to handle this stuff properly and safely
  – Because I don’t want to be responsible for something bad or expensive
Rules for Used Oil

• It IS a HAZARDOUS WASTE

• Hazardous Waste has LOTS of Tough Regulations

• If used oil is handled the right way and recycled the right way, the regulations are much easier
Purpose of the rules

• Protect against the hazards of used oil and the stuff in it, without making it so difficult that no one wants to recycle it
Questions?
UP NEXT

Used Oil Management: Storage; Recycling/Marketing

Tim Prospert
Managing Used Oil for Recycle
“Used Oil for Recycle”

“Used Oil” vs. Oily Stuff
Not “Used Oil”

- Solvents
- Oil/gas mix
- Wood treatment, stain or preservatives
- Diesel
- Biodiesel
- Vegetable/frialator oil
- Absorbents, rags
- Oily water
A pretty set-up...

But wrong stuff
Three things to do with used oil

- Collect it
- Store it
- Recycle it
Collecting Used Oil
What Can I Collect?

1. Do-It-Yourselfer
   Used Oil

2. Your Town Vehicle
   Used Oil
What is Do-It-Yourselfer (DIY) Used Oil?
What’s So Special About DIY?

Helping Do-It-Yourselfers is a good thing, but it comes with responsibility to manage oil properly!
How are we supposed to know if the used oil is from Do-It-Yourselfers?
Taste It?
Screening Used Oil

• Does it “seem” like the resident is delivering DIY used oil?

• Look at the container. Is it a smaller container (preferably clear) or three 5-gallon buckets?

• Look at the mode of delivery. Is it a personal vehicle?

• Look at the person. Do you know them?
If possible, have a supervised, or at least, observable area where homeowners can drop off used oil.

- Prefer clear or semi-clear containers
  - Consider setting aside some 1-gallon containers for homeowners to use
    - Screw-on caps better
Screening the used oil

- Consider a check-in prior to drop-off
  - Sign “see operator”
  - License plate #’s on containers? Dump sticker #’s?
Provide secondary containment for homeowner’s containers at the drop-off area

- Containers get knocked over
- Make it clear where containers go
- Also provide cover, or secondary containment will fill with rain
Provide clear signage so people know exactly where to put their oil

- Keep the used oil sign separate from other signs to reduce confusion
- Sign should include information about what is allowed
Storing Used Oil
Must do’s

- Don’t mix other wastes in with used oil
- Containers and tanks in good condition
- Store on an impervious (leak-proof) surface
- Close and seal containers and tanks
- Label containers and tanks
- Manage so you don’t spill it or let it leak
You have “Used Oil”? 

- KEEP IT THAT WAY!!
- Don’t mix anything else in!
- It will make the used oil more regulated and more dangerous
Parts Washer Waste
Gasoline or Oil/Gas Mix
Is Mixing DANGEROUS?
OK. Worst case scenario.
I can’t add ANYTHING in?!

- Tread lightly
- Some fuels may be OK
- Check with the manufacturer! Used oil space heaters are designed to burn used automotive oil
Use only containers in good condition

- USDOT-approved

Dents

Serious Rust

Out-of-round

Leaks!
NICE!
These are “unsound” drums, and need to be replaced.
Serious dents? No go.
Well,…at least it’s a see-through container…. 
Store only on a leak-proof surface

Into the ground
Where to?
Containers Closed and Sealed
But if you leave it open, it all runs back in….almost
Awesome screen. Add a valve.
Open, open, open and open
Barrel or bucket, it still needs to be closed
To keep stuff from spilling out
To keep vapors in the containers
To keep sources of ignition out
To slow operators down and (hopefully) prevent the wrong stuff going in the container
Mark Containers...

“USED OIL FOR RECYCLE”
Used Oil **Outdoors**

- Keep containers, tanks, and secondary containment covered from rain and snow.
Secondary Containment also COVERED!
Setbacks from Water & Wells

- Street drain/surface water
  - 50’
- Private well
  - 75’
- Public Water Supply
  - Varies
Be Prepared- SPILLS HAPPEN
Keep Spill Kits Handy and Accessible!
How are these sites?
Label needed
Secondary containment *suggested*
Walls *suggested*
Leak-proof surface
Label
Covered?
Lookin’ Good!

Is spill control nearby?
Also Great!

Used Oil
For Recycle

Doors helpful?
Screwed into bung
Closed and sealed!

Nice signage
This neat situation didn’t “just happen”. It’s thanks to hardworking, attentive Operators!

Doors/walls would improve it.
Do-It-Yourselfer Used Oil Grants

Funds can be used to help compliance and more

DEAN ROBINSON

Later this morning
Tanks!

- **Aboveground Storage Tanks** must comply with AST rules, Env-Or 300

  - AST= 1 petroleum tank, >660 gallons
  - AST= 2+ petroleum containers/tanks, >1,320 gallons

- Exempt if used for on-site heating

- Chuck Corliss – 271-0686
Where does used oil go?

- Burn in a space heater in your own town facilities
- Have it picked up by a professional transporter registered with NHDES

http://www2.des.state.nh.us/WasteReports/Menu.aspx
Tradebe/Safety-Kleen Newington
Boscawen

Black Gold
UP NEXT

BREAK TIME
SELF-INSPECTIONS

Doug Kemp
Waste Management Specialist
Solid Waste Compliance Assurance
Why Self-Inspect?

- Required by the Solid Waste Rules
- Required to **operate** and **maintain** equipment according to manufacturer specifications
- Required to provide a **safe environment** for your residents/customers
- Preventing an incident from occurring can save money, lives, and your job
Who & When to Inspect?

The Rules don’t specify who should conduct an inspection. The Rules only state that inspections should be on a regular schedule.

Establish an inspection plan and schedule and insert it into your Operating Plan, based on the following:

- Facility and waste types
- How often are you open
- Facility capacity
- Type of equipment
- Your location
How to Inspect?

- Read the BMP Manual before an inspection
- Use the “General” Inspection checklist*
- Use additional checklists based on the waste types you accept
- Tour the facility with a checklist
- Tour the facility with a critical eye

* Use of any of the checklists is NOT required by the DES
Each checklist has a number of questions
Read and answer Yes, No, or Not Applicable [N/A] for each question
A No answer to any question requires a description of the issue, a proposed compliance schedule, and the date the issue was resolved
Incidents
Used Oil Spill

- Supervisor directed facility operators to remove sludge/water from a used oil storage tank.
- Operators were then told to dispose of the sludge/water into the facility’s MSW compactor.
- Operators stated the activity was wrong, but did as they were directed.
- Roughly 35 gallons were dumped into the compactor.
- Unknown amount of sludge/water spilled from the compactor.
Facility should have had a plan to manage the sludge and water, including:

- Check for sludge and water in tank _____ per year
- How and where to store the sludge and water before transport off site?
- List of names and phone numbers of state licensed laboratories
Operating Plan – continued:

- Using “generator knowledge,” determine extent of a hazardous waste determination [Env-Hw 502.01]
- For sludge from DIY sources, test for what are called the “wearing metals” [lead, chromium, cadmium, and arsenic]
- Language describing how sample should be taken, stored, and transported
Spill – Cost Scenario #1

Costs for mis-managing the sludge by failing to complete a hazardous waste determination include:

- Replacement costs for spill kits
- Laboratory costs to test sludge
- Labor cost to revise operating plan
- Labor costs for two operators to clean up spill
- Cost of involvement of Town Adm. and DPW Director
- Disposal cost [hazardous vs non-hazardous]
- Added disposal cost for weight of absorbent material
- Facility manager lost his job
- Possible Certification action against former manager
Spill – Cost Scenario #2

Costs for properly managing the sludge:
- Labor cost to prepare operations plan
- Laboratory costs to test sludge

If, the sludge test results showed it to be non-hazardous
- The sludge could have been mixed with a drying agent like Speedy Dry and
- Disposed of in the same compactor
- The cost of doing it correctly… “Priceless”
UP NEXT

Oil Spill Response & Reporting
George Carrigan
Used Oil Workshop
-Spills-
June 25, 2015

George Carrigan
Spill Response & Complaint Investigation Section
Do I really have to?

- Why you have to clean up a used oil spill.
- What to do, when you have to clean up a spill.
Statute and Regulation

RSA 147-A:9
“Strict Liability of Owner, Operator, Generator or Transporter”

Env-Hw 513.01
“Immediate Discharge Response Actions”
If you have a reportable release:

- Notify local emergency officials and NHDES within one hour of discovery.
- Contain and clean up the discharge within 24 hours.
Requirements for cleanups beyond 24-hours:

- Submit a cleanup plan to DES within 5 days, which includes:
  - protecting human health / environment,
  - provide for removal / disposal,
  - sampling,
  - time table for completion.
Requirements for cleanups beyond 24-hours (cont.):

- DES reviews plans and approves as appropriate,
- Generator implements plan,
- Upon completion, submit a report to DES within 30 days,
- If cleanup can not be accomplished, then generator will submit a scope of work for site investigation pursuant to Env-Or 600 to evaluate potential impacts to soil and ground water.
Cleaning up a spill:

Small spills: Handle in house. Make sure wastes are properly disposed.

Large spills: Hire a remediation contractor!!!!
Who to contact:

Spill Response & Complaint Investigation at (603) 271-3899. M-F from 0800 to 1600.

State Police Dispatch at (603) 223-4381. After hours and on holidays.

Local fire department.
What to expect after notifying SRCIS:

- Notification only,
- Provide technical assistance
- Will require responsible party to undertake a clean up,
- Hire a contractor and cost recover,
- Oversee cleanup effort,
- Potential enforcement action.
Questions?

George Carrigan
NHDES - SRCIS
(603) 271-3745
george.carrigan@des.nh.gov
UP NEXT

Used Oil Filter Management
Tim Prospert
What is a filter?

- Metal
  - Recyclable scrap metal
  - $
- Paper or fiber filter material
- Plastic/rubber anti-flowback gasket
- OIL!!!
  - Recyclable
  - $
What do you do with it?

• Collect them or not?

• There is value in collecting filters
  – Money for materials
  – Less oil disposal

• Only you can decide if the value is more than your costs
Option #1

Don’t collect used oil filters

**Pro:** One less messy waste to deal with
   No (immediate) costs

**Con:** Where does that scrap metal go?
   Where does that oil go?
Option #2

• **Do** collect but don’t drain. Contract with a professional oil filter vendor to remove them and process them

• **Pro:** Metal and oil doesn’t go to the landfill. Convenient.

• **Con:** Vendor expenses may be costly
Option #3

• Collect and crush the filters with a press. Provide crushed filters to a scrap metal dealer. Keep the oil yourself.

• **Pro**: Used oil is recovered. Scrap metal is recovered. Squished filters take up less space

• **Con**: Presses are expensive, must be maintained, and can be messy. Injury risk?
Option #4

- Collect and disassemble. “Can openers”, bandsaws, etc…let you remove the non-metal parts. Provide metal to scrap dealer.

- **Pro**: Used Oil can be thoroughly removed. Scrap metal is more valuable with paper and rubber stuff removed.

- **Con**: Labor intensive. Sharp edges. Still have “fluff” to deal with.
Option #5

- Collect and puncture. Use a punch to put a hole in the dome end. Provide drained filter to scrap metal dealer.

- **Pro**: Cheap. Reclaims much of the used oil and the metal.

- **Con**: Doesn’t get all the used oil. Best drained when warm. Depending on how many filters you get, they can take up a lot of space.
How To Drain

• Punch or drill a hole in the dome end

• Drain at a temperature of 60 degrees or higher
  – Dome end down – watch the wobble!

• Allow to drain for at least 12 hours
  – Open container/tank with a funnel is OK while actively draining. NOT for 3 months!
Buyer Beware

• No matter which handling option you choose, contact a permitted scrap dealer before collecting, and get the skinny.

  – What does the scrap dealer expect from you?
    • Do they realize there will still be liquid oil in and on these things? Do they know how to reclaim and recycle it?
    • What do they do with these things? Is it something you approve of?
    • Whole vs. crushed vs. disassembled. How do they want it?
  – Show me the money!
    • Do you pay me, or do I pay you?
Custom Bench-top drain rack
Another nice design...

Might drain better with the dome end down, though
Not quite as neat, but works pretty well
Summary

• Oil filters have stuff in them that has value
  – You don’t want the oil leaking in a landfill
  – You don’t want metal wasted
• You are the only ones who can decide if the benefits of collecting are worth the costs
• There are several options for handling filters
  – Each with costs and benefits
UP NEXT

Used Oil Grants
Dean Robinson
Used Oil Grant
Application Process

Dean Robinson
NH Department of Environmental Services
Why do we Collect Used Oil?
Who Can Apply For Funding?
How Can Funds Be Spent?
How Much is The Grant Worth?
How Much Money is Available?

Purchase $ $30,000.00

Gallons 12
Grants/Loans

The Department of Environmental Services issues gift grants for the purpose of establishing and improving oil collection centers serving Do-It-Yourselfers who change their own automotive oil. Grant funds, up to $20,000 per year, can be used to assist with the purchase of used oil management equipment, such as tanks, drums, fuel gauges, absorbents, secondary containment units, concrete pads, sheds, filter bins, filter crushers, safety spill kits, signage, and/or other equipment. Some non-government entities, including cities and towns, as well as motor vehicle inspection stations and some non-profit organizations, are eligible to apply for yearly grants related to the collection of automotive oil filters.

- **Grant Application Form** to Establish, Improve, and/or Operate a Used Oil Collection Center
- **Used Oil Grant Program Brochure**

**Contact Us**

Dean Robinson, Program Specialist
NHDES Pollution Prevention Section
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
(603) 271-2047
UsedOilGrants@des.nh.gov
What you Need to do First

1. Download Grant Application
2. Download Grant Agreement
3. Work Plan
4. Insurance Statement (ACORD Form)
5. Certificate of Authorization
The Parts of The Grant Application

USED OIL COLLECTION ASSISTANCE
GRANT APPLICATION
For Fiscal Year 2016
Commissioner’s Office/Planning/Used Oil Grant Program

APPLICATION INSTRUCTIONS:
1. Complete all four sections of the application as well as the Grant Agreement, Work Plan, & Certificate of Authorization and mail them to DES no earlier than July 1, 2015.
2. Complete the Work Plan. The work plan is an outline of purchased services you wish to have considered for grant monies. Please provide as much detail as possible.
3. Create a Certificate of Authorization. The intent of the Certificate is to certify the action that was taken to authorize a particular Grantee to enter into a grant agreement on behalf of the municipality. Please use one of the templates provided.
   - Only one Certificate is required. Complete the standard template if a specific person has been designated by name as the grantee signor. Complete the alternate template if a job title, rather than a named individual, has been designated to act as the grantee signor. The person or job title indicated should match the individual who signs the grant agreement.
   - In either case the Town/City Clerk will enter the meeting date at which an individual or job title was authorized by the Selectmen’s Action to enter into grant agreements. Notarization procedure is the same for both the Grant Agreement as well as the Certificate of Authorization.
4. Insurance: Please submit valid copies of your town/city Certificate of Liability Coverage and Worker’s Compensation. Please ensure GIS is listed as the Certificate Holder.
5. Private Facility Applicants: Additional information such as a certificate of Good Standing will be requested of motor vehicle inspection stations and non-profit organizations. Private entities are encouraged to call for more information prior to submitting applications.
6. Applications will be accepted on a rolling basis until funds are depleted. Incomplete or late applications may not be considered.

SECTION I (GENERAL INFORMATION)
1. Name of municipality:
2. Municipality’s Mailing Address:
   - Street: 
   - Town/City: 
   - State: 
   - Zip Code: 
3. Date of Application: 
   - (Applications will not be accepted before July 1, 2015)
4. Primary Contact Name: 
   - Title: 
   - Telephone: 
   - Fax: 
   - Email address:
5. Secondary Contact Name: 
   - Title: 
   - Telephone: 
   - Fax: 
   - Email address:
6. Who should the public contact with questions about used oil drop-off:

SECTION II (Site Information & Communities Served)
1. Collection Center:
   - Name:
   - Physical Address:
   - Inspection Station Number/Applicable:
   - Communities Served by this Collection Center:
2. Do you have a limit on the amount of used oil a resident can bring to the collection center? Yes/No
   - If yes, what is the limit?

SECTION III (Work Plan)
Description: The applicant collects or intends to collect, Distributes to reuser for used oil and/or filters from residents who generate used oil as a household waste when they change their own automotive oil. The applicant is requesting grant funds related to their Do-it-yourselfer used oil collection center. Details are provided below.

Line Item (Service/Product) | Cost
----------------------------|------
| Total Estimated Cost       |      

SECTION IV (Authorization)
I certify that to the best of my knowledge all of the following information is complete and accurate.

(Print name and Title of Authorized Person)

Mail application to: 
NH Dept. of Environmental Services
Pollution Prevention Section
29 Papers Drive, PO Box 90
Concord, NH 03302-0098

Telephone: (603) 271-2047
Email: UsedOilGrants@des.state.nh.us
Example Work Plan

DiY Used Oil Collection Center

Work Plan

The below estimates relate to a fenced security system with the specific purpose of controlling activities around the DiY Used Oil Storage Shed at Warren’s Transfer Station.

<table>
<thead>
<tr>
<th>Itemized Costs (estimated):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chain Link Fence Roll</td>
<td>$250.00</td>
</tr>
<tr>
<td>Gate Opener</td>
<td>$1,182.98</td>
</tr>
<tr>
<td>Gate Frame w/ hinges</td>
<td>$645.28</td>
</tr>
<tr>
<td>Conduit 3 x 10</td>
<td>$501.30</td>
</tr>
<tr>
<td>Electrical Cable</td>
<td>$449.00</td>
</tr>
<tr>
<td>Electrician</td>
<td>$950.00</td>
</tr>
<tr>
<td>Trenching for conduit</td>
<td>$125.00</td>
</tr>
<tr>
<td>Welding fencing</td>
<td>$80.00</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATE FOR PROJECT</strong></td>
<td><strong>$4,183.56</strong></td>
</tr>
</tbody>
</table>

**TOTAL Requested (maximum allowed):**

$2,500.00
The Parts of The Grant Agreement

EXHIBIT A

EXHIBIT B

EXHIBIT C
## ACORD Insurance Form

**Certificate of Liability Insurance**

**Insured:**
- Tropical Creations, Inc.
- Tropical Creations Landscape
- Tropical Creations Interior Plantscape, Inc.
  - 18558 Eddy St.
  - Northridge CA 91324

**Coverage Details:**

<table>
<thead>
<tr>
<th>Type of Liability</th>
<th>Policy Number</th>
<th>Policy Effective Date</th>
<th>Policy Expiration Date</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>PB11994</td>
<td>01/01/09</td>
<td>03/01/10</td>
<td>$1000000</td>
</tr>
<tr>
<td>Any Auto</td>
<td>PM018218</td>
<td>01/01/10</td>
<td>01/01/10</td>
<td>$1000000</td>
</tr>
<tr>
<td>Excess Umbrella Liability</td>
<td>EXD019452</td>
<td>01/01/10</td>
<td>01/01/10</td>
<td>$1000000</td>
</tr>
<tr>
<td>Workers' Compensation and Employers' Liability</td>
<td>WEM017809</td>
<td>01/01/10</td>
<td>02/01/10</td>
<td>$1000000</td>
</tr>
</tbody>
</table>

**Certificate Holder:**
- NH DES

**Proof of Insurance**

**ACORD 25 (2001/08)**

© ACORD CORPORATION 1999

---

**NH DES**
Certificate of Authorization: Lancaster

I, Jean E. Oleson, Town Clerk of Lancaster, New Hampshire, hereby certify that

on July 6, 2009, the Board of Selectmen voted to authorize

Date of Meeting

Dennis Paine to sign contracts on behalf of the Town with respect to

Grantee Signor

Grant contracts with the New Hampshire Department of Environmental Services.

This authority has not been amended or annulled.

Jean E. Oleson, Lancaster Town Clerk

Notarization

State of New Hampshire, County of Coos. On 12/7/12, before me,

Date

Charity Blanchette, the undersigned officer, personally appeared

Printed Name of Notary Public or J.P.

Jean E. Oleson, who acknowledged herself to be the Town Clerk of the

Town of Lancaster, New Hampshire, and that she, Town Clerk being authorized
to do so, executed the foregoing instrument for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Charity Blanchette

Signature of Notary Public or Justice of the Peace

Commission Expiration Date: 3/30/2016
The Big Picture

Internal approval process
Create grant package (1 - 8)

Review Certificates
Review contract notorization
Review insurance documentation

Add attachments
Review exhibits A, B, & C
Review and confirm budget plan

Supervisor approval
Division Review
Chief Operating Officer
DES Commissioner

AG’s Office Review
DES Commissioner’s Office
Used Oil Grant Program
Administrative Services Review
Placed on G&C agenda
Executive Council

Submit Contract

Submit

Get Money

Accounting Office

Used Oil Grant Program
Reimbursement

- Cover Letter
- Receipts
- Proof of Payment
- Photocopy of P37

Three weeks with accounting
Reimbursement