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

Grants for Used Oil Collection Centers, Educational Programs, And Equipment That Burns Used Oil for Fuel

Grant Application Guidelines Revised September 2007

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.

(5) The department may award grants to develop and implement educational programs to encourage proper handling, disposal and recycling of used oil.

(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, counties having a metropolitan form of government (local governments), non-profit recyclers and certain for-profit agencies are eligible for funding consideration. For-profit agencies to be considered are automotive service, maintenance, or parts; agricultural equipment sales and service; and farmers' co-ops.

Grants will only be awarded to:

(1) Applicants located in an under-served area:

a. An under-served area is any area not within a 10 mile radius of an existing used oil collection site, **OR**

b. Any area where the population averages more than 150 persons per square mile.

- (2) For-Profit Applicants meeting **one** of the above requirements and:
 - a. whose business is not attached to a residence, and
 - b. who own their own property.

Grant offers will be issued for the maximum amount allowable for the equipment requested as shown in Part II, Table B – Collection and Heater Site Information. Grantees will be reimbursed *only after* they have paid the vendor and have also provided the State with adequate proof of vendor payment. Reimbursement will be based on either the actual price, the grant maximum, whichever is less, and the State has inspected the collection site to confirm that all equipment has been delivered, installed and is operational.

Applications

Eligible applications will be funded on a first come, first served basis. First priority will be given to under-served areas that are establishing a used oil collection center. Second priority will be given to existing public facilities and third priority will be give to existing private facilities. Local governments may apply for one or all of the items listed in Part II, Table B – Collection and Heater Site Information. For-profit and not-for-profit entities establishing a DIYer used oil collection site may apply for all items except the education portion of the grant.

Applications must contain the proper company name (example: Maury County, ABC FARMERS COOP, LLC), as registered with the Secretary of State or as appears on all legal documents for the company. Applications must be signed by an authorized representative (county mayor, mayor, president, all partners, etc.). Other representatives may sign, but a copy of the authorizing resolution must be included. All applications must contain the following documents:

- Application, Part I, Part II, and Part III, answering all applicable questions accurately and completely;
- Education plan (Local governments only) Part IV
- Registration for Used Oil Collection Centers form (Schedule A);
- Used Oil Program Report (Form CN-1000)
- Copy of warranty deed showing the land where used oil collection site will be located;
- Copy of current business license and taxpayer registration. (Private Businesses)
- Copy of an approved resolution authorizing someone other than the chief executive requesting grant to be the responsible party.

Submission Date

One original completed application with all applicable documentation should be returned to and received by the Division of Solid Waste Management, Solid Waste Assistance Programs, 401 Church Street, 8th Floor, Nashville, TN 37243-1533, **no later than 4:30 p.m. on Wednesday, October 31, 2007** Faxed or e-mailed copies of applications will not be accepted. Applications received after 4:30 p.m. on Wednesday, October 31, 2007 will be returned without review.

Awards

Approximately sixty (60) days after completion of the application review process, the Department of Environment and Conservation will announce grant awards and commit funds to meet the obligation.



DEPARTMENT OF ENVIRONMENT AND CONSERVATION DIVISION OF SOLID WASTE MANAGEMENT 8th Floor, L & C Tower

401 Church Street Nashville, TN 37243-1533

GRANT APPLICATION FOR

	USED OIL WASTE REDUCTION OTHER
Return Application to Above Address	
Part I	
APPLICANT INFORMATION:	
Name of Agency/Organization:	Name and telephone number of person responsible for all grant activities (i.e. bidding, purchasing):
Address:	Name:
	Telephone:
	Fax Number:
	E-Mail Address:
E-Mail Address (Required if available):	(Required if available)
	FEIN#:
Type of Organization:	FOR NON PROFIT ORGANIZATIONS:
[] County	Chartered in Tennessee? Yes [] No []
[] Municipality	Date of Charter:
[] Solid Waste Authority	IRS Classification:
[] Planning Region	Attach a copy of approval letter for charter or
[] For-Profit Organization	501(c)(3) exemption.
[] Corporation	
[] Proprietorship	
[] Partnership	
[] Not-for-Profit Organization	
[] Other (please specify)	

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 AND EQUIPMENT SUMMARY REQUEST - Part II

Complete Table A noting site name, location, hours, and contact information. **Table A**

ID #	Site Name	Address	Hours of Operation	Contact	Contact Phone
1					
2					
3					
4					
5					
6					
7					
8					
9					

Table B

Collection and Heater Site Information

Complete Table B by summarizing the number of pieces of equipment needed by category for all sites (column B). In Table B, extend Total Cost of category by multiplying rows in column A times column B. List site ID numbers from Table A in column D of Table B to indicate a summarize the end destination of equipment by type.

	Equipment Description	A. Maximum Allowable Amount per Location	B. Total Number Requested	C. Total Amount A x B = C	D. List Sites (TABLE A) Requesting Each Equipment Item
1	Storage Tank, Container and Spill Containment	\$2,200		\$	
2	Canopy – Cover for Storage Tank Sites to prevent storm water run-off	\$2,000 (per site)		\$	
3	Impermeable Pad	\$1000		\$	
4	Oil Filter Crusher – Light Duty passenger cars, pick-up trucks	\$1,500		\$	
5	Oil Filter Crusher – Heavy Duty semi's, heavy equipment, etc.	\$2,500		\$	
6	Waste Oil Heater – Including flue pipe, kits, freight, and Installation	\$6,500-\$10,000 (depending on BTU rating of heater vs. room size) See Item #3		\$	
7	Oil Pump	\$200-\$1000		\$	
8	Education – Available to local governments only (\$7,500 Max Per Grant)	\$1,500		\$	
	TOTAL AMOUNT:			\$	

USED OIL GRANT EQUIPMENT REQUEST - Part III

1. If a **storage tank** is being requested without a pad or a canopy explain the site setup that will be used. Pictures may be included with explanation for clarity. A storage tank must be placed on an impermeable pad and covered with a canopy or enclosed in a building.

- 2. If an applicant is requesting funding for **filter crusher** for a disposal option, please identify which of the following your collection site will be implementing. (Please refer to the Used Oil Collection and Recycling Program Guide)
 - Option 1 Recycle the oil and the metal from the filters
 Option 2 Drain and crush the filters, recycle the oil.
 - **Option 2** Drain and crush the filters, recycle the oil, and dispose of the filters as a special waste in any Class I landfill
 - **Option 3** Puncture and hot drain or cold drain and dispose of as special waste in a subtitle D landfill (synthetic liner)
 - **Option 4** Dispose of the filters as a hazardous waste

3. If a **used oil heater** is requested, please estimate the square footage and shape of the room or building in which the used oil heater will be located. Provide a detailed explanation of the placement of the heater(s) and building configuration to justify heater size requested.

Explain the plan for transporting additional quantities of used oil if sufficient quantities of used oil are not generated at the heater locations.

*According to the Standards for the Management of Used Oil (Rule 1200-1-11-.11 Part 279.40 and TCA 68-211-1014) "...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 annually, shall be a certified transporter."

Education Plan – Part IV

This section is to be completed ONLY if requesting education funding (available to local governments only)

When working on the education plan, here are some points to consider. Marketing a behavior change can be more difficult than marketing a product. The department is in support of using social marketing techniques to accomplish this goal. Social marketing is the planning and implementation of programs designed to bring about social (behavior) change using concepts from commercial marketing.

There are basically two approaches towards reaching the public using social marketing techniques. These are informational and awareness type approaches. Informational approaches or campaigns are designed to give people specific information on a subject. It is thought by giving the public important and specific information they will do the right thing. The other type of approach or campaign is an awareness campaign. This type of campaign helps people understand how and why an issue is important to them. This message tends to be general in nature speaking on the larger problem.

Both types of approaches can be used to inform the public or make them aware of a specific issue regarding used oil. It is up to the applicant to determine the best approach to use. In either approach some measurement needs to be looked at to determine if the program has been successful. This may be as simple as the percent increase in individuals recycling used oil, or to the increase in the overall volume. Either way, think about how the program's success will be measured and plug this into the final table.

This plan will walk you through the process of developing a successful marketing plan to get the message out about the applicant's used oil program. Good Luck!

The websites www.social-marketing.org/sm.html or www.cdc.gov/communication/practice/socialmarketing.htm can provide more in-depth information on the subject of social marketing. In addition there are other websites and resources out there that can be helpful. Any Internet search engine can help locate these.

Worksheet 1 for Education Plan

This section is to be completed **ONLY** if requesting education funding (available to local governments only)

Who are the Used Oil Education Team Members?

Recruit a dynamic team of individuals who have an interest in used oil issues, are dependable workers, and who represent diverse audiences with a stake in a successful program.

Used Oil Education Team – Designate key personnel for used oil education:

Name	Address	Phone	Special Interest, Skill, or Background

Worksheet 2 for Education Plan

This section is to be completed **ONLY** if requesting education funding (available to local governments only)

What is the message?

Place a check by those messages you will focus on during the grant period. Identify any local messages in the appropriate table and mark at the appropriate location.

Sample Informational Messages

Key Message	Which will you focus on? (please check)
Our county/city manages (#)used oil collection sites. They are located at	
Our county/city opened a new used oil collection site. It is located at	
Our county /city accepts oil filters for recycling at	
Use absorbents to clean up any used oil spills.	
Keep used oil in a clean, sealed, and covered container.	
Properly drain a filter for 24 hours before recycling it and the used oil.	
Other:	
Other:	

Sample Awareness Messages

Key Message	Which will you focus on? (please check)
Proper storage and handling of used oil is important because	
Pouring used oil on the ground or old stump does not help the environment	
Leaks and drips from vehicles cause water pollution.	
Other:	
Other:	

Worksheet 3 for Education Plan

This section is to be completed **ONLY** if requesting education funding (available to local governments only)

Who is the target audience?

Based on your team members' input, selected key message(s) and program goal(s), select the audiences to be targeted with activities.

#	Target Audience	% of Concentration	#	Target Audience	% of Concentration
1	Automotive Do-It- Yourselfers	%	2	Agricultural Do-It- Yourselfers	%
3	Boating Do-It- Yourselfers	%	4	Student Drivers	%
5	General Public	%	6	Other:	%

Worksheet 4 for Education Plan

At this point, the team should select a reasonable number of activities that will carry the identified key messages from worksheet #2 to the identified audience(s) listed in worksheet #3. Education is a year activity.

Target Audience Number	Project Lead	Implementation Method I= Informational A=Awareness Approach	Estimated Cost	Measurement of Success	January	February	March	April	May	June	July	August	September	October	November	December
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													
			\$													



Tennessee Department of Environment and Conservation **Division of Solid Waste Management** Fifth Floor, L & C Tower 401 Church Street Nashville, TN 37243-1535

Used Oil Schedule A For more information call 615/532-9269, Fax: 615/532-0886, or Email Nina.Vo@state.tn.us

Registration for Used Oil Collection Centers

1. Organization's full, legal name			UOPIE	D No. (for age	ency use)			
2. Mailing address		State	Zip code					
3. Site address	City		State	Zip code	County name			
4. Owner name (may be corporation or company name)			Phone:					
			Email address:					
5. Manager or operator name		Phone: Email address:						
6. Principal technical contact		Phone:	Phone:					
7. Emergency contact for hours the facility is closed			Email address: Phone:					
			Email address:					
8. Used Oil Collection Center Management A	ctivities (check a	II applicable	boxes):					
[] a. Do-It-Yourself [] b. Commercially [] c. Do-It-Yourself	generated only	-	ted					

I certify that the information given in this document is true, accurate and complete. I am aware that there are significant penalties for the submission of false information by signing and dating.

Date Signature of authorized representative Title Printed name Return to: Used Oil Management Program **Division of Solid Waste Management** Fifth Floor, L & C Annex

Used Oil Schedule A (Revised 5-2004) This form is subject to modification by the Department 401 Church Street Nashville, TN 37243-1535



DEPARTMENT OF ENVIRONMENT AND CONSERVATION

DIVISION OF SOLID WASTE MANAGEMENT

8th Floor, L & C Tower, 401 Church Street Nashville, TN 37243-1533

615) 532-0076 (615)

USED OIL PROGRAM REPORT

INSTRUCTIONS: Complete one form for each used oil collection site. Return completed forms to above address. Complete Sections A and C to register your collection site for participation in State Database. Complete Sections A, B, and C to submit Used Oil Collection Annual Report.

SECTION A - USED OIL COLLECTION CENTER DATABASE ENTRY

By submitting this form, registrant agrees to be included in the State's Used Oil Collection Center Database. Locations of facilities included in this database will be provided to callers to the Used Oil Information line who are searching for locations to dispose of Do-It-Yourselfers used motor oil and others who may request the information.

Facility Name:	C	ounty:		
Used Oil Collection Center Registration ID No	b: <u>SWP</u>			
Owner:	Owner classificatio	n: 🗆 Private [Public Other	
Mailing Address:		Physical Loca	ation/Address:	
Contact Person:	Zip Code	Phone: ()	Zip Code
Days/hours when used motor oil will be accept	oted:			
Please mark if you accept the following:	Oil Filt	ers [Antifreeze	
Facility currently in operation?	es 🛛 No If "No", antic	ipated date of	opening	
SECTION B - USED OIL COLLEC				
REPORT PERIOD:	THRC	DUGH		
How many gallons of oil were collected from '	'Do-It-Yourselfers"?		gallons	
How many gallons of oil have you used for or	n-site heating fuel?		gallons	
How many gallons of oil have been picked up	by certified transporters?		gallons	
Please provide the name(s) and registration r	numbers of certified used oil ti	ansporters/hauler	s servicing your facility.	
What was the final disposition of the oil (if known	own)?			-
How many used oil filters have you collected?	?Qty	· _	Lbs.	
How many used oil filters do you have stored	?Qty	· _	Lbs.	
What was the final disposition of oil filters coll	ected?	Qty. Recycled _	Qty. Landfilled	
SECTION C - I certify that the information g by my signature and the date signed.	given in this document is accu	irate and complet	e to the best of my knowledge and be	lief as evidenced
Authorized Signature	Typed/Printed Name 8	Title	Date	_
CN-1000 (Rev. 11/95) Ente	red Bv: Da	e:	RDA \$836-4	1