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Annual Public Used Oil Collection Centers (PUOCCs) Yearly Report

~Report submissions due by June 30, 2024~

This is a reminder that the 2022 Public Used Oil Collection Centers (PUOCCs) report submissions (reporting period January 2022 through December 2022) are due no later than **June 30, 2024**.

Requirements

In order to fulfill the requirements pursuant to rule [62-710.510 \(6\), Florida Administrative Code](#), PUOCCs are **required** to annually register their activities with DEP no later than June 30 each year through the [Business Portal](#) to account for the preceding calendar year's activities.

Facilities are encouraged to create an account on DEP's Business Portal to submit the report electronically. Through this system, facilities have access to add a facility, edit a facility, associate a facility with an existing corporation, close a facility or reopen a closed facility. To edit a closed facility, you will first need to reopen the facility, then perform your edits (two separate steps).

Instructions for the PUOCC Online Registration

- First-time users should click *Register* in upper right corner of page. Enter information in the required fields, then click *Register*. An email will be sent to the address entered on the registration page and will include a computer generated password. Click on the *link* in the email. Click on *Apply* or *Submit*, and then *Get Licensed* or *Annual Report*. Click on *Public Used Oil Collection Center Notification* and *Annual Report*. For user name, enter your email address. Enter your password. If you haven't logged in since you initially registered to use the portal, you will be prompted to change your password.
- Enter an application name, which can be used only once (i.e. PUOCC Name_2022). Click save and *Go to Next Step*. Continue the online registration process.
- You can exit the portal at any time and your progress will be saved. When ready to continue the registration process, sign back into the DEP Business Portal and click on *Home* to select *Continue a Work in Progress*.

If you have any questions about completing the Public Used Oil Collection Center Notification and Annual Report form online, or any other questions concerning PUOCCs, contact Janet Ashwood, Used Oil Coordinator, at 850-245-8789 or Janet.Ashwood@FloridaDEP.gov.