



FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

February 5, 2019

Subject: Annual Used Oil Handler Renewal Registration Notice

Dear Used Oil Handler,

Pursuant to Rule 62-710.500 Florida Administrative Code (F.A.C.) all used oil and filter transporters, used oil and filter transfer facilities, used oil and filter processors, marketers, off-spec burners, and end users, collectively called Used Oil Handlers, must annually register, no later than March 1 of each year, their used oil handling activities with the Department of Environmental Protection (Department). Instructions for completing new registrations or registration renewals are attached in this notice.

Please note that Used Oil Handlers not registered by June 30 of each year are not authorized to transport, or market used oil, or used oil filters or burn off-specification used oil in the State of Florida. Used oil handlers transporting without a valid registration is a violation of state law subject to the revocation provisions of Sections 403.087(7) and 120.60, Florida Statute.

Request for additional information (RAI) notices from the Department must receive a response within 15 days of the date of RAI notice, unless a written request for additional time to provide the requested information is submitted and approved. Pursuant to Section 120.60, F.S., failure of an applicant to provide the timely requested information by the applicable deadline may result in denial of the application.

Once the Department reviews are complete, a new Used Oil Handler registration certificate will be emailed to you and to used oil handlers that are also hazardous waste transporters. Upon your request, a paper copy will be mailed to you.

Instructions for both on-line and paper registration are available at the following website:
<https://floridadep.gov/waste/permitting-compliance-assistance/content/used-oil-recycling>.

Contact the Used Oil Coordinator, Janet Ashwood, at 850-245-8789 or email at Janet.Ashwood@dep.state.fl.us for additional questions or assistance.

Sincerely,

A handwritten signature in cursive script that reads "Janet K. Ashwood".

Janet Ashwood
Used Oil Coordinator
Waste Compliance Assistance Program

On-line Registration Instructions Used Oil Handler Renewals Only

Registration for the period July 1, 2019 through June 30, 2020 and must be submitted to the Department by **March 1, 2019**.

Note: First time used oil handler registrants, handlers that are also hazardous waste transporters or handlers wishing to notify of business closure must be completed using the paper registration forms. Refer to the “Paper Registration Instructions” in the next section.

The option to renew your registration on-line is available through the Department’s Business Portal (<http://www.fldepportal.com/go/>).

Before you register on-line, please have the following updated and/or on hand:

1. **Prior to registering on-line**, your Certificate of Liability Insurance information must be up-to-date in the Department’s database. Submit an updated original Certificate of Liability Insurance form (Form 62-730.900(5)(a) for review and approval prior to registering on-line.
2. The Used Oil Annual Report information for 2018. You will be required to enter the information on-line as you fill out the registration.
3. A Visa or Master Card to pay the \$100 registration fee on line via the Department’s secure website.

Following are the instructions to renew your Used Oil Handler registration on-line. You may click Help for additional information at any time during the process. If at any point you do not complete the on-line process, the portal saves the information you entered.

- Go to Department’s home page (<http://www.fldepportal.com/go/>), click on **DEP Business Portal**.
- First time users: click **Register** in upper right. Enter information in the required fields. Then click **Register**. An email will be sent to the address entered on the registration page. The email will include a computer-generated password. Click on the link in the email. Click **Apply**, and then **Get Licensed**. Click on **Used Oil Handler**. For user name enter your email address. Enter in your password. If you haven’t logged in since you initially registered to use the portal, you will be prompted to change your password.
- Enter an application friendly name, which can only be used once. **Save and Go to Next Step**. Continue the online registration process.
- When ready to complete the registration process, enter the **DEP Business Portal** and click on **Continue a Work in Progress**.

Upon completion of your on-line registration, a new Used Oil Handler Certificate and a copy of your Used Oil Annual Report information will be sent to you electronically.

Paper Registration Instructions

First Time Used Oil Handler Registrations or Renewals

The documents listed below are required for registration for the period July 1, 2019 through June 30, 2020 and must be submitted to the Department by **March 1, 2019**:

- **Florida Notification of Regulated Waste Activities (Form 62-730.900(1) (b) 8700-12 FL)**, which also includes the Certification statement on Page 5 (a separate training manual statement is no longer required).
- **Used Oil and Used Oil Filter Handlers Annual Report (Form 62-710.901(3))** (not required for first-time registrants)
- **Certificate of Liability Insurance for Hazardous Waste Transporters and Used Oil Transporters (Form 62-710.901(5)(a))**; Used Oil transporters are required to provide an Insurance form for the automobile liability inclusive of pollution liability coverage. However, in the event your automobile and pollution are separate policies then we will need you to submit two separate Insurance forms. You are required to maintain valid liability insurance coverage during the entire Used Oil registration period.
- **Registration fee of \$100 per facility** in the form of check or money order, payable to Florida Department of Environmental Protection. The registration fee is waived for used oil processing facilities for which a permit fee was paid under Rule 62-710.800 F.A.C.

The forms listed above can be found on the Department's Used Oil website:
<https://floridadep.gov/waste/permitting-compliance-assistance/content/used-oil-recycling>.

Mail the completed forms with the **original (hand signed) signatures** to the address listed at the top of the Notification Form (8700-12 FL).

Instructions for Hazardous Waste Transporter Renewal Using Paper Registration Forms

Used Oil Handlers that are also hazardous waste transporters must register or renew using the paper registrations.

The documents listed below are required for registration for the period July 1, 2019 through June 30, 2020 and must be submitted to the Department by **March 1, 2019**:

- **Florida Notification of Regulated Waste Activities** (*Form 62-730.900(1) (b) 8700-12 FL*), and one or more of the following forms:
- **Certificate of Liability Insurance for Hazardous Waste Transporters and Used Oil Handlers** (*Form 62-730.900(5)(a)*)
- **Hazardous Waste Transporters Liability Endorsement** (*Form 62-730.900(5)(b)*)
- **Hazardous Waste Transporter Liability Surety Bond** (*Form 62-730.900(5)(c)*)

The forms listed above can be found on the Department's Transporters of Hazardous and Universal Wastes website:

<https://floridadep.gov/waste/permitting-compliance-assistance/content/transporters-hazardous-and-universal-wastes>.