

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention  
**Application for Collection Center**  
**For Used Oil and/or Surplus Paint**

Please check which applies:  Used Oil  Surplus Paint

See also *Oil Collection Checklist, Paint Collection Checklist*

**A. Identification Information**

1. Name of applicant/organizer:

\_\_\_\_\_

Service area – List municipalities to be served and number of households:

Municipality	# of households
_____	_____
_____	_____

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



2. Contact person (the person to be contacted if MassDEP has questions about this application):

\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

3. Site:

\_\_\_\_\_

Collection center name (e.g. recycling drop-off center, landfill, transfer station)

Street address \_\_\_\_\_

City/town \_\_\_\_\_ Zip \_\_\_\_\_ Hazardous Waste Generator ID Number OR \_\_\_\_\_

Date of application for EPA Identification Number, if not yet assigned \_\_\_\_\_

4. Collection center operator – the entity that controls and operates the collection program (e.g. Department of Public Works):

\_\_\_\_\_

Name (if different from above) \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mailing address \_\_\_\_\_

City/town \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

5. Responsible person(s)/operator – person designated by the applicant for on-site management of used oil and/or paint, including sorting, record-keeping, manifest signing:

\_\_\_\_\_

Name and Title (if different from above) \_\_\_\_\_

# Application for Collection Center For Used Oil and/or Surplus Paint

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## A. Identification Information (cont.)

6. Hazardous waste transporter – licensed transporter who is contracted to remove the hazardous waste paint and/or oil (if known at this time):

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Name of hazardous waste transporter of paint

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Name of hazardous waste transporter of oil

7. Is the space heater is used for burning waste oil?  Yes  No  
If yes, has the space heater been approved by the local fire department?  Yes  No  
(See also *Best Management Practices for Municipal Oil Collectors with Space Heaters*)
8. Physical description of the center. Describe in a schematic the location of the following in relation to named roads and significant buildings or features near the site:
- a. Above-ground tank for used oil
  - b. Paint collection shed
  - c. Containment for related automotive recyclable materials, e.g. spent antifreeze, oil filters, batteries, tires
  - d. The receiving area, sorting area, work area surface
  - e. Hazardous waste accumulation area and estimated capacity in gallons
  - f. Security, in form of fencing, guard house
  - g. Access and egress for users of the center and for emergency response vehicles, and signs directing the public
  - h. Any public or private water supply wells or surface water bodies within 500 feet
9. Has the local fire department approved the site for paint collection and storage?  Yes  No

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## B. Collection Center Operation Information

1. Service plan for oil collection center:

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a. Days and times when the used oil collection center is open:

Check if also collecting:

oil filters       spent antifreeze       tires       automotive batteries

2. Service plan for paint collection center:

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b. Days and times when surplus paint is accepted from residents:

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c. Days and times when surplus paint is accepted from VSQG;s (if applicable):

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d. Days and times when surplus paint is offered to residents?

# Application for Collection Center

## For Used Oil and/or Surplus Paint

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### B. Collection Center Operation Information (cont.)

e. Will there be any limits on type of paint material accepted?  Yes  No

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If yes, indicate what will not be accepted

Attach and number additional sheets for the following questions:

2. Education Plan - Describe your plan to educate the service area about the collection program, appropriate handling of the materials, and the availability of paint products for reuse:

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3. Financial assurance plan - Describe your budget and funding sources for the attendant, public education, capital equipment costs, shipping of materials for recycling or disposal. Funding may come from private sources or user fees:

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4. Operations plan -- Describe who will be responsible for accepting materials from residents, categorizing materials, keeping records, performing weekly inspections and other regulatory compliance and calling for waste pick-ups:

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5. Emergency prevention plan - List equipment and materials the center for emergency response, such as absorbent clean-up materials, portable fire extinguishers, telephone with emergency numbers posted nearby, etc.:

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6. Training Verification for operators of paint programs - Describe the training or preparation of the operator or site manager of the collection program:

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## C. Certification

To be completed by an authorized representative of the applicant.

\_\_\_\_\_  
Print name

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Position/title

\_\_\_\_\_  
Date

I understand that a used oil and/or surplus paint collection must be managed in accordance with all applicable environmental laws and regulations and that MassDEP may inspect this center to verify compliance."

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Please mail forms to the Compliance & Enforcement Section Chief at the MassDEP regional office for the community in which the collection center will be located. Find your region:  
<http://mass.gov/dep/about/region/findyour.htm>

MassDEP Northeast Region  
205B Lowell Street  
Wilmington, MA 01887

MassDEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347

MassDEP Central Region  
627 Main Street  
Worcester, MA 01605

MassDEP Western Region  
436 Dwight Street  
Springfield, MA 01103