



USED OIL RECYCLING INCENTIVE PAYMENT CLAIM/REPORT
CalRecycle 31 (Rev. 01/10)

Instructions for completing this form can be found on the reverse.
Print legibly in ink or type.
Indicate N/A for any items which are not applicable.

Mail To:
DEPARTMENT OF RESOURCES RECYCLING & RECOVERY
CALRECYCLE ACCOUNTING OFFICE
P. O. BOX 4025
SACRAMENTO CA 95812-4025

CLAIMANT INFORMATION:

1. Certification Number: _____
2. Name of Entity: _____
Db: _____
3. Mailing Address: _____

4. Contact Person: _____
5. Check here if filing as a multiple certified used oil collection center. Must also complete **CalRecycle 31-B** form and attach to claim/report.

REPORTING PERIOD

(Check ONLY One Box & Enter Year) Enter Year

- Jan 1 – Mar 31/Due May 1** _____
- Apr 1 – Jun 30/Due Aug 14** _____
- Jul 1 – Sep 30/Due Nov 14** _____
- Oct 1 – Dec 31/Due Feb 14** _____
- Checked for duplicates (For State Use Only)
- Telephone Number: _____

LUBRICATING OIL PURCHASES - DO NOT INCLUDE INDUSTRIAL OIL (if none purchased, enter zero)

6. Amount of lubricating oil purchased during this reporting period or since the last claim/report was submitted. (a) _____ gallons

RECYCLED USED LUBRICATING OIL GENERATED ON SITE - DO NOT INCLUDE INDUSTRIAL OIL

7. Total amount of eligible used lubricating oil transported to a certified used oil recycling facility, a used oil storage facility, a used oil transfer facility or to an out-of-state facility registered with the Department of Resources Recycling and Recovery. (Attach copies of manifests or modified manifest receipts from used oil hauler.) (b) _____ gallons
8. Total incentive amount claimed (multiply the number on line (b) X \$0.16). (c) \$ _____

RECYCLED USED LUBRICATING OIL COLLECTED FROM THE PUBLIC / DO-IT-YOURSELF (DIY) OIL

9. Total amount of eligible used lubricating oil collected from the public and transported to a certified used oil recycling facility, a used oil transfer facility or to an out-of-state facility registered with the Department of Resources Recycling and Recovery. (Attach copies of manifests or modified manifest receipts from used oil hauler.) (d) _____ gallons
10. Total number of recycled oil filters. (Data collection for informational purposes. If none, enter zero.) (e) _____ filters
11. Total incentive amount claimed (multiply the number on line (d) X \$0.40). (f) \$ _____

12. Total amount of claim (add line c and line f) (g) \$ _____ CLAIM TOTAL

DECLARATIONS AND SIGNATURES

13. I declare under penalty of perjury under the laws of the State of California that I am authorized to legally bind Claimant and that to the best of my knowledge and belief the following statements are true and correct: 1) that the information provided in this claim is complete and correct; and 2) that no other claim has been submitted for the above claimed oil; and 3) that Claimant has operated in compliance with all Federal, State and local requirements pertaining to the management of this oil.

Signature of Representative of Claimant

Date

Name and Title of Representative (print)

DO NOT WRITE BELOW - FOR STATE USE ONLY

Claim Number _____ Postmark Date _____ Vendor # _____ Claim Schedule #U _____

Reviewer _____ Date Reviewed _____ Adjusted Amount Paid \$ _____

Reason for Adjustment _____

Adjustment \$ _____ Adjustment Approved By _____ Date Adjustment Approved _____

EFFECTIVE JANUARY 1, 2010 THE CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD BECAME THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)

INSTRUCTIONS FOR COMPLETING USED OIL RECYCLING INCENTIVE PAYMENT CLAIM/REPORT FORM

TO BE ELIGIBLE TO RECEIVE A RECYCLING INCENTIVE PAYMENT, YOU MUST REPORT QUARTERLY TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY. TO EXPEDITE PAYMENT THIS FORM MUST BE USED TO REPORT THE AMOUNT OF LUBRICATING OIL PURCHASES, AND THE AMOUNT OF USED LUBRICATING OIL TRANSPORTED TO A CERTIFIED USED OIL RECYCLING FACILITY, OR TO A USED OIL STORAGE FACILITY, OR TO A USED OIL TRANSFER FACILITY, OR TO AN OUT OF STATE FACILITY REGISTERED BY THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY.

THE DEADLINE FOR SUBMITTING A QUARTERLY REPORT IS ON OR BEFORE THE 45TH CALENDAR DAY FOLLOWING THAT QUARTER. NOTE: INCENTIVE CLAIMS SATISFY THE QUARTERLY REPORT REQUIREMENTS.

IF ANY REQUIRED INFORMATION IS NOT INCLUDED ON THE FORM, THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY MAY NOT BE ABLE TO PAY THE CLAIM AS SUBMITTED.

REPORTING PERIOD: Check the box corresponding to the quarter and enter the year of claim reporting period. Each quarter must be submitted on a separate form. Failure to do so will result in return of form.

Item 1: Certification Number - Enter the certification or registration number issued by the Department of Resources Recycling & Recovery (formerly CIWMB).

Item 2: Name of Entity/DBA - Enter name as it appears on your Payee Data Record (Std. 204) form on file.

Item 3: Mailing Address - Enter the complete mailing address of the location payment should be sent. This address must match the address on the Payee Data Record form (Std. 204) on file.

Item 4: Contact Person - Enter the name and telephone number of person to contact regarding questions on the completed claim form.

Item 5: Check the box if filing as a multiple certified used oil collection center. Must also complete CalRecycle 31-B form and attach to report/claim.

Item 6: Enter the total number of gallons for lubricating oil purchases made during the reporting period. If none purchased, enter zero on line (a).

Item 7: Enter the total gallons of eligible used lubricating oil generated onsite and transported by a used oil hauler during the reporting period or since your last claim/report on line (b). Attach copies of manifests or modified manifest receipts from used oil hauler. Claim/Payment amount will be adjusted for incomplete or illegible manifests.

Item 8: Multiply the number of gallons entered on line 7 (b) by \$0.16 and enter dollar amount on line (c).

Item 9: Enter the total number of gallons of used lubricating oil collected from the public (Do-It-Yourself-DIY oil) and transported by a used oil hauler during the reporting period or since your last claim/report on line (d). Attach copies of manifests or modified manifest receipts from used oil hauler. Manifests must clearly identify the amount of DIY oil. Claim/Payment amount will be adjusted for incomplete or illegible manifests.

Item 10: Enter the total number of used oil filters recycled during the reporting period on line (e). This data is being collected for informational purposes. If none, enter zero.

Item 11: Multiply the number of gallons entered on line 9 (d) by \$0.40 and enter dollar amount on line (f).

Item 12: Add lines 8 (c) and 11 (f) and enter the total claim amount for this reporting period on line (g).

Item 13: This Claim/Report must be signed by a duly authorized representative who has the authority to legally bind Claimant. The signature must be an original. No rubber stamps or facsimile are allowed.

DEFINITIONS

LUBRICATING OIL, includes, but is not limited to, any oil which is intended for use in machinery powered by an internal combustion engine. Lubricating oil includes oil intended for use in an internal combustion engine crankcase, transmission, gearbox, or differential in an automobile, bus, truck, vessel, plane, train, heavy equipment, or other machinery powered by an internal combustion engine. Lubricating oil also includes consumer additives which are intended to be mixed with lubricating oils in an internal combustion engine and synthetic lubricating oils. Lubricating oil does not include oil intended for use in a 2-cycle engine where the oil is entirely consumed during usage.

INDUSTRIAL OIL, includes, but is not limited to, any compressor, turbine, or bearing oil, hydraulic oil, metal-working oil, or refrigeration oil. Industrial oil does not include dielectric fluids.

CERTIFIED USED OIL COLLECTION CENTER means a business, governmental entity, or nonprofit organization, certified by the State, which accepts used lubricating oil from the public and which is exempt from hazardous waste facility permit requirements pursuant to subdivision (a) of Section 25250.11 of the Health and Safety Code.

INDUSTRIAL GENERATOR means an entity, registered with the State, which buys and uses lubricating oil only for equipment owned or used by the entity. Industrial Generator includes state or local government entities as defined by Public Resources Code (PRC) Section 5902 of the Government Code. Industrial Generator does not include motor carriers which have received oil for which a payment has not been made pursuant to PRC Section 48650.

CURBSIDE COLLECTION PROGRAM means a service, registered with the State and sponsored by a local agency, which collects used oil, and may collect other recyclable material, including, but not limited to, newspaper, glass containers, aluminum cans, and bi-metals.

USED OIL RECYCLING FACILITY means a facility which is issued a hazardous waste facilities permit or grant of interim status by the Department of Toxic Substances Control pursuant to Section 25200 or 25200.5 of the Health and Safety Code to convert used oil into recycled oil, or an out-of-state facility registered with CalRecycle and operating in substantial compliance with Part 279 (commencing with Section 279.1) of Title 40 of the Code of Federal Regulations for the purposes of recycling used oil.

ALL USED OIL INCENTIVE CLAIMS/REPORTS, INQUIRIES AND CORRESPONDENCE PERTAINING TO INCENTIVE PAYMENTS SHOULD BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

Department of Resources Recycling & Recovery (CalRecycle)
ACCOUNTING OFFICE
1001 I Street
P. O. Box 4025
Sacramento, CA 95812
Telephone inquiries: (916) 341-6176