



*Vertex Residual Management  
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Houston, Texas 77062  
281-486-4182 Fax: 281-486-0217*

*Providing Environmental Compliance, Cost-Effective Strategies and Services*

## Used Oil Pick-up Request Instructions

### **Generator Information**

Enter the generating facility's name, facility's phone and fax number, the name of the facility's contact person and email address. Enter the generating facility's physical address where the used oil is generated, the 12-digit USEPA Identification Number and the State ID number if applicable.

### **Generator Status**

Identify your generator status

### **Invoicing Information**

If the invoicing information is the same as the billing address, please check the Yes box. If not, enter the company's name, the company's billing contact name, phone and fax number, and physical address of billing location.

### **Used Oil Specifications**

Please enter information about the used oil by identifying the properties or characteristics of the used oil that will allow sales or terminal staff to decide on acceptance into the terminal. **USED OIL WILL NOT BE RECEIVED AT ANY FACILITY UNLESS THIS SECTION OF THE FORM IS COMPLETE.**

### **Describe the process generating the Used Oil**

Describe how the material was generated. Examples: Used Oil Collection, Processed recovered oil, recovered fuels.

### **Representative Sample Analysis**

Sales or terminal staff will determine if lab tests are required for used oil prior to approval based on information provided under the Used Oil Specifications section or discussions with Generator. Sales or terminal staff will indicate what additional analysis may be required.

### **Generator Knowledge Statement**

This is a written statement by the generator that the used oil has or does not have certain properties. Statement needs to address the properties listed in the Used Oil Pick-up Request - Used Oil Specifications: Range-Cert. Min/Max column that are not verified with analytical if material cannot be identified as a Used Oil using the specifications listed.

### **Material Safety Data Sheet (MSDS)**

Indicate if a MSDS is attached for use in determining properties of used oil.

### **Shipping Information**

Enter the Department of Transportation (DOT) proper shipping name identified in 49 CFR 172.101. Enter the method of shipment, type of container and the quantity of Used Oil. If known, enter the carrier, truck and trailer number.

### **Designated Facility**

Identify the facility to which the used oil is intended to be delivered. If no facility is identified, VRM staff will determine appropriate facility. If facility is not listed, but known, enter the facility's name and address.

### **Generator Certification**

By signing this Used Oil Acceptance Pick-up Request, the generator certifies the information on the form is true and accurate.

### **Generator Authorized Signature**

Authorized employee of the generator or representative of the generator authorized in writing by the generator.

Enter the authorized employee's title, phone number and email address. Enter the date the Used Oil Pick-up Request is signed. Email completed form to [koryw@vrmus.com](mailto:koryw@vrmus.com) or fax all document to 281-486-0217.