



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

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Dear CCC Operator:

RE: CCC Incentive Claim Documentation Options

With the passage of the California Oil Recycling Enhancement Act (SB 546) effective January 1, 2010, there have been changes made to the required audit support documentation for incentive claims. This documentation **only** affects used oil Certified Collection Centers (CCC) and curbside collection centers that collect **both oil from the public (Do-It-Yourself [DIY] Oil – 40 cents/gallon) AND generate on-site used lubricating oil (16 cents/gallon) at the same facility.**

Examples of On-Site Generated Lubricating Oil

- oil generated through service bay operations such as oil changes;
- oil recovered from crushed filters at a used oil filter processing plant; and
- oil recovered from cars crushed at wrecking facilities

Incentive Claim Documentation Options

You may now choose to either maintain DIY logs or on-site generated oil records. You **do not** need to maintain both types of documentation.

Option 1 – DIY LOG (created by your business). DIY logs require the following information:

- the date the oil was collected;
- the name and address of the individual that oil was collected from; and
- the volume of oil collected from each individual.

OR

Option 2 – On-Site Generated Lubricating Oil Records (created by your business) and kept in the normal course of business that clearly show:

- the date the oil was generated;
- the source of the oil; and
- the volume of oil collected.

Retaining Incentive Claim Documentation

Incentive claim documentation is only required for State audit record keeping and should be retained at your business facility. Please retain this documentation for a minimum of three (3) years from the collection/generation date at your business facility. Please do not submit either type of documentation with your incentive claims forms. In the event you are audited, failure to provide sufficient supporting



documentation may result in an audit finding that requires you to reimburse the State in an amount equal to the unsupported incentive claims.

Questions: If you have any questions or concerns about the documentation requirements, or the used oil recycling incentive claim procedures, please contact Lori Moore at (916) 341-6176 or email Lori.Moore@calrecycle.ca.gov.

Sincerely,

Tom Estes

Tom Estes, Deputy Director
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