

# Instructions for Updating the Site Identification Verification Form

## HOW TO FILL OUT THIS FORM

Please read and follow all instructions. Pay particular attention to information contained in the **NOTE** boxes or information that is **bolded** and/or underlined. If you need assistance, please call the Bureau of Waste Management at 785-296-1600.

- Make all changes to your information by typing or printing clearly in ink
- Sign and date the form and print or type your name and title in Section X on page 7
- Make a copy of the form for your records
- Submit the **original** signed and updated form to the following address:

**Attn: Debbie Lusby**  
**KDHE-BWM**  
**1000 SW Jackson, Suite 320**  
**Topeka, Kansas 66612-1366**

## ITEM-BY-ITEM INSTRUCTIONS

### Item I. – Reason for Submittal:

Place an "X" in the appropriate box(s) to indicate whether this form is a Subsequent Notification to update your site identification information, or if there is some other reason for the submittal.

- **For Initial Notification of Regulated Waste Activity** to obtain an EPA ID Number for hazardous waste, universal waste, or used oil activities **please use the Notification of Regulated (Hazardous Waste) Activity Form** available at [www.kdheks.gov/waste](http://www.kdheks.gov/waste).
- **For Subsequent Notification of Regulated Waste Activity to update site identification information.** You must use this form or the Notification of Regulated (Hazardous Waste) Activity Form to submit a subsequent notification if your site already has an EPA ID Number and you need to update your original information (e.g., generator status, new owner, new mailing address).
- **As a component of the First RCRA Hazardous Waste Part A Permit Application.** If your site is planning to treat, store, or dispose of hazardous waste on site in a unit that is not exempt from obtaining a hazardous waste permit, you must submit this form or the Notification of Regulated (Hazardous Waste) Activity Form as part of the Part A Permit Application. Also, if the activity at this site (treatment, storage, or disposal) became newly regulated under RCRA Subtitle C (specifically 40 CFR Parts 260-299), you must submit this form or the Notification of Regulated (Hazardous Waste) Activity Form as part of the Part A Permit Application.
- **As a component of a Revised RCRA Hazardous Waste Part A Permit Application.** If you must submit a revised Part A Permit Application to reflect changes that have occurred at your site, you must submit this form or the Notification of Regulated (Hazardous Waste) Activity Form as part of your revised Part A Permit Application. Examples of site changes requiring a revised Part A Permit Application include managing new wastes not identified in the first submission of the form or changes to existing waste treatment processes. When submitting a revised Part A Permit Application, please include the Amendment number in the appropriate space.

- **As a component of the Hazardous Waste Report.** If you are required to submit a Hazardous Waste Report indicating the amount of hazardous waste you generate, treat, ship off-site, or receive from off-site, you must fill out this form or the Notification of Regulated (Hazardous Waste) Activity Form.
- **Site was a TSD facility and/or generator** of  $\geq 1,000$  kilograms (kg) of hazardous waste,  $>1$  kg of acute hazardous waste, or  $>100$  kg of acute hazardous waste spill cleanup in one or more months of the report year (Only a TSD facility and/or Large Quantity Generator should place an “X” in this box.)

**Item II – Site EPA ID Number:**

This information will be pre-populated and will not change.

**Item III – Name of Site:**

Enter the legal name and the site-specific name of the facility which is conducting business at this site.

**Item IV – North American Industry Classification System (NAICS) code for this Site:**

Box A must be completed. Completing Boxes B-D is recommended, if applicable.

**Box A** Enter the NAICS code that **best describes your site’s primary business production process for your products or services.** Use the 6-digit code (most specific description) if available for your business; if not, use the 5-digit code; **do not enter any codes with less than 5 digits.**

**Boxes B - D** List other NAICS codes that describe the primary business production processes for your site. Use the most specific 6- or 5-digit code available; **do not enter any codes with less than 5 digits.**

You can obtain information about NAICS Codes from the following sources:

<http://www.census.gov/eos/www/naics>

<http://www.naics.com/search.htm>

**Item V – Site Location Address and Other Site Information:**

Enter the physical address or location for this site. **The address or location must be a physical address, not a post office box or route number. This is your 911 system location address.**

**NOTE:** A new EPA ID Number is required if you move to a new location. If your new location does not have an EPA ID Number, a new EPA ID Number will be assigned. If your new location has a previously assigned EPA ID Number, you will use the existing number.

**Item VI – Site Mailing Address:**

Write the site’s mailing address.

**Item VII – Site Contact Person:**

Enter the name, mailing address, email, business phone number and extension, and fax number of the person who should be contacted about information submitted on the form. A Subsequent Notification is required when the Site Contact Person changes.

**Item VIII – Legal Owner and/or Operator of the Site:**

Enter the name or names of each legal owner and/or operator of this site. For the meaning of owner and operator, see the definitions.

**Date Became Owner and/or Operator:** Enter the date on which the above person or entity became the legal owner and/or Operator of site

**Type:** Place an "X" in the box that **best describes** the owner and/or operator type of your site. Select only one type: Private, County, District, Federal, Tribal, Municipal, State, or Other.

Please enter any additional owners and/or operators or any deleted owners and/or operators since the last notification. Please provide the dates they became or ceased being an owner and/or operator. Use the comment section at the end of form and additional sheets if necessary.

**NOTE:** A Subsequent Notification is required when the owner or operator of a site changes. Because an EPA ID Number is site-specific, the new owner will use the existing EPA ID Number assigned to the site.

**Item IX – Type of Regulated Waste Activity:**

**A. Hazardous Waste Activities:** Place an "X" in the appropriate box to indicate each hazardous waste activity being conducted **at this site.**

**NOTE: Do NOT use the federal generator classifications found in 40 CFR. Use the State of Kansas generator classifications described below to complete this form.**

1. **Generator of Hazardous Waste:** If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, place an "X" in the box corresponding to the total quantity of non-acutely hazardous waste that is generated in any **single** calendar month. Do **NOT** average over months; rather enter the highest single monthly total. The definitions for the four classifications of hazardous waste generators in Kansas are found in KAR 28-31-260(c)(2)(E) and KAR 28-31-260a(a)(1), (8), and (9). Below is a brief description of the four types of hazardous waste generators in Kansas.

**Large Quantity Generator (LQG):** A generator who meets **either** (or both) of the following criteria:

- Generates 1,000 kilograms (2,200 pounds) or more of hazardous waste in any single calendar month; **or**
- Generates or accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities equal to or greater than the generation limits listed in 40 CFR 261.5(e).

**NOTE:** If, in addition to being an LQG Generator, you recycle hazardous wastes at your site (without storing the wastes before you recycle them), mark both this box **and Item 3.b.**

**Small Quantity Generator (SQG):** A generator who meets all of the following criteria:

- Generates more than 100 kilograms (220 pounds) of hazardous waste in any single calendar month; **and**
- Generates less than 1,000 kilograms (2,200 pounds) of hazardous waste in any single calendar month; **and**
- Generates and accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities less than the generation limits listed in 40 CFR 261.5(e).

**Kansas Small Quantity Generator (KSQG):** A generator that meets all of the following criteria:

- Generates 25 kilograms (55 pounds) or more of hazardous waste in any single calendar month; **and**
- Generates no more than 100 kilograms (220 pounds) of hazardous waste in any single calendar month; **and**
- Generates and accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities less than the generation limits listed in 40 CFR 261.5(e).

**Conditionally Exempt Small Quantity Generator (CESQG):** A generator who meets both of the following criteria:

- Generates less than 25 kilograms (55 pounds) of hazardous waste in any single calendar month; **and**
- Generates and accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities less than the generation limits listed in 40 CFR 261.5(e).

<p><b>NOTE:</b> If you generate acute hazardous wastes listed in 40 CFR 261.31, 261.32 or 261.33(e), please refer to K.A.R. 28-31-261 and 40 CFR 261.5(e) to determine the circumstances under which you must notify the KDHE.</p>
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In addition to the preceding, place an “X” in each appropriate box to indicate other generator activities occurring **at this site**. Please mark all boxes that apply.

- 2. Transporter of Hazardous Waste:** If you transport hazardous waste within the United States and/or own or operate a hazardous waste transfer facility, place an “X” in each appropriate box to indicate each hazardous waste management activity. The Kansas regulations for hazardous waste transporters are found in KAR 28-31-6, KAR 28-31-263, and KAR 28-31-263a.
- 3.a. Treater, Storer, or Disposer of Hazardous Waste:** If you treat, store, or dispose of regulated hazardous waste that is subject to a permit or interim status, place an "X" in this box. A hazardous waste permit is required for these activities. NOTE: Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling fall into this category. For permitted activities, please contact KDHE at 785-296-1600 to request a Hazardous Waste Part A Permit Application in addition to this notification.

<p><b>NOTE:</b> If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other hazardous wastes, mark both this box <b>and</b> Box C.2.</p>
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- 3.b. Recycler of Hazardous Waste:** If you recycle regulated hazardous wastes (recyclable materials), place an “X” in this box. The regulations for owners or operators of sites that

recycle hazardous waste are found in 40 CFR 261.6. A hazardous waste permit may be required for this activity.

**NOTE:** If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark both this box **and** Box A.3.a. If your site is a destination facility for universal wastes in addition to being a recycling site for other hazardous wastes, mark both this box **and** Box C.2.

- 4. Underground Injection Well:** If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site, place an "X" in the box. The regulations for owners or operators of underground injection wells are found in 40 CFR Part 148.
- 5. Import Agent for Hazardous Waste:** Place an "X" in the box if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.
- 6. Generates Mixed Radioactive Waste:** Place an "X" in the box if you are a generator of mixed waste (waste that is both hazardous and radioactive). Mixed waste is waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).
- 7. Short-Term Generator** Place an "X" in the box if the site is currently generating hazardous waste only as the result of a one-time, non-recurring, temporary event not related to normal production processes. If you check the box, you must provide an explanation of your short-term generation event in the Comments section.
- 8. Receives Hazardous Waste From Off-site (at your site):** If you received hazardous waste from another site, whether this waste was received as a commercial transaction or waste received from a restricted group of off-site generators, place an "X".
- 9. Exempt Boiler and/or Industrial Furnace:**
  - a.** If you process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(d), or to recover economically significant amounts of precious metals, as described in 40 CFR 266.100(g), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h), place an "X" in the box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.
  - b.** If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place an "X" in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.
- B. Used Oil Activities:** Place an "X" in each appropriate box to indicate each used oil management activity taking place **at this site**. The Kansas regulations for used oil management are found in KAR 28-31-6, KAR 28-31-279 and KAR 28-31-279(a).
  - 1. Used Oil Fuel Marketer:**
    - a.** Place an "X" if you market off-specification used oil directly to a burner
    - b.** Place an "X" if you are the first to claim the used oil meets the used oil specification listed in 40 CFR 279.11

If either of these boxes is marked, you also must notify or have previously notified as a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner. If you are only a used oil generator, you are not required to notify unless you conduct any of the above used oil activities.

2. **Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, place an "X" in this box to indicate this used oil management activity.
3. **Used Oil Processor** If you process used oil, place an "X" in the box.
4. **Re-Refiner:** If you re-refine used oil, place an "X" in the box.
5. **Used Oil Transporter:** If you transport used oil and/or own or operate a used oil transfer facility, place an "X" in each appropriate box to indicate each used oil management activity.

**C. Universal Waste Activities:** Refer to K.A.R. 28-31-273, 40 CFR 261.9, and 40 CFR Part 273 for the regulations covering universal waste.

1. **Large Quantity Handler of Universal Waste (LQHUV):** You are an LQHUV if you accumulate a total of 5,000 kg (11,000 pounds) or more of any universal wastes (calculated collectively) at any time. Place an "X" in the appropriate box to indicate the type of universal wastes you generate and/or accumulate at your site.
2. **Destination Facility:** Place an "X" in the box if you treat, dispose of, or recycle universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes. A permit may be required if you recycle universal wastes.

**NOTE:** If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for hazardous wastes, mark both this box and box A.3.a. In addition, if your site recycles hazardous wastes, mark both this box and box A.3.b.

**D. Waste codes for federally regulated hazardous waste:** You will need to refer to K.A.R. 28-31-261, K.A.R. 28-31-261a, and 40 CFR 261 to complete this item. Part 261 identifies those solid wastes which are defined as hazardous and regulated under the hazardous waste regulations. You may obtain information regarding the types of regulated hazardous waste by contacting the Bureau of Waste Management at 785-296-1600. This information is also available on BWM's website: [www.kdheks.gov/waste](http://www.kdheks.gov/waste) Please click on the link Hazardous Waste Generators Program and then scroll down and click on Hazardous Waste Generator Handbook. The handbook may be printed.

If you manage hazardous wastes that are described in 40 CFR Part 261, write each appropriate 4-digit code in the boxes provided.

**NOTE:** If you need to list more codes than will fit under Item IX.D., please continue listing the codes under the certification section or on an extra sheet. If you use an extra sheet, include your EPA ID number on the top of the sheet and attach it to the form.

**Item X – Certification:** This certification must be signed by owner(s), operator(s), or authorized representative(s) for the site.

<p><b>NOTE: All Site Identification Verification Forms must include this signed and dated certification to be considered complete.</b></p>
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**Comments:** You may write in the blank area under the certification and/or attach additional sheets as needed to provide additional information. Please enter your EPA ID Number on any additional sheets.

**Return Completed Form To:**

**Attn: Debbie Lusby  
KDHE-BWM  
1000 SW Jackson, Suite 320  
Topeka, KS 66612-1366**

# DEFINITIONS

The following definitions are included to help you to understand and complete the form:

**Act or RCRA** means the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984, 42 U.S.C. Section 6901 *et seq.*

**Acutely Hazardous Waste** means wastes that are highly toxic commercial chemical products, off-specification chemicals, or container residues and residues from the spillage of these chemicals that are discarded or intended to be discarded. These highly toxic chemicals have been identified by EPA as always being acutely hazardous wastes when disposed. EPA has developed a list of these chemicals, called the P-list, which is contained in 40 CFR 261.33(e). These P-listed chemicals include commercially pure grades of the chemicals, any technical grades of these chemicals that are produced or marketed, and all formulations in which only one of the P-listed chemicals is the sole active ingredient. An example of an acutely hazardous waste would be a P-listed pesticide such as parathion (P089) that must be disposed. Examples of generators that generate acutely hazardous wastes are pesticide applicators, laboratories, and chemical formulators.

**Authorized Representative** means the person responsible for the overall operation of the RCRA site or an operational unit (i.e., part of an RCRA site), e.g., superintendent or plant manager, or person of equivalent responsibility.

**Boiler** means an enclosed device using controlled flame combustion and having the following characteristics:

1. The unit has physical provisions for recovering and exporting energy in the form of steam, heated fluids, or heated gases;
2. The unit's combustion chamber and primary energy recovery section(s) are of integral design (i.e., they are physically formed into one manufactured or assembled unit);
3. The unit continuously maintains an energy recovery efficiency of at least 60 percent, calculated in terms of the recovered energy compared with the thermal value of the fuel;
4. The unit exports and utilizes at least 75 percent of the recovered energy, calculated on an annual basis (excluding recovered heat used internally in the same unit, for example, to preheat fuel or combustion air or drive fans or feed water pumps); or
5. The unit is one which the KDHE has determined, on a case-by-case basis, to be a boiler, after considering the standards in 40 CFR 260.32.

**Disposal** means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or water so that such solid waste or hazardous waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including ground waters.

**EPA Identification (ID) Number** means the number assigned by KDHE to each hazardous waste generator, hazardous waste transporter, and treatment, storage, or disposal RCRA site; large quantity handler of universal wastes; used oil transporter, used oil processor/re-refiner, off-specification used oil fuel burner, and used oil fuel marketer.

**Hazardous Waste** means a hazardous waste as defined in 40 CFR 261.3.

**Hazardous Waste Generator** means any person, by site, whose act or process produces hazardous waste identified or listed in 40 CFR Part 261 or whose act first causes a hazardous waste to become subject to regulation.

**Hazardous Waste Storage** means the holding of hazardous waste for a temporary period, at the end of which the hazardous waste is treated, disposed of, or stored elsewhere.

**Hazardous Waste Transporter** means a person engaged in the off-site transportation of hazardous waste by air, rail, highway, or water.

**Hazardous Waste Transfer Facility** means a site that holds manifested hazardous wastes at their site for a period of ten (10) days or less while the waste is in transit. The Federal regulations for hazardous waste transfer facilities are found in 40 CFR Part 263.12.

**Hazardous Waste Treatment** means any method, technique, or process, including neutralization, designed to change the physical, chemical, or biological character or composition of any hazardous waste so as to neutralize such hazardous waste, or so as to recover energy or material resources from the hazardous waste, or so as to render such hazardous waste nonhazardous, or less hazardous; safer to transport, store or dispose of; or amenable for recovery, amenable for storage, or reduced in volume. Such term includes any activity or processing designed to change the physical form or composition of hazardous waste so as to render it nonhazardous.

**Industrial Furnace** means any of the following enclosed devices that are integral components of manufacturing processes and that use thermal treatment to accomplish recovery of materials or energy: cement kilns; lime kilns; aggregate kilns; phosphate kilns; coke ovens; blast furnaces; smelting, melting and refining furnaces; titanium dioxide chloride process oxidation reactors; methane reforming furnaces; pulping liquor recovery furnaces; combustion devices used in the recovery of sulfur values from spent sulfuric acid; halogen acid furnaces, as defined under industrial furnace in 40 CFR 260.10; and such other devices as the KDHE may add to this list.

**Large Quantity Handler of Universal Waste** means a universal waste handler (as defined in 40 CFR 273.6) who accumulates 5,000 kilograms (11,000 pounds) or more total of universal waste (batteries, pesticides, or thermostats, collectively) at any time. This designation is retained through the end of the calendar year in which 5,000 kilograms or more of universal wastes are accumulated.

**Municipality** means a city, village, town, borough, county, parish, district, association, Indian tribe or authorized Indian tribal organization, designated and approved management agency under Section 208 of the Clean Water Act, or any other public body created by or under State law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes.

**Off-Specification Used Oil Burner** means an site where used oil not meeting the specification requirements in 40 CFR 279.11 (off-specification used oil) is burned for energy recovery in devices identified in Section 279.61(a).

**Off-Specification Used Oil Fuel** means used oil fuel that does not meet the specification provided under 40 CFR 279.11.

**On-Specification Used Oil Fuel** means used oil fuel that meets the specification provided under 40 CFR 279.11.

**Operator** means the person responsible for the overall operation of a site. See **Person**.

**Owner** means a person who owns a site or part of a site, including the property owner. See **Person**.

**Person** means an individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

**RCRA Subtitle C Site (Site)** means the physical plant or location at which one or more of the following regulated waste activities occurs: the generation, transportation, treatment, storage, or disposal of hazardous wastes; recycling of hazardous wastes; the accumulation of 5,000 kg (11,000 pounds) or more of universal wastes; and the transportation (and temporary storage during transportation), processing/re-refining, burning, or marketing of used oil. A site may consist of several treatment, storage, or disposal operational units. A site also may consist of an area undergoing corrective action. (For entities that only transport regulated wastes, the term site refers to the headquarters of that entity=s operations.)

**Small Quantity On-Site Burner Exemption** means that persons who burn small quantities of hazardous waste in an on-site boiler or industrial furnace, in accordance with 40 CFR 266.108, are conditionally exempt from regulation for that activity.

**Smelting, Melting, and Refining Furnace Exemption** means that: owners or operators of smelting, melting, and refining furnaces that process hazardous waste solely for metal recovery are conditionally exempt from regulation, except for 40 CFR 266.101 and 266.112, provided they comply with the requirements in Section 266.100(d); owners or operators of smelting, melting and refining furnaces that process hazardous waste for recovery of precious metals are conditionally exempt from regulation, except for 40 CFR 266.112, provided they comply with the requirements in Section 266.100(g); and owners or operators of lead recovery furnaces that process hazardous waste for recovery of lead and that are subject to regulation under the Secondary Lead Smelting NESHAP are conditionally exempt from regulation, except for 40 CFR 266.101, provided they comply with the requirements in Section 266.100(h).

**Underground Injection Control** means the subsurface emplacement of fluids through a bored, drilled or driven well; or through a dug well, where the depth of the dug well is greater than the largest surface dimension. Underground injection wells are regulated under both the Safe Drinking Water Act and the Resource Conservation and Recovery Act (see 40 CFR Part 148).

**Used Oil** means any oil that has been refined from crude oil, or any synthetic oil, that has been used, and as a result of such use, is contaminated by physical or chemical impurities.

**Used Oil Fuel Marketer** means any person who conducts either of the following activities:

1. Directs a shipment of off-specification used oil from their site to an off-specification used oil burner; or
2. First claims that used oil that is to be burned for energy recovery meets the used oil fuel specifications set forth in 40 CFR 279.11.

**Used Oil Activities**, for the purposes of EPA Form 8700-12, include used oil transporter and transfer facility; used oil processing and re-refining; off-specification used oil burner; and used oil fuel marketing.

**Used Oil Processing** means chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of, fuel oils, lubricants, or other used oil-derived products. Processing includes, but is not limited to: blending used oil with virgin petroleum products, blending used oils to meet the fuel specification, filtration, simple distillation, chemical or physical separation, and re-refining.

**Used Oil Processor** means an site that processes on- or off-specification used oil.

**Used Oil Re-Refiner** means an site that produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on- or off-specification used oil.

**Used Oil Transfer Facility** means any transportation-related facility, including loading docks, parking areas, storage areas, and other areas where shipments of used oil are held for more than 24 hours during the normal course of transportation and not longer than 35 days. Transfer facilities that store used oil for more than 35 days are subject to regulation under 40 CFR Part 279, Subpart F.

**Used Oil Transporter** means any person who transports used oil, any person who collects used oil from more than one generator and transports the collected oil, and owners and operators of used oil transfer facilities. Used oil transporters may consolidate or aggregate loads of used oil for purposes of transportation but, with the following exception, may not process used oil. Used oil transporters may conduct incidental processing operations that occur in the normal course of used oil transportation (e.g., settling and water separation), but that are not designed to produce (or make more amenable for production of) used oil-derived products or used oil fuel.

**Return Completed Form To:**

**Attn: Debbie Lusby  
KDHE-BWM  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366**