WELCOME!

Welcome to Today's Workshop on Used Oil

WHY ARE YOU HERE?

- Required by law and NH Solid Waste Rules.
- Build your resume

WHY USED OIL?

- One of top 10 most dangerous jobs
  - 33 deaths per 100,000
  - Due to accidents and exposure to hazardous materials and heavy equipment

TODAY'S AGENDA

- Solid Waste Operator Rule Changes
- What is Used Oil?
- Used Oil Management: Storage; Recycling/Marketing
- Break

TODAY'S AGENDA

- Self-Inspection Checklist & Case Study
- Oil Spill Response & Reporting
- Used Oil Filter Management
- Used Oil Grants

SOLID WASTE FACILITY OPERATOR WORKSHOP

Solid Waste Operator Training Rule Changes

Effective July 1, 2014

OPERATOR TYPES

Establishes two types of operators:

1. Principal operator

- **Attend basic training and pass the exam.**
- **May be in supervisory/management position.**

OPERATOR TYPES

2. Assistant operator

- **Attend basic training, but do <u>not</u> take/pass the exam.**
- **Must work under supervision of principal operator.**

OPERATOR QUALIFICATIONS

- No more minimum education/experience requirements.
- Employers determine who is competent, not DES.

TRANSITION FROM LEVEL TO STEP

- ***Attendant in Training → Assistant Operator***
- ***Level 1 → Principal Operator, Step 1***
- ***Level 2 → Principal Operator, Step 2***
- ***Level 3 → Principal Operator, Step 3***
- ***Level 4 → Principal Operator, Step 4***

SENIOR PRINCIPAL OPERATOR

Operators who had 20+ years of certification as of 7/1/2014 are designated Senior Principal Operators.

STEPS

- Recognition for continuing professional development.
- Awarded automatically with renewal.
- Step increases with hours of accrued training starting July 1, 2014.

STEPS

Step	Hours of Accumulated Continuing Professional Development
1	2.5 total
2	12.5 total
3	25 total
4	37.5 total
Senior *	50 total

* Only for Principal Operators

PROFESSIONAL DEVELOPMENT

“Continuing Professional Development” - professional or technical instruction that imparts information and instruction relevant to waste management and solid waste facility operations to individuals who have already attended basic training.

PROFESSIONAL DEVELOPMENT

- **2.5 hour minimum for annual renewal for <u>ALL</u> designations.**
- **Must be completed in the 12 months in-between expiration dates before you are considered late.**

PROFESSIONAL DEVELOPMENT

- Repeated courses do not qualify for certification renewal or step increases.
- In-house and third party training count, provided the topic is waste-related.
- If you aren’t sure if the training you want to take will count, call and ask us before you go.

GRACE PERIOD

- There is a 90-day grace period for renewal applications
- A $25 late fee will be assessed if your complete renewal application is received within 90 days after your certification expiration date

BEYOND THE GRACE PERIOD

- **If you miss the grace period, you must start over.**
  - **Come back to Basic Training; and**
  - **Take the test again**

SIGNATURE

- The operator's signature shall certify:
  - the information is true, complete and not misleading;
  - the operator understands s/he is subject to penalties of law for false swearing; and
  - the operator understands s/he is required to comply with RSA 149-M and SW Rules.

UP NEXT

What is Used Oil?

Tim Prospert

Make Your Old Man Proud
Recycle Used Oil

Tim Prospert
NHDES
Hazardous Waste Compliance

What is it?

Why do I Care?

USED OIL

↑

PRODUCT OIL

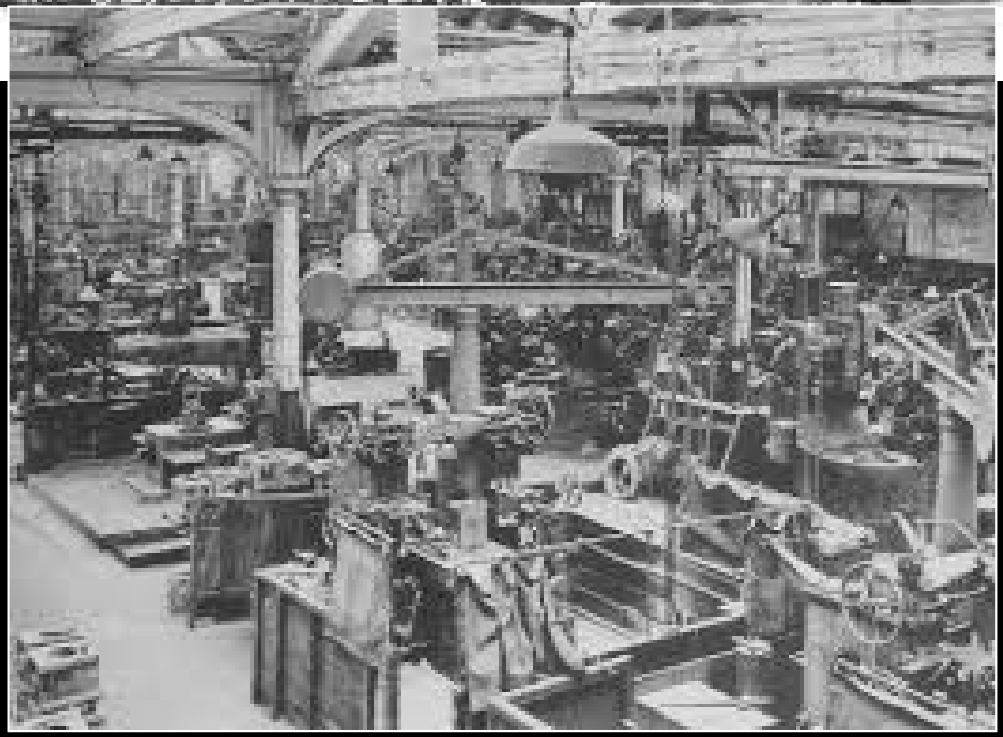
↑

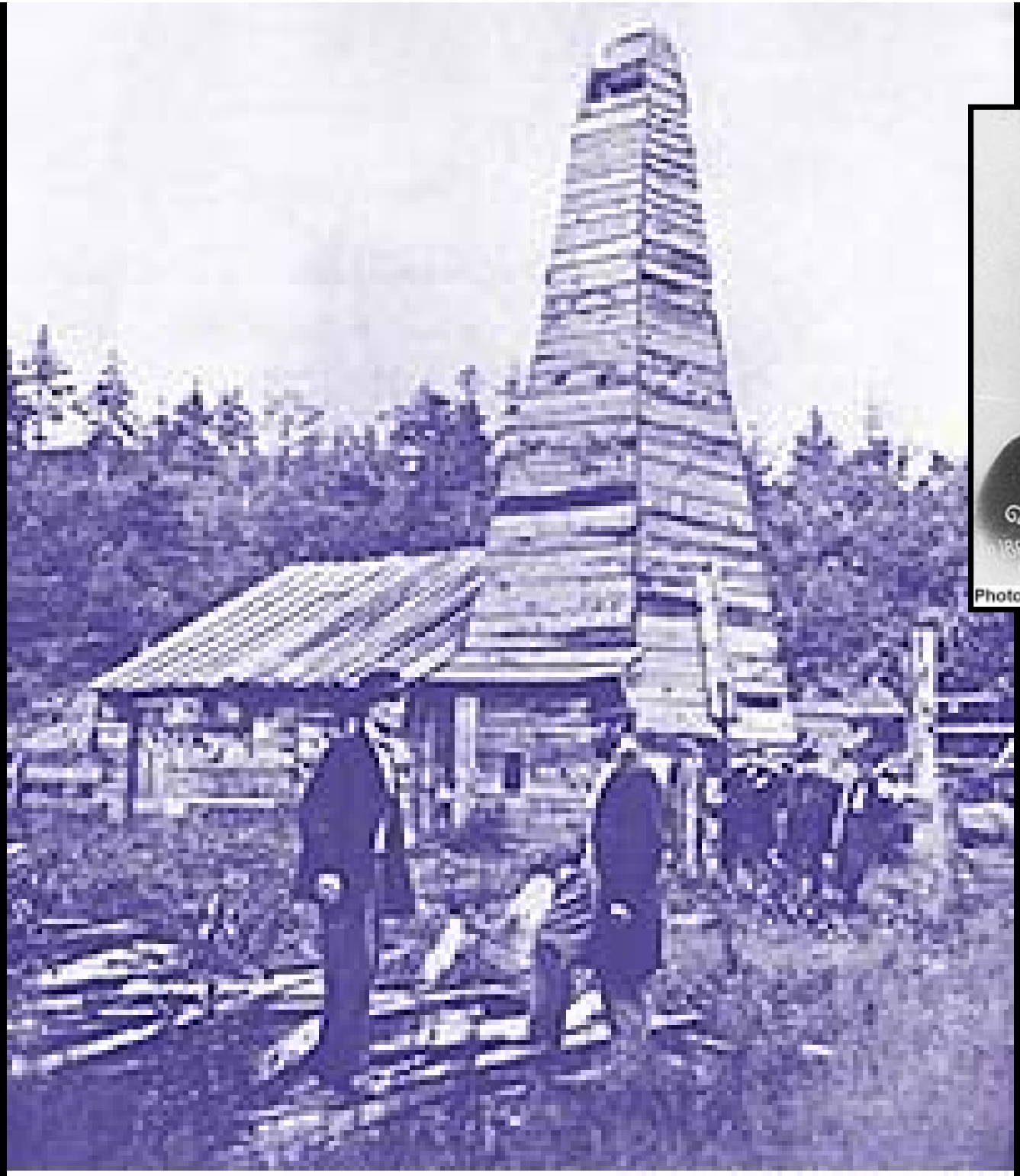
CRUDE OIL

© E. Corbera - virtourist.com

SAMPLE
No.

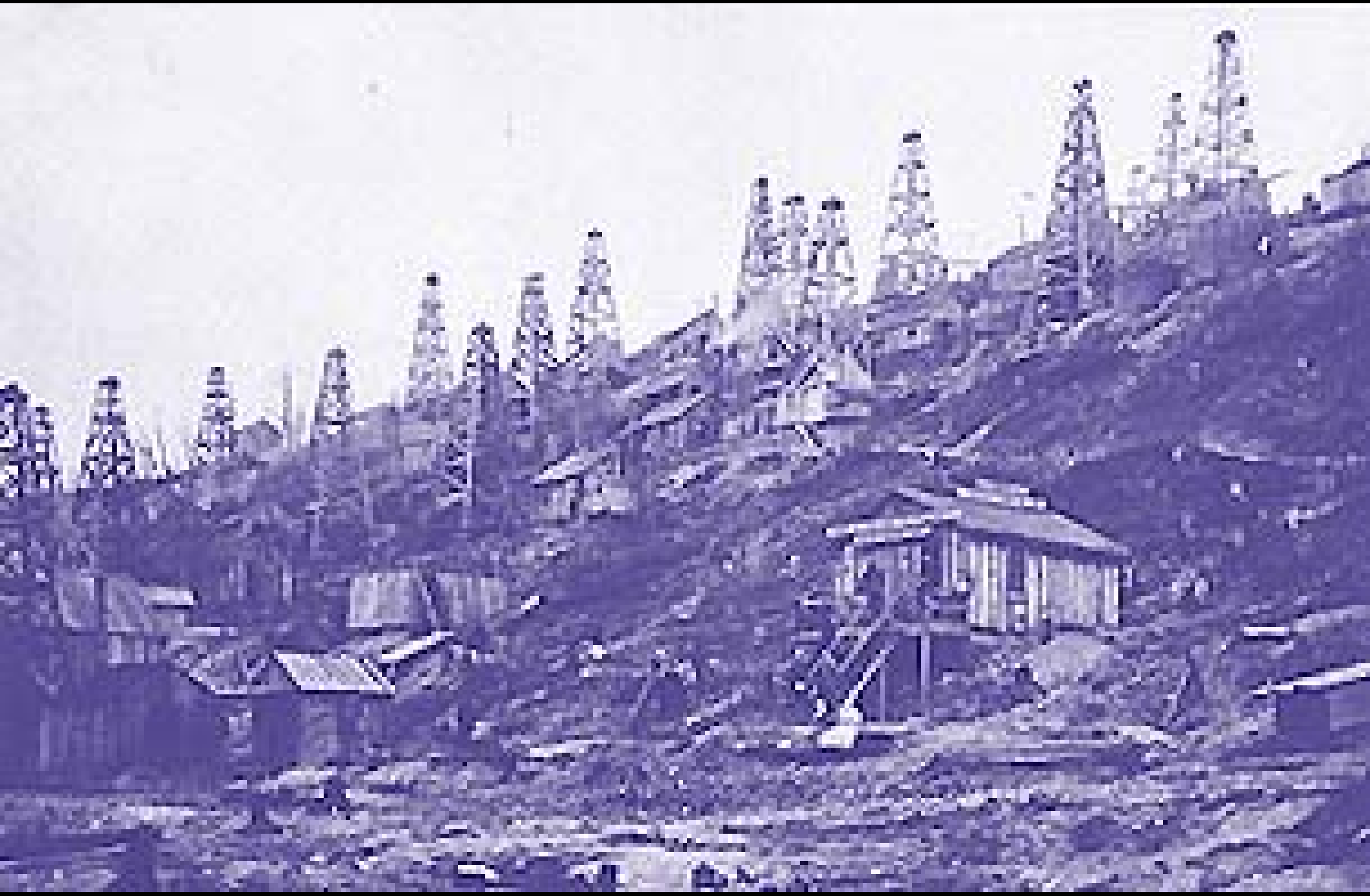
SPEED KINGS OF THE SEA





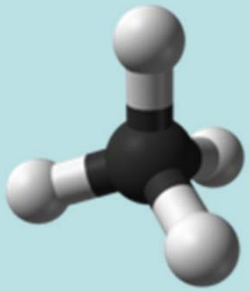
Drake Well Museum

Photo courtesy of Drake Well Museum

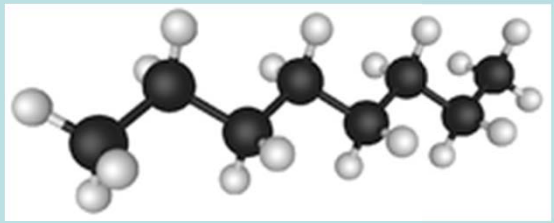


What is Crude Oil?

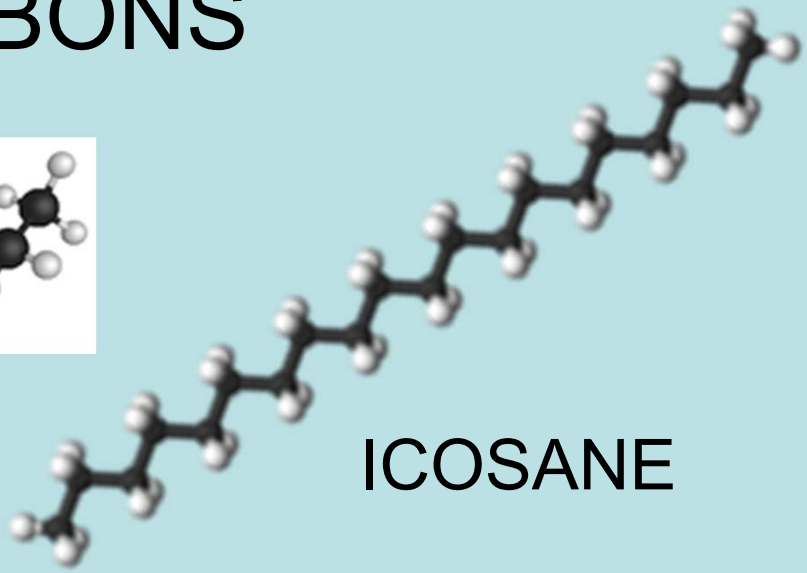
HYDROCARBONS



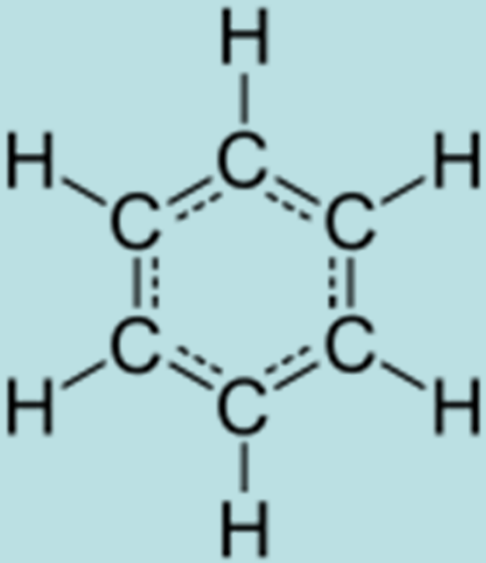
METHANE



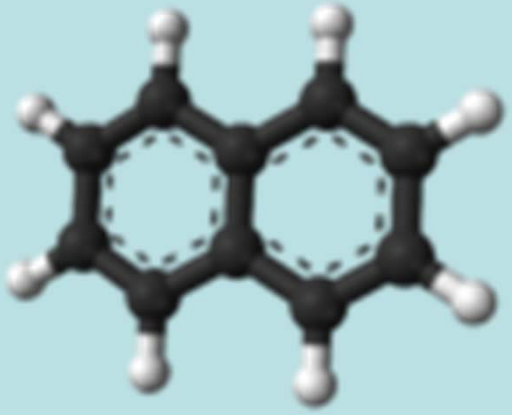
OCTANE



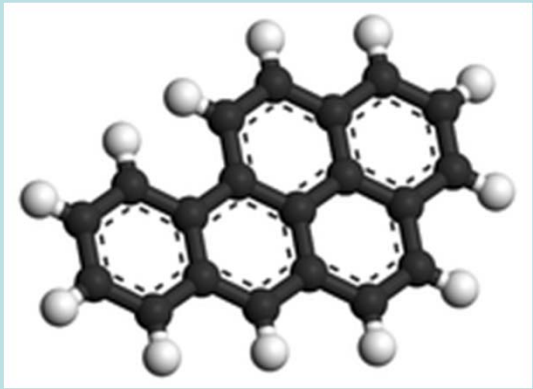
ICOSANE



BENZENE



NAPHTHALENE



BENZOPYRENE

What is “product” (unused) oil?

- It’s still a blend of *all kinds* of “hydrocarbon” molecules
- Take the Crude and run it through a still to break it into parts, based on how big the molecules are

Jim Beam???

Crude Oil Products

Product	# of Carbons	Boiling Point (°C)
Gases (“aroma”)	$C_1 – C_4$	-164 - -1
Naphthas	$C_5 – C_7$	36 - 100
Gasoline (“I.P.A.”)	$C_7 – C_{12}$	40
Fuel Oil	$C_9 – C_{16}$	171 - 357
Diesel (“Amber Ale”)	$C_{15} – C_{19}$	260
Lubricating Oil	$C_{20} – C_{30}$	650
Asphalt (“Porter/Stout”)	$C_{50} – C_{150}$	340

What Else?

- Additives, additives, additives
  - Additives make up 20% of oil
    - Corrosion inhibitors
    - Detergents
    - Anti-oxidants
    - Chemicals to keep the oil from reacting w/metals
- A big variety of chemicals

What is USED OIL?

Product Oil with a whole bunch *more* stuff in it

Contaminants

It’s not JUST Oil!

Where Does Used Oil Come From?

Machine Shops and Other Industries

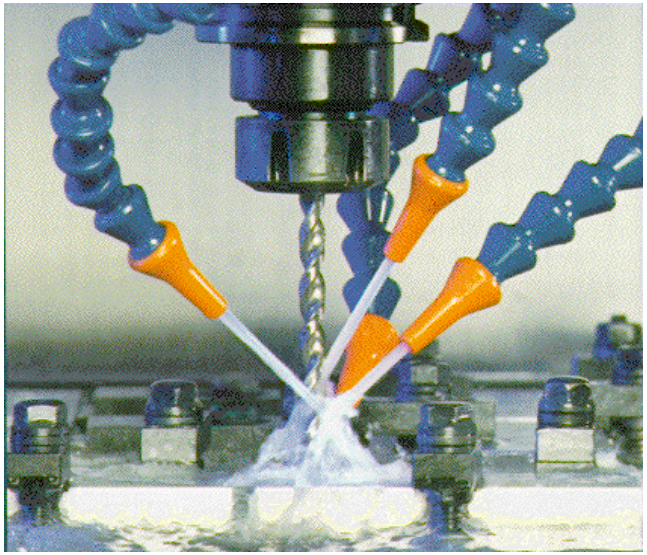
Coolants, Lubricants, Way Oil, Tramp Oil, Wire Drawing Oils…

Coolants

- Several Purposes:
  - Cools
    - Reduce wear of cutting blade
    - Reduce heat-swelling of part when cutting close tolerances
    - Prevents metal chips from getting welded to blade
  - Lubricates
    - Reduces heat by reducing friction
  - Prevents rust
    - Exposed metal oxidizes easily

Coolant

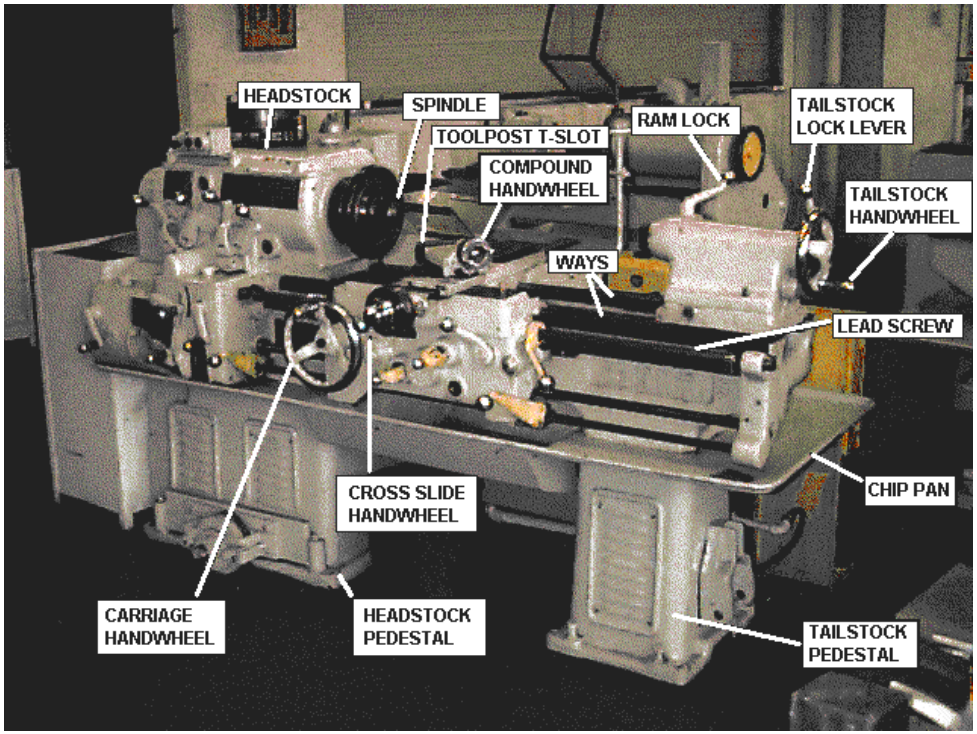
- Usually a water/oil <u>emulsion</u> (mixture)
  - Use a detergent to "attach" the oil molecules to the water molecules



- Pure Mineral Oils
  - Less common now
  - Low speed cutting

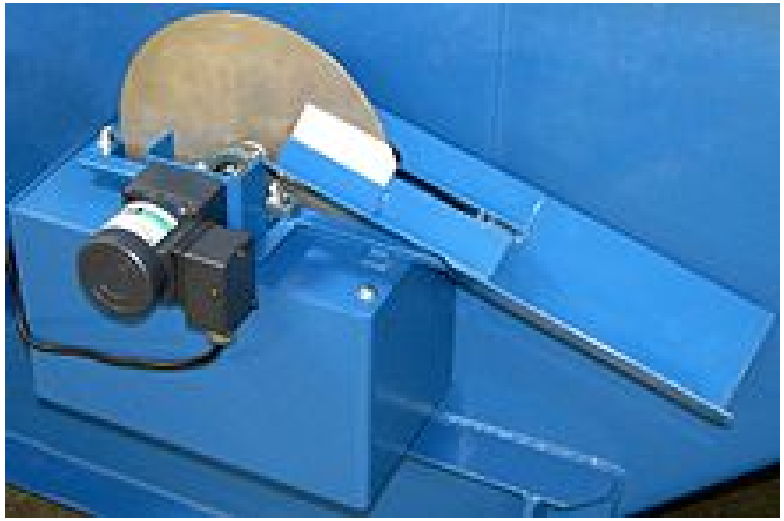
Spindle/Way Oil

- The lubricant for the milling machine gears, slides and other moving parts
  - Some way oil inevitably gets mixed with the coolant and becomes “tramp oil”



Tramp Oil

- Oil which contaminates coolant
  - Coolant/way oil
  - Oil from metal blank coatings
- Gets separated from coolant in an oil/water separator, skimmer or ultrafiltration



Synthetic Oil

- PAO’s – polyalphaolefins
- Man-made
  - Made by sticking a bunch of small molecules together to make big molecules
  - These don’t stick to anything else, making them good lubricants

What's in it?

- Possibly a lot of HEAVY metals
- TOXIC
  - Chromium
  - Arsenic
    - Known carcinogen
  - Lead
    - Damage to brain and Nervous system
  - Cadmium

TRANSFORMERS

PCBs
Solvents

What's in it?

- PCBs are an electrical insulator
  - Extremely toxic
    - Likely to cause cancer, damage to immune system, nervous system, etc…
  - Extremely durable
  - 1978
- Solvents
  - Sometimes used to flush PCBs out of transformers
  - Toxic on their own

SCRAP METAL
What's in it?
Anything from anywhere

Used Oil Can Come From a Lot of Different Places

There’s only one you want

AUTOMOTIVE

What happens to oil in an engine?

- The high pressure in a combustion chamber forces fluids to mix
- Water, antifreeze, gasoline get mixed in
- These fluids might have contaminants that get into the oil

Good Oil Gone Bad

- Additives break down, resulting in ash and sludge
- Water vapor accumulates
- Engine wears, resulting in metal “fines”*

What are some of the “normal” contaminants?

- Water (from air in combustion chamber)
- Cadmium (engine wear) = Toxic metal
- Chromium (engine wear) = Toxic metal
- Arsenic (from additives?) = Toxic metal
- Zinc (engine wear and additives)

More…

More…

- Barium (additives) = Toxic metal
- Phosphorus (additives)
- Lead (from bearings and contaminated gas) = Toxic metal
- Toluene (from gas) = Toxic, Ignitable
- Xylene (gas) = Toxic, Ignitable
- Benzene (from gas) = Toxic, Ignitable

What's in *YOUR* used oil?

The Bottom Line-

We Should All Care How We Handle It

IT HAPPENED HERE

Beede Waste Oil

- Collecting used oil (and other stuff) since 1920's
  - Resale for fuel, asphalt mix, other uses
- *Thousands* of businesses sent their used oil there
- 1994 – DES ordered them to stop

Why?

- ~100 Tanks
- 1,000+ drums
- 1,500,000+ gallons of used oil
  - Heavily contaminated with solvents, PCBs and metals
- Significant releases to soil
- One of twelve “Superfund” sites in the state

Results

- Properties around the site had private wells
  - 14 households contaminated
- As of year 2000, 32,000 gallons of chemicals pumped out of the ground
- 75,000 yards of soil to be removed
- 70,000 yards of soil to be cleaned on-site
- As of 2009, 636 parties still have to pay

- $6.83 per gallon for small contributors

WE HAVE MET THE ENEMY AND HE IS US.

Review

- What is used oil?
  - A “soup” of chemicals, many of which are known to be dangerous
- Why do I care?
  - Because I want everyone, including me, to handle this stuff properly and safely
  - Because I don’t want to be responsible for something bad or expensive

Rules for Used Oil

- It IS a HAZARDOUS WASTE
- Hazardous Waste has LOTS of Tough Regulations

- If used oil is handled the right way and recycled the right way, the regulations are much easier

Purpose of the rules

- Protect against the hazards of used oil and the stuff in it, without making it so difficult that no one wants to recycle it

Questions?

UP NEXT

Used Oil Management: Storage; Recycling/Marketing

Tim Prospert

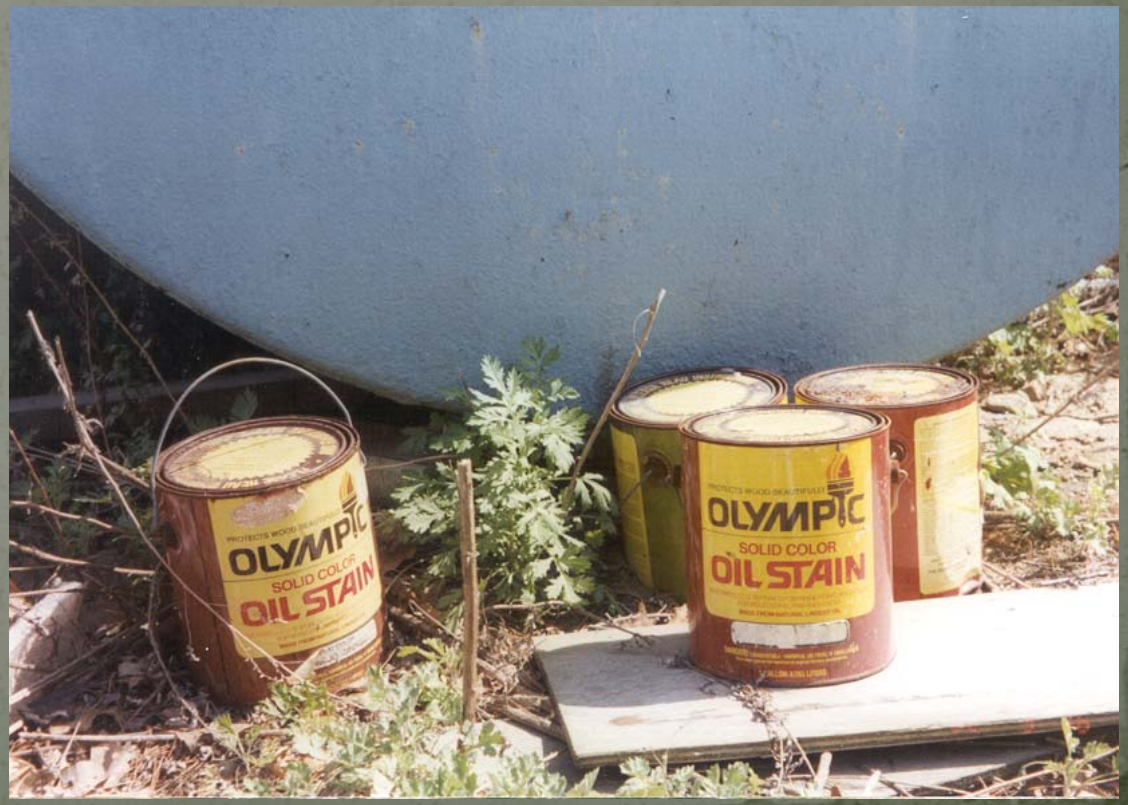
Managing Used Oil for Recycle

“Used Oil for Recycle”

“Used Oil” vs. Oily Stuff

Not "Used Oil"

- Solvents
- Oil/gas mix
- Wood treatment, stain or preservatives
- Diesel
- Biodiesel
- Vegetable/frialator oil
- Absorbents, rags
- Oily water



A pretty set-up…

But wrong stuff

Three things to do with used oil

- Collect it
- Store it
- Recycle it

Collecting Used Oil

What Can I Collect?

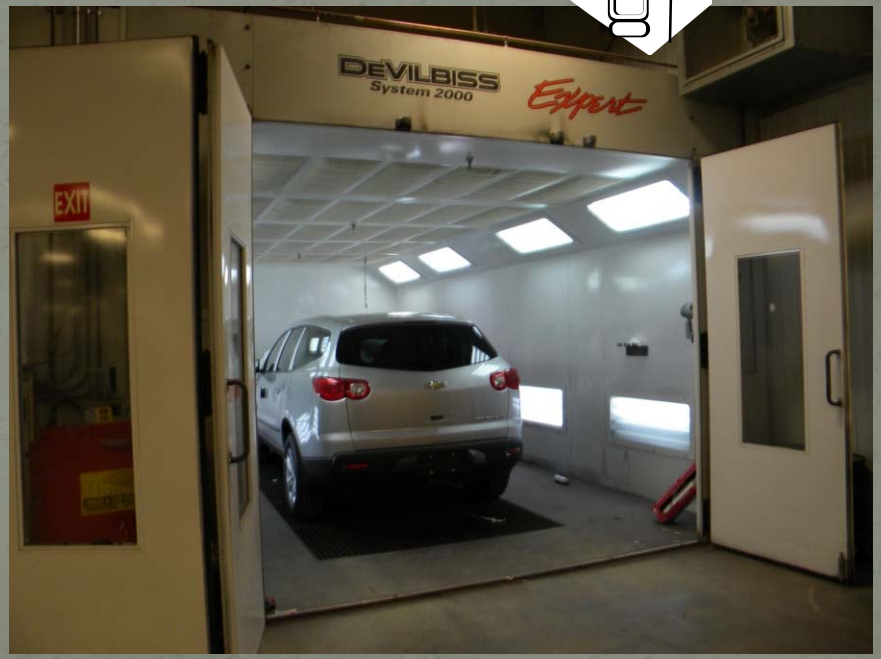
1. Do-It-Yourselfer Used Oil

2. Your Town Vehicle Used Oil

What is Do-It-Yourselfer (DIY) Used Oil?

Motor
Oil Only
NO COMMERCIAL USE

CRAFTSMAN
CRAFTSMAN


DEVILBISS
System 2000
Expert
EXIT

What's So Special About DIY?

Helping Do-It-Yourselfers is a good thing, but it comes with responsibility to manage oil properly!

How are we supposed to know if the used oil is from Do-It-Yourselfers?

Taste It?

Screening Used Oil

- Does it “seem” like the resident is delivering DIY used oil?
- Look at the container. Is it a smaller container (preferably clear) or three 5-gallon buckets?
- Look at the mode of delivery. Is it a personal vehicle?
- Look at the person. Do you know them?

If possible, have a supervised, or at least, observable area where homeowners can drop off used oil

- Prefer clear or semi-clear containers
  - Consider setting aside some 1-gallon containers for homeowners to use
    - Screw-on caps better

Screening the used oil

- Consider a check-in prior to drop-off
  - Sign “see operator”
  - License plate #’s on containers? Dump sticker #’s?

Provide secondary containment for homeowner's containers at the drop-off area

- Containers get knocked over
- Make it clear where containers go
- Also provide cover, or secondary containment will fill with rain

Provide clear signage so people know exactly where to put their oil

- Keep the used oil sign separate from other signs to reduce confusion
- Sign should include information about what is allowed

Storing Used Oil

Must do's

- Don't mix other wastes in with used oil
- Containers and tanks in good condition
- Store on an impervious (leak-proof) surface
- Close and seal containers and tanks
- Label containers and tanks
- Manage so you don't spill it or let it leak

You have “Used Oil”?

- KEEP IT THAT WAY!!
- Don’t mix anything else in!
- It will make the used oil more regulated and more dangerous

Parts Washer Waste

Gasoline or Oil/Gas Mix

Is Mixing DANGEROUS?

OK. Worst case scenario.

I can't add ANYTHING in?!

- Tread lightly
- Some fuels may be OK
- Check with the manufacturer! Used oil space heaters are designed to burn used automotive oil

Use only containers in good condition

- USDOT-approved

Dents

Serious Rust

Out-of-round

Leaks!

NICE!

These are “unsound” drums, and need to be replaced.

Serious dents? No go.

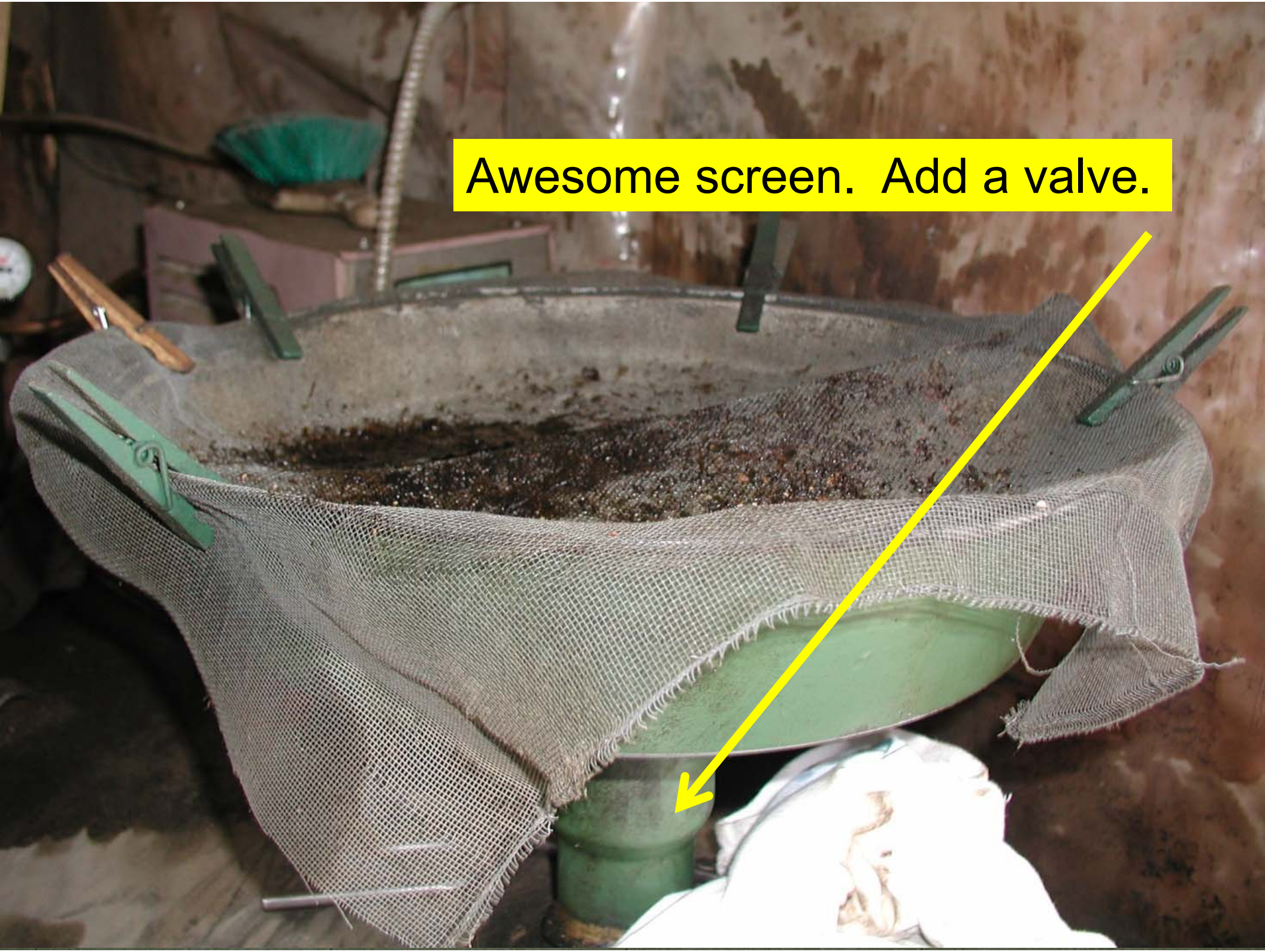
Well,…at least it’s a see-through container….

Store only on a leak-proof surface

Where to?

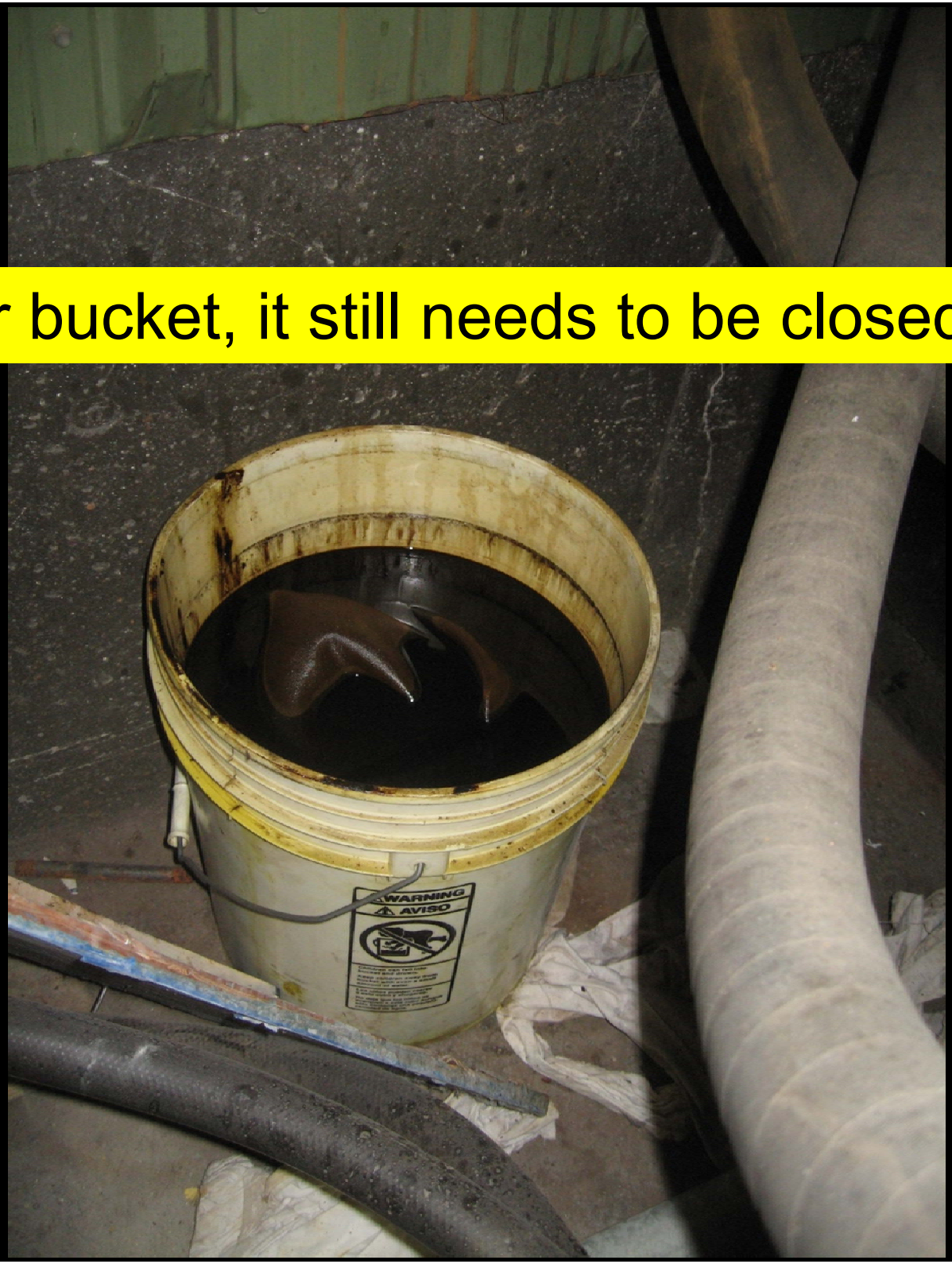
Containers Closed and Sealed

But if you leave it open, it all runs back in….almost


Awesome screen. Add a valve.

Open, open, open and open

Barrel or bucket, it still needs to be closed



To keep stuff from spilling out

To keep vapors in the containers

To keep sources of ignition <u>out</u>

To slow operators down and (hopefully) prevent the wrong stuff going in the container

Mark Containers…

“USED OIL FOR RECYCLE”

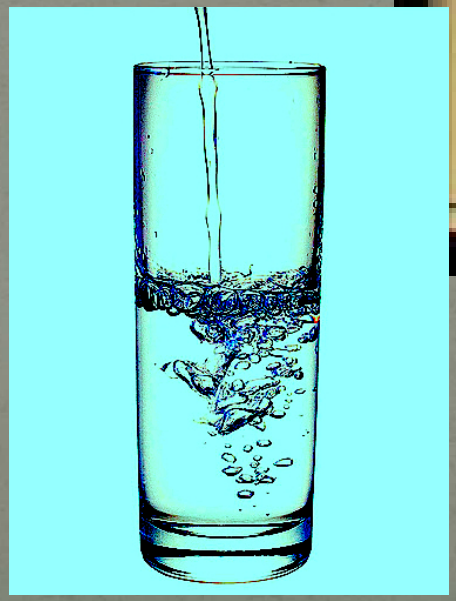
Used Oil Outdoors

- Keep containers, tanks, and secondary containment covered from rain and snow.

Secondary Containment also COVERED!
NO SMOKING
USED OIL
FOR
RECYCLE
CAT

Setbacks from Water & Wells

- Street drain/surface water
  - 50’
- Private well
  - 75’
- Public Water Supply
  - Varies



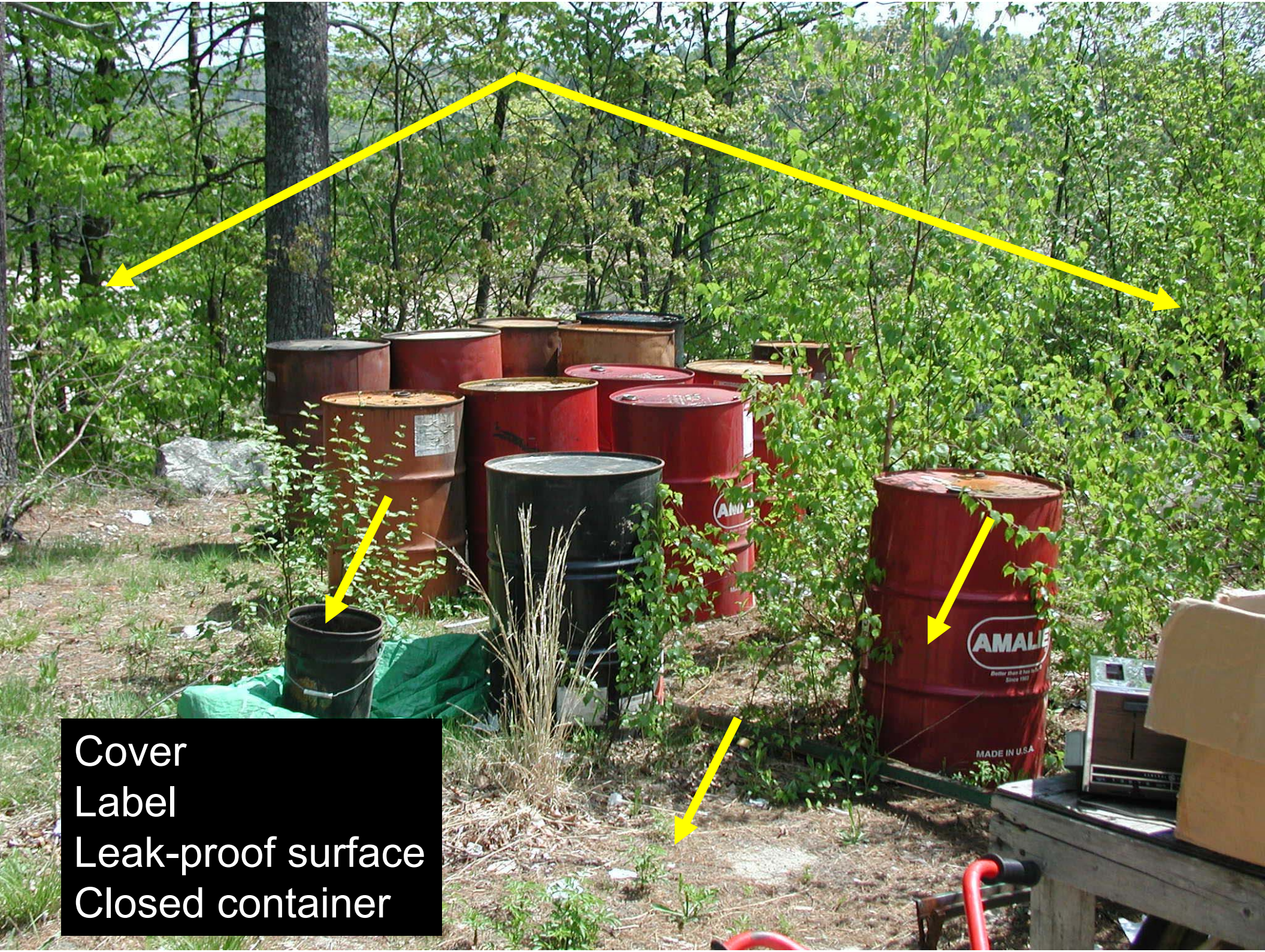
Be Prepared- SPILLS HAPPEN

Used Oil
for
Recycle
BETCO

Keep Spill Kits Handy and Accessible!

How are these sites?

Label needed
Secondary containment suggested
Walls suggested


Cover
Label
Leak-proof surface
Closed container
AMALIE
MADE IN U.S.A.

Leak-proof surface
Label
Covered?

Lookin' Good!
Is spill control nearby?
AMALIE

Also Great!
RECYCLE USED OIL HERE
Used Oil
For Recycle
NO
SMOKING
Doors helpful?

Screwed into bung
Closed and sealed!
Nice signage
FOR RECYCLING
NO ANTI FREEZE
NO GAS/OIL MIX
USED OIL
FOR RECYCLE
U 0-1

USED OIL
FOR RECYCLE
USED OIL
OIL-DRI
OIL-DRI

This neat situation didn't "just happen". It's thanks to hardworking, attentive Operators!

Doors/walls would improve it.

Do-It-Yourselfer Used Oil Grants

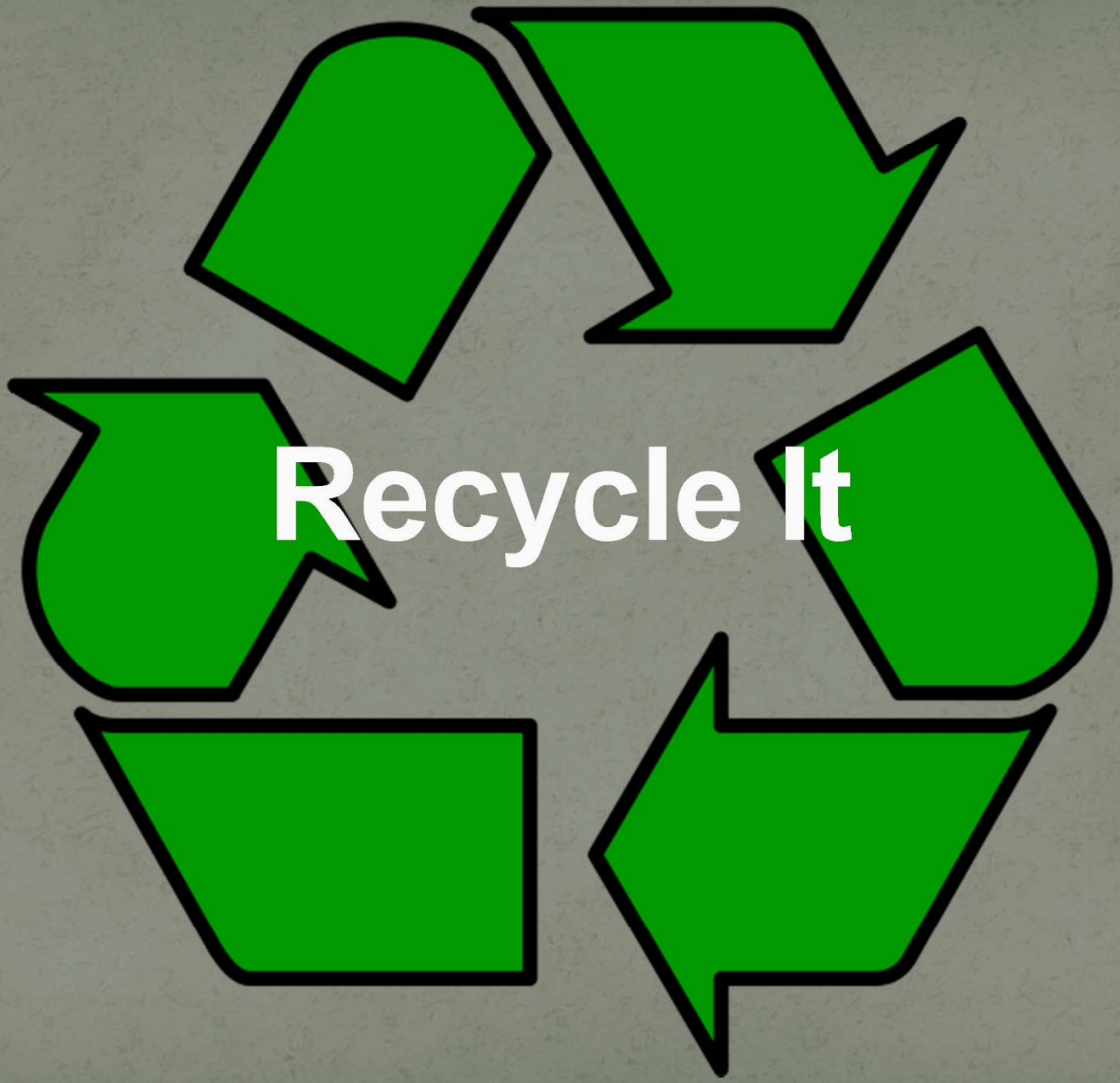
Funds can be used to help compliance and more

DEAN ROBINSON

Later this morning

Tanks!

- Aboveground Storage Tanks must comply with AST rules, Env-Or 300
  - AST= 1 petroleum tank, >660 gallons
  - AST= 2+ petroleum containers/tanks, >1,320 gallons
  - Exempt if used for on-site heating
  - Chuck Corliss – 271-0686

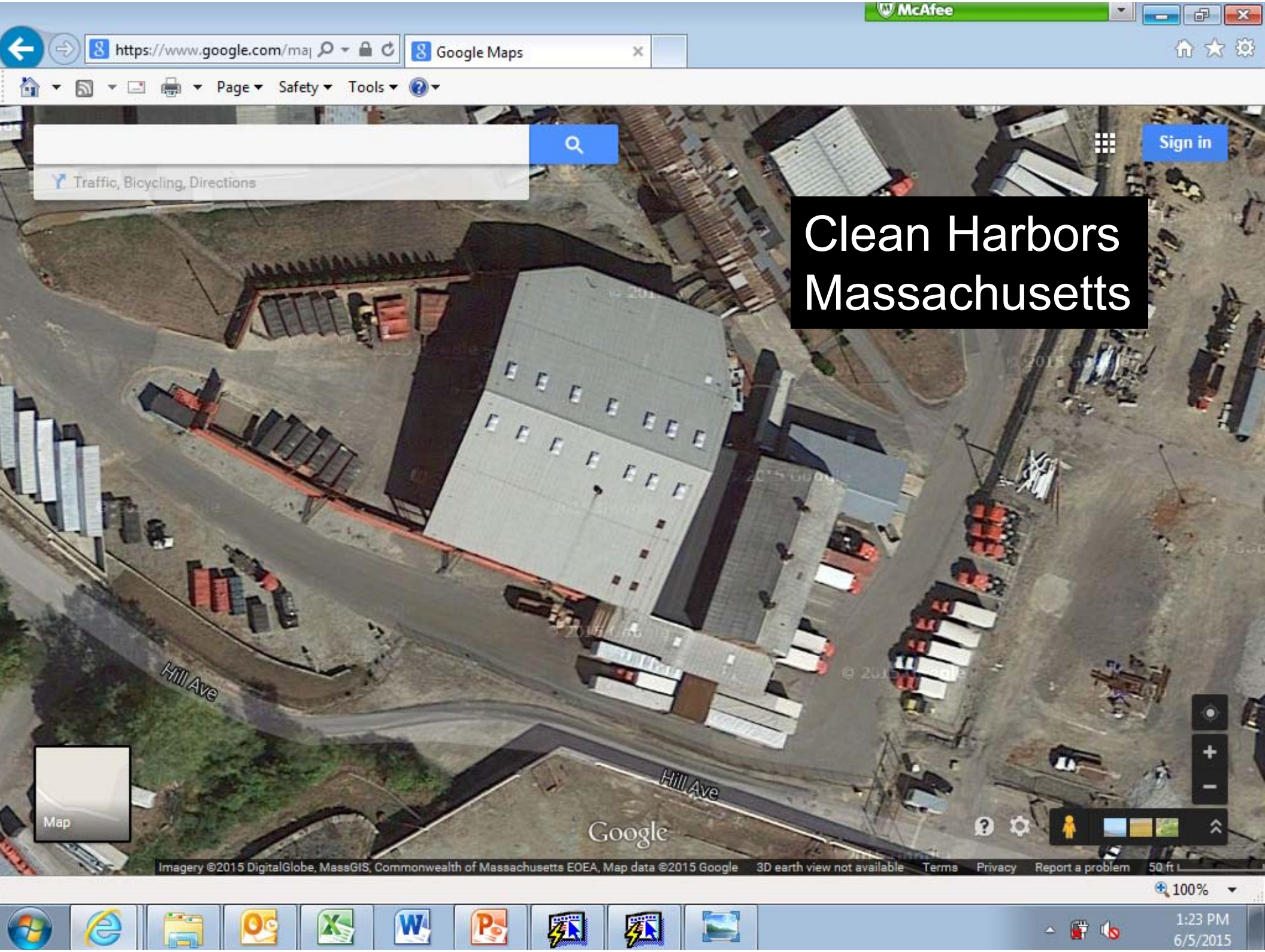

Recycle It

Where does used oil go?

- Burn in a space heater in your own town facilities
- Have it picked up by a professional transporter registered with NHDES

http://www2.des.state.nh.us/WasteReports/Menu.aspx

Wentworth Greenhouses
Rollinsford


Clean Harbors
Massachusetts
Hill Ave
Hill Ave
Google
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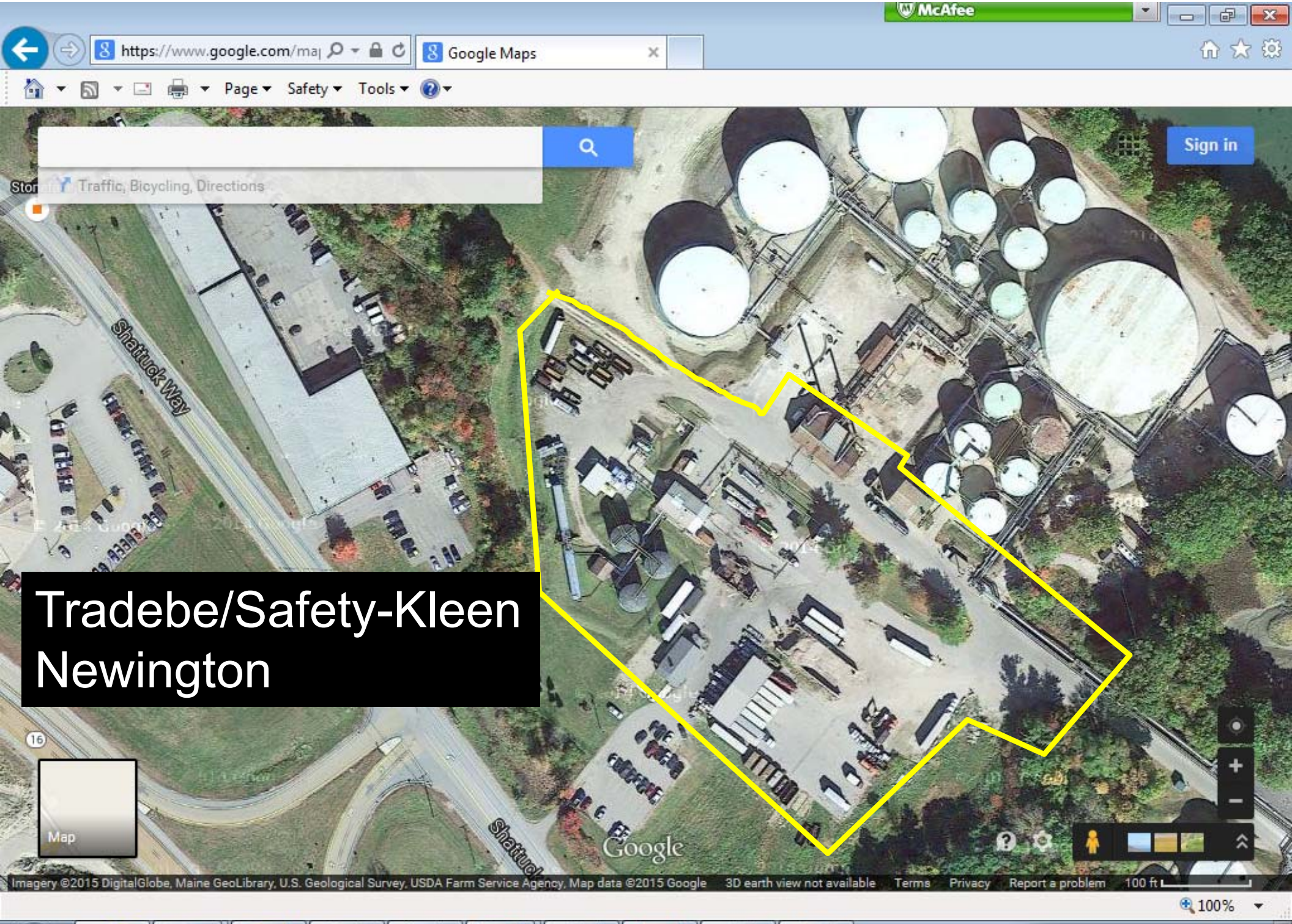
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3D earth view not available
Terms
Privacy
Report a problem
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6/18/2015

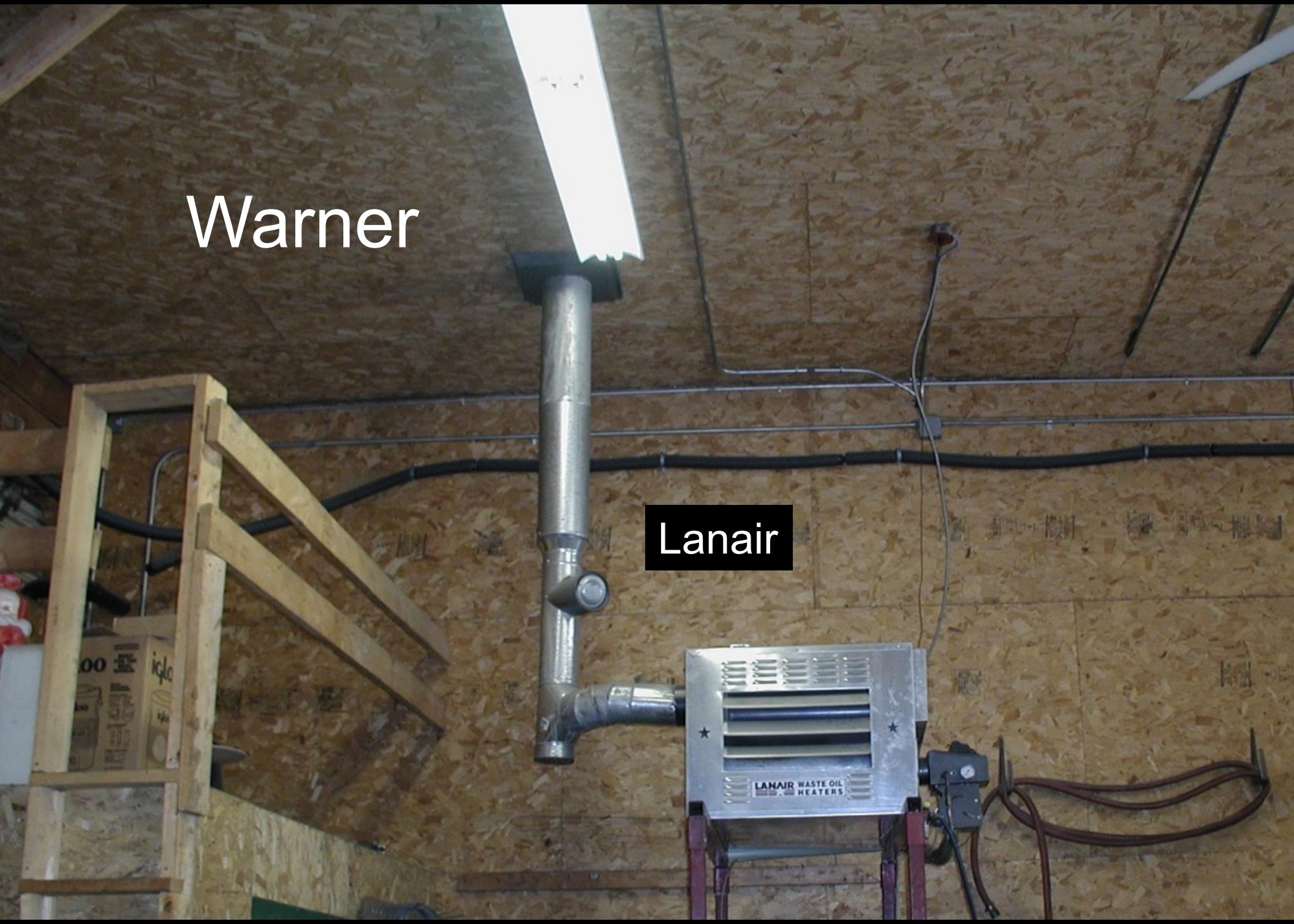
Sunapee
USED OIL FOR RECYCLING
CLEAN BURN
Used Oil Furnace
CLEAN BURN
Storage Tank
Clean Burn

New London

Shenandoah

REZNOR
Reznor
Ashland

Boscawen


Warner
Lanair
LANAIR WASTE OIL HEATERS

Type equation here.

UP NEXT

BREAK TIME

SELF-INSPECTIONS

Doug Kemp
Waste Management Specialist
Solid Waste Compliance Assurance

Why Self-Inspect?

- Required by the Solid Waste Rules
- Required to operate and maintain equipment according to manufacturer specifications
- Required to provide a safe environment for your residents/customers
- Preventing an incident from occurring can save money, lives, and your job

Who & When to Inspect?

The Rules don't specify who should conduct an inspection

The Rules only state that inspections should be on a regular schedule

Establish an inspection plan and schedule and insert it into your Operating Plan, based on the following:

- Facility and waste types
- How often are you open
- Facility capacity
- Type of equipment
- Your location

How to Inspect?

- Read the BMP Manual before an inspection
- Use the “General” Inspection checklist*
- Use additional checklists based on the waste types you accept
- Tour the facility with a checklist
- Tour the facility with a critical eye

* Use of any of the checklists is NOT required by the DES

How to Use a Checklist?

- Each checklist has a number of questions
- Read and answer Yes, No, or Not Applicable [N/A] for each question
- A No answer to any question requires a description of the issue, a proposed compliance schedule, and the date the issue was resolved

Incidents

Used Oil Spill

- Supervisor directed facility operators to remove sludge/water from a used oil storage tank
- Operators were then told to dispose of the sludge/water into the facility's MSW compactor
- Operators stated the activity was wrong, but did as they were directed
- Roughly 35 gallons were dumped into the compactor
- Unknown amount of sludge/water spilled from the compactor

Spill Photos

Spill Photos

Spill Photos

Used Oil Sludge Management

Facility should have had a plan to manage the sludge and water, including:

- Check for sludge and water in tank ____ per year
- How and where to store the sludge and water before transport off site?
- List of names and phone numbers of state licensed laboratories

Used Oil Sludge Management

Operating Plan – continued:

- Using “generator knowledge,” determine extent of a hazardous waste determination [Env-Hw 502.01]
- For sludge from DIY sources, test for what are called the “wearing metals” [lead, chromium, cadmium, and arsenic]
- Language describing how sample should be taken, stored, and transported

Spill – Cost Scenario #1

Costs for mis-managing the sludge by failing to complete a hazardous waste determination include:

- Replacement costs for spill kits
- Laboratory costs to test sludge
- Labor cost to revise operating plan
- Labor costs for two operators to clean up spill
- Cost of involvement of Town Adm. and DPW Director
- Disposal cost [hazardous vs non-hazardous]
- Added disposal cost for weight of absorbent material
- Facility manager lost his job
- Possible Certification action against former manager

Spill – Cost Scenario #2

Costs for properly managing the sludge:

- Labor cost to prepare operations plan
- Laboratory costs to test sludge

If, the sludge test results showed it to be non-hazardous

- The sludge could have been mixed with a drying agent like Speedy Dry and
- Disposed of in the same compactor
- The cost of doing it correctly…“Priceless”

UP NEXT

Oil Spill Response & Reporting

George Carrigan

Used Oil Workshop
-Spills-

June 25, 2015

George Carrigan
Spill Response & Complaint Investigation Section

Do I really have to?

- Why you have to clean up a used oil spill.

- What to do, when you have to clean up a spill.

Statute and Regulation

RSA 147-A:9

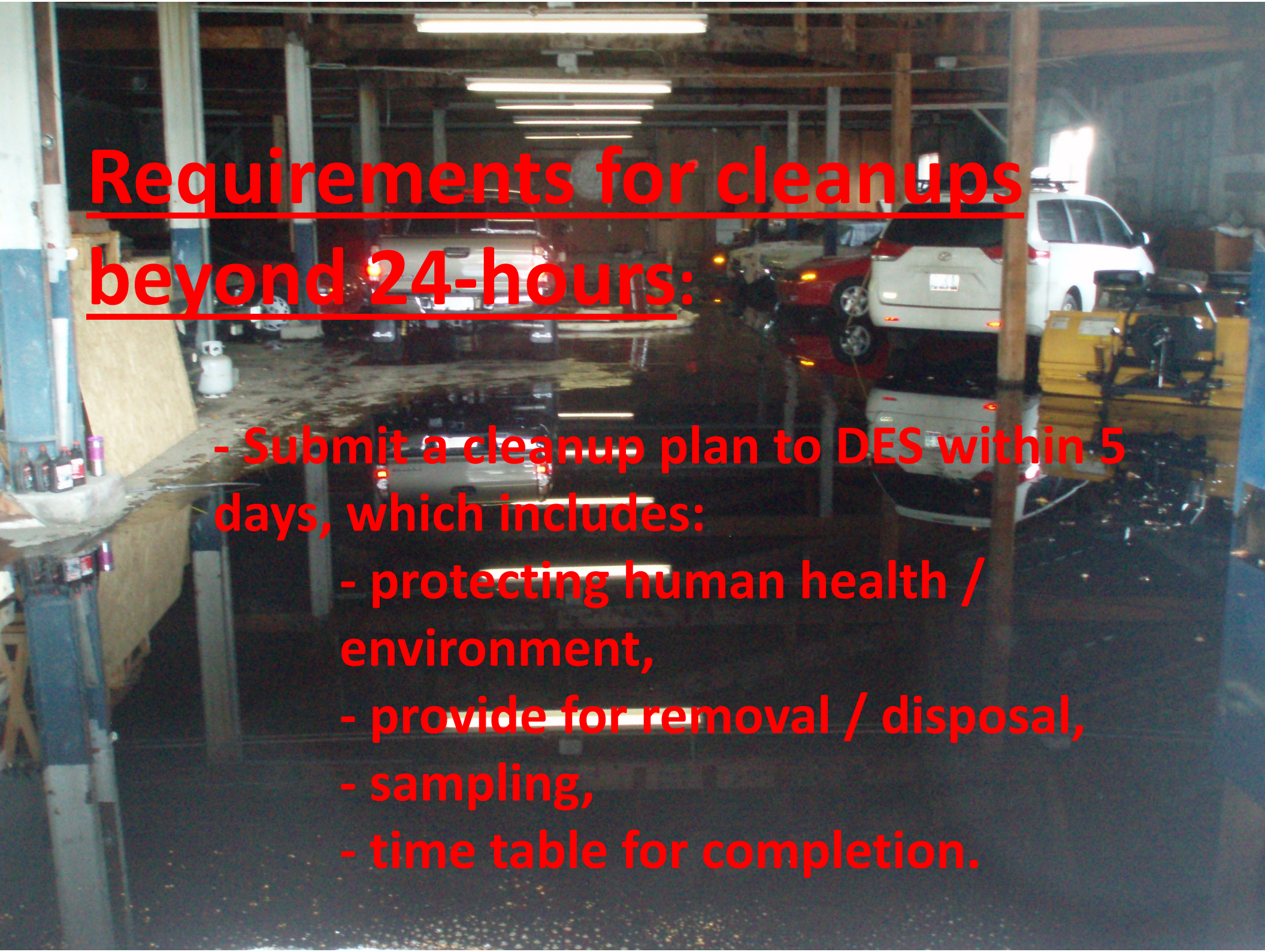
"Strict Liability of Owner, Operator, Generator or Transporter"

Env-Hw 513.01

"Immediate Discharge Response Actions"

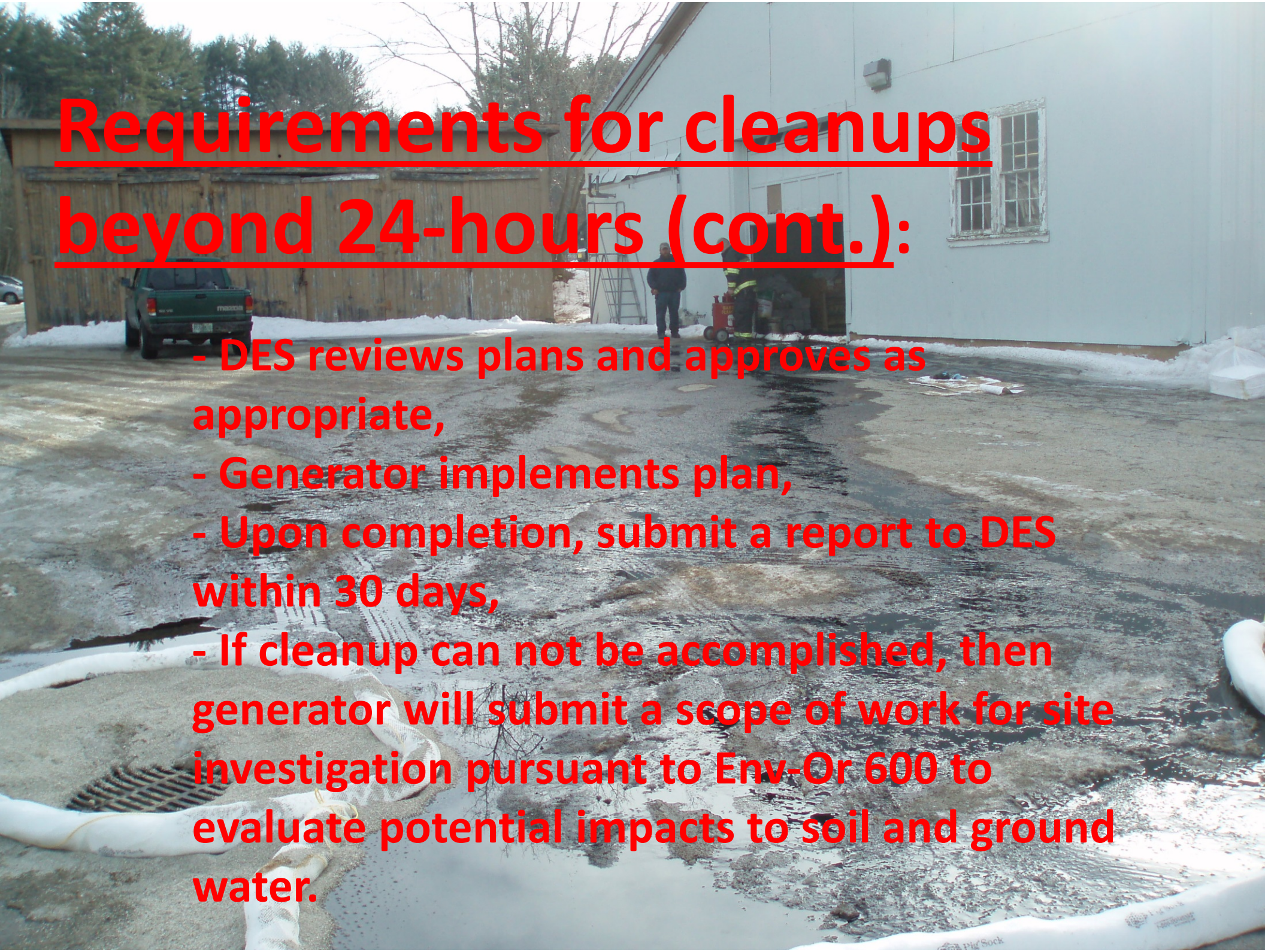
If you have a reportable release:

- Notify local emergency officials and NHDES within one hour of discovery.
- Contain and clean up the discharge within 24 hours.



Requirements for cleanups beyond 24-hours:

- Submit a cleanup plan to DES within 5 days, which includes:
  - protecting human health / environment,
  - provide for removal / disposal,
  - sampling,
  - time table for completion.



Requirements for cleanups beyond 24-hours (cont.):

- DES reviews plans and approves as appropriate,
- Generator implements plan,
- Upon completion, submit a report to DES within 30 days,
- If cleanup can not be accomplished, then generator will submit a scope of work for site investigation pursuant to Env-Or 600 to evaluate potential impacts to soil and ground water.

Cleaning up a spill:

Small spills: Handle in house. Make sure wastes are properly disposed.

Large spills: Hire a remediation contractor!!!!

Who to contact:

Spill Response & Complaint Investigation at (603) 271-3899. M-F from 0800 to 1600.

State Police Dispatch at (603) 223-4381. After hours and on holidays.

Local fire department.

What to expect after notifying SRCIS:

- Notification only,
- Provide technical assistance
- Will require responsible party to undertake a clean up,
- Hire a contractor and cost recover,
- Oversee cleanup effort,
- Potential enforcement action.

Questions?

George Carrigan
NHDES - SRCIS
(603) 271-3745
george.carrigan@des.nh.gov

UP NEXT

Used Oil Filter Management

Tim Prospert

Used Oil Filters

What is a filter?

- Metal
  - Recyclable scrap metal
  - $
- Paper or fiber filter material
- Plastic/rubber anti-flowback gasket
- OIL!!!
  - Recyclable
  - $

What do you do with it?

- Collect them or not?

- There is value in collecting filters
  - Money for materials
  - Less oil disposal
- Only you can decide if the value is more than your costs

Option #1

Don’t collect used oil filters

Pro: One less messy waste to deal with
No (immediate) costs

Con: Where does that scrap metal go?
Where does that oil go?

Option #2

- Do collect but don't drain. Contract with a professional oil filter vendor to remove them and process them

- **Pro**: Metal and oil doesn't go to the landfill. Convenient.
- **Con**: Vendor expenses may be costly

CAUTION
DO NOT
PLAY ON
OR AROUND
OIL FILTERS
ONLY
PROPERTY OF
WARNING
FOR RECYCLABLE FILTERS ONLY
DO NOT DEPOSIT ANY LIQUIDS OR
REFUSE
DISPOSAL OF UNAUTHORIZED
PRODUCTS MAY BE A VIOLATION OF
FEDERAL LAW

Option #3

- Collect and crush the filters with a press. Provide crushed filters to a scrap metal dealer. Keep the oil yourself.

- **Pro**: Used oil is recovered. Scrap metal is recovered. Squished filters take up less space
- **Con**: Presses are expensive, must be maintained, and can be messy. Injury risk?

GRAY
QUICKPAC
QP-100
NO SMOKING
FURNACE

NAPA Silver
Oil Filter
21515
NAPA

Recycle
or Die

Option #4

- Collect and disassemble. “Can openers”, bandsaws, etc…let you remove the non-metal parts. Provide metal to scrap dealer.

- **Pro**: Used Oil can be thoroughly removed. Scrap metal is more valuable with paper and rubber stuff removed.
- **Con**: Labor intensive. Sharp edges. Still have “fluff” to deal with.

Purolator
PremiumPLUS
OIL FILTER FILTRE À HUILE
FILTRO DE ACEITE
L30005

Option #5

- Collect and puncture. Use a punch to put a hole in the dome end. Provide drained filter to scrap metal dealer.

- **Pro**: Cheap. Reclaims much of the used oil and the metal.
- **Con**: Doesn’t get all the used oil. Best drained when warm. Depending on how many filters you get, they can take up a lot of space.

W1394
FRAM
Filter
HOT
AM10742
MADE IN U.S.A.
HASTINGS
PREMIUM FILTERS
F107

How To Drain

- Punch or drill a hole in the dome end
- Drain at a temperature of 60 degrees or higher
  - Dome end down – watch the wobble!
- Allow to drain for at least 12 hours
  - Open container/tank with a funnel is OK while <u>actively</u> draining. NOT for 3 months!

Oil Filter
Filtre à huile
Filtro de Aceite
PH8A
AlliedSignal Inc.
Rumford, RI 02916-2422
Made in U.S.A.
Imported by/Importé par
AlliedSignal Canada Inc.
Stratford, Ontario N5A 6V4

eld
m a pick-up truck
ly 5-6" in height

Buyer Beware

- No matter which handling option you choose, contact a ***permitted*** scrap dealer ***before*** collecting, and get the skinny.
  - What does the scrap dealer expect from you?
    - Do they realize there will still be liquid oil in and on these things? Do they know how to reclaim and recycle it?
    - What do they do with these things? Is it something you approve of?
    - Whole vs. crushed vs. disassembled. How do they want it?
  - Show me the money!
    - Do you pay me, or do I pay you?

PLACE
FILTERS
OPEN END
DOWN
OIL
FILTERS

Custom Bench-top drain rack
QUAKER STATE

Another nice design…
Might drain better with the dome end down, though
EXIT
Oil Filters
NEW HAMPSHIRE
VEGETABLES
FRAM
Motorcraft

Not quite as neat, but works pretty well
Motorcraft
FL-820S
OIL FILTER
AF9010

Summary

- Oil filters have stuff in them that has value
  - You don’t want the oil leaking in a landfill
  - You don’t want metal wasted
- You are the only ones who can decide if the benefits of collecting are worth the costs
- There are several options for handling filters
  - Each with costs and benefits

UP NEXT

Used Oil Grants

Dean Robinson

Used Oil Grant Application Process

Dean Robinson

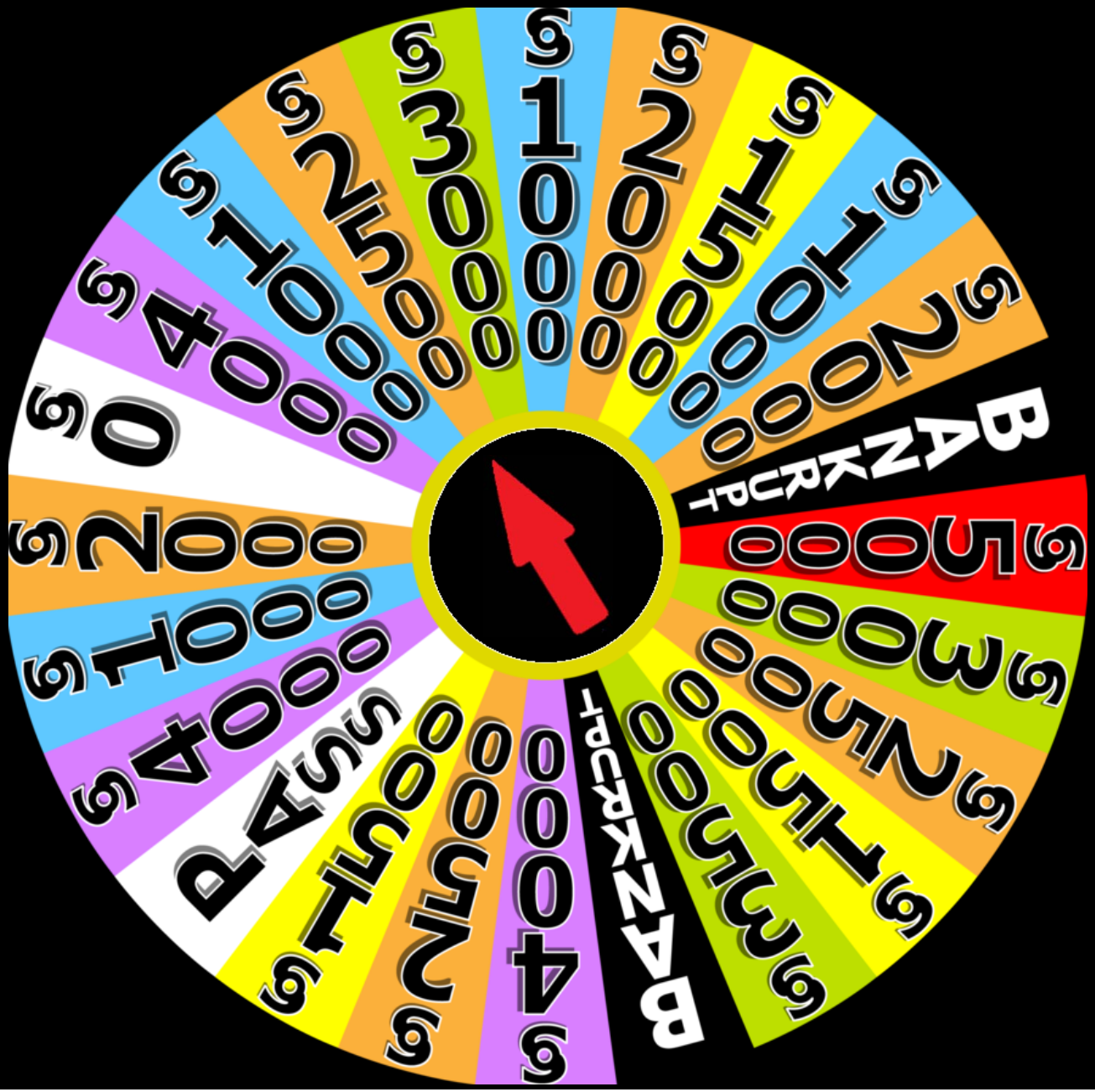
NH Department of Environmental Services

Why do we Collect Used Oil?

Who Can Apply For Funding?

How Can Funds Be Spent?

How Much is The Grant Worth?



How Much Money is Available?

DES Web-Site

Divisions > Waste Management Division > Programs/Bureaus/Units > Used Oil Management Program > Grants/Loans

The Departmen ironmental Services issues gift grants for the purpose of establishing and improving oil collection ce rving Do-It-Yourselfers who change their own automotive oil. Grant funds, up to $2 year, can be us sist with the purchase of used oil management equipment, such as tanks, drums, fu gauges, ab dary containment units, concrete pads, sheds, filter bins, filter crushers, safety f spill kits, sign rnment entities, including cities and towns, as well as motor vehicle inspection sta and some non- ganizations are eligible to apply for yearly grants related to the collection of Do-It-Yourselfer used d/or automotive oil filters.

- Grant Application Form to Establish, Improve, and/or Operate a Used Oil Collection Center
- Used Oil Grant Program Brochure

Contact Us

- Dean Robinson, Program Specialist
  NHDES Pollution Prevention Section
  29 Hazen Drive, PO Box 95
  Concord, NH 03302-0095
  (603) 271-2047
  UsedOilGrants@des.nh.gov

Adobe Acrobat Reader format. Download a free reader from Adobe.

Microsoft Word format. Download a free viewer from Microsoft.

What you Need to do First

1. Download Grant Application
2. Download Grant Agreement
3. Work Plan
4. Insurance Statement (ACORD Form)
5. Certificate of Authorization

The Parts of The Grant Application

NHDES-X-##-###

USED OIL COLLECTION ASSISTANCE
GRANT APPLICATION
For Fiscal Year 2016
Commissioner's Office/Planning/Used Oil Grant Program

RSA 147-B:13. Env-Hw 500. Env-Hw 807

APPLICATION INSTRUCTIONS:

1) Complete all four sections of the application as well as the Grant Agreement, Work Plan, & Certificate of Authorization and mail them to DES no earlier than July 1, 2015.

2) Complete the Work Plan: The work plan is an outline of purchases/services you wish to have considered for grant monies. Please provide as much detail as possible.

3) Create a Certificate of Authorization: The intent of the Certificate is to certify the action that was taken to authorize a particular Grantee Signor to enter into grant a agreement on behalf of the municipality. Please use one of the templates provided.

- Only one Certificate is required. Complete the standard template if a specific person has been designated by name to act as the grantee signor. Complete the alternate template if a job title, rather than a named individual, has been designated to act as the grantee signor. The person or job title indicated should match the individual who signs the grant agreement.
- In either case the Town/City Clerk will enter the meeting date at which an individual or job title was authorized by the Selectmen/Aldermen to enter into grant agreements. Notarization procedure is the same for both the Grant Agreement as well as the Certificate of Authorization.

4) Insurance: Please submit valid copies of your town/city Certificate of Liability Coverage and Worker's Compensation. Please ensure DES is listed as the Certificate Holder.

5) Private Facility Applicants: Additional information such as a Certificate of Good Standing will be requested of motor vehicle inspection stations and non-profit organizations. Private entities are encouraged to call for more information prior to submitting applications.

6) Applications will be accepted on a rolling basis annually until funds are depleted. Incomplete or late applications may not be considered.

UsedOilGrants@des.nh.gov
P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095
Telephone: (603) 271-2047 • Fax: (603) 271-2867 • TDD Access: Relay NH 1-800-735-2964
www.des.nh.gov
Page 1 of 3

SECTION I (GENERAL INFORMATION)

1. Name of municipality: _____
2. Municipality's Mailing Address: _____
   (Street)
   _____
   (Town / City) (State) (Zip Code)
3. Date of Application: _____
   (Applications will not be accepted before July 1, 2015.)
4. Primary Contact: Name: _____
   Title: _____
   Telephone: _____ Fax: _____
   E-mail address _____ @ _____
5. Secondary Contact Name: _____
   Title: _____
   Telephone: _____ Fax: _____
   E-mail address _____ @ _____
6. Who should the public contact with questions about used oil drop-off? _____

SECTION II (Site Information & Communities Served)

Collection Center: Name: _____
Physical Address: _____
Inspection Station Number if applicable: _____

1. Communities Served by this Collection Center

2. Do you have a limit on the amount of used oil a resident can bring to the collection center? Y / N
   If yes, what is the limit? _____

2 of 3

SECTION III (Work Plan)

Description: The applicant collects, or intends to collect, Do-It-Yourselfer used oil and/or filters from residents who generate used oil as a household waste when they change their own automotive oil. The applicant is requesting grant funds related to their Do-It-Yourselfer used oil collection center. Details are provided below.

Line Item (Service or Product)	Cost

Total Estimated Cost

SECTION IV (AUTHORIZATION)

I certify that, to the best of my knowledge, all of the foregoing information is complete and accurate.

_____
(Signature of Authorized Person from Section I)(Date)

_____
(Print Name and Title of Authorized Person)

Mail application to:
NH Dept. of Environmental Services
Pollution Prevention Section
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

Please contact us with any questions you may have:
Telephone: (603) 271-2047
E-mail: UsedOilGrants@des.nh.gov

USED OIL GRANT APPLICATION FORM - (For Fiscal Year 2016) – Revised 2014/11/07

3 of 3

Example Work Plan

DIY Used Oil Collection Center
Work Plan

The below estimates relate to a fenced security system with the specific purpose of controlling activities around the DIY Used Oil Storage Shed at Warren's Transfer Station.

Itemized Costs (estimated):	
Chain Link Fence Roll	$250.00
Gate Opener	$1,182.98
Gate Frame w/hindges	$645.28
Conduit 3 x 10	$501.30
Electrical Cable	$449.00
Electrician	$950.00
Trenching for conduit	$125.00
Welding fencing	$80.00
TOTAL ESTIMATE FOR PROJECT	*$4,183.56*
TOTAL Requested (maximum allowed):	$2,500.00

The Parts of The Grant Agreement

GRANT AGREEMENT

Subject: FUNDING OF USED OIL COLLECTION CENTERS

The State of New Hampshire and the Grantee hereby mutually agree as follows:

General Provisions

1. Identification and Definitions.

1.1. State Agency Name: NH Dept. of Environmental Services		1.2. State Agency Address: 29 Hazen Drive, Concord, NH 03301	
1.3. Grantee Name:		1.4. Grantee Address:	
1.5. Effective Date: Upon G&C Approval	1.6. Completion Date:	1.7. Audit Date: N/A	1.8. Grant Limitation:
1.9. Grant Officer for State Agency: NH Dept. of Environmental Services		1.10. State Agency Telephone No.: (603) 271 -	
1.11. Grantee Signature:		1.12. Name & Title of Grantee Signor:	
1.13. Acknowledgment: State of New Hampshire, County of , on ______, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace: (seal)			
1.13.2. Name and Title of Notary Public or Justice of the Peace:			
1.14. State Agency Signature(s):		1.15. Name & Title of State Agency Signor(s): Thomas S. Burack, Commissioner NH Dept. of Environmental Services	
1.16. Approval by Attorney General (Form, Substance & Execution): By: On: / /			
1.17. Approval by the Governor and Council: By: On: / /			

2. Scope of Work: In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 147-B:13, I(a), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in

---

3. Area Covered. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.

4. Effective Date; Completion of Project.

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, whichever is later (hereinafter referred to as "the effective date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. Grant Amount; Limitation on Amount; Vouchers; Payment.

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. Compliance By Grantee With Laws And Regulations. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. Records And Accounts.

7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. Personnel.

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. Data; Retention of Data; Access.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date, all data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. Conditional Nature Of Agreement. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. Event Of Default; Remedies.

11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1. Failure to perform the Project satisfactorily or on schedule; or

11.1.2. Failure to submit any report required hereunder; or

11.1.3. Failure to maintain, or permit access to, the records required hereunder; or

11.1.4. Failure to perform any of the other covenants and conditions of this Agreement.

11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1. Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2. Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3. Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. Termination.

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. Conflict Of Interest. No officer, member or employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. Grantee's Relation To The State. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

15. Assignment And Subcontracts. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. Indemnification. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. Insurance And Bond.

17.1. The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than $2,000,000 for bodily injury or death any one incident, and $1,000,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

18. Waiver Of Breach. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. Notice. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. Amendment. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. Construction Of Agreement And Terms. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.

22. Third Parties. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. Entire Agreement. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

EXHIBIT A

Grantee Obligations

1) The Grantee shall purchase materials and/or obtain services to establish, improve, or operate a used oil collection center in accordance with the terms and conditions of this agreement and as detailed in Exhibit A attachment-1 (the "work plan").

2) The Grantee agrees to construct and operate said used oil collection center in accordance with all applicable State and Federal laws and regulations.

3) The Grantee shall complete its project within one year of the grant award date unless prior written approval for an extension of the time has been received from the Department of

EXHIBIT B

Method of Payment

1) The State agrees to pay the Grantee the Grant Monies upon the successful completion of the Project. Successful completion shall mean that (1) the Grantee has fulfilled the terms and conditions of this agreement, and (2) the Grantee's accounting records, including invoices and receipts for all materials purchased and services rendered, have been submitted to DES. The payment of funds to the Grantee shall not be construed as a waiver by DES of any past, present or future right, claim or cause of action related to the performance of this agreement.

2) Upon fulfillment of the terms and conditions of this agreement, including all of the conditions of a successful completion of the Project, the State shall pay to the Grantee the amount of reimbursable costs as determined by DES, **not to exceed $2,500.00**, or the amount provided in RSA 147-B:13, I(a), whichever is less.

3) Grantee expenses not directly associated with the Project shall not be reimbursable by the State. Grantee personnel costs shall not be reimbursable pursuant to provision 8.1 of this agreement.

4) The Grantee agrees to pay for all Project costs in excess of the amount of reimbursable costs authorized under this agreement.

5) The Grantee agrees to submit invoices and receipts itemizing Project costs for which reimbursement is sought to the N.H. Department of Environmental Services, Waste Management Division, Used Oil Program, P.O. Box 95, Concord, NH 03302-0095, within one year of the grant award date.

6) The Grantee agrees that no Grant Monies shall be paid by the State unless and until DES has reviewed and determined that such costs or expenditures qualify for reimbursement under the terms of this agreement, and all applicable state and federal requirements; provided that payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim or cause of action related to the performance of this agreement or any applicable state or federal law.

EXHIBIT C

Special Provisions

1) The State reserves the right to audit the Grantee's expenditures for the Project and to retract and/or seek reimbursement for Grant Monies paid to the Grantee whenever, subsequent to payment of Grant Monies, it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.

2) It is understood that through the State's approval and/or payment of said Grant Monies for the Project, the State, including DES, Waste Management Division, its officers and employees, assumes no liability regarding this Project, including, but not limited to, liability for injury, death, or property damage that might arise during or from this Project or during or from the State's conduct of its used oil management program. Nothing in this agreement shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

3) DES may exercise its authority to modify, suspend or terminate the Project if it determines that the Project poses a threat to human health or the environment.

4) The Grantee shall allow DES to have access to and conduct any monitoring of the Project deemed necessary by DES to ensure its compliance with the terms of this agreement and with state and federal statutes and regulations.

5) The Grantee shall maintain insurance as documented by Exhibit C attachment-1 (the "Certificate of Liability Coverage").

ACORD Insurance Form

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID SX TROPI05

DATE (MM/DD/YYYY) 01/05/09

PRODUCER
Barlocker Ins. Svs. - Salinas
License #0580438
232 Monterey Street
Salinas CA 93901
Phone: 831-424-6404 Fax: 831-424-0140

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Tropical Creations, Inc.
Tropical Creations Landscape Mgmt, Inc. Tropical Creations Interior Plantscapes, Inc.
18555 Eddy St
Northridge CA 91324

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Florists' Mutual Insurance Co	13978
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE / OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC	PB11994	01/01/09	01/01/10	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1000000 $ 100000 $ 5000 $ 1000000 $ 2000000 $ 2000000
A A		AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	FMA008218 FMA008218	01/01/09	01/01/10	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1000000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
A		EXCESS/UMBRELLA LIABILITY X OCCUR / CLAIMS MADE DEDUCTIBLE RETENTION $	EX09452	01/01/09	01/01/10	EACH OCCURRENCE AGGREGATE	$ 1000000 $ 1000000 $ $ $
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCN3017809	01/01/09	01/01/10	X WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1000000 $ 1000000 $ 1000000
A		OTHER Property	BP11994	01/01/09	01/01/10	BPP Ded	$80,000 $500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

PROOF OF

NH DES

Proof Of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2001/08)

© ACORD CORPORATION 19

Certificate of Authorization

Certificate of Authorization: Lancaster

I, Jean E. Oleson, Town Clerk of Lancaster, New Hampshire, hereby certify that

on July 6, 2009, the Board of Selectmen voted to authorize
Date of Meeting

Dennis Patnoe to sign contracts on behalf of the Town with respect to
Grantee Signor

Grant contracts with the New Hampshire Department of Environmental Services.

This authority has not been amended or annulled.

Jean E. Oleson — 12/7/2012
Signature of Town Clerk — *Date*

Jean E. Oleson, Lancaster Town Clerk

Notarization

State of New Hampshire, County of Coos. On 12/7/12 before me,
Date

Charity Blanchette, the undersigned officer, personally appeared
Printed Name of Notary Public or J.P.

Jean E. Oleson, who acknowledged herself to be the Town Clerk of the

Town of Lancaster, New Hampshire, and that she, Town Clerk being authorized

to do so, executed the foregoing instrument for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

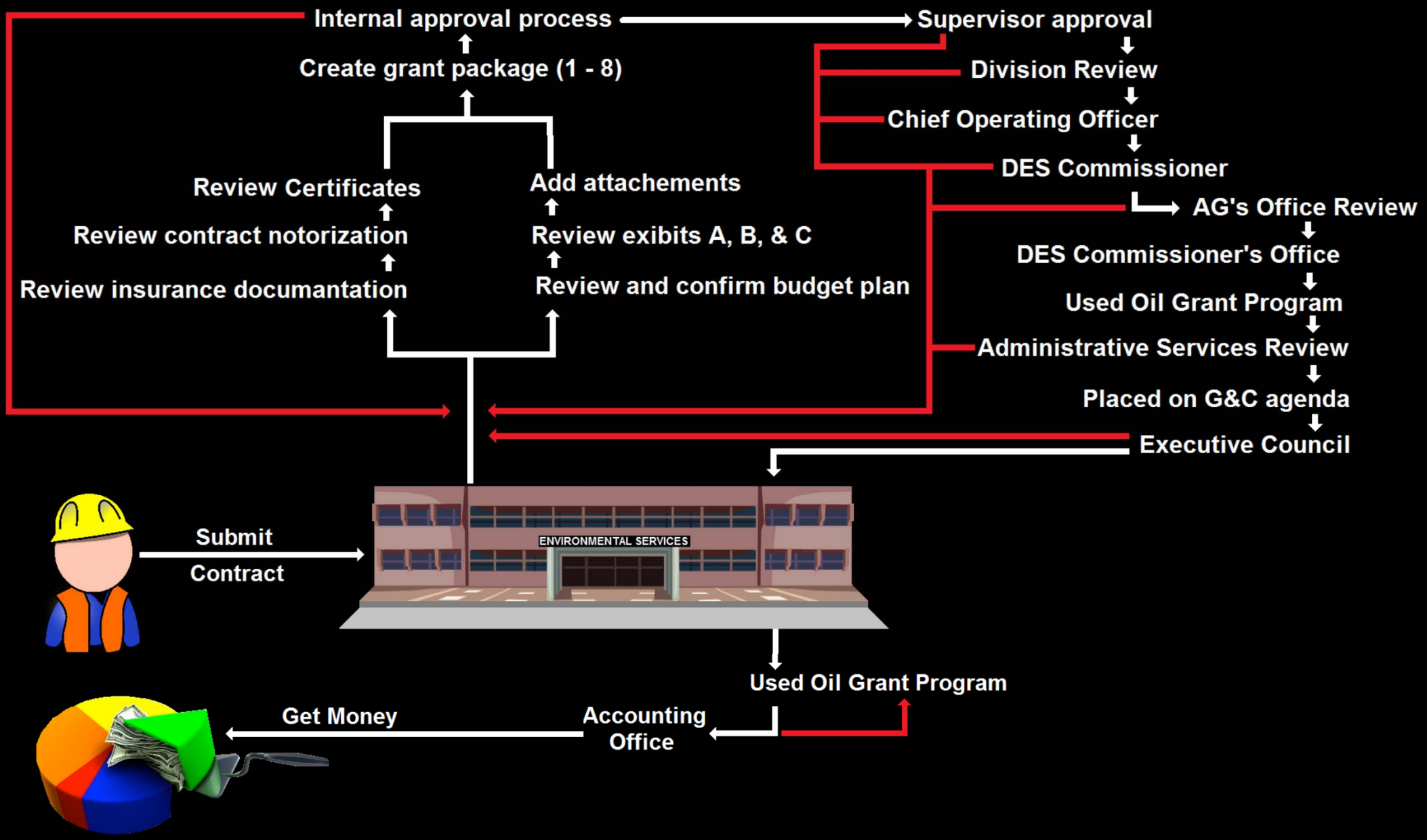
CHARITY M. BLANCHETTE NOTARY PUBLIC NEW HAMPSHIRE MY COMM. EXPIRES MARCH 30, 2016

Charity Blanchette
Signature of Notary Public ~~or Justice of the Peace~~

Affix Seal

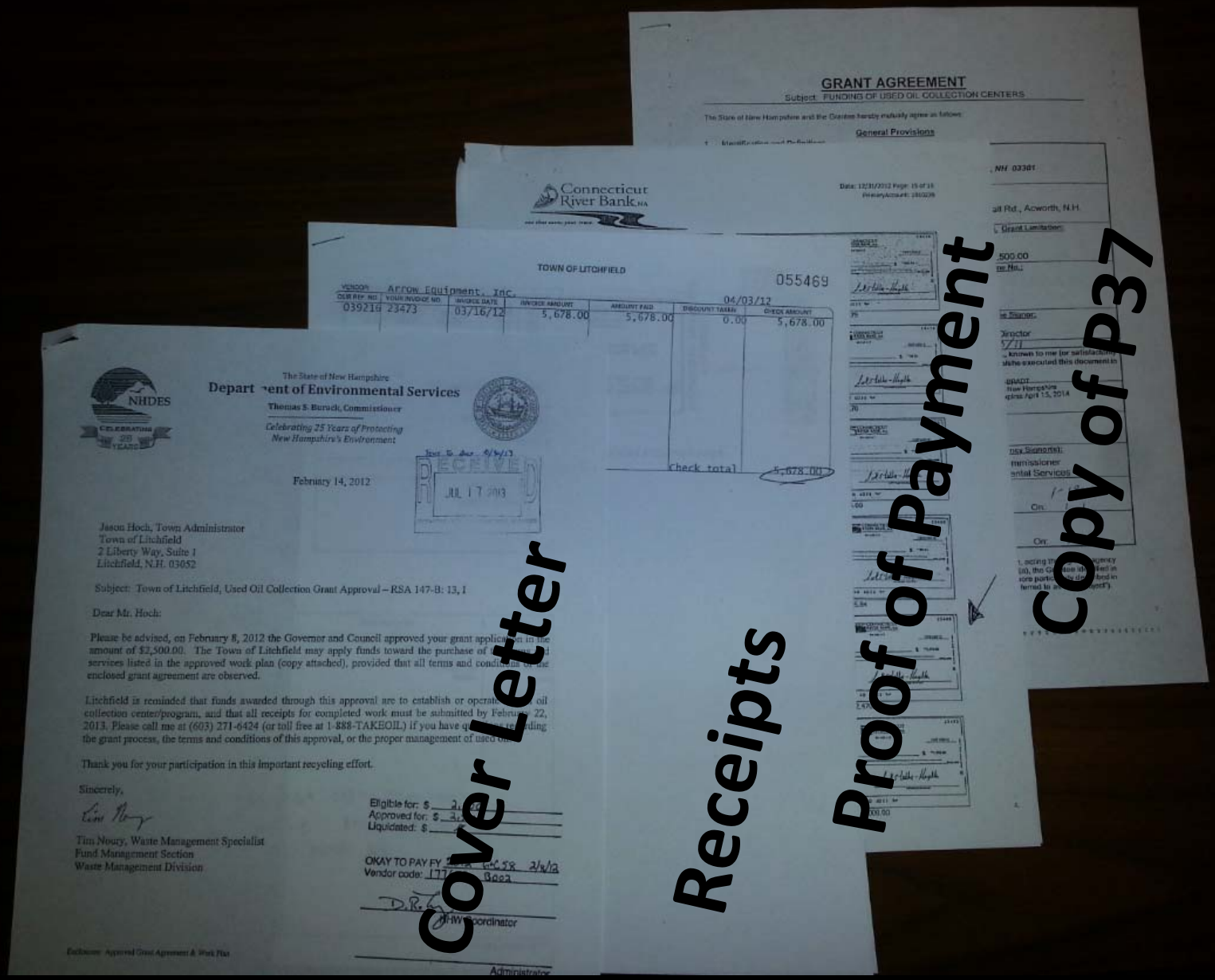
Commission Expiration Date: 3/30/2016

The Big Picture



Reimbursement

- Cover Letter
- Receipts
- Proof of Payment
- Photocopy of P37

Three weeks with accounting

Reimbursement