

Attachment I

Class B-3 Spec Used Oil Fuel Recycling



SOP & Process Control

Process Stage	Task	Responsible Person(s)	Timing	Notes
A. MA97/SUOF Profile Review & Acceptance	1. MA97 Waste Profile Form (MA97WPF)	Logistics Manager ("LM"), Technical Director ("TD")	24 hour turnaround	Profile must be complete, including material origin, generator info, analytical results & GENERATOR signature
	2. Log-in & Retain sample	LM	Upon receipt of sample	Call customer immediately if there will be a delay. Let them know the reason for the delay and when they may expect to receive the quote
	3. Contact customer acknowledging receipt of sample and documentation	LM	Upon receipt of sample	Ask for any additional information and/or sample volume if necessary
	4. Update Contact Management Sheet on central file	LM	Upon receipt of sample	Info to include generator, broker (if applicable), projected volume, whether or not a bid situation, and when the price is due
	5. Request technical review	LM	Upon receipt of sample	Notify Technical Director of sample receipt and due date for results
	6. Review laboratory analytical	TD, Lab Specialist ("LS")	24 to 72 hour turnaround	Record test data in database
	7. Complete & sign MA97WPF	TD, Operations Manager ("OM")	24 to 72 hour turnaround	Attach all documentation. Originals are filed by Logistics Manager
	8. Pricing & quote	Business Development ("BD") LM, TD, OM	24 to 72 hour turnaround	Distribute copies internally
	9. Customer follow-up	LM	7 days after quote sent	Do they need anything else from us? Has the business gone elsewhere? Why?
B. Receiving	10. Verify that transporter is registered as a marketer with DEP.	Operator, LM	While truck waits to offload	All incoming SUOF may be delivered only by transporters that have notified MADEP as "marketers".
	11. Perform visual inspection to ensure load conforms to profile. Obtain documentation from driver (e.g., Chlor-D-Tect/field screening).	Operator, LM, OM	While truck waits to offload	Compare OIL/WATER volumes and interface against MA97 WPF and approved sample;
	12. Advise customer if problem, including any surcharge	Operator and/or LM	While truck waits to offload	Get customer and driver acknowledgement in writing if any surcharge, etc.
	13. Obtain representative sample	Operator and/or LM	While truck waits to offload	Obtain additional "retain sample" in accordance with Waste Analysis Plan. Label retain sample and maintain in "Retain Sample Storage"
	14. Approve, reject or accept with conditions	Operator and/or LM	While truck waits	Confirm with TS, LS, OM if questions

	15. Ensure adequate volume in receiving tank B-1a or B-1b	Operator	Before every transfer of water into B-1A or B-1B	Check tank level sensors. Clean basket strainer if necessary.
	16. Enter off-loading, driver receipt & log entries	Operator and/or LM	After offloading, before truck leaves site	Record actual gallons offloaded on Receiving Log (MA97 Log); Get driver acknowledgement; Note time and/or unusual conditions in log
	17. Customer follow-up	LM	After receipt of first load	Call customer to review process

Process Stage	Task	Responsible Person(s)	Timing	Comments
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C. Oil recovery	19. First stage phase separation and settling in B-1a or B-1b	Operator	Every load	Allow 2-3 hours for first phase separation and settling (longer if possible)
	20. Sample oil phase and test in lab to determine subsequent processing required to complete phase separation	TD, LS	Before every transfer of oil to Tank B-2	Provide written processing instructions for operators on Receiving Log sheet
	21. Pump sludge layer from bottom drain of receiving tank to Tank B-6 Sludge Holding	Operator	After first phase separation	Per processing instructions
	22. Decant water phase from bottom drain of receiving tank to Tank B-5 Wastewater Storage	Operator	After first phase separation	Per processing instructions. Record flow meter readings for volumes transferred to B-5
	23. Decant oil phase to Tank B-2 through bag filter	Operator	After first phase separation	Inject emulsion breaker if needed
	24. Second stage phase separation in Tank B-2	Operator	As required	Allow 2-3 hours for second phase separation in B-2 (longer if possible). Proceed to third phase separation only after consulting processing instructions
	25. Second stage decant: drain water phase to Tank B-5 Wastewater Storage and oil phase to Tank B-3	Operator	As required	Per processing instructions. Record flow meter readings for volumes transferred to B-5
	26. Third stage phase separation in Tank B-3	Operator	As required	Per processing instructions. Activate heat exchanger as directed. Allow 6 hours for third (final) phase separation prior to decant
	27. Third stage decant: drain water phase to Tank B-5 Wastewater Storage and oil phase to Tank B-4 Oil Storage	Operator	As required	Per processing instructions. Record flow meter readings for volumes transferred to B-4 and B-5

D. Transfer	28. QC Testing of B-5 Wastewater	LS, OM, TD	Prior to discharge to	Test for free oil content to determine if reprocessing needed
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Wastewater to NewStream CWT			NewStream CWT	
	29. Transfer water to NewStream "Alkaline Treatment System"	OM	Continuous as long as there is water in B-5	Water is transferred directly to the "IW-SAN" receiving tanks (EQ tanks for alkaline system)
	30. Re-processing: Return wastewater to receiving tank B-1a or B-1b.	Operator	If required by QC testing	Per processing instructions
	31. Records maintenance - record daily meter readings of water volumes transferred to NS CWT	LS	Daily	Record volumes in monthly spreadsheet

E. Shipping of Recovered Oil	32. QC Testing - Sample Tank B-4 for analysis by Mass Certified Lab for compliance with SUOF standards.	LS, OM, TD	Prior to off-site oil shipment	SUOF standards, max: Arsenic 5 ppm; Cadmium 2 ppm; Chromium 10 ppm; Lead 100 ppm; Flash point 100° F; Total Halogens 4,000 ppm; PCB's 2 ppm
	33. Records maintenance - record daily meter readings of oil volumes shipped	LS	Daily	Daily meter readings for oil volume shipped. Record volumes in monthly spreadsheet.

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F. Billing	34. Invoicing	AR	Daily	
	35. Customer follow-up, if needed	LM , OM, BD	Within 72 hours of off-loading	Notify customer of any problems and restrictions for future loads

For questions or help, call:

John Theriault 508-942-7851

Josh Hanlon 508-577-8347

Attachment II

SPECIFICATION USED OIL FUEL MA97

NewStream EPA ID#: MAC300005808



527 Pleasant St, Attleboro, MA

Log Sheet & Receiving Record

Profile ID#

Sample Info	Date:	Sample ID #:	Split for MCLA: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	LAB ID:			
Generator	Name:			
	Address:			
	Customer ID#:			
	Other Analytical or Source Data Provided with Load:			
Transporter	Name:		Manifest or Bill of Lading #:	
Driver Info	Print Name:		Signature:	
QA/QC Results	Arsenic:	Lead:	Flash Point:	Total Halogens:
	Cadmium:	Chromium:		
	Material Origin Statement / LSP Letter		Comments:	
Acceptability Review	Complies with approved Profile: <input type="checkbox"/> YES <input type="checkbox"/> NO	Comment:		
	Acceptable Analytical Data: <input type="checkbox"/> YES <input type="checkbox"/> NO	Comment:		
	Passes MA97 Determination: <input type="checkbox"/> YES <input type="checkbox"/> NO	Comment:		
Load Acceptance (Circle One)	ACCEPTED	Comment:		
	REJECTED	Comment:		
Load Info	Time In:	Time Out:	Receiving Tank No: <input type="checkbox"/> B1a <input type="checkbox"/> B1b	
	Container(s):	Meter Start:	Meter Finish:	Total Volume:
NewStream Operator	Print Name:		Signature:	

Attachment III

SPECIFICATION USED OIL FUEL (MA97)

Receiving Facility: NewStream LLC, 527 Pleasant St. Attleboro, MA
 EPA ID#: MAC300005808



Fax to: 508-236-6004 Page 1 of
 Email: profiles@newstreamH2O.com

Profile Form

NS Profile #

A. Contact Information

Your Name:		Generator Name:	
Your Company Name:		Site Contact Name:	
Address:		Site Address:	
City/State/Zip:		Site City/State/Zip:	
Tel:	Cell:	Tel:	Cell:
Email:	Fax:	Email:	Fax:

B. Origin of Spec Used Oil Fuel:

C. Volume, Schedule & Shipment Information

Expected Volume:		Expected Frequency:	How is this currently being shipped? (Please circle one) Drum Tote Tanker Vector Rail
PHASE	% OF TOTAL VOLUME	Expected Start Date:	
SUOF (FREE FLOATING OIL)			
% WATER			
			Can the waste stream be shipped via rail? Yes No

D. Waste Characteristics (Enter all analytical results below or Initial "Material Origin Statement" if SUOF from a spill):

SPEC USED OIL FUEL PARAMETERS			OR	MATERIAL ORIGIN STATEMENT
PARAMETER	MAX LEVEL	ANALYTICAL RESULTS		The source of this spec used oil fuel is a spill. LSP letter attached. _____ (Initials)
Arsenic	5 ppm		COMMENTS Attach analytical report or LSP letter if applicable.	
Cadmium	2 ppm			
Chromium	10 ppm			
Lead	100 ppm			
Flesh Point	100° F			
Total Halogens	4,000 ppm			

E. Generator Certification

I HEREBY CERTIFY THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS AND ALL ATTACHED DOCUMENTS BASED ON MY INQUIRY OF THOSE INDIVIDUALS IMMEDIATELY RESPONSIBLE FOR OBTAINING THE INFORMATION. I BELIEVE THAT THE SUBMITTED INFORMATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND ABILITY AND THAT ALL KNOWN AND SUSPECTED INFORMATION ABOUT THE SUBJECT MATERIAL HAS BEEN DISCLOSED AND ACCURATELY REPRESENTED.

AUTHORIZED SIGNATURE OF GENERATOR: X
PRINTED NAME:
TITLE
DATE:

F. NEWSTREAM APPROVAL (INTERNAL USE ONLY)

<input type="checkbox"/> ACCEPTED with APPROVAL NUMBER: _____	BY: _____
<input type="checkbox"/> ACCEPTED WITH CONDITIONS (ATTACHED)	
<input type="checkbox"/> NOT ACCEPTED	DATE: _____