



**Filter Manufacturers Council**  
**Environmental Database and Hotline Questionnaire**

PLEASE RETURN AS SOON AS POSSIBLE

**Prior to completing this questionnaire, please read the attached instruction sheet carefully.**

**1. Address and Phone Number For Your Company's Home Office/Customer Service Dept.**

Company Name: \_\_\_\_\_

Parent Company or Owner of Company: \_\_\_\_\_

Form of Ownership: \_\_\_\_\_

Company's Year of Origin? \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ P.O. Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please list three business references, contact persons, addresses and their phone numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Risk Management**

a. Please list the **provider** of your general liability insurance: \_\_\_\_\_

b. Please list the **amount** of your general liability insurance: \_\_\_\_\_

c. Please list the **provider** of your environmental/pollution insurance: \_\_\_\_\_

d. Please list the **amount** of your environmental/pollution insurance: \_\_\_\_\_

e. Has your company or any of the principals of your company ever been indicted and/or convicted of a crime related to environmental contamination? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**3. Transportation of Used Filters:**

**If your company actually transports used filters, please complete section three, otherwise skip to section four. Do not complete this section if you contract these services to another company.**

- a. Year began transporting used filters? \_\_\_\_\_
- b. Number of trucks/vehicles in your fleet? \_\_\_\_\_
- c. What procedures do you use to screen drivers (e.g., drug screening)? \_\_\_\_\_
- d. What type(s) of containers do you use to transport used filters (check all that apply)?

<input type="checkbox"/>	Drums:	Please indicate all sizes:
<input type="checkbox"/>	Packs	Please indicate all sizes
<input type="checkbox"/>	Other:	Please indicate all sizes

- e. Please indicate the minimum quantity of used filters you will transport for an individual customer: \_\_\_\_\_
- f. What type of filters do you transport (check all that apply)?

<input type="checkbox"/>	Crushed	<input type="checkbox"/>	Hot-drained
<input type="checkbox"/>	Uncrushed	<input type="checkbox"/>	Undrained

- g. What other requirements do you have of your customers? \_\_\_\_\_
- h. What type of generators of used filters currently provide you with used filters? Check all that apply:

<input type="checkbox"/>	<b>Installers</b>	<input type="checkbox"/>	<b>Fleets</b>
<input type="checkbox"/>	Gas Stations	<input type="checkbox"/>	Government fleets
<input type="checkbox"/>	Quick Lubes	<input type="checkbox"/>	Off-road fleets (construction/farm)
<input type="checkbox"/>	Dealerships	<input type="checkbox"/>	On-road heavy-duty fleets
<input type="checkbox"/>	Truck Stops	<input type="checkbox"/>	Automobile fleets (rental agencies)
<input type="checkbox"/>	Specialty Shops	<input type="checkbox"/>	
<input type="checkbox"/>	Repair Shops	<input type="checkbox"/>	<b>Other</b>
<input type="checkbox"/>	Fleet Specialists	<input type="checkbox"/>	Public/Municipal Collection Cntrs
<input type="checkbox"/>		<input type="checkbox"/>	Other (Please Indicate)
<input type="checkbox"/>	<b>Direct Consumer Sales Outlets</b>	<input type="checkbox"/>	
<input type="checkbox"/>	Retailers (AutoZone, K-Mart, etc.)	<input type="checkbox"/>	
<input type="checkbox"/>	Jobbers/Auto Parts Stores	<input type="checkbox"/>	

- i. Do you have scheduled pickup routes? \_\_\_\_\_
- j. Do you pick up filters based on calls from customers (as needed)? \_\_\_\_\_
- k. Do you require/provide manifests, bills of lading or another form of documentation? \_\_\_\_\_  
If yes, indicate what form of documentation: \_\_\_\_\_
- l. What is the ultimate disposition of the filters transported (i.e., Are they made into new products? If so, by whom? Are any components placed in a landfill? Please include information on all components including any potential residual oil.) \_\_\_\_\_

- m. Do you have a federal identification number for the transport of hazardous and/or other solid waste?  
If so, please indicate that number: \_\_\_\_\_
- n. Do you have state identification numbers for the transport of hazardous and/or other solid waste?  
If so, please indicate the number(s) and applicable state(s): \_\_\_\_\_
- o. How many containers of used filters are you currently transporting monthly (specify type)? \_\_\_\_\_
- p. How many containers of used filters are you capable of transporting monthly (specify type)? \_\_\_\_\_

**4. Processing and End Markets for Used Filters**

**If your company actually processes used filters (i.e., shreds, crushes etc.) or serves as an endmarket for filter scrap (produces a new product - reinforcing bar, waste-to-energy, etc.), complete Section 4, otherwise skip to Section 5. Do not complete this section if you contract with another company to provide these services.**

- a. Does your company process used filters? \_\_\_\_\_  
If yes, how (check all that apply)?

<input type="checkbox"/>	Shred	<input type="checkbox"/>	Crush into Pucks
<input type="checkbox"/>	Crush into cubes	<input type="checkbox"/>	Crush into hemispheres
<input type="checkbox"/>	Dismantle	<input type="checkbox"/>	Other

- b. Is your company an end market for used filters (i.e., do you produce a new useable product such as reinforcing bar or steel beams if so, indicate how)? \_\_\_\_\_

<input type="checkbox"/>	Electric-Arc Furnace	<input type="checkbox"/>	Steel Metal
<input type="checkbox"/>	Scrap Dealer	<input type="checkbox"/>	Waste to Energy Recovery
<input type="checkbox"/>	Other (please indicate)	<input type="checkbox"/>	

What products does **your company** produce from used oil filters (please be specific and indicate what filter components are used)? \_\_\_\_\_

- c. What form of filters does your company accept?

For Processing		As an End Market	
<input type="checkbox"/>	Crushed into Pucks	<input type="checkbox"/>	Crushed into Pucks
<input type="checkbox"/>	Crushed into Cubes	<input type="checkbox"/>	Crushed into Cubes
<input type="checkbox"/>	Crushed into Hemispheres	<input type="checkbox"/>	Crushed into Hemispheres
<input type="checkbox"/>	Shredded	<input type="checkbox"/>	Shredded
<input type="checkbox"/>	Dismantled	<input type="checkbox"/>	Dismantled
<input type="checkbox"/>	Uncrushed	<input type="checkbox"/>	Uncrushed
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

- d. What other acceptance requirements do you have for used filters? \_\_\_\_\_

<b>Requirements for Filters Your</b>	<b>Requirements for Filters Your Company</b>
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<b>Company Processes</b>	<b>Accepts as an End Market (i.e., Produces a New Product)</b>
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e. What type of filters does your company accept (check all that apply)?

<b>For Processing</b>		<b>As an End Market for Producing a New Product</b>	
<input type="checkbox"/>	Passenger Car	<input type="checkbox"/>	Passenger Car
<input type="checkbox"/>	Lube Oil	<input type="checkbox"/>	Lube Oil
<input type="checkbox"/>	Heavy Duty	<input type="checkbox"/>	Heavy Duty
<input type="checkbox"/>	Fuel	<input type="checkbox"/>	Fuel
<input type="checkbox"/>	Gasoline Filter	<input type="checkbox"/>	Gasoline Filter
<input type="checkbox"/>	Diesel Fuel Filter	<input type="checkbox"/>	Diesel Fuel Filter
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Industrial
<input type="checkbox"/>	Air	<input type="checkbox"/>	Air
<input type="checkbox"/>	Locomotive (train)	<input type="checkbox"/>	Locomotive (train)
<input type="checkbox"/>	Diesel (non-spin on)	<input type="checkbox"/>	Diesel (non-spin on)

f. Where are your facilities located?

**Processing Centers**

\_\_\_\_\_

\_\_\_\_\_

**End Market Production Centers**

\_\_\_\_\_

\_\_\_\_\_

g. What is the minimum amount of filters you accept (indicate container type and size)?

<b>For Processing</b>		<b>As an End Market for Producing a New Product</b>	
<input type="checkbox"/>	Drums	<input type="checkbox"/>	Drums
<input type="checkbox"/>	Packs	<input type="checkbox"/>	Packs
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

h. What quantity of used filters are you **processing** monthly? \_\_\_\_\_

What quantity of used filters are you **processing new products from** monthly? \_\_\_\_\_

i. What quantity of filters can you **process** monthly? \_\_\_\_\_

What quantity of filters can you **produce new products from** monthly? \_\_\_\_\_

j. What form of documentation (i.e., audit trail) do you provide your customers? \_\_\_\_\_

k. Do you require documentation from the companies supplying you with used filters that your company **processes**? \_\_\_\_\_. If yes, what:

\_\_\_\_\_

l. Do you require documentation from the companies supplying you with used filters that your company **utilizes to produce a new product**? \_\_\_\_\_ If yes, what:

\_\_\_\_\_

m. Year began **processing** used oil filters? \_\_\_\_\_

Year began **producing new product from** used oil filters? \_\_\_\_\_

n. What is the ultimate disposition of the filters you **process**? Please indicate the disposition of all components of the filter (media, steel, gaskets, plastic, entire filter, etc.) including any residual oil. Please indicate if any material is placed in a landfill or is shipped overseas. \_\_\_\_\_

**5. Service Area:** Please indicate the states in which **your company** currently provides a filter management service.

	Alabama		Massachusetts		Ohio		West Virginia
	Alaska		Michigan		Oklahoma		Wisconsin
	Arizona		Minnesota		Oregon		Wyoming
	Arkansas		Mississippi		Pennsylvania		Alberta
	California		Missouri		Puerto Rico		British Columbia
	Colorado		Montana		Rhode Island		Manitoba
	Connecticut		Nebraska		South Carolina		New Brunswick
	Delaware		Nevada		South Dakota		Newfoundland
	D.C.		New Hampshire		Tennessee		Nova Scotia
	Florida		New Jersey		Texas		Ontario
	Georgia		New Mexico		Utah		Prince Edward Island
	Hawaii		New York		Vermont		Quebec
	Idaho		North Carolina		Virginia		Saskatchewan
	Illinois		North Dakota		Washington		Northwest Territories
							Yukon Territory
							Mexico

**6. Certification of Accuracy and Release Authorization**

I hereby certify the accuracy of the information provided in this questionnaire, and authorize the Motor & Equipment Manufacturers Association Environmental Institute and the Filter Manufacturers Council to release the information orally or in writing to persons seeking information from its environmental database and hotline, and release the Motor & Equipment Manufacturers Association Environmental Institute and the Filter Manufacturers Council and its customers for all time from any liability for any reason as a result of the release of the information provided in this questionnaire.

\_\_\_\_\_  
Name, Title and Company (printed or typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Only companies completing and signing this questionnaire will be included in the database.  
You must furnish the information listed under Risk Management section on page 1 to be placed on the  
Filter Manufacturers Council Database.  
Fax with signature; Attention: Robin Bumpass - 919/549-4824



## About the Institute

Formed in 1993, the MEMA Environmental Institute is the environmental education and awareness arm of the Motor & Equipment Manufacturers Association. The Institute was established to facilitate the proper disposal of used vehicle parts and inform MEMA member companies of the growing number of environmental regulations affecting the vehicle parts industry.

The Institute's first initiative is the Filter Hotline and Database. Working on behalf of the Filter Manufacturers Council, whose membership is limited to vehicular and industrial filter manufacturers that are selling filters in North America, the Institute has developed and is administering the toll-free hotline / database. The Council established the filter hotline to encourage the proper management of used filters and assist in creating the infrastructure needed to recycle filters throughout North America.

The filter hotline is available to commercial and government generators of used filters. The Institute has summarized the regulations governing the proper management of used vehicular filters for the US and each of the fifty states and the Canadian provinces. Also, the Institute has compiled information on companies that provide filter management and recycling services throughout the United States and Canada. Both sets of information are on the database and are available to hotline callers. The information provided to callers is specific to the jurisdiction(s) about which the caller has inquired.

In the future, the Institute will offer in-depth analysis of other environmental regulations affecting parts manufacturers and the automotive service industry. For more information about the MEMA Environmental Institute, please contact Brent Hazelett or Robin Bumpass at:

MEMA Environmental Institute  
P.O. Box 13966  
10 Laboratory Drive  
Research Triangle Park, North Carolina 27709-3966  
Phone: (919) 549-4800 Fax: (919) 549-4824

The Motor & Equipment Manufacturers Association, founded in 1904, is the only association, which exclusively represents and serves U.S. manufacturers of automotive and heavy-duty original equipment and replacement parts, service tools and equipment, and automotive chemicals. With supporting offices in Washington, DC; Mexico City, Mexico and Tokyo, Japan; MEMA is headquartered in Research Triangle Park, North Carolina.