



Guidelines for City of Oceanside Used Oil Filter Exchange Events

- Stores will display and distribute O'Reilly approved posters and flyers prior to the events.
- Store needs to have the filter collection drums and oil collection tank emptied immediately prior to event.
- Stores will designate one employee to assist City Staff set up City of Oceanside booth near used oil collection tank and assist in the collection of used filters and used oil.
- Store will supply paper towels and a tarp large enough to place under collection area to prevent oil spillage into parking lot and sidewalk if needed.
- Store will provide empty cardboard boxes or equivalent for the recycling of filter boxes.
- City Staff will issue coupons to authorize each customer to exchange the allotted amount of filter they can receive. The number of filters will be in an event specific color to avoid customers to change the number. O'Reilly staff will inspect the coupons for any tampering and give the customer only the authorized amount. O'Reilly staff will keep coupons and give them to City Staff at the end of the event.
- Price of exchange filters will not exceed \$13.99.
- Maximum amount of individual events will not exceed \$3000.00 unless previously authorized by City Staff.

City Staff _____

Store Manager _____