TITLE: Oil – Handling

Regulatory Citation: 40 CFR Part 112

Applicability: All campus areas where 55 gallon oil drums could be handled

Purpose: To prevent discharges of oil to the waters of the United States during unloading and transfer of oil.

Department Responsible: Physical Plant Maintenance Staff

Schedule: As needed

Procedures: Virgin and used oils are periodically handled at Hudson Valley Community College. HVCC personnel supervise / perform oil handling operations. During oil handling operations, the following procedures will be followed:

**Drum Unloading**
- Prior to unloading ensure delivery truck is secure/or and wheels are choked;
- Check truck lift mechanism to ensure proper operation.
- Ensure spill absorbents are located in immediate vicinity and available during unloading;
- Dike or cover all drains within 50 feet of the drum unloading area prior to unloading;
- Wear proper PPE including safety glasses, steel toed shoes, and cut resistant gloves;
- Ensure container cap/drum bungs are secure prior to moving;
- Ensure hand truck is in sound mechanical condition;
- Position hand truck forks under the drum. Secure drum catch / safety strap to drum;
- Keeping the drum balanced on the hand truck, transport the drum to the oil storage area avoiding quick maneuvers;
- Position the oil drum in the appropriate storage location. Drums must be stored on spill containment pallets or in locations with suitable secondary containment; and
- Release drum catch / safety strap, and remove the hand truck.
**Oil Handling – Transfer to Smaller containers**
- Wear proper PPE including safety glasses and cut resistant gloves;
- Ensure spill absorbents are located in immediate vicinity and available during transfer;
- Inspect transfer apparatus (i.e. mechanical hand pump, etc.) for sound mechanical condition;
- Remove container cap/drum bung and position transfer apparatus;
- Utilize and position spill catchment trays or absorbent pads at connection points to prevent spillage during transfer;
- Transfer oil to appropriate smaller containers;
- Secure container cap/lid to smaller container following oil transfer; and
- Wipe up or cover with absorbent material all spills or leaks generated during transfer activities.

**Oil Handling – Transfer to Drums**
- Wear proper PPE including safety glasses and cut resistant gloves;
- Ensure spill absorbents are located in immediate vicinity and available during transfer;
- Inspect transfer apparatus (i.e. mechanical hand pump, etc.) for sound mechanical condition;
- Remove container cap/drum bung and position transfer apparatus;
- If possible, utilize and position spill catchment trays or absorbent pad at connection points to prevent spillage during transfer;
- If manually pouring oil, ensure larger container is equipped with funnel;
- Ensure area is clear of clutter and obstacles;
- Carefully transfer oil to appropriate smaller containers;
- Secure container cap/lid to smaller container following oil transfer; and
- Wipe up or cover with absorbent material all spills or leaks generated during transfer activities.

**Drum Loading**
- Prior to loading ensure truck is secure and wheels are choked;
- Check truck lift mechanism to ensure proper operation.
- Ensure spill absorbents are located in immediate vicinity and available during unloading;
- Dike or cover all drains within 50 feet of the drum unloading area prior to unloading;
• Wear proper PPE including safety glasses, steel toed shoes, and cut resistant gloves;
• Ensure container cap/drum bungs are secure prior to moving;
• Ensure hand truck is in sound mechanical condition;
• Position hand truck forks under the drum. Secure drum catch / safety strap to drum;
• Keeping the drum balanced on the hand truck, transport the drum to the delivery truck avoiding quick maneuvers;
• Position the oil drum on the lift and release drum catch / safety strap, and remove the hand truck; and
• Safely position and secure drum within delivery truck.

**Truck Loading – Vacuum Trucks**

• All drivers will stay with their vehicles during delivery;

  **Prior to Shipment**
  
  o Ensure truck is secure and wheels are choked;
  
  o Ensure spill absorbents are located in immediate vicinity and available during unloading;
  
  o Dike or cover all drains within 50 feet of the drum unloading area prior to unloading; and
  
  o Check delivery hoses for evidence of deterioration or cracks.

  **During Shipment**
  
  o Carefully remove container lid to avoid residual spillage; and
  
  o Inspect area for leaks

  **After Shipment**
  
  o Ensure all hoses are properly disconnected and sealed;
  
  o Inspect area for evidence of spills;
  
  o Ensure all valves on truck are properly closed; and
  
  o Ensure lid to container being emptied is closed.

All spills will be immediately reported to the Director of Environmental, Health and Safety.

**Record keeping:** N/A

**Record Location:** N/A

**Contact:**

Exec Mgr of Physical Plant (629-7427)  
Assistant to the Exec Mgr (629-7361)  
Coordinator of Environmental, Health and Safety (629-7163)