Date Prepared 11/2004
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Revised 2/23/09 P. Watt

BMP Grounds #21

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 Grounds 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
  - Ensure truck is secure and wheels are choked;
  - 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; and
  - Check delivery hoses for evidence of deterioration or cracks.
- During Shipment
  - Carefully remove container lid to avoid residual spillage; and
  - Inspect area for leaks
- After Shipment
  - Ensure all hoses are properly disconnected and sealed;
  - Inspect area for evidence of spills;
  - Ensure all valves on truck are properly closed; and
  - 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)
Grounds Supervisor (629-7565)
Director of Environmental, Health and Safety (629-7163)