



UCCS SAFE OPERATING PROCEDURE

55. SAFE HANDLING AND DISPOSAL OF USED OIL

(For assistance, please contact [Environmental Health & Safety](#))

Federal, State, and local regulations and ordinances govern the disposal of used oil, filters, and other lubricating fluids or associated devices. THIS SOP DOES NOT ADDRESS OILS CONTAMINATED WITH POLYCHLORINATED BIPHENYLS (PCBs) – refer to the **PCB SOP** or contact [EH&S](#).

- **Oil is a serious environmental pollutant** in lakes and streams. POTENTIAL RELEASES MUST BE PREVENTED FROM REACHING DRAINAGE SYSTEMS LEADING TO WATERWAYS (STORM DRAINS) OR THE WATER TREATMENT PLANT (SANITARY SEWER SYSTEM).
- Whenever possible, **arrange for commercial recycling** rather than disposing used oil as hazardous waste. This is both environmentally friendly and cost-effective.
- It is important to segregate used oil which is from a closed system (i.e. vacuum pumps) where the potential for the oil to be contaminated with process chemicals is minimal from used oil generated in an open system (i.e. diffusion pump) where the potential exists for the oil to be contaminated with process chemicals. One can be managed as a universal waste for recycling and the other may have to be managed as a hazardous waste.
- **Create a segregated storage area** for used oil collection:
 - **Indoor storage or areas protected from the weather** are strongly recommended.
 - Collection container **must be metal or plastic**, not glass
 - Collection container **MUST BE LABELED "USED OIL ONLY"**.
 - Collection container **must have tight fitting lid** that is in place except when adding used oil
 - **A funnel should always be used** to minimize spills when transferring used oil to the collection container. THE FUNNEL MUST BE REMOVED AND THE CONTAINER CLOSED WHEN NOT ACTIVELY BEING USED FOR OIL TRANSFER.
 - **Suitable spill containment and cleanup material** must be on hand to ensure spills are not released to drainage systems or penetrate soils. Secondary containment or berm sufficient for the entire volume in the area must be used.
 - A screw-in funnel WITH A LID can be used for a collection drum
 - Collection container **limited to 5 gallons** or less except in the designated facility's collection location
 - Collection container must have **adequate spill protection**
 - **Secondary containment** sufficient to hold full container volume if it fails or leaks
 - Indoor storage locations kept **away from floor drains and flammable materials**
 - Outside storage areas **away from storm sewers, street gutters, waterways, etc.**
 - **Appropriate absorbents, pads and cleanup materials** on hand in vicinity
 - Contact [EH&S](#) for assistance in evaluating prior to use
 - Collection container must be **within secondary containment**
 - Collection container **access must be controlled** to ensure only used oil is added
 - Do not mix used (lubricating) oil with other automotive fluids (transmission fluids, brake fluids, anti-freeze, etc.), solvents, solvent-contaminated oil, PCBs, non-petroleum based oils, or any other material in the collection container.
 - Refer to the appropriate **SOP** for these materials.
- When container is full Contact [Environmental Health & Safety](#) for proper disposal.



- **Do not burn used oil** on-site or give it to others to burn: this is a specific violation of federal and state regulations.
- A service contractor services the majority of UCCS's motorized vehicles. In this process, they collect and manage the used oil from these vehicles. For those vehicles maintained by Facilities, the used oil is collected in drums in a designated storage shed.
- Oil filters need to be drained and managed as a "used oil" waste stream separate from the actual oil. It is important the filters are drained and the oil collected for recycling. Depending upon the type of filter, the filters can be recycled or managed as a waste stream. Contact EHS for disposal
- Specific guidance for [used oil generators](#) is available from the Colorado Department of Public Health and the Environment.

Used Oil Generators Checklist

- **Is your used oil stored in aboveground or underground storage tanks or in containers?** (storage in lagoons, pits or surface impoundments is prohibited)
- **Are tanks and containers marked with the words “Used Oil?”**
- **Are fill ports for piping leading to storage tanks labeled with the words “Used Oil?”**
- **Are tanks and containers in good condition and not leaking?**
- **Are tanks and containers maintained in a manner to prevent ruptures, leaks and spills?**
 - Are you careful not to spill when transferring used oil?
 - Are your tanks and containers kept closed?
 - Do you have adequate space around your tanks and containers to allow unobstructed
 - movement of personnel and equipment?
 - Do you have cathodic protection or secondary containment for your tanks, if required?
- **If your aboveground or underground storage tanks are also regulated by the Division of Oil and Public Safety at the Department of Labor and Employment, do you comply with those requirements?**
 - The Division of Oil and Public Safety regulates aboveground petroleum storage tanks with capacity between 660 gallons and 39,999 gallons and underground storage tanks with capacity greater than or equal to 110 gallons.
- **Do you have a Spill Prevention, Control and Countermeasure (SPCC) Plan, if required?**
- **If a spill or leak has occurred, have you reported it?**
- **Have you taken the necessary corrective actions to clean up any spills?**
 - Have you stopped further releases and contained the oil?
 - Have you removed, repaired or replaced the defective tank, container or piping?
 - Have you properly disposed of used absorbents, contaminated media (water, soil) and recovered oil?
- **Does the used oil recycler that picks up your used oil have an EPA Identification Number as a used oil transporter?** Note: Used oil generators may self-transport up to 55 gallons of used oil in their own vehicle to an approved collection center or an aggregation point owned by the generator without obtaining an EPA Identification Number as a used oil transporter.

Used Oil Filter Management Checklist

- **Have you hot-drained the filter using one of the following methods?** (drained with the oil near engine operating temperature)
 - Puncture the anti-drain back valve or filter dome end and draining for a minimum of 12 hours.
 - Draining and crushing.
 - Dismantling and draining.
 - An equivalent method that will remove any free-flowing oil.
- **Did you continue draining the filter if any oil drained out when it was picked up?**
- **If you drained the filter over a container, is the container labeled “Used Oil?”**
- **Did you dump the used oil that drained from the filter in with your other used oil for recycling?**
- **Are you careful not to spill oil when you remove and drain a filter?**
- **Is the filter a non-terne-plated filter?** (terne is an alloy of tin and lead)
 - Hot-drained filters can be recycled or disposed of as solid waste.
- **Is the filter a terne-plated filter?** (used in some large trucks and heavy equipment)
 - Hot-drained filters must be disposed of as hazardous waste or can be recycled as scrap metal.
- **If this is a used fuel filter, transmission oil filter or a specialty filter such as a railroad filter, have you made a hazardous waste determination to determine if the filter must be disposed of as hazardous waste?** (these filters are not included in the used oil filter exemption)

Last reviewed by Cynthia Norton on December 16, 2015