

Used Oil and Filter Storage and Disposal Standard Operating Procedure

1.0 Objective & Scope

The objective of this procedure is to ensure the safe, compliant, and environmentally responsible storage and disposal of used oil and oil filters generated during warehouse operations, including equipment maintenance and vehicle servicing. This SOP applies to all warehouse personnel, maintenance technicians, and third-party waste handlers. The goal is to prevent spills, minimize fire hazards, and ensure full compliance with provincial and federal hazardous waste regulations.

Responsibilities: The Maintenance Supervisor is responsible for overseeing the storage area and scheduling pickups. All personnel handling used oil or filters must follow this procedure. The Warehouse Manager is responsible for ensuring training and compliance.

2.0 Required Systems, Tools & Materials

- Approved used oil storage tank or drum (with secondary containment, e.g., spill pallet)
- Approved oil filter storage drum (with lid and secondary containment)
- Oil filter crusher (if applicable and approved by local regulations)
- Spill kit (absorbent pads, socks, granular absorbent, disposal bags, gloves)
- Personal Protective Equipment (PPE): nitrile gloves, safety glasses, chemical-resistant apron, steel-toed boots
- Funnel or pump for transferring used oil
- Drip trays or absorbent mats for under collection points
- Hazardous waste labels and tags (including date of accumulation start)
- Waste manifest or tracking forms (as required by provincial regulations)
- Access to the SupplyGrid WMS for inventory tracking of waste containers (if applicable)

3.0 Safety & Handling Precautions

- Wear appropriate PPE at all times when handling used oil or filters: nitrile gloves, safety glasses, chemical-resistant apron, and steel-toed boots.
- Ensure the work area is well-ventilated to avoid inhalation of vapors.
- No smoking, open flames, or sparks near used oil storage areas.
- Use only approved containers that are in good condition and properly labeled.
- Never mix used oil with other wastes (e.g., solvents, antifreeze, water) as this may render it non-recyclable or hazardous.
- Keep spill kit readily accessible in the storage area and ensure all personnel know its location.
- Use proper lifting techniques when moving full drums or filters; use a drum dolly if available.

4.0 Step-by-Step Procedure

1. Don required PPE: nitrile gloves, safety glasses, chemical-resistant apron, and steel-toed boots.

2. Inspect the used oil storage drum or tank for any signs of damage, leaks, or corrosion. Ensure the secondary containment (spill pallet) is clean and free of debris.
3. Place a drip tray or absorbent mat under the drain valve or funnel area before transferring used oil.
4. Using a funnel or pump, carefully transfer used oil from the collection container (e.g., from an oil change) into the approved storage drum. Avoid splashing or overfilling.
5. After transfer, wipe down the funnel and any spillage with absorbent pads. Dispose of used pads in the designated hazardous waste container.
6. For used oil filters: drain the filter by puncturing the anti-drain back valve or placing it upside down in a funnel for at least 12 hours over a drip tray. Alternatively, use an approved filter crusher to remove residual oil.
7. Place the drained or crushed oil filter into the approved oil filter storage drum. Ensure the drum has a tight-fitting lid and is labeled as 'Used Oil Filters' with the accumulation start date.
8. Label the used oil storage drum with a 'Used Oil' label and the date the first oil was added. Update the accumulation start date if a new drum is put into service.
9. Record the quantity of used oil and filters in the waste tracking log or SupplyGrid WMS (if configured). Include date, volume (litres), and number of filters.
10. When the used oil drum is full (or at scheduled pickup), contact the licensed waste hauler for pickup. Complete the waste manifest or tracking form as required by provincial regulations.
11. Before the hauler arrives, ensure the drum is sealed, labeled, and accessible. Provide the manifest to the driver and retain a copy for your records.
12. After pickup, update the waste tracking log and clean the storage area. Inspect the secondary containment for any leaks or spills.

5.0 Verification & Discrepancy Reporting

1. Weekly: Inspect the used oil and filter storage area for leaks, proper labeling, and containment integrity. Document findings in the inspection log.
2. If a spill occurs (any amount), immediately deploy the spill kit to contain and absorb the material. Report the spill to the Warehouse Manager and follow the facility's Spill Response Procedure.
3. If a discrepancy is found between the recorded waste volume and the physical volume (e.g., missing oil), investigate the cause (theft, leak, recording error) and report to the Inventory Manager.
4. If a container is damaged or leaking, transfer the contents to a new approved container immediately. Label the new container and dispose of the damaged container as per hazardous waste guidelines.
5. All discrepancies, spills, or non-compliance issues must be documented on the Incident Report form and escalated to the Warehouse Manager within 24 hours.

Regulatory Disclaimer: This document is a generic operational template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all step sequences and material handling protocols against local shop capabilities.