A. Purpose
To ensure that all used oil is collected and stored in a manner consistent with all applicable Federal, State, and Local used oil regulations and Columbia University Spill Prevention, Control and Countermeasures (SPCC) Plan requirements. With respect to PCB-containing oils, please refer to the specific policy and procedure for the Testing and Disposal of Transformer Oils.

B. Applicability Or Scope
It shall be the responsibility of all Contractors, Project Managers, Facilities Operations and Environmental Health and Safety to ensure this policy and procedure is adhered to. Facilities shall supply their own drums for collection and ensure the containers are in compliance with storage requirements.

C. Definitions
N/A

D. Responsibilities
1. EH&S
   a. Develop, comply with and enforce this policy.
   b. Pick up and/or ship waste from collection locations.
   c. Maintain waste in compliance with regulations in proper waste storage facilities.
   d. Supply containers and labels for waste collection and storage.
   e. Provide proper waste disposal.
2. Contractors, Facilities Operations, Project Managers, Laboratory Personnel, Students
   a. Comply with this policy.
   b. Correctly store waste containers in compliance with this policy.
   c. Request containers and labels needed from EH&S.

E. Procedures
1. Drain or otherwise collect all oil in an appropriately sized closed-head steel drum with bung, an open-head steel drum with locking collar, gasket, and bung or a closeable pail with a gasket. Containers may be provided by Environmental Health and Safety for oil produced by Columbia University employees. Contractors must provide their own containers.
2. The drum or pail must be in good condition with no visible signs or corrosion or other damage. Drums must be kept closed at all times.
3. Prior to placing any oils into the drum or pail, apply a Used Oil Label to the container to identify the material as “Used Oil”. No other wording choices are permitted per regulation. The waste generator who is producing the used oil is responsible for the proper labeling of the container.
4. Place drums on appropriately sized spill pallets in accordance with the SPCC Plan. The waste generator (Facilities, Contractor, etc) is responsible for ensuring the proper secondary containment of the “Used Oil” drums.
5. Contact EH&S for disposal of any oils.
6. All solid materials (e.g., oil absorbent pads, booms, granular materials, contaminated personal protective equipment, etc) resulting from spill response activities must be collected, containerized,
and properly labeled and disposed of through Environmental Health and Safety. It is the responsibility of the spill responder to properly collect all contaminated debris and properly label and containerize.

7. These materials should be placed in an appropriately sized open-head steel drum with locking collar, gasket, and bung. Prior to placing material into a drum, apply a Non-Hazardous Waste Label (see appendix) to the drum stating “Oil Contaminated Debris”.

8. Contact EH&S for disposal of oil-contaminated debris.

F. Emergency Contacts
EH&S Morningside Campus – 212-854-8749
EH&S Columbia University Medical Center – 212-305-6780
Nevis Laboratory – 914-591-8100
Lamont-Doherty Safety Department – 845-365-8822

G. Medical Surveillance
N/A

H. Record Keeping
N/A

I. Appendices
Used Oil Label
Non-Hazardous Waste Label

J. Forms
N/A

K. References
Spill Prevention, Control, and Countermeasures (SPCC) Plan for Morningside Campus
SPCC Plan for Morningside Residential Operations
SPCC Plan for Columbia University Medical Center,
SPCC Plan for Lamont-Doherty Earth Observatory
SPCC Plan for Nevis Laboratories.

L. Acknowledgements
N/A
Appendix
Used Oil Label
Appendix
Non-Hazardous Waste Label

![Non-Hazardous Waste Label](image-url)