USED OIL PROGRAM

I. INTRODUCTION

The Environmental Protection Agency's regulatory definition of used oil is as follows: Used oil is any oil that has been refined from crude oil or any synthetic oil that has been used and as a result of such use is contaminated by physical or chemical impurities. Simply put, used oil is exactly what its name implies--any petroleum-based or synthetic oil that has been used. During normal use, impurities such as dirt, metal scrapings, water or chemicals can get mixed in with the oil, so that in time the oil no longer performs well. Eventually, this used oil must be replaced with virgin or re-refined oil to do the job at hand EPA's used oil management standards include a three-pronged approach to determine if a substance meets the definition of used oil. To meet EPA's definition of used oil, a substance must meet each of the following three criteria:

Origin — the first criterion for identifying used oil is based on the origin of the oil. Used oil must have been refined from crude oil or made from synthetic materials. Animal and vegetable oils are excluded from EPA's definition of used oil.

Use — the second criterion is based on whether and how the oil is used. Oils used as lubricants, hydraulic fluids, heat transfer fluids, buoyants and for other similar purposes are considered used oil. Unused oil such as bottom clean-out waste from virgin fuel oil storage tanks or virgin fuel oil recovered from a spill; do not meet EPA's definition of used oil because these oils have never been "used." EPA's definition also excludes products used as cleaning agents or solely for their solvent properties, as well as certain petroleum-derived products like antifreeze and kerosene.

Contaminants — the third criterion is based on whether or not the oil is contaminated with either physical or chemical impurities. In other words, to meet EPA's definition, used oil must become contaminated as a result of being used. This aspect of EPA's definition includes residues and contaminants generated from handling, storing and processing used oil. Physical

hazardous waste through careless mixing. The following are acceptable materials that can be recycled through US Filter and Recovery:

Motor Oil
Automatic Transmission Fluid
Power Steering Fluid
Diesel Fuel
Gear Oil
Turbine Engine Oil
Hydraulic Oil
Fuel Oil
Kerosene (#2, #4, & #6)

VI. MIXTURES OF USED OIL AND HAZARDOUS WASTE

Used oil containing greater than one thousand parts per million (1,000 ppm) total halogens is presumed to be a hazardous waste and must be managed as hazardous waste and not used oil. The city of Evansville presumes that used oils removed from refrigeration units contains greater than 1,000 ppm and must be managed in accordance with the hazardous waste requirements. Any used oil contaminated with chlorofluorocarbons (CFCs) removed from refrigeration units or used oil mixed with contaminated oil must be managed according to the city of Evansville's (Vanderburgh County?) hazardous waste regulations. This includes oil mixed with characteristic and listed hazardous wastes. A brief summary of USI's hazardous waste management requirements is in Section VIII of this program. Some examples of halogenated hydrocarbons are polychlorinated biphenyl (PCB) oils, FREON (Refrigerant oils or solvents), perchloroethylene (Solvent), trichloroethylene (Solvent), trichloroethane (Solvent), trichorotrifluoroethane (Solvent), chloroform and carbon tetrachloride.

USI may rebut the above presumption for metalworking oils/fluids no matter what their composition or how they are recycled or disposed. In order to rebut the presumption, analytical methods from SW-846, Edition III, must be conducted to show that the used oil does not contain significant concentration of halogenated hazardous constituents.

VII. USED OIL RECYCLING REQUIREMENTS

Once oil can no longer be used, proceed with the following:

1. Place all used oil in the designated storage areas. Storage sites must be approved through the Office of Risk Management.
2. Storage area must be identified with an easily readable sign stating "USED OIL S**TORAGE AREA**". Refer to **APPENDIX A**.
3. Label each container as "USED OIL." Labels can be obtained from the Office of Risk Management (812 465-7003). Refer to **APPENDIX B**.
4. Contain any container that shows evidence of leakage, spillage or damage.
5. Conduct a visual weekly inspection of the used oil storage area. Look for items listed in this section of this program.
6. Containers used to store used oil will comply with the following, according to the regulations:

   Be in good condition (no severe rusting, apparent structural defects or deterioration);
   Not leak (no visible leaks);
   Have secondary containment;
   Always be closed except when in use; and
   Not be opened, handled or stored in a manner that may rupture the container or cause it to leak.

VIII. HAZARDOUS WASTE MANAGEMENT

1. Used oils that are identified as a hazardous waste and cannot be recycled in accordance with this program will be managed in accordance with hazardous waste management requirements
2. Hazardous waste should be placed in the designated drum in the lamp storage area.
3. Label the container as “Hazardous Waste”. Refer to **APPENDIX C**.
4. Store hazardous waste for no longer than 90 days from the date waste is first placed in a container. *Contact Risk Management before the 90-day expiration date to ensure that waste is off-site by the 90th day. Anything stored over 90 days places USI into a different and more stringent regulatory classification.*
5. Ensure the container is “closed” except when adding waste.
6. Storage area must be identified with an easily readable sign stating “**DANGER** -**HAZARDOUS WASTE STORAGE AREA UNAUTHORIZED PERSONNEL KEEP OUT**”. Refer to **APPENDIX D**.
7. Inspect hazardous waste container storage area at least weekly and maintain a log of all inspections.
8. Ensure communication equipment and emergency equipment are available where hazardous wastes are managed.

IX. PICK-UP/COLLECTION REQUESTS

When pick-up/collection service is needed, contact the Office of Risk Management (465-7003) or via e-mail at jhunt@usi.edu to submit a request.

X. EMERGENCY RESPONSE FOR USED OIL SPILLS

Upon detection of a release of used oil to the environment, USI personnel will conduct the following:

Stop the release;
Contain the released used oil;
Contact the Energy and Environmental Management Office;
Clean up and manage properly the released used oil and other materials; and
If necessary, repair or replace any leaking used oil storage containers before returning them to service.

XI. TRAINING

The USI Office of Risk Management will provide training for the management of used oil to all employees who generate, store and dispose of used oil upon initial employment and when changes in regulations occur. This training is documented and maintained in the Office of Risk Management. Only employees that have attended the training session will be permitted to manage used oil. Please contact the Office of Risk Management to schedule a training date. A**PPENDIX E** will be used to track training attendance.

XII. CONTRACTOR’S RESPONSIBILITIES

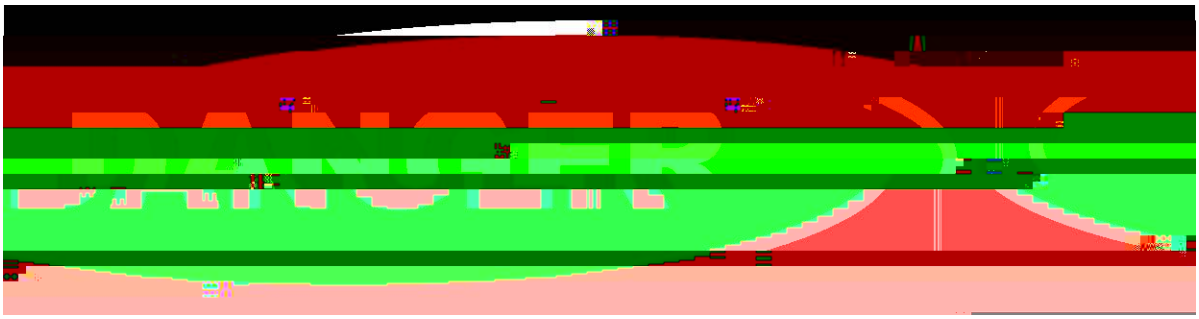
Third-Party Building Management
Third-party building management companies must present to the Office of Risk Management a copy of

APPENDIX A
Used Oil Storage Area Sign

APPENDIX B
Used Oil Stickers

APPENDIX C
Hazardous Waste Label

APPENDIX D
Hazardous Waste Storage Area Sign



HAZARDOUS WASTE STORAGE AREA

UNAUTHORIZED PERSONNEL KEEP OUT

To dispose of hazardous waste submit Removal Request to
http://www.usi.edu/RiskMgt/HazMaterials.asp
In case of emergency call Security (7777 or 812 464-1845) and
Risk Management (812 461-5366)

APPENDIX E
Training Attendance Sheet
Used Oil Recycling and Disposal Training

Name (Please Print)	Department	Job Title	Job Description