

Date Prepared 11/2004  
Prepared By PWatt  
Revised \_\_1/13/05\_\_

**BMP Central Receiving #1**

**TITLE:** Oil Drum Handling

**Regulatory Citation:** 40 CFR Part 112

**Applicability:** Receiving and delivering 55 gallon oil drums

**Purpose:** To prevent discharges of oil to the waters of the United States during unloading and transfer of oil.

**Department Responsible:** Central Receiving

**Schedule:** As needed

**Procedures:** Virgin 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 chocked;
- Check truck is parked at dock in appropriate level and distance.
- 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, if necessary
- Ensure container cap/drum bungs are secure prior to moving;
- Ensure forklift forks are in lowered position and carefully insert into pallet holding drums. Use caution to ensure forks do not puncture drum;
- Tilt forks back after securing pallet load
- Drive carefully with no sudden stops or turns that would cause drums to fall
- Place pallet of drums in designated area for delivery

**Record keeping:** N/A

**Record Location:** N/A

**Contact:** Supervisor of Central Receiving (629-7137)  
Coordinator of Environmental, Health and Safety (629-7163)