

Date Prepared 11/2004  
Prepared By PWatt  
Revised 1/29/07

**BMP HRS #13**

**TITLE:** Oil – Handling

**Regulatory Citation:** 40 CFR Part 112

**Applicability:** All campus areas where oil in containers greater than 55 gallons are stored and handled

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

**Department Responsible:** Physical Plant Stationary Engineers

**Schedule:** As needed

**Procedures:** Whenever the HRS department is scheduling a delivery of fuel oil to the aboveground storage tank in Williams room 158, the HRS lab technician or other staff will notify the College Physical Plant Department (629-7356) ahead of time. The appropriate personnel from the Physical Plant department will be on hand to oversee the delivery of oil, in accordance with their tank delivery procedures and the College's SPCC plan.

All spills that may reach the outside environment will be immediately reported to the Director of Environmental, Health and Safety by either HRS or Physical Plant staff.

**Record keeping:** N/A

**Record**

**Location:** N/A

**Contact:** HRS Lab Assistant (629-7913)  
Director of Environmental, Health and Safety (629-7163)