Taking the precautions listed below will help you avoid used oil accidents, limit your legal liability, and protect both your workers and the environment.

**Storing Used Oil**
- Store used oil in sturdy, leakproof metal containers or in a tank approved by your local fire department.
- Label the container or tank and the storage area in large letters: “Used Oil Only.”
- Store used oil away from drains or ignition sources.
- Do not mix used oil with any other wastes (especially solvents) because the entire mixture may become hazardous waste and will be costly to dispose.

**Inspecting Storage Areas**
- Check containers and storage areas each week for spills or leaks from lids, seals, and seams.
- Keep written inspection records.

**Preparing for a Spill**
- Keep cleanup and containment materials ready for immediate use.
- Write an emergency response plan, post the instructions in an easily visible spot in the shop, and train employees in the procedures.

**Recycling or Disposing Used Oil**
- Contract with a licensed used oil transporter to pick up your used oil for recycling. Save your used oil shipping papers and your used oil testing results from your transporter for three years.
- OR....
- Burn the used oil in an approved space heater in your garage. (Call the Connecticut Department of Environmental Protection [CT DEP] at 888-424-4193 and your Local fire department for further information including a list of transporters or space heater requirements.)
Managing Used Oil Filters
Follow these steps when changing oil filters. Do not discard filters in a dumpster.

1. Remove the filter from the engine while warm and immediately drain free-flowing oil.
2. Put the drained oil in your used oil drum or tank.
3. Puncture the filter dome. Place the filter on a rack to drain into a used oil drum or tank at above 60 degrees Fahrenheit for 12 hours.
   OR Hot drain and crush the filter.
4. Store the used filter in a separate, closed metal container that is labeled ‘Used Oil Filters.’

5. Recycle with a local collection center. (Call the CT DEP at 888-424-4193 for a list of scrap metal recyclers, or check the Yellow Pages under recyclers.)

Handling Shop Towels and Absorbents Containing Used Oil
- Store shop towels and absorbents in separate metal containers with tight-fitting lids.
- Label containers “Contaminated Shop Towels Only” and “Oily Waste Absorbents Only”, as appropriate.
- Send unsaturated towels to a permitted industrial laundry. (The CT DEP recommends the paint filter test to determine saturation of towels.)
- Treat disposable shop towels or absorbents mixed with only used oil as “special waste.” (Call the CT DEP at 888-424-4193 for a list of facilities that receive these wastes.)

Tips for Reducing Waste Oil Spills on the Job
Good housekeeping reduces spills and protects you against liability. Here are several suggestions for limiting used oil problems in your shop.

- Place drip pans under cars.
- Use different pans for waste oil and for parts covered with solvents.
- Fill drip pans only half-way and then use a funnel to pour the oil into a drum or tank.
- Use dry cleanup methods when you do have spills. You can use (1) reusable absorbent pads, (2) a bristle broom and brush, or (3) mops that absorb only oily liquids. Wring out or pour the waste oil you clean up into a container or tank. Clean any leftover waste oil with a rag. Discard the cleanup debris in a separate container from the used oil. As a last resort, use clay absorbents or sawdust, or alternatives such as corn cobs or peat.
- Place storage containers on a nonporous surface, such as concrete, that used oil cannot pass through. The surface should have no cracks or gaps. Consider building curbs around the storage area that would contain 110% of the volume of the largest waste oil container or tank.
- Keep containers closed unless you are adding or removing used oil.
- Label drums or containers with dates showing (1) when you began filling the drum or container, and (2) when the drum or container became full.
Improper Management of Used Oil Is Against the Law

It is illegal to discard used oil in a dumpster, down a sewer, in the water, or on the ground. Any mixture of used oil and solvents may be considered a hazardous waste, which makes disposal costs extremely high. Do not mix used oil with solvents.

Why is Used Oil Regulated?

Used oil is regulated because it contains harmful contaminants such as benzene and lead, picked up during the operation of a vehicle. Safe management and disposal of used oil protects not just drinking water, fish, and land, but also the workers in your shop.

Why Does It Make Good Business Sense to Reduce Used Oil Spills?

Used oil spills cost money and take time to clean up. Even minor spills can cause major contamination problems. You are legally required to clean up any spills, and you may also be subject to government fines.

If You Need Help

Keep these telephone numbers handy.

If you need to report an oil spill, call this 24-hour emergency number 860-424-3338

If you have questions about state used oil regulations, contact the Connecticut Department of Environmental Protection, Bureau of Waste Management 860-424-3023

If you want free, confidential technical assistance for your shop, regarding used oil or hazardous waste regulations, contact the Compliance Assistance Helpline (COMPASS) 888-424-4193

For any other questions, contact your local fire department, health department or sewer authority. If you are not sure who to call, contact your city or town hall.

Prepared by the Northeast Waste Management Officials' Association, in conjunction with the Connecticut Department of Environmental Protection. Funds for the project were provided by the U.S. Environmental Protection Agency, Region I.

The information in this brochure is based on regulations of the U.S. Environmental Protection Agency and the State of Connecticut. It is not a complete listing of legal requirements. Contact the Connecticut Department of Environmental Protection for specific details. The suggestions contained in the "Reducing Used Oil Spills" section are non-regulatory, although they are state-recommended Best Management Practices.

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