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

**Storing Waste Oil**
- Store waste 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: “Waste Oil,” “Toxic,” and “Hazardous Waste.”
- If you generate more than 27.5 gallons of waste oil per month: Add the date to the label to show when you started filling the storage drum.
- Keep containers closed unless you are adding or removing used oil.
- Place containers on a surface made from any material (such as concrete) that waste oil can not pass through. The surface should have no cracks or gaps. If outdoors, put a curb around the area to contain a leak or spill equal to 110% of the volume of the tank.
- Store waste oil away from drains or ignition sources.

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

**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 Waste Oil**
- Contract with a licensed transporter to pick up your waste oil for recycling or disposal. Save your shipping records for at least three years. (Call the Massachusetts Department of Environmental Protection (MA DEP) at 617-556-1022)
Managing Waste Oil Filters

Follow these steps when changing oil filters.

1. Remove the filter from the engine while warm and immediately drain free-flowing oil.
2. Put the drained oil in your waste oil drum or tank.
3. Puncture the filter dome. Place the filter on a rack to drain into a waste oil drum or tank for 12 hours. OR... After 12 hours of draining, crush the filter.

4. Store the used filter in a separate, closed metal container that is labeled “Waste Oil Filters.”
5. Ship the used filters to a recycler or discard them in a dumpster after 12 hours of draining. Drained filters are not classified as a hazardous waste.

Handling Shop Towels and Absorbents Containing Waste Oil

- Perform the “one-drop” test to ensure shop towels and absorbents do not contain enough oil to be considered hazardous. (Wring out towels and put oily absorbents through a paint filter. If doing so does not generate one drop of oil, the materials aren’t hazardous.)
- Send recyclable towels that pass the one-drop test to a permitted industrial laundry OR Discard dry towels in the trash.
- Oil-contaminated absorbents may be disposed in the trash unless contaminated with another hazardous waste.
- 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.

⇒ TIPS FOR REDUCING WASTE OIL SPILLS ON THE JOB

Good housekeeping reduces spills and protects you against liability. Here are several suggestions for limiting waste 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 waste oil. Use clay absorbents or sawdust, or alternatives such as corn cobs or peat.
- Build curbs around your waste oil storage area to contain 110% of the volume of the largest waste oil container or tank.
Improper Management of Waste Oil Is Against the Law

It is illegal to discard waste oil in a dumpster, down a sewer, in the water, or on the ground. Do not mix waste oil with any other waste.

Why Is Waste Oil Regulated?

Waste 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 waste 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 Waste Oil Spills?

Waste 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 have an oil spill of more than 10 gallons, immediately contact your local fire department AND the Massachusetts Department of Environmental Protection (MA DEP) in your region.

Northeast MA  781-935-2160
Southeast MA  508-946-2850
Central MA    508-792-7653
Western MA    413-784-1100
(After 5:00 pm on weekdays and on weekends, call 617-566-4500)

If you have questions about state waste oil regulations, or if you haven't registered your shop, contact the MA DEP 617-556-1022

If you want free, confidential technical assistance for your shop, contact the Massachusetts Office of Technical Assistance 617-727-3260

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.

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The information in this brochure is based on regulations of the U.S. Environmental Protection Agency and the Commonwealth of Massachusetts. It is not a complete listing of legal requirements. Contact the Massachusetts Department of Environmental Protection for specific details.

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