

**Date Prepared** 05/2001  
**Revised** 3/2009 M Ortiz  
**Prepared By** Carla McGreevy

**BMP#** Grounds #16

**TITLE:** USED OIL FILTERS

**Regulatory Citation:** 6 NYCRR Part 362

**Applicability:** Used oil filter disposal.

**Purpose:** Proper handling, storage and disposal of used oil filters.

**Person or**

**Department Responsible:** Grounds Supervisor (629-7565)

**Schedule:** As needed

**Procedures:** Used oil filters will be drained of oil by placing the oil filter upside down over a waste oil drum labeled "**Waste Oil**". Drum will be kept closed except when adding oil.

Once the filter is drained it will be placed in the drum labeled "Spent Oil Filters." Grounds will notify the Director of EHS when used oil filters need to be disposed. The Director of Environmental Health & Safety will arrange for pick up for recycling by the College's approved oil recycling vendor

**Record keeping:** shipping record.

**Record**

**Location:** EHS office environmental files

**Current vendor:** Sheldon Oil

**Contact:** Grounds Supervisor (629-7565)  
Director of Environmental, Health and Safety (629-7163)  
Executive Manager Physical Plant (629-7427)  
Assistant to Exec. Mgr (629-7361)

HVCC-BMP-Grounds #16 oil filters