



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	8/15/2014	12/5/2014	12/15/2014

TITLE: COFL-FF-EP-4.4.6-2 SOP01 Storage of Decommissioned Vehicles

System: Storage of decommissioned vehicles and equipment	Procedure No. : SOP 01
Subsystem: Training	Page No. : Page 1 of 2
Person Responsible: Program Manager	Revision No. : 01
	Revision Date : 4/23/15

Purpose:

To identify best practice procedures for decommissioned vehicle and equipment storage to reduce the risk of environmental contaminants and fluid spills as well as the responsible environmental management of all waste products that come from a vehicle. These hazardous materials can include oil, gas, diesel, anti-freeze, mercury, lead, battery acid, tires, air conditioning Freon, brake fluid and washer fluid.

Scope:

Initiate decommissioned vehicle and equipment storage policy.

Responsibility:

- a. The **Program Manager** shall ensure that each employee, contractor and subcontractors responsible for the storage of decommissioned vehicles are properly trained. A record of acknowledgment will be kept in accordance with COFL-FF-4.5.4 Control of Records.
- b. Adherence to these written procedures will be the responsibility of all City employees, contractors and subcontractors responsible for the storage of decommissioned vehicles

Procedure:

- Only authorized vehicles shall be stored within the vehicle storage lot.
- Lot shall remain closed and locked.
- All fluids shall be drained from any decommissioned vehicle or equipment before they are stored at lot.
- Batteries shall be removed from vehicle and recycled.
- Antifreeze shall be removed from vehicle and disposed of properly.



- Fuel shall be removed from vehicle and disposed of properly.
- Oil shall be removed from vehicle and recycled.
- Freon shall be removed from vehicle and recycled.
- Tires shall be removed from vehicle and recycled.
- Brake fluid shall be removed from vehicle and recycled.
- Washer fluid shall be removed from vehicle and disposed of properly.
- Vehicle and equipment scheduled for auction shall be sold within ninety days of decommission.
- A stocked and labeled spill kit shall be stored at the main entrance of the decommissioned vehicle storage lot.
- A properly labeled and certified fire extinguisher shall be readily available for use to be stored at the main entrance of the decommissioned vehicle storage lot.

Consequences

Failure to comply with this SOP may:

- Result in fines for non-compliance to environmental laws and regulation relative to the discharge of hazardous waste.
- Violate COFL policy.

RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time

REVISION LOG

Revision No.	Revision Date	Description of Change(s)
01	4/23/15	Changed box on first page by adding revision number and date

AUTHORIZATION

Name	Title	Date