



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 SOP08 Fluid Storage

System: Fluid Storage	Procedure No. : SOP 08
Subsystem: Training	Page No. : Page 1 of 3
Person Responsible: Program Manager	Revision No. : 01
	Revision Date : 4/23/15

1. Definitions

AST= Aboveground store tank and associated systems.

EPA= Environmental Protection Agency.

FDEP= Florida Department of Environmental Protection

Fluids = motor oil, hydraulic fluid, transmission fluid, differential fluid, antifreeze, lubricants

2. Purpose:

This SOP has been developed to promote safe work and responsible environmental practices, including compliance with regulations and reducing the potential for spill and other negative environmental impacts.

3. Scope:

- To maintain the tanks in compliance with the FDEP and the State /Federal EPA.
- To maintain the storage (AST), drums and vessels in quality working order.

4. Responsibility:

- The **Program Manager** shall ensure that each employee, contractor and subcontractors responsible for the maintenance, inspection, and handling of the (AST), drums, and vessels used to store fluids at City sites are properly trained.
- Adherence to these written procedures will be the responsibility of all City employees, contractors and subcontractors responsible for the maintenance, inspection, and handling of the (AST), drums, and vessels used to store fluids at City sites.
- This includes all related maintenance and record keeping.
- Overall monitoring of this procedure including all inspections related to the storage tanks, drums and vessels used to store fluids.



5. Procedure/process:

- a. All (AST), drums and vessels used to store fluids will be placed indoors under roof and protected from the weather.
- b. All (AST), drums, and vessels used to store fluids will be in good condition. Containers with signs of corrosion, bulging, or denting will not be used. When (AST), drums or vessels are damaged or show signs of corrosion, the fluids will be transferred within 24 hours to an approved container that is in good condition. Fluids contained in a leaking (AST), drum or vessel will be transferred immediately upon discovery to an approved container that is in good condition.
- c. All (AST), drums, and vessels used to store fluids will be properly labeled.
- d. Containers used to store fluids will be placed upon spill pallets or within diked/bermed areas that are protected from the weather and designed to contain the largest container placed within the secondary containment. Above ground (AST) tanks that hold greater than 660 gallons of oil or above ground tanks located at facilities that store greater than 1,320 gallons of fluids on site, must have secondary containment that is capable of holding 110% the volume of the volume of each tank.
- e. All (AST), drums, and vessels must be closed except when adding or removing fluids.
- f. Only tanks approved for storage of each particular fluid will be used for each fluid.
- g. A spill kit will be in the immediate vicinity of the fluid storage area for use in the event a leak or spill. If a spill or release occurs spill response action will be taken to stop the release and collect the residues with the contingency plan.
- h. Spill cleanup material will be containerized and stored in the fluid storage area until labeled for proper disposal.
- i. Fluid storage area will be kept free of litter and clutter.
- j. All fluid (AST), drums and vessels must be inspected weekly for leaks, proper condition.

6. Training/Education

- a. All employees, mechanics, contractors, subcontractors connected with maintenance and storage of fluids must review and fully understand this SOP when working within the oil storage area.
- b. Signage must be present at the fluid storage area detailing the emergency procedure and contact personnel.
- c. This SOP is reviewed with all employees, mechanics, and contractors connected with maintenance and storage of fluid on a yearly basis and documented in the employee training log.
- d. The spill plan is reviewed with all employees, mechanics, and contractors connected with maintenance and storage of fluid on a yearly basis and documented in the employee training log.



7. 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