



Verification	Originator	Approved	Issued
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TITLE: COFL-FF-EP-4.4.6-2 SOP09 Fluid Handling

System: Fluid Handling	Procedure No. : SOP 09
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 establish procedures for the safe handling of fluids used to maintain the fleet.
- 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 handling of fluids used on City vehicles are properly trained.
- Adherence to these written procedures will be the responsibility of all City employees, contractors and subcontractors responsible for the handling of fluids used on City vehicles.
- This includes all related maintenance and record keeping.
- Overall monitoring of this procedure including all inspections related to the handling of fluids used on City vehicles.



5. Procedure/process:

- a. Technicians must prevent runoff while servicing vehicles and or equipment by using drip pans and drop sheets.
- b. Mechanics must ensure all fluids at all work sites are stored in designated areas in a contained, covered and environmentally safe manner.
- c. Mechanics must ensure waste oil is drained into special approved containers and transferred as soon as possible to clearly marked drums (AST) "used oil"
- d. Mechanics must visually inspect vehicles and equipment for any wear or leaks that may impact the environment and perform repair before filling pans or tanks.
- e. Mechanics must understand any special consideration when working within a site.
- f. All lockout/tag out procedures must be followed and adhered to.
- g. A spill kit will be in the immediate vicinity of the fluid use area for use in the event of 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 characterized for proper disposal.

6. Training/Education

- a. All employees, mechanics, contractors, subcontractors connected with handling of fluids must review and fully understand this SOP when working within the oil storage area and or handling fluids
- b. Signage must be present at the fluid handling areas detailing the emergency procedure and contact personnel.
- c. This SOP is reviewed with all employees, mechanics, and contractors connected with the handling 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 handling 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