

[Organization logo]

[Organization name]

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GUIDELINE FOR OIL WASTE MANAGEMENT

Commented [14A2]: This guidelines does not apply to authorized organizations that are in the business of collecting, storing and treatments of waste oils.

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [14A3]: Adapt to the existing practice in organization.

Distribution list

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Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is to define the process of classification at the site, temporary warehousing, and deployment of waste oils.

This document applies to all activities and processes of [organization name] in which waste oils are created.

Users of this document are all employees of [organization name].

2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control of Significant Environmental Aspects
- List of Interested Parties, Legal and Other Requirements

3. Waste oils management

Waste oils are all mineral or synthetic oils or lubricants that are not usable for their intended use:

- Hydraulic oils
- Motor oils
- [Redacted]
- [Redacted]
- [Redacted]
- Oily residues from reservoirs
- [Redacted]
- [Redacted]

3.1. Collection of waste oils

[Job title] is responsible to stop leakage or shedding waste oils in or on the ground, on surfaces and in groundwater and sewerage. [Job title] creates working instructions for employees working on sorting, classification, collection, warehousing, and deployment of waste oils.

3.2. Classification of waste oils

[Redacted]

3.3. Temporary warehousing of waste oils

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[organization name]

[Job title] ensures that waste oils are temporarily warehoused in impermeable and non-corrosive containers, and that the following occurs:

- Do not fill containers above 10 cm from the top
- Prevent mixing with other types of waste oils
- Prevent mixing waste oils with other liquids or polluting substances
- Ensure availability of adequate firefighting equipment
- Respect the principles of the waste hierarchy described in the Procedure for Operational Control

The site for temporary warehousing must meet the following conditions:

- Stable surface resistant to aggressive chemicals and impervious to oil and water with equipment for collecting spills and degreasing
- A system for collection of oily atmospheric waters from all surfaces
- Adequately labeled, isolated, and with controlled access

3.4. Waste oils deployment

[Job title] is responsible to deploy waste oils to the organization authorized for waste oil collecting and creating adequate documentation (Deployed Waste Report).

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.08.13	2 years	[office of [job title]]	[job title]

Only [job title] can grant other employees the right to access records.

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Commented [14A16]: If the record is in electronic form, write the name of the folder on [job title]'s computer.