



WASTE MANAGEMENT  
& RADIATION CONTROL

Division of Waste Management and Radiation Control

**USED OIL TRANSPORTER PERMIT**



**Permittee Name:** Emerald Services Inc.

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**Type of Permit:** Used Oil Transporter Permit

**Permit #:** UOP-0084

**Original Date of Issuance:** 12/18/2012

**EPA ID #:** WAD009492877

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scott T. Anderson, Director  
Division of Waste Management and Radiation Control

**I.A. Effect of Permit**

- I.A.1. Emerald Services Inc. (hereafter referred to as “Permittee”) is hereby authorized to operate as a used oil transporter in accordance with all applicable requirements of R315-15 of the Utah Administrative Code and of the Used Oil Management Act (the Act) 19-6-701 et. seq., Utah Code Annotated and this Permit.
- I.A.2. This Permit shall be effective for a term not to exceed ten years in accordance with the requirements of R315-15-15 of the Utah Administrative Code. This Permit shall be reviewed by the Director five years after the Permit’s effective date issuance or when the Director determines that the Permit requires review.
- I.A.3. Attachments incorporated by reference are enforceable conditions of this Permit, as are documents incorporated by reference into the attachments. Language in Conditions I and II supersedes any conflicting language in the attachments or documents incorporated into the attachments.

**I.B. Permit Revocation**

- I.B.1. Violation of any permit condition or failure to comply with any provision of the applicable statutes and rules shall be grounds for enforcement actions, including revocation of this Permit. The Director shall notify the Permittee in writing of his intent to revoke this Permit.

**I.C. Permit Modification**

- I.C.1. The Permittee may request modifications to any item or activity covered by this Permit by submitting a written permit modification request to the Director. If the Director determines the modification request is substantive, a public hearing, a 15-day public comment period or both may be required before the modification request may be determined. Implementing a substantive modification prior to the Director’s written approval constitutes a violation of the Permit and may be grounds for enforcement action or permit revocation.
- I.C.2. The Permittee shall notify the Director in writing of any non-substantive changes, such as changes to the contact person, within 20 days of the change.
- I.C.3. The Director may modify this Permit as necessary to protect human health and the environment, because of statutory or regulatory changes or because of operational changes affecting this Permit.

**I.D. Spill Prevention**

- I.D.1. The Permittee shall maintain and operate all used oil transportation vehicles and associated equipment to minimize the possibility of fire, explosion or sudden or non-sudden release of used oil to the air, ground, soil, surface and groundwater and sewer systems.

**I.E. Record Retention**

- I.E.1. The Permittee shall maintain all applicable used oil records required by R315-15 of the Utah Administrative Code and this Permit at the Permittee's facility located at 2450 South 800 West, Salt Lake City, Utah.
- I.E.2. All records shall be readily accessible for inspection by representatives of the Director. Records may be in a hard copy or electronic format. Records shall be maintained for a minimum of three years.

**I.F. Tracking**

- I.F.1. The Permittee shall keep written transportation records for both the collection and delivery of used oil. Collection and delivery records may be a log, invoice, manifest, bill of lading or other shipping document.
- I.F.2. For collections, the records shall include the Permittee's name, address, EPA identification number, facility vehicle number assigned by Permittee, driver name, date of collection, the volume of used oil collected and the type of collection (i.e., bulk oil in tankers or containerized, specifying container types and numbers). Additionally, the used oil records shall include the generator's, transporter's, transfer facility's, burner's or processor's name and signature (dated upon receipt), address and EPA identification number.
  - I.F.2.a. The halogen content from screening tests or analytical laboratory testing shall be documented on the used oil record/bill of lading at each used oil collection location prior to loading for transportation
  - I.F.2.b. The Permittee shall record the PCB concentration based on analytical results of used transformer oil prior to collection/transport in accordance with Condition II.D.6.
- I.F.3. For deliveries, the delivery records shall include the Permittee's name, address, EPA identification number, facility vehicle number assigned by Permittee, driver name, date of delivery, the volume of used oil delivered and the type of delivery (i.e., bulk oil in tankers or containerized, specifying container types and numbers). Additionally, the used oil records shall include the receiving transfer facility's, burner's, processor's or other transporter's name and signature (dated upon receipt), address and EPA identification number.
  - I.F.3.a. The Permittee shall create a new delivery record for internal transfers between the Permittee's transportation vehicles.

**I.G. Sampling and Analyses**

- I.G.1. The Permittee shall follow all sampling and analytical procedures in Condition II.D, Used Oil Collection and Analytical Procedures, when conducting used oil sampling and analytical testing to meet the requirements of R315-15 of the Utah Administrative Code and this Permit.

**I.H. Prohibited Waste**

- I.H.1. Used oil that has been mixed with hazardous waste as defined by R315-1 and R315-2 of the Utah Administrative Code or PCBs as defined by R315-301-2(53) of the Utah Administrative Code shall no longer be managed as used oil and shall be subject to applicable hazardous waste and PCB-contaminated waste rules.
- I.H.2. Used oil shall not be stored in tanks, containers or storage units that previously stored hazardous waste unless these tanks, containers and storage units have been cleaned in accordance with R315-2-7 of the Utah Administrative Code.
- I.H.3. The Permittee shall not place, manage, discard or otherwise dispose of used oil in any manner specified in R315-15-1.3 of the Utah Administrative Code.

**I.I. Waste Disposal**

- I.I.1. The Permittee shall document and maintain records showing proper characterization, handling and disposal for used oil related wastes, including oily wastewater.
- I.I.2. The Permittee shall properly characterize used oil related wastes to determine if the wastes are hazardous or non-hazardous in accordance with R315-15-8 of the Utah Administrative Code. All wastes generated during used oil operations shall be handled in accordance with this Permit and R315-15 of the Utah Administrative Code. The wastes shall be taken to an appropriate facility permitted to handle the type of waste generated.

**I.J. Used Oil Storage**

- I.J.1. The Permittee shall not store used oil longer than 24 hours without first obtaining a transfer facility or processor permit for that storage location. This includes storing used oil in vehicles at loading and unloading docks and parking areas.
- I.J.2. The Permittee shall notify the Director if the 24-hour storage is exceeded due to mechanical failure of the Permittee's transportation vehicle prior to exceeding the 24-hour storage requirement.

**I.K. Liability and Financial Requirements**

- I.K.1. The Permittee shall procure and maintain general liability and sudden used oil third-party environmental pollution liability coverage for the Permittee's operations as required by R315-15-10 of the Utah Administrative Code.
- I.K.2. The Permittee shall provide documentation of financial responsibility, environmental pollution legal liability and general liability coverage annually to the Director for review and approval by March 1 of each reporting year or upon request by the Director.
- I.K.3. The Permittee shall notify the Director immediately of any changes to the extent and type of liability coverage in accordance with R315-15-10 of the Utah Administrative Code.

**I.L. Used Oil Handler Certificate**

I.L.1. In accordance with R315-15-4.1 of the Utah Administrative Code, the Permittee shall not operate as a used oil transporter without obtaining annually a Used Oil Handler Certificate from the Director. The Permittee shall pay a used oil handler fee, pursuant to Utah Code 63J-1-504, by December 31 of each calendar year to receive certification for the upcoming calendar year.

**I.M. Inspection and Inspection Access**

I.M.1. Any duly authorized employee of the Director may, at any reasonable time and upon presentation of credentials, have access to and the right to copy any records relating to used oil and to inspect, audit or sample. The employee may also make record of the inspection by photographic, electronic, audio, video or any other reasonable means to determine compliance.

I.M.2. In addition, the authorized employees may collect soil, groundwater or surface water samples to evaluate the facility's compliance.

I.M.3. Failure to allow reasonable access to the property by an authorized employee may constitute "denial of access" and may be grounds for enforcement action or permit revocation.

**I.N. Annual Report**

I.N.1. As required by R315-15-13.4 of the Utah Administrative Code, the Permittee shall prepare and submit an Annual Report of its used oil activities for the calendar year to the Director by March 1 of the year following the reported activity. Form UO 004 (Annual Report for Used Oil Transporter Facilities) describing the Permittee's used oil activities in Utah. The Annual Report shall also include all financial assurance documentation required by Form UO 004.

**I.O. Other Laws**

I.O.1. Nothing in this Permit shall be construed to relieve the Permittee of his obligation to comply with any Federal, State or local law.

**I.P. Enforceability**

I.P.1. Violations documented through the enforcement process pursuant to Utah Code Annotated 19-6-112 may result in penalties in accordance with R315-102 of the Utah Administrative Code.

**I.Q. Effective Date**

I.Q.1. The permit is effective on the date of signature by the Director

**II.A. Transportation Operations**

- II.A.1. The Permittee is authorized to transport used oil and deliver the used oil to another permitted transporter, transfer facility, processor and re-refiners or used oil burners in accordance with R315-15-4.4 of the Utah Administrative Code.
- II.A.2. Used oil recovered from oily water shall be managed as used oil in accordance with R315-15 of the Utah Administrative Code and this Permit.
- II.A.3. The Permittee shall comply with TSCA regulations when transporting used oil with PCB concentrations greater than or equal to 50 ppm (mg/kg).

**II.B. Transport Vehicle Requirements**

- II.B.1. The Permittee shall only transport used oil in the types of vehicles listed in Table II.B.

**Table II.B: Vehicle Description**

Type of Vehicle	Used Oil Capacity (gallons)
Peterbilt Tanker Truck	4,500
Peterbilt Box Truck	2,000
Pup Trailer	4,500
Vacuum Truck	3,000

- II.B.2. All Permittee's used oil transport vehicles shall have the words "USED OIL" on both sides of the transport vehicle in a contrasting color that is distinguishable from the background color and at least two inches tall. These designations shall be in place at all times the transport vehicle is transporting or storing used oil.
- II.B.3. All vehicles, which transport used oil, shall have a copy of the Permittee's Emergency Spill Plan (Attachment 1- Emergency Spill Plan) maintained in the vehicle at all times.
- II.B.4. The Permittee shall maintain emergency spill cleanup materials in all vehicles used to transport used oil as specified in Condition II.G of this Permit.

**II.C. Used Oil Loading and Unloading Requirements**

- II.C.1. The Permittee shall secure the vehicle by positioning wheel chocks and applying the emergency brakes before loading or unloading used oil.
- II.C.2. The Permittee shall inspect all used oil collection equipment (e.g., vehicles and associated pumping equipment) for any damage prior to use.
- II.C.3. The Permittee shall place buckets or other containers under piping connections to collect drips of used oil during loading and unloading operations.
- II.C.4. The Permittee shall ensure the amount of used oil to be loaded into the transport vehicle will not exceed the carrying capacity. The Permittee shall utilize a calibrated gauging instrument to measure used oil volume in each collection vehicle.

II.C.5. The Permittee is allowed to transfer to the Permittee's rail cars in accordance with the rail car loading procedure in Attachment 2 (Rail Car Loading and Unloading Procedure).

II.C.5.a. During loading and unloading operations at rail yards, two trained operators shall remain at the Permittee's Transfer Facility rail yard location and maintain control of the operations throughout the entire used oil transfer.

## **II.D. Used Oil Sampling and Analytical Procedures**

II.D.1. Prior to loading the used oil for transport, the Permittee shall collect a representative sample using from tanks and containers in accordance with sampling procedures in in Attachment 3 (Container/Tank Sampling Procedure) and screen the used oil for halogens using either Method 9077 specified in Condition II.D.4 or a Utah-certified laboratory or documentation to support generator knowledge.

II.D.2. Used oil determined to be on-specification by a Utah-registered marketer can be collected and transported without further testing. Bills of Lading or used oil transportation records shall reference the laboratory identification number for the associated analytical data.

### **II.D.3. Bulk and Drum Sample Collection Requirements**

II.D.3.a. The Permittee shall ensure a representative sample is collected from tanks, totes, drums or other containers from which used oil is collected. Sampling personnel shall be trained on appropriate sampling methods for each type of container and matrix.

II.D.3.b. Samples collected from bulk oil containers greater than 55 gallons shall be individual samples, not composite samples.

II.D.3.c. A representative composite sample may be collected from individual drums or containers containing used oil from the same source. A representative composite sample may consist of not more than four drums/containers or 220 gallons, whichever is less, per composite sample. The individual samples shall be taken and consolidated into one representative composite sample and tested.

II.D.3.d. Drums or containers of used oil from different sources or processes shall be sampled individually.

### **II.D.4. Halogen Field Screening Methods**

II.D.4.a. The Permittee shall screen for halogens in the field, prior to the acceptance or delivery of used oil or oily water subject to R315-15 of the Utah Administrative Code as specified in Conditions II.D.4.b through II.D.4.d.

II.D.4.b. Used oil that contains less than 20% water shall be screened for halogens with a CLOR-D-TECT halogen test kit (EPA Method 9077).

II.D.4.c. Used oil that contains between 20% and 70% water shall be screened for halogens with a HYDROCLOR-Q<sup>®</sup> test kit. The resulting halogen concentration must be



corrected using the following conversion formula to calculate true halogen concentration.

*True Halogen Concentration = Reading Syringe + [(10 + ml oil in sample)/10]*

**Example:** sample contains 6 ml water and 4 ml oil (60% water) and the syringe reading is 2,000 ppm, then the true concentration is:

$$2,000 \text{ ppm } [(10 + 4)/10] = 2,800 \text{ ppm}$$

- II.D.4.d. Used oil that contains greater than 70% water shall be screened for halogens with a HYDROCLOR-Q test kit. Correction of the halogen screening results is not required.
- II.D.4.e. The Permittee shall document on acceptance records the screening results to determine if the total halogens concentration of the incoming used oil is less than 1,000 ppm.
- II.D.4.f. Results of all halogen field screening results shall be recorded on the shipping document such as a bill of lading by the sampler.
- II.D.4.g. The requirement for a quality control sample (duplicate) may be satisfied by testing prior to off-loading from permitted vehicles in accordance with the CLOR-D-TECT<sup>®</sup> kits (Method 9077 of SW846) and is not required for each load collected.
- II.D.5. **Halogen Laboratory Analytical Methods**
- II.D.5.a. When relying on laboratory testing, the Permittee shall submit a representative used oil sample to a Utah-certified laboratory to analyze for total halogen concentrations using Method 9076 or other equivalent method approved by the Director.
- II.D.6. **PCB Contaminated Used Oil**
- II.D.6.a. The Permitted shall not accept for transport used oil with PCB concentrations greater than or equal to 50 ppm. The Permittee shall manage used oil with PCB concentrations of greater than or equal to 2 mg/kg (ppm) in accordance with R315-15-18 of the Utah Administrative Code. Used oil may not be diluted to avoid any provision of any federal or state environmental rules.
- II.D.6.b. Prior to accepting and transporting used transformer oil or other used oil contaminated with PCBs, the transporter shall obtain analytical documentation of the PCB concentration from the generator and attach to the transportation record.
- II.D.6.c. Vehicles, tanks, containers, piping or other ancillary equipment (herein referred to as equipment) used to transport, transfer or store used oil containing PCBs at concentrations of 50 ppm or greater shall be decontaminated as described in 40 CFR 761 Subpart S prior to transporting or storing used oil less than 50 ppm. Any used oil transported or stored in this contaminated equipment, before decontamination, is assumed to contain PCBs at concentrations of 50 ppm or greater.
- II.D.6.d. All used oil transported or stored in equipment previously used to transport, or store used oil containing PCBs at concentrations of 2 ppm or greater and less than 50 ppm is



assumed to contain PCBs with at concentrations of 2 ppm or greater unless equipment is decontaminated as described in 40 CFR 761 Subpart S.

**II.E. Rebuttable Presumption**

- II.E.1. Used oil with total halogen concentrations greater than 1,000 parts per million (ppm) is presumed to have been mixed with a hazardous waste and shall be managed as a hazardous waste unless the Permittee successfully rebuts the presumption.
- II.E.2. The Permittee may rebut the hazardous waste presumption in accordance with R315-15-4.5 of the Utah Administrative Code if the Permittee can demonstrate that the used oil does not contain significant concentrations of any of the halogenated hazardous constituents listed in Appendix VIII of EPA CFR 40, Part 261 which includes volatiles, semi-volatiles, PCBs, pesticides, herbicides and dioxin/furans.

**Table II.D: PCB Sample Preparation and Analytical Methods**

Sample Preparation	Analytical Procedure	Analytes	
		PCB CAS RN	PCB Aroclor
3500C, 3580A	<ul style="list-style-type: none"> <li>• 8082A</li> <li>• PCB Analytical Method</li> <li>• Analyses of the Aroclors <b>bolded</b> in the last column are mandatory.</li> <li>• Choose an additional two Aroclors from the last column for analysis which could be contained in the oil, which will make a total of seven Aroclors.</li> </ul>	<b>12674-11-2</b>	<b>1016</b>
		147601-87-4	1210
		151820-27-8	1216
		11104-28-2	1221
		37234-40-5	1231
		11141-16-5	1232
		71328-89-7	1240
		<b>53469-21-9</b>	<b>1242</b>
		<b>12672-29-6</b>	<b>1248</b>
		165245-51-2	1250
		89577-78-6	1252
		<b>11097-69-1</b>	<b>1254</b>
		<b>11096-82-5</b>	<b>1260</b>
		37324-23-5	1262
11100-14-4	1268		

- II.E.3. If the additional testing shows that used oil has been mixed with a listed hazardous waste listed in R315-2-10 of the Utah Administrative Code the mixture is subject to regulation as a hazardous waste regardless of the level of halogenated constituents.
- II.E.4. The rebuttable presumption does not apply to metalworking oils/fluids containing chlorinated paraffins if they are processed through a tolling arrangement as described in R315-15-2.5(c) of the Utah Administrative Code to reclaim metalworking oils/fluids. The rebuttable presumption does apply to metalworking oils/fluids if such oils/fluids are recycled in any other manner or disposed.
- II.E.5. The rebuttable presumption does not apply to used oils contaminated with chlorofluorocarbons (CFCs) removed from refrigeration units if the CFCs are destined for reclamation. The rebuttable presumption does apply to used oils contaminated

with CFCs that have been mixed with used oil from sources other than refrigeration units.

## **II.F. Used Oil Training**

- II.F.1. The Permittee shall train used oil handlers of used oil activities in accordance with R315-15-4 of the Utah Administrative Code and the requirements of this Permit. New employees may not manage or process used oil without a trained employee present until used oil training is completed.
- II.F.2. The Permittee shall follow a written training program. Employee training shall include documentation that the following topics were covered; identification of used oil, recordkeeping requirements and facility used oil procedures for handling, transporting, sampling and analysis, emergency response, spill reporting and personal safety.
- II.F.3. Employees collecting and performing field halogen testing shall be trained and demonstrate competence in collecting a representative used oil sample and testing for halogens using a CLOR-D-TECT<sup>®</sup> kit prior to fieldwork if Utah certified laboratory data is not available.
- II.F.4. The Permittee shall provide, at a minimum, an annual used oil-training refresher course for employees handling used oil. Additional training is required if the Permittee changes used oil handling procedures or this Permit is modified.
- II.F.5. The Permittee shall keep training records for each employee for a minimum of three years. Employees and supervisors shall sign and date training attendance sheets to document class attendance.

## **II.G. Spill Response, Remediation and Reporting**

- II.G.1. In accordance with R315-15-9.1(a) of the Utah Administrative Code, the person responsible for the spill shall immediately take appropriate action to minimize the threat to human health and the environment and notify the DEQ Hotline at (801) 536-4123 if the spill is greater than 25 gallons or for smaller spills that pose threat to human health or the environment.
- II.G.2. Responders shall take action to prevent spill from spreading by utilizing absorbent, booms, pads, rags, etc.
- II.G.3. Once the material is containerized, a waste determination shall be made to determine the material's disposition.
- II.G.4. The Director may require additional cleanup action to protect human health or the environment.
- II.G.5. All costs associated with the cleanup shall be at the expense of the Permittee.
- II.G.6. Vehicle spill kits shall contain, at a minimum, the equipment listed in Table II.G of this Permit and shall be checked daily prior to collection activities.

- II.G.7. The Permittee shall report all relevant information, including the amount of waste generated from cleanup efforts, the characterization of the waste (i.e. hazardous or non-hazardous), final waste determination and disposal records. The report shall also include actions taken by the Permittee to prevent future spills.
- II.G.8. An air, rail, highway or water transporter who has discharged used oil shall give notice, if required by 49 CFR 171.15, to the National Response Center at <http://nrc.uscg.mil/nrchp.html>, (800) 424-8802 or (202) 426-2675. In addition to the notification above, a written report, as required in 49 CFR 171.16, shall be presented to the Director, Office of Hazardous Materials Regulations, Materials Transportation Bureau located in Washington, D.C., 20590.
- II.G.9. In accordance with R315-15-9.4 of the Utah Administrative Code, the Permittee shall submit to the Director a written report within 15 days of any reportable release of used oil.

**Table II.G: Spill Kit Equipment Requirements**

<b>Equipment Description</b>	<b>Quantity</b>
Shovel	1
Broom	1
Buckets	2
Spill Pads	10
Granulated Absorbent	2 ft <sup>3</sup>
Boom/oil Socks	3
Spill Plan with Emergency Contact Numbers	1

## ATTACHMENT 1

### Emergency Spill Plan

#### 1.0. General Procedures

- 1.1. Emerald shall immediately cleanup any spill which occurs during the transportation and loading/unloading of used oil.
- 1.2. Drivers shall maintain the integrity of the scene while ensuring the safety of bystanders and themselves. If bystanders or the driver is at risk then call 911 when warranted to summon emergency personnel to the scene.
- 1.3. The driver shall take action to prevent the spilled material from spreading by utilizing absorbent, dirt, booms, pads, rags, etc. The driver should prevent used oil from entering any adjacent storm water drain or sewer drain system.
- 1.4. In the event that more resources are required, contact your supervisor to dispatch a spill response team to help facilitate the mitigation and/or remediation of the spill.
- 1.5. Used Oil spills exceeding 25 gallons, or that pose a risk to human health and the environment, shall be reported to Emerald management and to the Utah Department of Environmental Quality immediately after containment of the spill.
- 1.6. Emerald drivers shall submit a completed spill report to a supervisor at or before the end of the driver's shift. The report must follow the reporting requirements of R315-15 and the Emerald Transporter Permit and include:
  - Name, phone number, and address of person responsible for the release
  - Name, title, and phone number of person reporting
  - Time and date of release
  - Location of the release (specific as possible)
  - Description contained on the manifest and the amount of material released
  - Cause of release
  - Possible hazards to human health or the environment and emergency action taken to minimize the threat (including the extent of injuries, if any)
  - Complete Spill Report and Incident Report and email to Corporate Environmental Compliance.
- 1.7. Emerald employees shall report any spills to management, regardless of the volume. Employees are exempted from reporting de minimis drips to management that are immediately cleaned up responsible employee.
- 1.8. Used oil transport vehicles shall maintain absorbents and equipment to contain a leaking containers and spills. The Permittee's used oil transport vehicles shall be equipped, at a minimum, with in the equipment listed in Table 1.

**Table 1: Spill Equipment List for Vehicles**

Equipment Description	Quantity
Shovel	1
Catch Basin Cover	1
Buckets	2
Spill Pads	10
Granulated Absorbent	1 Bag
Boom/oil Socks	3
Spill Plan with Emergency Contact Numbers	1

1.9. Reporting Highway and Railcar Spills

If a spill occurs on a highway or railway employees should immediately stop the release if possible, secure the scene and contain the spill. Immediately notify [Facility Name] management, emergency contacts in Table 3 below. If there are, injuries to personnel/public or the spill will require additional emergency responders to contain then all 911 to request help. The discharge notification form is included in this spill plan shall be completed immediately by the operator after containment of the used oil, notification to emergency responders (if applicable) and Emerald’s management.

Table 2: Emergency Contacts List (Company Personnel)

Contact Person	Title	Contact Information
Joe Dwyre	Branch General Manager	Mobile: 503-706-0311 Office: 503-723-6379 <a href="mailto:Joe.Dwyre@thermofluids.com">Joe.Dwyre@thermofluids.com</a>
Joe Valerio	Regional Manager	Mobile: 509-998-6671 jvalerio@emeraldrenews.com
Fire Response (In case of fire or injury)	NA	911
Clean Harbors	Response/Cleanup Contractor	Office: 800-645-8265

Drivers may also refer to Emerald’s EMS and facility SPCC Plan for additional information related to Contingency Plans and Emergency Response.

## ATTACHMENT 2

### Emerald Services Rail Car Loading and Unloading Procedures

The following procedure is designed to ensure that all railcars containing used oil and non-regulated waste are loaded safely and in compliance with all applicable regulations in order to minimize the potential for spills.

Emerald is not allowed to perform transfers outside of five railcar lengths away from containment pad. Furthermore, if the railcar is not over the containment pad the green pool must be used for containment.

Two people with knowledge of loading and offloading procedures must be present during loading or off-loading. If, at any time, one of the people must leave the operation, the operation must be stopped until a second qualified person is available.

#### Rail Car Loading and Unloading Procedure

1. Lock-out track with derailleurs at both ends of the rail spur so train operators know not to move any railcars on the spur during offloading.
2. Place railcar chocks on both sides of the wheels of the railcar while offloading.
3. Lay out black containment mat and position truck over the mat.
4. Set truck parking brake and chock both sides of one wheel of the truck to prevent accidental movement.
5. Ensure adequate spill response equipment is readily accessible. Including but not limited to:
  - a. 1 box of absorbent pads
  - b. 1 bag of oil-dri
  - c. 2 oil boom socks
  - d. 1 shovel
  - e. 1 empty 55 gallon open top drum.
  - f. 1 broom
6. Prior to railcar loading, fill out the Railcar Used Oil Transfer Log (Attachment 1).
7. Take a beginning reading on truck to determine volume to be transferred.
8. Unsecure railcar manway/top hatch by removing I-bolts using a pipe wrench.
9. Open manway/top hatch and take a beginning reading on the rail car by using a tape measure and verifying the current railcar measurements with the railcar strapping chart to ensure there is enough space available for transfer.

10. One person must remain on top of the railcar and one person must remain at the tank truck connection at all times during transfer.
11. Hoist opposite end of hose up to railcar hatch, uncap hose end, and insert into railcar. The top man must hold the hose in place while transferring or a fill lid must be used.
12. Secure hose with bungee to the side of the railcar.
13. Check the cam lock gaskets for integrity and secure the cam lock ears down with a bungee.
14. Proceed with transfer operation.
15. Top man shall notify second operator immediately if the railcar appears to be filling to a level higher than expected so the operation can be stopped.
16. After transfer is complete, clear the hose of any material.
17. Cap and plug all hoses to prevent drips
18. Close and secure the railcar hatch.
19. Complete all necessary paperwork and checklists including:
  - a) Load transfer BOLs;
  - b) Railcar inspections;
  - c) Railcar loading log.
20. Insure all tank files are updated after each transfer is completed.
21. Clear area of all safety equipment and clean area of any spills or drips prior to departing transfer area.
22. Remove locks from rail switches at both ends.
23. Remove derailleurs and railcar chocks.
24. Verify that items are stored in the shed and the shed is locked before leaving the rail yard.



**ATTACHMENT 3**  
**EMERALD SERVICES CONTAINER/TANK SAMPLING PROCEDURES**  
**USED OIL COLLECTION**

**Required Equipment**

COLIWASA Sampling Device:

Glass/Polypropylene/ plastic type tube or “tank” sampler.

**Sampling Procedure**

**Collection – Small Tanks and Containers**

**Step 1:**

Mark the customer name, date, and BOL number for the customer shipment on the lid of a sample container.

**Step 2:**

Lower the glass tube slowly into the liquid waste at a rate that allows the liquid level inside and outside the tube to equalize.

**Step 3:**

Place thumb over the end of the glass tube, and slowly withdraw glass tube from the liquid. Either wipe the exterior of the sampler tube with a disposable cloth or allow excess liquid to drain back into the used oil container/tank.

**Step 4:**

Discharge the sample by placing the lower end of the glass tube into a sample container.

**Step 5:**

When multiple containers of used oil are to be tested, up to 4-55 gallon containers may be composited into one sample container for CHLOR-D-TECT testing. For containers larger than 55 gallons, separate samples must be collected and tested for each container.

**Step 6:**

Screen sample(s) using appropriated halogen screening test kit(s) and manufacturer’s instructions.

**Step 7:**

If CHLOR-D-TECT result shows total halogens less than 1,000 ppm, then secure the lid on the sample container(s) and place the sample container(s) in a secure location in the truck, for ultimate delivery to the facility.

**Step 8:**

As appropriate, note that the used oil was tested and had an acceptable CHLOR-D-TECT result by checking the corresponding box on the BOL.

**Collection – Tanks >1,000 gallons**

**Step 1:**

Mark the customer name, date, and BOL number for the customer shipment on the lid of a sample container.

**Step 2:**

Lower a COLIWASA tube slowly into the liquid waste at a rate that allows the liquid level inside and outside the tube to equalize.

**Step 3:**

Slowly withdraw COLIWASA tube from the liquid. Either wipe the exterior of the sampler tube with a disposable cloth or allow excess liquid to drain back into the used oil container/tank.

**Step 4:**

Discharge the sample by placing the lower end of the tube into a sample container.

**Step 5:**

One discrete sample must be collected and tested for all containers greater than 1,000 gallons.

**Step 6:**

Screen sample(s) using the appropriated halogen screening test kit(s).

**Step 6:**

If CHLOR-D-TECT result shows total halogens less than 1,000 ppm, then secure the lid on the sample container(s) and place the sample container(s) in a secure location in the truck, for ultimate delivery to the facility.

**Step 7:**

As appropriate, note that the halogen screening result of the used oil tested was < 1000 PPM halogens and document results on the BOL.