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|  | <b>INSTRUCTION FOR ACTIONS DURING<br/>WASTE OIL LOADING/UNLOADING</b> | <b>EA-I 05</b> |
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|               | Position                  | Name            | Signature |
|---------------|---------------------------|-----------------|-----------|
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### 1.0 Aim/Scope

This instruction defines the methods and responsibilities for actions during waste oil loading/unloading.

### 2.0 Affected activities

- Collection and temporary storage of hazardous waste – used oils.

### 3.0 Records form

None.

### 4.0 References

Waste Permit (not yet issued)

### 5.0 Definitions

None.


### 6.0 Instruction

#### 6.1 Steps for unloading of used oil

- The operator connects a hose to the corresponding tap of the road tanker in which the waste oil is transported.
- Mandatory checks for tight connection and integrity of the system.
- The driver opens the top hatch of the road tanker.
- The operator turns on the pump.
- Until the completion of the unloading process the operator visually monitors the level of waste oil in the road tanker.
- When the set level is reached, the operator stops the pump.

In the case of a detected leak from the system, the pump is immediately stopped and the issue is dealt with following the procedural rules.

- #### 6.2 Steps for loading used oils – the activity is performed following the same procedure, with the operator reversing the pump, directing the flow from the stationary tank-container to a mobile tank-container truck.

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**6.3 Personnel requirements** - Loading/unloading of waste oils must only be carried out by personnel who have been previously instructed and trained to work with the relevant equipment.

**6.4 Liability** - The person responsible for the proper operation and maintenance of the equipment is the Operator.

## **7.0 Records**

**7.1 Type of Records** – All records are kept electronically. They shall be printed out at the end of each year or upon request by the competent authority.

**7.2 Compliance** – The records must be stored in accordance with Procedure EA-P 04 – Documents management