



HAZARDOUS WASTE STORAGE & HANDLING (USED OIL & OIL-SOAKED CLOTH)

1. Purpose

This SOP defines safe handling, temporary storage, and disposal procedures for used oil and oil-soaked cloth generated during maintenance activities in compliance with the Hazardous Waste Management Rules, 2016 (as amended) and SPCB norms.

2. Scope

Applicable to all GRG Polydynamic areas where used oil or oily rags are generated, including maintenance, housekeeping, and EHS teams involved in handling or storage.

3. Legal References

- Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.
- CPCB Guidelines for Used Oil Management, 2022.
- Environment (Protection) Act, 1986.
- SPCB Authorization for Hazardous Waste Management.

4. Types of Hazardous Waste Generated

Used Oil (Cat. 5.1) from DG sets & maintenance.

Oil-soaked / Choked Cloth (Cat. 33.2) from cleaning & maintenance.

All hazardous waste is to be stored separately, labelled, and disposed through authorized recyclers only.

5. Responsibilities

EHS Officer – Maintain waste records, ensure disposal via authorized recyclers, file Form 4.

Maintenance Supervisor – Collect and segregate waste at generation point.

Operators – Avoid mixing with non-hazardous waste.

Housekeeping – Maintain cleanliness in storage area.

6. Procedure

Collection: Used oil in leak-proof MS drums; oily rags in HDPE bins.

Labelling: 'HAZARDOUS WASTE – USED OIL / OIL-SOAKED CLOTH' with date, quantity, and contact.

Storage: Covered area with bund walls, impermeable floor, stored ≤ 90 days.

Handling: Use PPE; avoid manual lifting; record in Form 3 register.

Disposal: Send to authorized recycler with Form 10 manifest.

Emergency: Use spill kits; report incident to EHS Officer.

7. Record Keeping

Maintain Form 3, Form 4 (annual return), Form 10 (manifest), and recycler receipts for 5 years.

8. PPE Requirements

Maintenance – Gloves, apron, face shield, safety shoes.

EHS/Housekeeping – Nitrile gloves, goggles, coveralls.

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9. Do's and Don'ts

Do's: Keep waste labelled, closed, and stored safely; maintain records.

Don'ts: Mix with general waste or exceed 90 days of storage.

10. Inspection & Audit

EHS shall inspect weekly for leaks, labels, and compliance; findings to be corrected within 7 days.

11. References

- Hazardous Waste Management Rules, 2016.
- CPCB Guidelines for Used Oil.
- ISO 14001:2015 EMS.

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Approved By