

## **SOP - Oil changing**

1. Oil is to be changed in tractors every 100 hrs. of use and every 3,000 miles on vehicles based on odometer readings. Records of odometer readings and tractor hours of use are located in tobacco barn above workshop shelves.
2. Oil drip pans are to be in place before oil is changed. Drip pans and catch basins are located under shed at the tobacco barn.
3. Place oil catch basin under oil pan.
4. Remove plug from oil pan, drain oil, remove filter and drain into catch basin.
5. Install new filter, replace oil pan plug and add new oil using funnel to reduce spilling.
6. Take used oil and filter to county collection site located across from store XYZ. Hours of operation for the collection site is posted on office bulletin board on wall above mortality sheets.