**FOG Spill‑Response Standard Operating Procedure (SOP)**

*Version:* \_\_\_\_ *Effective Date:* \_\_\_\_

1 Purpose

Provide clear, immediate steps to stop, contain, absorb, and report any kitchen spill of fats, oils, or grease (FOG), preventing drain entry, slip hazards, and regulatory fines.

2 Scope

Applies to all employees at **[Facility Name]** and covers spills up to 25 gallons contained indoors. Spills reaching drains or outside areas trigger SPCC emergency protocols.

3 Responsibilities

|  |  |
| --- | --- |
| Role | Task |
| Any Employee | Initiate spill kit, notify Spill Coordinator. |
| Spill Coordinator | Direct cleanup, contact external agencies if needed, file incident log. |
| BOH Manager | Restock spill kit within 24 hours; upload incident report to dashboard. |

4 Procedure

1. **Stop the source** – Close valve, upright container, or shut pump if safe to do so.
2. **Protect drains** – Place drain covers or absorbent booms over nearby floor drains.
3. **Contain the pool** – Circle the spill with absorbent pads and additional booms.
4. **Absorb and collect** – Use granular absorbent for remaining liquid; scoop saturated media into yellow spill bin.
5. **Clean and degrease** – Mop with degreaser, rinse, and dry floor to remove slip hazard.
6. **Report** – Fill out Spill Incident Log (Section 5) and attach timestamped photo.
7. **Notify** – If spill reaches a drain or exceeds 25 gal, call the National Response Center (1‑800‑424‑8802) within 15 minutes and local authorities as required.

5 Records

* Spill Incident Log – retain 3 years.
* Photo evidence – retain 3 years with log.
* NRC report number (if filed) – attach to SPCC plan.

6 References

* SPCC Plan Template, Section 3 – Emergency Contacts & Response
* OSHA 29 CFR 1910.1200 – Hazard Communication
* County FOG Ordinance spill‑cleanup requirements