**Used Cooking Oil Pickup & Disposal Standard Operating Procedure (SOP)**

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

### **1 Purpose**

Ensure fryer oil is cooled, transferred, stored, and collected by a licensed hauler in a way that prevents spills, maximizes rebate value, and meets FOG compliance rules.

### **2 Scope**

Applies to all kitchen staff handling fryers and to authorized haulers servicing **[Facility Name]**.

### **3 Responsibilities**

| **Role** | **Task** |
| --- | --- |
| Fry Cook | Drain fryer to caddy at ≤150 °F; wheel caddy to barrel. |
| BOH Manager | Schedule hauler, verify QR‑scan, approve rebate report. |
| Licensed Hauler | Scan barrel tag, pump oil, email digital ticket. |

### **4 Procedure**

**A. Transfer to Barrel**

1. Allow fryers to cool to 150 °F.
2. Drain oil into a low‑boy caddy; close valve.
3. Wheel caddy to barrel; connect hose; pump oil.
4. Wipe spills; secure barrel lid.

**B. Pickup**

1. Hauler scans QR tag (logs GPS + time).
2. Pump oil; leave at least 4 in. headspace.
3. Email pickup ticket auto‑uploads to dashboard.

**C. Rebate Recording**

1. BOH Manager confirms gallons × rate in dashboard.
2. Log quarterly rebate in P&L spreadsheet.

### **5 Records**

* Digital pickup tickets – retain 3 years.
* Quarterly rebate report – retain 2 years.

### **6 References**

* EPA 40 CFR 403 Pretreatment Rule
* State Used‑Oil Management Rule 62‑710
* Grease Connections Oil Rebate Calculator