



**Standard Operating Procedure:  
Used Cooking Oil Disposal – UVA Dining**

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**Reasons for Procedure**

The University of Virginia (UVA) has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality. This permit authorizes UVA to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.<sup>1</sup>

As an operator which is required to have a Spill Prevention Control and Countermeasures (SPCC) plan due to the quantity of stored fuel oil, the University must abide by the applicable Federal Oil Pollution Prevention regulations.

Oils are used in a wide variety of job functions at UVA. This SOP has been developed to prevent the discharge of used cooking oils into the storm sewer system, to promote safe work and responsible practices, and to comply with regulatory policies. For accidental oil releases or spills, refer to the UVA Spill Prevention Control and Countermeasures Plan.

**1.0 Purpose**

The purpose of this procedure is to describe the proper means for handling and properly disposing of used oil from UVA Dining (Aramark) facilities. Disposal of oil from any other location is described in the Used Oil Disposal SOP.

**2.0 Scope**

This procedure applies to the disposal of any used cooking oil from any UVA Dining facility.

**3.0 Responsibility**

**3.1 Facilities Management Environmental Resources**

Environmental Resources (ER) personnel in Facilities Management are available for consultation should any questions arise regarding this SOP and ensuring this SOP reflects current UVA Dining practices as part of their VEEP certification.

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<sup>1</sup> General Permit No: VAR040073, General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.

### **3.2 Location Managers**

These Standard Operating Procedures are required to ensure the safe and proper procedures for the disposal of used cooking oil and grease. All location managers are responsible for reviewing this policy with all employees at least during on-boarding and one other time each year. Managers and supervisors are responsible for ensuring training is conducted with the most recent version of the SOP.

### **3.3 Personnel Performing the Job**

A contractor has been hired by UVA Dining to service all fryers. The contractor will remove grease and cooking oil from fryers using a self-contained unit that transfers oil from the fryer to their truck. In the event that the contractor is unable to service the fryers in a timely manner, the Alternate Procedures described in 5.0 shall be followed.

## **4.0 Procedures**

**Please review section 3.3 to determine if a contractor is available to perform this job prior to following the steps below. These procedures should only be used in the event a contractor is unavailable.**

### **4.1 Safety**

All Dining Employees are required to work in a safe manner. If you are not aware of the proper safety requirements, it is your responsibility to ask your supervisor or manager for instruction. Working in a safe manner means using the proper personal protective equipment (PPE) for each task you are assigned. The proper PPE for this task is:

- a. Elbow length gloves designed for use around fryers
- b. Protective eyewear such as goggles or safety glasses.
- c. Protective sleeves designed for use around cooking equipment if your uniform does not have long sleeves.

### **4.2 Handling Fryers and Oil**

- 4.2.1** Follow the manufactures filter/draining instructions for the particular fryer you are using. If you are unfamiliar with the procedures for filtering/draining the cooking oil in the fryer, STOP, and ask for directions from your supervisor or manager.
- 4.2.2** Turn off fryer. Allow oil to cool for as long as possible. Oil must be cooled to a temperature no greater than 110 degrees Fahrenheit.
- 4.2.3** Open drain valve. Drain oil into the filter cart in the fryer. Be careful not to over fill the cart or spill the oil. Remain at the filter cart at all times during the oil transfer operations.
- 4.2.4** Close drain valve. Place a suitable vessel, such as a 10 gallon stock pot with handles on each side, which will hold the hot liquid and is big enough to hold

the amount of oil in the oil cart, on the floor. Position a utility cart next to the pot or pan.

**4.2.5 Use caution here, fryer oil can be hot, heavy and slippery.**

With assistance from a co-worker, pour the used oil from the cart into the pot or pan on the floor. Be sure not to over fill the pan to avoid spilling the oil during transporting to the storage area. If there is no internal drains in the fryer, CAREFULLY, dip out the oil using a long handled metal ladle or dipper designed for use with hot liquids. With assistance from a co-worker, place the pan of oil on to the utility cart.

**4.2.6** Wheel the pot of oil to the storage area. Disengage any locking mechanism on the lid of the storage vessel. Open or remove the lid from the storage vessel. Check the level of oil within the storage vessel. Determine that the oil you are discarding will not over fill the storage vessel and cause a spill. If the storage vessel is too full to accommodate the oil to be discarded, notify the manager on duty. Securely cover the pot of oil with the pot's lid or aluminum foil and leave next to the storage vessel until such time as the storage vessel is emptied.

**4.2.7** If storage vessel is full, the manager on duty must notify Valley Proteins, the waste oil vendor, at 1-888-487-5468 and arrange for pick up as soon as possible.

**4.2.8** If the vessel is not full, with the assistance of a co-worker and still wearing the proper PPE, carefully and slowly pour the used oil into the storage vessel. Replace the lid on the storage vessel. If provided, engage the locking mechanism on the lid to prevent foreign objects from entering the storage vessel

**4.2.9** Return dirty pot or pan to the ware washing area for proper cleaning and storage. Clean PPE and return to proper storage area.

**4.3 Storage**

All used cooking oil or grease must be discarded/stored in food grade vessels designed for this purpose. No used cooking oil or grease is to be discarded in any trash receptacles or Dumpsters. There are two types of approved vessels, barrels or tanks. These must be 33 gallons or smaller unless placed in a secondary containment area that prohibits any contamination of storm water or soils from accidental spillage or weather. If you are uncertain as to whether a drain is a sanitary wastewater drain or a stormwater drain, ask your supervisor or manager.

If there is a question about a type of drain; the Location Manager should contact the University of Virginia's Facilities Management Department– 982-4654 for clarification.

**4.4 Spill Clean Up**

- 4.4.1** If there is accidental spillage, clean up must be performed as follows:
- a) Use absorbent pads, rags, or granular absorbents to clean up the free liquid.
  - b) Take necessary steps to prevent oil from entering storm drains.
  - c) Interior surfaces can be cleaned with water and detergents with the resulting liquids disposed of in the sanitary sewer at the mop sink.
  - d) Exterior surfaces that need cleaning can be washed in one of 2 ways, with

clear tap water or with a water chemical/detergent mix, however, all water generated must be contained and disposed of in the sanitary sewer.

- 4.4.2** Only Facilities employees are allowed to use a chemical mix or use clear water as a solvent that might release toxins into the environment. This policy covers all exterior surfaces including but not limited to walls, windows, doors, loading docks, sidewalks and driveways.
- 4.4.3** If there is any question as to type of spill or the procedures for proper clean up, contact the University of Virginia Environmental Health and Safety for assistance at 434-982-4911. **For a significant spill clean-up assistance contact EHS.**
- 4.4.4** When chemicals will be used or the resulting waste water is expected to contain a substance other than water, the job must be submitted to facilities via work order. An example of this would be the removal of a grease spill that will require solvents and the waste water will contain solvents and grease, both toxins.
- 4.4.5** All exterior cleaning projects must have a waste water containment and recovery plan. Effluents cannot be allowed to drain into stormwater systems or into soils.
- 4.4.6** When chemicals/detergents will be used or the resulting waste water is expected to contain a substance other than water, the job must be submitted to facilities via work order. An example of this would be the removal of a grease spill that will require solvents and the waste water will contain solvents and grease, both toxins.
- 4.4.7** All water must be retrieved from the containment and disposed of properly. If the containment area includes a sanitary waste water drain, the waste water can be allowed to drain into the sanitary sewer. Where a sanitary sewer drain is not available in the containment, a vacuum or other appropriate system must be employed to gather the waste water so that it can be transported to an approved disposal site.
- 4.4.8** If the use of chemicals or detergents is necessary, provide EHS or FM Environmental Resources with a copy of the proposed cleaning plan for review and approval. Include SDSs of the cleaning products proposed. All chemicals or detergents used must be suitable for disposal in the sanitary sewer.

## **5.0 Annual Review of Procedure/Training**

All Aramark managers and supervisors whose employees will be working with used or spent oils are responsible for reviewing this procedure with those employees at least once each year. Any project managers who hire contractors to perform work which will generate used or spent oils are required to convey the requirements of this procedure to the contractors.

## **6.0 Regulatory impacts**

Illicit discharges such as exterior surface wash water are prohibited by the University's MS4 permit and by the City of Charlottesville's Water Protection Ordinance. The University's storm sewer system is directly connected to the City's; therefore, any discharge into UVA's storm

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system impacts the City's storm sewer system. This offense is punishable by civil and criminal penalties as illicit discharges constitute a threat to the public health, safety, and welfare, and are deemed public nuisances.

\*Printed versions of SOPs with previous review dates are considered current as long as the version number is the same as the current version. Current versions of all SOPs are maintained on the UVA Environmental Resources website.