



Standard Operating Procedure for a Cooking Oil Recycling Effort Program



Disclaimer for the Standard Operating Procedure (SOP) of the Cooking Oil Recycling Effort (CORE) Program

This SOP is intended to provide guidance and best practices for the implementation and management of the residential CORE program within Florida Industrial Pretreatment Association (FIPA) members. It serves as an internal document for its members to facilitate consistency and compliance with applicable local, state, and federal regulations.

While this SOP outlines procedures and recommendations to promote safety, efficiency, and environmental compliance, it is not exhaustive and does not replace professional judgment or legal advice. FIPA reserves the right to modify, update, or discontinue this SOP at any time without prior notice based on operational needs or regulatory changes.

FIPA members, who choose to follow this SOP are encouraged to adhere to its guidelines as written. However, FIPA and its representatives assumes no liability for damages, injuries, or losses arising from deviations from the SOP or unforeseen circumstances during program implementation.

Questions or concerns about this SOP should be directed to the appropriate FIPA Chair, overseeing the CORE program. By using this SOP, all parties acknowledge and accept these terms.

Table of Contents

Purpose.....4

1. Program Scope.....4

2. Program Budget and Funding.....4

3. Stakeholder Engagement5

 3.1 Key Stakeholders:.....5

 3.2 Stakeholders Engagement Strategies:.....5

4. Service Guidelines.....6

 4.1 Collection Points.....6

 4.2 Hours of Operation.....6

 4.3 Accepted Materials6

5. Recycling Process6

 5.1 Collection Logistics.....6

 5.2 Processing and Disposal.....7

 5.3 Emergency Protocols.....7

6. Public Engagement and Education.....7

 6.1 Community Awareness Campaigns7

 6.2 Participant Guidelines7

7. Program Monitoring and Evaluation.....8

 7.1 Data Collection.....8

 7.2 Performance Metrics8

 7.3 Continuous Improvement8

8. Compliance and Reporting.....8

9. Resources.....9

 9.1 FIPA member currently managing a CORE program.....9

Purpose

The Cooking Oil Recycling Effort (CORE) program provides an environmentally friendly solution for residents to recycle used cooking oil. It aims to prevent grease- related sewer blockages that can lead to sanitary sewer overflows (SSOs), which require costly labor and equipment to repair, while also reducing the strain on municipality collection systems (e.g. lift stations, wastewater facilities). This document outlines the operational standards to facilitate consistent and efficient service delivery for municipal implementation.

1. Program Scope

The CORE program is designed to:

- Provide a guide to collect used cooking oil from residential participants.
- Provide safe, accessible collection points.
- Partner with authorized recycling facilities for proper disposal or conversion of cooking oil into biodiesel or other eco-friendly products.
- Promote public education on the benefits of recycling cooking oil.
- To protect municipal infrastructure (e.g. lift station, wastewater treatment facilities).
- Safeguard Florida’s environment from oil contamination.

2. Program Budget and Funding

This section outlines the financial requirements for the CORE program, including startup costs, ongoing operational costs, and funding sources.

Startup Costs: Infrastructure (e.g., collection containers, signage, spill kits), initial public awareness campaigns, and administrative setup.

Ongoing Costs: Regular maintenance, collection and transportation logistics, vendor partnerships, public outreach, and routine inspections.

Funding Sources: Grants, municipal budgets, partnerships with local businesses, or community donations.

Purpose: To emphasize the importance of financial support and ensure transparency about how funds will be allocated.

3. Stakeholder Engagement

This section focuses on identifying, engaging, and securing the support of key stakeholders to ensure the success and sustainability of the program.

3.1 Key Stakeholders:

Internal Stakeholders: Relevant municipal departments, public works, public utilities, environmental services, finance, schools, library, park and recreation.

External Stakeholders: Local businesses, grease haulers, environmental organizations, community leaders, and residents.

Potential Partners: Internal department, internal and external recycling facilities and organizations promoting sustainability.

3.2 Stakeholders Engagement Strategies:

- Host informational meetings or roundtable discussions to share program goals and benefits.
- Collaborate with local businesses to incentivize participation (e.g., branding opportunities for sponsors).
 - How the local businesses would benefit, receive recognition, and gain knowledge of the program
- Launch public outreach campaigns to educate the community and encourage involvement.

Purpose: Build a network of advocates and contributors who can provide resources, promote the program, and ensure its long-term success.

4. Service Guidelines

4.1 Collection Points

- **Locations:** Identify and maintain convenient collection points at municipal facilities, recycling centers, or other high-traffic areas, public access location, SSOs hotspot (HOAs) (e.g., community centers, library, lift station, recreation center).
- **Accessibility:** Ensure all collection points comply with ADA accessibility standards.
- **Containment:** Use clearly labeled, tamper-resistant containers/cabinets designed to safely store used cooking oil.

4.2 Hours of Operation

- Post operating hours at all collection sites (e.g. 24/7 where feasible).
- Maintain regular schedules for collection and cleaning to prevent overflow and ensure a clean environment.

4.3 Accepted Materials

- Accept only used cooking oils (e.g., vegetable oil, canola oil, olive oil, and deep fryer oil).
- Prohibit contaminants such as water, food debris, chemicals, or motor oil.
 - Clearly post on the container or cabinet for the prohibit items
- Conduct a visual inspection to assess container's contents.

5. Recycling Process

5.1 Collection Logistics

- Partner/contract with certified recycling vendors
- Establish a schedule for regular collection and transportation of used cooking oil from collection sites to a storage or processing facilities.
- For the storage container, ensure to notify the contracted grease hauler to pump it out when it reaches full capacity.

- Ensure all transportation adheres to local, state, and federal regulations for handling and transporting waste oil.

5.2 Processing and Disposal

- Partner/contract with certified recycling vendors to convert cooking oil into biodiesel or other sustainable products.
- Obtain and maintain documentation of recycling activities for compliance and reporting.

5.3 Emergency Protocols

- Develop a spill response plan, including training staff to handle and report spills safely and efficiently.
 - Equip collection sites with spill kits and ensure appropriate signage is displayed.
-

6. Public Engagement and Education

6.1 Community Awareness Campaigns

- Conduct regular workshops, online campaigns, and events to educate the public about the environmental impact of used cooking oil and the benefits of recycling. Target audience may include Homeowner Association (HOAs), Assistance Living Facilities (ALFs), Garden Clubs, Senior Centers, Local Events, and Great American Teach-in.
- Provide printed and digital materials (e.g., flyers, posters, social media content) to promote program awareness. If budget permits, supply limited quantity of starter containers.
- Promotional items (e.g. pens, funnels, stress balls)

6.2 Participant Guidelines

- Offer clear instructions for safe transport and disposal of used cooking oil at designated sites.
 - Include visual aids to demonstrate acceptable and unacceptable materials.
-

7. Program Monitoring and Evaluation

7.1 Data Collection

- Track the volume of cooking oil collected monthly (e.g. Excel Spreadsheet, or some form of tracking software)
- Record the number of participants and collection site usage trends.

7.2 Performance Metrics

- Set annual targets for oil collection and recycling rates.
- Measure the reduction in sewer blockages and environmental impact related to grease.

7.3 Continuous Improvement

- Solicit feedback from residents' program partners to identify areas for improvement.
 - Periodically review and update service standards to align with best practices and emerging technologies.
 - Bi-annual meeting with line maintenance and pump station crew to identify area of concern and make improvements.
-

8. Compliance and Reporting

- Ensure adherence to all applicable local, state, and federal regulations.
 - Prepare annual reports detailing program outcomes, environmental impact, and financial performance.
 - Share results with stakeholders and the public to maintain transparency and accountability.
-

9. Resources

9.1 FIPA member currently managing a CORE program

FIPA CORE: www.core.fipaonline.com

FIPA map of CORE recycling locations on this

page: http://www.core.fipaonline.com/#xl_xr_page_crc

Hillsborough County: www.hcfl.gov/core

Pasco County: www.pascocountyfl.net/

Polk County: www.lakelandgov.net/core

City of Orlando: www.orlando.gov/Trash-Recycling

City of Daytona Beach: www.daytonabeach.gov/utilities

City of Tavares: www.tavaresfl.gov/Public-Works

City of Lakeland: [Cooking Oil Recycling Effort \(C.O.R.E.\)](#)

Developed by: Shawn Yang, CORE Chair

 :Yangs@HCFL.gov

 :813-307-1769

 :www.core.fipaonline.com

Approved By: FIPA Board

Effective Date: May 9, 2025

Review Date: March 2026

This SOP supports the efficient operation of the CORE while promoting sustainability and community engagement.