



SAWS Grease Reduction Program

# Grease Trap Maintenance, Procedures and Cleaning Logs



## Best Management Practices for Commercial Food and Restaurant Facilities

Train kitchen staff and other employees about how they can help ensure BMPs are implemented.

**Reason:** People are more willing to support an effort if they understand the basis for it.

**Benefit:** All of the subsequent benefits of BMPs will have a better chance of being implemented.

Post “No Grease” signs above sinks and on the front of dishwashers.

**Reason:** Signs serve as a constant reminder for staff working in kitchens.

**Benefit:** This will help minimize grease discharge to traps/interceptors and reduce the cost of cleaning and disposal.

“Dry wipe” pots, pans, and dishware prior to dishwashing.

**Reason:** By dry-wiping and disposing in the garbage, the material will not be sent to grease traps.

**Benefit:** This will reduce the amount of material collected in the grease trap and interceptors, and will lessen cleaning and maintenance costs.

Dispose of food waste by recycling and/or solid waste removal.

**Reason:** To divert food wastes away from grease traps and interceptors.

**Benefit:** Recycling or solid waste disposal will reduce the frequency and cost of grease trap and interceptor cleaning.

Recycle waste cooking oil.

**Reason:** Cooking oil that ends up in grease traps will have to be pumped, costing businesses money.

**Benefit:** Some companies pay to haul used cooking oil and make it into new products.

Cover outdoor grease and oil storage containers.

**Reason:** Rainwater into open containers can cause an overflow onto the ground leading to stormwater collection systems, creeks, and streams.

**Benefit:** Avoidance of polluting streams, creeks and other water bodies.

Routinely clean kitchen exhaust system filters.

**Reason:** If grease and oil escape through the kitchen exhaust system, it can accumulate on exterior surfaces, eventually entering the storm drain system when it rains.

**Benefit:** Minimizes the chance of grease-related fires and the likelihood of grease entering nearby water bodies.

Do not pour grease down sinks or into toilets.

**Reason:** Grease poured into a toilet or sink can congeal, clogging sewer pipes and cause backups.

**Benefit:** Lower plumbing bills and no loss of business due to sewer backups.

Avoid or limit the use of garbage disposals.

**Reason:** Garbage disposals grind large food particles into small pieces. These pieces can fill up a grease trap causing backups or may require more frequent pump outs of the grease trap.

**Benefit:** No sewer backups and less money spent cleaning out the grease trap.

Clean interceptors with a capacity of 100 gallons or less weekly or more frequently if needed.

**Reason:** Weekly (or more frequent) cleaning of the grease trap by a facility’s own staff will reduce maintenance cost and lower the risk of backups.

**Benefit:** Cleaning under-sink grease traps frequently will reduce the frequency and cost of grease interceptor cleaning.

Use a three-sink compartment dishwashing system, including sinks for washing, rinsing, and sanitizing.

**Reason:** The three-sink system uses water less than 140°F, whereas a mechanical dishwasher requires a minimum temperature of 160°F.

**Benefit:** The facility will reduce energy costs for heating the water and operating the dishwasher.



# Fats Oils and Grease Best Management Practices Observation Checklist for Restaurants

**Approved BMPs for Restaurants:**

	Yes	No	N/A
1. Train kitchen staff and other employees about how they can help ensure BMPs are implemented.	_____	_____	_____
2. Post "No Grease" signs above sinks and on the front of dishwashers.	_____	_____	_____
3. "Dry wipe" pots, pans, and dishware prior to dishwashing.	_____	_____	_____
4. Dispose of food waste by recycling and/or solid waste removal.	_____	_____	_____
5. Recycle waste cooking oil.	_____	_____	_____
6. Cover outdoor grease and oil storage containers.	_____	_____	_____
7. Routinely clean kitchen exhaust system filters.	_____	_____	_____
8. Do not pour grease down the sinks or into the toilet.	_____	_____	_____
9. Avoid or limit the use of garbage disposals.	_____	_____	_____
10. Clean interceptors with a capacity of 100 gallons or less weekly or more frequently if needed.	_____	_____	_____
11. Use a 3-sink compartment dishwashing system, including sinks for washing, rinsing and sanitizing.	_____	_____	_____
12. Use strainers in sinks to catch food scraps and other solids.	_____	_____	_____
13. Keep a maintenance log on grease interceptor/trap maintenance.	_____	_____	_____

\_\_\_\_\_  
Signature of Owner/Manager:

\_\_\_\_\_  
Date of Observation:

## Tips on Grease Trap/Interceptor Cleaning Frequency

It is important to clean your grease trap/interceptor regularly to prevent fats, oil and grease (FOG) from mixing with water that is discharged to the sewer. The *minimum cleaning frequency* required for grease traps/interceptors in food service facilities is *90 days*. However, more frequent cleaning intervals may be necessary to prevent your grease trap/interceptor from operating poorly or improperly.

FOG can have a detrimental impact not only on your facility, but the environment as well. FOG-clogged lines can back sewage up into your establishment and overflow out of manholes in parking lots and streets.

If you see floating grease or grease deposits in a cleanout “downstream” of your trap/interceptor, you need to increase the cleaning frequency and initiate a more regular schedule.

### Tips on routine maintenance

- *It is recommended that a professional service be used to ensure proper maintenance.*
- Since grease traps/interceptors may have an unpleasant odor. It is recommended that you have them cleaned prior to patrons visiting your establishment.
- Use Allen screws for securing the lid of your trap/interceptor instead of the conventional Phillips or slot screws. Phillips or slot screws may become stripped over time.
- Keep an extra gasket on site for your grease trap/interceptor’s lid to prevent leaks and odors in the event of a gasket failure.
- Develop and keep a grease trap/interceptor cleaning procedure and maintenance log sheet posted near the grease trap/interceptor to encourage employees to follow procedures and to promote proper documentation after each cleaning.
- Facilities experiencing high employee turnover or other factors making regular trap/interceptor maintenance difficult should consider using a professional service.
- Keep cleaning documentation for a period of not less than five years.

### Tips on cleaning your grease interceptor (less than 100 gallons)

- Prior to cleaning a grease interceptor (less than 100 gallons), let ice melt into the sink connected to the device. This will reduce odors and cause the grease to congeal, making grease removal easier.
- Remove grease periodically (weekly or more often is suggested), using a scoop. Remove only the grease and leave the water behind.
- At a minimum, clean and empty the entire contents of the grease interceptor once a month.

- Remove the grease, water, and any accumulated sludge on the bottom of the interceptor.
- Remove the cleanout at the end of the grease interceptor and perform a visual inspection to check for any grease deposits/build-up inside the pipe.
- Clean any greasy deposits from the piping so you can observe when new grease deposits form, and flush with hot soapy water before closing the cleanout.
- Make sure the flow directing baffles inside your grease interceptor are properly replaced after each cleaning.

*Source: SAWS and the City of San Jose*

## **Grease Trap/Interceptor Maintenance Procedure**

Grease Interceptor maintenance must be conducted a minimum of every 90 days **or** more frequently if the unit has accumulated waste, both floatable and settleable, accounting for 25 percent of its wetted depth, as measured from the static water level to the interior tank bottom.

The grease interceptor shall be left completely empty upon completion of maintenance. All floating grease, liquids, sludge, and scrapings from the interceptor must be removed.

Under no circumstances may the waste hauler reintroduce the removed water or materials into the City's sewer system, other than at approved disposal stations. *Flushing an interceptor with hot water or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system is prohibited.*

Since the establishment is the generator of the grease waste and is liable for the condition of their pretreatment devices, the owner of the establishment or his designee may want to witness all cleaning/maintenance activities to verify that the grease interceptor is being fully cleaned and properly maintained.

### **Cleaning Grease Traps (greater than 100 gallons)**

- Pump all grease and other floating material from the top of the interceptor. The interceptor may need to be agitated slightly to loosen the grease layer.
- Insert the vacuum tube all the way to the bottom the interceptor to remove all settled solids.
- Vacuum water out of the interceptor.
- Clean the sides and bottom of the interceptor. This may be done by "back flowing" the water from the pump truck or by using a pressurized water source to hose down the interceptor.
- Make sure the interceptor is completely clean.
- Vacuum remaining water out of the trap.
- Check that the sanitary T's on the inlet and outlet sides of the interceptor are not clogged or loose.
- Make sure any baffles are secure and in place.
- Inspect the interceptor for any cracks or defects.
- Check that lids are securely and properly sealed after completion of maintenance.
- Provide a receipt or other documentation to the facility owner for their records.

### **Cleaning Grease Interceptors (less than 100 gallons)**

- Bail out any water in the trap. The water may be discharged into the sanitary sewer system.
- Remove the baffles, if possible.
- Dip the accumulated grease out of the interceptor and deposit in a watertight container.
- Scrape the sides, lid and baffles with a putty knife to remove as much of the grease as possible, and deposit in a watertight container.
- Contact a hauler or recycler for grease pick up or place in trash for pick up.
- Replace the baffle and the lid.
- Record the date, employee name and volume of grease removed on the record keeping log.





## Grease Interceptor Cleaning Log (less than 100 gallons) 1<sup>st</sup> Quarter

Business Name:					
Address:			Phone:		
Size of Grease Interceptor (gal):		EPS Initials:			
Date of Service	Initials of Employee Inspecting Cleaning	Name of Cleaning Service or Employee	Initials of Cleaner	Gallons Pumped	Additional Comments
<p>I certify that this document was prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. All records of maintenance and cleaning shall be retained for 5 years. Failure to provide copies of maintenance and cleaning logs during an inspection by the San Antonio Water System may result in fines or other penalties.</p>					
Name:		Title:			
Signature:		Date:			
Schedule Reminder:		<input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March			

## Grease Interceptor Cleaning Log (less than 100 gallons) 2<sup>nd</sup> Quarter

Business Name:					
Address:				Phone:	
Size of Grease Interceptor (gal):				EPS Initials:	
Date of Service	Initials of Employee Inspecting Cleaning	Name of Cleaning Service or Employee	Initials of Cleaner	Gallons Pumped	Additional Comments
<p>I certify that this document was prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. All records of maintenance and cleaning shall be retained for 5 years. Failure to provide copies of maintenance and cleaning logs during an inspection by the San Antonio Water System may result in fines or other penalties.</p>					
Name:				Title:	
Signature:				Date:	
Schedule Reminder:	<input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June				





## Cooking Oil “Yellow Grease” Recycling Log

Business Name:					
Address:				Phone:	
Size of Grease Interceptor (gal):				EPS Initials:	
Date of Service	Initials of Employee Inspecting Cleaning	Name of Cleaning Service	Initials of Cleaning Service Employee	Gallons Pumped	Additional Comments
<p>I certify that this document was prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. All records of maintenance and cleaning shall be retained for 3 years. Failure to provide copies of maintenance and cleaning logs during an inspection by the San Antonio Water System may result in fines or other penalties.</p>					
Name:				Title:	
Signature:				Date:	
Schedule	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May <input type="checkbox"/> June
Reminder:	<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November <input type="checkbox"/> December



# SAWS Annual Grease Interceptor Certification Checklist

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Interceptor is completely clean and the entire contents removed during service.
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	Sanitary "T's" on the inlet and outlet sides of the interceptor compartments are not clogged, loose, or damaged.
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	All baffles are secure and in place.
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	Interceptor does not have cracks or defects (walls and floor).
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	Interceptor sample box or clean out (if equipped) was opened and cleaned.
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	Manhole covers are securely and properly seated after completing cleaning.
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	Storm drains are protected from fats, oil and/or grease. (Only rainwater belongs in the storm drain system)
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	Record of interceptor cleaning is on location and updated.
Comments:		
<input type="checkbox"/>	<input type="checkbox"/>	Photo documentation of all inlets and outlet fittings, internal baffles, walls, floor and all other internal structures are attached to this document.
Comments:		

*I certify under penalty of law that this document and was prepared under my direction or supervision in accordance with system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware of penalties for submitting false information, including fines.*

Food Service Name: \_\_\_\_\_ Address: \_\_\_\_\_

Interceptor Inspection Date: \_\_\_\_\_

Plumbing/Qualified Professional Name, Business Name, Address and Phone # & Plumbing License or Qualified Professional #: \_\_\_\_\_

Attach photographs of corrections to this checklist. Deficiencies must be corrected on or before next scheduled pump out. **Date deficiencies were corrected:** \_\_\_\_\_



SAWS use only: NSIU # \_\_\_\_\_