



## Grease Control Device Maintenance Recordkeeping

KEEP **GREASE** OUT OF THE SYSTEM

**All food service establishments are required to keep maintenance records for their grease traps, interceptors, and mechanical grease control devices for a minimum of three years. Records must be readily available for review by Environmental Inspectors.**



Failure to maintain records on site for a minimum of three years is a violation of the local sewer ordinance and may result in fines.

### **Device: Grease Interceptor** **Cleaning Method: Professional Pumping Company Only**

Establish and maintain a log to track maintenance and hold receipts from your professional pumping company. If you have more than one grease interceptor, establish and maintain a separate log for each one.

#### **Receipts must include the following information:**

- Pumping company name, address, and phone number.
- Truck IKG number.
- Date and time of pumping service.
- Name and address of your business.
- Location of each grease control device.
- Size and type of your grease control device.
- Approximate quantity of grease and solid food waste recorded in gallons, inches, or percentages.
- Pumping frequency.
- Details on any structural, maintenance, or repair issues.
- Grease disposal location.



### **Device: Grease Trap** **Cleaning Method: Professional Pumping Company or Self-Cleaning**

Establish and maintain a log to track maintenance and hold receipts from your professional pumping company if you use one. If you have more than one grease trap, establish and maintain a separate log for each one.

#### **Logs must include the following information:**

- Date of cleaning.
- Name of person who cleaned the trap.
- Approximate quantity of grease and solid food waste recorded in gallons, inches, or percentages.
- Location of each grease control device.
- Waste removal and disposal method.
- Grease disposal location.
- Any other relevant notes.
- Keep receipts with your self-cleaning log sheets if you use a professional cleaning service.



Whether you contract a professional pumping service, perform the cleaning yourself, or do both, you are responsible for keeping and maintaining maintenance records.

### Example of a Recordkeeping Log for a Grease Control Device

Business: <u>Acme Cafe</u> Grease Control Device Size: <u>100 lbs</u> Location of Grease Control Device: <u>Underneath 3-pot sink</u>					
Date of Cleaning	Name	Waste Volume Observed/Removed	Maintenance Done	Disposal Method	Notes
07-07-11	John Smith	3-4 gallons FOG & solids removed	Trap emptied, cleaned	Solids dried, double-bagged, put in dumpster.	Patched hole in baffle wall

