



KEEP **GREASE** OUT OF THE SYSTEM

Grease Control Device Maintenance Recordkeeping

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.

Cleaning Method: Professional Pumping Company

Establish a system to keep maintenance records from your professional pumping company on site. If you have more than one grease control device, maintain separate maintenance records for each one.



Cleaning Method: Self-Cleaning

Establish and maintain a log for your grease trap maintenance. If you have more than one grease trap, 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

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: Acme Cafe Grease Control Device Size: 100 lbs Location of Grease Control Device: Underneath 3-pot sink

| 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 |



*Note:
You must keep a separate log for each grease control device.*

This and other outreach materials, are available at www.svcw.org under programs



For more information:

Silicon Valley Clean Water
Environmental Services
1400 Radio Rd.
Redwood City, CA 94065
(650) 591-7121
(650) 591-7122

www.svcw.org