Grease Management

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.

**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

**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.

**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

**Grease in the system causes problems in storm drains and sanitary sewers — and increases your operating costs.**
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

<table>
<thead>
<tr>
<th>Date of Cleaning</th>
<th>Name</th>
<th>Waste Volume Observed/Removed</th>
<th>Maintenance Done</th>
<th>Disposal Method</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-07-11</td>
<td>John Smith</td>
<td>3-4 gallons FOG &amp; solids removed</td>
<td>Trap emptied, cleaned</td>
<td>Solids dried, double-bagged, put in dumpster.</td>
<td>Patched hole in baffle wall</td>
</tr>
</tbody>
</table>

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

For more information:
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www.westvalleysan.org

If you have any questions, please call (408) 378-2407 to speak with a District representative. This and other outreach materials are available at http://bit.ly/WVSD-FSE-Info.