
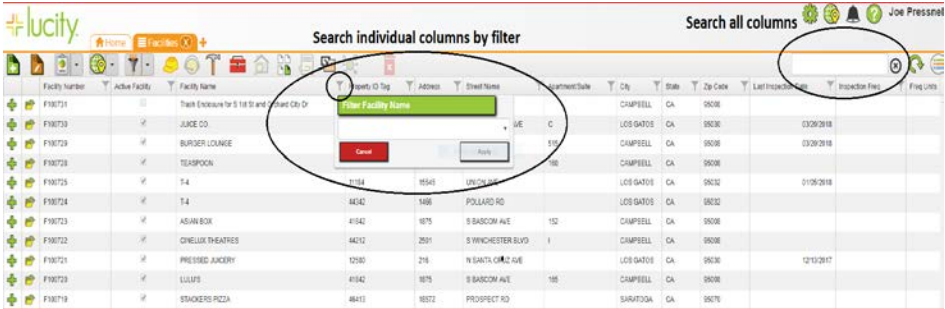


Food Service Establishment Grease Control Device Inspection Standard Operating Procedure

Legend for Acronyms	<p>BMP – Best Management Practices</p> <p>FOG – Fats, Oils, Grease</p> <p>FSE – Food Service Establishment</p> <p>GCD – Grease Control Device</p> <p>IKG – Inedible Kitchen Grease</p> <p>RP – Responsible Person</p> <p>WVSD – West Valley Sanitation District</p>
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Personal Protective Equipment (PPE)	Latex Gloves, Safety Shoes, Wipes/ Sanitizers
Equipment/Tools	Tools to open manholes, clean-outs, utility lids. Tools to inspect/view, such as cameras, flashlights, mirrors, poles. Foot/vehicle control equipment, such as cones, amber beacons. Field-devices such as cameras, field computers.

Pre-Inspection	<ol style="list-style-type: none"> Review previous inspections, field notes, point(s) of contact, and possible special scheduling hours prior to visiting the FSE. Search historic records for FSE and GCD within LUCITY <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> Open LUCITY Web Select "FOG", located on left side of column Select "Facilities", located under "Fog Facilities and Devices" <div style="text-align: center; margin-top: 10px;">  </div>
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	<p>d) Locate FSE that is to be inspected</p> <ol style="list-style-type: none"> i) You may either use “search “by selecting the magnify glass ii) Or filter by column <p>e) Once you have located the FSE, open the drop down (+), located on the far left. When open, you will find the following tabs:</p> <ul style="list-style-type: none"> • Contacts: List of contact for the FSE • Grease Extractor: GCD information such as size, type, and cleaning frequency • Fixtures: Plumbing fixtures that are connected to GCD • Inspection: History of the inspections performed • Enforcement: History of all enforcement actions
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Initiating Inspection	<ol style="list-style-type: none"> 1) When possible, try not to perform inspections during a facility's busy time (e.g.: lunch rush). 2) Initiate inspection by introducing and identifying yourself to the Responsible Party (RP), typically the owner or manager on duty. Always be professional, courteous and respectful when interacting with RPs. <ol style="list-style-type: none"> a) If the facility is closed, note the hours of operation. Contact the RP to arrange an appointment if needed. 3) Explain the purpose of the inspection, what areas, devices, and documentation need inspecting, and request permission to inspect facility. <ol style="list-style-type: none"> a) If the employee denies access, ask to speak to the owner or manager on duty. Call them if they are off-site. Explain the purpose of the inspection and WVSD Ordinance Code Chapter 7 Section 7.350, "...allowing access upon all properties for the purpose of inspection". If you feel it is reasonable, you can come back later or schedule an appointment to do the inspection. If you do not feel it is reasonable, or are otherwise denied entry, document it as a violation.
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Records Review	<ol style="list-style-type: none">1) If the facility does have a GCD, request to review self-maintenance logs and/or pumping receipts.<ol style="list-style-type: none">a) If the GCD is maintained by a third party (e.g.: property manager), have the facility RP contact them for records.b) Ensure that the correct RP for the GCD is recorded in the database. 2) Review available records. Records must have the following to be in compliance with WVSD Ordinance:<ol style="list-style-type: none">a) Professional Pumping Company (Interceptors or Traps)<ol style="list-style-type: none">i) Pumping company name, address, and phone numberii) Truck IKG numberiii) Date/time of pumping serviceiv) Name and address of FSEv) Location of each grease control devicevi) Size and type of grease control devicevii) Approximate volume of grease and solid food waste recorded in gallonsviii) Pumping frequencyix) Details on any structural, maintenance, or repair issues.x) Final destination of material collected. b) FSE Staff Maintained (Grease Traps only)<ol style="list-style-type: none">i) Date of cleaningii) Name of person who cleaned the deviceiii) Approximate quantities of grease and solid food waste recorded in gallons, inches, or percentagesiv) Location of each grease control devicev) Waste removal and disposal methodvi) Grease disposal locationvii) Any other relevant notes
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	<p>c) Maintenance minimum frequency:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">GCD Type</th> <th style="text-align: center;">Minimum Frequency</th> <th style="text-align: center;">Record Requirements</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Interceptor</td> <td style="text-align: center;">Quarterly (90-day)</td> <td style="text-align: center;">3 years of invoices/record log</td> </tr> <tr> <td style="text-align: center;">Trap</td> <td style="text-align: center;">Monthly (30 Day)</td> <td style="text-align: center;">3 years of invoices/record log</td> </tr> <tr> <td style="text-align: center;">Power Trap</td> <td style="text-align: center;">Per manufacturers' specifications</td> <td style="text-align: center;">3 years of invoices/record log</td> </tr> </tbody> </table> <p>d) If compliance with the above requirements are not met, photograph existing/present records for Notice and Order issuance.</p>	GCD Type	Minimum Frequency	Record Requirements	Interceptor	Quarterly (90-day)	3 years of invoices/record log	Trap	Monthly (30 Day)	3 years of invoices/record log	Power Trap	Per manufacturers' specifications	3 years of invoices/record log
GCD Type	Minimum Frequency	Record Requirements											
Interceptor	Quarterly (90-day)	3 years of invoices/record log											
Trap	Monthly (30 Day)	3 years of invoices/record log											
Power Trap	Per manufacturers' specifications	3 years of invoices/record log											

GCD Inspection	<p>1) Locate and identify GCD, if any. Compare type and size to previous reports and data within LUCITY software.</p> <p style="margin-left: 20px;">a) If the FSE does not have a GCD,</p> <p style="margin-left: 40px;">i) Ask the RP to demonstrate their use of BMP's for grease control.</p> <p style="margin-left: 40px;">ii) Take inventory of existing fixtures, and confirm if existing grease control program is adequate for equipment and the FOG being produced by the FSE. Document any possible inadequacies.</p> <p style="margin-left: 40px;">iii) Offer the FSD staff BMP handouts or a GCD record keeping log if necessary.</p> <p>2) Prior to opening GCD:</p> <p style="margin-left: 20px;">a) Consider timing and safety.</p> <p style="margin-left: 40px;">i) If GCD is an indoor trap and FSE is busy, GCD odor and/or interference with kitchen operation should be considered.</p> <p style="margin-left: 40px;">ii) Consider public and personal safety when opening an outdoor GCD. If in parking lot, use vehicle, cones, and/or other equipment to ensure safety.</p>
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	<ul style="list-style-type: none">b) Determine if the GCD is professionally maintained or if is being maintained by the FSE staff.<ul style="list-style-type: none">i) If the FSE is self-performing the cleaning on their grease trap, request the RP open the GCD and ask them to describe how the trap is cleaned and how/where the waste is disposed of. Clarify that only skimming grease from the trap does not fulfill the ordinance requirement for maintenance.ii) Offer the FSE staff BMP handouts or a GCD record keeping log if necessary.3) When the GCD is open, note grease level and physical condition of GCD. Specifically, note condition or absence of expected components (standpipes, baffles, solids baskets, etc.). Look for signs of surcharging. Note the color and approximate amount of grease/oil in the device. Take pictures as needed.<ul style="list-style-type: none">a) If there are obstructions preventing access to the device (vehicles, lid rusted shut, etc.) make note within LUCITY software and take photographs of the obstructions. Once documented, refer to code enforcement for Notice and Order issuance.4) Core sampling of GCD:<ul style="list-style-type: none">a) Break "crust layer" before inserting core sampling equipment. Do not use core sampling equipment to break "crust layer". It may cause damage or premature failure to the equipment.b) Open valve and insert the core sampler slowly in to the last chamber of the GCD.c) Close valve once the core sampler is inserted completely in to GCD.d) Once valve is closed, slowly remove the core sampler and note the sample findings in to LUCITY software.<ul style="list-style-type: none">i) If the total amount of grease and suspended solids is at 25% or greater, the device must be serviced.ii) If the GCD is equipped with a sample box, the GCD must be serviced immediately when the grease is evident within the sample box.
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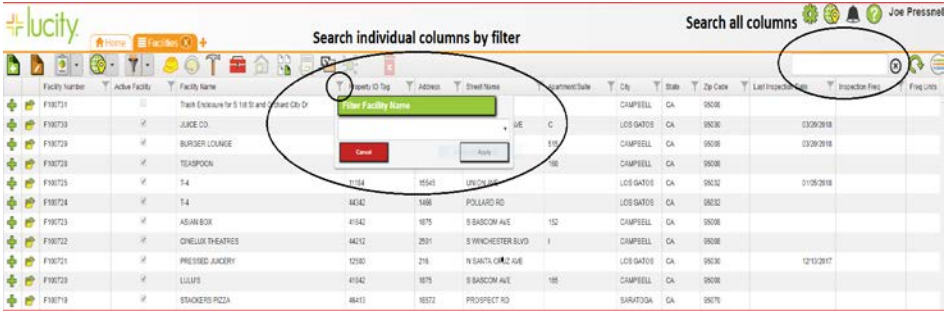
e) Purge contents removed during sampling back in to GCD, and insert core sampler back in to ABS pipe to avoid dripping within FSE or surrounding areas.

Data Entry in LUCITY

Inspection entry:

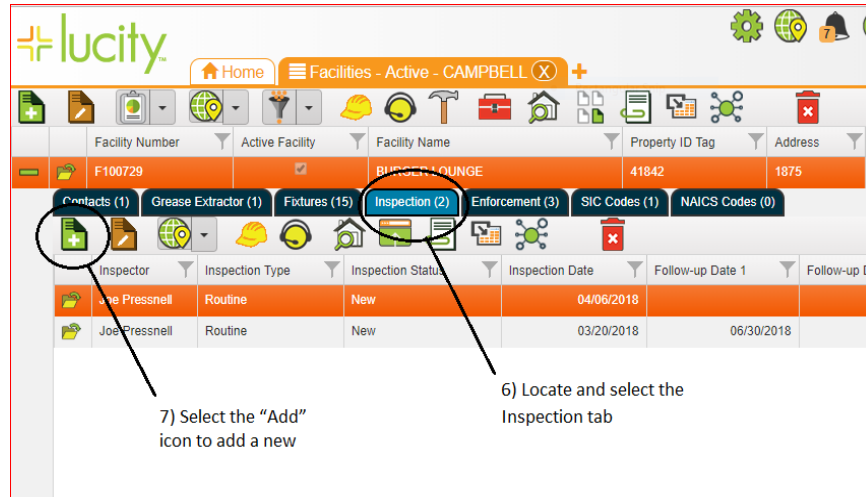


- 1) Open LUCITY Web
- 2) Select "FOG", located on left side of column
- 3) Select "Facilities", located under "Fog Facilities and Devices"



- 4) Locate FSE that is to be inspected
 - a) You may either use "search" by selecting the magnify glass
 - b) Or filter by column
- 5) Once you have located the FSE, open the drop down (+), located on the far left. When open, you will find the following tabs:
 - **Contacts:** List of contact for the FSE
 - **Grease Extractor:** GCD information such as size, type, and cleaning frequency
 - **Fixtures:** Plumbing fixtures that are connected to GCD
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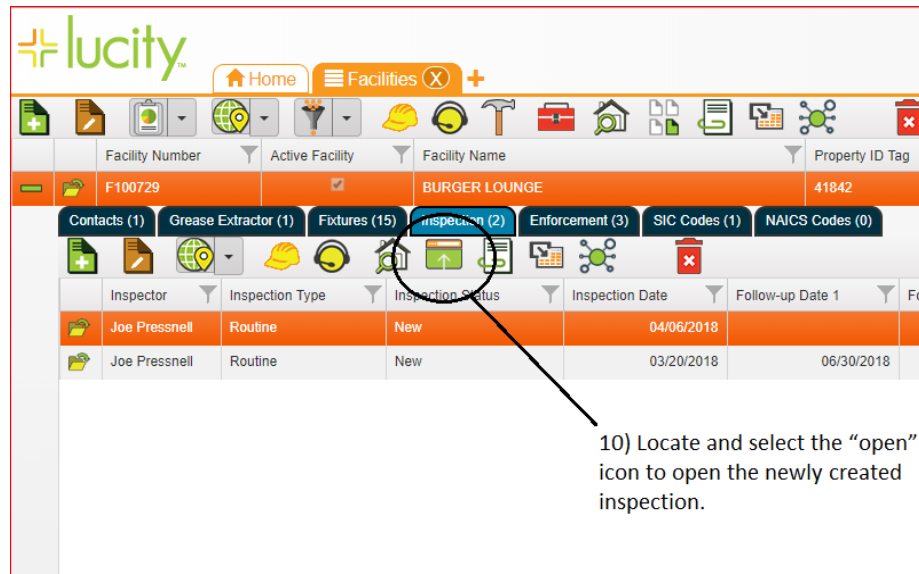


- 6) Locate and select the Inspection tab
- 7) Select the "Add" icon to add a new inspection

The screenshot shows the 'Facility Inspection Form' in the Lucity software. The form is titled 'Facility Inspection Form' and is for facility 'BURGER LOUNGE' (F100729). It contains several input fields: 'Facility Record No' (F100729), 'BURGER LOUNGE', 'Inspection Date *' (with a calendar icon), 'Inspection Time' (with a clock icon), 'Inspection Status' (dropdown menu with '1 New'), 'Inspection Type' (dropdown menu), 'Follow-up Date 1', 'Follow-up Date 2', and 'Follow-up Date 3' (each with a calendar icon), 'Inspector' (dropdown menu), 'Contact Onsite' (checkbox), 'Contact Phone' (text field), 'Contact Notified' (checkbox), and a large 'Comment' text area. At the bottom, there are fields for 'SJ Inspector' and 'SJ Inspection ID'.

- 8) Once selected, the Facility Inspection Form will open. Input all data that applies within the appropriate fields. Once complete, save and close.

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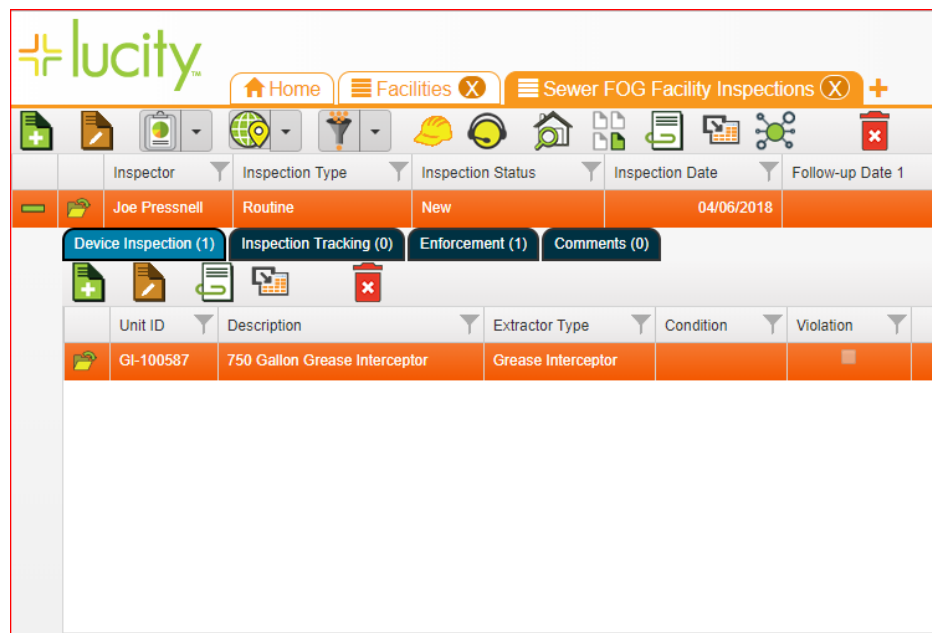
The screenshot shows the Lucity software interface. At the top, there is a navigation bar with 'Home' and 'Facilities' tabs. Below this is a toolbar with various icons. The main area displays a facility record for 'BURGER LOUNGE' with Facility Number 'F100729' and Property ID Tag '41842'. Below the facility record, there are tabs for 'Contacts (1)', 'Grease Extractor (1)', 'Fixtures (15)', 'Inspection (2)', 'Enforcement (3)', 'SIC Codes (1)', and 'NAICS Codes (0)'. The 'Inspection (2)' tab is selected, showing a table of inspections. A callout points to the 'open' icon in the first row of the inspection table.

Inspector	Inspection Type	Inspection Status	Inspection Date	Follow-up Date 1	Follow-up Date 2
Joe Pressnell	Routine	New	04/06/2018		
Joe Pressnell	Routine	New	03/20/2018	06/30/2018	

10) Locate and select the “open” icon to open the newly created inspection.

9) Select the line for the newly created inspection.

10) Locate and select the “open” icon to open the newly created inspection. This will bring you to “Sewer Fog Facility Inspections”.



The screenshot shows the Lucity software interface. At the top, there is a navigation bar with 'Home', 'Facilities', and 'Sewer FOG Facility Inspections' tabs. Below this is a toolbar with various icons. The main area displays a table of inspections. The 'Device Inspection (1)' tab is selected, showing a table with one entry for a '750 Gallon Grease Interceptor'.

Inspector	Inspection Type	Inspection Status	Inspection Date	Follow-up Date 1
Joe Pressnell	Routine	New	04/06/2018	

Below the inspection table, there are tabs for 'Device Inspection (1)', 'Inspection Tracking (0)', 'Enforcement (1)', and 'Comments (0)'. The 'Device Inspection (1)' tab is selected, showing a table with one entry for a '750 Gallon Grease Interceptor'.

Unit ID	Description	Extractor Type	Condition	Violation
GI-100587	750 Gallon Grease Interceptor	Grease Interceptor		

11) Select the drop menu icon (+) to access the Device inspection, inspection Tracking, Enforcement, and Comments tabs

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- 12) Locate and select the folder for the GCD, located under the Device Inspections tab.

The screenshot shows the Lucity web application interface. At the top, there is a navigation bar with the Lucity logo and three tabs: 'Home', 'Facilities - Active - LOS GATOS', and 'Facilities - Active - CAM'. Below the navigation bar is a toolbar with icons for file operations. The main form area contains the following fields and controls:

- Unit ID:** GI-100587
- Description:** 750 Gallon Grease Interceptor
- Extractor Type:** 2
- Condition:**
- Pumping Record Available?:**
- Pumping Record up-to-date?:**
- Short Comment:** [Text area]
- FOG Layer (In.):** [Text input]
- Settled Solid Layer (In.):** [Text input]
- Hydraulic Depth (In.):** [Text input]
- Percent Full:** [Text input]
- % Full Violation:** 25
- Violation:**

- 13) Input data into all fields from the inspection performed. Once complete, save and close.

Enforcement entry: If a violation or violations exist, they must be individually entered under the “Enforcement” tab

- 1) Starting from “Sewer FOG Facility Inspections”, locate and select the “Enforcement” tab.
- 2) Select the “add” icon to add a violation under the “Inspection Enforcement Form”
 - a) Select the “Enforcement Type”:
 - i) **Compliance Notice:** Record keeping and GCD not accessible for inspection.
 - ii) **Notice and Order to Correct:** All other non-compliant violations

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	<ul style="list-style-type: none"> iii) Administrative Citation iv) Hearing to Appeal Citation b) Occurred Date c) Notice/Violation: Select the violation that best applies d) Detailed Notes: Describe, in detail, the condition of the item that is in violation upon arrival. 3) Save and close when completed. 4) Select drop menu (+) located next to the violation that was just created. 5) Select the “add” icon to enter the Corrective Action. <ul style="list-style-type: none"> a) Corrective Action: Select the Corrective Action that best applies to the violation found during the inspection. b) Notification Date: Enter the date the RP was notified the Corrective Action that must be remedied c) Due Date: Enter the date that the Violation must be corrected by d) Completion Date: Enter the confirmed date that the violation has been corrected, and is in compliance. e) Description/Notes: Describe what needs to be remedied to put that particular item in compliance with WVSD Ordinance Code. f) Save and close when complete.
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Exit Interview	<ul style="list-style-type: none"> 1) Review the inspection findings with the RP. Explain violations, if any, that may have been found during the inspection. Inform RP that they, as well as the Property Owner, will receive a Notice and Order to comply.
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	2) Obtain the email address of the RP to send a Notice and Order listing the violations observed along with a scheduled date to meet compliance.
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