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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Environmental Services
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Redwood City, CA 94065
(650) 591-7121
(650) 591-7122
[www.svcw.org](http://www.svcw.org)

This and other outreach materials are available at [www.svcw.org](http://www.svcw.org) under programs

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