



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5090.5C
G-F/BEMD

07 AUG 2024

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5090.5C

From: Commander
To: Distribution List

Subj: GREASE CONTROL PROGRAM

Ref: (a) 15A NCAC 02T .0403 Permitting By Regulation
(b) MCIEAST-MCB CAMLEJO 5090.20A
(c) Camp Lejeune Wastewater Collection System Permit
(WQCS00015)

Encl: (1) MCB Camp Lejeune Environmental Standard Operating
Procedure (ESOP)
(2) MCB Camp Lejeune Grease Trap, Can and Drain Line
Inventory and Service Schedules
(3) Training Checklist
(4) Sample Education Poster
(5) Sample Education Flyer
(6) Grease Trap Inspection Worksheet
(7) Grease Trap Service Record and Waste Manifest
(8) Food Service Fats, Oil, and Grease Management
Checklist

1. Situation

a. Fats, oils, and grease (FOG) liquefy under high temperatures from cooking and cleaning dishes. Wastewater collection systems are not designed for FOG accumulation, FOG cooling in the systems may cause sewage blockages and sanitary sewer overflows (i.e., spills) into the environment.

b. The Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) Grease Control Program policy complies with all applicable federal, state, and local regulations pertaining to the operation and management of the wastewater collection and treatment facilities supporting Marine Corps Base Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station New River (MCAS NR). The requirements within enclosure (1) establish a mandatory standard of care for the MCIEAST-MCB CAMLEJ Grease Control Program in accordance with references (a) through (c). Failure to comply with these requirements may cause wastewater collections system spills harming human health and the environment.

DISTRIBUTION STATEMENT A: Approved For public release;
distribution unlimited.

2. Cancellation. MCIEAST-MCB CAMLEJO 5090.5B.

3. Mission

a. This Order assigns responsibilities and establishes requirements for the proper disposal of FOG to reduce negative impacts to wastewater collection and treatment facilities supporting MCB CAMLEJ and MCAS NR and ensure compliance with all applicable regulatory requirements.

b. Summary of Revision. This Order was revised with only minor administrative changes.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All Marine Corps civilian and military personnel, installation tenants, and contractors must comply with applicable federal, state, and local environmental requirements while on MCB CAMLEJ and MCAS NR. By properly managing FOG, we are serving as responsible stewards of the environment and protecting the proper working of the wastewater collection and treatment facilities on MCB CAMLEJ and MCAS NR.

(2) Concept of Operations. This Order shall be used to ensure compliance with references (a) through (c).

b. Tasks

(1) Commanding Officer of Marine Corps Units and Installation Tenants. The Commanding Officers of Marine Corps units (battalion/squadron and above) and installation tenants assigned to MCB CAMLEJ and MCAS NR shall:

(a) Remain informed and support the requirements of the Grease Control Program.

(b) Oversee unit and tenant compliance with enclosure (1) and identify FOG issues and seek assistance from the Grease Control Program Manager when needed.

(c) Ensure that individuals performing FOG management responsibilities are appropriately designated.

(d) Distribute grease bulletins to their personnel in accordance with guidance provided by the Grease Control Program Manager. Sample grease control bulletins are provided at enclosures (4) and (5).

(e) Report grease problems and FOG management violations to

the Grease Control Program Manager and the MCIEAST-MCB CAMLEJ Utilities Director, Public Works Division (PWD), G-F.

(2) MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S) G-F.
The MCIEAST-MCB CAMLEJ AC/S GF shall:

(a) Oversee the appointment of a Program Operation Supervisor and a manager to monitor the operation and maintenance of grease traps on MCB CAMLEJ and MCAS NR.

(b) Ensure the Environmental Management Division (EMD) Director oversees, coordinates, and directs the Grease Control Program and serves as a general point of contact for regulatory site visits and inspections of the wastewater collection and treatment facilities supporting MCB CAMLEJ and MCAS NR.

(c) Oversee the EMD Director's appointment of a Grease Control Program Manager to undertake the following tasks:

(1) Support the execution of the Grease Control Program. The Grease Control Program Manager provides Marine Corps civilian and military personnel, installation tenants, and contractors (e.g., concessionaires) information to support the proper disposal of FOG on MCB CAMLEJ and MCAS NR.

(2) Maintain Grease Control Program regulatory compliance.

(3) Oversee grease trap inspections by contractor personnel.

(4) Pursuant to enclosure (1), initiate, coordinate, and maintain the residential FOG education program in military family housing and bachelor billeting on MCB CAMLEJ and MCAS NR.

(5) Distribute or support housing management and Marine Corps Community Services (MCCS), Marine Corps units and installation tenants in distributing FOG educational information, either semi-annually or more frequently as needed, to military and civilian personnel, and military family housing and bachelor billeting residents of MCB CAMLEJ and MCAS NR.

(d) Oversee and coordinate the design specifications of all existing and new grease traps on MCB CAMLEJ and MCAS NR. Grease trap design, installation, operations, inspections, maintenance, and repairs shall comply with all applicable regulatory requirements.

(e) Oversee the production, maintenance, and distribution of a list of approved FOG cleaning products.

(3) AC/S, MCCS. The AC/S MCCS shall:

(a) Oversee, coordinate, and direct MCCA and MCCA concessionaire activities to support the proper management of FOG and protect the proper working of the wastewater collection and treatment facilities supporting MCB CAMLEJ and MCAS NR.

(b) Oversee MCCA staff and MCCA concessionaire activities in complying with enclosure (1) and in executing the following tasks:

(1) Maintain a list by location and building number of all MCCA and MCCA concessionaire facilities where grease traps are installed.

(2) Coordinate with the Grease Control Program Manager to ensure all MCCA and MCCA concessionaire facilities have, where applicable, grease traps that have been properly designed and installed.

(3) Maintain a list of all approved detergents and other cleaning products, including quantities and concentrations, that may be discharged to the wastewater collection system, and ensure that all MCCA and MCCA concessionaire facilities maintain and post all approved detergents and cleaning products near all basins draining into grease traps.

(4) Maintain MCCA and MCCA concessionaire facilities grease trap work records. Grease trap work records will be available for inspection and include work performance dates, names of personnel involved, work description including results, and a waste manifest. Samples of a Grease Trap Inspection Worksheet and Grease Trap Service Record and Waste Manifest are provided as enclosures (6) and (7).

(4) MCIEAST-MCB CAMLEJ AC/S G-4. The MCIEAST-MCB CAMLEJ AC/S G4 shall:

(a) Oversee, coordinate, and direct food service facilities to support the proper management of FOG and protect the proper working of the wastewater collection and treatment facilities supporting MCB CAMLEJ and MCAS NR.

(b) Oversee food service facilities in complying with enclosure (1) and in executing the following tasks:

(1) Maintain a list by location and building number of all food service facilities where grease traps are installed.

(2) Coordinate with the Grease Control Program Manager to ensure all food service facilities have, where applicable, grease traps that have been properly designed and installed.

(3) Maintain a list of all approved detergents and other cleaning products, including quantities and concentrations, that

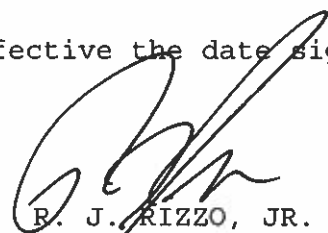
may be discharged to the wastewater collection system, and ensure that all food service facilities maintain and post all approved detergents and cleaning products near all basins draining into grease traps.

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, MCAS NR, and all tenants, contractors, and residents on MCB CAMLEJ and MCAS NR.

b. Signal. This Order is effective the date signed.



R. J. RIZZO, JR.
Acting

DISTRIBUTION: A/C (plus MCAS New River, H&S Bn, and WTBn)

MCB CAMLEJ Environmental Standard Operating Procedures (ESOP)

Title: 5090.20.5 GREASE CONTROL PROGRAM ESOP

Purpose: This ESOP establishes the procedures for the control of grease throughout the Base wastewater collection system in compliance with Marine Corps Installations East-Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.5B, Grease Control Program. Improper control of grease results in Fats, Oil, and Grease (FOG) in the wastewater system. FOG in pipes may create blockages leading to sanitary sewer spills, resulting in regulatory violations and civil penalties; FOG in the wastewater treatment facilities increases treatment costs and lowers treatment efficiencies.

Applicability: This ESOP is applicable to MCIEAST-MCB CAMLEJ, Marine Corps Air Station New River (MCAS NR), and all tenants, contractors, and residents on Marine Corps Base Camp Lejeune (MCB CAMLEJ) and MCAS NR.

Responsibility: All personnel/facilities that generate and/or work with FOG, including new and existing food preparation facilities.

Requirements:

1. Grease Control Practices

a. Personnel creating FOG must be trained on the requirements of this ESOP.

b. Scrape food and FOG off of all cooking supplies and equipment, including cookware, utensils, dishes and serving-ware and dispose of food and FOG in the proper container (rendering tank or trash can). Do not dispose of food scrapings, or any other FOG material, in a floor drain, sink, toilet, or any other component of the wastewater collection system. The disposal or dumping of any FOG to any stormwater conveyance system (i.e. storm drain inlets, piping, open discharge, ditches, etc.) is also prohibited.

c. Wipe FOG-containing work areas with paper towels. Do not use cloth towels. When cloth towels containing FOG are laundered, the FOG will enter the wastewater system.

d. Collect all fryer oil in FOG rendering tanks.

e. Collect FOG under fryer baskets with food grade paper; dispose of the wastepaper in a trash receptacle with no free liquid.

f. Ensure grease-bearing drains, including mop sinks, prep sinks, utility sinks, dishwashers, and floor drains, discharge to a grease trap.

g. Notify a supervisor if the rendering tank is half full. The supervisor is responsible for rendering tank content disposal, via an approved contractor.

h. Prevent blockages and deficiencies in the grease trap.

(1) Prevent non-FOG wastewater, such as suspected solids including starches and sugars, from entering grease traps.

(2) Keep strainers installed on grease traps at all times.

i. Use only approved detergents and cleaning products.

j. Notify the MCIEAST-MCB CAMLEJ Utilities Director, Public Works Division (PWD), G-F at least two weeks before changes in facility water use that may impact compliance or cause deficiencies with existing grease traps.

(1) Provide notice of heavy water use or FOG events.

(2) Post hood cleaning and event schedules so supporting contractors can adjust the wastewater system.

k. Do not discharge or dispose of rendering tank contents. Disposal of rendering tank contents is conducted by an approved contractor.

l. Avoid FOG-related spills.

(1) Empty FOG-related containers before they are full to avoid spills.

(2) Use a cover to transport material to rendering containers.

(3) Use proper tools (ladles, paper towels, buckets) to correctly transport FOG materials.

m. Submit a work order to correct any deficiencies that may impact compliance with the Grease Control Plan, Base Order 5090.5B. The work order will be reviewed by the Grease Program Manager for appropriate action.

2. Best Management Practices

a. Never flush FOG to the wastewater system with large amounts of water.

b. Ensure staff is aware of, and trained in, correct maintenance and cleaning procedures, especially for under-sink interceptors.

c. Clean small hood filters regularly by spraying with hot water with little or no detergents over sinks that are connected to grease traps. After a hot water rinse, filter panels can go into the dishwasher.

d. Ensure the ventilation system is balanced to properly remove grease-laden vapors.

e. Skim or filter fryer grease daily and change oil when necessary. Use a test kit to determine when to change oil.

f. Develop a rotation system for multiple fryers to help extend oil life. Designate fryers for products that are high in deposits and change more frequently.

g. Use a 3-compartment sink for washing. Begin with a hot pre-wash (hot water only - no detergent), then a scouring sink with approved detergent, then a rinse sink.

h. Ensure all drain screens are installed.

i. Empty grill top scrap baskets or scrap boxes and hoods into rendering barrels.

j. Be conservative in the use of FOG in food preparation and serving.

k. Do not dispose of edible food down the drain.

3. Training

a. Facility supervisors must ensure development and implementation of training program. This includes documenting that all new employees receive training before food handling. All employees shall receive yearly refresher training on FOG impacts and proper handling techniques. All training must be documented.

b. The Grease Control Program Manager shall initiate and maintain the residential FOG education program in conjunction with military family housing and billeting. The Grease Control Program Manager will document all public awareness efforts and make records available during inspection.

4. Record of Revision

Revision Number	Date	Summary of Change	Signature
Initial Distribution	010711	New ESOP	ECB/EMD
Update	010614	Update formatting and content	ECB/EMD
Update	010618	Update formatting	ECB/EMD

		and content	
Update	102422	Update formatting and content	EQB/EMD
Update	XXXXX	Minor Administrative updates	EQB/EMD

MCB Camp Lejeune Grease Trap, Can and Drain Line
Inventory and Service Schedules

Collection Points/Frequencies for Pumping and Cleaning of Grease Traps/Cans

Area: MCB CAMLEJ

Frequency of Service: Three times a year January, May, and September

Location	#Traps	Capacity
Bldg. 227	2	4650
Bldg. WC100	2	2200
Bldg. 128	1	4765
Bldg. 411	1	1000
Bldg. FC303	1	1200
Bldg. FC420	1	3000
Bldg. FC65	2	3000
Bldg. G640	1	3000
Bldg. M455	1	1500
Bldg. BB125	1	1000
Bldg. RR-135	1	1000
Total Number of Traps	14	

Area: Marine Corps Community Service (MCCS) Facilities MCB CAMLEJ

Frequency of Service: Three times a year January, May, and September

Location	#Traps	Capacity
Bldg. 820	1	14
Bldg. 425	1	1200
Bldg. 631	1	150
Bldg. 825	1	1000
Bldg. 1515	1	1000
Bldg. 2015	1	1000
Bldg. 1231	1	1000
Bldg. 1237	1	1500
Bldg. 730	1	50
Bldg. HP89	1	150
Bldg. HP1057	1	100
Bldg. HP2615	1	1000
Bldg. BB27	1	100
Bldg. FC425	1	100
Bldg. 89	1	100
Total number of Traps	15	

Collection Points/Frequencies for Pumping and Cleaning of Grease Traps/Cans

Area: Naval Hospital MCB CAMLEJ

Frequency of Service: Three times a year January, May, and September

Location	#Traps	Capacity
Bldg. NH-100	1	1500
Total number of Traps	1	

Area: MCAS NR

Frequency of Service: Three times a year January, May, and September

Location	#Traps	Capacity
Bldg. AS4013	1	3000
Total number of Traps	1	

Area: DODEA MCB CAMLEJ

Frequency of Service: Three times a year January, May, and September

Location	#Traps	Capacity
Bldg. TT84, TT2 Elementary	1	1000
Bldg. 835 Lejeune High	1	1000
Bldg. 883 Brewster Middle	1	1000
Bldg. 2027 PP Elementary	1	1000
Bldg. 2028 PP Elementary	1	1000
Bldg. AS-990 DeLalio School	1	300
Total number of Traps	6	

Grease Trap/Drain Line Treatment

Area: MCB CAMLEJ

Frequency of Service: Monthly

Location	#Traps	Capacity
Bldg. 227	2	4650
Bldg. WC100	2	2200
Bldg. 128	1	4765
Bldg. 411	1	1000
Bldg. FC303	1	1200
Bldg. FC420	1	3000
Bldg. FC65	2	3000
Bldg. G640	1	3000

Bldg. M455	1	1500
Bldg. BB125	1	1000
Bldg. RR-135	1	1000
Total number of Traps	13	

Area: MCCS Facilities MCB CAMLEJ

Frequency of Service: Monthly

Location	#Traps	Capacity
Bldg. 820	1	14
Bldg. 425	1	1200
Bldg. 631	1	150
Bldg. 825	1	1000
Bldg. 1515	1	1000
Bldg. 2015	1	1000
Bldg. 1231	1	1000
Bldg. 1237	1	1500
Bldg. 730	1	50
Bldg. HP89	1	150
Bldg. HP1057	1	100
Bldg. HP2615	1	1000
Bldg. FC425	1	100
Bldg. 89	1	100
Bldg. BB27	1	100
Total number of Traps	15	

Grease Trap/Drain Line Treatment

Area: Naval Hospital MCB CAMLEJ

Frequency of Service: Monthly

Location	#Traps	Capacity
Bldg. NH-100	1	1500
Total number of Traps	1	

Area: MCAS NR

Frequency of Service: Monthly

Location	#Traps	Capacity
Bldg. AS4013	1	3000
Total number of Traps	1	

Area: DODEA MCB CAMLEJ

Frequency of Service: Monthly

Location	#Traps	Capacity
Bldg. TT84, TT2 Elementary	1	1000
Bldg. 835 Lejeune High	1	1000
Bldg. 883 Brewster Middle	1	1000
Bldg. 2027 PP Elementary	1	1000
Bldg. 2028 PP Elementary	1	1000
Bldg. AS-990 DeLalio Elementary School	1	300
Total number of Traps	6	

Collection and Disposal of Grease Cans

Area: MCCS Facilities MCB CAMLEJ

Frequency of Service: Monthly

*** Denotes every three weeks**

Location
Bldg. 89 Bowling Center Snack Bar
Bldg. 425 Staff NCO Club (Ball Center)
Bldg. 825 Staff NCO Club (Berkley Bistro)
Bldg. 1231 Exchange Food Court
Bldg. 2015 Golf Course Snack Bar
Bldg. 2615 Officers Club
Bldg. BB-27 Filling Station
Bldg. FC-425 French Creek Snack Bar
Bldg. H-1 Patio Snack Bar
Bldg. HP89 La Casita Loca
Bldg. 1057 Industrial Grill
*Bldg. NH-100 Naval Hospital

Training Checklist

- FOG comes from food and can accumulate in the wastewater collection systems.
- FOG causes sewer backups and threatens human health and the environment.
- All waste fryer oil must be poured into a rendering tank, never down the drain or into the toilet.
- Notify the supervisor if the rendering tank is half full. The supervisor is ultimately responsible for the proper disposal (via the approved contractor) of the rendering tank contents.
- All food waste should be disposed in the proper trash container.
- All cookware, utensils, dishes, serving ware, and all other cooking supplies and equipment must be scraped to remove food before washing.
- Soak up FOG under fryer baskets with food grade paper and dispose in the proper trash container.
- Wipe work areas with paper towels. Do not use cloth towels, as the accumulated grease will enter the wastewater system when the towel is washed.
- Never dispose of solid waste, such as straws, napkins, and mop strings, down any drain. These items should go into the trash container.
- At least two weeks in advance, post a schedule of all special events and hood cleaning so that the wastewater system can be adjusted.
- Notify the supervisor if there is any problem with slow drainage of the wastewater or a bad smell. Never "flush" the system with large amounts of hot water.

Sample Education Poster

The Grease Goblin and associated materials were developed and produced by the North Carolina Department of Pollution Prevention and Environmental Assistance, which is located in the Department of Environment and Natural Resources. The following image was obtained from the website <http://www.p2pays.org/>.

**WANTED:
YOUR DRAIN'S
WORST ENEMY**

**the
Grease
Goblin**

**LAST SEEN
Loitering in Sinks
and Drains**

**WANTED FOR
Causing Sewer Overflows**

Don't Feed the Grease Goblin!

DO

- ✓ Put oil and grease in collection containers
- ✓ Remove oil and grease from kitchen utensils, equipment, and food preparation areas with scrapers/towels/brooms
- ✓ Keep grease out of wash water
- ✓ Place food scraps in collection containers

DO NOT

- ✗ Pour oil and grease down drains
- ✗ Wash fryers/griddles, pots/pans, and plates with water until oil and grease are removed
- ✗ Use hot water to rinse grease off surfaces
- ✗ Put food scraps down drains

Help keep this guy out of your drains and in the hands of the proper authorities!

U.S. GOVERNMENT PRINTING OFFICE: 2002 O-384202
© 2002 by the North Carolina Department of Pollution Prevention and Environmental Assistance
100 copies of this poster are available for a cost of \$100.00 or \$1.00 per copy.

Sample Education Flyer

The Grease Goblin and associated materials were developed and produced by the North Carolina Department of Pollution Prevention and Environmental Assistance, which is located in the Department of Environment and Natural Resources. The following image was obtained from the website <http://www.p2pays.org/>.

BEWARE OF THE
Grease
Goblin

LAST SEEN:
Lobstering in Sinks
and Drains

WANTED FOR:
Causing Sewer
Overflows

DID YOU KNOW...
Most sanitary sewer backups occur between
your home and the town's sewer main?
You can help prevent a costly and unsanitary
overflow by following a few simple steps:

DO

- ✓ Scrape excess grease in a container and dispose of it in the garbage.
- ✓ Place food scraps in waste containers or garbage bags for disposal with solid wastes, or start a compost pile; promote use of scraping ware prior to washing.
- ✓ Place a wastebasket in the bathroom to dispose of solid wastes. Disposable diapers, condoms, and personal hygiene products do not belong in the sewer system.
- ✓ Promote the concept of "3 R's": Reduce, Reuse, Recycle.

DO NOT

- ✗ Pour grease, fats, and oils from cooking down the drain.
- ✗ Use the toilet as a wastebasket.
- ✗ Use the sewer as a means of disposing food scraps.

The Grease Goblin and associated characters were provided by the N.C. Department of Pollution Prevention and Environmental Assistance (P2PA) located in the Department of Environment and Natural Resources (DENR).

Grease Trap Inspection Worksheet

	PRINT NAME	SIGNATURE	DATE	CERTIFICATION
INSPECTOR				I certify that the information regarding the inspection described in this document is accurate and complete.
KITCHEN SUPERVISOR				I acknowledge that I was informed of the inspection findings including potential consequences of any violations.

RECORD OF INSPECTION

Site Information: _____
 (Name)

 (Address)
 MCB Camp Lejeune, North Carolina

Site Contact Name: _____

Phone: _____

Date and Time of Inspection: _____

Date of Last Inspection: _____

Grease Trap Location: _____

Size of Grease Trap (in Gallons): _____

Access manholes in place: Y / N

1 ST COMPARTMENT	2 ND COMPARTMENT	3 RD COMPARTMENT	4 TH COMPARTMENT
-----------------------------	-----------------------------	-----------------------------	-----------------------------

GREASE				
CAP	IN / FT	IN / FT	IN / FT	IN / FT
SOLIDS				
DEPTH	IN / FT	IN / FT	IN / FT	IN / FT

Date of Last Grease Removal: _____

Grease Removal Frequency: _____

Violation: Y / N Violation Type: _____

Violation Cause: _____

Suggestions for Maintenance/Management:

Grease Trap Maintenance Record and Waste Manifest

	PRINT NAME	SIGNATURE	DATE	CERTIFICATION
KITCHEN SUPERVISOR				I certify that materials described in this document are correct and not subject to federal regulations as hazardous waste.
SERVICE PROVIDER				I certify that materials and services described in this document are correct.
INSPECTOR				I certify that services described in this document were performed completely and correctly.

RECORD OF SERVICE

Type of Service Event (Circle One): Skimming/Pump Out/Other

Waste Source: _____
(Name)

(Address)
MCB Camp Lejeune, North Carolina

Size of Grease Trap (in Gallons): _____

Total Gallons Pumped and Removed from Site: _____

Description of Service:

Include all services performed (cleaned solids filter, inspected and cleaned baffle tees, added deodorizer, added bioaugmentation agent, checked vent, etc.).

Waste Hauler: _____

(Name)

(Address)

(City, State, Zip Code)

Telephone Number:

Driver Name:

Destination of Discharge:

(Name)

(Address)

(City, State, Zip Code)

Telephone Number:

Land Application System Permit #:

Permit Operator:

Suggestions for Maintenance/Management:

Food Service Fats, Oil, and Grease Management Checklist

This checklist will help food service owners/operators identify sources of fats, oil and grease (FOG) and how they are being managed. By completing this checklist, the user will know if current practices are adequate to minimize FOG discharges to the wastewater collection system. Improper FOG disposal can result in costly and unhealthy sanitary sewer overflows and backups directly into the food service facility.

General Food Service Establishment Information

1. Facility Name: _____ Date: _____
2. Facility Address: _____
3. Facility Owner: _____ Facility Manager: _____
4. Type of food service operation (café, cafeteria): _____
5. Responsible person/organization: _____
6. Hours of operation: _____
7. Number of meals served/day: _____
8. Number of seats: _____

Fats, Oil and Grease Trap/Interceptor

1. Type (under the sink, in-ground, automatic): _____
2. Number of units: _____
3. Size: _____ gallons
4. Location: _____

Grease Trap/Interceptor Maintenance

1. Pump out schedule (monthly, weekly, etc.): _____
2. Pumper/service provider: _____
3. **Yes No** Maintenance log available on-site
4. **Yes No** Is management observing pumping to ensure it is done properly?
5. **Yes No** Does service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer?
6. **Yes No** Is the vault refilled with clean water, not with water already pumped out?
7. **Yes No** Are enzymes/bacteria used? If yes, vendor name _____

Kitchen Equipment/Devices

Are the following kitchen devices plumbed to discharge to the grease trap/interceptor?

1. **Yes No** Dishwashers

2. **Yes No** Pot sinks, multi-compartment sinks, mop sinks, pre-rinse sinks
3. **Yes No** Floor drains
4. **Yes No** Food steamers
5. **Yes No** Food grinders/pulpers
6. **Yes No** Steam kettle(s)
7. **Yes No** Can washer(s)
8. **Other:** _____

Are the following cleaned or maintained periodically? Is the cleanup water discharged to the grease trap? If not, where is it discharged?

1. **Yes No** Exhaust hoods and filters
2. **Yes No** Floor mats, floors, and grill tops
3. **Yes No** Exterior of the grease traps/interceptors
4. **Yes No** Dumpsters/trash cans
5. **Yes No** Parking lots, sidewalks,
6. **Other:** _____

Dry Cleanup

1. **Yes No** Are serving wares, utensils or food preparation surfaces wiped clean before washing?
2. **Yes No** Do employees know not to allow FOG or food wastes into the drains? Are employees instructed to use dry methods before using water for cleanup?
3. **Yes No** Are employees provided the necessary training and tools (rubber scrapers, brooms, absorbent materials for spills) for dry cleanup?

Spill Cleanup and Prevention

1. **Yes No** Are cleanup kits in visible and accessible areas?
2. **Yes No** Are employees provided adequate conveyance methods/tools (ladles, containers with lids) to prevent oil and grease spills while transferring from inside the restaurant to the outside storage bin?
3. **Yes No** Is there a designated employee(s) to manage/monitor cleanup?

Employee Awareness Training

1. **Yes No** Have employees received training on requirements for handling oil and grease (spill prevention, dry cleanup, etc.)?
2. **Yes No** Are employees involved in keeping FOG out of drains?
3. **Yes No** Are signs posted in key areas that remind staff to keep oil and grease out of the drains?

4. **Yes No** Are new employees trained on FOG BMPs and existing employees trained on a routine basis (quarterly)?

Grease Disposal

1. **Yes No** Are the outside oil and grease storage bins kept covered?
2. **Yes No** Are the outside storage bins located away from storm drains and catch basins?
3. **Yes No** Are Dumpsters and grease recycling bins cleaned and checked for leaks often?
4. **Yes No** Is there a spill prevention plan and materials available in the event of a spill?

Grease Management Contractors

1. **Yes No** Does your hauler/renderer have the proper legal licenses and permits to handle the oil and grease waste?
2. Who do they contact when there is a problem? _____
3. **Yes No** Do you know how and where the waste grease is sent for final disposal?