



KEEP GREASE OUT OF THE SYSTEM

Grease Interceptor Maintenance

Tips For Hiring a Maintenance Service Provider

- Obtain cost estimates from several different service providers and compare prices. Be wary if a quote is much lower than others — this may be an indication that the waste hauler is illegally dumping.
- Require the service to describe their pumping and cleaning procedures, in writing.
- Require the service to describe the disposal method and disposal destination for your wastes, in writing. As the food service facility owner or operator, you

can be held liable for the improper disposal of any waste generated by your facility, even if the actual work is performed by a third party.

- Require the service to include in writing that they intend to comply with all applicable municipal sewer ordinances, federal, state and local regulations relating to grease waste handling and disposal in performance of the work.
- Require the service provide advance notice before each scheduled visit if you have a pre-set maintenance schedule with them (e.g., every 90 days). You should have a representative

present to confirm that proper pumping is being performed.

- A visual inspection should be done periodically after pumping, or when plumbers work on laterals, to ensure the interceptor standpipes are undamaged.

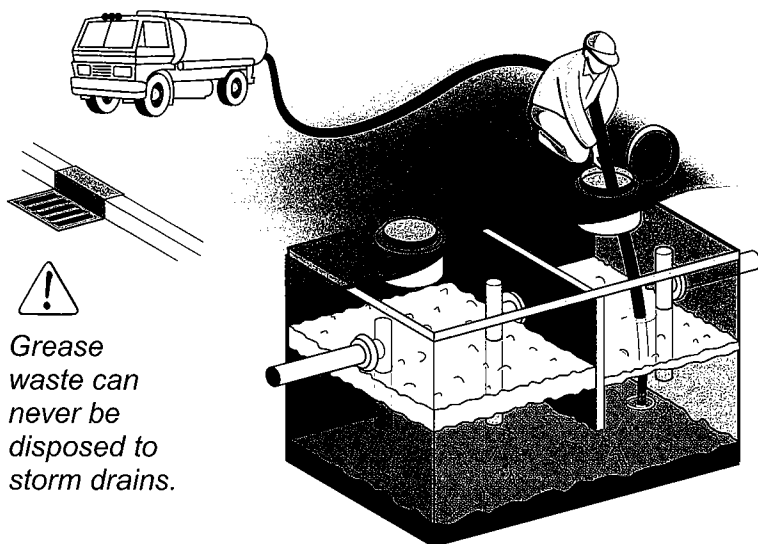


Recommended Pumping Practices

Include the following pumping practices in your contract.

- Require the service to wash down the grease from the sides and baffles inside the unit so they can be pumped.
- Require the interceptor be pumped **dry**, removing as much of the floating grease, water, and 'sludge' on the bottom as possible.

Continued on back



Grease interceptors must be pumped dry regularly

- Do not allow the service to decant wastewater back into the interceptor; the grease and solids content in such water is very high, and may cause odors.
- Require the service to refill the interceptor with clean water after pumping dry.



*Solid, semi-solid, or liquefied grease waste should **never** be disposed into **kitchen sinks, mop sinks, floor drains, etc.** which are connected to the sanitary sewer system. Discharging oil and grease to the sanitary sewer system may result in a violation of local sewer use ordinances. Caution should be used in discharging greasy wastewater to the grease interceptor.*

Tips On Cleaning Frequency

- It is important to clean your grease interceptor regularly to prevent fats, oil and grease in water discharged to the sewer from:
 - Exceeding the discharge limit of 150 parts per million set by your local sewer use ordinance.
 - Causing visible floating grease or grease deposits in the piping downstream from the interceptor. If you can see floating grease or grease deposits in a cleanout or discharge pipe 'downstream' of the trap, you need to increase the service frequency.
 - Causing blockages and eventual overflow into your establishment, or to the environment.
- The **minimum cleaning frequency** required for grease interceptors installed for food service facilities is **quarterly**. However, more frequent cleaning intervals may be necessary to prevent your grease interceptor from operating poorly or improperly.

- If you can see floating grease or grease deposits in the sample box or discharge standpipe of the interceptor, you need to increase the service frequency. Make sure your service cleans such deposits off the piping so you can tell when new grease deposits form.

Keep cleaning documentation for a period of not less than three years. See "Maintenance Documentation" sheet for more information.



*Solid, semi-solid, or liquefied grease waste can **never** be disposed to the **storm drain system**. Discharging oil and grease to the storm drain is a violation of local sewer use ordinances.*



Environmental Services

In accordance with the Americans with Disabilities Act, City of San José Environmental Services Department materials can be made available upon request in alternative formats, such as Braille, large print, audiotape or computer disk. Requests may be made by calling (408) 945-3000 (voice) or (800) 735-2929 (California Relay Service).

**SAN JOSE/SANTA CLARA
WATER POLLUTION
CONTROL PLANT
(408) 945-3000**

Tributary agencies served by the treatment plant: San José, Santa Clara, Milpitas, Cupertino Sanitary District, West Valley Sanitation District (including Campbell, Los Gatos, Monte Sereno, Saratoga), County Sanitation Districts 2-3, Sunol & Burbank Sanitary Districts.

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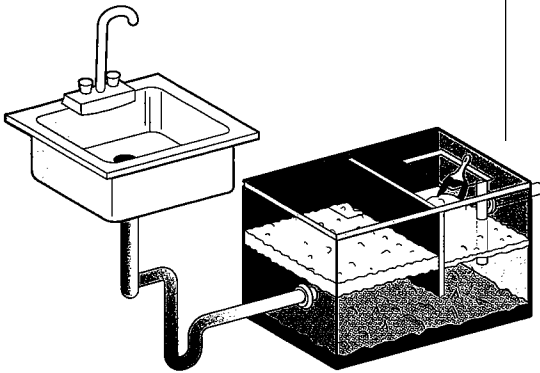


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Grease Trap Maintenance

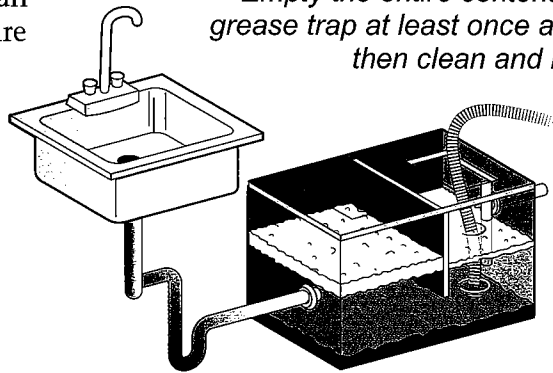
Tips on cleaning your grease trap

- Prior to cleaning a grease trap, let ice melt into the sink connected to the device. This will cause the grease to congeal, making grease removal easier.
- Remove grease periodically (weekly or more often is suggested), using a plastic scoop. Remove only the grease, and leave the water behind.



Scoop out grease at least weekly.

- At a minimum, clean and empty the entire contents of the grease trap once a month. Remove the grease, water, and any accumulated sludge on the bottom of the trap. Remove the cleanout at the end of the grease trap and perform a visual inspection to check for any grease deposits/build up inside the pipe. Clean any greasy deposits from the piping so you can tell when new grease deposits form & flush with hot soapy water before closing the clean out.
- Make sure the flow directing baffles inside your grease trap are properly replaced after each cleaning.



Empty the entire contents of the grease trap at least once a month, then clean and inspect.

Tips on cleaning frequency

- It is important to clean your grease trap regularly to prevent fats, oil and grease in water discharged to the sewer from:
 - Exceeding the discharge limit of 150 parts per million.
 - Causing visible floating grease or grease deposits in the piping downstream from the grease trap.
 - Causing sewer blockages or overflow into your establishment, or to the environment.

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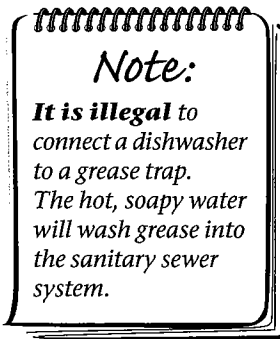
- The **minimum cleaning frequency** required for grease traps in food service facilities is **monthly**. However, more frequent cleaning intervals may be necessary to prevent your grease trap from operating poorly or improperly.
- If you can see floating grease or grease deposits in a cleanout 'downstream' of the trap, you need to increase the service frequency.



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Tips on routine maintenance

- Use Allen screws for securing the lid instead of the conventional Phillips or slot screws, which may strip.
- Keep an extra gasket for your grease trap's lid on site to prevent leaks and odors in the event of a gasket failure.
- Develop and keep a grease trap cleaning procedure and maintenance log sheet posted near the grease trap to encourage employees to follow procedures, and to promote proper documentation after each cleaning.



Note:
It is illegal to connect a dishwasher to a grease trap. The hot, soapy water will wash grease into the sanitary sewer system.

- **To ensure proper maintenance, we recommend use of a professional service.** Facilities experiencing high employee turnover or other factors making regular trap maintenance difficult should consider using a professional service.



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Keep cleaning documentation for a period of not less than three years. See "Maintenance Documentation Requirements" sheet for more information.



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Maintenance Documentation

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All food service facility owners or operators are required to document their grease management efforts, including the cleaning and repair frequency for grease removal devices, and grease disposal methods. Maintenance records should be kept on-site in an easily accessible location and must be made available for inspection and copying upon request by local officials. You are required to keep maintenance documentation for a period of not less than three years.

Your maintenance documentation should include the following records:

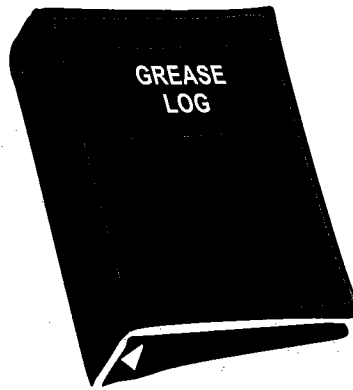
GREASE REMOVAL DEVICES

- Size/type, make/model and location of your grease removal device (e.g., a 100 lb. ABC® grease trap under the pot sink, or a 2000 gallon XYZ® grease interceptor by the back door.)
- Cleaning instructions for your grease removal device
- Copies of cleaning/service contracts with professional cleaning services, if applicable
- Invoices for cleaning/service visits

- A log documenting the cleaning frequency and/or service visits for your grease removal device. It is important to include the following information for each occurrence:
 - Date equipment was cleaned/serviced (provide explanation for service visit if other than routine maintenance/cleaning)
 - Name of person and company performing the cleaning service
 - Description of method by which the equipment was cleaned
 - Volume of wastewater pumped or removed
 - Description of how and where the wastewater and grease solids were disposed of

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Keep cleaning and maintenance records in a binder for easy access.



Whether you contract with a professional cleaning service, or perform the cleaning/maintenance in-house, you are responsible for keeping and maintaining records of the above information.

VENTILATION HOODS, FILTERS & DUCTS

- Records of ventilation hood, filter, and duct cleaning, and how greasy wastewater from the cleanings are disposed of (See "Ventilation Hood" sheet for more information).

GARBAGE DUMPSTERS AND OUTDOOR PAVEMENT AREAS

- Whether you or your landlord are responsible for cleaning and maintaining the pavement and garbage dumpster area, you must keep records of:
 - The name of the person and company performing the cleaning service
 - The cleaning methods used
 - How the cleaning water was disposed of
 - Steps taken to protect nearby storm drains



Procedures for outdoor cleaning should be kept in writing, in a folder or binder.

Other tips to remember

- Outdoor areas around tallow bins, trash dumpsters or compactors, or grease waste storage must be kept clean of grease, oil or food waste at all times.
- Never store grease outdoors in a way that will cause a discharge if it rains; keep grease in a sealed container resistant to rain, jostling or vandalism.



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