



KEEP **GREASE** OUT OF THE SYSTEM

# 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.**



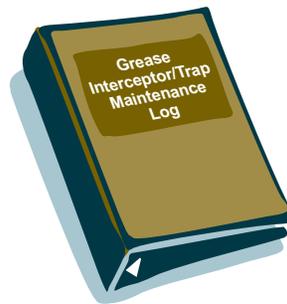
*Failure to maintain records on site for a minimum of three years is a violation of the local sewer ordinance and may result in fines.*

### **Device: Grease Interceptor** **Cleaning Method: Professional** **Pumping Company Only**

Establish and maintain a log to track maintenance and hold receipts from your professional pumping company. If you have more than one grease interceptor, establish and maintain a separate log for each one.

#### **Receipts must include the following information:**

- Pumping company name, address, and phone number.
- Truck license 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 grease volume captured in gallons.
- Pumping frequency.
- Details on any structural, maintenance, or repair issues.
- Grease disposal location.



### **Device: Grease Trap** **Cleaning Method: Professional** **Pumping Company or Self-Cleaning**

Establish and maintain a log to track maintenance and hold receipts from your professional pumping company if you use one. 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.
- Volume of grease and solid food waste observed or removed. Record both partial cleanings such as skimming floating grease from the trap and full cleanings such as emptying the grease trap.
- 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.



*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

Business: Acme Cafe Grease Control Device Size: 100 lbs Location of Grease Control Device: Underneath 3-pot sink

Date of Cleaning	Name	Waste Volume Observed/Removed	Maintenance Done	Disposal Method	Notes
07-07-11	John Smith	3- 4 gallons + sediment removed	Trap emptied, cleaned	Solids dried, double-bagged, put in dumpster. Water put back in trap	Patched hole in baffle wall
July 13, 2011	Mario C.	Thin film	Opened, inspected	None	No service needed
7/23/2011	Gia W.	1" layer, 1½ gallon removed	Scooped top grease out	Dried, put in trash bag	Replaced gasket



**For more information:**

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**If you have any questions, please call (408) 945-3000 to speak with an Environmental Inspector.**

**This and other outreach materials, are available at [www.sanjoseca.gov/esd/water-pollution-prevention/fog-bmps.asp](http://www.sanjoseca.gov/esd/water-pollution-prevention/fog-bmps.asp)**



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