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Forward

Studies in Orange County have concluded that FOG is one of the primary causes of sanitary sewer blockages. Based on information collected by the Santa Ana RWQCB, sanitary sewer system overflows from sewer collection systems have caused numerous beach closures within Orange County. The most prevalent cause of the SSOs is FOG accumulation in the small to medium sewer lines serving FSE’s.

The purpose of the FOG Discharge Manual is to facilitate the maximum beneficial public use of the City’s sewer collection system while preventing blockages from FOG discharges. Additionally, the Manual specifies appropriate FOG discharge requirements for FSE’s discharging into the City’s sewer system to protect public health and safety. The FOG Discharge Manual is given in the form of a binder in order to keep all records and logs in one place for the convenience of the establishment operator and the City’s contract inspector. The logs (Forms 219-3 to 219-6) must be kept up-to-date and will be verified by the contract inspector. Extra copies of the Forms 219-3 to 219-6 are provided on the City website: www.cypressca.org

This manual shall also establish quantity and quality standards on all wastewater and/or waste discharges containing FOG, which may alone or collectively cause or contribute to FOG accumulation in the sewer facilities causing or contributing to the occurrence of SSOs.

FAQs

What is FOG? Where does it come from?

- “FOG” refers to fats, oils, and grease.
- Commonly found in meats, sauces, gravy, dressings, deep-fried foods, baked goods, cheeses, and butter. FOG waste is generated by processing or serving food.

What's the problem with FOG?

Grease sticks to the insides of sewer pipes (both on your property and in the streets) and over time, the grease can build up and block the entire pipe.

When sewer pipelines become blocked with grease, sewage flows out of manholes into the storm drains, eventually making its way into the ocean. Sewer overflows pose a threat to public health, adversely affect aquatic life, and are expensive to clean up.

Why do food facilities need to know about FOG?

In February 2002, the Santa Ana Regional Water Quality Control Board adopted Order R8-2002-0014, which prohibits sewer overflows and requires Orange County cities to monitor and control these overflows. Cities are also required to develop and implement a FOG Control Program. The program requires restaurants and food preparation facilities to follow but not be limited to:

- Implementing kitchen BMP’s
- Installing a grease interceptor
- Developing a grease control plan
- Producing waste-hauling records
- Sharing the costs incurred by the City to clean-out blockages in the sewer line

How is FOG monitored? How is it enforced?

The City of Cypress maintains a sewer collection system map and uses video surveillance cameras to identify blockages caused by FOG. The City of Cypress can use this information to identify the sources that contribute to sewer blockages and can initiate enforcement actions against businesses. Those responsible may be liable for:

- Physical/monetary damages
- Costs incurred by City to respond to the blockage
- Fines and penalties

How to report Sewage Spills?

Contact the City at (714) 229-6760 or (714) 229-6740 to report. Contact the Police Department after hours to report spills. Do not just leave a message.
Kitchen Best Management Practices

BMPs are practices, procedures, and maintenance activities performed by FSE’s to reduce the FOG in wastewater discharge. BMPs are described in greater detail in the section titled “Kitchen Best Management Practices” located on page 6 of this manual. The legal authority for requiring conformance to BMPs is contained in City Code § 13-85.

Record Keeping and Reporting Requirement

The Appendix (Forms 219-3 to 219-6) of this manual contains record-keeping logs that FSE’s shall use to document servicing and maintenance of grease control devices, removal of grease, and employee training. FSE’s will be required to keep updated logs. If there are multiple establishments discharging to an obstructed pipeline, it will be assumed that those establishments not following BMPs contributed to the sanitary sewer overflow.

The legal authority for requiring FSE’s to complete and submit a report is contained in City Code § 13-101.

FOG Wastewater Discharge Permit

Any FSE proposing to discharge wastewater containing FOG into the City’s sewer system is required to obtain a FOG Wastewater Discharge Permit from the City when applying for or renewing its annual business license.

If you have not turned in a FOG Wastewater Discharge Permit, please fill out Form 219-1 in the Appendix and return it to Public Works at City Hall.

The City can refuse to issue a certificate of occupancy for any new construction or business unless a FSE has complied with the ordinance (§ 13-91).

Grease Interceptors

There are Uniform Plumbing Code requirements, standards, and specifications for FSE’s to install grease interceptors and grease traps to reduce FOG in the wastewater discharges.

The legal authority to require the installation of a grease interceptor by FSE’s is contained in City Code § 13-86.

Compliance Schedule Agreement (CSA)

Criteria to require FSE’s to enter into a CSA may include, but are not necessarily limited to:

- Conditions in the wastewater collection line serving the FSE’s
- Degree of conformance to BMPs by the FSE
- Compliance history of the FSE at that location or other locations

A CSA would, but not be limited to, include:

- BMPs used by the establishment
- Description of the FSE operation
- Description of the location and size of any grease interceptors and grease traps present
- Description of how the grease interceptor or grease trap will be maintained (cleaned), including frequency of cleaning
- Description of how the FSE will comply with reporting requirements

The legal authority for requiring FSE’s to enter into a CSA is contained in City Code § 13-107.
Section II: Kitchen Best Management Practices

The following BMPs are provided to assist FSE’s with developing procedures to reduce the amount of FOG in their wastewater, thereby reducing maintenance needs and costs of grease control devices. These efforts also minimize the likelihood of causing a blockage that may result in a ‘backup into their or their neighbors’ facilities, a release to the environment, and/or an enforcement action.

1. Employee Training and Awareness
   - Instruct employees not to pour FOG down the drain and not to dispose of food scraps in sinks
   - Post “No Grease” signs (in commonly spoke language) above sinks and on the front of dishwashers.
   - Conduct BMP DVD training sessions twice a year.

2. Garbage Disposals and Drain Screening
   - To reduce FOG discharge by up to 50%, disconnect and remove garbage disposals and scrape food into the trash.
   - Retain or install a fine meshed screen in the drain of each sink. Clean frequently and place collected material in garbage.

All FSE’s are required to remove all food grinders upon: (i) major operational changes take place; or (ii) within 180 days of the effective date of the ordinance City Code § 13-84.

4. Spill Prevention and Clean-up
   - Avoid spills: Empty containers before they are full and use a cover when transporting materials that can be spilled.
   - Dry spills should be swept or vacuumed.
   - For FOG spills: Block off drains near the spill. Cover spill with absorbent material (sand, saw dust, salt, paper towels, etc.). Dispose of material in trash.

5. Building Drains Maintenance
   Have building drains and service lines professionally cleaned at least once per year.

6. Recycling
   Collect and recycle the oils and fats through one of the area’s licensed grease waste haulers.

7. Dry Clean up
   - Use rubber scrapers to scrape food particles and FOG from cookware and dishes into the garbage.
   - Use food grade paper to soak up oils and grease under fryer baskets.

8. Dishwashing and Equipment Cleaning
   - Use disposable paper products, rather than dishware, to minimize/eliminate dishwashing.
   - Pre-wash with hot water and no soap.
   - Before washing, empty contents into a waste grease container then wipe with paper towels.

9. Grease Control Devices
   Inspect Grease Control Devices (GCD) every month and conduct regular full cleanings, more often if less than 75% of the trap capacity remains.

   During every inspection and cleaning, check the integrity of GCD internal baffles and inlet piping flow restrictors.

   **FSE must maintain a record that documents cleaning activities for Grease Control Devices.** Form (219-6) is in the Appendix of this manual, titled “Grease Interceptor/Trap Log”.
Section IV: Grease Interceptors

Description and Applicability

The installation and maintenance of a grease interceptor is an important measure to ensure that a FSE does not contribute to/ create problems within the wastewater collection system.

- **Grease traps** are small indoor devices.

- **Grease interceptors** are an outside, underground multi-compartment tank that reduces the amount of pollution (FOG) in wastewater, before discharge into the wastewater collection system. Grease interceptors are two-compartment units that apply a physical separation process to detain wastewater and allow FOG and water to separate.
  - Separated FOG rises to the top
  - Water flows to the wastewater system from below
  - Solid materials settle on the bottom.
  - The floating grease layer is prevented from flowing to the wastewater system by a “Tee” or baffle that is installed on the effluent chamber of the interceptor.

General

If the volume or nature of food service provided by the establishment dictates significant food preparation, operation of a garbage grinder, or an automatic dishwasher, a discharge of FOG waste is highly likely and a grease interceptor is required.

Each new grease control device that is installed to replace or upgrade an existing grease control device will be required to meet all criteria required by the current uniform plumbing code.

For properties with multiple FSE's on a single parcel, each FSE shall be individually and separately responsible for installation and maintenance of the grease interceptor. A single grease interceptor can be used to service multiple FSE’s only upon approval by the Director of Community Development for the City of Cypress (City Code § 13-88).
Grease Interceptors: Operation & Maintenance and Requirements

Operation & Maintenance

Proper operation and maintenance of grease interceptors includes routine inspection, cleaning, pumping, and repair as described in this section. These units are less effective if FOG and solids occupy greater than 25% of the interceptor's total liquid depth.

It is recommended that FSE’s inspect grease interceptors at least once every three months. During each inspection, it is recommended that users document measurement of the grease layer in both compartments by pushing a garden hoe through the grease layer or taking a core sample with a “sludge judge.”

During each inspection, FSE’s should open both manholes and confirm that the “Tees” on pipes are intact. A missing, altered, or damaged outlet “Tee” is an impairment of the ability of the grease interceptor to pretreat the wastewater and could result in violations of City Code § 13-86.

Inspection

Reasonable access to all parts of the FSE shall be made available when inspection and/or sample of the wastewater is required (§ 13-102A and 13-103).

The FSE shall make available, for the purposes of inspection, the following:

- Access to grease control devices
- Manifests, receipts, and invoices of grease device maintenance
- Documents identifying the waste hauler carrier
- Documents identifying the disposal site locations

Cleaning

If the FOG and solids occupy greater than 25 percent of an interceptor’s total liquid depth, the FSE is required to perform a full cleaning of the grease interceptor.

Cleaning must be performed by a waste hauler with an approved license from an authorizing agency.

Both vaults of a grease interceptor shall be completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials into the sewer system, other than at qualified disposal stations.

Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code 13-106.

The FSE is liable for the condition of their pretreatment devices and payment for the cleaning service. The FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the grease interceptor is being fully cleaned and properly maintained.

Please refer to BMP 219-A of the Appendix for the pumping practices required of licensed waste haulers.
Recordkeeping

It is required that FSE’s maintain a written record of every time a grease interceptor is inspected and cleaned. It is a violation of City Code when the FSE fails to maintain and keep up-to-date accurate records of all cleaning, maintenance, and removal of FOG wastes (§ 13-101B).

Inspection records should document:
- Date of inspection
- Name of company and person performing inspection
- Estimated volume of FOG present
- Signature of the manager or designee of the FSE

This record (Form 219-6) is provided in the Appendices section of this manual.

Cleaning records should document:
- Date of maintenance
- Name of company and person performing maintenance
- Estimated volume of FOG removed
- Disposal location
- Establishment manager’s or designee’s signature for verification.

A manifest from the permitted liquid waste hauler is an acceptable record, if it contains all of the above information.

It is required that inspection and cleaning records be maintained on the premises for a period of at least two years and be made readily available to the City of Cypress personnel for review and inspection (§ 13-101B).

Section V: Public Education

BMP Brochures and posters in English and Spanish are provided to every FSE in the City’s service area.

Websites also have more information regarding FOG:

www.cypressca.org

The Cypress Department of Public Work’s Sewer / Wastewater Division is responsible for maintaining the City's sewer collection system. The City’s collection system flows into an Orange County Sanitation District main until it reaches the OCSD system where it is processed for treatment.


The Orange County Sanitation District (OCSD) leads a steering committee that includes all cities and agencies within its service area to develop policies and procedures to comply with the Regional Board order.

https://www.waterboards.ca.gov/santaana/water_issues/programs/stormwater/

This is the direct link to the Regional Board Order that discusses waste discharge requirements and deadlines that sewer agencies and municipalities are required to meet.

www.epa.gov/owm

The United States Environmental Protection Agency’s Office of Wastewater Management (OWM) oversees a range of programs contributing to the well being of the nation’s waters and watersheds.

www.ocwatersheds.com

The Watershed & Coastal Resources Division is one of six units in the Public Facilities & Resources Department. This division is responsible for developing regional management strategies to preserve, protect, and enhance coastal resources and surface waters throughout Orange County.
Section VI: Permits and Enforcement

Description and Applicability

The EPA and City prohibit any user from discharging solid or viscous pollutants, such as FOG wastes, in amounts which will cause obstructions in the wastewater system and interfere with the operation of the wastewater system. The City of Cypress is required by the EPA, the State, and City code, to initiate enforcement actions against users who violate this prohibition.

The City of Cypress will initiate enforcement actions for noncompliance, but it is possible for the EPA or State to initiate their own enforcement actions.

Permit Requirements

All FSE’s are required to obtain a FOG Wastewater Discharge Permit to discharge wastewater into the sewer system and pay a fee as set by the fee schedule.

Grease interceptors shall be required for all new and existing FSE’s during the plan review/building permit process. A variance or a waiver may be granted when certain terms and conditions are met (§ 13-87).

- Grease disposal mitigation fee:
  - FSE’s that operate without a grease control interceptor may be required to pay an annual Grease Disposal Mitigation Fee to equitably cover the costs of increased maintenance and administration of the sewer system.
  - This section shall not be interpreted to allow a new FSE or existing FSE’s undergoing remodeling or change in operations, to operate without an approved grease interceptor.

Blockages and Sewer Spills

Blockages:

Enforcement activities often commence with investigations of blockages and overflows of the wastewater system. Inspections are used to determine contributing factors and seek visual evidence of FOG waste accumulation between the site of the stoppage or overflow and upstream FSE’s.

If significant FOG accumulation is observed in the service line of an upstream FSE, that establishment is identified as causing or contributing to the downstream stoppage or overflow.

Sewer spills and cleanup costs:

Inspection findings are also used to determine cleanup costs. FSE’s determined to have contributed to SSOs or any sewer system interferences may be ordered by the Director to immediately install and maintain a grease interceptor and any other requirements.

Violations and Enforcement Responses

The City of Cypress has a range of enforcement responses that can be applied. Monetary fines are federally required enforcement responses and are usually one of the last enforcement actions the City will use when encountering noncompliance.

Violations include:

- Fails to install an approved grease control device
- False statement, representation, record, report, plan or other document that is filed with the City
- Tampers with or knowingly renders inoperable grease control device
- Fails to clean, properly operate, maintain or remove FOG from a grease control device within the required time for such cleaning/maintenance
- Fails to keep up-to-date and accurate records of all cleaning, maintenance, and FOG removal and to make those records available to any City Code Enforcement representative or designee, any representative of a local sanitation agency, or any Authorized Inspector
- Disposes of, or knowingly allows or directs, FOG to be disposed of in an unlawful manner
- Fails to remove all food grinders in the food facility by the date specified by the Ordinance
- Refuses a City Code Enforcement representative or designee, a local sanitary sewer agency representative, or any Authorized Inspector, reasonable access.
• Introduces additives into a wastewater system for the purposes of emulsifying FOG without the written, specific authorization from the City and sanitary sewer agency.

• Fails to pay the Grease Disposal Mitigation Fee

• Fails to comply with provisions of the FOG Manual, Ordinance, or any permit issued by the City

Procedures the City may take to enforce the FOG Ordinance can include:

• Notices of violation

• Enter into a compliance schedule agreement (CSA)

• Suspension or revocation of waste discharge permit

• Costs to reimburse the City to clean and/or repair the sewer system or sewer facilities

• Suspension or termination of sewer and water service

• Civil penalties and/or criminal penalties

Notices of Violation

Notices of violation may include:

• Verbal notice

• Information compliance review meeting

• Inspections

• Field notices of observed violations

• Notices of violations. An informal conference with the City may be requested and an appeal is available after an informal conference.

During an inspection of a FSE, if a violation is noted, a written notice of violation may be served, which identifies:

• Specific requirements that were violated

• Facts to constitute the violations

• Corrective action(s) to be required

“Within ten (10) days of the receipt date of this notice, a written explanation of or response to the violation and a plan for the satisfactory correction and prevention thereof must be submitted.”

Compliance Schedule Agreement (CSA)

Upon determination by the Director of Community Development that a FSE or owner of a property is in noncompliance with its FOG Wastewater Discharge Permit, any other provision, or needs to acquire and install a grease control device, the Director may require the permittee, owner or operator to enter into a CSA (§ 13-107).

A CSA must include the following information:

• Description of the FSE operation

• Description of the location and size of any grease control device present

• Description of the FOG BMPs used by the FSE

• Description of the procedures to prevent discharges of FOG waste

• Description of waste FOG handling, storage, and disposal procedures

• Description of how the grease control device will be maintained including frequency of cleaning

• Description of how the FSE will comply with quarterly reporting requirements

• Signed certification statement by the FSE’s owner or manager

The City will provide the FSE with written notice of its acceptance of the FOG control plan. Failure to implement any element of an accepted plan is a violation and subject to enforcement.

Administrative Hearing Procedures

Any FSE or permit applicant adversely affected by a decision made by the Director may appeal the decision and file a written request for hearing before the City Manager, if such filing is done within 10 days of the decision and accompanied by an appeal fee.
Section VII: Legal Authority

Allowing sewage to discharge to a gutter or storm drain may subject FSE’s to penalties and/or costs for reimbursing cities or public agencies for clean-up efforts. Below are the pertinent codes, fines, and agency contact information.

City of Cypress Department of Public Works
(714) 229-6740

- Responsible for protecting city property and streets, the local storm drain system, sewage collection system and other public areas.
- City of Cypress Municipal Code, Chapter 13.82:

No FSE shall discharge or cause to be discharged into the sewer system FOG that exceeds a concentration level adopted by a Regulatory Agency or that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral which connects the FSE to the sewer system.

Orange County Stormwater Program

24-Hour Water Pollution Reporting Hotline 1-877-89-SPILL

- County and city water quality ordinances prohibit discharges containing pollutants.
- Responsible for preventing harmful pollutants from being discharged or washed by stormwater runoff into the municipal storm drain system, creeks, bays, and the ocean.

Orange County Health Care Agency

Environmental Health
(714) 834-8787

- Responsible for protecting public health by closing ocean/bay waters and may close food-service businesses if a spill poses a threat to public health.
- California Health and Safety Code, Sections 5410-5416

Regional Water Quality Control Board
Santa Ana Region
(951) 782-4130

- Responsible for protecting State waters.
- Requires the prevention, mitigation, response to and reporting of sewage spills.

Orange County Health Care Agency

Environmental Health
(714) 834-8787

- Responsible for protecting public health by closing ocean/bay waters and may close food-service businesses if a spill poses a threat to public health.
- California Health and Safety Code, Sections 5410-5416
**FATS, OILS, GREASE WASTEWATER DISCHARGE PERMIT APPLICATION**  
(Form 219-1)  
“Think before you put it down the Sink”  
Please check all that apply:  
- [ ] New Owner  
- [ ] New Address  
- [ ] New Business Name  
- [ ] No Changes  
- [ ] Not classified as an FSE  

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**Are you a limited food service establishment?**  
*(A limited food preparation establishment is not considered a FSE when engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.)*  
Yes / No

**Do you have a food grinder or garbage disposal?**  
Yes / No

**Do you have drain screens?**  
Yes / No

**Do you have an exhaust hood?**  
Yes / No

**Do you have an indoor grease trap?**  
Yes / No

**Do you have an outdoor grease interceptor?**  
Yes / No

**Approximate number of employees?**  

| Employees |

Please provide a description of your food service establishment including hours of operation, cuisine, service activities, or clients that may help the Department evaluate your application.

Attach additional sheets if necessary.

**CERTIFICATION:**  
I certify under penalty of law that the above information is true and accurate and complete to the best of my knowledge. I also understand this is not a permit but rather an application for a permit.

<table>
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<th>Print Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
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A
Fats, Oils, Grease Wastewater Discharge Permit Standard Conditions of Approval
(Form 219-2)
“Think before you put it down the Sink”

1. Limits on discharge of FOG and other priority pollutants.
   1.1. Introduction of any additives into any establishment's wastewater system for the purpose of emulsifying FOG is prohibited.
   1.2. Disposal of waste cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
   1.3. Discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.
   1.4. Discharge of wastewater with temperatures in excess of 140°F to any grease control device, including grease traps and grease interceptors, is prohibited.
   1.5. The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited, unless written approval for the Director is obtained.
   1.6. Discharge of wastes from toilets, urinals, wash basins, and other fixtures containing fecal materials to sewer lines intended for grease interceptor service, or vice versa, is prohibited.
   1.7. Discharge into the sewer system of any waste which has FOG as well as solid materials removed from the grease control device is prohibited. Grease removed from grease interceptors shall be wastehauled periodically as part of the operation and maintenance requirements for grease interceptors. Licensed wasthaulers or an approved recycling facility must be used to dispose of FOG, including waste cooking oil.
   1.8. Installation of food grinders are prohibited unless specifically allowed in writing by the Director.

2. Requirements for proper operation and maintenance of grease interceptors and other grease control devices.
   2.1. Grease Interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.
   2.2. All existing and newly installed grease interceptors shall be maintained in a manner consistent with a maintenance frequency approved by the Director pursuant to this section.
   2.3. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.

3. Grease interceptor maintenance frequency and schedule.
3.1. All establishments with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency of the grease interceptors and shall be determined in one of the following methods:

3.1.1. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total liquid depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

3.1.2. All establishments with a grease interceptor shall maintain their grease interceptor not less than every 6 months. Grease interceptors shall be fully pumped out and cleaned quarterly when the frequency described in paragraph (1) of this section has not been established. The maintenance frequency shall be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in paragraph (1). The City may change the maintenance frequency at any time to reflect changes in actual operating conditions. Based on the actual generation of FOG from an establishment, including food service establishments that generate FOG, the maintenance frequency may increase or decrease.

3.1.3. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1), any establishment, including food service establishments generating FOG, shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the Director may also increase the maintenance frequency of the grease interceptor from the current frequency.

4. Requirements for implementation of Best Management Practices and installation of adequate grease interceptor and/or grease control device.

4.1. All establishments shall implement Best Management Practices in accordance with the requirements and guidelines established by the City in an effort to minimize the discharge of FOG to the sewer system.

4.1.1. All establishments shall be required, at a minimum, to comply with the following Best Management Practices:

4.1.2. Installation of drain screens. Drain screens shall be installed on all drainage pipes in food preparation and kitchen areas.

4.1.3. Segregation and collection of waste cooking oil.

4.1.4. Disposal of food waste. All food waste shall be disposed of directly into the trash or garbage, and not in sinks or toilets.

4.1.5. Employee training. Employees of the food service establishment shall be trained within 180 days of the effective date of this Chapter, and twice each calendar year thereafter, on the following subjects:

4.1.5.1. How to “dry wipe” pots, pans, dishware and work areas before washing to remove grease.
4.1.5.2. How to properly dispose of food waste and solids prior to disposal in trash bins or containers to prevent leaking and odors.

4.1.5.3. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.

4.1.5.4. How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

4.1.6. Maintenance of kitchen exhaust filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the exhaust filter shall be disposed properly.

4.1.7. Kitchen signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

5. Requirements for maintaining and reporting status of Best Management Practices.

5.1. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the Director and/or his designee.

6. Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests.

6.1. The Establishment shall be required to keep all manifests, receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than two years. The Establishment shall, upon request, make the manifests, receipts and invoices available to the Director or his designee. These records may include:

6.1.1. A logbook of grease control device cleaning and maintenance practices.

6.1.2. A record of Best Management Practices being implemented including employee training.

6.1.3. Copies of records and manifests of wastehauling interceptor contents and/or waste cooking oil disposal.

6.1.4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptors.

6.1.5. Any other information deemed appropriate by the Director to ensure compliance with this Chapter.

7. Requirements to self-monitor.

7.1. The City may require establishments to construct and maintain in proper operating condition at the establishment's sole expense, flow monitoring, constituent monitoring and/or sampling facilities.
7.2. The location of the monitoring or metering facilities shall be subject to approval by the Director.

7.3. Establishments may also be required by the Director to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of the grease control device or grease interceptor and compliance with this Chapter.

7.4. Establishments shall not increase the use of water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance with this Chapter.

8. Requirements for the FSE to construct, operate and maintain, at its own expense, FOG control device and sampling facilities.

9. Consent by the operator of the FSE for the City and other Regulatory Agencies to inspect the FSE to confirm compliance with this Chapter, the Sewer WDRs and other applicable laws, rules and regulations, including any NPDES permit applicable to the City.

10. Additional requirements as otherwise determined to be reasonably appropriate by the Director to protect the City's system or as specified by other Regulatory Agencies.

11. Other terms and conditions, which may be reasonably applicable to ensure compliance with this Chapter as determined by the Director.

11.1. __________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

11.2. __________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

11.3. See Attached Sheet __________________________
**FOOD SERVICE ESTABLISHMENT TRAINING LOG**
(Form 219-3)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

**INSTRUCTIONS:** To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record training sessions and attendance. **All employees must attend a grease control training session twice each year.** Training must include distribution of "Best Management Practices" brochure and viewing of the Grease Control Program video.

Business Name:

Address:

Employees: Your signature on this form acknowledges that you have received the "Best Management Practices" brochure and that you have viewed the Grease Control Program video.

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee Name</th>
<th>Signature</th>
<th>DVD</th>
<th>Brochure</th>
<th>MGR Initial</th>
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City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.
EXHAUST HOOD MAINTENANCE LOG
(Form 219-4)
KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record cleaning and maintenance of exhaust hoods and ducts, by contracted cleaning services or by regularly scheduled in-house maintenance.

Business Name:

Address:

MANAGER: Your signature on this form acknowledges that the service establishment has performed proper maintenance on its exhaust hoods.

<table>
<thead>
<tr>
<th>Date</th>
<th>Serviced by</th>
<th>Manager</th>
<th>Comments</th>
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City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.
**GREASE BARREL COLLECTION LOG**
*(Form 219-5)*

**KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.**

**“Think before you put it down the Sink”**

**INSTRUCTIONS:** To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. The company collecting the waste grease should sign this form if possible. If this form is not available when pick-ups are made, the collecting company should leave a signed receipt with the collection information. Record that information on this log.

<table>
<thead>
<tr>
<th>Date</th>
<th>Serviced by</th>
<th>Volume</th>
<th>MGR</th>
<th>Comments</th>
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</table>

**MANAGER:** Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner and accounts accurately for the volume of grease disposed.

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.
“Think before you put it down the Sink”

**INSTRUCTIONS:** To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. Use this form to record and keep receipts for pumping, inspection and maintenance of your grease interceptor.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Street Address</th>
</tr>
</thead>
</table>

| Location of Grease Interceptor/Trap: |

**MANAGER:** Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner, accounts accurately for the volume of grease disposed and that the interceptor has been maintained properly.

If the grease and solids occupy greater than 25 percent of an interceptor’s capacity, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City’s sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code. Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

<table>
<thead>
<tr>
<th>Date</th>
<th>Serviced by</th>
<th>Volume</th>
<th>MGR</th>
<th>Comments (How was waste disposed? (For example: Recycled, put in trash and etc.)</th>
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</table>

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.
**GREASE CONTROL DEVICE & BEST MANAGEMENT PRACTICES INSPECTION REPORT** *(Form 219-8)*

“Think before you put it down the Sink”

<table>
<thead>
<tr>
<th>Name of Facility:</th>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>Name/Title of Facility Contact:</th>
<th>Phone #:</th>
<th></th>
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<tbody>
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</table>

### Facility / BMP Inspection:

1. **Removal of Food Grinder**  
   Installation/usage prohibited per city ordinance

2. **Grease Collection Maintenance Log**  
   Must be kept current and accessible at all times

3. **Exhaust Hood Maintenance Log**  
   Must be kept current and accessible at all times

4. **Employee Training Log**  
   Must be kept current and accessible at all times

5. **Drain Screens Installed/Maintained**  
   Must be present and in good working condition

6. **Food Waste Practices**  
   Food Waste to be placed in plastic bags or trash, not in sink(s)

7. **Dry Wiping Practices**  
   Pots, Pans, Plates to be Dry Wiped of food debris before washing

8. **Emergency Spill Response Materials**  
   Grease Absorbent Materials present/accessible in event of spill

9. **BMP Poster(s) in approved areas**  
   BMP Poster visible in all food preparation and dishwashing areas

### Remarks:

(   ) **Facility is in COMPLIANCE.** No corrective action is required at this time (note any remarks) - BMP

(   ) **NOTICE OF NON-COMPLIANCE – BMP**

<table>
<thead>
<tr>
<th>Facility is not in compliance for the items checked below.</th>
<th>Required corrective action includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Food Grinder installed or in usage. Remove Food Grinder(s)</td>
<td>□ Remove Food Grinder(s)</td>
</tr>
<tr>
<td>□ Grease Collection Maintenance Log missing/not current.</td>
<td>□ Make available/accessible/updated Maintenance or Training Log(s)</td>
</tr>
<tr>
<td>□ Exhaust Hood Maintenance Log missing/not current.</td>
<td>□ Install/repair/clean drain screen(s)</td>
</tr>
<tr>
<td>□ Employee Training Log missing/not current.</td>
<td>□ Instruct/train employee(s) to observe all listed BMP’s</td>
</tr>
<tr>
<td>□ Drain Screens missing/damaged/clogged.</td>
<td>□ Make available/accessible Grease Absorbent Material(s) for use in event of spill</td>
</tr>
<tr>
<td>□ Food Waste in sink(s) and not in enclosed plastic bag or garbage.</td>
<td>□ Post/repair/replace BMP Poster(s) in all food preparation and dishwashing areas</td>
</tr>
<tr>
<td>□ Employee(s) observed not practicing Dry Wiping.</td>
<td>□ Other __________________________</td>
</tr>
<tr>
<td>□ Missing/inadequate/ inaccessible Grease Absorbing Material(s)</td>
<td></td>
</tr>
<tr>
<td>□ BMP Poster(s) missing/obscured/damaged etc.</td>
<td></td>
</tr>
<tr>
<td>□ Other_________________________________________</td>
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</tbody>
</table>

### Grease Control Device (GCD):

### Remarks:

(   ) **Facility is in COMPLIANCE.** No corrective action is required at this time (note any remarks) - GCD

(   ) **NOTICE OF NON-COMPLIANCE – Grease Control Device**

<table>
<thead>
<tr>
<th>Facility is in noncompliance of the items checked below.</th>
<th>Required corrective action includes:</th>
</tr>
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<tbody>
<tr>
<td>□ Interceptor inaccessible for inspection.</td>
<td>□ Promptly remove any obstruction that does not allow safe and easy access to the interceptor.</td>
</tr>
<tr>
<td>□ Interceptor capacity has been exceeded.</td>
<td>□ Repair or replace baffles.</td>
</tr>
<tr>
<td>□ Excessive oil and grease in the sample box.</td>
<td>□ Pump out interceptor completely.</td>
</tr>
<tr>
<td>□ Discharge (effluent) line restricted</td>
<td></td>
</tr>
<tr>
<td>□ Baffle tubes plugged, submerged, damaged or missing.</td>
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</tbody>
</table>

The items checked above must be corrected within______ days from date of this notice.

Acknowledgement of receipt by Facility Contact

___________ Date _________

Print Name: __________________________

Inspector

______________________________ Date _______

Print Name: __________________________

City of Cypress – 5275 Orange Avenue, Cypress, CA 90630  (714) 229-6740
PROPER PUMP OUT PROCEDURE
FOR GREASE INTERCEPTOR
(BMP 219-A)
“Think before you put it down the Sink”

If the grease and solids occupy greater than 25 percent of an interceptor's total liquid depth, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City’s sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code.

Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Skim the entire grease cap and debris from the top of the interceptor. The interceptor may need to be agitated slightly to loosen the grease cap</th>
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<tbody>
<tr>
<td>Step 2:</td>
<td>Place vacuum tube all the way into the interceptor to suck remaining solids from the bottom.</td>
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<tr>
<td>Step 3:</td>
<td>Vacuum water out of the interceptor.</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Scrape and clean the sides and bottom of the trap. This may be done by “back flowing” the water from the pump truck or by using a hot water source to pressure wash the interceptor. Make sure the walls and baffles of the trap are completely clean.</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Vacuum remaining water out of the trap.</td>
</tr>
<tr>
<td>Step 6:</td>
<td>Check that the sanitary “T’s” on the inlet and outlet sides of the interceptor are not clogged or loose.</td>
</tr>
<tr>
<td>Step 7:</td>
<td>Make sure that the baffle is secure and in place.</td>
</tr>
<tr>
<td>Step 8:</td>
<td>Inspect the interceptor for any cracks or defects.</td>
</tr>
<tr>
<td>Step 9:</td>
<td>Check that lids are securely and properly seated after completion of pumping.</td>
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HAVE A SPILL KIT SO YOU ARE PREPARED

At minimum, Spill Kits should include (as shown above):

- Bucket
- Absorbent
- Rags
- Broom
What is FOG?
FOG stands for fats, oils, and grease. FOG is composed of animal and vegetable fats and oils that are used to cook and prepare food. FOG should be recycled for use in other products, properly disposed of or land applied.

Why is FOG a problem?
A wastewater system is similar to the human body. Wastewater flows through pipes (arteries), is pumped at pump stations (heart), and is cleaned by the wastewater plant (kidneys).

FOG clogs the pipes in the sewer system just like cholesterol clogs arteries. This makes the pumps work harder and can cause them to fail, just like having a heart attack.

FOG can cause backups in your sewer lines that can send sewage into your home or restaurant. This creates the risk of disease and illness in addition to potential closure and fines.
Train Your People

Train and educate your kitchen staff and other employees about how they can help follow best management practices (BMPs) once implemented.

BMPs are most effective when all employees are trained properly and are more likely to be implemented when staff understand why they are needed.
Post ‘No Grease’ Signs
In Visible Locations

Signs should be easily viewable by staff, especially those working in a kitchen or food preparation area.

![No Grease Sign]

Signs serve as a constant reminder for staff working with FOG.

Post signs in restrooms, over sinks, near all floor drains, dishwashers and anywhere else where water may enter a drain to the sewer.
Use the Most Appropriate Water Temperature

Use a water temperature of less than 140º F in all sinks, especially the pre-rinse sink before using a mechanical dishwasher.

Temperatures in excess of 140º F will dissolve grease, but it can solidify in the sewer system as the water cools.

Water from mechanical dishwashers should not be discharged through a grease trap or interceptor.
Use the 3-Sink System

This system will save energy and costs by reducing the need for grease device maintenance:

Sink 1: Use to wash
Sink 2: Use to rinse
Sink 3: Use to sanitize

Remember, all sinks should be using water temperatures less than 140º F.
Install Drain Screens

Drain screens act as physical barriers, preventing food waste from entering the drain. This will help reduce cleaning costs and prolong the life of grease control devices.

All kitchen sinks should have drain screens installed.
Dry Wipe All Pots, Pans, and Plates

Use a paper towel or scraper to dry wipe pots, pans, dishware, and food preparation surfaces **before** washing.

Wiping the FOG and food items that remain in pots, pans, and dishware before washing will keep FOG out of grease traps and interceptors.

This will result in less frequent cleaning of grease control devices and lower maintenance costs.
Properly Dispose of Food Waste

Food waste should never be poured down a drain or into a toilet.

Recycle food waste whenever possible and dispose of food waste that cannot be recycled.

Recycling food waste is the best option for a food service establishment because it reduces solid waste disposal costs as well as the costs and maintenance related to grease traps and interceptors.
Recycle Waste Cooking Oil

There are many companies that specialize in taking waste cooking oil from fryers and other types of equipment and using it to make animal feed or fuels, such as biodiesel.

Recycling cooking oil reduces the amount of waste that has to be disposed of as solid waste in addition to helping prolong the life of grease control devices.

Recycling also helps to keep FOG out of the sewer system.
Ensure Proper Cleaning of Your Grease Interceptor

You are ultimately responsible for the FOG control at your place of business. Witnessing the cleaning of your grease trap or interceptor will ensure the complete removal of all grease and solids.

- Make sure you are using a licensed grease hauler
- Request copies of all receipts from the cleaning company.
- Be sure that your grease hauler is doing a complete pump-out of the unit and checking for repairs during every service.*

*It is important to scrape and clean the walls and baffles during pump-out to maximize the removal of FOG from the interceptor. The materials removed should be thoroughly vacuumed to prevent biological breakdown and the unwanted release of gas.
Clean Under Sink Grease Traps At Least Weekly

Under sink traps have less volume than grease interceptors and need to be cleaned more frequently. Weekly cleaning by staff will reduce the cost of cleaning any grease interceptors.

- Make sure to empty trap completely and wipe down all surfaces.
- Water may run through the trap again once finished.
- Dispose of recovered grease in closed containers. (Okay to go in dumpster if in closed container)
- **Do not** pour grease down drains or into toilets.

**Please Note:** New food service establishments are not permitted to install grease traps unless given specific authorization.
Clean Grease Interceptors At A Regular Frequency

It is the responsibility of each food service establishment to set and maintain an appropriate cleaning interval for their grease interceptor.

Grease interceptors require cleaning once FOG and solids have reached **25% of the total liquid depth**.

Your establishment’s ideal cleaning frequency will depend on the size of your grease interceptor and the level of kitchen activity.

If you would like help determining your ideal cleaning frequency, please contact the City’s Water Quality Manager at (714) 229-6752.
Keep All Service Records and Maintenance Logs Current

The logs serve as a record of the frequency and volume of cleaning of your grease interceptor(s).

This helps the City inspector ensure that your establishment is compliant with the FOG permit.

The logs can also help optimize cleaning frequencies and reduce costs.
Clean Exhaust Hoods on a Routine Basis

If FOG escapes through the kitchen exhaust system, it can accumulate on the roof of your restaurant. This creates a fire hazard and can also result in FOG runoff entering the storm drain during rain events.
Cover Grease Containers Stored Outdoors

Uncovered FOG containers can collect rainwater. This can lead to FOG overflowing onto the ground and entering the storm drain system.

To avoid this risk, keep all grease containers covered and use secondary containment for storage containers.

Any discharge to the storm drain system can adversely affect local receiving waters and may also result in legal penalties.
Locate Dumpsters and FOG Containers Away From Storm Drains

The release of FOG into storm drains can degrade water quality in receiving streams and local waterbodies. Discharging FOG into storm drains can also result in fines and other legal actions.

The farther away FOG is stored from a storm drain, the more time someone has to clean up any spills.

BE AWARE of FOG dripping out of containers or dumpsters and clean immediately.
Use Absorbent Pads for All Spills

Absorbent pads can help to clean up grease and oil that have spilled on the ground near outdoor equipment, containers or dumpsters. The pads can prevent a spill from entering the storm drain system when it rains.

Spill kits should be properly equipped and available for staff.

Do NOT use “kitty litter” or saw dust. Make sure to properly dispose of absorbent materials in the trash once the spill has been cleaned.
Do

- Scrape excess grease into a sealed container and dispose of it in the trash (or containers specifically designated for grease).
- Place food scraps in waste containers or garbage bags for disposal with solid wastes, or start a compost pile.
- Promote the practice of scraping dishware prior to washing.
- Place a wastebasket in the bathroom to dispose of wastes.
- Regularly check the FOG levels within grease control devices and maintain updated logs.
- Promote the use of the 3 “R’s”: Reduce, Reuse and Recycle.
Do Not

- Discharge fats, oils, or grease in concentrations that can cause an obstruction to the sewer flow.
- Place FOG in any sinks or toilets.
- Discharge butchering wastes (animal tissues, bones, hides, hair, entrails, etc.) of any kind within the sewer system.
- Discharge wastewater with temperatures in excess of 140º to any grease control device.
- Discharge waste from a food waste disposal unit to any grease traps.
- Discharge caustics, acids, solvents, soaps, enzymes or other emulsifying agents into sinks that feed grease traps and/or interceptors.
- Discharge fats, wax, grease or oils containing substances that will become viscous between 32º F (0º C) and 150º F (65º C).
- Utilize biological agents, chemicals, or enzymes for grease remediation without permission from the sanitary agency receiving the waste.
- Clean equipment outdoors in an area where water can flow to the gutter, storm drain or street.
- Use the toilet as a wastebasket
Supplemental
Materials
REQUIREMENTS:
1. Size and location of interceptor to be approved prior to installation. Min. tank size shall be 750 gal.
2. Interceptor to have:
   a. Sample box
   b. Sanitary tee inside sample box, discharge side
   c. Vent
d. Cleanout prior to lateral connection
e. Manhole at each internal baffle tube - no more than 10' between manholes
3. Inspection of interceptor:
   a. All connections to interceptor to be inspected by city prior to backfill.
   b. Interceptor to be filled with water prior to inspection, per manufacturer's instructions or request.
4. All manholes and sample boxes to be installed a minimum of 1/2" above finish. Grade/pavement with concrete collar a minimum of 18" around all manhole lids and 12" deep.
5. Concrete collar, sample box fitting, and all exterior piping supplied by installer.

**PLAN VIEW**

**SAMPLE BOX**

**SAMPLE BOX**

**CONCRETE COLLAR DETAIL**

**PLAN VIEW**

**SIDE VIEW**

**END VIEW**

**GREASE INTERCEPTOR TANK WITH SAMPLE BOX**

**STANDARD PLAN 299**

**REVISIONS**

**SUPERCEDES REFERENCES**

**NO.**

**DESCRIPTIONS**

STD PLAN 299

**DATED 03-2006**

**NOT TO SCALE**
Clean beaches and healthy creeks, rivers, bays and ocean are important to Orange County. Fats, oils and grease from restaurants and food service facilities can cause sewer line blockages that may result in sewage overflow into your facility and into storm drains. Unlike water in sanitary sewers (from sinks and toilets), water in storm drains is not treated before entering our waterways and should never contain washwater, trash, grease or other materials.

You would never dump oil and trash into the ocean, so don't let it enter the storm drains. Follow these tips to help prevent water pollution.

For more information, please call the Orange County Stormwater Program at 1-877-89-SPILL (1-877-897-7455) or visit www.ocwatersheds.com

Report sewage spills and discharges that are not contained to your site to the Orange County 24-Hour Water Pollution Problem Reporting Hotline at 1-877-89-SPILL (1-877-897-7455)

For emergencies, dial 911.
Best Kitchen Practices

**Food Waste Disposal**
- Scrape food waste off of plates, utensils, pots, food preparation and cooking areas and dispose of it in the trash.
- Never put food waste down the drain. Food scraps often contain grease, which can clog sewer pipes and result in sewage backups and overflows.

**Grease & Oil Disposal**
- Never put oil or grease down the drain. Contain grease and oil by using covered grease storage containers or installing a grease interceptor.
- Never overfill your grease storage container or transport it without a cover.
- Grease control devices must be emptied and cleaned by permitted companies.
- Keep maintenance records on site.

- For a list of oil/grease recycling companies, contact the CIWMB at [www.ciwmb.ca.gov/foodwaste/](http://www.ciwmb.ca.gov/foodwaste/) or contact your local sanitation district.

**Minor Spill Cleanup**
- Always use dry cleanup methods, such as a rag, damp mop or broom.
- Never hose a spill into the street, gutter or storm drain.

**Dumpster Cleanup**
- Pick up all debris around the dumpster.
- Always keep the lid on the dumpster closed.
- Never pour liquids into the dumpster or hose it out.

**Major Spill Cleanup**
- Have spill containment and cleanup kits readily available, and train all employees on how to use them.
- Immediately contain and clean the spill using dry methods.
- If the spill leaves your site, call 1-877-89-SPILL (1-877-897-7455).

**Floor Mat Cleaning**
- Sweep the floor mats regularly, discarding the debris into the trash.
- Hose off the mats in a mop sink, at a floor drain, or in an outdoor area that can contain the water.
- Never hose the mats in an area where the wastewater can flow to the street, gutter or storm drain.

**Washwater Disposal**
- Dispose of washwater in a mop sink or an area with a floor drain.
- Never dispose of washwater in the street, gutter or storm drain.
Las playas, arroyos, ríos, bahías y el océano son parte del Condado de Orange, su limpieza y bienestar son importantes. Mantecas, aceites y grasas de restaurantes y establecimientos de comida pueden causar que se tapen y llenen los conductos de tu establecimiento y también los drenajes. Contrario a las aguas de drenajes sanitarios (lavabos y baños), las aguas de los drenajes pluviales no son tratadas antes de entrar a los desagües y por eso nunca deben contener agua sucia, basura, grasas u otros materiales.

Nunca tirarias aceite y basura en el océano, entonces no permitas que lleguen a los drenajes pluviales. Sigue estas recomendaciones para prevenir la contaminación del agua.

Para obtener mayor información llama al Programa del Condado de Orange para la contención del Agua de Tormentas al 1-877-897-7455 o visita www.ocwatersheds.com

La Línea de Alerta de Contaminación del Agua en el Condado de Orange 1-877-897-7455 esta disponible las 24 horas, para recibir informes de derrames de drenaje y desechos que no sean contenidos en tu establecimiento.

En caso de emergencia llama al 911

Impreso en papel reciclado
¿Qué hacer en la cocina?

Desecho de desperdicios de comida

- Tira los sobrantes que quedan en áreas de preparación, platos, utensilios, y ollas en la basura.
- Nunca pongas los desperdicios en el drenaje, los sobrantes de comida generalmente contienen grasa, la cual puede causar que se tapen y se llenen los drenajes. Los drenajes tapados pueden desbordarse.

Desecho de grasas y aceites

- Nunca vacíes la grasa en el drenaje. Contén grasa y aceite usando un recipiente cubierto o mediante la instalación de un interceptor de grasa.
- No permitas que se saturen los recipientes de grasa ni los muevas sin tapadera.
- Interceptor de grasa deben ser vaciados y limpiados por una compañía autorizada.
- Mantén registros de mantenimiento en tu establecimiento.
- Para reciclar aceite o grasas acude a Junta de Manejo Integrado de Desecho en California (CIWMB) o llama al Departamento de Saneamiento.

Limpieza de derrames menores

- Siempre usa métodos de limpieza en seco como trapos, un trapeador húmedo o escoba.
- Nunca laves un derrame con manguera arrojándolo hacia la calle o las alcantarillas.

Limpieza de tapetes

- Barre los tapetes con regularidad, tirando los desperdicios en la basura.
- Enjuaga los tapetes en un lavabo de utilería, drenaje interno o en alguna área exterior que retenga el agua.
- Nunca enjuagues con manguera los tapetes en una área donde el agua sucia pudiera fluir hacia la calle, alcantarillas o drenajes pluviales.

Limpieza de derrames mayores

- Ten ala mano equipo para contener y limpiar derrames y asegúrate que tus empleados sepan como usarlo.
- Inmediatamente para y limpa el derrame utilizando métodos en seco.
- Si el derrame no puede ser contenido dentro de tu establecimiento llama 1-877-897-7455

Limpieza del depósito de basura

- Recoge todo desperdicio de alrededor del deposito.
- Siempre mantén la tapa del depósito cerrada.
- Nunca vacíes líquidos en el deposito o lo enjuagues con la manguera.

Desecho de agua sucia

- Vacía el agua sucia en un lavabo de utilería o en alguna área donde haya drenaje de piso.
- Nunca vacíes el agua sucia en la calle, alcantarillas o drenajes pluviales.
Tránh Ðể Dấu, Mỡ Làm Tắc Công Rành

Chất béo, dầu và mỡ (FOG) có thể làm tắc hệ thống công рань, do đó khiêm nước công chảy tràn vào trong cố sở của quý vị và vào trong hệ thống thoát nước mưa chảy ra đại dương. Để tránh làm các chất này tích tụ trong hệ thống công рань, nên tránh để các chất này xâm nhập vào trong công рань tại cố sở của quý vị.

Các Phương Pháp Thực Hiện trong Nhà Bếp

- Hửng mỡ và dầu ăn bò di trong các hop dụng đang xách tay có nắp đậy để tái chế.
- Không đổ dầu hoặc mỡ xuống công рань. Tái chế hoặc sử dụng các vật liệu thẩm và vứt rác vào trong thùng rác.
- Lau khô xoong chảo, chén bát và các khu vực làm việc để loại bỏ toàn bộ lượng mỡ có thể nhìn thấy được trước khi rửa. Vứt bò vào trong thùng rác.
- Sử dụng các tâm lưu xã để hùng rác thực ăn và vứt bò đúng cách vào trong thùng rác.
- Huấn luyện nhân viên về cách vứt bò chất mỡ đúng cách và nghiêm yết các biện bảo "KHÔNG DUỐC VUTOR ĐÀU MỜ" ở gian tạp cả các bồn rửa hoặc hệ thống công rành.

Báo Tri LuồiCHAIN và Các Tạm Chắn Đầu Mỡ

- Giảm bớt lượng chất rắn dòng trên các tâm lưu chân hoặc tâm chân đầu mỡ.
- Kiểm tra và lau sạch các tâm lưu chân đầu mỡ thường xuyên để bảo đảm hoạt động bình thường.
- Thue hàng có giấy phép hành nghề tới kiểm tra và bơm hút rác ra khỏi tâm chân đầu mỡ thường xuyên để bảo đảm hoạt động bình thường.
- Lưu giữ hồ sơ về báo trì tại cố sở để thẩm khảo và để cho công quan điều hành xem xét.

Để biết thêm chi tiết, xin gọi Chương Trình Quản Lý Nước Mưa của Quản Cam (Orange County Stormwater Program) tại số 1-877-89-SPILL (1-877-897-7455) hoặc tới trang mạng điện toán www.ocwatersheds.com

Báo cáo các trường hợp chảy tràn nước công ở ngoài cố sở của quý vị cho Dự Án Đầy Kản Vê Bảo Cáo Ở Nhiệm Quong Nước 24 Giờ Trong Ngày của Quản Cam (Orange County 24-Hour Water Pollution Reporting Hotline) tại số 1-877-89-SPILL (1-877-897-7455).

Đối với các trường hợp khá cấp, xin gọi số 911.
Lau Đơn Những Noi Đổ Ra Ngoài Và Dùng Cũ

- Không bao giờ dùng với nước xối các chất bị đổ ra ngoài vào trong mạng xối, dùng phó hoặc hệ thống thoát nước mưa!

- Trước khi lau chửi một chỗ đổ nước ngoài trong phòng bếp, hãy dùng giẻ, cắt tron phần thứ vạt hoặc các vật liệu thân mà để thảm.

- Hớt ngày những chỗ đổ ra ngoài không có nước và vứt bỏ vật liệu vào trong thùng rác.

Lau Chửi Khu Vục Để Thông Dung Rác Có Đâu Mỡ/Thùng Rác Có Lớn

- Giữ cho khu vực xung quanh thùng rác lớn không có rác và các loại rác bằng khác. Không đỗ quá đầy thùng rác.

- Dấy thùng rác lớn để tránh con trung, động vật, nước mưa và gió xâm lấn

- Lau hoặc chủ sạch rác bán và vứt bỏ.

- Thăm những chỗ đổ nước do ra ngoài bằng cắt tron phần thứ vạt, lăn lau hoắc các vật liệu tương tự. Vứt vào trong thùng rác.

- Không trang rủa khu vực dùng thùng rác lớn! Làm như vậy có thể khiến đầu mềm và rác xâm lấn vào trong hệ thống thoát nước mưa.

Sử Dụng Loại Bồn Rửa Để Giặt Giề Lau Để Giặt Sạch Chổi, Khăn Lau Và Thấm Trải Sàn.

Dùng cắt tron phần thứ vạt hoặc khăn lau để thảm những chỗ đổ nước ra ngoài. Vứt vào trong thùng rác.

- Cạo thức ăn vương và mồ ra khỏi các tấm lọc và các tấm thấm trên sàn trước khi làm sạch. Vứt bỏ thức ăn dã cạo ra vào trong thùng rác.

- Sau khi cạo, lăn sạch các tấm thấm trải trên sàn, bô lọc và thùng rác trong bồn rửa để giặt giề sau nhà hoặc một khu vực được qui định riêng, có nơi với hệ thống thoát nước mưa. Nên thuê dịch vụ lau chùi cho các hoạt động này.
Kitchen Best Management Practices (BMP’s)

**Sinks and Drains**

Drain Screens
- Be installed on all drains
- Have openings between 1/8” and 3/16”
- Be removable for ease of cleaning
- Be frequently cleaned (dispose of the screened solids to the trash)

**Grease Container Usage**

- Pour all liquid oil and grease from pots, pans, and fryers into a waste grease container
- Prior to washing, scrape solidified fats and grease from pots, pans, fryers, utensils, screens, and mats into a container
- Use recycling barrels or bins with covers for onsite collection of grease and oil
- Empty grill top scrap baskets or boxes into a container

**Dishwashing**

- Use rubber scrapers, squeegees, or towels to remove food and all visible fats, oils and grease from cook and serving ware prior to dishwashing
- Dry wipe remaining food and fats, oils and grease into trash can prior to dishwashing

**Spill Prevention and Clean-up**

Proactive Spill Prevention and Clean-Up Procedure BMPs
- Develop and post spill procedures
- Develop schedule for training employees about procedures
- Designate a key employee who monitors clean-up

Spill Prevention BMPs
- Empty containers before they are full to avoid accidental spills
- Provide proper portable container to transport materials without spilling
- Use a cover to transport grease materials to a recycling barrel

Spill Clean-up BMPs
- Block off sink and floor drains near the spill
- Clean spills with towels and absorbent material
- Use wet cleanup methods only to remove trace residues
**Absorbent Materials and Towel Usage**
- Use disposable absorbent materials to clean areas where grease may be spilled or dripped
- When using paper towels, use food grade paper to soak up oil and grease under fryer baskets
- Use towels to wipe down work areas
- Use absorbent materials under colanders in sinks when draining excess meat fat

**Food Waste Disposal/Recycling**
- Used or spent oil and grease generated from fryers and other cooking equipment can be recycled through a rendering or recycling company.

**Food Grinders**
- Food grinders should not be used in kitchens because the resulting large volume of food solids may clog drain pipes and/or fill grease traps and interceptors.

**Employee Education**
- An Education Program on the BMPs should be implemented consisting of:
  - New employee training program
  - Frequent refresher training program
  - Kitchen BMP signage
Mejores Practicas Para El Manejamiento De Cocina (BMP’s)

Fregaderos y Desagües:

Coladores Metalicos de Desagües

- Ser instaladas en todos los desagües.
- Tener aberturas entre 1/8” y 3/16”
- Poder quitarse para facilidad de limpieza
- Ser frecuentemente limpiado (tirar los sólidos colectados a la basura)

Uso de Recipientes de Grasa

- Vierte todo aceites y grasas líquidos de ollas, sartenes, y trastos para freir dentro de recipientes de grasa para tirar a la basura.
- Antes de lavar, tire todo los sólidos de manteca y grasa de las ollas, sartenes, trastos de freir, utensiles, coladores metalicos de desagües, y protectores de plastico del fregadero, dentro de un recipiente.
- Use bariles de reciclaje o cajones con cubierta para la coleccion directa de grasa y aceite.
- Vacia canastas o cajas de desperdicios que se encuentran encima de las parillas, dentro de un recipiente.

Lavando Trastos

- Use raspadores plasticos, enjugadores o toallas para remover comida y todas mantecas, aceites, y grasas visibles de los trastos de cocinar y servir antes de lavarlos.
- Limpie en seco cualquier comida, mantecas, aceites y grasas restantes y tiralos en la basura antes de lavar los trastos.

Prevencion de Derrames y Limpieza:

Mejores Practicas para el Manejamiento de Cocina para Prevencion Proactiva de Derrames, y Procedimientos de Limpieza

- Desarrollar procedimientos sobre derrames y colgar carteles que los explican.
- Desarrollar un horario para entrenar empleados sobre los procedimientos
- Designar un empleado clave quien supervise la limpieza

Mejores Practicas para el Manejamiento de Cocina para Prevencion de Derrames

- Vacia recipientes antes de que se llenen para evitar derrames accidentales.
- Facilite recipientes portatiles apropiados para transportar materiales sin derramarlos.
- Use una cubierta para transportar materials grasosos a un barril de reciclaje.
Mejores Prácticas para el Manejamiento de Cocina para Limpieza de Derrames
  - Tape el fregadero y drenajes del piso que estan cerca del derrame
  - Limpie derrames con toallas o algun material absorbiente
  - Use metodos de limpieza mojada solamente para quitar rastros de residuos

Uso de Materiales Absorbientes y Toallas
  - Use materiales absorbientes desechables para limpiar areas donde grasas podrian ser derramadas o gotear
  - Cuando use toallas de papel, use papel de tipo para comida para absorber aceite y grasa debajo de canastas para freir
  - Use toallas para limpiar areas del trabajo
  - Use materiales absorbientes debajo coladores de mano en el fregadero cuando necesita escurrir manteca de la carne

Eliminacion/Reciclaje de Desperdicios de Comida
  - Aceite usada y grasas que vienen de maquinas para freir y otros aparatos para cocinar pueden ser reciclados a traves de una compania de reciclaje

Molinillos de Comida
  - Molinillos de comida no deberian de ser usados en cocinas por razon de que el gran volumen de solidos que resultan podria tapar pipas de drenaje y/o llenar interceptors de grasa.

Educacion de Empleados
  - Un Programa Educacional sobre las Mejores Practicas para el Manejamiento de Cocina deberia de ser implementado consistiendo de:
    o Programa de entrenamiento para empleados nuevos
    o Programas frecuentes de cursos de actualizacion
    o Letreros sobre las Mejores Practicas para el Manejamiento de Cocina
Phương Pháp Thu Xếp Nhà Bếp (BMPs)

Họ Rửa Chén Bát Và Công Tháo Nước

Đối che công tháo nước
- Xếp đặt trên tất cả công tháo nước
- Sử dụng lỗ giữa 1/8" và 3/16"
- Se tháo ra để sạch để rửa dễ dàng
- Se rửa thường xuyên (vứt những đồ lọc trong thùng rác)

Cách Dùng Bình-Dung Đầu Mở
- Đổ tất cả nước đầu mở từ chậu vào chậu và đổ vào trong bình dùng đầu mở thưởng
- Trướı khi rửa, chĩa mạt mở và đầu mở đã đặc lại ra chậu, chảo, đồ dùng, đũi che, và tham trại vào trong bình
- Đổ lại thùng có nắp đầu để lấy nước mở và đầu trên địa điểm
- Đổ ra vật chậu thái trong ro hoặc thùng nước bêp vào trong bình

Rửa Chén Bát
- Dùng đồ cảo loại cảo su và cái chót bằng cảo su hoặc hay là khi đi tẩy sạch đồ ăn và tất cả đầu mở trong thay đồ các đồ dùng nấu ăn trước khi rửa chén
- Lâu khô đồ ăn thừa, và đầu mở vào trong thùng rác trước khi rửa chén

Phương Pháp Ngăn Cản Sứ Trän Ra Và Quét Đơn

Phương thức thực hành cho sứ tran ra ngăn cản và quét đơn
- Khai triển và dẫn lên phương thức sử dụng
- Xếp đặt chương trình để luyện tập công nhận về phương thức
- Chỉ định một công nhân chính để kiểm định việc quét đơn
Ngăn cản sự tràn ra

- Đồ ra bình trước khi đày để tránh đánh do bất ngờ.
- Sửa soạn thông đánh hoàn để chuyển cho do để không do ra.
- Dùng nắp lực chuyển cho do dầu mờ tối hợp đúng lại.

Quyết Định Sự Tràn Ra BMPs

- Cần ra công tháo nước ở trong hố rửa chén và dưới đất gần chỗ đánh do ra.
- Đơn nước do ra với khăn và do thẩm.
- Dùng cách quyết đơn do ướt chỉ lay ra vật đủ còn lại.

Cách Dùng Đồ Thấm Và Khăn Lau

- Dùng đồ thấm có thể bỏ đi không xài nữa để đơn cho mà dầu mờ có thể do hay chạy ra nhỏ ra.
- Lực dụng khăn lau, dùng giậy loai dũng cho do ăn dễ làm thẩm dầu mờ ở dưới nơi chiến.
- Dùng đồ thấm ở dưới rá lộc trong hố rửa chén lúc rút thất mô thừa.

Vứt Bộ Đồ An Và Sử Dụng Lại

- Đậu mờ từ chào chiến và do nắng khác có thể đúng lại qua hàng tại chỗ.

Mây Xay Đồ An

- Mây xay đồ ăn sẽ không được đúng trong nhà bếp tại vị có nhiều vật để thả đồ ăn có thể đúng ngọt ông tháo nước và hoặc hay là làm đấy may bật dầu mờ.

Huấn Luyện Công Nhân

- Sẽ làm cho xong Chương Trình Học Thực về BMPs gồm có:
  - Chương trình huấn luyện cho công nhân mới.
  - Chương trình huấn luyện ôn lại thường xuyên.
  - Làm bằng cho nhà bếp BMP.
유출당시에
주방에 쉽게 이동 할 수 있는 유저동이 있어야 하며 운반할 때
흘러지 않도록 조심하십시오.
유지재생통을 이동할 때 통투쟁을 덮고 유지재생통으로 옮기십시오.
유지재생통을 실수로 놓앗기면 바닥에 유지를 흘릴수있으니
유지재생 통에 유지가 다가기 전에 미리 배치하십시오.
만약 유지재생통이 실수로 놓앗어지면 주방바닥에 내려가는 배수관이 있으면
흘러내려가지 않도록 경쾌로 막으십시오.
하수오물이나 잔여 물을 따돌림에는 물이나 청소하는 세제로 닦으십시오.

물결흡수하는 도구 와 천종류의 결례
흙린폐유를 투우실때는 사용후 버릴 수 있는 흡수하는 종이나 결례를
사용하십시오.
퇴김이나 기름이 흐르는 음식 밑에는 기름을 흡수하는 종이행주를 사
용하십시오.
요리하는 근처 치우실때는 종이, 또는 깨끗한 천종류의 행주를
사용하십시오.
요리한 음식에서 기름이 많이 흘르면 여과기를 사용하고 밑에는
종이행주로 바치십시오.

버리는 음식 과 유지재생
버리는 요리기를 이나 도구들은 유지재생 회사에서 갖고갑니다.

음식 가는기계
음식가는 기계에 많은 짝끼기를 깨끗이 막아 낼 다음 물로 씻어내시고
배수관으로 내려가는 곳에 짝끼기 건여내는 채를 깨여 놓으십시오.

종업원 가르키기
주방에서 위생적으로 일할 수 있는 방법은 새로 채용한 종업원이 자세
히 유지에 관한점을 알아야 합니다.
가끔 일하시는 분들은 위생에 관한 것을 반복하십시오.
규칙의 기호를 종업원들이 불수있게 절이높으십시오.