Dear Business Owner,

The Industrial Pretreatment Program (“IPP”) has implemented policies and procedures regarding Food Service Establishments (“FSE”). The IPP sends a FSE Questionnaire to all FSE’s asking them to complete the questionnaire and return it every 3 years.

If you are a new business, then you are required to complete the Food Service Establishment Questionnaire once for your new business and then you will submit the Certification Form every two years thereafter.

In addition, the IPP is required by the United States Environmental Protection Agency to be able to track grease trap/interceptor waste from all food service establishments to their final disposal site. If your business uses a grease trap or interceptor, then you must keep an interceptor maintenance log or copies of cleaning manifests or receipts from grease haulers on-site, for a minimum of 3 years, and provide them to the City’s IPP when requested.

To achieve this requirement and help prevent Fats, Oil and Grease (“FOG”) blockages in the City’s sewer system, a FOG Best Management Practices (“BMP”) has been implemented. The program requirements are that the FSE review the BMP as outlined in this letter, complete the enclosed Certification Form by marking the appropriate box that best describes your operation, provide the necessary documentation requested, sign it, date it and return it to us.

Providing the requested information can help eliminate the need for the Industrial Pretreatment Program to inspect your establishment, thus saving you and the City valuable time!

Please review the accompanying pages for useful information regarding the BMPs to aid your facility in reducing the amount of FOG entering the sewer system. The instructions and forms are also available through our website at http://greeleygov.com/services/ws/system/ipp. Please provide an e-mail address on the certification form for future electronic reporting and notices!

If you should have any questions before then, please feel free to call Daniel Botello at 970-350-9825.

Sincerely,

Daniel Botello
Industrial Pretreatment Specialist
daniel.botello@greeleygov.com
Food Service Establishment BMPs

Employee Training and Awareness

The success of an establishment's Best Management Practices (BMPs) program is largely dependent upon employees. To promote effective employee implementation:

- Train employees on the BMPs that have been adopted for their establishment. All establishments should instruct employees not to pour fat, oil and grease wastes (FOG) down the drain or use sinks to dispose of food scraps.
- Post "No Grease" signs above sinks and on the front of dishwashers. Signs should be written in the language(s) that are commonly spoken by employees.

Garbage Disposals and Drain Screening

Excluding food particles from the wastewater system can eliminate a large amount of FOG from an establishment's discharge. To practice this:

- Disconnect or minimize the use of garbage disposal(s) and use dry clean-up methods (described below). Operators can reduce FOG discharge by up to 50 percent by disconnecting their garbage disposals and scraping food into the trash.
- Retain or install a fine meshed screen (1/8-inch and 3/16-inch screen openings are recommended) in the drain of each kitchen, mop and hand sink. Clean drain screens frequently by placing the collected material in the garbage.

Dry Clean Up

Remove food waste with dry methods such as scraping, wiping or sweeping before using wet methods that use water. Wet methods typically wash the water and waste materials into the drains where it eventually collects on the interior walls of drainage pipes. To practice dry clean-ups:

- Use rubber scrapers to remove food particles, fats, oils and grease from cookware, utensils, chafing dishes, and serving ware. Place the removed food particles and FOG in the garbage.
- Use towels to wipe down all work areas and dispose of food scraps in the trash.
- Use food grade paper to soak up oil and grease under fryer baskets.

Spill Prevention and Clean Up

Preventing spills reduces the amount of waste on food preparation and serving areas that will require clean up. In addition, a dry workplace will help to avoid slips, trips and falls. For spill prevention:

- Empty containers before they are full to avoid spills.
- Use a cover when transporting spillable materials, particularly liquid wastes containing fats, oils and grease.
- Provide employees with proper tools, e.g., ladles, ample containers, to transport materials without spilling.
Practice effective spill containment and clean up. Spills of dry ingredients should be swept up or vacuumed to prevent them from being washed into sinks or floor drains. For FOG spills:

- Block off all sinks and floor drains near the spill.
- Cover the spill with absorbent material, e.g., sand, saw dust, kitty litter, salt, paper towels.
- Remove spilled material and place it in the garbage.
- Use wet cleanup methods only to remove trace residues.

Establishments that use large amounts of cooking fats, such as deep fryers, should develop and post their spill response procedure, in addition to maintaining spill containment and absorbent supplies.

Dishwashing and Equipment Cleaning

Proper dishwashing and cleaning methods can reduce the entry of solids and FOG into the wastewater system. These methods include:

- Pre-washing dishes and cookware with hot water and no soap prior to using the dishwasher or three compartment sink can reduce FOG discharge by 25 percent. Prewash sinks used for this purpose must be connected to a grease trap.
- Prior to washing deep fryers, use a rubber spatula to squeegee down the sides while grease and oil are still warm then wipe the fryer down with paper towels. Dispose of the paper towels in the garbage.
- Before washing grill and roaster/broiler drip pans empty their contents into a waste grease container and then wipe them down with paper towels. Dispose of the paper towels in the garbage.
- Pour all liquid grease and oil from pots and pans into a waste grease container that is stored at the pot washing sink and then scrape out the solidified grease if present.
- Capture accumulated oil during the cleaning of stoves and ventilation/exhaust hoods and dispose of it in the garbage after absorbing all free liquid.

Recycling

Think of oil and grease as a valuable commodity. When using deep fryers or any process that requires or produces large amounts of plant or animal byproducts, collect the oils and fats. Recycle the oils and fats through one of the area's recycling companies. This is the preferred method of disposal for food service establishments (FSEs) that produce any volume of food waste. To practice recycling:

- Never dispose of fryer vat waste oils and fats down the drain as this material is usually clean enough to be recycled.
- Collect and store fryer vat waste in a rendering tank. Most recycling companies will provide outside receptacles for storage until pickup. Some companies will offer services free-of-charge and others will give a rebate on the materials collected.
Grease Traps

For indoor grease traps to be effective, the units must be properly sized and constructed. Installation should be in a location to provide easy access for cleaning and an adequate retention time for settling and accumulation of the FOG. If the units are too close to the FOG discharge and/or do not have enough volume to allow accumulation of the FOG, the emulsified oils will pass through the unit without being captured. In addition:

- FSEs are required to inspect indoor grease traps every three months. These devices are less effective if the grease occupies greater than 25 percent of the holding capacity. If the grease occupies greater than 25 percent of the trap's holding capacity, FSEs are required to perform a full cleaning of the grease trap (removing all liquids and solids and scraping the walls). A once-per-month, full-cleaning of grease traps is encouraged. If less than 75 percent of the trap capacity remains, the trap should be cleaned more often than once per month.
- Confirm that grease traps contain their internal baffles and inlet piping flow restrictors/air relief during every inspection and cleaning. These components aid in grease removal by reducing turbulence and increasing holding time within the trap.
- FSEs are required to maintain a record that documents the cleaning activities for indoor grease traps. Records should include the name of employee who performed the cleaning, date/time of cleaning, amount of grease removed and the disposal location for the grease.

Grease Interceptors

Like grease traps, in order for underground grease interceptors to be effective, the units must be properly sized and constructed. Installation should be in a location to provide easy access for cleaning and an adequate retention time for settling and accumulation of the FOG. In addition:

- FSEs are required to inspect underground grease interceptors every three months. These devices are less effective if the grease and solids occupy greater than 25 percent of the interceptor's holding capacity. If the grease and solids occupy greater than 25 percent of the interceptor's holding capacity, FSEs are required to perform a full cleaning of the grease interceptor, including removing all liquids and solids and scraping the walls.
- During these inspections, FSEs are required to confirm the "tees" on both the inlet and outlet pipes on the grease interceptor remain intact.