



Dear Business Owner,

The City of Greeley's Industrial Pretreatment Program ("IPP") has implemented policies and procedures regarding Food Service Establishments ("FSEs"). Greeley's IPP sends a Survey/Certification Form to all FSEs asking them to complete and return it **every 3 years**.

If you are a new business, you are required to complete an initial FSE Survey/Certification Form; you will submit it every two years thereafter.

The United States Environmental Protection Agency requires the City's IPP to track grease trap/interceptor waste from all FSEs to its final disposal site. **If your business uses a grease trap or interceptor, you must keep an interceptor maintenance log or copies of cleaning manifests/receipts from grease haulers on-site, for a minimum of 3 years, and provide them to the City's IPP upon request.**

To achieve this requirement and help prevent Fats, Oils and Grease ("FOG") blockages in the City's sewer system, a FOG Best Management Practices ("BMPs") program has been implemented. The program requires that the FSE review the BMPs as outlined in this letter, complete the enclosed Survey/Certification Form by marking the appropriate box that best describes your operation, provide the necessary documentation requested, sign, date and return 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 have any questions, please feel free to contact me.

Sincerely,

Jennifer Musella
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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 used at their establishment. Instruct employees not to pour fat, oil and grease (FOG) waste down the drain or use sinks to dispose of food scraps.
- Post "No Grease" signs above sinks and on the front of dishwashers. Create signs in the language(s) 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% by disconnecting garbage disposals and scraping food into the trash.
- Install a fine meshed screen (1/8-inch or 3/16-inch screen openings are recommended) in the drain of each kitchen, mop and hand sink. Clean drain screens frequently by placing collected material in the garbage.

Dry Clean-up

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

- Use rubber scrapers to remove food particles, fats, oils and grease from cookware, utensils, chafing dishes, and serving ware. Place 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 requiring clean-up. A dry workplace also helps prevent slips, trips and falls. For spill prevention:

- Empty containers before they are full.
- Use a cover when transporting liquid materials (e.g., liquid wastes containing fats, oils and grease).
- Provide employees with proper tools to transport materials without spilling (e.g., ladles, ample containers, lids).

- Practice effective spill containment and clean-up. Sweep or vacuum up dry ingredient spills to prevent them from entering 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, sawdust, kitty litter, salt, paper towels).
- Remove spilled material and place it in the garbage.
- Only use wet clean-up methods to remove trace residues of FOG.

Establishments using large amounts of cooking oils, such as in deep fryers, should develop and post spill response procedures. Spill containment and absorbent supplies should also be maintained.

Dishwashing and Equipment Cleaning

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

- Pre-washing dishes and cookware with hot water only (no soap) prior to using the dishwasher or three compartment sink can reduce FOG discharge by 25%. Prewash sinks used for this purpose must be connected to a grease trap.
- Prior to washing deep fryers, use a rubber spatula to scrape 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/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 oils and fats, collect the waste. Recycle waste oils and fats through one of the area's recycling companies. This is the preferred disposal method for food service establishments (FSEs) that produce any volume of FOG. 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 offer services free-of-charge and others give a rebate on the materials collected. Contact the Industrial Pretreatment Program for a list of local vendors.

Grease Traps

For indoor grease traps to be effective, the units must be properly sized and constructed. Installation should be in a location providing easy access for cleaning and 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:

- Inspect indoor grease traps every three months. These devices are less effective if grease occupies greater than 25% of the holding capacity. If grease occupies greater than 25% of the trap's holding capacity, perform a full cleaning of the grease trap (remove all liquids and solids and scrape trap walls). A once per month, full-cleaning of grease traps is encouraged. If less than 75% 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.
- Maintain records documenting indoor grease trap cleaning activities. 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 providing easy access for cleaning and adequate retention time for settling and accumulation of FOG. In addition:

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