

BELOIT'S BUSINESS OWNER'S GUIDE TO:

GREASE TRAPS AND GREASE TRAP INSPECTIONS

- Grease trap inspections will occur Monday through Friday between 7 AM and 3PM. Inspections may be scheduled, but the majority of inspections will be unscheduled drop-in inspections to ensure that businesses are in compliance year-round.
- All tools required to open your grease trap(s) should be kept on-site in a designated location that is known to all employees. In addition, during normal business hours, at least one on-site employee must know the location of the grease trap(s), know the location of the log sheet(s), be able to operate the necessary tools for opening the trap, and be capable of opening the trap upon City inspections.
- All grease trap log sheets should be kept up to date. Remember to log any cleanings done by your staff or by an outside contractor, as well as any maintenance performed on the trap itself.
- Each trap should have its own log sheet(s). These logs must be kept on-site. If you need additional log sheets, you can make copies of a blank sheet or find them on the City's website under the following path:
Document Center – Utilities – Environmental – Grease Trap and Catch Basin Log Sheets.
- If your trap has bolts, screws, or any other fastening devices, they should be secured at all times with the exception of trap cleaning, maintenance, or inspections. If your trap has spots for bolts, screws, or other fastening devices, all of these openings must be occupied by a functioning fastener – grease trap lids without the fastening devices that were designed to secure the lid to the trap are a serious health and sanitation issue. Replace all missing or malfunctioning fasteners – if they do not function as intended, the lid and possibly even the trap should be replaced.
- Our standard allows for up to 25% combined grease, oil, and sediment buildup into a trap. For interior and exterior traps, measure the total potential depth of liquid before the final discharge/outflow pipe. Multiply the total depth of the trap by 25% -that will be the maximum allowable depth for combined grease, oil, and sediment.
- No grease emulsifiers or enzymes should ever be added to the trap or poured into the sink – this simply moves the grease a few feet downstream into your sewer lateral. This grease may go unnoticed to the business until it plugs plumbing downstream of the trap, causing raw sewage backups into your business.
- A plugged screen / V-screen in a trap is also a violation, as it is no longer functioning as intended. If grease is found beyond the final baffle and/or going into the discharge pipe, we know that the grease trap has exceeded its containment capacity and has most likely failed the 25% or less accumulation standard.
- All traps should be self-inspected regularly ([List Frequency here](#)) by your business staff. This ensures that you will always be in compliance, and greatly reduces the likelihood of violations or enforcement. Remember to write these inspections on the log sheet.
- Scraping dishes into trash before washing will greatly reduce the amount of grease entering the trap, and thus will decrease the frequency required to keep your trap in compliance.
- The current business permit certificate must be posted in plain view. These certificates are printed on a template similar to the image on the right.

Please see the back of this sheet for Best Management Practices

BEST MANAGEMENT PRACTICES (BMPs)

FOOD PREPARATION

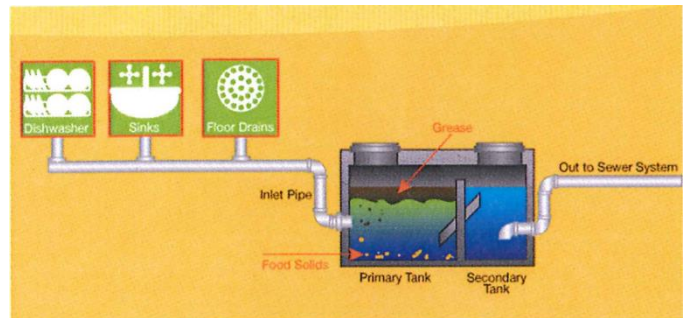
Clean up is Important - Kitchen and Grease Traps

Proper cleaning will avoid generating grease

- Dry clean-up/scrape out excess to garbage
- Use primary & secondary wash
- Use strainers in sink drains
- Remember when you reduce waste at the source, you don't have to deal with it later!

GREASE TRAP CLEANING METHOD

- Dip accumulated grease out from the top and place in a watertight container such as a plastic bag.
- Bail out any water and place down a drain. Scrap the sides, baffles, lid and place in the watertight container and place in a garbage can.
- A dedicated shop vac will also work for cleaning small traps.



DO NOT FLUSH WITH HOT WATER OR USE DRAIN CLEANERS, ENZYME OR BACTERIA AGENTS. This just moves the problem into the sanitary sewer.

Checklist to Ensure Proper Management of Fats Oil and Grease (FOG)

- Practice dry clean-up.
- Place grease in a plastic garbage bag and place in the trash. You may want to contract out cleaning services to a reputable service provider.
- Never “hot flush” oil & grease down sinks or drains.
- All staff should know where the grease trap is located.
- Know how often your trap is cleaned or serviced.
- Keep your records for 3 years.
- Know what fixtures are connected to your grease interceptor.
- Train kitchen staff on oil & grease management



Note: Too much water-Too hot water

- Placing more water, especially hot water, to the interceptor beyond its design capacity will cause the interceptor to “short-circuit” and push the grease into the sanitary sewer.
- Even if the discharge of grease isn't a lot eventually grease will build up as it cools and accumulate on pipe walls as it cools until it plugs a pipe.