



CITY OF LAKEPORT, CALIFORNIA  
COMMUNITY DEVELOPMENT DEPARTMENT POLICY

Subject:

FOG ABATEMENT PROGRAM: GREASE  
TRAP/INTERCEPTOR INSPECTION

Policy Number: U-9  
Page Number: Page 1 of 5

Date Adopted: 1/15/2010  
Date Revised:

BACKGROUND:

Pursuant to Ordinance No. 872 (2008) the City of Lakeport has developed and implemented a commercial fats, oils, and grease (FOG) abatement program for all restaurants and/or food service establishments (FSE) within City limits.

This Policy is written to accomplish the following goals:

1. Provide staff and the public with clear guidelines and procedures for the inspection of grease traps/interceptors maintained by any FSE located within the jurisdictional boundaries of the City of Lakeport;
2. Ensure compliance with federal, state, and local health code; and
3. Prevent sanitary sewer overflows (SSOs) or sewer backups resulting from the collection of fats, oils, and greases in the City's sewer system.

POLICY:

1. Inspectors shall be any City employee designated by, and including, the Utilities Director, Compliance Officer, Utilities Superintendent, or Chief Building Inspector.
2. All FSEs shall keep and update a maintenance log of their grease trap(s) and/or interceptor(s) and shall make that log available to any inspector from the City or County, as requested.
3. If, upon inspection, a grease trap/interceptor is found to be improperly maintained, undersized, incorrectly configured or installed, or is found to be deficient in preventing FOG from entering the City's sewer system, the inspector shall provide the City's Compliance Officer with all relevant information for review.
4. Inspectors should wear photo badges; arrive in an official City vehicle, if possible; and carry a copy of the introductory letter in order to clearly identify themselves and clarify the purpose of the inspection.
5. Inspections may be announced or unannounced. The Compliance Officer should be made aware of any grease trap inspection by City staff.
6. If deemed essential to the FOG Abatement Program's efforts, the effluent from grease interceptors or grease traps can be sampled to determine the amount of FOG being discharged to the sewer system. A sample of the equipment effluent best represents the nature of the FSE's discharge.

7. Inspectors should have visible the following equipment during an inspection:

**Equipment**

Maps (GIS)

Manhole pick

Depth probe

Ratchet set

Pipe wrench

Mirror (for inspecting manholes and interceptors)

Camera

Steel-toed shoes

Gloves and safety glasses

Sample bottles and sampling equipment

Florescent safety vest

**Paperwork**

Inspection checklist, FSE file

List of local area plumbers

List of grease and oil recyclers

Method of documenting inspection (i.e. camera, notepad, camcorder, etc.)

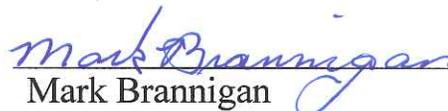
BMP list and brochures

## PROCEDURE:

1. The following activities shall be carried out during each inspection, unless specific justification is given as to why they are not:
  - a. Request copies of receipts from grease handlers for services completed since the last visit.
  - b. Inspect grease removal equipment and cleaning logs to determine if the equipment is being operated and maintained properly.
  - c. Inspect connections to the grease trap or interceptor to ensure that only authorized equipment and fixtures discharge to the device.
  - d. Check for evidence of illicit dumping such as debris/loose screws in floor drains, missing or altered log entries, use of vegetable sink for washing dishes (vegetable sinks are not usually plumbed to a trap or interceptor).
  - e. Spot check for evidence of BMP implementation (scraper for dishes, spill kit, BMP poster, training log, drain screens, grease bins, etc.).
  - f. Collect samples for laboratory analysis of FOG concentration, if necessary.
  - g. Determine how waste grease is collected from work stoves, deep fat fryers, and grills.
  - h. Inspect grease barrels to determine if grease is being stored properly.
  - i. Discuss cleaning methods for roof vents and vent hoods. If they have a self-cleaning hood, where does the wash water discharge?

These activities are presented in Attachment A, labeled "FOG Inspection Checklist."

2. After an inspection is performed, the findings should be recorded immediately on a FOG Inspection Report Form, attached hereto as Attachment B, and reported to the Compliance Officer within twenty-four (24) hours. The Compliance Officer shall make a determination of compliance standing or request additional review for the FSE no later than thirty (30) days following receipt of said inspection form. An inspection summary letter or a copy of the inspection report may be sent to the FSE. If the FSE is in compliance, that determination should be stated. If the FSE is not in compliance, the actions to be taken should be in accordance with the enforcement response plan [see Department policy U-5, "Notices, Penalties, and Fines"].



Mark Brannigan  
Community Development/Utilities Director

Date 3.15.2010



## ATTACHMENT A

### City of Lakeport Municipal Sewer District

#### FOG INSPECTION CHECKLIST

##### General Information

- Give a copy of CLMSD FOG pamphlet to FSE owner/manager or staff.

##### Floor Drains

- Check for the presence of floor drains.
- Check for cleaning procedures for floor mats, serving carts, or any other equipment.
- Check procedure for hoods cleaning.
  - Check for caustics and other solvents
- Check that dishwasher is poured into a utility sink or curbed cleaning facility that drains to the sewer.

##### Sinks, Drains, and Solids

- Check for a pre-wash sink as well as regular sinks.
- Check for screening devices in sinks.
- Discuss limited use of under-the-sink garbage disposal units to reduce solids to sewer.
- Encourage employees to scrape food and grease off pots, pans, plates and cooking utensils.
- Encourage employees to wipe utensils clean of any excess fats, oil and grease with paper towels.
- Encourage employees to discard food scraps, FOG, and paper towels in solid waste receptacles.
- Encourage employees to discard grill-cleaning residuals in grease storage container or solid waste bin.

##### Dishwasher

- Check for an automatic dishwasher and its drainage connections.



ATTACHMENT B

City of Lakeport Municipal Sewer District  
FOG INSPECTION REPORT FOR FOOD SERVICE ESTABLISHMENTS

Facility Name: \_\_\_\_\_  
 Facility Address: \_\_\_\_\_ Facility Phone: \_\_\_\_\_  
 Owner or Authorized Person (manager, supervisor, etc.): \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_  
 Inspection Type (circle one): Routine Monitoring Enforcement Follow-up

**Type of Facility**

Restaurant	Fast Food	Grocery/Market	Bakery/Deli	Coffee	Cafeteria	Ice Cream	Other

**Grease Removal Device/System**

Type	Recycle Bin	Trap/Vault	Interceptor	Big Dipper	Manual	Other	None
# of Units							
Size (gallons)							
Condition							
Cleanliness							
Plumbing Condition							
Foreign Objects							
Fecal Matter							

**Garbage Disposal Unit**      Yes      No      **Method of Solids Disposal:** \_\_\_\_\_

**Grease Storage Unit**      Location (In or Out) \_\_\_\_\_      Covered & Bermed? \_\_\_\_\_      Discharge to Sewer? \_\_\_\_\_

**Equipment Washing Procedures**  
 Location of cleaning mats (indoors/outdoors): \_\_\_\_\_  
 If outdoors, is area covered and bermed? \_\_\_\_\_  
 Discharge to grease trap/vault?      Yes      No      \_\_\_\_\_  
 Discharge to City storm water system?      Yes      No      \_\_\_\_\_

**Grease Trap/Interceptor Maintenance Log**  
 Log available at facility?      Yes      No      Comments: \_\_\_\_\_  
 Name of cleaning firm or hauler: \_\_\_\_\_  
 Date last serviced: \_\_\_\_\_  
 Grease removal on schedule?      Yes      No      If yes, what is schedule? \_\_\_\_\_  
 Samples collected?      Yes      No      Describe: \_\_\_\_\_  
 NOV Issued?      Yes      No      Date violation to be corrected by: \_\_\_\_\_

**Required Action/Comments:** \_\_\_\_\_

Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (printed): \_\_\_\_\_  
 Title: \_\_\_\_\_