

**Grease Management
Permit Program
Grease Removal Device Inspection Form**



Facility Name: _____

Service Company Name: _____

Facility Street Address: _____

Location of Device: _____

Type of Device: Gravity Hydromechanical

If hydromechanical, is flow control device present? Y / N If present, is it properly vented? Y / N

Please answer the following as they relate to the Grease Removal Device indicated above:

Item	Description	Status
1.	Is grease removal device empty at time of inspection? If not, STOP.	Y / N
2.	Is grease removal device easily accessible for inspection?	Y / N
3.	Are walls, casings, tops, lids and/or manholes present and in good condition?	Y / N
4.	Are baffles and/or tees in good condition and correctly installed to assure proper operation?	Y / N
5.	In your best professional judgment, is grease removal device operating continuously, effectively, and as designed?	Y / N

General Comments:

I certify that the specified Grease Removal Device for said facility has been inspected in accordance with the adopted Grease Management Permit Program Ordinance regulating such work.

Signature of Certified Inspector

Certification Number

Printed Name

Date

I certify that I witnessed the inspection of the Grease Removal Device.

Signature of Facility Representative

Title

- Inspectors must leave the completed and signed Inspection Report with the FSE.
- Inspection reports must be submitted to the city by the FSE as a part of renewal packet.

Proper Pump Out Procedure For Grease Removal Device



If the grease and solids occupy greater than 25 percent of a device's capacity, it is recommended that a full cleaning of the device should occur. The grease removal device shall be left completely empty upon completion of the pumping operations. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. **Under no circumstances, shall the waste hauler reintroduce the removed water or materials back into the City's sewer collection system.** All waste pumped shall be disposed of at a qualified disposal station. Flushing a device with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater collection system, is a violation of City Code. The steps below outline the proper procedure for grease removal:

Step 1: Skim the entire grease cap and debris from the top of the device. The device may need to be agitated slightly to break up clumps from the grease cap.

Step 2: Place vacuum tube all the way into the device to remove the remaining solids from the bottom.

Step 3: Vacuum water out of the device.

Step 4: Clean the sides and bottom of the device. This may be done by using a hot water source to hose down the device. Make sure the device is completely clean.

Step 5: Vacuum remaining water out of the device.

Step 6: Check that the sanitary tees (if applicable) on the inlet and outlet sides of the device are present and are not clogged or loose.

Step 7: Make sure all baffles are intact, in place, and secure.

Step 8: Inspect the device for any cracks or defects.

Step 9: Check that the lid(s) are securely and properly seated after completion of pumping.

Step 10: Completely and accurately fill out the Maintenance Log for each Grease Removal Device serviced.