



KEEP **GREASE** OUT OF THE SYSTEM

# Grease Control Device Maintenance Recordkeeping

**All food service establishments are required to keep maintenance records for their grease traps, interceptors, and mechanical grease control devices for a minimum of three years. Records must be readily available for review by Environmental Inspectors.**



*Failure to maintain records on site for a minimum of three years is a violation of the local sewer ordinance and may result in fines.*

**Device: Grease Interceptor**  
**Cleaning Method: Professional Pumping Company Only**

Establish and maintain a log to track maintenance and hold receipts from your professional pumping company. If you have more than one grease interceptor, establish and maintain a separate log for each one.

**Receipts must include the following information:**

- Pumping company name, address, and phone number.
- Truck IKG number.
- Date and time of pumping service.
- Name and address of your business.
- Location of each grease control device.
- Size and type of your grease control device.
- Approximate quantity of grease and solid food waste recorded in gallons, inches, or percentages.
- Pumping frequency.
- Details on any structural, maintenance, or repair issues.
- Grease disposal location.



**Device: Grease Trap**  
**Cleaning Method: Professional Pumping Company or Self-Cleaning**

Establish and maintain a log to track maintenance and hold receipts from your professional pumping company if you use one. If you have more than one grease trap, establish and maintain a separate log for each one.

**Logs must include the following information:**

- Date of cleaning.
- Name of person who cleaned the trap.
- Approximate quantity of grease and solid food waste recorded in gallons, inches, or percentages.
- Location of each grease control device.
- Waste removal and disposal method.
- Grease disposal location.
- Any other relevant notes.
- Keep receipts with your self-cleaning log sheets if you use a professional cleaning service.



*Whether you contract a professional pumping service, perform the cleaning yourself, or do both, you are responsible for keeping and maintaining maintenance records.*

### Example of a Recordkeeping Log for a Grease Control Device

Business: Acme Cafe Grease Control Device Size: 100 lbs Location of Grease Control Device: Underneath 3-pot sink

Date of Cleaning	Name	Waste Volume Observed/Removed	Maintenance Done	Disposal Method	Notes
07-07-11	John Smith	3-4 gallons FOG & solids removed	Trap emptied, cleaned	Solids dried, double-bagged, put in dumpster.	Patched hole in baffle wall



#### For more information:

City of Santa Clara  
 Water and Sewer Utilities  
 1500 Warburton Avenue  
 Santa Clara, CA 95050  
 408.615.2000

[www.santaclaraca.gov](http://www.santaclaraca.gov)

If you have any questions, please call **408.615.2000** to speak with a Code Enforcement Technician. This and other outreach materials, are available at [www.santaclaraca.gov](http://www.santaclaraca.gov)



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