



NORTH CHARLESTON SEWER DISTRICT - FOG PROGRAM DEPARTMENT
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**NORTH CHARLESTON SEWER DISTRICT (NCSD)
 FATS, OILS, & GREASE (FOG) PROGRAM**

INDOOR GREASE TRAP/INTERCEPTOR - SELF CLEANING PROCEDURES & DOCUMENTATION

All food service establishments (FSEs) are required perform grease trap/interceptor pump-out and cleaning maintenance at a minimum frequency of every 7 - 30 days depending on equipment size. After grease trap maintenance is performed, enter the information into this maintenance verification log. Logs must be kept on site for a minimum of 3 years and submitted to the NCSD FOG program department quarterly.

Indoor grease trap cleaning performed by the owner and/or their personnel shall include:

- The COMPLETE removal of the grease trap contents prior to cleaning the interior components.
- Removing the baffle and scraping the interior walls to remove build-up.
- Dry wiping the grease trap with paper towels.
- Placing removed grease trap contents into a sealed, non-permeable container such as a laundry detergent container & disposed of into the trash receptacle.
- Reinstallation of the grease trap components followed by refilling the tank with clean water.

Establishment Name:

Address:

DATE	GREASE TRAP CONTENTS COMPLETELY REMOVED	GREASE TRAP CLEANING PROCEDURES COMPLETED PRIOR TO REINSTALLATION OF INTERIOR COMPONENTS	GREASE TRAP CONTENTS PROPERLY DISPOSED INTO A LEAK-PROOF, SEALED CONTAINER AND DISPOSED INTO THE TRASH RECEPTICLE	TANK REFILLED WITH CLEAN WATER	GREASE TRAP CLEANING EMPLOYEE SIGANTURE
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SUBMIT MONTHLY MAINTENANCE LOG TO THE NCSD FOG PROGRAM DEPARTMENT VIA EMAIL, MAIL, OR IN-PERSON