



CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT

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FATS, OILS AND GREASE (FOG) PROGRAM FOOD SERVICE ASSESSMENT CHECKLIST

FOOD SERVICE ASSESSMENT CHECKLIST

This checklist will help you as a manager /owner of a food services establishment/facility (FSE) identify sources of fats, oil and grease and how they are being managed. By completing this checklist, you will gain a better understanding of your current practices and if they are adequate to minimize FOG discharges to the City of Lakeport Municipal Sewer District (CLMSD). Improper FOG disposal can result in costly and unhealthy sewer overflows and backups directly into your facility.

Please take a moment to review this checklist and discuss it with your Health Inspector during your next scheduled inspection. Your inspector can answer many questions you may have about FOG and grease disposal. For additional information, please contact the City's Compliance Officer at 263-3578 or via email compliance@cityoflakeport.com.

General Food Service Establishment Information

1. Facility Name: _____ Date (MM/DD/YYYY): _____
2. Facility Address: _____
3. Facility Owner/Manager: _____
4. Type of food service operation: _____
5. Responsible person/organization: _____
6. Hours of operation: _____
7. Number of meals served/day: _____
8. Number of seats: _____

Contact Info: Phone _____ Email _____

Fats, Oil and Grease Trap/Interceptor

1. Type (under the sink, in ground, mechanical): _____
2. Number of units: _____
3. Size (gallons): _____
4. Location: _____



Lakeport Municipal Code 13.20.610 B.2.: *grease interceptors shall be serviced and emptied not less often than once every sixty days-- or more often as determined by the director. Indoor grease interceptors shall be cleaned a minimum of once every fourteen days.*

Grease Trap/Interceptor Maintenance

- 1. Pump-out schedule (monthly, weekly, etc.) _____
 - 2. Pump service provider: _____
 - 3. Maintenance log available on-site? Yes No
 - 4. Is grease trap/interceptor cleaning observed by management? Yes No
 - 5. Does service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer? Yes No
 - 6. Is the vault refilled with clean water, not with water already filled out? Yes No
 - 7. Are enzymes/bacteria used? If yes, vendor name? Yes No
- _____

Kitchen Equipment/Devices

Are the following kitchen devices plumbed to discharge to the grease trap/interceptor?

- 1. Dishwashers: Yes No
- 2. Pot sinks, multi-compartment sinks, mop sinks, pre-rinse sinks: Yes No
- 3. Floor drains: Yes No
- 4. Food streamers: Yes No
- 5. Food grinders/pulpers: Yes No
- 6. Steam kettle(s): Yes No
- 7. Can washer(s): Yes No

Comments: _____

Are the following cleaned or maintained periodically? Is the cleanup water discharged to the grease trap? If not, where is it discharged? _____

- 1. Exhaust hoods and filters: Yes No
- 2. Floor mats, floors and grill tops Yes No
- 3. Exterior of the grease traps/interceptors Yes No
- 4. Dumpsters/trash cans Yes No
- 5. Parking lots and sidewalks Yes No

Comments: _____

Dry Cleanup

- 1. Are serving wares, utensils or food preparation surfaces wiped before washing? Yes No
- 2. Do employees know not to allow FOG or food wastes into the drains? Yes No
- 3. Are employees provided the necessary training and tools (rubber scrapers, brooms, absorbent materials for spills) for dry cleanup? Yes No

**Spill Cleanup and Prevention**

1. Are cleanup kits in visible and accessible areas? Yes No
2. Are employees provided with adequate conveyance methods/tools (ladles, containers with lids, etc.) to prevent oil and grease spills while transferring from inside the restaurant to the outside storage bin? Yes No
3. Is there a designated employee(s) to manage/monitor cleanup? Yes No

Employee Awareness Training

1. Have employees received training in the Best Management Practices (BMPs) for handling oil and grease (i.e. spill prevention, dry cleanup, etc.)? Yes No
2. Are employees involved in keeping FOG out of the drains? Yes No
3. Are signs posted in key areas that remind staff to keep oils and grease out of the drains? Yes No
4. Are new employees trained on FOG BMPs and existing employees trained on a routine basis (e.g. quarterly, semi-annually, etc.)? Yes No

Grease Disposal

1. Are the outside oil and grease storage bins kept covered? Yes No
2. Are the outside storage bins located away from storm drains and catch basins? Yes No
3. Are dumpsters and grease recycling bins cleaned and checked for leaks often? Yes No
4. Is there a spill prevention plan, and are materials available in the event of a spill? Yes No

Grease Management Contractors

1. Does your hauler/renderer have the proper legal licenses and permits to handle the oil and grease waste? Yes No
2. Who do you contact when there is a problem? Yes No
3. Do you know where the waste grease is sent for final disposal? Yes No

For further information on proper management of oil and grease from your food service operations, contact the City's Compliance Officer at (707) 263-3578 or via email

compliance@cityoflakeport.com