

Original Issue Date	Version	Revision Date	Approval	Date
March 2020	1			4/7/2022

Attachment G2

SSO Response Procedures

SOP Number	
Process Area	Collection System
Subject	FOG Inspection Procedure

The following are the standard operating procedures for performing FOG inspections at commercial businesses.

Personnel:

- Chief Plant Operator (CPO)
- Collections Technicians (CT)

Tools/Materials:

- Gloves
- Paper towels
- Coveralls
- Sanitizer towels
- Knee protection
- Small core takers (inside) 18"
- Water
- Dish soap
- Bleach
- Large core takers (outside) 6 feet
- Flashlights
- Pry tool

1. Introduction
 - a. Show credentials with picture I.D.
2. State the reason for the inspection
 - a. Routine Annual Inspection
 - b. Follow-up inspection
 - c. Complaint based
3. Tell the manager/Owner what you will be doing in the inspection
 - a. Making sure that there is proper maintenance of the grease removal equipment
 - b. Making sure that records of this maintenance are being kept onsite.
 - i. Weekly, monthly and yearly maintenance, removal of waste oil and any desludging operations carried out.
 - ii. Allow them time to collect these records while you perform the inspection
4. Take pictures of all the important parts for comparison purposes later and just for general information and record keeping
 - a. Mechanical devices
 - b. Sinks
 - c. Drains
 - d. Signage
 - i. NO FOG, BMPs, etc.
5. Check for safety issues
 - a. Things that can fall on you
 - b. Things that can burn you

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- c. Ensure that you can safely sample the grease trap/interceptor
 - d. Ensure that you won't bump your head during inspection
6. Check for and take picture of PDI certified sticker (plumbing and Drainage Institute) on the grease trap
7. Open the lid of the Grease Trap for shortest amount of time (2 minutes) so not to allow odors to escape.
 - a. Observe anything unsafe – CLOSE IT!
 - i. HS2
 - ii. Overflow
 - b. Is it cleaned?
 - c. Installed properly
 - i. Plumbing connected properly and going in the right direction?
8. Measure the grease trap for approximate depth. (Needed for 25% calculation)
9. Using the “core taker”, sample as close to exit as possible and measure the depth of grease/solids level.
10. Set tube aside to give it a chance to settle while doing the rest of the assessment
11. Probe around the inside of the trap
 - a. Are the holes in the apparatus below the water line?
 - b. Rust?
 - c. Cracks?
12. Measure the depth of the grease/solids on the tube to confirm that it is <25%
13. Close up the trap and tidy up. Don't leave a mess.
14. Check that they have stored the collected F.O.G. in a secure area, isolated from any and all storm drains and you have disposed of waste oil or food waste using a permitted and licensed waste removal contractor.
15. Check GT/GI cleaning/hauling records
 - a. Forms that were provided by the District
 - b. Hauler manifests with dates/volumes
16. Ask someone simple questions and make sure they understand they are meant only to educate, not for compliance.
 - a. Are you employing the best practices in FOG management and ensuring that all new staff is trained appropriately in these practices?
 - b. Are you continually monitoring your operations to ensure that BMP are being employed at all times?
17. Complete brief summary on site, more comprehensive later
18. Provide facility with any non-compliance report if applicable
19. Clean and maintain any of the tools
20. Complete comprehensive reports
21. Prep for the next inspection.