



FATS, OILS, & GREASE (FOG)

Management Plan Checklist

This checklist will help your establishment steer clear of FOG-related problems and their associated costs.

1. Have you heard about the potential problems fats, oils, and grease can cause to the sanitary sewer system (both private and public)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
2. Does your establishment have a grease trap or interceptor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> If yes, do you have a cleaning schedule? <input type="checkbox"/> If no, do you have a plan that prevents grease entering the sanitary sewers?	
3. Is your grease trap or interceptor being cleaned regularly (by staff or a contractor)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> If yes, do you monitor amount of grease removed? (If the trap more than 50% full at time of cleaning, frequency of cleaning should be increased.)	
4. Is management witnessing or inspecting the cleaning to be sure Best Management Practices (BMPs) are being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the cleaning and maintenance log current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Log records volume of grease removed <input type="checkbox"/> Frequency of cleaning is ____ weeks or ____ months	
6. Do employees receive training on proper handling and disposal of grease?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Do employees remove grease by dry methods (scraping, wiping, sweeping) before using wet methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do employees know not to pour grease down the drain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Employees have been trained on designated sites for grease collection. <input type="checkbox"/> Scrapers/other tools are readily available for removing grease from surfaces and equipment.	
9. The following cleaning practices are in place (check all that apply):	
<input type="checkbox"/> use of rubber scrapers to remove FOG from cookware, utensils, and chafing dishes, etc <input type="checkbox"/> use of absorbent materials to soak up oil and grease under fryer baskets <input type="checkbox"/> use of paper towels to wipe down work areas (cloth towels will eventually release grease during washing) <input type="checkbox"/> water temperature is kept at 140 degrees F or below in sinks with grease traps <input type="checkbox"/> "No Grease" signs are posted near drains <input type="checkbox"/> drain screens are placed in all sinks and floor drains	
10. Our spill clean-up plan includes the following (check all that apply):	
<input type="checkbox"/> procedures for different types of spills <input type="checkbox"/> training schedules for employees <input type="checkbox"/> designated employee to monitor cleanup <input type="checkbox"/> a plan posted in work area <input type="checkbox"/> clean-up kits in place and well-marked with absorbent materials available	
11. Are exhaust hood filters cleaned on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Do you have a procedure for cleaning exhaust hoods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Does runoff from hood cleaning flow through a grease trap?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Management Plan Checklist (cont.)

14. Are floor mats cleaned inside the premises, and is cleaning water discharged to a sink or floor drain with a grease trap?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. The following items are cleaned so runoff goes to a grease trap (check all that apply): <input type="checkbox"/> grease filters <input type="checkbox"/> grills <input type="checkbox"/> cleaning bucket water from cleaning greasy surfaces	
16. Spills of grease are wiped up before the following items are cleaned (check all that apply): <input type="checkbox"/> floor mats <input type="checkbox"/> floors	
17. Are only licensed companies used to haul away fats, oils, and grease? If so, who? (Name of company): _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. The following Best Management Practices (BMPs) are followed in storing fats, oils, and grease (check all that apply): <input type="checkbox"/> all storage containers are covered <input type="checkbox"/> storage containers are placed away from storm drains and catch basins <input type="checkbox"/> if containers must be near catch basins or drains, containers are bermed with absorbent pads to prevent spills reaching drain <input type="checkbox"/> a spill prevention plan is in place (note – do not use kitty litter or other flowable materials for cleaning spills near storm drains)	
19. All employees are trained in Best Management Practices (BMPs) for fats, oils, and grease (check all that apply): <input type="checkbox"/> training is updated and tracked regularly <input type="checkbox"/> cleanup guidelines are posted <input type="checkbox"/> "No Grease" signs are posted near drains without grease traps <input type="checkbox"/> a spill prevention plan is in place (note – do not use kitty litter or other flowable materials for cleaning spills near storm drains) <input type="checkbox"/> employees are trained to properly use dumpsters and recycling containers <input type="checkbox"/> always keep them covered <input type="checkbox"/> stay alert for signs of leaks <input type="checkbox"/> pick up spilled material and litter regularly <input type="checkbox"/> if water is used to clean area, direct water to sanitary sewer	

Establishment Information	
Food Service Facility Name	
Address	
Point Of Contact	
Phone Number	Email