INSPECTOR-READY RECORDS

FOG COMPLIANCE BINDER

One place for the fats, oils and grease records a kitchen keeps: trap and interceptor details, pump-out manifests, vendors, notices and inspection visits, and the staff cleaning routine. Print it, put it in a three-ring binder, and fill it in by hand.

KITCHEN NAME _____

STREET ADDRESS _____

CITY / COUNTY _____

SEWER UTILITY OR AUTHORITY THAT COVERS THIS ADDRESS _____

MANAGER OR PERSON WHO KEEPS THIS BINDER _____

BEST PHONE _____

BINDER STARTED ON _____

> This is a generic template from Grease Near Me. It states no local requirement. Your city, county or utility decides what you must keep and for how long: write that on Sheet 3 from your own locality's source.

START HERE

HOW TO USE THIS BINDER

1. **Print and punch.** Print every sheet, punch the left edge, and put them in a three-ring binder. Print extra copies of the log sheets as they fill.
2. **Fill in Sheet 3 first.** Look up what your own locality asks of a kitchen and write it in, with the source and who to ask. Our Virginia locality guides link each area's program: greasenearme.com/virginia/
3. **Record each service the same day.** When the trap or interceptor is pumped, staple or clip the operator's signed manifest to Sheet 5 and add one line to the log.
4. **Keep notices and visits.** Any letter, call or visit about grease goes on Sheet 7, with what was asked and what you did.
5. **Keep the checklist going.** Sheet 8 is the staff routine. Initial it, and file the finished copies behind it.
6. **Hand it over when asked.** If an inspector asks to see your records, give them the binder. Let them lead; answer what they ask and note the visit on Sheet 7.

WHAT IS IN THE BINDER

1 Cover sheet
2 How to use this binder
3 Local rule one-pager (you fill in)
4 Trap and interceptor sheet
5 Pump-out manifest tracker
6 Vendor log
7 Inspection and notice log
8 Staff cleaning checklist
9 Emergency contacts
10 Notes and extra log lines

Samples. Shaded italic rows marked "sample" only show what a line looks like. They are not real entries and not a requirement. Cross them out or leave them.

LOCAL RULE

LOCAL RULE ONE-PAGER

You fill this in from your own locality's source.

Find your city, county or utility's program for kitchens (often called FOG, fats-oils-grease, or pretreatment). Copy what it says. If you cannot find a rule, write that, with the date you looked and who you asked.

WHO SETS THE RULE (CITY, COUNTY, UTILITY OR AUTHORITY) _____

NAME OF THE PROGRAM OR ORDINANCE _____

WEB ADDRESS OF THE SOURCE (AND DATE YOU READ IT) _____

CONTACT PERSON OR OFFICE, AND PHONE _____

REQUIRED TRAP OR INTERCEPTOR TYPE AND SIZE FOR THIS KITCHEN _____

HOW OFTEN IT MUST BE CLEANED OR PUMPED, AS THE RULE WORDS IT _____

HOW LONG YOU MUST KEEP RECORDS, AS THE RULE WORDS IT _____

WHAT A MANIFEST OR LOG ENTRY MUST SHOW, AS THE RULE WORDS IT _____

WHERE RECORDS MUST BE KEPT (ON SITE, AVAILABLE ON REQUEST, OTHER) _____

ANYTHING ELSE YOUR LOCALITY ASKS OF KITCHENS _____

> Not sure where to look? Grease Near Me has a guide for each Virginia city and county at greasenearme.com/virginia/ that names the program and links the source. Check the source itself; rules change. If a rule here differs from what the office tells you, follow the office.

EQUIPMENT

TRAP AND INTERCEPTOR SHEET

One block per trap or interceptor. Copy this sheet if you have more than one.

NAME OR LOCATION (FOR EXAMPLE: UNDER PREP SINK, OUTDOOR)

WHERE THE LID OR HATCH IS

TYPE (UNDER-SINK TRAP, IN-GROUND INTERCEPTOR, OTHER)

WHO HAS ACCESS (KEY, CODE, LANDLORD)

SIZE OR CAPACITY, IF KNOWN

SHARED WITH OTHER TENANTS? WHO OWNS IT?

CONDITION CHECKS (YOUR OWN NOTES BETWEEN PUMP-OUTS)

DATE	CHECKED BY	CONDITION (CLEAR, HEAVY, ODOR, LEAK, OTHER)	ACTION TAKEN
(sample) date	*initials*	*sample: lid on, no leak*	*sample: called vendor*

RECORDS

PUMP-OUT MANIFEST TRACKER

Keep the signed manifest behind this sheet.

One line per service. Attach or clip the operator's signed manifest; write the next due date from the interval on Sheet 3.

DATE SERVICED	TRAP OR INTERCEPTOR	OPERATOR / VENDOR	VOLUME REMOVED	MANIFEST KEPT (TICK)	NEXT DUE
sample	*sample: prep sink*	*sample: Example Hauling*	*sample: ____ gal*	*sample*	*sample*

If something is missing from a manifest (date, volume, signature, disposal site), ask the operator to correct it before you file it.

CONTACTS

VENDOR LOG

Haulers, cleaners, plumbers, oil pickup.

Every company that services your trap, interceptor, drains or used cooking oil. Note who confirmed their permits or registration and when you asked. Ask each vendor for their documents; this sheet records what they gave you.

COMPANY	WHAT THEY DO	CONTACT AND PHONE	PERMIT / REGISTRATION SHOWN (TYPE, WHO ISSUED)	DATE ASKED	NOTES
sample: Example Hauling Co.	*sample: pump-out*	*sample*	*sample*	*sample*	*sample*

VISITS AND NOTICES

INSPECTION AND NOTICE LOG

Log every inspection, call, letter or notice about grease, whoever it comes from. Keep the paper itself behind this sheet. Ask the sender in writing if you do not understand what they want.

DATE	FROM (OFFICE, PERSON)	VISIT, CALL OR LETTER	WHAT THEY ASKED FOR OR FOUND	WHAT WE DID, AND WHEN	CLOSED (TICK)
sample	*sample: utility office*	*sample: visit*	*sample: asked to see records*	*sample: showed binder*	*sample*

STAFF ROUTINE

STAFF CLEANING CHECKLIST

Adapt to your own kitchen. Print one per week.

A starting routine you can change. Your own rule or your operator may ask for more. Tick each box as it is done.

WEEK OF _____

MANAGER SIGN-OFF _____

TASK	HOW OFTEN	M	T	W	TH	F	SA	SU
Floor drains and sink strainers cleared of solids	Daily	☐	☐	☐	☐	☐	☐	☐
Fryer oil and pan scrapings go to waste bin, not the sink	Daily	☐	☐	☐	☐	☐	☐	☐
Wipe pots, pans and plates before washing	Daily	☐	☐	☐	☐	☐	☐	☐
Hot water and grease do not go down the drain together	Daily	☐	☐	☐	☐	☐	☐	☐
Lid or hatch closed, area around it clear	Daily	☐	☐	☐	☐	☐	☐	☐
Look at the trap: smell, standing water, slow drains?	Weekly	☐	☐	☐	☐	☐	☐	☐
Used cooking oil container closed, labelled, not leaking	Weekly	☐	☐	☐	☐	☐	☐	☐
Tell the manager if anything looks wrong	Weekly	☐	☐	☐	☐	☐	☐	☐

Sample tasks only. Add the tasks your locality or your operator asks for on the blank lines.

EMERGENCY

EMERGENCY CONTACTS

Fill in and post by the back door. If sewage is coming into the building or anyone is at risk, call your local emergency line first.

WHO	NAME	PHONE
Manager		
Owner or general manager		
Trap or interceptor operator (primary)		
Backup operator		
Plumber		
Sewer utility or authority: after-hours line		
City or county FOG / pretreatment office		
Building owner or property manager		
Health department		
Local emergency line (fire, sewage in the building, anyone at risk)		

NOTES

NOTES AND EXTRA LOG LINES

Anything that does not fit elsewhere: a conversation, a change of vendor, a repair, a question for your locality's office.