

## **GREASE MANAGEMENT PROGRAM GUIDANCE DOCUMENT**

### Annual Self Monitoring Report Form Instructions

As part of the Grease Management Program for the City of McPherson, all Food Service Establishments that are permitted under this ordinance are required to keep track of specific operational and maintenance records with regard to their individual grease management practices. An annual report is to be submitted by the Permittee to the City each year on or before February 1. In an effort to assist the Permittee's in complying with this requirement the City has developed a form for the Self Monitoring Report (SMR).

This document is available on the City of McPherson website:

<https://www.mcpcity.com/DocumentCenter/View/3146/Annual-Self-Monitoring-Report-Form-ver4-PDF>

The document, "Annual Self Monitoring Report Form (ver4)(PDF)" can be downloaded, completed, signed, and returned to the City at the address listed on the form.

*The form is divided up into seven sections:*

#### **FACILITY INFORMATION**

Enter your grease control permit number in the space provided. Fill out the facility information. The contact person should be the local employee the city will contact to schedule on site inspections and be available to answer specific questions about your grease management procedures. Please include their email address and a telephone number where they can be reached.

#### **REPORT SUBMITTAL INFORMATION**

Please enter the date you are submitting the report, the name of the person submitting the report and that person's email address. This information is important so that the City will be able to contact this person if there are any questions about the report.

#### **BEST MANAGEMENT PRACTICES (BMP)**

This section asks some basic questions about what types of practices you are doing to help eliminate FOG from entering the sanitary sewer. Please note that BMP programs and training programs need to be documented in writing. The GMP inspector will ask to see these documents during your annual inspection.

#### **GREASE CONTROL DEVICE INFORMATION**

This section asks some basic questions about the types of grease control devices you have and are actively using. Again, note that you should be keeping some type of log. The GMP inspector will ask to see the log during the annual inspection. The log should

contain manufacturers information and specifications for your device. Something like the "owner's manual" or "installation instructions" would be a good example of this information. If this is not available at least the manufacturers make and model number, dimensions, and capacities would be good to have on hand.

**Things to include in the annual report:** Copies of any written documentation for any maintenance, repairs, or replacement on the device should be attached to the report and also kept in the log. Grease and/or oil hauling manifests, repair invoices, service evaluations are also things to attach to the report as well as keep in the log. If you do daily or weekly cleanings of grease traps you should have a written log of the date, employee initials performing the task, and the estimated amount of grease removed each time. You can estimate either the volume in gallons or the weight in pounds. Just be consistent in your records. Make a copy of this log and attach it to the report.

*Remember, for the annual report you only need to attach copies of the included items for that year's reporting period. The onsite log book you keep, however, should have records for at least the last five years available for review during your annual inspection.*

## **CONTRACT GREASE/OIL HAULER**

This section is pretty straight forward. Please put the information for the commercial vendor you use to haul your waste grease/oil. There is space for two vendors. If you use more just attach another sheet to the report. Please include the vendors e-mail and telephone numbers. We need to be able to contact your vendor directly to verify the records you keep with the vendors records. Typically the vendor inspects the grease interceptor and performs repairs. If you wish to apply for a hauling frequency variance we may need to contact the vendor for additional information in order to process the variance request.

## **COMPLIANCE REVIEW**

This section asks some basic questions about general compliance. We need to know if there has been any spills on the ground or discharges into the sanitary sewer (down the drain) during the year's reporting period. If you answer yes to either of the first questions you will need to write out a statement saying what happened and what you are going to do to try and prevent it from happening again. We would also be interested in hearing about any new things you are doing to help with grease control. Feel free to write up a description of your activities. If you have made any major changes to your menu we would ask that you include that information in the report. If you want to attach a copy of your new menu that would be helpful.

## **AUTHORIZED SIGNATURE**

Pretty simple here. Have someone authorized sign and date the report.