

Guidelines to Management of Fats, Oils & Grease in Food Service Establishments



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Introduction

Food Business Operators (FBO) that generate waste Fats, Oils and Grease (FOG) as a result of the business activities are required to hold a valid Trade Effluent Licence (TEL). The food business operator is legally obliged to comply with the conditions of the trade effluent licence issued by the authority that operates the wastewater collection system.

The objective of this document is to provide guidance to the holder of a trade effluent licence on the selection, installation, operation and maintenance of systems for the control of fats, oils and grease generated as a result of the food business activity. This is called the FOG discharge control system. This guidance document is intended to assist food business operators to comply with conditions of their trade effluent licence that specify the limits for the discharge of fats, oils and grease to the wastewater collection system.

If following a regulatory authority inspection of the FOG discharge control system whereby non compliances with the terms of the TEL are identified, the FBO shall ensure that the FOG discharge control system is corrected and the appropriate corrective action is implemented and verified in order to comply with the terms of the TEL.

This guidance document uses the word "shall" to indicate requirements with which compliance by the food business operator is considered to be compulsory in order to assist the food business operator to control the discharge of fats oils and grease from the premises. This guidance document uses the word "should" to indicate a requirement that is best practice, it is recommended that the food business operator give due regard to the implementation of the best practice guidance given in this standard. These best practice requirements are indicated by boxes throughout the document.

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1 Legislation and Standard References

The Water Framework Directive 2000/60/EC

This Directive sets out the policies to be adopted by national government in order to improve the quality of water in the European Union. Article 9 of directive 2000 /60/ EC, states that member states shall recover the costs for water and wastewater services in accordance with the principle of the polluter pays.

The Water Services Act 2007 and Local Government (Water Pollution) Act, 1977 and 1990

This Act specifies the responsibilities for the management of drinking water and wastewater services in Ireland. The Water Pollution Act 1977 -1990 allows local authorities to grant a trade effluent licence to a business and to insert relevant conditions in such licences'. These include the granting of licences for the discharge of trade effluent to the wastewater collection system in accordance with the conditions specified in the licence.

I.S. EN 1825-1 Grease Separators - Part 1

This document outlines the Principles of design, performance and testing, marking and quality control.

I.S. EN 1825-2 Grease Separators - Part 2

This document outlines the Selection of nominal size, installation, operation and maintenance.

I.S. EN ISO 9001

This document is an internationally recognised standard that provides the requirements for an organization's Quality management systems.

I.S. EN ISO 14001

I.S. EH ISO 14001 is an internationally recognised environmental management standard providing a set of standardised requirements for an environmental management system (EMS). The Standard is designed to be compatible with other management standards, particularly the widely used ISO 9001 Quality Management Standard, OHAS 18001 Health and Safety Management and EN 16001: Energy Management

2 Terms and Definitions

The following terms and definitions apply:

Bunded:

An area / structure designed to contain spillages or leaks from the container. A bunded area should be capable of retaining the entire content of the liquids stored plus 10% extra capacity.

Control of Waste FOG:

Control of the quantity of fat, oil and grease discharged to the wastewater collection system

Domestic Waste Water:

Waste water of a composition and concentration (biological and chemical) normally discharged by a household and which originates predominantly from day to day domestic activities including washing and sanitation but does not include fats, oils grease or food particles discharged from a premises in the course of, or in preparation for, providing a related service or carrying on a related trade.

Emulsifiers:

An emulsifier is a substance which stabilizes an emulsion by increasing its kinetic stability. Examples of food emulsifiers are egg yolk, honey, and mustard. Mayonnaise and Hollandaise sauce are oil-in-water emulsions that are stabilized with egg yolk.

Food Business Operator (FBO):

Natural or legal persons responsible for ensuring that the requirements of law are met within the food business under their control

Fats, Oils and Grease (FOG):

Material either liquid or solid composed primarily of fat, oil or grease of an organic nature.

Food Service Establishment (FSE):

Any unit of a food business where food is prepared, cooked or served

Free Enzymes:

Free Enzymes are biological catalysts, or chemicals that speed up the rate of reaction between substances without themselves being consumed in the reaction.

Greasetrap:

Greasetraps (also known as Grease interceptors) are plumbing devices designed to intercept most fat, oils, greases and solids before they enter the waste water disposal system.

Grease Removal Unit (GRU) / Mechanical Greasetrap:

This device uses mechanical forces in addition to gravity to separate fats, oils and grease (FOG) from wastewater. Fats oils and grease are retained within the unit or removed mechanically and deposited in external storage containers for recycling. These are located with the food preparation area.

Grease Separator (GS) / Passive Greasetrap:

These are larger units comprising of a sludge trap, a grease separation chamber and if necessary a sampling point. These units are generally located outside of the food area.

Licensing Authority (Local Authority (LA) / Water Services Authority)

County Council or a City Council as defined in the Local Government Act of 2001, and where the context permits, any references to a sanitary authority or local authority in any legislation, in so far as it relates to function of that authority in relation to water services shall be regarded as a reference to a water services authority.

Sampling Point:

Part of the grease separator situated downstream of the separation process where samples can be taken of the wastewater discharged from the separator.

Solvent:

Liquid in which something is dissolved.

Surfactants:

Detergent that promotes lathering

Trade Effluent:

Any liquid waste produced which is discharged into the waste water system in the course of any food operation process.

Trade Effluent Licence (TEL):

Discharge licence issued to the food business operator by the water services authority under the Local Government Water Pollution Act 1977 – 2007. This specifies individual limitations for discharge specific to the FSE.

Record:

A document which maybe paper or electronic stating results achieved and providing evidence of activities performed

3 Control of the discharge of Fats, Oils and Grease (FOG) waste

3.1 General

The food business operator (FBO) of a food service establishment (FSE) shall:

- apply for and be in possession of a trade effluent licence (TEL)
- operate within the terms and conditions of the TEL
- provide the resources necessary to manage the use of fats, oils and grease (FOG) in the FSE in order to control the discharge of waste FOG to the wastewater collection system.
- contact the Local Authority for advice, if required

The FBO shall select, install, operate and maintain a FOG discharge control system which:

- is suitable for the business,
- does not pose a risk to public health / food safety

The FBO shall retain documents and records to demonstrate the performance of the FOG discharge control system in place in the FSE.

For further information please reference Appendix A – Checklist for FOG Management in Food Service Establishments (FSE)

The FBO should notify the authority that issued the TEL of:

- a change in ownership of the food business operation
- changes in the activities of the food business that affect the discharges

3.2 Staff Training

The FBO shall ensure that all staff are informed of the FOG discharge control system in use in the FSE and train staff on how they can help ensure the best management practices are implemented.

Staff whose responsibilities include operation and maintenance of the FOG discharge control system shall be given specific training and/or be supervised.

The training provided by the FBO on the FOG discharge control system shall be delivered by a competent trainer. The FBO may select a competent internal or external source for the provision of the necessary training.

The FBO should retain:

- training records for all staff
- a summary of the type training given to staff on the FOG discharge control system.

The FBO should provide refresher training to staff on the FOG discharge control system if:

- the system fails to operate effectively
- the system is changed in anyway
- the operations of the food business change
- the conditions of the TEL are amended
- deemed necessary

All staff working in a food business should be informed about their individual responsibility not to pollute the wastewater collection system by discharging waste FOG.

Note: Staff training information on the FOG discharge control system is available in Section 4.2.1 – Best Practices and also in Appendix B – FOG Training Procedure and FOG Training Record

4 Operation of Food Areas

4.1 General

The FBO shall select, install, operate and maintain a suitable greasetrap system for the control of discharge of FOG and to prevent discharges of FOG to the wastewater collection system.

The FBO shall ensure that FOG that is suitable for recycling is collected and stored in a bunded area for collection by licensed recycling contractors. Refer to Section 6: Disposal and/or recycling of and waste FOG

The FBO shall not install or use food waste disposal units (food macerators) in the FSE.

The FBO should proactively address the control of the discharge of FOG from the FSE when designing or re-designing the kitchen and /or other food areas.

4.2 Food Preparation Operations

All staff working in a food business shall be informed about their individual responsibility not to pollute the wastewater collection system by discharging waste FOG.

The FBO shall have Material Safety Data Sheets (MSDS) for all chemicals, detergents and cleaning products in use in the FSE.

The following types of products shall not be used where a greasetrap is used to control discharge of FOG:

- emulsifiers
- free enzymes

The use of the following types of products should be minimised where a Passive Greasetrap (grease separator) is used to control discharge of FOG:

- surfactants
- solvents

4.2.1 Best Practices

The FBO shall establish the best practices to facilitate compliance with the TEL and that will reduce FOG and food waste entering the sewer system

Best practices should include but are not limited to:

- scraping/wiping all waste food from pots, roasting trays etc into bins for collection
- dry wiping of dishes before washing*
- dry wiping all pots, pans and trays prior to rinsing/washing*
- using strainers in sinks, for example in preparation sinks
- using under sink sieves to collect food debris at all times
- using solid drip trays in Combi ovens to collect grease
- using pan liners to collect grease and fat in pans
- mopping up grease spillages with paper
- cleaning greasy equipment in correct sinks e.g. sink extractor filters connected to the grease trap
- collecting and recycling of cooking oil
- storing all fats/oils in secure bunded containers
- emptying of contents of cleaning buckets into sluice sinks connected to grease trap

* Dry wiping consists of removing visible grease or food debris with a paper towel which is then disposed of into the soiled paper bin. Dry wiping before washing will keep FOG out of the grease traps. This will result in less frequent cleaning of the grease traps and lower maintenance costs.

All spillages or leaks from containers of oil, waste oil and FOG shall be mopped up immediately with paper towel before the area is cleaned. Dispose of oily paper in the soiled paper bin.

NOTE: The following bad practices will result in blockages in the wastewater collection system:

- pouring waste oil, fat or grease into any drain
- emptying cooking oil, fat or grease down a sink, drains or toilets
- washing food scrapings down the sink
- failure to maintain the grease trapping system

Staff working in food preparation and wash up areas should be informed about the problems that arise in the wastewater collection system if waste FOG is released from the FSE. These problems include:

- FOG solidifies causing blockages in sewers and pumping stations
- FOG blockages require specialist cleaning that is hazardous
- FOG in the waste water collection and treatment facilities causes operational problems,
- FOG results in bad odours from effluent treatment facilities.

Where a correctly maintained solids strainer is in place in the pre-rinse sinks staff should:

- rinse all utensils in a dedicated pre-rinse sink with strainers in place at all times
- dry wipe the pre-rinse sink using a biodegradable paper towel on a regular basis
- empty the food debris from the strainer into general waste on a regular basis

Note: See Appendix B for the FOG Training Procedure and Record

5 FOG Discharge Control Systems

5.1 General

The system selected shall be capable of servicing all areas of the FSE where waste fat, oil or grease is generated. To control the discharge of FOG from the FSE, the FBO shall carry out the following steps:

Section 5.2	Review the types of Greasetraps
Section 5.3	Selection of Greasetraps and Suppliers
Section 5.4	Installation of Greasetraps
Section 5.5	Operation of the FOG Discharge System
Section 5.6	Maintenance and monitoring of the FOG Discharge System

NOTE: Where the TEL specifies the methods to be used for FOG discharge control, the FBO shall use the methods specified.

NOTE: Foul wastewater from water closets (WC's) shall not be connected to the pipe network discharging to the FOG control system.

5.2 Review Types of Greasetraps

The FBO shall use one of following or a combination of the methods listed below to control the discharge of FOG from the FSE:

- Passive greasetraps (or Grease Separator's, GS) certified to I.S. EN 1825 Parts 1 & 2.
 - Passive greasetraps (or Grease Separator's, GS) certified to I.S.EN 1825 Parts 1 & 2, with the addition of certified bacteria
- Bacteria dosing systems to be used in conjunction with independently certified bacteria products
- Mechanical greasetraps (or Grease Removal units, GRUs)

This does not exclude the use of properly certified new technologies

5.2.1 Passive Greasetraps (or Grease Separators)

Passive grease separators shall be certified (CE marked) as being in compliance with the requirements of the European standards I.S. EN 1825-1 and I.S. EN 1825-2 for the sizing, manufacture, installation and maintenance requirements for the unit.

Passive greasetraps are normally large units that are installed outside the kitchen area in yards, basements or specially constructed spaces, where there is a suitable space they may be installed internally within the premises.

Please see 5.2.1.1 for further information on the addition of bacteria dosing systems with a passive greasetraps

5.2.1.1 Bacteria Dosing Systems

The FBO shall only use certified bacteria products to control the discharge of waste FOG in conjunction with a passive greasetrap that has been designed, manufactured, sized and installed in compliance with the requirements of I.S. EN 1825 parts 1 & 2 .The bacteria product may be used with an automated dosing system.

The FBO shall obtain confirmation from the supplier of the certified bacteria product that the product is suitable for use in the food environment of the FSE and in the FOG discharge control system.

Where the authority responsible for issuing the TEL requires a bacteria product and the automated dosing system to be independently tested, confirmation of the testing carried out shall be requested by the FBO from the supplier prior to commencement of use of this method of FOG control.

The documentation certifying the performance of the bacteria product and automated dosing system shall include information on the cleaning, maintenance and refilling requirements necessary to maintain the performance of the bacteria and the automated dosing unit. e. g. power supply

Where a bacteria product and an automated dosing system is used as a method for the control of discharge of FOG, in conjunction with a passive grease trap, the FBO shall:

- comply with the supplier's instructions and maintain records to demonstrate such compliance
- use detergents or cleaning chemicals that are compatible with the type of bacteria product in use
- ensure that the equipment is installed in conformance with electrical safety requirements,
- ensure that the supplier of the bacteria product and the automated dosing system will train staff in the use of the system or provide a maintenance service,
- ensure that the power supply to automatic bacteria product dosing system operates continuously,
- ensure that the system is re-filled with bacteria product as required by the manufacturer's instructions.

Where the FBO uses a manual system to dose bacteria products to the FOG discharge control system, the method used shall ensure that the bacteria product is added in accordance with the supplier's instructions and records of the quantities used shall be retained

The FBO shall retain all information in relation to the dosing system and the bacteria product on site for staff training and for inspection by the Local Authority.

5.2.2 Mechanical Greasetraps (or Grease Removal Units)

Where mechanical greasetraps are installed the FBO shall ensure that there is adequate space where the unit is located to carry out the required cleaning and maintenance.

The FBO should be able to determine from the manufacturer's documentation the expected performance of the mechanical greasetraps unit when used in specific applications.

5.3 Selection of Greasetraps and Suppliers

5.3.1 Selection of Greasetraps

The size and type of greasetraps selected by the FBO for installation shall:

- be sufficient for the expected FOG volume and waste from the FSE
- be robustly manufactured,
- be capable of separating FOG from wastewater
- produce an effluent that meets discharge requirements

Where required, under the terms of the TEL the FBO shall obtain permission from the Local Authority to install a particular type of greasetraps

When selecting a greasetrap, the FBO shall consider a number of factors which include but are not limited to:

- size of operation. i.e. number of meals provided
 - cooking equipment in use
 - hours of operation
 - size of preparation area
 - number of equipment sinks
 - availability of space within the FSE
 - availability / capability of personnel to maintain the unit selected
 - flow rate of effluent discharging through the greasetrap
 - wastewater temperature
- The temperature of the wastewater will adversely affect the performance of the greasetrap.
- If wastewater is too hot (>60°C) when entering the FOG control unit the FOG will pass through the unit
 - If wastewater is too cold the FOG will settle out in the pipe work upstream of the FOG control unit

The FBO shall select a greasetrap that is suitable for the food business operation and which is in accordance with current standards. The greasetrap shall be robustly manufactured and capable of separating FOG from wastewater such that the effluent being discharged meets acceptable standards and is capable of meeting the requirements of the TEL

5.3.2 Selection of Suppliers

The FOG discharge control system selected by the FBO shall be installed in the FSE by a competent service provider and comply with legal requirements.

The FBO shall select a supplier or suppliers to provide a suitable FOG discharge control system based on selected criteria, for example, proven track record or recommendation from a similar food business where a FOG control system is working effectively.

The FBO shall select suppliers that:

- are aware of & will comply with food hygiene & food safety requirements when operating in an FSE
- understand the activities of the food business and the waste FOG generated by these activities,
- understand issues that may impact on the performance of the FOG discharge control equipment such as temperature of wastewater, volume of wastewater, internal drainage, presence of detergents, removal of solids waste
- understand issues regarding the sizing, siting, installation and accessibility of the FOG discharged control system in the FSE
- will design, manufacture, supply & install a FOG discharge control system suitable for the FSE
- understand issues regarding the location, installation & operation of the bacteria dosing system
- will provide training to staff on the cleaning and maintenance of the FOG discharge control system,
- will provide adequate cleaning and maintenance services for the FOG discharge control system
- will provide grease separators that have been designed manufactured and installed in compliance with I.S. EN 1825-1 and I.S. EN 1825-2

The size and type of greasetrap to be installed shall be sufficient for the FOG volume and waste from the FSE. The FBO shall ensure that the supplier of the greasetrap shall account for the following:

- internal drainage system of the food business
- location of the various kitchen units (sinks, dishwashers etc.) and their connectivity to the drainage system
- all FOG generating equipment is connected to the FOG control system
- the way in which the wash up activities are undertaken i.e. where greasy pans are washed and where water is emptied
- pattern of kitchen usage i.e. timing of dishwashing operation period of dishwashers.
- Training of the personnel competent in the operation and maintenance of the unit in accordance with the manufacturer's instructions. Training records must be completed and kept on file.

The suppliers selected should be certified to a recognised standard to provide products and services. (E.g. ISO 9001)

5.4 Installation of Greasetrap

The criteria for selection of suppliers in Section 5.3.2 shall be adhered to in all cases.

Where the service provider selected by the FBO to install and commission the equipment is not the manufacturer of the equipment, the FBO shall ensure that the service provider has been authorised by the manufacturer to install the equipment.

The FBO shall ensure that grease trapping equipment intercept all liquid discharges from kitchen preparation environments and wash up areas that contain FOG.

Installation of a greasetrap shall be installed when food preparation is not in progress.

The following equipment if in use should be connected to the grease traps:

- dishwasher
- pre rinse sinks
- dishwasher entry table
- pot wash sink
- utensil wash sink
- Combi oven
- wok range
- sluice sink
- floor drains
- washing machines used to wash greasy cloths

Note: Food preparation sinks (e.g. vegetable sink) and hand wash sinks do not generate FOG and do not need to be connected to grease trapping equipment.

5.4.1 Installation of Passive Greasetraps

The installation and commissioning of a passive greasetrap shall be in compliance with the requirements of I.S.EN 1825-1 and I.S EN 1825-2

The FBO shall ensure that access to the passive grease trap is provided to enable the unit to be emptied by a licensed waste collection /disposal contractor.

Large capacity grease traps shall have personnel entry protection grid and be serviced only by suitably qualified contractors.

Wastewater from food areas within an FSE should be gravity fed to a passive greasetrap

Where possible a solids interceptor or sink sieves should be installed before or should be an integral part of a passive greasetrap

Pipelines upstream of the grease trap should be sized and graded based on the expected flows to ensure a self cleansing velocity and to prevent grease collecting in the pipe

Passive greasetraps should be:

- located outside the kitchen preparation environment
- located close to the source of the wastewater,
- designed with removable sealed lids and can be re-fitted to allow access to the full surface area
- vented to the external air,
- accessible for cleaning
- where possible, installed more than 4 meters and a maximum of 12 meters from a hot water discharge

Note: A suitable accessible sampling point or manhole downstream from the passive greasetrap should be in place.

5.4.2 Installation of Mechanical Greasetraps

Food preparation equipment shall be connected to the greasetrap in accordance with the supplier's instructions.

The FBO shall ensure that the mechanical greasetraps are accessible for cleaning and are provided with a reliable source of power.

Note: To facilitate the inspection and cleaning of mechanical greasetrap, the panels of the equipment shall be easily removed and replaced

A suitable accessible sampling point downstream from the unit should be in place.

5.5 Operation of the FOG discharge system

The FBO shall ensure that the requirements of the Trade Effluent Licence (TEL) are met by the operation of the FOG discharge system.

The FBO shall ensure that the detergents and cleaning agents used in the food business will not damage the FOG discharge control system or the operation of the downstream wastewater collection and treatment system.

Detergents and cleaning agents should be used in accordance with the supplier's instructions to ensure that the level of detergents and cleaning agents in FSE discharges are kept to an absolute minimum.

5.5.1 Cleaning of Spillages

The FBO shall take measures to ensure that any spillages of oil, waste oil or FOG do not enter the surface water or wastewater drainage systems. The FBO shall ensure that all spillages of oil, waste oil and FOG are mopped up with paper before the area is cleaned. The oily paper shall be deposited in the soiled paper bin for collection by a licensed waste collector and disposed of in accordance with the conditions of the TEL

5.6 Maintenance and Monitoring of the FOG discharge system

The FBO shall ensure that the FOG discharge control system is maintained in accordance with the supplier's instructions and any requirements specified in the TEL.

The FBO shall have a maintenance procedure and shall develop and implement a maintenance schedule for the FOG discharge control system.

The FBO shall maintain records of all maintenance carried out on the FOG discharge control system. Where the FBO undertakes the maintenance of the FOG discharge control system in house, suitable training shall be provided to the personnel responsible for this activity.

The FBO may undertake the maintenance of the FOG discharge control system themselves. Alternatively, the FBO shall select a competent service provider to maintain the FOG discharge control system in accordance with the requirements of Section 5.3.2

Where the FBO employs a service provider to carry out maintenance and operation of the FOG discharge control equipment in the FSE, suitably trained service personnel shall be employed whereby their training records can be provided on request. A seven day call out service is required.

Maintenance procedures, schedules and records generated by the FBO or the competent service provider shall be kept on file. (See Section 7.1 for further information on the Retention of Records)

The FBO shall regularly monitor the performance and efficiency of the FOG discharge control system by reviewing the following data (as applicable):

- maintenance records
- grease trap emptying and cleaning records
- sub-contractor (service provider) reports

If the assessment of the data for the FOG discharge control system indicates the system is not operating effectively the FBO shall initiate an investigation and record action to remedy the defect in the system

The FBO should monitor the quantity of the FOG removed by greasetraps to identify deviations from the normal quantities. The quantity removed should be constant when the activity in the FSE is normal

5.6.1 Cleaning and Emptying a Passive Greasetrapp

If a certified bacteria product is in use within the FBO in conjunction with a passive greasetrapp, the frequency of emptying and cleaning of the passive greasetrapp shall be determined by the FBO based on inspection data.

The emptying of a passive greasetrapp shall be supervised by a designated and competent member of the FBO's staff

The passive greasetrapp shall be completely emptied with side walls, base and all components cleaned prior to refilling with fresh water.

Water taken from the passive greasetrapp shall not be returned to the separator or any other passive greasetrapp.

All screws, clasps and seals shall be replaced correctly to minimise any biological or odour emissions from the passive greasetrapp.

Where the passive greasetrapp is located within the food preparation environment food hygiene and safety precautions shall be in place when cleaning emptying and refilling of the unit is carried out and this shall be scheduled to take place when the food activity is not in operation.

All internal areas of the FSE that come into contact with the hoses from collection tankers shall be thoroughly cleaned and disinfected before the area is used again for the preparation and/or service of food.

The FBO shall comply with the waste regulations for the disposal of waste from passive greasetraps.

The frequency of inspection, maintenance, emptying and cleaning of passive greasetraps should be determined based on grease and sludge storage capacity of the separator and operational experience.

The frequency of inspection emptying and cleaning of a passive grease trap should be determined by:

- storage capacity of the unit for FOG and sludge
- experience within the particular FSE
- use of bacteria product
- TEL requirements

Passive greasetraps should be inspected emptied and cleaned regularly and unless otherwise specified separators should be cleaned and emptied and refilled with clean water at least once a month and preferably every two weeks.

Passive greasetraps should be emptied cleaned and refilled completely when the total combined volume of the sludge and grease reaches 25 % of the capacity or unless otherwise specified in your TEL.

5.6.2 Cleaning and Emptying of a Mechanical Greasetraps

The FBO shall clean and maintain the mechanical greasetraps in accordance with the manufacturer's (supplier's and/or manufacturer) instructions and retain records. Where there are specific requirements in TEL, the FBO shall comply with these requirements.

Food hygiene and safety precautions shall be in place when cleaning emptying and refilling the mechanical greasetraps should be scheduled to take place where the food activity is not in operation.

The power supply to the mechanical greasetraps shall be disconnected during emptying and cleaning operations.

The frequency of emptying, cleaning and refilling the mechanical greasetraps shall be based on:

- size of the unit
- volume / nature of the food particles being discharged
- TEL requirements

The sludge removed from the mechanical greasetraps shall be collected by a licensed waste haulier and disposed of in a licensed facility. See Section 6 - Disposal and/or recycling of waste FOG

The cleaning and maintenance of the mechanical greasetraps depends on the equipment in use and should include all or a combination of the following:

- | | |
|---------------|--|
| - Daily | Remove, empty and replace the solids remover |
| | Empty the FOG collection container into a storage drum |
| | Remove, clean and replace the skimming device |
| | Clear grease deposits from trough and discharge points |
| - Weekly | Empty one sink of water where there is a low flow to the unit |
| - As required | Empty clean and refill using suitable equipment e.g. wet vac or pump |

6 Disposal and/or recycling of waste FOG

6.1 Storage of waste FOG

The FBO shall ensure that the FOG waste and cooking oil is stored separately in a bunded area or container.

6.2 Disposal of Waste FOG

The FOG waste shall be collected by a contractor licensed for collection/disposal or reuse of FOG in accordance with waste regulations

The FBO shall install a suitable method for the collection of waste FOG and cooking oil and comply with requirements specified in the TEL.

6.3 Selection of Waste FOG Service Provider

The FBO shall ensure that all waste cooking oil is collected by a contractor who holds a valid and current collection permit issued by the relevant Local Authority for the collection, transport and recovery of waste cooking oil.

Note: The collection permit held by the waste collection/recycling/disposal contractor shall be licensed by the Environmental Protection Agency (EPA) or Local Authority and shall clearly specify the type of waste to be collected and the disposal/recovery site where the waste is to be delivered.

6.4 FOG Disposal and Recycling Waste Records

The FBO shall retain up to date copies of all documents and records in relation to waste collection and disposal from the waste disposal / recovery contractor. These shall include but are not limited to:

- Valid waste collection permit from the local authority where the waste collection occurs including copies of Appendices A and B of the contractor's permit,
- Records of Pump-outs / Collection and disposal of Waste FOG (- See Note)
- Any other records specified in conditions of TEL for inspection by Local Authority

Note: A record of carriage and disposal/recovery from the authorised contractor for the waste collection shall include the following data:

- Certificate serial number
- Name of waste producer
- Address of waste origin
- Name of collection service provider and registration number of vehicle
- Collection permit number of the authorised waste collector
- Collection date
- Description of waste
- Quantity of waste
- European unique six digit waste catalogue code
- Name of authorised disposal or recycling waste facility
- Dated signature and stamp of the disposal or recycling facility

7 Documentation and Records

7.1 General

Documentation and records associated with the FOG discharge system shall be kept on file for inspection by the Local Authority.

The documentation shall be used for staff training purposes and shall be available for reference by staff and inspection by the Local Authority that issued the TEL.

The records retained shall be legible, clearly identified, signed, dated and be made available for inspection by the Local Authority.

The FBO shall retain a copy of all documents and records on the premises for **three years**

7.2 Documents and Records

The following records and documents shall be retained by the FBO

A copy of the Trade Effluent Licence

Greasetrap

Information relating to the Grease trap in use to be retained shall include but is not limited to the following information:

- type of grease interceptor installed
- unit type (brand name)
- capacity
- location
- up to date drainage drawings showing pipe connections
- equipment plumbed to grease trap
- manufacturer's operating instructions
- manufacturer's maintenance instructions
- maintenance service contracts and agreements.

Bacteria

Where the FBO is using a bacteria product in associated with the passive grease trap, the information to be retained shall include but is not limited to the following information:

- certification of the bacteria product,
- quantities of the bacteria product used,
- certification of the bacteria dosing system,
- operation and maintenance of the bacteria dosing system
- where specified in the TEL records of the bacteria product and the quantities used in the FOG control system shall be retained for inspection by the licensing authority

Staff Training

Staff training information should include but is not limited to the following information:

- Training records for all staff
- A summary of the training given to staff on the FOG discharge control system.

Note: See Appendix B

Chemicals

MSDS (Material Safety Data Sheets) shall be retained for all chemicals used in the food preparation area

Maintenance

Maintenance information shall include but is not limited to:

- Maintenance Procedures
- Maintenance Schedules
- Maintenance Records of all maintenance carried out on the FOG discharge control system.

Analysis

Results of Analysis of effluent carried out by the local authority

Waste Oil & FOG Disposal

Information to be retained on of waste Oil and FOG collected from FSE includes

- valid waste collection permit from the local authority where the waste collection occurs including copies of Appendices A and B of the contractor's permit,
- Records of Pump-outs / Collection and disposal of Waste FOG
- Any other records specified in conditions of TEL for inspection by licensing authority.

Appendix A

Checklist for FOG Management in Food Service Establishments

This is intended as a general guide and is non-exhaustive as each Local Authority will set out conditions in the Trade Effluent Licence (TEL) that are relevant to their particular area.

To avoid any doubt it is advisable to consult with the relevant Local Authority

Step 1: Applying for a Trade Effluent Licence (TEL)

- Get Application Form from the Local Authority (LA)
- Contact LA for advice if required
- Complete and return to LA complete with application fee
- LA will issue Trade Effluent Licence (TEL)
- This is a valuable document that should be kept on the premises for inspection by the LA

Step 2: Complying with the conditions of the Trade Effluent Licence (TEL)

- Ensure best practices are implemented with the food preparation areas when dealing with FOG
- Ensure FOG information signage is in place
- Ensure staff are properly trained in FOG management
- Ensure properly designed grease trapping equipment is installed and commissioned
- Ensure all grease trapping equipment is safely accessible
- All areas within an FSE that generate FOG must discharge through the grease trapping equipment
- Ensure equipment is regularly pumped out and cleaned (if applicable)
- Retain all records of pump-outs and disposal of waste FOG for inspection by LA
- Ensure equipment is regularly maintained
- Check the storage areas for waste oils is properly bunded
- Contact LA in the event of any accidental spillages

Appendix B

Fat, Oils and Grease Training Procedure

The following kitchen practices will minimise fats, oils and grease entering the drains of the premises

- scraping/wiping all waste food from pots, roasting trays etc into bins for collection
- dry wiping of dishes before washing
- dry wiping all pots, pans and trays prior to rinsing/washing
- using strainers in sinks, for example in preparation sinks
- using under sink sieves to collect food debris at all times
- using solid drip trays in Combi ovens to collect grease
- using pan liners to collect grease and fat in pans
- mopping up grease spillages with paper
- cleaning greasy equipment in correct sinks e.g. sink extractor filters connected to the grease trap
- collecting and recycling of cooking oil
- storing all fats/oils in secure bunded containers
- emptying of contents of cleaning buckets into sluice sinks connected to grease trap

All spillages of oil, waste oil and FOG shall be mopped up with paper before the area is cleaned. The oily paper and disposed of in the soiled paper bin.

Where a correctly maintained solids strainer is in place in the pre-rinse sinks you should:

- rinse all utensils in a dedicated pre-rinse sink with strainers in place at all times
- dry wipe the pre-rinse sink using a biodegradable paper towel on a regular basis
- empty the food debris from the strainer into general waste on a regular basis

The problems that can arise if waste FOG is released from the FSE into the wastewater collection system include:

- FOG solidifies causing blockages in sewers and pumping stations
- FOG blockages require specialist cleaning that is hazardous
- FOG in the waste water collection and treatment facilities causes operational problems,
- FOG results in bad odours from effluent treatment facilities.

NOTE: The following bad practices will result in blockages in the wastewater collection system:

- pouring waste oil, fat or grease into any drain
- emptying cooking oil, fat or grease down a sink
- washing food scrapings down the sink
- failure to maintain the grease trapping system

Trainer: _____
Block Capitals

Trainer: _____
Signature

Date: _____

Trainee: _____
Block Capitals

Trainee: _____
Signature

Date: _____

FOG Training Record

Name: _____

Position Held: _____

Date of employment _____

Date of Training	Details of information covered	Trainees Signature	Management Signature

(R) = Refresher training

