



2660 Civic Center Drive ♦ Roseville, Minnesota 55113
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FATS, OILS, & GREASE (FOG)

Management Plan Checklist

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

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|---|--|
| 1. Have you heard about the potential problems fats, oils, and grease can cause to the sanitary sewer system (both private and public)? | |
| Yes ☐ No ☐ Not sure | |
| 2. Does your establishment have a grease trap or interceptor? Yes No | |
| If yes, do you have a cleaning schedule? | |
| 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)? Yes No | |
| ☐ 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? ☐ Yes ☐ No | |
| 5. Is the cleaning and maintenance log current? ☐ Yes ☐ No | |
| ☐ Log records volume of grease removed ☐ Frequency of cleaning is ____ weeks or ____ months | |
| 6. Do employees receive training on proper handling and disposal of grease? ☐ Yes ☐ No | |
| 7. Do employees remove grease by dry methods (scraping, wiping, sweeping) before using wet methods? ☐ Yes ☐ No | |
| 8. Do employees know not to pour grease down the drain? ☐ Yes ☐ No | |
| ☐ Employees have been trained on designated sites for grease collection. | |
| ☐ 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): | |
| ☐ use of rubber scrapers to remove FOG from cookware, utensils, and chafing dishes, etc | |
| ☐ use of absorbent materials to soak up oil and grease under fryer baskets | |
| ☐ use of paper towels to wipe down work areas (cloth towels will eventually release grease during washing) | |
| ☐ water temperature is kept at 140 degrees F or below in sinks with grease traps | |
| ☐ "No Grease" signs are posted near drains | |
| ☐ drain screens are placed in all sinks and floor drains | |
| 10. Our spill clean-up plan includes the following (check all that apply): | |
| ☐ procedures for different types of spills ☐ training schedules for employees | |
| ☐ designated employee to monitor cleanup ☐ a plan posted in work area | |
| ☐ clean-up kits in place and well-marked with absorbent materials available | |
| 11. Are exhaust hood filters cleaned on a regular basis? ☐ Yes ☐ No | |
| 12. Do you have a procedure for cleaning exhaust hoods? ☐ Yes ☐ No | |
| 13. Does runoff from hood cleaning flow through a grease trap? ☐ Yes ☐ 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?		Yes	No
15. The following items are cleaned so runoff goes to a grease trap (check all that apply): ☐ grease filters ☐ grills cleaning bucket water from cleaning greasy surfaces			
16. Spills of grease are wiped up before the following items are cleaned (check all that apply): ☐ floor mats ☐ floors			
17. Are only licensed companies used to haul away fats, oils, and grease?		Yes	No
If so, who? (Name of company): _____			
18. The following Best Management Practices (BMPs) are followed in storing fats, oils, and grease (check all that apply): ☐ all storage containers are covered ☐ storage containers are placed away from storm drains and catch basins ☐ if containers must be near catch basins or drains, containers are bermed with absorbent pads to prevent spills reaching drain ☐ 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): ☐ training is updated and tracked regularly ☐ cleanup guidelines are posted ☐ “No Grease” signs are posted near drains without grease traps ☐ a spill prevention plan is in place (note – do not use kitty litter or other flowable materials for cleaning spills near storm drains) ☐ employees are trained to properly use dumpsters and recycling containers ☐ always keep them covered ☐ stay alert for signs of leaks ☐ pick up spilled material and litter regularly ☐ 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	