



## Best Management Practice (BMP) Checklist for Food-Handling Establishments

This Best Management Practice (BMP) program is intended to assist food-handling establishments to stay in compliance with Federal, State, and Local environmental regulations, specifically, the City of Tulsa's "Sewer Use" and "Pollution" Ordinances as set forth in Title 11-C Chapter 12 and Title 11-A Chapter 5, of the City of Tulsa's Code of Revised Ordinances.

This guide has been written for food-handling establishments. It contains procedures for reducing the amount of Fat, Oil, and Grease (FOG) in wastewater discharged from food-handling establishments, primarily from kitchen & floor drains. It also contains guidelines to protect storm water runoff from pollutants. Food-handling establishments include restaurants, school cafeterias, retirement homes, bars, and other related food-handling businesses (i.e. any business requiring a food-handling license from the Tulsa Health Department).

This BMP is a key element in the Partners for a Clean Environment (PACE) program that educates consumers about the steps businesses are taking to protect and preserve our infrastructure and our natural environment. Participation in this BMP program will result in the issuance of a certificate by the City of Tulsa automatic PACE membership which includes a PACE window cling, and listing on City of Tulsa's website. Details of the PACE program can be found at <https://www.cityoftulsa.org/pace>

### Practices that are required for participation in BMP program:

#### A. Employee Training:

- Conducted annually.
- New employees should receive training within one week of employment.
- Documentation of trainings needs be kept on file at the facility for three years.

#### Training should include:

- Best Management Practices (sections B,C,D, and E of this checklist).
- The locations of the grease removal devices (i.e. trap, interceptor, API separator).
- How a grease removal device functions.
- The locations of drains and fixtures that are connected to the grease removal device.

#### B. Structural Controls:

- Place instructional signs near sinks, floor drains, and trash receptacles.
- Floor drains must have screens and/or solids traps.
- Floor drains must be inspected and cleaned regularly.

#### C. Cleaning & Maintenance:

- Minimize the use of soaps and degreasers.
- Recycle waste cooking oil and grease. Store in a covered container.
- Create a cleaning schedule for greasy areas (i.e. fryers, vents, grills, etc.)
- Dry wipe and scrape plates, trays, pots, pans, and utensils before washing.
- Make sure solid separator baskets/screens are in place before operating garbage grinders/disposal
- Clean solids separators regularly.
- Clean up spills immediately with disposable wipes or absorbent (i.e. absorbent pads, oil dry, kitty litter).
- Dry sweep floors before mopping.
- Dispose of mop water in mop sink.
- Grease interceptors are to be pumped and cleaned on a regular basis:

- Frequency of Pumping: \_\_\_\_\_
- Grease interceptors should be pumped and cleaned only by a City of Tulsa permitted hauler.
  - Hauler: \_\_\_\_\_

**D. Inspections & Record keeping:**

- Inspect small grease traps weekly and interceptors monthly for damaged parts and the amount of grease within the interceptor.

Thoroughly inspect your grease interceptor when interceptor is pumped and cleaned:

- Visually inspect for broken/missing baffles or parts.
- Insure that all contents of the interceptor are removed, including water and any buildup on the walls and bottom of interceptor.
- Insure that nothing is reintroduced to the interceptor once it is fully pumped and cleaned.
- Keep all City of Tulsa manifests received from your grease hauler on file **at the facility** for three years. Make sure all the documentation on the manifest is correct, and do not send manifests to corporate.
- Maintain a log of the inspections, maintenance, and repairs performed and keep on file at the facility for three years.
- Maintain Material Safety Data Sheets (MSDS) of all chemicals, soaps, cleaners, and biological products used at the facility.

**E. Storm water management:**

- Keep outside oil bins and dumpsters covered and away from storm drains.
- Keep areas around outside dumpsters and trash receptacles clean and free of trash and debris.
- Clean up outside spills immediately with an absorbent (e.g. absorbent pads, oil dry, kitty litter) and dispose of in the trash.
- Clean vent hoods, filters, and floor mats in mop sink or in such a way that the waste water discharges to the sanitary sewer.
- Do not dump mop water outside. Dispose of mop water in a mop sink or in such a way that the wastewater discharges to the sanitary sewer.

If outside washing is conducted:

- Clean up anti-freeze, oil, and gasoline from area with absorbent or vacuum and dispose of in trash.
- Dry sweep or vacuum up trash from the area before washing.
- Use water only. If chemicals, soaps, or hot water are used, wash water must be collected and discharged to the sanitary sewer.
- Use absorbent booms or pads around storm drains to filter out wash water pollutants.
- If a contractor conducts outside washing, make sure they dispose of the wash water properly and follow the BMPs.

Call the City of Tulsa's Quality Assurance Section (918) 591-4378, IMMEDIATELY if any pollutants (i.e. mop water, fryer oil, contents of grease trap, etc.) happen to be discharged to the storm water system.

Practices that are not required but highly recommended:

- Collect Oil and Grease samples from the effluent (the exiting water) of your building or grease trap. Turn in samples to an ODEQ certified lab. Sample results should be less than 100mg/l.
- Daily visual inspections of effluent of a small trap or weekly of a large interceptor.
- Mop greasy areas with disposable mop head and discard mop head into the trash.
- Place sink strainers and screens in sink drains to catch solid particles. Dispose of solids in the trash.
- Minimize or eliminate the use of garbage disposals.
- Solicit employees' opinions and suggestions for BMP improvements.
- Give employees incentives to follow and go beyond the requirements of the BMP.
- Educate employees of plumbing maintenance costs and emphasize how these BMPs will lower facility costs.
- If a line blockage or backup occurs, alert all employees and identify to them the reason for the problem.
- Perform a refresher BMP training if grease problems arise.
- Display your BMP certificate and PACE cling for patrons and employees to see.

Questions or Comments call the Pollution Prevention Supervisor at (918) 591-4361.