



CITY OF SOMERVILLE, MASSACHUSETTS
INSPECTIONAL SERVICES DEPARTMENT
KATJANA BALLANTYNE - MAYOR

General FPE Information (required by Inspector)

Incl.	#	Information	Comment
		Completed FOG Application	
		Facility Name	
		Facility Owner	
		Facility Owner Phone	
		Facility Owner Email	
		Facility Address	
		Facility Manager	
		Facility Manager Phone	
		Facility Manager Email	
		Type of Food Service Operation (café, cafeteria, etc.)	
		Hours of Operation	
		Number of Meals Served/day	
		Number of Seats	

FOG Trap and Interceptor

Incl.	N/A	Information	Comment
		Type (under the sink, in-ground, automatic)	
		Number of units	
		Size (gallons)	
		Location (inside, outside)	



Grease Trap/Inspector Maintenance

Incl.	N/A	Required Document	Comment
		Pump out schedule (weekly, monthly, etc.)	
		Pumper/Service Provider	
		Maintenance Log available on site	
		Is management observing pumping to ensure it is being done properly?	
		Does the service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer?	
		Is the vault refilled with clean water, not with water already pumped out?	
		Are enzymes/bacteria used? If yes, vendor name?	

Kitchen Equipment/Devices

Y/N	#	Is the following equipment/item present? Please indicate the # in the left column.	Comment
		Grill	
		Oven	
		Dishwasher	
		Pre-Rinse Sink	

		Mop Sink	
		Deep Fryer	
		Floor Drains	
		Hand Sink	
		Tilt Kettle/Crock Pot	
		Garbage Disposal	
		3 Bay Pot Sink	
		2 Bay Pot Sink	
		Single Bay Sink	
		Other	

Y	N	Are the following devices plumbed to discharge to the grease trap/interceptor? (Y,N)	Comment
		Floor Drains	
		Dishwashers	
		Pot sinks, multi compartment sinks, mop sinks, pre-rinse sinks	
		Food steamers	
		Food grinders/pulpers	
		Steam kettle(s)	
		Can washer(s)	

Y	N	Are the following cleaned or maintained periodically? (Y,N) Is the clean-up water discharged to the grease trap? If not, where is it discharged? (comment)	Comment
		Exhaust hoods and filters	
		Floor mats, floors, grill tops	
		Exterior of the grease trap/interceptors	
		Dumpsters/trash cans	
		Parking lot/sidewalk	
		Steam kettle(s)	
		Others (comments)	

Staff awareness and education

Y	N	Questions (Y or N and Comment)	Comment
		Are serving wares, utensils or food preparation surfaces wiped clean before washing?	
		Do employees know not to allow FOG of food wastes into the drains?	
		Are employees provided the necessary training and tools (rubber scrapers, brooms, absorbent materials for spills) for dry clean-up?	
		Are cleanup kits in visible and accessible areas?	
		Are employees provided adequate conveyance methods/tools (ladles, containers	

		with lids) to prevent oil and grease spills while transferring from the inside the restaurant to the outside storage bin?	
		Are the employees involved in keeping FOG out of the drains?	
		Are there signs posted in key areas that remind staff to keep oil and grease out of the drains?	
		Are new employees trained on FOG BMPs and existing employees trained on a routine basis (quarterly, annually)?	

Grease Disposal

Y	N	Questions (Y or N)	Comment
		Are the outside oil and grease storage bins kept covered?	
		Are the outside storage bins located away from the storm drains and catch basins?	
		Are the dumpsters and grease recycling bins cleaned and checked for leaks often?	
		Is there a spill prevention plan and materials available in the event of a spill?	

Grease Management Contractors

Y	N	Questions	Comment
		Does your hauler/contractor have the proper legal licensing and permits to handle the oil and grease waste? (Please include documentation in your application)	
		Contractor(s) contact information: Company Name, Location Primary Contact Phone Email	
		Do you know how and when the waste grease is sent for final disposal? (Y or N)	

Comments

Violations

Violation	Location	Date	Time	Officer	Notes
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