

Grease traps require frequent cleaning, from every day to once a week, due to their small size and limited grease holding capacity. Grease that has accumulated in the trap must be removed (evacuated) when the unit has both floating and settled waste, accounting for 25% of its overall depth. **Food establishments in West St. Paul must clean their grease traps at least every 30 days, regardless of waste accumulation.** Grease trap cleaning is typically performed by employees of the establishment. When performed properly and at the appropriate frequency, cleaning of the device reduces the discharge of fats, oil, and grease (FOG) that discharge into the sanitary sewer system.

Please note, a licensed plumber must perform the maintenance, repair, replacement and installation of grease traps.

#### Steps for proper grease trap cleaning:

- 💡 Do not use any chemicals (such as enzymes, acids, solvents or emulsifying products) when cleaning grease traps.
- Remove the lid. If the trap is equipped with removable baffles, remove them as well.
- Make sure the flow control valve on the inflow pipe is present. If it is, place flow control in OFF or CLOSED position.
- Scoop the top grease layer out of the trap and deposit in a tight-sealing container for proper disposal.
- Bail out water in the trap to facilitate removing the solids from the bottom.
- Remove the solids and drain any liquid from them.
- Scrape the sides, lid and baffles with a putty knife to remove accumulated grease, and put them into the same container used previously.
- Replace baffles and lid.
- Return (or fill) water to grease trap.
- 💡 Properly dispose of or recycle the fats, oils and grease.
- 💡 Record grease trap cleaning events on the **Grease Trap/Interceptor Evacuation Log**, provided by the City. The information on this log must include; the date of the cleaning, employee or cleaning contractors name, phone number of cleaning contractor, employee or technicians initials, the amount of waste removed (in either gallons or pounds), approximate percentages of fats, oil and grease that were contained in the grease trap and how was it disposed of.
- 💡 **Keep this log on site for two years and stay current with City reporting requirements to avoid non-compliant citations.**

