**Grease‑Trap Cleaning Standard Operating Procedure (SOP)**

*Version:* \_\_\_\_ *Effective Date:* \_\_\_\_

### **1 Purpose**

Ensure the grease trap is safely pumped, cleaned, and resealed on schedule to prevent sewer blockages, odors, and regulatory fines.

### **2 Scope**

Applies to all kitchen staff and any licensed hauler working at **[Facility Name]**.

### **3 Responsibilities**

| **Role** | **Task** |
| --- | --- |
| BOH Manager | Schedule hauler, unlock utility room, sign manifest, upload PDF. |
| Line Cook (Day Shift) | Wipe lid daily, flag leaks or odors to manager. |
| Licensed Hauler | Pump contents, scrape walls/baffles, reseal lid, provide digital manifest. |

### **4 Procedure**

**A. Pre‑Pump (Lock‑out/Tag‑out)**

1. Turn off adjacent fryers and close gas line.
2. Post “Out of Service” tag on trap lid.
3. Place absorbent pads around the lid.

**B. Pump‑Out**

1. Hauler removes lid and vacuums liquid & solids.
2. Scrape walls, baffles, and cover to bare metal.
3. Inspect gasket; replace if cracked.

**C. Post‑Pump & Sanitize**

1. Add 2 gal clean water; verify flow.
2. Spray lid and surrounding floor with sanitizer (200 ppm).
3. Remove pads; dispose in yellow bin.

**D. Documentation**

1. Hauler emails manifest; BOH Manager signs digital copy.
2. Upload PDF + two lid photos to Grease Connections Dashboard within 24 h.

### **5 Records**

* Digital manifests – retain 3 years.
* Photo log (before/after) – retain 12 months.

### **6 References**

* County FOG Ordinance § \_\_\_\_
* [Your state] Plumbing Code [add code here]