



CITY OF
REXBURG
America's Family Community

APPENDIX I – RESTAURANT GREASE TRAPS, AND INSPECTIONS

The City of Rexburg requires inspections for all new and existing grease traps in Restaurants that are on the Rexburg water system. Facilities that deal with oil and grease are required to keep an ongoing record of the grease and oil receptors. The appropriate forms for compliance are enclosed for your facility.

These forms will need to be filled out and maintained by the restaurant owner/manger. Please refer to the enclosed instructions to help you fill out the forms.

If the oil and grease receptacles are not properly cleaned and maintained, serious contamination could result to the City waste water system. These receptacles must be cleaned and properly maintained.

The enclosed forms are required to be filled out with every grease trap or receptacle cleaning:

Form A: Report showing each cleaning during the month. Send these reports monthly to Rexburg City Hall at 35 North 1st East, Rexburg, Idaho, 83440.

Form B: Log record sheet updated for each cleaning of a grease trap. Send these ongoing reports to Rexburg City Hall every six months.

If the City has any questions or concerns with your reports, your facility will be contacted to have a random inspection of your grease traps or receptacles. At this inspection, your records including manifests/receipts concerning your oil and grease disposal will be inspected for compliance to the City Waste Water disposal policies.

Sincerely,

CITY OF REXBURG
Plant Operator/Pretreatment Coordinator

FORM A

Instructions for the grease trap cleaning Form

- #1... Copy the blank form for your monthly reporting requirements.
- #2... Fill in the blanks with the appropriate information with each cleaning of a grease trap or receptacle.
- #3... The completed form needs to be copied and sent to Rexburg City Hall. You are required to have a copy of each cleaning at your facility for compliance review.
- #4... The copy for Rexburg City Hall will need to be sent monthly to:

REXBURG CITY HALL
C/O WASTE WATER DEPARTMENT
P.O. BOX 280
REXBURG, ID 83440

- ***NOTE: If there are question concerning the report, the City will contact the reporting sources listed on the reporting Forms.
- ***NOTE: Send the reports monthly to Rexburg City Hall.
- ***NOTE: Refer questions to the Waste Water Department at 359-3035.

Form A

The City of Rexburg
Grease Trap/Receptacle
Cleaning Form

To the CITY OF REXBURG:

On this date _____
(Month) (Day) (Year)

the grease trap at: _____
(Restaurant Name and Address)

was cleaned by: _____
(Manager / owner first and last name)

spent oils and / or grease hauled away by: _____
(Company's name)

or stored until: _____ then hauled away _____.
(Month day year) (Month day)

I certify under the penalty of law that I am familiar with the information on this report, Furthermore based on my knowledge of those who obtained the information that it is true and accurate. I am aware that there are significant penalties for falsifying any of this information.

Manager / Owner (first and Last name) (Date)

(Title) (Address and phone number)

Manager/Owner Signature

FORM B

The City of Rexburg Instructions for monthly grease trap cleaning log

- #1... Copy the blank form for your monthly reporting requirements.
- #2... Fill out the form with the appropriate dates and signatures for each cleaning.
- #3... Normally, there will be one or two sheets each month that will need to be copied to Rexburg City Hall and your files. Remember to do a semi-annual report with all of the cleaning reports that have been filled out during the six month period.
- #4... Send the reports to:

CITY HALL
C/O WASTE WATER DEPARTMENT
P.O. BOX 280
REXBURG, ID 83440

- *** NOTE: Fill out this form with every cleaning. At the end of six months, forward these reports to Rexburg City Hall and keep a copy for your files.
- *** NOTE: FORM B is to be kept monthly and compiled for the six month report.
- *** NOTE: Questions can be addressed to the Waste Water Department. Please indicate your questions on the form and contact the Waste Water Department at 359-3035.

FORM B

Grease Trap/receptacle cleaning log

NAME OF THE RESTAURANT:

Fill out this form each time the grease trap or receptacle is cleaned. The person cleaning the grease trap or receptacle needs to fill out the form. Please complete the form and send a copy to the Waste Water Department every six months:

CITY HALL
C/O WASTE WATER DEPARTMENT
P.O. BOX 280
REXBURG, ID 83440

DATE TRAP/RECEPTACLE CLEANED

BY WHOM (NAME)

