City of San Juan Capistrano
Food Service Establishment Fats, Oils, and Grease
(FOG) Wastewater Discharge Permit

Application Form

SECTION A – GENERAL INFORMATION

Facility Name: ____________________________________________________________

Facility Street Address: ____________________________________________________

City: _____________________________ State: ________ Zip: __________

Telephone Number: _____________________ e-mail: ____________________________

Owner or Designated Facility contact: _______________________________________

Business Address (if different from above): ___________________________________

First Permit: Yes  No    Other(specify): ______________________________________

Change of ownership: Yes  No    Building remodel: Yes  No

SECTION B – FACILITY OPERATIONAL CHARACTERISTICS

Please choose one description that best describes your facility.

[ ] Fast Food Restaurant  [ ] Full Service restaurant      [ ] Drive thru (only) Restaurant

[ ] Seasonal Restaurant  [ ] Nursing Home                  [ ] Hotel/Motel

[ ] School              [ ] Club/Organization            [ ] Coffee Shop

[ ] Company/Office Building [ ] Religious institution [ ] Ice Cream Shop

[ ] Bakery               [ ] Supermarket                [ ] Hospital

[ ] Other               Number of employees: ____________________________

Please indicate each item that you currently have in your facility and the quantity of each:

[ ] Grill ________     [ ] Oven ________      [ ] Dishwasher ________      [ ] Mop sink ________

[ ] Pre-rinse sink _____[ ] Deep fryer _____[ ] Floor drains ________      [ ] Hand sinks ______

[ ] Tilt kettle / Crock pot ________                  [ ] Garbage Disposal (Garbage disposal are not allowed)

[ ] 3 Bay pot sink ________                           [ ] 2 Bay pot sink ________

[ ] Single Bay sink ________                         [ ] Other Equipment ____________________________
SECTION C – TREATMENT

Do you have a grease interceptor or grease trap?

[ ] Interceptor  [ ] Trap  [ ] Both  [ ] None

Oil storage: ______________________ How:

If food facility, then provide a copy of menu.

SECTION D – FACILITY OPERATIONS

Hours: Weekdays: _______ Drive Through: _________ Delivery: ____________
Hours: Weekends: _______ Drive Through: _________ Delivery: ____________
Seating Capacity: Indoor: _____________ Outdoor: _____________
Type of Dishes/Utensils: Washable Yes  No  Disposable: Yes  No
Serve alcohol: Yes  No

Kitchen Best Management Practices:

Terms of this permit require compliance with kitchen best management practices (BMPs). A poster was provided to applicant with the BMPs. Additionally a list of the BMPs will be provided. The owner shall train all employees on the proper best management practices and will document this training to be reviewed during regular inspections.

GENERAL PERMIT

By submission of this application, the applicant agrees to wastewater discharge requirements under a General Food Services Waste Discharge permit. The Grease Control Program prohibits certain activities and requires that others take place.

The wastewater discharger agrees to the following General Permit conditions:

1. To implement the Grease Control Program and kitchen best management practices as set forth in the City’s Fat, Oil and Grease Ordinance and program information provided.
2. To allow the City’s authorized program representative or inspector to inspect food preparation areas and grease handling equipment and facilities.
3. To keep two logs to demonstrate compliance with the grease control program to the City’s inspector: a) employee training log and b) waste oil and/or grease interceptor maintenance and collection log.
4. To comply with the City’s stormwater regulations and its best management practices, and to prevent any pollutants from reaching the storm drain.
5. To prevent any sewage spill overflow and to take immediate action in case of a spill to prevent it from reaching the drainage system, and to notify the City immediately in case of a spill.
City of San Juan Capistrano

General Waste Discharge Permit application and permit for Food Service Establishments, and Fats, Oil and Grease (FOG) Compliance

Authorized Representative Statement:

I certify that I have been informed about San Juan Capistrano’s Sewer System Management Plan, Fats, Oils, and Grease (FOG) Control Program, and understand that all food service establishments must have a grease removal device before discharge of fats, oils, and greases to the San Juan Capistrano’s sanitary sewer system.

I further certify under the penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and termination of sewer service.

Name: __________________________________________
Title: ____________________________________________
Signature: ______________________________    Date: ___________________
City of San Juan Capistrano
Kitchen Best Management Practices (BMPs)

Food service establishments shall teach their employees the following kitchen best management practices and conduct training twice a year. Keep a written log of employees trained. The City’s authorized inspector will ask to see the training records when visiting your facility.

- **Trash disposal**: Dispose of food waste and fatty scrap into the trash or garbage bin, not down the sink. If a food composting program is in place, then dispose in provided containers. Use plastic trash bags to prevent leaks and odors. Double bag the waste that has the potential to leak in trash bins. Make sure that trash bins are covered when not in use and call the trash hauler if bin is leaking.

- **Pre-Wash**: Dry wipe or scrape pots, pans, dishware, floor mats and work areas to remove grease and food scraps before washing and dispose in trash.

- **Use of Drain screens**: Install removable screens on all drainage pipes in food preparation areas. Keep screens in sink and floor drains clean and in good repair. Dispose of collected solids in trash, not down the drain.

- **Yellow grease disposal**: Dispose of grease and oil from cooking equipment (pots, pans and fryer) by pouring waste oil and yellow grease into appropriate containers. No outdoor oil storage containers are allowed. Use a licensed waste hauler or recycling facility to dispose of liquid grease and oil before the container is full. Keep a written log with manifest/invoices of waste oil pick-ups to show the City’s authorized inspector who visits your site.

- **Mat cleaning**: Clean and wash floor mats in a utility mop sink. Empty mop water into a sink or drain connected to a grease interceptor, if present. Do not empty mop or wash water into storm drains.

- **Hood cleaning**: Clean hoods and filters as frequently as necessary to maintain a good operating condition. Use a licensed waste hauler to dispose of wastewater collected from cleaning hoods and filters.

- **Spill prevention**: Place absorbent materials, such as paper towels or pads, under fryer baskets and other areas where grease may drip or spill during cooking, frying or during the transfer of grease to storage or disposal containers.

- **Spill kits**: Maintain a spill kit accessible for use of employees, including absorbent pads, kitty litter or equivalent absorbing material, and paper towels. Require the use of the spill kit to clean up spilled fats, oil and grease.

- **Super hot water**: Do not pump water hotter than 140 degrees Fahrenheit through a grease control device.

- **Employee training posters**: Post signs provided by the City to show kitchen best management practices in food preparation, dishwashing and maintenance areas.

In addition, food service establishment shall ensure that any grease control devices they utilize, such as grease trap or grease interceptors, are cleaned as frequently as needed to keep them free of food residue and hardened fats, oil and grease. Inspect grease control devices for leaking seams and pipes.
FOR CSJC OFFICE USE

Application complete: [ ] Yes [ ] No

Date of Pre-permit visit: _________________________________

Permit to be granted: ____________________ Rejected: ____________________

Permit number issued: ________________________

Explanation of Rejection: ______________________________________________
________________________________________________________________________
________________________________________________________________________

Date: __________________________

Application Reviewer: ________________________________________________