



Proper Pump out Procedure for Grease Removal Devices

If the grease and solids occupy greater than 25 percent of a device's capacity, it is recommended that a full cleaning of the device should occur. The grease removal device shall be left completely empty upon completion of the pumping operations. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. **Under no circumstances shall the waste hauler reintroduce the removed water or materials back into the City's sewer collection system.** All waste pumped shall be disposed of at a qualified disposal station. Flushing a device with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater collection system, is a violation of City Code. The steps below outline the proper procedure for grease removal:

1. Skim the entire grease cap and debris from the top of the device. The device may need to be agitated slightly to break up clumps from the grease cap.
2. Place the vacuum tube all the way into the device to remove the remaining solids from the bottom.
3. Vacuum the water out of the device.
4. Clean the sides and bottom of the device. This may be done by using a hot water source to hose down the device. Make sure the device is completely clean.
5. Vacuum the remaining water out of the device.
6. Check that the sanitary tees (if applicable) on the inlet and outlet sides of the device are present and are not clogged or loose.
7. Make sure all baffles are intact, in place, and secure.
8. Inspect the device for any cracks or defects.
9. Check that the lid(s) are securely and properly seated after completion of pumping.
10. Completely and accurately fill out the Maintenance Log for each grease removal device.