



**GREASE AND OIL MANAGEMENT PROGRAM**  
**Facility Compliance Report Instructions**

Facility Compliance Reports must be submitted at the end of every June and December. If you have any questions, please contact the Grease and Oil Management Program. Additional information and forms can be found on our website.

**Phone:** 719-553-2250

**Email:** [pueblowwfog@pueblo.us](mailto:pueblowwfog@pueblo.us)

**Website:** <https://www.pueblo.us/2370/Grease-and-Oil-Management-Program>

To complete the report, fill in the legal name of the business as well as the “doing business as” (dba) name of the business. The physical address is the location of the business within the City of Pueblo and the mailing address is the location where you would like to receive any correspondence about the business.

#### Reporting Period

Reports are due at the end of each reporting period. The year entered is for the reporting period and the box checked is for either the January through June or July through December months. For example, if you are completing a report for the second half of 2022, the year entered would be ‘2022’ and you would check the ‘July-December’ box. The report would be due by December 31<sup>st</sup>, 2022.

#### Grease or Oil Removal Devices

To collect and reduce grease, oil, or solids (food or sand) from entering the sewer system, most locations will have a grease or oil removal device along the wastewater line. Depending on the function and type of device these can be inground outside the facility or indoors in the floor or under sinks attached to the wastewater line. You can identify the device however you choose but should be able to differentiate if there are multiple at the facility. Complete each box for each grease or oil removal device. If you have verified that your facility does not have a grease or oil device, contact the Grease and Oil Management Program. Requirements for having a grease or oil removal device can be found in Title XVI, Chapter 8, Section 16-8-4 of the Pueblo Municipal Code.

#### Grease or Oil Removal Device Logs

All cleaning and repair of grease or oil removal devices must be kept on a log completed by the facility. If you indicate that your grease or oil removal device has been cleaned or repaired, then you must include your log with the report. Requirements for maintaining these logs are found in Title XVI, Chapter 8, Section 16-8-6(b) of the Pueblo Municipal Code.

#### Best Management Practices (BMPs)

Best management practices are required of all facilities that fall under the definitions of Food Service Facility (FSF) and/or Engine Service Facility (ESF) for the Grease and Oil Management Program. These are requirements and processes which decrease the chance of grease or oil or solid material entering the sewer system. A business can be an FSF, an ESF or both an FSF and an ESF. BMPs can be found in Title XVI, Chapter 8, Section 16-8-3 of the Pueblo Municipal Code.

#### Certification Statement

The report must be signed by Authorized Representative (legally responsible person) of the business, or it will not be accepted. The report must have an original signature in pen, no photocopies, facsimiles, or electronic signatures are accepted. Once completed and signed the report can be hand delivered or mailed our address below.

**City of Pueblo**  
**Grease and Oil Management Program**  
1300 S. Queens Ave.  
Pueblo CO, 81001



**GREASE AND OIL MANAGEMENT PROGRAM  
FACILITY COMPLIANCE REPORT**

Complete and submit hard copies by hand delivery, USPS or another courier semiannually to:  
**CITY OF PUEBLO, Grease Management Program, 1300 S. Queens Ave, Pueblo, CO 81001**

**Facility Information:**

<b>Business' Legal Name:</b>		<b>Store Number:</b>	
<b>Doing Business As:</b>		<b>Business License Number:</b>	
<b>Physical Address:</b>			
<b>Owner, Officer or Registered Agent</b>		<b>Title:</b>	
<b>Mailing Address:</b>			
<b>Primary Contact:</b>		<b>Title:</b>	
<b>Phone Number:</b>		<b>Email:</b>	
<b>Mailing Address:</b>			

**Reporting Period:**

Year \_\_\_\_\_

**January – June**  
(Due July 30<sup>th</sup>)

**July – December**  
(Due January 30<sup>th</sup>)

Check box if this facility does not have a grease or oil removal device.

**Grease or Oil Removal Devices:**

<b>Identifier/ Name</b>  (001, Trap1, Kitchen, etc.)	<b>Device Type</b>  GT – Grease Trap (HGI) GI – Grease Interceptor (GGI) OW – Oil/Water Separator SO – Sand/Oil Interceptor	<b>Device Size</b>  (gals, lbs, or gpm)	<b>Cleaning Frequency</b>  (Weekly, Monthly, etc.)	<b>Device Cleaned this Reporting Period?</b>  (Y/N)	<b>Device Repaired this Reporting Period?</b>  (Y/N)	<b>Log Attached</b>  (Y/N)

\*Attach additional sheets if needed.

**Logs shall consist of type of services performed, contain dates, times, volume of material removed, and person performing services for cleaning.** Per Title 16, Chapter 8, Section 16-8-6(b)(2) of the Pueblo Municipal Code you are required to send in the Grease or Oil Removal Device Log for any cleaning or and repair to the Grease or Oil/Sand Devices for the reporting period along with this signed document no later than the due dates for the reporting period.

## Best Management Practices:

Best Management Practices (BMPs) are an important part of the Grease and Oil Management Program to minimize grease and oil entering the City’s sewer system. It is required that businesses comply with BMPs for their business type. A summary of the BMPs from Title XVI, Chapter 8, Section 16-8-3 is provided below.

### Food Service Facilities (FSF)

BMP	Description	Compliance (Yes/No)
(1)	Employees Trained to clean and dispose of excess food and grease in a manner that minimizes entry to the sewer system.	
(2)	Drain screens are on all drainage pipes in food prep areas.	
(3)	“No Grease” signs are posted above sinks and on dishwashers.	
(4)	All liquid oil and grease are placed into a waste container for proper disposal.	
(5)	Food waste disposed of directly in trash or garbage container and not in the drain. No food waste disposed into sink garbage disposal units.	

### Engine Service Facilities (ESF)

BMP	Description	Compliance (Yes/No)
(1)	Employees are Trained to dispose of excess sand and oil in a manner that minimizes entry to the sewer system.	
(2)	Funnels or pumps are used to transfer automotive or industrial fluids and chemicals.	
(3)	Drip pans or containers are used under vehicles at all times during maintenance or storage when leaks are suspected.	
(4)	Spent or spilled automotive or industrial fluids are not washed down a drain that is connected to the City’s sewer system.	
(5)	Dry cleanup methods are used for spills of automotive or industrial fluids. Absorbent materials are readily available.	
(6)	No wastewater, fluids or other substances containing hazardous waste, heavy metals, or other prohibited materials are discharged to the sewer system.	
(7)	Signs prohibiting the discharge of oil or other chemical waste are located above sinks and in areas with floor drains.	

**Certification Statement:** This statement must be signed by an authorized signatory of the facility.

*I certify under 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 fine and imprisonment for knowing violations.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Note:** The facility must maintain copies of all records on site for three (3) years. Records will be reviewed during inspections. Records to maintain include Employee Training of BMPs; Grease or Oil Device Logs; Logs for any hauled oil or waste; and Facility Compliance Reports



Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

## Grease or Oil Removal Device Maintenance Log

### Grease and Oil Management Program

1300 S. Queens Ave.

Pueblo, CO 81001

Type of Service Performed (cleaning/pumping or repair)	Date of Service	Time of Service	Volume of liquid and solids removed	Name of person or business performing service	Comments

I certify under penalty of law that this document and all attachments were prepared under my discretion 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 a fine and imprisonment for knowing violations.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_