



Grease and Oil Management Program QUESTION & ANSWER SHEET

Q. How do I acquire all forms for my business whether I operate an Engine Service Facility (ESF) or a Food Service Facility (FSF)?

1. Visit City of Pueblo website at www.pueblo.us
2. At the top of page click on tab that says your government.
3. Scroll down click on city departments.
4. Scroll down click on Wastewater; this will bring you to the Wastewater department's homepage at which this point you may want to save this website address to your favorites, so it is easily accessible in the future.
5. Click on Grease and Oil Management Program to access all forms for both Food Service Facilities (FSF) and Engine Service Facilities (ESF). All documents can be saved to your computer and filled in and saved and once completed can be printed, signed, and submitted to the Wastewater Pretreatment department.

Q. What if I don't have a grease or oil interceptor?

A. If you are a food or engine service facility that is located within the City of Pueblo limits you are required to be part of our program. If you do not have a grease trap, grease interceptor or a sand/oil interceptor you are still required to follow the Best Management Practices found in Section 16-8-3 of the City of Pueblo Municipal Code.

Q. Can I clean my trap or interceptor in-house?

A. Yes, you can clean a grease trap, that is usually located under the sink, by hand. It is a messy job, but you can dispose of the grease in the trash bin. A grease interceptor or a sand/oil interceptor are usually a two-compartment tank located in ground somewhere on your property. These will need to be pumped by a septic hauler, so the liquid and solid waste can be disposed of properly.

Q. Do I need to send in the invoices from my grease or oil hauler?

A. No, all we need to receive is the **Grease and Oil Management Program Facility Compliance Report** and your **Grease or Oil Removal Device Maintenance Log** which should be filled out completely and signed by a representative of your facility and submitted to the Wastewater Pretreatment Division.

Q. Can the grease or oil hauler sign my device maintenance log?

A. No, the grease or oil hauler does not sign the log, that is the responsibility of the facility. The information on the log can be entered once the hauler comes to pump or when they have provided the information to your facility. At the end of every semi-annual report period please send in the log along with the signed Compliance Report.

Q. What if I don't pump my grease trap, grease interceptor or sand/oil interceptor during the six-month reporting period?

A. During an inspection we will evaluate your device and the current cleaning schedule. If the current cleaning schedule for the grease removal device is determined to be sufficient, you can stay on the same schedule. Each facility is different, some can be weekly, monthly, quarterly, semi-annually, or yearly. It depends on the nature of the facility. On the Compliance Report there is a box to indicate if you have a grease trap, interceptor, or sand/oil interceptor but you didn't clean in the six-month semi-annual period. That box is letting the Wastewater Pretreatment Division know that we will not see a device maintenance log for the reporting period.

Q. Do I have to be included in this program?

A. Yes, if you are a food service or engine service facility that is located within the City of Pueblo limits you are required to follow the Grease Management Program. If you have any questions about your responsibilities with the program, please do not hesitate to email us or call us directly on the phone. Our jobs also include fieldwork, but we check our messages every day and will get back to you as soon as possible.

City of Pueblo Grease and Oil Management Program

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