



Be a part  
of the Team!  
Keep the  
Bay **CLEAN!**



WATER POLLUTION PREVENTION

# Guidelines

for

# Food Handling Facilities

Provided by the City of Pleasanton

a member of the

Alameda Countywide Clean Water Program

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# Preventing water pollution

In Alameda County, storm drains flow directly to local creeks and San Francisco Bay without being treated. Storm water pollution is a serious problem for wildlife dependant on our waterways and for people who live near polluted streams or baylands.



Food handling facilities such as restaurants, institutional cafeterias, grocery stores, bakeries, and delis, can contribute to stormwater pollution, mainly through improper cleanup practices that allow food particles, oil and grease, and cleaning products to flow to a street, gutter, or storm drain.

In the City of Pleasanton, discharge of grease, oil, and other pollutants to storm drain is prohibited by ordinance. Discharges to the sanitary sewer must meet the local oil and grease limit.



## Best Management Practices for a cleaner San Francisco Bay

Best Management Practices or BMPs are methods and practices such as good housekeeping, spill prevention, and proactive treatment measures that prevent or minimize pollutant discharges. Following the BMPs in this manual will help you comply with city ordinance requirements with respect to discharges to both the city’s sanitary sewer and storm drain systems, and will contribute to a cleaner bay.

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## Who to call in case of a spill or emergency

*For help in stopping spills from flowing to a creek or storm drain, call 911.*

In case of a spill emergency, call 931-5500. For more information, call the following City departments:

- ◆ Urban Runoff/Utilities **931-5500**
- ◆ Building **931-5300**
- ◆ or Alameda Countywide Clean Water Program **(510) 670-5543**

## What types of pollution do food handling facilities generate?

Food handling facilities can cause water pollution through improper cleanup practices that allow food particles, oil and grease, and cleaning products to flow to a street, storm drain, or creek.

*Decaying food products* reduce dissolved oxygen in streams and the Bay, stressing or killing aquatic animals.



*Oil and grease* can plug sanitary sewer lines, causing sewer backups and sewer overflows which may result in severe risks to human health.

*Chemicals* such as cleaning products, disinfectants, pesticides, and even biodegradable soaps, contain ingredients that are toxic to aquatic life.

## Sewer or storm drain?

In order to choose the most appropriate BMPs, you must be able to determine whether a drain is a storm drain or a sewer. In general, drains inside the building are connected to the sanitary sewer, and outside drains (except for capped sanitary sewer “cleanouts”) are connected to the storm drain system. Sanitary sewer cleanouts are usually 6 inches in diameter or smaller, and storm drain inlets are larger, but there are exceptions.

If you are not certain whether a drain leads to the storm drain or sanitary sewer, call the City of Pleasanton Utilities department for assistance.

## **BMP #1: Equipment cleaning and maintenance**

*When cleaning  
floor mats,  
carts, tray  
racks, hoods,  
food containers,  
exhaust filters,  
cooking  
equipment, etc.*

- ◆ Do not clean equipment outdoors or in any area where water may flow to a street, gutter, storm drain, or creek.
- ◆ In order of preference:
  - 1) Clean equipment in a designated indoor area, such as at a sink or floor, which drains to the sanitary sewer.
  - 2) Clean equipment in a designated covered outdoor area with a drain connected to the sanitary sewer. This area should be isolated from the storm drain with a berm or other barrier.
  - 3) Clean equipment in a small designated uncovered outdoor area, isolated from the storm drain with a berm or other barrier; where water can be collected for disposal in the sanitary sewer (no direct connection to sanitary sewer).
- ◆ Use a static rinse tank to clean filters, screens, frying racks, etc. Dispose of used solution to the sanitary sewer.
- ◆ Wherever possible, use floor mats that are small enough to be cleaned inside near a floor sink or drain connected to the sanitary sewer.
- ◆ Promptly dispose of empty cleaning product containers in dumpsters.

## **BMP #2: Pavement cleaning and spill cleanup**

*When cleaning  
dumpster  
areas, loading  
docks, and  
other paved  
surfaces, &  
whenever a  
spill occurs*



- ◆ Stop any spill at its source.
- ◆ Dry sweep
- ◆ If wet cleaning (including high-temperature or high-pressure washing) is required, use this 3-step method:
  - 1) Clean up as much as possible with rags.
  - 2) Use granular absorbents (i.e., cat litter) to collect residue. Sweep and dispose in trash if hazardous materials are not involved.
  - 3) Mop (or, if absolutely necessary, wash), collect water, and dispose of water to sink or sewer, not the storm drain.
- ◆ If a final rinse is necessary for health reasons, collect the rinse water and dispose to sink or indoor floor drain. If outdoors, block storm drain before applying water, collect water, and dispose to sink or indoor drain.
- ◆ Do not use bleach or disinfectants if there is a possibility that rinsewater could flow to a street, gutter, or storm drain.
- ◆ Have spill cleanup materials handy in dumpster and loading dock areas.

## **BMP #2:** (continued)

### ***Dumpsters and loading dock areas***

### ***Spill cleanup plan***

- ◆ Keep litter from accumulating around loading docks by providing trash receptacles and encouraging employees to use them.
- ◆ Make sure that dumpsters and containers of grease, meat fat, and used cooking oil are always tightly covered.
- ◆ Arrange for leaking dumpsters to be replaced immediately when a leak is detected.
- ◆ Each establishment should have a **spill clean up plan** that includes:
  - 1) Procedures for different types of spills.
  - 2) Training for new and existing employees about the procedures.
  - 3) Cleanup kits in well-marked, accessible locations.
  - 4) Designation of a key employee who monitors clean up for each shift.
- ◆ Post the spill cleanup plan in the work area.

## **BMP #3: Grease handling and disposal**

*When cleaning frying equipment or storing fat and grease for removal to a grease recycler*



- ◆ Never pour oil, grease, or oily liquids such as sauces or salad dressings down a sink, sanitary sewer, storm drain, or into a dumpster.
- ◆ Recycle waste oil and grease whenever possible. Most landfills will not accept grease or other similar liquid wastes for disposal.
- ◆ To ensure proper operation of the traps and prevent sewer blockages, minimize the amount of grease your facility sends to the grease trap or interceptor.
- ◆ Inspect and clean grease traps and interceptors regularly. Grease traps should be cleaned at least once every three months, although in some cases, they may have to be cleaned weekly to ensure adequate grease removal.
- ◆ Keep solids out of sink drains by scraping pots and dishes prior to washing and installing screens over drains to trap solids.
- ◆ Never use solvents or emulsifiers as grease trap additives. When the additives are diluted by the wastewater of other users, the grease comes out of solution and settles in the lateral and sewer lines causing blockages.

## **BMP #4: Refrigeration and cooling tower maintenance**

*For large  
food handling  
facilities  
such as  
grocery stores*

- ◆ Make sure all discharges from cooling equipment go to the sanitary sewer and NOT to the street, storm drain, or creek.
- ◆ Make sure your maintenance contractor is knowledgeable and skilled at minimizing corrosion by using correct chemical treatment.

## **BMP #5: Training employees**

- ◆ Discuss good pollution control practices with all employees at least quarterly.
- ◆ Systematically inform new employees about these Best Management Practices.
- ◆ Designate a spill cleanup monitor employee for each shift, and post cleanup guidelines in a visible location.
- ◆ Complete the Checklist for Water Quality Protection in this brochure and share it with employees.

## **BMP #6: Selecting and sizing grease removal equipment**



- ◆ A grease interceptor is the most effective grease removal device for full-service restaurants. Small-capacity grease traps provide inadequate retention time for efficient grease recovery.
- ◆ All restaurants must have a grease trap/interceptor. Check with the City building department guidelines for sizing the grease trap/interceptor.
- ◆ A grease interceptor must be installed by a licensed plumbing contractor and requires a plumbing permit from the City of Pleasanton Building department. Phone numbers are listed on page 3 of this booklet.



This booklet was provided by the City of Pleasanton,  
a member of the  
Alameda Countywide Clean Water Program.  
For additional copies, contact the City of Pleasanton  
Urban Runoff Division at (925) 931-5500

## Summary:

### *When you are doing this . . .*

Cleaning large equipment

Cleaning dumpster areas, loading docks, or any paved surfaces

Cleaning up spills

Cleaning up hazardous waste (cleaning products)

Handling grease, oils and meat fat

Maintaining cooling towers and refrigeration equipment

### *. . . don't forget to do this!*

*Clean indoors* or within a contained outdoor area where cleaning water will not flow to a storm drain. Collect water and dispose to a sink or indoor floor drain.

*Control litter.* Make sure the leasing company maintains and cleans dumpsters regularly; return leaking dumpsters for replacement immediately. If you must wash down a dumpster, loading dock, or other outdoor surface for health reasons, use dry cleanup methods first, and then rinse, collect water, and discharge to the sink or indoor floor drain.

*Control the spill,* then sweep or clean up with rags and granular absorbents. Dispose absorbents to trash, mop and collect water, then put down sink or indoor floor drain.

*Use spill procedure above,* but send residue and absorbents to a hazardous waste disposal site.

*Save for recycling* in sealed containers. Never pour into sink, floor drain, or storm drain.

*Ensure discharges* are going to the sanitary sewer and not to the street, storm drain or creek. Advise your maintenance contractor about storm drain protection.

# Water quality protection checklist

## *The Basics*

1. All management personnel have reviewed this brochure
2. All employees have been advised of these BMPs
3. Storm drains are stencilled "No Dumping—Flows to Bay"

Yes	No	N/A

## *Grease Traps/Interceptors*

1. A grease trap is located inside the facility
2. A grease interceptor is located outside the facility
3. Frequency of pumping/removing grease: every \_\_\_\_ weeks, \_\_\_\_ months, \_\_\_\_ years
4. All records of grease pumping are kept for three years.
5. The following fixtures are connected to a trap or inceptor:
  - a. Wall- or floor-mounted sinks
  - b. Automatic dishwashers
  - c. Floor drains
  - d. Other


## *Equipment Cleaning*

1. The following items are cleaned in such a manner that all washwater goes to the sanitary sewer or hauled offsite:
  - a. Grease filters
  - b. Floor mats
  - c. Floors (mop water and rinse water)
  - d. Grill(s)
  - e. Other


## *Dumpsters and Recycling Containers*

1. Dumpsters and recycling containers are always covered
2. There are no signs of leaks or missing drain plugs
3. Spilled materials around garbage containers are picked up regularly
4. If water is used to clean the area, washwater is collected or directed to the sanitary sewer


## *Spill Response*

1. In case of a spill, i.e. grease, absorbents such as cat litter are readily available
2. Employees are trained to:
  - a. Control and clean up spills
  - b. Call for assistance in case of emergencies
