

Environmental Standard Operating Procedure (ESOP)

Originating Office: Natural Resources Environmental Affairs (NREA) Office	Revision: 21 December 2016	Prepared By: NREA, Subject Mater Expert (SME)
File Name: GRT-ESOP	Document Owner: NREA	

Title: Grease Traps

1.0 PURPOSE

The purpose of this ESOP is to provide environmental guidelines for the management and use of grease traps/interceptors.

2.0 APPLICATION

This guidance applies to those individuals pumping, working with or maintaining grease traps/interceptors and containers aboard Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms.

3.0 REFERENCES

- Clean Water Act
- **Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR) for USMC Mainside Wastewater Treatment Plant WDR Board Order No. 2016-0032**
- **MCAGCC, Sanitary Sewer Management Plan (SSMP)**
- **MCAGCC, Spill Prevention Control and Countermeasure (SPCC) Plan**

Documents that are controlled by MCAGCC, in accordance with *EMP-12, Document Control*, are shown in **bold**.

4.0 PROCEDURE

4.1 Discussion:

Improper management of grease and grease traps can contribute to an upset of the wastewater treatment process, harm to the environment, and cause regulatory actions including violations of permit conditions.

4.2 Operational Controls:

The following procedures apply:

1. Ensure cooking residue is poured into collection receptacles for recycling and not poured into sinks or drains. Pots, pans and cooking areas must be wiped with a paper towel to remove grease residue prior to washing. Paper towel is to be disposed of in the trash.
2. Mess Hall facilities shall use alternative method(s) of food waste disposal (Somat Dehydration Unit, ORCA or similar) instead of disposal in the garbage/landfill.

3. Do not wash pans and cooking equipment in unauthorized areas (e.g. outside, on wash racks or areas where discharge does not pass through a grease trap).
4. Ensure floor mats are cleaned inside over a utility sink or floor drain. Do not wash mats or other items outside where water will run into a storm drain.
5. Perform repairs and maintenance to grease traps in accordance with established Public Works Division (PWD) procedures; and manufactures recommendations.
6. Inspect grease traps on a quarterly basis.
7. A turnover folder containing this ESOP and other pertinent environmental information shall be maintained and passed down from Environmental Compliance Coordinator (ECC) to ECC replacement.
8. Grease traps/interceptors must be pumped on a regular/reoccurring basis and documentation maintained indicating frequency of pumping. Frequency of pumping will be dependent on loading and shall be performed in order to prevent odors and pass through of grease to the sanitary sewer system.
9. Above ground food grease/oil storage containers must be inspected weekly to ensure no spills or leaks are present. Spills or leaks must be addressed immediately in accordance with MCAGCC SPCC Plan.
10. All above ground food grease/oil storage containers must contain adequate secondary containment sufficient to contain the capacity of the largest single compartment or container with sufficient freeboard to contain precipitation.
11. Food grease/oil containers and secondary containment for above ground food grease/oil storage containers must be kept clean and in good order.
12. If there are specific situations or other concerns not addressed by this procedure, contact MCAGCC NREA, Water Resources Office (760-830-7883).

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. Documentation of grease traps inspections.
2. Service or maintenance records and work request tracking information for grease traps.
3. Inspection and training records maintained on file for no less than three years.

4.4 Training:

All affected personnel must be trained in this Environmental Standard Operating Procedure and the following:

1. General Environmental Awareness training

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order 5090.5C, ICOP for MCAGCC Environmental Compliance and Protection Standard Operating Procedure.

4.6 Inspection and Corrective Action:

The ECC shall ensure the designation of personnel to perform inspections. The ECC shall ensure immediate corrective action for deficiencies noted during weekly inspections. Actions taken to correct each deficiency shall be recorded on the weekly inspection sheet (including Work Request number(s)). Designated personnel shall conduct weekly inspections using this ESOP as guidance.

ECC/Unit Inspection Checklist - Grease Trap	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments/Action
1. Are pots, pans and cooking areas wiped down prior to washing cooking residue into the sink?			
2. Is food waste disposed of utilizing alternative method(s) (Somat Dehydration Unit, ORCA or similar) instead of disposal in the garbage/landfill.			
3. Is waste cooking oil placed in proper storage container for recycling?			
4. Is secondary containment capacity present and adequate to contain the volume of the container plus precipitation?			
5. Is the secondary containment clean and free of debris?			
6. Are wash pans, cooking equipment and cleaning equipment washed off in proper authorized areas?			
7. Are floor mats and other equipment cleaned inside over a utility sink or floor drain and not outside where water will run into a storm drain?			
8. Are repairs and maintenance to grease traps in accordance with established PWD procedures, and proper records maintained?			
9. Are weekly inspections conducted and recorded?			
10. Are grease traps/interceptors being properly pumped with the necessary frequency to prevent odors and grease passing into the sanitary sewer system?			
11. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION(S) TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____