



STANDARD OPERATING PROCEDURE (SOP)

SELF-CLEANING AND MAINTENANCE

For Grease Traps

Scottsdale Water – Industrial Pretreatment

www.ScottsdaleAZ.gov/water

After receiving department approval to self-clean your grease trap, all city code requirements must be met. This includes proper disposal methods and maintaining an up-to-date cleaning log. If using a vendor to service your trap, these same procedures should be followed.

The department may revoke approval for self-cleaning if improper cleaning, maintenance, and/or documentation procedures are evident.

Tools and Materials Needed:

- Proper hand tools and safety equipment to open trap. This may include a screw driver/pry bar, allen wrench, scraper, rubber gloves, and safety glasses.
- Scoop of some type to remove water and solids, or use a wet/dry vacuum.
- Sealable, watertight container or double-lined plastic bag with absorbent material for grease disposal.
- Clean paper towels or cloth rags.

Before You Begin:

- Prepare work area by removing any unnecessary materials.
- Add absorbent material to the disposal container. This will aid in soaking up the water and liquid waste, making transport to the dumpster cleaner and safer.
- Refer to the grease trap installation manual for specific disassembly instructions.

Cleaning the Trap:

1. Carefully remove the lid of the grease trap without damaging the gasket. Clean, inspect, and replace gasket if necessary.
2. Remove all waste from the trap using a scooper or shop vacuum and deposit into a proper disposal container.
3. Use the scraper to remove grease and debris from the inside walls, baffles, and screens to ensure water movement through the trap is possible. Do not use hot water, soap, or degreasers to clean the interior.
4. Inspect the condition of the trap. Pay special attention to the baffle and all removable parts. Schedule repairs or replacement as needed.
5. Reassemble any parts that were removed and replace the lid. Ensure that all screws and hold-downs are in place and properly tightened.
6. Add more absorbent material to disposal container if needed to soak up excess liquids. Secure the lid.
7. Dispose of grease trap waste in its properly sealed container in the solid waste receptacle. Dumping of grease trap waste into the sanitary sewer system is prohibited.

Reporting and Documentation:

Complete the Grease Trap Maintenance Log every time the trap is cleaned. Be sure to note the amount of grease removed and the method of disposal. This information must be kept on site and will be checked at every inspection.

See the International Plumbing Code (IPC), and Scottsdale's revision to the IPC in Scottsdale Revised Code, Chapter 31

City Code for Self Cleaning of Grease Traps

Per City of Scottsdale Revised Code of Ordinances – Volume II – Chapter 31 – BUILDINGS AND BUILDING REGULATIONS – ARTICLE VII PLUMBING CODE – Section 1003 Interceptors and Separators:

1003.1.3.4 Self Cleaning

- (1) Establishments electing to become Grease Trap Self-cleaning Operators shall petition for approval from the city of Scottsdale prior to removing grease from their own grease trap(s) provided:
 - a. The grease trap is no larger than fifty (50) gallons/one hundred (100) lbs. in liquid/operating capacity;
 - b. Approved on-site material disposal methods are implemented (e.g. absorb liquids into solid form and dispose into trash and or filtration process);
 - c. Grease trap waste is placed in a leak proof, sealable container.
 - d. Detailed records on the activities are maintained.
- (2) Self-cleaners shall adhere to all the requirements for procedures and detailed record keeping outlined in the city of Scottsdale approved method Standard Operating Procedure (SOP) for Self-Cleaning.

A maintenance log shall be kept by self-cleaning operators that indicates, at a minimum, the following information:

 - a. A thirty (30) day cleaning cycle is being maintained;
 - b. Date the grease trap was serviced;
 - c. Name of the person or company servicing the grease trap;
 - d. Waste disposal method used;
 - e. Amount of grease (in gallons) removed and disposed of;
 - f. Signature of the designated RESPONSIBLE PARTY after each cleaning that certifies that: all grease was removed and disposed of properly; the grease trap was thoroughly cleaned; and all parts were replaced and in operable condition.
- (3) Violations incurred by grease trap self-cleaners shall be subject to enforcement action and removal from the self-cleaning program.
 - a. Should the City of Scottsdale inspector determine that the required Self Cleaning procedures are not being followed as required per City of Scottsdale SOP, the facility shall then contract out the device to be cleaned by a Maricopa County licensed and city of Scottsdale approved waste hauler.