

# Environmental Standard Operating Procedure

Document Owner: Environmental Division

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## **Title: Grease Traps**

### **1.0 PURPOSE**

The purpose of this Standard Operating Procedure is to provide environmental guidelines for the management of grease traps.

### **2.0 APPLICATION**

This guidance applies to those individuals working with grease traps aboard Marine Corps Logistics Base (MCLB) Barstow.

### **3.0 PROCEDURE**

#### **3.1 Discussion:**

Improper management of grease traps can contribute to an upset to the wastewater treatment process, harm to the environment, and adverse regulatory actions.

#### **3.2 Operational Controls:**

The following procedures apply:

- a. Ensure cooking residue is not poured directly into the drain. Pots, pans and cooking areas must be wiped prior to washing.
- b. Ensure food waste is not disposed of into the garbage disposal. Food waste must be disposed of directly into the trash.
- c. Do not pour waste cooking oil into the drain. Collect waste cooking oil in proper storage container for recycling.
- d. Do not wash pans and cooking equipment in unauthorized areas.
- e. Ensure floor mats are cleaned inside over a utility sink. Do not wash mats where water will run directly into a storm drain.
- f. Perform repairs and maintenance to grease traps in accordance with established Facility Maintenance procedures
- g. Inspect each grease traps on a monthly basis.

h. If there are any specific situations or other concerns not addressed by this procedure, contact the MCLB Barstow Environmental Division.

### **3.3 Documentation and Record Keeping:**

The following records must be maintained for grease trap management:

- a. A logbook documenting grease trap inspections
- b. Service or cleaning records for grease traps.
- c. Inspection and training records.

### **3.4 Training:**

All affected personnel must be trained in this Standard Operating Procedure.

- a. Hazard Communication training.
- b. General Environmental Awareness training.

### **3.5 Emergency Preparedness and Response Procedures:**

Refer to the Integrated Contingency Plan (ICP) for MCLB Barstow.

### **3.6 Inspection and Corrective Action:**

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections on each grease trap. The inspection will be documented in a bound logbook. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded.

## **4.0 REFERENCES**

- Title 22 CCR Chapter 3, Division 4
- Title 17 CCR Chapter 5
- Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements (WDR)