



The City of San Clemente (CSC)
GENERAL WASTE DISCHARGE APPLICATION

GENERAL INFORMATION

Business Name: _____

Business Address: _____

Contact: _____ Title or Position: _____

Phone: _____ Fax: _____ Email: _____

After Hours Contact: _____ Phone: _____

TYPE OF ESTABLISHMENT

Fast Food: Yes No Restaurant: Yes No Coffee House: Yes No

Food Processing: Yes No Other (specify): _____

RESTAURANT INFORMATION

New Construction: Yes No Change of Ownership: Yes No

Building Remodel: Yes No Other (specify): _____

Change of Ownership: _____

Building Remodel: _____

Expansion: _____ Other: _____

FACILITY OPERATIONS

Hours: Weekdays _____ Drive Thru _____ Delivery _____

Hours: Weekends _____ Drive Thru _____ Delivery _____

Seating Capacity: Indoor _____ Outdoor _____

Type of Dishes/Utensils: Washable Yes No Disposable Yes No

Total Number of Kitchen Employees: _____

MEAL INFORMATION

Type of Cuisine: (Attach a copy of your menu)

Type of Products cooked, heated or fried: Meat Poultry Seafood Fruits/Vegetables

Method of cooking/heating: _____

Method of frying: _____

GREASE HANDLING & DISPOSAL

Garbage Dumpster:

1. Yes No
2. Shared Private
3. Covered Yes No

Grease Control Devices:

1. Gravity Grease Interceptor Yes No
2. Hydro-Mechanical Grease Interceptor Yes No
3. Size and Capacity of GGI/HGI _____
4. Maintenance/Cleaning Schedule _____

Waste Oil Recycling Container/s:

1. Total Number of Container/s _____
2. Number of Containers Indoors _____ Outdoors _____
3. Covered Yes No
4. Provisions Made to Catch Spills Around/Under Container/s Yes No
5. Waste Oil Collection Records & Invoices Kept Onsite Yes No
6. Schedule/Frequency of Waste Oil Disposal _____

Exhaust Hood

1. Provisions Made to Prevent Spills Around Device Yes No
2. Schedule/Frequency of Cleaning _____

KITCHEN BEST MANAGEMENT PRACTICES

Terms of this permit require compliance with kitchen Best Management Practices (BMPs). See page 4 of this application for a list of kitchen BMPs. CSC will provide program materials to assist in employee training and program compliance. Program materials include an information/training kit, a copy of the Grease Control Ordinance, employee brochures, poster, and 6-minute video/CD and required report forms (employee training log, waste oil collection log, and exhaust hood cleaning log). Employee training materials will be available in English and Spanish.

GENERAL PERMIT INFORMATION

By submission of this application, the applicant agrees to wastewater discharge requirements under a General Food Services Waste Discharge Permit. The Grease Control Program prohibits certain activities and requires that others take place.

The wastewater discharger agrees to the following General Permit Conditions:

1. To install an appropriately sized and design grease interceptor, to intercept all grease discharged from the food establishment.
2. To implement the Grease Control Program and kitchen best management practices as set forth in the CSC's Grease Ordinance and program information/training kit.
3. To allow the CSC authorized program representative to inspect food preparation areas and grease handling equipment and facilities.
4. To keep three logs to demonstrate compliance with the Grease Control Program to the CSC inspector: (a) employee training log, (b) waste oil collection log and (c) exhaust hood cleaning log.
5. To pay reasonable costs for the CSC to respond to a sanitary sewer overflow caused by or contributed to by obstructions in your private sewer line.
6. Other Requirements (to be completed by CSC): _____

TO BE COMPLETED AND SIGNED BY APPLICANT

The applicant (a) attests that the submitted information is true, accurate and complete, (b) agrees to comply with the CSC's F.O.G. Program and (c) understands that the CSC may notify the applicant of program changes from time to time.

Signature-Facility Authorized Representative

Printed Name-Authorized Representative

Representative Title

Date

Send your completed, signed General Waste Discharge Application to the City of San Clemente, Industrial Waste Department, 380 Avenida Pico Bldg N, San Clemente, CA 92672, Attn: Lawrence M. Brotman. If you have any questions, please call Lawrence M. Brotman at 949-361-8253.

THE CITY OF SAN CLEMENTE (CSC)
KITCHEN BEST MANAGEMENT PRACTICES (BMPs)

Food service establishments shall teach their employees the following kitchen best management practices and conduct training twice a year. Keep a written log of employees trained. The CSC's authorized inspector will ask to see training records when visiting your facility.

- ❖ **Trash Disposal.** Dispose of food waste and fatty scraps into the trash or garbage bin, not down the sink. Use plastic trash bags to prevent leaks and odors. Double-bag waste that has the potential to leak in trash bins. Make sure trash bins are covered when not in use and call trash hauler if bin is leaking.
- ❖ **Pre-Wash.** Dry wipe or scrape pots, pans, dishware, floor mats and work areas to remove grease and food scraps before washing and dispose in trash.
- ❖ **Use of Drain Screens.** Install removable screens on all drainage pipes in food preparation areas. Keep screens in sink and floor drains clean and in good repair. Dispose of collected solids in trash, not down the drain.
- ❖ **Yellow Grease Disposal.** Dispose of grease and oil from cooking equipment (pots, pans and fryers) by pouring waste oil and yellow grease into covered containers (drums, barrels) for storage and recycling. Provide secondary containment to capture any liquid grease or oil that may spill from the primary container. Use a licensed waste hauler or recycling facility to dispose of liquid grease and oil before the container is full. Keep a written log with manifests/invoices of waste oil pick ups to show the CSC's authorized inspector who visits your site.
- ❖ **Mat Cleaning.** Clean and wash floor mats in a utility mop sink. Empty mop water into a sink or drain connected to a grease interceptor, if present. Do not empty mop or wash water into storm drains or waterless urinals.
- ❖ **Hood Cleaning.** Clean hoods and filters as frequently as necessary to maintain good operating condition. Use a licensed waste hauler to dispose of wastewater collected from cleaning hoods and filters.
- ❖ **Spill Prevention.** Place absorbent materials, such as paper towels or pads, under fryer baskets and other areas where grease may drip or spill during cooking, frying or during the transfer of grease to storage or disposal containers.
- ❖ **Spill Kits.** Maintain a spill kit accessible for use of employees, including absorbent pads, kitty litter or equivalent absorbing material, and paper towels. Require the use of the spill kit to clean up spilled fats, oils and grease.
- ❖ **Super Hot Water.** Do not pump water hotter than 140°F through a grease control device.
- ❖ **Employee Training Posters.** Post signs provided by the CSC to show kitchen best management practices in food preparation, dishwashing and maintenance areas.

In addition, food service establishments shall ensure that any grease control devices they utilize, are cleaned as frequently as needed to keep them free of food residue and hardened fats, oils and grease. Inspect grease control devices for leaking seams and pipes.