



CITY OF TROUTDALE

Grease Trap/Interceptor O & M PLAN GUIDELINES

The following information must be included in your Operations and Maintenance Plan required by the City of Troutdale:

1. GENERAL INFORMATION

- Facility Name, Address, On-site Contacts, Phone Numbers
- Hours of Operation
- Property ID (State ID #)
- Type of Business

2. FACILITY LAYOUT

Include a diagram (8.5" x 11" paper, if possible) that depicts the following:

- Property Boundaries
- Entrance and Exit Routes
- Grease Trap/Interceptor Location(s)
- Sampling Manhole Location (if any)
- Fixtures Connected to Grease Trap/Interceptor

3. OPERATIONS & MAINTENANCE PROCEDURES

- Make and Model for Manufactured Grease Traps/Interceptors
- Inspection/ Maintenance Schedule for Grease Trap/Interceptor
- Procedures for Inspection/Maintenance
- Best Management Practices Utilized to Minimize Discharges of Fats, Oils and Grease

4. RECORD KEEPING

- Inspection/Maintenance Record Keeping Forms
- On-site Record Storage Location
- Retention Schedule for Grease Trap/Interceptor Records (minimum 3 years)