



## **Fats, Oils, and Greases (FOG) Program Maintenance Reporting Form Instructions**

The FOG Program Maintenance Reporting Form is designed to assist you with keeping your facility up-to-date on inspection, cleaning, and maintenance of your grease trap(s) or interceptor(s). Proper and timely use of this form is essential. Failure to do so may trigger a FOG Inspection by the City of Harrington. Please follow the steps detailed below to ensure you remain in compliance with the goals of the FOG Management Program. Careful maintenance of your trap or interceptor will help keep the sanitary sewer system free of unnecessary grease build-up and blockages.

- Post the Reporting Form in an obvious location near the trap or on a door on the way out to the interceptor. Use only ink when filling in the spaces.
- Instruct any employee that may inspect, clean, or maintain traps or interceptors on proper procedures. Detailed instructions can be found in Kent County's FOG Management Booklet entitled, Fats, Oil and Grease (FOG) Best Management Practices (BMP) Manual.
- Fill in each space per row every time the trap or interceptor is inspected or cleaned.
- Have a manager inspect all skimming and cleanings done by employees and sign off in the signature column. Professional cleanings do not require managerial inspections, but knowing what to expect from the cleaners will help protect you from certain liabilities.
- If you do not have a professional cleaning and maintenance service scheduled on a regular basis, make it a habit to call them periodically to have your system cleaned and inspected. They will be able to offer you any feedback about your traps and interceptors and can tell you if you need more or less cleaning in the future.
- When the form is full, mail or fax to -> City of Harrington – Public Works Fax: 302.398.4477  
*A new form will be sent to you* FOG Management Program  
*when we receive your old one.* 106 Dorman Street  
Harrington, DE 19952
- Remember, implementation of your FOG Management Plan can protect your business from possible fines, penalties, and health-related problems.
- If at any time you have any questions please contact Public Works at 302.398.3023. Additional information on the FOG program can be found on the City's website, <http://harringtondelaware.gov>