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| <b>DOCUMENT TYPE</b>             | <input checked="" type="checkbox"/> Administrative Directive<br><input type="checkbox"/> Guideline | <input type="checkbox"/> Operating Procedure<br><input type="checkbox"/> Standard |
| <b>DOCUMENT ID/VERSION</b>       | EUS-002 (1)  | <b>EFFECTIVE DATE:</b> TBD  |
| <b>APPLIES TO</b>                | Facilities Development & Operations  |   |
| <b>SUBJECT</b>                   | <b><i>Fats, Oils Grease (FOG) Regulatory Compliance Program</i></b>                                |   |
| <b>RESPONSIBLE ADMINISTRATOR</b> | Sr. Director Energy, Utilities & Sustainability  |   |

**Purpose**

San Jose State University (SJSU) is required by law and regulation to have an effective Fats, Oils, and Grease (FOG) management program to prevent sanitary sewer overflows and blockages caused by FOG generation in food service facilities. An effective FOG program ensures:

- SJSU’s sewer infrastructure is protected from blockages caused by FOG accumulation.
- SJSU’s liability resulting from sewer overflows is minimized.
- Compliance with relevant FOG regulations.
- SJSU has procedures to promote a safe and pleasant learning environment.

This directive communicates that Environmental Health & Safety (EH&S) is the authority having jurisdiction for campus compliance with its adopted Sanitary Sewer Management Plan (SSMP) and FOG regulations. The Facilities Development & Operations (FD&O) Plumbing shop is responsible for operations, maintenance and repair of grease traps and interior collection systems and the FD&O Utilities shop is responsible for grease interceptors and sewer laterals and mains.

This administrative directive informs the campus community of their FOG responsibilities.

**Procedure FOG Program**

- All users should follow FOG Best Management Practices. However, food service operators and their workforce have a higher duty to strictly follow FOG Best Management Practices (BMPs) in conducting their operations, including:
  - Establishing and using dry wipe stations to remove FOG and food from pots, pans, and dishware prior to washing, and disposing of collected materials and greasy towels in the trash.
  - Posting and maintaining FD&O signage to prevent FOG accumulation.
  - Documenting employee training and accountability actions.
  - Ensuring sink strainers are in place at all times.
  - Ensuring floor drain strainers are in place at all times.
  - Ensuring kitchen, custodial, and other operational staff do not sweep debris into floor drains.

- Maintaining proper wash water temperature (< 140°F), to include reporting issues with water temperature to FD&O if the issues are systemic to the building infrastructure.
- Food service operators are required to implement processes and procedures to ensure that FOG BMPs are maintained.
- Improper FOG practices will result in increased service frequencies to FOG system infrastructure being charged back to the responsible party by FD&O.
- **In the event that a food service operator is provided notice of a FOG program deficiency, FD&O will generally follow the procedure below:**
  - First: Inspection report and deficiency notice
  - Second: Inspection report and deficiency notice
  - Third: Food service operator will pay all costs for all inspections, including the first, second and any others as well as for all efforts related to ensuring corrections are made. FD&O will also install, at the food service operators expense, any required equipment and signage.
- FD&O Plumbing shop will maintain grease traps on main campus, south campus, international student house on a monthly basis. Spartan Village on the Paseo commercial condominium owners will maintain their own grease traps and produce maintenance records when requested.
- FD&O Utilities shop will vacuum and maintain grease interceptors on main campus, south campus, international student house quarterly. Frequencies greater than quarterly will be recharged to the food service operator when improper practices such as plastic debris in the grease interceptor are observed and communicated. Regulation requires increased frequency of service when grease interceptors basins are 25% filled prior to the next scheduled service.
- FD&O Utilities shop will hydrojet the sanitary laterals connected to FOG equipment bi-annually, prior to each semester.
- FD&O Utilities shop will service the grease interceptor at Spartan Village on the Paseo twice a month due several external restaurants that occupy commercial condominiums owned by others but who share this grease interceptor.
- SJSU staff will periodically inspect food service operator facilities to ensure compliance with FOG BMPs and provide inspection reports to the food service operators using SJSU's sanitary sewer infrastructure.

### **Definitions**

**Strainer:** A strainer is a device used to filter out larger particles from liquids. In the context of FOG management, it helps in preventing debris from entering the plumbing system by trapping solids while allowing liquid to pass through.

**Floor Drain:** A floor drain is a plumbing fixture installed in floors to collect and direct excess water or other liquids into the drainage system. It is commonly used in areas prone to water accumulation to prevent flooding and ensure proper drainage.

**Grease Traps:** Devices installed beneath sinks to capture and separate grease, oils, and fats from wastewater before it enters the plumbing system, preventing clogs and maintaining proper drainage.

**Grease Interceptors:** Larger, outdoor units installed underground, typically between the building's plumbing system and the municipal sewer line, designed to capture and separate grease, oils, and fats

from wastewater on a larger scale than grease traps, ensuring efficient waste management and compliance with environmental regulations.

| ASSOCIATED FORMS                 |  |
|----------------------------------|--|
| <b><i>Name of the Form</i></b>   |  |
| FOG Control Inspection Checklist |  |
| Liquid Waste ONLY Signage        |  |
| Dry Wipe Signage                 |  |
| FD&O FOG Program Notification    |  |

| REFERENCE DOCUMENTS  |  |
|--|--|
| <b><i>Document Title</i></b>   |  |
| <a href="#">STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2006-0003-DWQ</a>  |  |
| <a href="#">Monitoring and Reporting Program No. 2006-0003-DWQ</a>   |  |
| Sanitary System Management Plan 16   |  |
| Sanitary Sewer Overflow Response Plan 2019   |  |
| 2022 SSS WDRs Action List 2023 03 22   |  |
| <a href="#">SJSU Fats, Oils and Grease Best Management Practices</a>   |  |
| <a href="#">Training and Education Best Management Practices (BMPs) - The State Water guidelines for FOG inspections</a> |  |

| VERSION HISTORY       |                           |                             |
|-----------------------|---------------------------|-----------------------------|
| <b><i>Version</i></b> | <b><i>Approved By</i></b> | <b><i>Revision Date</i></b> |
| (1) Original          |                           | TBD                         |

**FD&O's commitment to process improvement**

FD&O is committed to continuous improvement and providing facilities development & operations services to the campus. Every Administrative Directive, Standard Operating Procedure, Guideline, and Standard accepts feedback from customers, FD&O employees, and leadership to facilitate continuous improvement.

FD&O accepts feedback continuously and conducts reviews when a particular procedure receives substantial feedback and periodic reviews.

<https://app.smartsheet.com/b/form/2b6a143125f149718758d29bbd546c65>

