

The requirements to be met by all Food Service Establishments (FSE's) in the City are:

- 1) At least one person on staff that has completed the Kitchen Best Management Practices Training (BMP). This free training is available on-line at **www.hrfog.com**
- 2) All FSE's must submit a registration form. A separate registration form is required for each Grease Control Device (GCD) located in FSE. A form must be completed even if there is no GCD.
- 3) GCD/Yellow (Fryer) Grease Container records must be retained on-site for a **minimum of three years and made available at the time of inspection.**
- 4) Grease Control Devices (traps, interceptors) must be installed and maintained in accordance with the plumbing code.

Inspection Overview

Most FSE's in Norfolk have registered their GCDs, and inspections are being conducted currently. These inspections are to ensure that the FSE is operating in full compliance with the Sewer Use Ordinance, Chapter 39.1., available here: <https://www.norfolk.gov/fog>

Some of the basic things we will be looking for:

1. Does the FSE have at least one FOG BMP certified individual with **www.HRFOG.com**
2. Does the FSE have a grease control device?
 - a. If no, does one need to be installed?
 - b. If yes,
 - i. Has it been registered?
 - ii. Is it the proper size?
 - iii. Is there a flow control device on the inlet side?
 - iv. Is adequate GCD cleaning being done?
 - v. Is there a maintenance record?
 - vi. How/where are the contents disposed of?
3. If the FSE has a container for recycling their yellow (fryer) grease,
 - a. Are the records for it properly maintained?
 - b. Is it covered and clean?
4. Is there a "No Grease" sign near the 3-compartment sink?
5. Is there a "Kitchen Best Management Practice" poster visible in the kitchen?
6. Are there strainers in the sinks to catch food scraps?

These are the basic requirements, but this is not a complete list found on the inspection form.

Please feel free to contact us for more Fats, Oils, & Grease Information:

Division of Water Quality | FOG

6040 Waterworks Road | Norfolk, VA 23502

Phone: (757) 620-2688 / (757) 441-5678 ext.229 | **Fax:** (757) 441-5693

Email: UTFog@norfolk.gov | **24 HR Water & Sewer Emergency: (757) 823-1000**