

D.3. Training Development Form (2 pages)



City of Tuscaloosa, AL

FOG Management Program:
1. Training Development Form

p.1

You, the owner/manager of the Food Service Establishment (FSE), have to develop a FOG training program for your employees!



Your employees need to understand how the equipment and operational procedures in your FSE affect the sanitary sewer lines. When they learn which practices allow excessive FOG discharges to the sanitary sewer system and the consequences, they will understand why it is important to use kitchen Best Management Practices (BMPs) and help avoid sanitary sewer overflows.

Keep on file in the FSE as confirmation of being instructed about training development in your FSE!

Initial BMPs Training

1. Provide initial BMPs training to current employees in your FSE, at the beginning of the program and later to every new employee at the FSE, explaining:
 - Problems created by FOG discharge to the sewer system.
 - Kitchen BMPs procedures.
 - Importance of following the kitchen BMPs procedures.
2. Make sure all employees see the FOG training presentation.
3. Go with your employees over the questions in quiz on the back of this form.
4. Enter record of each completed employee training in the Training Tracking Form.
5. Place signs in the kitchen to remind employees of the grease problem.

Initial Grease Trap/Interceptor Inspection/Cleaning Training

1. Train selected employees, at the beginning of the program and later as needed, how to:
 - a) Check if the grease trap/interceptor needs cleaning.
 - b) Complete the grease trap inspection form.
 - c) Clean the grease trap OR schedule grease haulers to perform the cleaning.
 - d) Complete the grease manifest form.

Follow-ups and Refresher Training

1. Observe employees and award employees who follow kitchen BMPs.
2. Ask employees for any ideas/suggestions.
3. Review the Training Tracking Form and provide refresher training to the employees (quarterly).

I certify that I have read and understood the contents of this form.

FSE Owner/Manager's Signature _____ Date: _____

Quiz:

1. What are the sources of Fat, Oil, and Grease (FOG) in your facility?

Examples: frying oil, butter, milk, and other dairy products, dish soap.

2. What devices discharge to the public sanitary sewer system?

Examples: pre-rinse station, sink, dishwashing machine, toilet, floor drain.

3. How can your employees prevent FOG from getting into the sewer system?

Examples of BMPs are: (1) scrape food and residue into a trash can before washing dishes and cookware; (2) use paper towels to absorb spilled oils and dispose in trash can instead of washing down the drain, etc.