

ENVIRONMENTAL SERVICES DEPARTMENT (ESD)  
SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT  
FOOD SERVICE FACILITY WASTEWATER DISCHARGE QUESTIONNAIRE

**\* FOOD SERVICE FACILITY PLAN CHECKS ARE DONE BY APPOINTMENT ONLY  
CALL (408) 945-3000 FOR AN APPOINTMENT  
SEE BACK OF ATTACHMENT FOR PLAN CHECK LOCATION**

All restaurants or other food service facilities which discharge to the San Jose/Santa Clara Water Pollution Control Plant are required to complete a wastewater discharge questionnaire and submit it to the ESD Watershed Protection Group. Use current operating data, if available, or your best estimate based on similar types of businesses.

Answer all questions: Please Print

1. Facility Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Facility Manager/Owner: \_\_\_\_\_  
Facility Phone #: \_\_\_\_\_
4. Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_
5. Building Owner: \_\_\_\_\_
6. a. Type of facility (i.e. fast food, dinner house, etc.): \_\_\_\_\_  
b. Type of food served: \_\_\_\_\_  
c. Is food prepared from scratch: \_\_\_\_\_  
d. Food will be served on \_\_\_\_\_ disposable \_\_\_\_\_ washable dishes
7. a. Average number of employees: \_\_\_\_\_ b. Days/hours of operation: \_\_\_\_\_  
c. Seating Capacity \_\_\_\_\_  
d. Busiest hours of day: \_\_\_\_\_  
e. Maximum number of meals served per hour: \_\_\_\_\_  
f. Peak process discharge rate to sanitary sewer: \_\_\_\_\_ Gal/hr.
8. Wastewater generating activities/points of discharge:

**(Check all that apply)**

- |                                                 |                                                    |
|-------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Cup/Glass Washer       | <input type="checkbox"/> Pot Sink(s) # _____       |
| <input type="checkbox"/> Dishwasher             | <input type="checkbox"/> # of Compartments _____   |
| <input type="checkbox"/> Floor Drain(s) # _____ | <input type="checkbox"/> Sanitary (restrooms)      |
| <input type="checkbox"/> Floor Sink(s) # _____  | <input type="checkbox"/> Self-cleaning Hoods       |
| <input type="checkbox"/> Garbage Can Cleaning   | <input type="checkbox"/> Soup Vat                  |
| <input type="checkbox"/> Garbage Grinder        | <input type="checkbox"/> Trash Compactor           |
| <input type="checkbox"/> Grill Hood Cleaning    | <input type="checkbox"/> Vegetable Sink(s) # _____ |
| <input type="checkbox"/> Wok Range(s) # _____   | <input type="checkbox"/> Mop Sink                  |
| <input type="checkbox"/> Other _____            |                                                    |

9. a. Dishwasher make/model #: \_\_\_\_\_ Flow rate: \_\_\_\_\_  
b. Temperature range of dishwasher water: 140°F
10. a. Do you have a grease trap/interceptor installed: \_\_\_\_\_  
b. Size and type of unit: \_\_\_\_\_  
c. Location: \_\_\_\_\_  
\*(Provide a diagram showing grease trap/interceptor location)  
d. Distance from dishwasher (if applicable): \_\_\_\_\_  
e. Frequency of maintenance: \_\_\_\_\_  
f. Grease hauler's name: \_\_\_\_\_ Phone #: \_\_\_\_\_
11. a. Do you use a renderer or tallow hauler: \_\_\_\_\_  
b. If yes, can you provide receipts: \_\_\_\_\_  
c. If no, how do you dispose of your grease waste: \_\_\_\_\_  
\_\_\_\_\_
12. a. Is construction: \_\_\_ new \_\_\_ remodel \_\_\_ expansion  
b. If existing, when was facility established: \_\_\_\_\_
13. What agency referred you to us: \_\_\_\_\_
14. The information submitted in this questionnaire is accurate to the best of my knowledge and is based on (check one):  
( ) Current operating data ( ) Best estimate based on \_\_\_\_\_  
\_\_\_\_\_  
( ) Other: \_\_\_\_\_
15. Completed by: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Signature: \_\_\_\_\_

Additional Comments:

## **GREASE REMOVAL DEVICE CERTIFICATION FORM**

I acknowledge the \_\_\_\_\_ grease trap/interceptor being required for was sized based upon the plans and information I submitted to the ESD Watershed Protection group. I certify that the questionnaire submitted for the food service facility is accurate. I have read and understand the regulation requiring the grease trap/interceptor be maintained in efficient operating condition by periodic removal of accumulated grease. I have read and understand the regulation prohibiting the use of chemicals to clean out the grease trap/grease interceptor.

I agree to do the following to maintain the grease removal device.

- 1) Establish routine cleaning of a grease trap or interceptor.
  - a. Grease traps must be cleaned monthly, or more frequently if needed to meet the discharge limit of 150 ppm of grease, oils and/or fats.
  - b. Grease interceptors must be pumped out every three months, or more frequently if needed to meet the discharge limit of 150 ppm of grease, oils and/or fats.
- 2) Size and location of grease removal device must be kept on site, along with cleaning schedule and cleaning instructions.
- 3) A log of grease trap cleaning, and/or copies of grease interceptor pumping cleaning and maintenance, must be maintained on site for at least three (3) years and made available for inspection and/or copies furnished upon request.

I acknowledge additional equipment and maintenance steps may be required, 1) if the information and plans, as submitted are changed, 2) the use of the site is changed, 3) and/or the grease trap/grease interceptor is not maintained as agreed to. I acknowledge that I will comply with the requirements of installing additional equipment and/or performing additional maintenance steps if the Watershed Protection Group determines these measures are required. I will inform the Watershed Protection Group of any change in management or ownership.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 10/03

Environmental Services Department  
Watershed Protection Division

San José City Hall  
200 East Santa Clara Street, 7th Floor  
San Jose, CA 95113



**Directions from Highway 680 South/280 North and 280 South:**

- Take Highway 87 North
- Exit Santa Clara Street/Downtown San Jose
- At the light, turn right onto Santa Clara Street heading east
- Turn right on 6th Street
- Look for the parking garage entrance on the right-hand side

**Directions from Highway 101 South:**

- Take Highway 87 South
- Exit Julian Street/St. James Street
- At the light, turn left onto Julian Street
- Julian Street becomes East St. James Street
- Turn right on 6th Street
- Once you pass Santa Clara Street, look for the parking garage entrance on the right-hand side

**Parking**

Once at the City Hall Garage (Basement), park and take the elevator identified as "Tower", which will take you to the 1<sup>st</sup> Floor of the Office Tower. At 1<sup>st</sup> floor get off this elevator and take the elevators by the information desk to get to 7<sup>th</sup> floor to our Watershed Protection Reception Desk. Parking validation is available at the Reception Desk.