



## Appendix C: Self Cleaning Request Form

Applicant/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Food Service Establishment (FSE): \_\_\_\_\_ Email: \_\_\_\_\_

FSE Address: \_\_\_\_\_

Self-cleaning by the owner and/or operator of an establishment is not allowed unless approved by the sanitary sewer system owner. Only hydromechanical grease interceptors (HGI) with a liquid volume of 25 gpm / 50 pounds or less may be considered for self-cleaning unless otherwise approved by the sanitary sewer system owner. When approved, the owner and/or operator of an establishment shall comply with the following requirements for maintenance as required by the sanitary sewer system owner:

- Remove cover(s)
- Remove all fats, oils, and grease (FOG), solids, food debris, and wastewater.
- Clean all internal surfaces from the build-up of FOG or other residual materials.  
\*Additives and/or degreasers are prohibited.
- Place all removed materials in garbage bag or other sealable container (not glass) along with an absorbent material and dispose of solidified contents in trash receptacle.
- Inspect all internal components, replace anything missing or broken and ensure flow control device is installed.
- Refill with fresh water
- Replace cover(s)
- Enter the required information on the maintenance log.

**Existing GCD: Make and Model:** \_\_\_\_\_ Unknown NA

Interior GCD \_\_\_\_\_ gpm/ \_\_\_\_\_ lbs. Unknown NA

Exterior GCD \_\_\_\_\_ gpm/ \_\_\_\_\_ lbs. or \_\_\_\_\_ gallons Unknown NA

Current Cleaning Frequency: \_\_\_\_\_

Last Date Cleaned: \_\_\_\_\_

Operational Hours: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Grease Produced (lbs.)** Use Grease Production Table (Appendix D)

Menu Type:\_\_\_\_\_ Grease Factor:\_\_\_\_\_Average Meals Per Day:\_\_\_\_\_

Complete the table below.

<b>Grease Storage Capacity</b>	<b>Daily Loading</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>
Grease Produced (lbs.)				

[Grease Factor x Average Meals Per Day = Daily FOG Loading]

[Daily FOG Loading x Number of Days (30/60/90) = Grease Produced]

Additional Documentation Required:

- Submit photo documentation of GCD empty of all contents.
- Provide a brief explanation of the reason to self-clean. \_\_\_\_\_

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Submit the completed form to [p3data@hrsd.com](mailto:p3data@hrsd.com) along with all other required documentation  
Subject "Attention FOG". Approval will be sent in writing.

For questions, contact Amanda Albright at 757-460-7024 or [aalbright@hrsd.com](mailto:aalbright@hrsd.com)

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature must match applicant on page one.