



CUSTOMER QUARTERLY REPORTING FORM FOR GREASE OR SAND TRAPS

This form is to be completed by the owner or person responsible for the grease or sand trap at this facility and is to be submitted to the City of Scottsbluff on a quarterly basis. Failure to meet this requirement is a violation of the City's Municipal Code, Article 6, Chapter 18, Section 1 which is a Class I ordinance violation resulting in a \$500.00 fine and/or seven days incarceration. If you have any questions about the required information, please call us 308-630-8047. **Please make copies of this form to use in the future for required reporting. The City is not responsible for mailing them to you each quarter.**

PROPERTY LOCATION: _____ CONTACT: _____

FACILITY NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____

CITY STATE ZIP: _____ TYPE OF BUSINESS: _____
(Food Service / Transportation Facility)

TRAP LOCATION: _____

PERSONAL PERFORMING MONITORING AND CLEANING: _____

REMINDER: Each trap must be checked at least once a month. When the trap is 20% of it's capacity full, it needs cleaned. Depending on the size and type of trap, monitoring / cleaning may need to occur more frequently. To calculate 20% of capacity full:

- 1) Calculate the Tank Volume: Get measurements for the length, width and depth of tank in feet (if using inches, convert them to feet by dividing the inches by 12). Enter those figures in the following equation: Length x Width x Depth x 7.5 = tank volume. Take the result for tank volume times 20%. Now you have 20% of the trap's capacity. (Example: Calculating 20% capacity for a tank that is 5' long, 6' wide and 4' deep; 5 x 6 x 4 x 7.5 = 900, 900 x 20% = 180.)
- 2) Measure the feet or inches of floating grease blanket at the top of the liquid surface. Again, if using inches, convert them to feet by dividing by 12. (Example: Grease blanket is found to be 18". 18 divided by 12 = 1.5 feet.)
- 3) Measure the feet or inches of settled solids on the bottom of the tank. Again, if using inches, convert them to feet by dividing by 12. (Example: Settled solids were 12". 12 divided by 12 = 1 foot.)
- 4) Add the results of step 2 and 3 together (1.5 + 1 = 2.5) Use this figure for the depth in the formula L x W x D x 7.5 (Example: 5 x 6 x 2.5 x 7.5 = 562.5) If the result in step 4 is greater than the 20% capacity in step 1, the trap needs cleaned. (Example: 562.5 is greater than 180 so this trap is well past the 20% capacity and needs cleaned.)

Summary of Quarterly Activity (See quarterly reporting due dates below for first, second & third months in each quarter.)

First Month of Quarter: _____ *(January / April / July or October – depending on the quarter)*

Trap Check

Date(s) trap was checked	
What % of trap's capacity had grease / settled material.	

Trap Cleaning

Date(s) of cleaning	
Comment:	

Second Month of Quarter: _____ *(February / May / August or November)*

Trap Check

Date(s) trap was checked	
What % of trap's capacity had grease / settled material.	

Trap Cleaning

Date(s) of cleaning	
Comment:	

Third Month of Quarter: _____ *(March / June / September or December)*

Trap Check

Date(s) trap was checked	
What % of trap's capacity had grease / settled material.	

Trap Cleaning

Date(s) of cleaning	
Comment:	

Signature of Responsible Party: _____ **Title:** _____ **Date:** _____

Quarterly Reporting Due Dates:

First Quarter	January, February and March	Due by April 10th
Second Quarter	April, May and June	Due by July 10th
Third Quarter	July, August and September	Due by October 10th
Fourth Quarter	October, November and December	Due by January 10th

Please return this completed report to: City of Scottsbluff Wastewater Department, 2525 Circle Drive, Scottsbluff, NE 69361