



## INSTRUCTIONS FOR COMPLETING GREASE CONTROL DEVICE REGISTRATION FORM

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This Grease Control Device (GCD) Registration Form is used to register all GCDs in use at Food Service Establishments (FSEs) with the Town of Smithfield. Registration of GCDs is a requirement of the FOG (Fats, Oil and Grease) Ordinance, adopted August 4, 2009.

- 1) FSE Name – Enter the name of the establishment. This is not the same as the company name.
- 2) FSE Phone – Enter the business telephone number for the establishment.
- 3) FSE Address – Enter the physical address of the establishment.
- 4) FSE Zip Code – Enter the zip code of the establishment.
  
- 5) FSE Location – If the FSE is in a separate building from the other businesses around it, mark the box next to “Detached Unit”. If the FSE is located in a shopping mall, strip mall, or multi-business complex, mark the box next to “Complex/Mall/Strip-Mall”.
  
- 6) Food Type – Check the box next to the type of food that is closest to the food served in the FSE. You may check more than one box if necessary. If “Other,” write in a simple description.
  
- 7-15) Contact Name, Title, Address, City, State, Zip Code, Email, Phone, Fax – The name and contact information entered should be for the person the Department of Public Works should contact regarding inspections, training, requirements and other information. It is preferred that the contact is a long-term employee or owner.
  
- 16) Number of Fixtures – Please enter the number of each type of fixtures used/installed in the kitchen area at the establishment.
  
- 17) GCD Location/Type – A large, in-ground GCD located outside the FSE should be denoted as “exterior interceptor.” If the GCD is indoors and under the sink, the GCD location should be denoted as “interior under sink trap.” If the GCD is indoors and in the ground, the GCD location should be denoted as “interior floor trap.”
  
- 18) GCD Size – If the GCD is indoors and aboveground, the size can be found labeled on the device. The size will be in gallons per minute (gpm), or pounds (lb). In other cases, the GCD service provider who maintains the device will be able to provide the approximate volume in gallons. Use an approximate volume if appropriate.
  
- 19-20) GCD Manufacturer, GCD Model – If the manufacturer and model of the GCD are known, please enter them here for informational purposes. If not, simply leave the spaces blank.
  
- 21) GCD Service Company – If a company maintains the GCD, enter the name. A list of haulers permitted by the Hampton Roads Sanitation District to dispose of grease in the region is available and can be found at [www.fatfreedrain.com](http://www.fatfreedrain.com). Other GCD service providers who dispose of grease outside of Hampton Roads may also be hired. Maintenance of any GCD that is of size 50GPM (100 lb) or less by an FSE employee is permissible after one FSE employee has successfully completed the FOG Program FSE Employee Training.
  
- 22) Cleaning Frequency – Enter the frequency (or approximate frequency) that the GCD(s) is maintained.
  
- 23) Yellow/Fryer Grease Rendering Company – Enter the name of the company hired to pick up yellow grease (fryer grease or any grease that does not come into contact with wastewater) from the FSE, if applicable.
  
- 24) Yellow/Fryer Grease Rendering Container on-site – A rendering container used to collect yellow grease from the FSE, which is then picked up by a rendering company. If there is a container on the property used to store yellow grease until it is picked up for recycling, mark the box next to “Yes.” Otherwise, mark the box next to “No.”

\*\*\**Statement* – The person who signs the statement at the bottom of the sheet will be held responsible for the accuracy of the GCD registration information.

For more information regarding the GCD registration and inspection, please contact the FOG Inspector at 365-4200.