



**Bacteriological Agent/Waste Oil Purchase Certificate
(PLEASE PRINT LEGIBLY)**

Date: _____

Name of Bacteriological Grease Trap Agent:

Date/Quantity of Cooking Oil Purchased:

Date/Quantity of Cooking Oil Collected:

Trade Name: _____ Owner Name: _____

Address of Business: _____

Phone Number: _____ Fax Number: _____

EMAIL: _____

**REPORTS ARE DUE QUARTELY ON THE FOLLOWING DATES
March 1st, June 1st, September 1st and December 1st of each year**

As per Township of Hillside Municipal Ordinance, Chapter 253 Article V, you are hereby required to provide proof of purchase for goods and services and submit quarterly reports. Minimum fine of \$1,000.00 for the first offense.



TOWNSHIP OF HILLSIDE

Health Department

Municipal Building
Liberty and Hillside Avenues
Hillside, New Jersey 07205
(973) 926-5100 Fax (973) 757-2693

MEMO TO: All Township of Hillside Retail Food Establishment(s) with Grease Trap(s)

FROM: De Zheng, REHS

DATE: January 17, 2020

SUBJ: Submission of Required Grease Trap Reporting Forms

In accordance to Township of Hillside Municipal Ordinance § 253-45 B. (8) all retail food establishment(s) with grease trap(s) must submit **Quarterly** –

- March 1st for December, January, and February receipt(s)
- June 1st for March, April, and May receipt(s)
- September 1st for June, July, and August receipt(s)
- December 1st for September, October, and November receipt(s)

Disposable Certificates which shall include the following information:

1. The bacteriological agent purchased along with a picture of this agent and receipt from when you purchased the agent (this is if you clean the trap yourself).
2. Date and Quantity of cooling oil was purchased.
3. Date and Quantity of cooking oil was collected and receipt from company that collected the oil.
4. You must also attach the receipt from the company cleaning the trap.

Even if you do not currently cook, but have a grease trap in your establishment, it must be maintained quarterly.

Be advised that if the documents are not submitted to the Health Department by the first of each quarter, the penalty for this offense is \$1,000.00, punishable by Court Summons.

Additionally, it is always required that you have trained personnel available, who are able to open grease trap(s) for any inspections required by authorized representative of the Township.

If you have any questions regarding this notice, please feel free to contact the Health Department at (973) 926-4535.



GREASE TRAP OPERATION

It has been brought to the attention of the Township of Hillside Health Department, that the grease trap(s) in some food establishment(s) are not properly maintained.

As a result, the grease waste is entering the local sewerage system causing a blockage which result(s) in many hour(s) of emergency services by the Department of Public Works Sewer Division.

The following are the proper step(s) to be taken:

1. Run cold water before removing grease trap cover(s)
2. Take cover off grease trap(s)
3. Remove slab of grease or dip out with utensil
4. Place grease in suitable container, and recycle with your waste oil company
5. Replace grease trap cover

Important Reminder(s):

Township of Hillside Municipal Ordinance § **253-45 B**, requires that all establishment(s) shall provide quarterly disposable certificates that include the bacterial agent purchased and utilized at the prescribed time, how much cooking oil was purchased, and how much was disposed of. **The minimum penalty for violation of this code is \$1,000.00.**

A sink with a grease trap will drain slowly which allow(s) for the separation of grease and water.

We are sure that if these precaution(s) are taken, a more efficient sewerage system will result, and everyone will benefit. Feel free to call the Hillside Health Department at (973) 926-4535 for further information or assistance.