



**TOWNSHIP OF HILLSIDE
HEALTH DEPARTMENT**

Municipal Building
Liberty and Hillside Avenues
Hillside, New Jersey 07205

To: All Hillside Township Retail Food Establishments with Grease Trap(s)

From: Howard Wray, MSHS., REHS, Hillside Health Department

Re: Submission of Required Grease Trap Reporting Forms

In accordance to Hillside Municipal Ordinance, 253-45 B-8, all retail food establishments with grease traps must submit **Quarterly (June 1, September 1, December 1, March 1)** **Disposable Certificates** which shall include the following information:

1. The bacteriological agent purchased
2. Date and Quantity of cooking oil was purchased
3. Date and Quantity of cooking oil was collected
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 Hillside Health Department by the **first of each quarter**, the penalty for this offense is **\$1000.00**, punishable by Court Summons.

Additionally, it is required that you have trained personnel available at all times, who are able to open grease traps for any inspections required by authorized representative of the Township.

If you have any questions regarding this notice, please feel free to contact me at
973-926-4535.

Thank you for your cooperation.



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GREASE TRAP OPERATION

It has been brought to the attention of the Hillside Health Department that the grease traps in some food establishments are not properly maintained.

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

The following are the proper steps to be taken:

- 1. Run cold water before removing grease trap cover**
- 2. Take cover off grease trap**
- 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 Reminders:

Hillside Municipal Code 253-45, section B-45, requires that all establishments 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 \$1000.00**

A sink with a grease trap will drain slowly which allows for the separation of grease and water.

We are sure that if these precautions 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.



**TOWNSHIP OF HILLSIDE
HEALTH DEPARTMENT**
Municipal Building
1409 Liberty Ave
Hillside, New Jersey 07205
HILLSIDE BOARD OF HEALTH

Bacteriological Agent/Waste Oil Purchase Certificate

Date: _____

Name of Bacteriological Grease Trap Agent:

Date/ Quantity of Cooking Oil Purchased:

Date/ Quantity of Cooking Oil Collected:

Trade Name: _____

Owner Name: _____

Address: _____

Phone: _____

Signature: _____

Please keep in mind, these reports are due quarterly on the following date: JUNE 1ST, SEPTEMBER 1ST, DECEMBER 1ST, and MARCH 1ST. As per Hillside Municipal Ordinance 253 Article V, you are hereby required to provide proof of purchase of goods and services and submit quarterly reports. Minimum fine \$1000.00 for first offense.