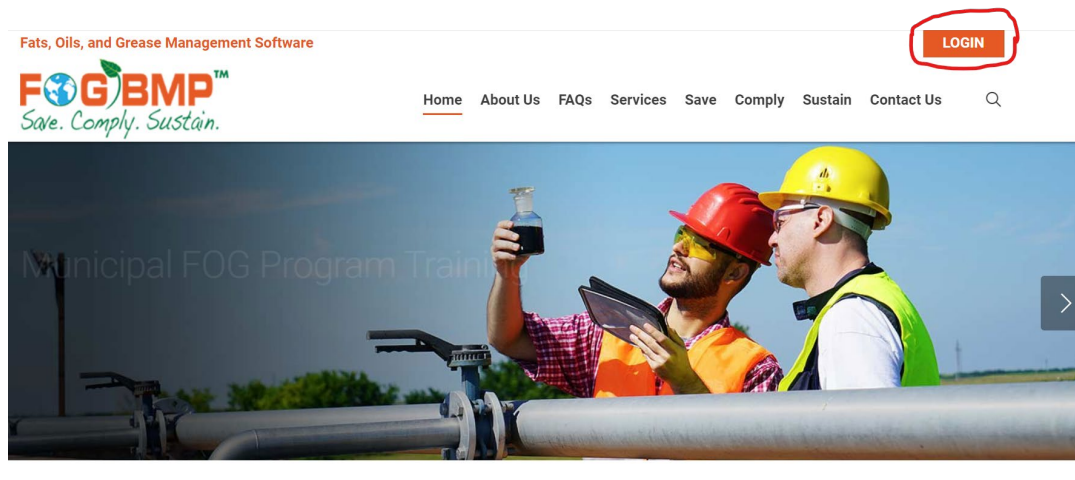


SELF-CLEANER PUMP-OUT REPORTING IN FOG BMP

Standard Operating Procedure

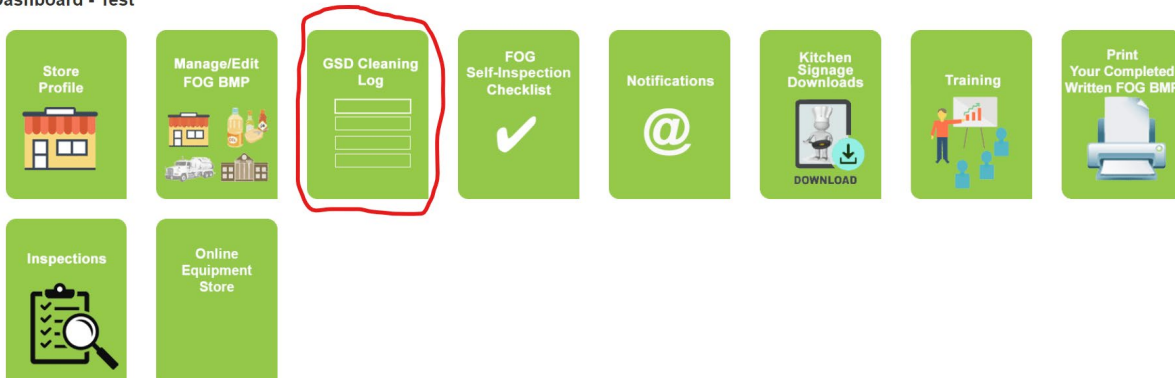
This document is designed to aid Food Service Establishments in submitting cleaning records via JEA's program management software, FOG BMP. For more information on how to self-clean your grease trap, please [review our best practices resource at jea.com](#).

- In order to submit compliance pump-out reports, the Food Service Establishment will need to have a FOG BMP profile. If your facility does not have a profile, please contact JEA at FOG@jea.com to have one created for you.
- If you already have a FOG BMP profile, please go to fogbmp.com and log in to your account.



- You may have to set up your account if it's your first time using the program. If so, follow the step-by-step instructions within the program. Once completed, you will be directed to your store's dashboard. It will look similar to below. Select GSD Cleaning Log.

Dashboard - Test



- Select Add New Cleaning Record.

Grease Separation Device Cleaning Log - Test

Search... Show: Active Records Archived Records

Add New Cleaning Record Delete Selected

Date Cleaned ↓	Separation Device	Device Location	Pumping Company	Solids + Oil Accu...	Condition	Next Cleaning Due	Action
No Rows To Show							

Email Export To Spreadsheet Back to Dashboard

- The program will auto-populate most of the information for your facility. You will need to include information in the highlighted fields. For device condition, please indicate “Un-Satisfactory” if you determine that the trap needs repair. Please estimate the gallons removed.

GSD Cleaning Record for 4/10/2021

Generator Name: Test Address: 1234 fog st

City: jacksonville State: Florida Zip: 32207 Telephone: (865) 530-9444

Date Cleaned: 04/10/2021

Grease Separation Device: Trap (Internal) **Device Condition**: Satisfactory

Tank Content Measurements

Total Gallons Removed

- Self-cleaners are required to take time-stamped photos of their empty trap after cleanings to prove that the job was completed effectively. Failure to provide pictures voids the cleaning record.

Total Gallons Removed

Attached Files and Photos

+ Add Files and Photos

NOTE: ON-SITE COPY OF FOG BMP AND CLEANING RECORD IS SUBJECT TO REVIEW BY THE HEALTH DEPARTMENT OR BY THE DIVISION OF SEWERAGE AND DRAINAGE UPON REQUEST.
PROVIDE A COPY OF THIS DOCUMENT TO YOUR LOCAL MUNICIPALITY.
THIS CLEANING RECORD MUST BE RETAINED FOR A MINIMUM OF THREE (3) YEARS.

CLEANING RECORD CERTIFIED STATEMENT

- Enter the name of the person responsible for the pump-out, include the date, and sign the cleaning record certification statement by selecting the blue button below the signature box. Once signed, submit the cleaning record by selecting the Save button.

THIS CLEANING RECORD MUST BE RETAINED FOR A MINIMUM OF THREE (3) YEARS.

CLEANING RECORD CERTIFIED STATEMENT

I CERTIFY THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION ON THIS FORM AND BELIEVE IT TO BE TRUE, ACCURATE AND COMPLETE.

Name of person that cleaned this device

John Doe

Company

Cleaned By Hand

Date Signed

04/10/2021

Signature

J. Doe.

Done Editing

Clear

Revert

Email

Print

Cancel

Save