



## Food Waste Interceptor Maintenance Log

In accordance with Section 16 of the City of Ottawa Sewer Use By-law (2025-94), all commercial and institutional premises where food is prepared are required to install a grease, oil, and food waste interceptor to prevent the discharge of grease, oil, or food waste, either directly or indirectly, into the sewer system. All interceptors must be continuously maintained in efficient working condition, at the owner or operators' expense. Maintenance must be logged, and records must be retained for a minimum of 24 months and provided upon request.

To assist with compliance, this Food Waste Interceptor Maintenance Log may be used to document maintenance activities. The log should be kept on-site and made available to a Compliance Officer upon request. When requested, the completed log may be addressed to the Compliance Officer, Sewer Use Program and mailed to 800 Green Creek Drive Ottawa ON K1J 1A6, faxed to 613-745-9197, or scanned and emailed to [SUP-PUE@ottawa.ca](mailto:SUP-PUE@ottawa.ca).

For questions about completing this form, please contact the Sewer Use Program Duty Officer at 613-580-2424, extension 23326.

**Facility Name:**

**Primary Contact:**

**Facility Address:**

**Telephone No.:**

Date of Service	Name of Employee or Cleaning Contractor	Inspection Conducted	Total amount of Grease / Oil / Food Waste in the interceptor greater than 25%	Cleaning Conducted	Quantity of Grease / Oil / Food Waste Removed (litres)	Disposal Location
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Interceptors and grease traps must be serviced monthly or before the thickness of the solids and grease reaches 25% of the liquid volume.

Date of Service	Name of Employee or Cleaning Contractor	Inspection Conducted	Total amount of Grease / Oil / Food Waste in the interceptor greater than 25%	Cleaning Conducted	Quantity of Grease / Oil / Food Waste Removed (litres)	Disposal Location
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Interceptors and grease traps must be serviced monthly or before the thickness of the solids and grease reaches 25% of the liquid volume.