

JEFFERSON COUNTY  
ENVIRONMENTAL SERVICES DEPARTMENT  
GREASE CONTROL PROGRAM

**INSTRUCTIONS FOR COMPLETING  
GREASE DISPOSAL MANIFEST**

This form is used to track the grease that is removed from a Food Service Facility (FSF) and to provide a record of the proper maintenance of grease handling devices. This form helps the Owner/Manager record the volume of grease removed from the Food Service Facility. It also helps ensure that the grease is disposed of properly.

**Instructions to FSF representative:** An authorized representative of the FSF shall fill out all of the requested information in the first (top) box of the form. The address shall be the physical address of the FSF. The FSF representative shall sign and date the form when the waste is removed certifying that the waste contains no hazardous material. The FSF must retain the **GOLD Copy** of the manifest form.

**Instructions to Waste Hauler:** The driver of the service vehicle is considered an authorized representative of the transporting company. The driver shall fill in all of the information request in the second (middle) box of the manifest and shall complete the certification. The address shall be the mailing address of the transporting company. The driver shall maintain possession of the manifest until the waste is discharged at an approved disposal site. The driver shall then give the form to the waste receiver for completion of the third (bottom) box. The Hauler must retain the **PINK Copy** of the manifest.

**Instructions to Waste Grease Receiver:** A representative of the receiver facility shall fill in all of the information requested in the third (bottom) box of the manifest. The representative of the receiver facility shall complete the certification and return the original (**WHITE Copy**) of the manifest form to the Grease Control Program Office. The waste receiver shall retain the **YELLOW Copy** for their records.

**Important Notes:** The Food Service Facility shall keep the gold copy of the manifest after the hauler has accepted the waste. It is the responsibility of the Food Service Facility to track the manifest and to retain the completed gold copy of the manifest at the Food Service Facility. The completed manifests **will** be examined as part of the Food Service Facility inspection.