



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**INSPECTIONAL SERVICES DEPARTMENT**  
**KATJANA BALLANTYNE - MAYOR**

**FOG Management Plan Checklist for Operators and Inspectors**

(Required for all permits issued after 6/30/2022)

The following documents must be submitted in **PDF format** under the appropriate CitizenServe file for a permit application to be considered complete and ready for review. Other documents may also be requested depending on the extent and complexity of the project. If you believe a document is not applicable to the scope of your business's operations, mark the box N/A and provide the reason it is not applicable in the comment section. Questions requiring a Yes or No answer will be indicated in the description/question sections, respond in the left column. Maximum file size that can be uploaded to the [CitizenServe](#) permitting portal is **25 megabytes** - subdivide files which are larger.

**Required Submittal Documents in FOG Management Plan**

Incl.	N/A	Required Document	Comment
		FOG Application Document	
		Establishment Information Document (include establishment type and days/hours of operation)	
		Kitchen Equipment List of items installed or planned for installation	
		FOG Management Device Information (FMD) (ID#, Location, Make, Model, Size, New or Existing, Recommended Cleaning Frequency)	
		FMD Cleaning and Disposal Logs	

		Average Daily discharge calculations see section D table in Ordinance. <sup>1</sup>	
		Documentation of any repairs to FOGMD	
		Copy of Floor Plan or Kitchen Layout (photos of equipment are acceptable)	
		Copies of Hauling Receipts/Waste Disposal Manifests	
		Grease Disposal/Hauler Information	

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<sup>1</sup> <https://s3.amazonaws.com/somervillema.gov/ef-us-east-1/s3fs-public/fats-oil-grease-fog-management-plan.pdf>. For existing establishments, testing and certification of the average daily discharge and peak discharge of FOG in the wastewater in milligrams per liter (mg/L), not to exceed 100mg/L. Testing determined by the currently approved test for total recoverable fats and grease listed in EPA Regulations (40 CFR 136.3)