

Grease Trap / Sewer Backup Incident Record

Document the event without delaying isolation or required calls · Reviewed October 17, 2026

Immediate facts

- ☐ Date and time first observed: _____
- ☐ Exact affected area/fixtures: _____
- ☐ Wastewater entered food, customer or storage area: Yes / No / Unknown
- ☐ Affected operations stopped at: _____
- ☐ People and food isolated from the area at: _____

Contacts

- ☐ Emergency services (if immediate danger): _____
- ☐ Sewer/utility authority and reference number: _____
- ☐ Public-health authority and reference number: _____
- ☐ Landlord/property contact: _____
- ☐ Qualified contractor and arrival time: _____

Evidence and resolution

- ☐ Photos/video file reference (only what you can see safely): _____
- ☐ Food/product disposition direction: _____
- ☐ Cause assessment and repair report: _____
- ☐ Cleanup/reopening authority and written approval: _____
- ☐ Time operation was authorized to resume: _____

Do not enter a trap, vault or pit and do not improvise contaminated-waste cleanup. Follow emergency services and the applicable utility/public-health authority.