



CITY OF NEWPORT BEACH

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newportbeachca.gov/municipaloperations

FATS, OIL, AND GREASE (FOG) CONTROL PROGRAM
KITCHEN BEST MANAGEMENT PRACTICES
NEW EMPLOYEE TRAINING LOG

Name of Food Service Establishment: _____

Address: _____

Managers must train kitchen employees twice a year in Best Management Practices (BMPs) and record their attendance on this form. New employees must be trained within one month of hiring. Keep this form in your FOG binder to show the City authorized inspector. Employee training materials on Kitchen BMPs include an online video which may be found on the City's website www.newportbeachca.gov/municipaloperations, brochure and poster.

The poster must be prominently displayed in your food preparation/dishwashing area.

Employees: Your signature below acknowledges that you have received training in Kitchen Best Management Practices.

Date	Employee Name	Employee Signature	Viewed Video	Reviewed Brochure	Reviewed Poster	Saw Spill Kit	Manager Initials

[illegible]