



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/government/departments/utilities/wastewater/fog-control-program](http://www.newportbeachca.gov/government/departments/utilities/wastewater/fog-control-program).  
**The "Drain is Not a Dump" 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



**CITY OF NEWPORT BEACH**

Utilities Department  
949 W. 16<sup>th</sup> Street  
Newport Beach, California 92663  
949 644-3011 | 949 644-3010 FAX  
[www.newportbeachca.gov](http://www.newportbeachca.gov)

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

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