



NOTICE TO ALL EMPLOYEES

The City of Victoria monitors our wastewater for excessive pollutants. Wastewater is water and anything mixed with it that goes down the drains. This includes wastewater from the mop sinks, floor drains and hand sinks. Use best management practices to avoid unnecessary pollutants from entering the waste stream.

As an employee you are required to follow the guidelines listed below:

- **Scrape and pre-clean all dishes before washing.**
 - Use a spatula or disposable towels to remove excess food, oil, or grease.
 - Dispose of all food waste into the trash and not down the drain.
- **Proper disposal of used oil.**
 - Used oil should **NOT** be put down the drain.
 - Used oil goes into the rendering container located outside the building.
 - The used oil will be shipped for recycling.
- **Keep floor drain and mop sink strainers in place.**
 - Do not remove strainer to drain sink!
 - Instead, let the water drain through the strainer to catch food particles. Once the sink is completely drained, empty the food waste into the trash.
- **Use the correct amount of cleaners.**
 - Use the recommended amount of cleaner to sanitize.
 - Using too much cleaner affects the biochemical oxygen demand (**BOD**) and may cause wastewater sample analysis to exceed the set limit.
 - Too much cleaner affects the biological breakdown of the waste stream.
 - Too much cleaner is wasteful and causes unnecessary pollution.
- **Always sweep before you mop.**
 - Sweeping removes small, large, and loose particles and keeps them from going down the drain.
 - Do not sweep any items into the floor drains.
- **Spills**
 - Clean spills with a disposable towel before mopping.

**The City of Victoria Pretreatment Staff is available to answer any questions.
Please call our office at (361) 485-3186.**