

# **NOTICE TO ALL EMPLOYEES**

The City of Victoria monitors our wastewater to check for excessive pollution. Wastewater is water and anything mixed with it that goes down our drains. This includes the mop sink, floor drains and hand sinks.

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

Scrape and pre-clean all dishes before washing.  
Use a spatula to remove excess food, oil or grease.  
Food wastes go into the trash.  
Oil goes into the container outside to be shipped for recycling.

## **Keep sink strainers in all sinks.**

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 enough of any cleaner to get the job done, using too much is not only wasteful, it pollutes.

## **Always sweep before you mop.**

Sweeping removes loose particles and keeps them from going down the drain.

## **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.**