



## BEST MANAGEMENT PRACTICES IMPLEMENTATION CERTIFICATION FOR FOOD SERVICE ESTABLISHMENTS

In conformance with Mission Viejo Municipal Code Sections 6.10.010 et seq. *Solid Waste Ordinance* and 6.65.100 et seq. *Water Quality Ordinance*, the City of Mission Viejo requires every Food Service Establishment (FSE) to implement solid waste disposal and recycling programs and water quality best management practices (BMPs) to prevent the discharge of wastewater to the storm drain system in order to meet State of California requirements.

The City requires the FSE Owner or Operator to certify he/she will implement BMPs at the FSE as a condition for obtaining a certificate of occupancy from the Building Division. This certification form is designed to simplify the certification process and clarify the City's expectations for meeting the requirements of the Mission Viejo Municipal Code.

### **FOOD SERVICE ESTABLISHMENT BUSINESS CONTACT INFORMATION**

LEGAL BUSINESS NAME: \_\_\_\_\_

DBA BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

LOCATION ADDRESS (INCLUDING SUITE #): \_\_\_\_\_

OWNER/OPERATOR NAME: \_\_\_\_\_

OWNER/OPERATOR EMAIL ADDRESS: \_\_\_\_\_

DAY-TO-DAY OPERATIONS MANAGER NAME: \_\_\_\_\_

FSE PHONE #: \_\_\_\_\_

FSE AFTER-HOURS/EMERGENCY CONTACT PHONE #: \_\_\_\_\_

### **FOOD SERVICE ESTABLISHMENT LANDLORD CONTACT INFORMATION**

LANDLORD NAME: \_\_\_\_\_

LANDLORD ADDRESS (INCLUDING SUITE #): \_\_\_\_\_

LANDLORD CONTACT NAME: \_\_\_\_\_

LANDLORD PHONE #: \_\_\_\_\_

LANDLORD EMAIL ADDRESS: \_\_\_\_\_

### **WASTE DISPOSAL INFORMATION**

GREASE INTERCEPTOR:  Yes  No

IF YES, LOCATION: \_\_\_\_\_

PROPOSED GREASE BARREL STORAGE LOCATION: \_\_\_\_\_

**A \$50.00 FILING FEE IS DUE AND PAYABLE TO THE CITY OF MISSION VIEJO UPON SUBMITTAL OF THE CERTIFICATION FORM.**

**As the owner, duly authorized agent of the owner, or manager for the above Food Service Establishment (FSE), I certify the following under the penalty of perjury:**

- The information listed above at the time of this certification is true and correct to the best of my knowledge; and
- I acknowledge receipt of educational material on storm water pollution prevention practices from the City of Mission Viejo.

**Additionally, I agree to (or cause to be performed):**

- **Display the attached “Help Prevent Ocean Pollution” poster in a clear, visible area to employees in the kitchen area;** and in the event the poster becomes torn, mutilated, or otherwise illegible, within 10 days I will request another copy from Mission Viejo Public Works at 949-470-3056 or by e-mail at [publicworks@cityofmissionviejo.org](mailto:publicworks@cityofmissionviejo.org);
- **Implement and maintain pollution prevention best management practices shown on the attached “Help Prevent Ocean Pollution” poster:**
  - Implement and maintain a training program for employees on these requirements upon hire and annually thereafter, and maintain a logbook of training dates and attendees for inspection by City staff;
  - Allow City staff or its authorized agents to inspect the FSE for violations of the Municipal Code or these conditions at any time during normal business hours;
  - Keep the trash bin enclosure serviced by the FSE clean and dumpster lids closed except for immediate disposal of trash and recyclable materials;
  - Not wash down the trash bin enclosure as a method of cleaning, unless the trash bin enclosure has a City-permitted floor drain connected to the sanitary sewer system;
  - Not wash down exterior paved areas including patios and sidewalks as a method of cleaning, unless the wash water is directed to a landscaped area or fully recovered using a wet vacuum or other similar method and the wash water is disposed of in a sink drain;
  - Only wash down equipment, including floor mats, trash cans, and mop buckets, in a sink or a “mop sink” permitted by the City of Mission Viejo Building Division;
  - Implement proper disposal of Fats, Oils and Grease (FOG) in conformance with the approved program from the water district servicing the FSE; and
- **Notify the City of Mission Viejo Public Works Department of any changes in ownership or management** via e-mail at [publicworks@cityofmissionviejo.org](mailto:publicworks@cityofmissionviejo.org) within 30 days of such ownership or management change occurring.

**I acknowledge violations of these conditions may subject the FSE to citations from the City of Mission Viejo** under Mission Viejo Municipal Code Sections 6.10.010 et seq. *Solid Waste Ordinance* and 6.65.100 et seq. *Water Quality Ordinance*.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

(Must be Owner or Manager of FSE. Name/Title MUST match one of the names on the front side of this form. Other persons including agents, contractors, and employees are NOT allowed to sign this form.)

**FOR CITY USE ONLY:**

FILING FEE: \$50      RECEIPT NO.: \_\_\_\_\_      APPROVED BY: \_\_\_\_\_      DATE: \_\_\_\_\_