

## Best Practices for Grease Hauler Service Tickets/Forms in Hampton Roads

### ALWAYS INCLUDE:

- Company Name, Address, Phone Number
- Service Technician Name and Signature
- Date of Service
- Disposal Destination of Waste - *For example: Not just "HRSD" but "HRSD Suffolk Plant College Drive" or the stamp from that location*
- **Sludge Judge Readings\***

**\*Sludge judge readings are always necessary.** The measurements should appear somewhere on the ticket in this format: *Top inches of grease | Middle inches of wastewater | Bottom inches of settled solids*  
See diagram below. Don't forget to include overall GCD depth as this is necessary for calculating percentage. Percentages can be provided to the customer as long as the accompanying sludge judge readings used to calculate the percentage and the overall GCD depth are included.

### HELPFUL INFORMATION TO PROVIDE:

- Last date of service
- Frequency of service
- Volume of tank
- Condition of tank

### ALSO HELPFUL TO PROVIDE:

- Pre-printed on all Tickets/Forms/Receipts: "THIS RECEIPT MUST BE KEPT ON LOCATION FOR 3 YEARS"
- Customer's Signature
- Before and After Photos
- Comments Section - For service techs to record what happens during the visit. *For example: General manager refused entry. Manhole covers paved over. Lid welded shut.*

### Sludge Judge Measurements for Grease Control Devices (GCDs)

