CITY OF NEWPORT BEACH
Utilities Department
949 W. 16th Street
Newport Beach, California 92663
949 644-3011 | 949 644-3010 FAX
www.newportbeachca.gov

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, brochure and poster.

The 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

All documents in this binder are accessible on the City's website www.newportbeachca.gov/government/departments/utilities.

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