



February 25, 2014

To: Registered Transporters of Inedible Kitchen Grease:

Subject: Inedible Kitchen Grease Manifest Training

Effective April 1, 2013, regulations took effect, requiring Commercial Transporters of Inedible Kitchen Grease (IKG) in California to create and maintain a manifest for each collection, transport and delivery of IKG.

The approved text for the manifest regulations can be found on the California Department of Food and Agriculture website at: www.cdfa.ca.gov/ahfss/regulations.html. Look under MPES - Inedible Kitchen Grease (IKG) Manifest Regulations.

IKG manifests may be maintained on forms provided upon request by the Department for the cost of printing, handling and shipping; or on forms of your own creation; or electronic forms. If you want to use Department forms, you will find an order form on the CDFA web site under Forms, “**Manifest Order Request Form**” at:

http://www.cdfa.ca.gov/ahfss/mpes/MPES_Forms_Applications.html

The forms may be purchased for \$17.50 for a pad of 50 sheets. You are welcome to make a copy of our forms and print them yourself.

The Department will provide training and question and answer sessions on the manifest requirements at the following location:

In Person Training- Sacramento - Monday, March 3rd from 10:00 to 12:00 PM at 2800 Gateway Oaks, Room 267, Second Floor, Sacramento, CA 95833. This session will also be available on your computer via webinar using the viewing and audio instructions below:

Viewing Webinar Training: Enter the Registration URL below in your computer’s internet browser:

<https://attendee.gotowebinar.com/register/5944562748700792578>

When requested, enter the Webinar ID: 112-177-73



Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States

Toll: +1 (480) 297-0021

Access Code: 720-930-991

Audio PIN: Shown after joining the webinar

Failure to complete and maintain a manifest for each load of inedible kitchen grease transported can result in serious penalties, including civil penalties, suspension or revocation of your registration, and/or prosecution. Transporters and receiving facilities must maintain their parts of manifests for two years and make them available, upon demand, to representatives of the Department and law enforcement agencies.

I have included a handout with this letter that summarizes the information required on IKG manifests and what must be done with this information. I have also included copies of the Department manifest forms. Both forms will be two page NCR (carbon copy) forms. The official MPES Form 79-125, Manifest Generator Information, will have perforations on the first page, allowing you to tear off portions to give to generators. MPES Form 79-124, Manifest Instructions and Receiving Facility Information, has instructions on how to use both forms.

Please contact me if you have any questions about this letter or the training sessions.

Sincerely,

Jan Hershenhouse, DVM, MPH, MPVM
Assistant Branch Chief, MPES

Enclosures