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ORDINANCE 2012- 20

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Clerk-Treasurer Town of Newburgh

AN ORDINANCE REGARDING
FAT, OIL, AND GREASE (FOG)
DISCHARGE TO SANITARY SEWERS

Whereas, Newburgh has long sought to control the discharge of fat, oil and grease to its sanitary sewer system, and

Whereas, Fats, oil and grease (FOG) in wastewater can result in the decreased carrying capacity of sewers due to congealed, cooled grease which coats the inside of the pipes., and

Whereas, Once a pipe becomes constricted, the potential for a blockage increases and blockages can and will eventually cause sanitary sewer overflows, and

Whereas, such discharges are costly to the rate payers of the sanitary sewer system because such discharges create clogs in the system which often lead to sewage backups into homes and businesses, and

Whereas, such backups lead to damage to property of rate payers and an increase in cost to the sewer utility by requiring more personnel and more equipment to reasonable attempt to reduce such clogging of the system and the risk incident thereto, and

Whereas, it has become apparent that more detailed regulation is needed to further attempt to control the discharge of fat, oil and grease to the sanitary sewer system.

NOW THEREFORE, BE IT ORDAINED:

**Section 1: STATEMENT OF FAT, OIL AND GREASE (FOG) DISCHARGE
POLICY**

- I. Fats, oil and grease (FOG) in wastewater can result in the decreased carrying capacity of sewers due to congealed, cooled grease which coats the inside of the pipes. Once a pipe becomes constricted, the potential for a blockage increases. Blockages can and will eventually cause sanitary sewer overflows.
- II. The following is the FOG Policy for the Town of Newburgh's Wastewater Treatment Utility (Utility). The purpose of establishing the FOG Policy is to protect public health by eliminating sanitary sewer system overflows due to FOG and reduce the amount of FOG discharged to the sanitary sewer system while reducing maintenance costs for the Utility's customers and improving operation of the collection system. Any wastewater which contains FOG shall only be discharged into the Utility's sanitary sewer system under the conditions of this Policy and with a valid FOG discharge permit.

- III. A FOG discharge permit shall be required of any customer of the Utility including businesses, institutions, or establishments participating in the preparation or service of food, where fats, oil and grease may be discharged into a public sewer, except as provided in Section 1(V) and in accordance with the schedule provided in Section 1(IV). Such customers shall obtain a FOG discharge permit from the Utility and install a grease interceptor as a condition of wastewater service.

Grease interceptors and, when pre-approved, under-counter or in-floor grease traps, waste oil collection devices or other applicable pretreatment units shall be installed, operated, maintained, and repaired solely at the customer's expense.

IV. Schedule for Compliance with the FOG Discharge Policy

1. New construction of any establishment meeting the criteria of Section 1(III) shall obtain a FOG discharge permit and be in full compliance with its construction requirements before commencing any wastewater discharges to the sanitary sewer system.
2. Existing structures meeting the criteria of Section 1(III) due to a change of use shall obtain a FOG discharge permit and be in full compliance with its provisions within 6 months of issuance.
3. Existing structures meeting the criteria of Section 1(III) being renovated or expanded shall obtain a FOG discharge permit and be in full compliance with its provisions within 6 months of issuance.
 - a. Structures being renovated or expanded that already have a FOG discharge permit shall contact the Utility to determine if a modification is needed.
4. Food service establishments in existence prior to the effective date of this policy may be allowed to continue current operations without modifications. However, existing establishments determined, by the Utility, to be contributing FOG to the sanitary sewer system in excess of 100 mg/L as total recoverable FOG, are contributing to increased downstream maintenance of the sanitary sewer system, or are contributing to downstream backups or overflows due to grease blockages shall be required to obtain a FOG discharge permit and be in full compliance with the permit provisions within 6 months of issuance.
5. Regardless of permit status, establishments contributing to FOG blockages or increased down stream maintenance due to FOG discharge shall also be responsible for costs incurred by the Utility to remedy the effect of the establishment's FOG discharge.

V. Exceptions:

1. Establishments meeting the criteria of Section 1(III) that use disposable service ware (disposable plates, cups, utensils, etc.) and have less than 25 seats will not be required to install a grease interceptor; however, such establishments may be required to install grease trap(s). This exception does not apply to wholesalers, commercial kitchens or take-out only

establishments. The establishment shall complete and submit a FOG discharge permit questionnaire showing fixtures, seat count and certify usage of disposable service ware and shall comply with all other provisions of the FOG Policy. Exception must be pre-approved by the Utility prior to:

- ◆ construction of a new establishment;
 - ◆ beginning modifications and/or opening of a new establishment in an existing building;
 - ◆ or beginning construction of new seating addition or kitchen expansion of an existing establishment.
2. A FOG discharge permit shall not be required for single-family residences unless such residences have been converted for commercial food preparation use.
 3. A FOG discharge permit shall not be required for duplexes, triplexes, quadraplexes, or apartment complexes. However, multifamily dwellings which are found to be contributing FOG in sufficient quantities to cause main line blockages or increased maintenance in the sanitary sewer system shall be required to obtain a FOG discharge permit.
 4. Single service kitchens with no food preparation (microwave heating and serve only), and which use only disposal service ware will not be required to install a grease interceptor; however, establishments may be required to install grease a trap(s). The establishment shall complete and submit a FOG discharge permit questionnaire showing number of fixtures, seat count, and certify usage of disposable service ware and shall comply with all other the provisions of the FOG Policy. Exception must be pre-approved by the Utility prior to: construction of new establishment; beginning modifications and/or opening of a new establishment in an existing building; or beginning construction of new seating addition or kitchen expansion of an existing establishment.
- VI. The Utility reserves the right to waive portions of the FOG Policy at its discretion. If a properly-sized grease interceptor cannot be accommodated within the property of existing establishments, a waiver may be requested from the Utility. For existing establishments, the establishment shall demonstrate to the satisfaction of the Utility that the installation of a grease interceptor would be unfeasible and/or would cause an undue hardship in the utilization of the building as a food service establishment. The establishment seeking the waiver shall submit a written request to the Utility detailing the reasons and issues supporting the waiver request. The establishment shall complete and submit a FOG discharge permit questionnaire and shall comply with all other provisions of the FOG Discharge Policy as well as the Best Management Practices (BMP) of Appendix B. A waiver to the grease interceptor installation requirement shall not relieve the establishment of other FOG Policy requirements such as the installation of a grease trap(s) in lieu of a grease interceptor or the use of waste oil barrels to dispose of waste cooking grease as detailed in Section 5(III).

1. For any establishment granted a waiver that fails to comply with the provisions of the FOG Policy (except as waived) or fails to comply with the BMP's of Appendix B, the Utility reserves the right to require the establishment to install a grease interceptor.

Section 2: GREASE INTERCEPTORS

A. DESIGN OF GREASE INTERCEPTORS

- I. Grease interceptors shall be designed and constructed in accordance with the provisions of the FOG Policy and in accordance with the most current edition of the Town of Newburgh's Sanitary Sewer Design and Construction Standards.
- II. Design and construction shall be approved by the Wastewater Treatment Facilities Superintendent, the superintendent's representative or the Utility's authorized engineering representative.
- III. The establishment shall obtain the services of a design professional to prepare site layout, size the grease interceptor and prepare a plan detailing connection to the Utility's sanitary sewer.
- IV. The discharge from the following fixtures shall be directed to the grease interceptor: all sinks, dishwashers, floor drains in food preparation and storage areas, food waste grinders and any other fixtures through which grease may be discharged.
- V. Grease interceptors shall be installed on the customer's property and in a location outside of the customer's establishment, which provides access for inspection, cleaning, and maintenance, including pumping.
- VI. Wastewater from sanitary establishments shall not be introduced into the grease interceptor under any circumstances.
- VII. Grease interceptors are to be installed at a minimum distance of 10 ft. from sinks and dishwashers to allow for adequate cooling of wastewater. The influent to interceptors shall not exceed 140 degrees Fahrenheit (140° F). The temperature at the flow control device inspection port shall be considered equivalent to the temperature of the influent.
- VIII. Where food-waste grinders are installed the grease interceptor size shall be increased by 30% of the sizing requirement.
- IX. Drains that receive "clear waste" only, such as from ice machines, condensate from coils and drink stations, may be plumbed to the sanitary system without passing through the grease interceptor.
- X. All waste shall only enter the grease interceptor through the inlet flow control

device.

- XI. Grease interceptors shall conform to the following criteria when being designed and constructed:
1. The interceptor's tank size may be based on design criteria set forth by Bulletin S.E. 13 from the Indiana State Department of Health, latest edition, and as indicated in Appendix A of the FOG Policy.
 2. Typical detail is shown on Figure A2.4 in Appendix A of the FOG Policy. New in-ground grease interceptors shall be **no less than 1000 gallons** total capacity. The maximum capacity of any grease interceptor shall be 1500 gallons unless advised otherwise by the Utility's authorized engineering representative. Where sufficient capacity cannot be achieved with a single interceptor, installation of multiple grease interceptors in series shall be required.
 3. Grease interceptors must meet a minimum structural design of 150-pounds per square foot for non-traffic installations. For vehicular traffic conditions the grease interceptor shall be designed to withstand H-20 wheel loads.
 4. Grease interceptors shall meet the following standards: ASTM C-1227 (Septic Tanks), C-913 (Pre-cast Concrete Water and Wastewater Structures), ACI-318 (Design) and ASTM C-890 (for establishing Minimum Structural Design Loading).
 5. A licensed design professional will specifically design cast in place grease interceptors.
 6. **Prior to installation, the contractor shall submit a shop drawing of the grease interceptor for approval to the Town of Newburgh's Utility Office, 23 West Jennings Street, Newburgh, IN 47630.** The shop drawing shall list "*Grease Interceptor for (insert the actual project name here)*" as the heading of the drawing. The Utility reserves the right to waive the shop drawing requirement.
 7. A Utility inspector shall inspect the grease interceptor prior to installation. Contractor shall call (812) 853-7496 twenty-four (24) hours prior to installation.
 8. The grease trap must also be inspected by the Utility and approved during installation, prior to back filling. Contractor shall call (812) 853-7496 twenty-four (24) hours prior to installation.
 9. The Utility will not approve a grease interceptor that has not been inspected.
- XIII. In approving an establishment's grease interceptor design, the Utility does not accept liability for the failure of a system to adequately treat wastewater to achieve effluent quality requirements specified under this policy. It is the

responsibility of the establishment to insure the appropriate level of treatment necessary for compliance with the FOG Policy and applicable regulations.

- XIV. All new commercial buildings, such as malls, strip centers, etc., containing sections designated for commercial enterprise, shall provide a stub-out for a separate waste line for future grease interceptor installation. The designer of such new structures shall consider suitable physical property space and sewer gradient that will be conducive for the installation of an exterior grease interceptor(s) for any flex space contained within the building. Physical property restrictions and sewer gradient shall not be a basis for a waiver to install a grease interceptor after the effective date of this policy.

SECTION 3: INTERNAL GREASE TRAPS

A. DESIGN OF INTERNAL GREASE TRAPS

- I. Internal grease trap (inside of the building, normally located in the kitchen) installation may be required in association with a grease interceptor waiver. When required by the Utility, internal grease traps shall be designed and constructed in accordance with the provisions of the FOG Policy and in accordance with the most current edition of the Indiana Plumbing Code.
- II. The establishment shall submit vendor literature for the proposed grease trap which must include the flow rating (in gpm) and grease capacity (in pounds); grease trap detail sheets; kitchen layout drawings showing the location of the grease trap(s) in the drainage plumbing tree and all fixtures; and all grease trap(s) sizing calculations for approval by the Wastewater Treatment Facilities Superintendent, the superintendent's representative or the Utility's authorized engineering representative.
- III. An approved grease trap shall be installed in the waste line leading from sinks, drains, and other fixtures in establishments where grease may be introduced into the drainage or sewage system in quantities that can affect line stoppage or hinder sewage treatment.
- IV. No grease trap shall be installed which has an approved rate of flow of neither more than 55 gallons/minute nor less than 20 gallons/minute.
- V. Each fixture shall be individually trapped, vented, and provided with an approved type flow control device.
- VI. No water-jacketed grease trap shall be installed.
- VII. Each grease trap shall have an approved water seal of not less than 2" in depth or the diameter of its outlet, whichever is greater.
- VIII. Each grease trap shall have an approved rate of flow, which is not less than that given in Appendix A,II for the total number of connected fixtures.
- IX. The total capacity (volume in gallons) of fixtures discharging into any such grease trap shall not exceed 2 ½ times the certified flow rate of the grease trap.

- X. Not more than 4 separate fixtures shall be connected to a grease trap.
- XI. Dishwashers shall be connected to a dedicated grease trap unless otherwise approved by the Utility and the grease trap shall be sized based on the manufacturer's discharge flow rate.
- XII. Grease trap installation(s) must be inspected and approved by the Utility prior to use. Contractor shall call (812) 853-7496 to arrange the inspection. The Utility will not approve grease trap(s) installations that have not been inspected.

SECTION 4. PLAN SUBMITTAL REQUIREMENTS

A. Procedures. The following procedures are to assist the applicant in permit application, plan submittal, and permit issuance.

- I. Establishments required to install a grease interceptor shall submit the following to the Utility Office:
 - 1. A completed FOG discharge permit questionnaire.
 - 2. Detailed calculations by A & E firm, licensed engineer, or competent design professional showing size of the grease interceptor. An example of grease interceptor sizing is contained in Appendix A.I.
 - 3. A complete list of all fixtures. For all sinks, list dimensions and drain sizes. For all dishwashers, list discharge flow rates as determined by the manufacturer's specifications.
 - 4. Plans showing:
 - a. Location and size of all sanitary sewer lateral lines from the building to the lateral connection at the sanitary sewer main, location of grease interceptor, inverts and elevations of all pipes and structures, and the location of all cleanouts.
 - b. Fixture plumbing.
 - c. Grease interceptor detail showing correct sizing information.
 - d. FOG recycling barrel(s)/container(s) location(s).
 - e. Grease interceptor sizing calculation sheet.
- II. Two (2) copies of required submittals shall be submitted to the Utility Office for approval. Utility approval must be obtained prior to the initiation of construction.

Section 5. PERMIT

A. FOG DISCHARGE PERMIT

- I. A FOG discharge permit is required of establishments identified in Section 1 (III) to discharge wastewater the sanitary sewer system. A completed "FOG

Discharge Permit Questionnaire" shall be submitted to the Utility Office pursuant to the schedule in section 1(IV). The permit sets the terms and conditions to achieve compliance with the FOG Policy and shall include: (1.) installation of a grease interceptor, unless exempted or waived; (2.) recycling or disposal of waste oil, fats & grease, as required by Section 5 (III); and (3.) implementation of all other provisions of the FOG Policy. FOG discharge permits shall also require compliance with the Best Management Practices of Appendix B or as delineated in the discharge permit. FOG discharge permits may contain specific milestone dates to be met by the establishment.

- II. The terms and conditions of the permit are subject to modification by the Utility at any time for just cause. The establishment shall be informed of any proposed changes in the issued permit at least thirty days prior to the effective date of the change(s). Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.
- III. An establishment may request a waiver under the terms of Section 1(VI) to certain portions of the FOG Policy. Establishments may request a modification to an existing FOG discharge permit to comply with renovation or expansion requirements.
- IV. Any requests for extensions of FOG discharge permit milestone dates must be made in writing to the Utility, at least thirty (30) days in advance of the date.
- V. As a condition precedent to the granting of a permit, the permittee agrees to hold harmless the Utility and the Utility's employees from any liabilities arising from the establishment's operations.

Section 6: ESTABLISHMENT RESPONSIBILITIES

I. Discharge Criteria:

1. Where fats, oil and grease are by-products of food preparation and/or cleanup, reasonable efforts shall be made to separate waste fats, oil and grease into a separate containers for proper disposal. Waste fats, oil and grease shall not be discharged to any drains or grease interceptors. Such waste shall be placed in a container designed to hold such waste and either recycled or disposed of at suitable locations in accordance with Section 6(III).
2. Adequately sized grease interceptor shall mean a grease interceptor that does not allow a discharge of wastewater containing fats, oil or grease in excess of 100 mg/l or has not been found to be contributing to line stoppages or require sewer maintenance to prevent stoppages from occurring. It is the responsibility of the establishment to insure compliance with the sanitary sewer discharge limitations.

II. Maintenance, Record Keeping, and Grease Removal

1. Grease interceptors shall be kept free of inorganic solid materials such as grit, rocks, gravel, sand, eating utensils, cigarettes, shells, towels, rags, etc., which could settle and thereby reduce the effective volume of the grease interceptor.
2. Grease interceptors shall meet the FOG Policy's compliance requirements and be maintained for efficient FOG removal and shall be cleaned every 90 days. Some establishments may need to clean interceptors more frequently. It is the responsibility of the establishment to monitor and clean interceptor as needed, but the cleaning frequency shall be no less than every 90 days. The Town reserves the right to adjust cleaning frequency of individual establishments as needed.
3. Interceptor Maintenance Log:
 - a. Every establishment having a grease interceptor shall maintain a log of each pumping for the previous three (3) years. This log shall include the date, time, name of the waste hauler and shall be kept in a conspicuous location on the premises of the establishment for inspection. Trip tickets or manifests shall be maintained for a period of 3 years to substantiate the maintenance log. Establishments shall keep their FOG discharge permit with the log. Permit and log shall be made immediately available to the Utility staff upon request.
 - b. A copy of the information required in the maintenance log, including trip tickets or manifests, must be submitted to the Utility Office when requested by the Utility. The report shall be submitted to the Utility Office within thirty (30) days of the Utility request for the information.
4. Cleaning Procedures:
 - a. An owner, manager or employee of the establishment shall supervise grease interceptor cleaning, and shall be physically present and observe the entire cleaning operation.
 - b. The owner, manager or employee of the establishment shall cause the liquid waste hauler, transporter, or other person cleaning or servicing the grease interceptor to evacuate all contents, including floating materials, wastewater, and bottom sludges and solids. Skimming the surface layer of waste material, partial cleaning of the interceptor or use of any method that does not remove the entire contents of the collection device is prohibited. The suction of the floating materials shall be done prior to removal of other contents. After complete evacuation, the walls, top, and bottom of the interceptor shall then be thoroughly scraped and the residue removed. The interceptor shall then be washed down and the residue removed. Upon completion of the servicing, the employee witnessing the cleaning shall make an inspection of the interior of the interceptor and then sign the trip ticket or manifest. The employee shall make an

appropriate entry in the establishment log.

- c. Each grease interceptor pumped shall be fully evacuated unless the volume is greater than the tank capacity of the vacuum truck in which case the transporter shall arrange for additional transportation capacity so that the grease interceptor is fully evacuated within a twenty-four hour period.
- d. The return of gray water back into the interceptor from which the waste was removed is prohibited.
- e. All waste removed from each grease interceptor shall be disposed of at an establishment permitted and authorized to receive such waste in accordance with all applicable federal, state, and local regulations. In no way shall the pumped material be returned to any private or public portion of the sanitary sewer system.
- f. It shall be a violation for an establishment to allow grease interceptor waste to be removed from the premises by a transporter that does not have all applicable federal, state, or local permits or registrations. Transportation and disposal of grease or other materials generated by a grease interceptor shall be subject to all applicable federal, state and local regulations.
- g. It is strictly prohibited for any non-water portion of the grease interceptor's contents to be pushed or flushed into the public sanitary sewer at any time. (See section 8(l). "Violations of Policy")

III. Waste Oil Disposal

1. All establishments shall use waste oil barrels or containers to dispose of waste fats, oil and grease. Such material shall be recycled or disposed of through an establishment permitted and authorized to receive such waste in accordance with all applicable federal, state, and local regulations.

IV. Compliance Requirements

1. Establishments shall comply with the milestone dates of FOG discharge permits.
2. Establishments not in compliance with the cleaning requirements of the FOG Policy shall clean the grease interceptor within 10 business days after the date the establishment receives written notice from the Utility.

Section 7: MONITORING, INSPECTION AND ENTRY

I. Right of Entry - Inspection and Sampling

The Utility shall have the right to enter the premises of any establishment to determine whether the establishment is complying with all requirements of the FOG Policy, any wastewater discharge permit or order issued hereunder.

Establishments shall allow the Utility ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties during reasonable business hours.

1. Where an establishment has security measures in force, which require proper identification and clearance before entry into its premise, the establishment shall make necessary arrangements with security so that, upon presentation of suitable identification, Utility staff will be permitted to enter immediately for the purposes of performing specific responsibilities.
 2. The Utility shall have the right to set up on the establishment property, or require installation of, such devices and/or structures as are necessary to conduct sampling and/or metering of the establishment's operations.
 3. The Utility may require the establishment to install monitoring equipment as necessary. The establishment's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the establishment at the establishment's expense. All devices used to measure wastewater flow and quality shall be calibrated at least annually to ensure accuracy.
 4. Any temporary or permanent obstruction to safe and easy access to the establishment's FOG control devices, interceptors or equipment to be inspected and/or sampled shall be promptly removed by the establishment at the written or verbal request of Utility staff and shall not be replaced. The costs of clearing such access shall be born by the establishment.
 5. Unreasonable delays in allowing Utility staff to access the establishment's premises shall be a violation of this policy.
- II. No new establishment will be allowed to initiate operations until a grease interceptor is installed, approved and inspected by the Town. The Town reserves the right to suspend service if the grease interceptor is not in compliance with the FOG Policy.

Section 8. VIOLATION OF ORDINANCE

- I. No establishment shall discharge wastewater to the sanitary sewer system in violation of the FOG Policy or the Utility's pretreatment discharge limitations.
- II. It shall be a violation of the FOG Policy for any establishment to:
 1. Modify a grease interceptor structure without the consent or approval of the Utility including alteration or removal of any flow constricting devices so as to cause flow to rise above the design capacity of the grease interceptor.
 2. Provide false maintenance records.

3. Cause or permit the plugging, blocking, or interference with a grease interceptor or permits others to cause such interference.
 4. Not comply with the provisions of a FOG discharge permit or the FOG Policy.
- III. No customer or establishment, including non-permitted establishments, shall discharge FOG to the sanitary sewer system in excess of 100 mg/L as total recoverable FOG, contribute to increased downstream maintenance of the sanitary sewer system due to a FOG discharge, or contribute to downstream backups or overflows due to FOG discharge. If such discharge occurs, the customer or establishment shall be considered in violation of this policy and subject to the remedies described herein.
- IV. No establishment shall contribute or cause to be contributed into the grease interceptor or the sanitary sewer system any of the following:
1. Hot water running continuously through grease interceptor;
 2. Concentrated alkaline or acidic solutions;
 3. Concentrated detergents, emulsifiers, de-emulsifiers, surface active agents, enzymes, degreasers, solvents or any type of product that will liquefy grease interceptor wastes;
 4. Any substance that may cause excessive foaming in the sanitary sewer system;
 5. Any substance capable of passing the solid or semi-solid contents of the grease interceptor to the sanitary sewer system;
 6. Hazardous wastes including concentrated cleaners, pesticides, herbicides, paints, solvents, gasoline or other petroleum products; or
 7. Waste fats, oils and grease not generated as part of the wastewater system.
- V. When the Utility finds that a user has violated, or continues to violate, any provision of this policy, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Utility may serve upon that user a written Notice of Violation (NOV). Within twenty (20) days of the receipt of this notice, an explanation of the violation, verification of grease interceptor/trap cleaning, and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the Utility. Submission of this plan in no way relieves the user of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this section shall limit the authority of the Utility to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation. The Utility may suspend sewer service when such suspension is required in order to stop an actual or threatened discharge that presents or may present an imminent or substantial endangerment to the health or welfare of persons or the environment.

- VI. Any customer or establishment notified of a suspension of the sewer service shall immediately stop or eliminate the discharge. In the event of a failure of the customer or establishment to comply voluntarily with the suspension order, the Utility shall take such steps as deemed necessary, including immediate termination of sewer service, to stop an actual or threatened discharge that presents or may present an imminent or substantial endangerment to the health or welfare of persons or the environment. The Utility shall reinstate the sewer service when such conditions causing the suspension have passed or been eliminated. A detailed written statement submitted by the customer or establishment describing the cause(s) of the harmful discharge and the measure(s) taken to prevent any future occurrence shall be submitted to the Utility within fifteen (15) days of the date of occurrence.
- VII. Any customer or establishment may appeal the actions of the Utility by submitting a notice of appeal to the Utility within fourteen days from the receipt of a suspension notice from the Utility or other notice requiring action, imposition of a fee, or notice of service termination. An appeal request will not delay action by the Utility.
- VIII. The Utility Committee shall conduct a hearing on all appeals within fourteen days of the receipt of notice of appeal. The notice of appeal shall state the technical grounds and objections for the appeal. At the hearing, the Utility Committee shall hear and investigate any objection that may be raised and take such action as may be appropriate under the facts and circumstances established.
- IX. The Utility Committee shall render a decision within five business days of the date of the hearing. The customer or establishment requesting the appeal may petition the Newburgh Town Council to review the decision or take other such action as permitted by applicable Indiana law. The Utility reserves the right to seek reimbursement of administrative and operational costs and legal fees resulting from enforcement of this policy.

Section 9 PENALTY

I. Progression of penalty for violations of the FOG Policy:

When FOG Policy violations are found at any restaurant or food preparation establishment the Utility needs to take enforcement action to correct the issue. Violations may be as a result of onsite inspections by Utility or Warrick County Health Department personnel, general complaints, consumer tips, or observation of collection system problems from various Utility department personnel.

Establishments found to be violating the FOG Policy shall be sent a Notice of Violation (NOV) that will outline the nature of the violation and the corrective measures that need to be taken along with a time frame in which the establishment must act. Failure to address the issue, failure to respond or failure to meet the stipulated time frame(s) will result in the issuance of a

monetary penalty. The establishment shall also be responsible for reimbursing the Utility for all costs incurred by the Utility associated with the violation of the FOG Policy, including but not limited to collection system maintenance/cleaning costs, property damage, administrative costs, engineering costs, and legal costs.

II. The fine structure shall be as follows:

1. First NOV subjects the violator to a civil penalty of **\$250** if the violator fails to act upon a corrective recommendation within 20 working days. Costs incurred by the Utility will also be applied. The 20 working days referenced may be reduced when significant water quality degradation has occurred or there is a high potential for such degradation to occur if left uncorrected. If corrective action is undertaken in the 20 day period, or a plan approved by the utility committee at its next scheduled meeting after the NOV is issued, the civil penalty will be waived; however, costs incurred by the Utility will still be required to be paid.
2. Second NOV for the same issue means that after the expiration of the time period for correction established in the first NOV, the condition or conditions constituting a violation in the first notice remain uncorrected or otherwise not compliant with the FOG Policy. The violator shall be subject to an additional civil penalty of **\$500** if the violator fails to act upon a corrective recommendation within 10 working days. Costs incurred by the Utility will also be applied. The 10 working days referenced here may be reduced when significant water quality degradation has occurred or there is a high potential for such degradation to occur if left uncorrected. If corrective action is undertaken in the 10 day period, or a plan approved by the utility committee at its next scheduled meeting after the NOV is issued, the civil penalty of \$500 will be waived but not the penalty of \$250 or the collection system cleaning costs.
3. Third NOV for the same issue means that at any time after a 10 working day period for the correction of a second NOV has elapsed, the condition or conditions constituting the violation remain uncorrected and the violator will be subject to a civil penalty of **\$2,500 in addition to the original \$250, and the second NOV of \$500, and the costs incurred by the Utility will be applied.**
4. Any further noncompliance will result in a daily fine of **\$250/day plus the costs incurred by the Utility** will be applied to the appropriate individual or individuals responsible for correcting the violating condition or conditions,

The Sewer Office, after notification by the Plant Superintendent or his designee, will prepare the NOV and issue such notification to the affected property owner. Notification shall also be provided to the Sewer Committee and Town Council. In the event the affected property owner fails to comply with the NOV, the sewer office shall alert the Town Council that a fine or fines should now be levied and any further civil action that may be needed for failure of the establishment to submit payment. Payment will be collected by the Utility administrative office.

Appendix A

Grease Interceptor & Grease Trap Sizing

I Grease Interceptor Sizing

This section of Appendix A is intended to be example guidance for the designer. The tank size shall be based on design criteria set forth in Bulletin S.E. 13 from the Indiana State Board of Health, latest edition.

The recommended grease interceptor size may be calculated as follows:

$$\text{Tank Size (in gallons)} = \text{Meals Served During Peak Hour} \times \text{Waste Flow Rate Factor} \times \text{Retention Time Factor} \times \text{Storage Factor}$$

A. Components of the equation are:

1. The peak meals served per hour = the maximum number of meals served in any given hour of kitchen operation (maximum seating capacity may be substituted for peak meals served per hour).
2. The waste flow factor may be determined as one of the following:
 - a. For a commercial kitchen with a dishwashing machine, the waste flow factor = 6.
 - b. For a commercial kitchen without a dishwashing machine, the waste flow factor = 5.
 - c. For a single service kitchen (food served on, in, or with disposable service ware), the waste flow factor = 2.
 - d. For food waste disposal only, the waste flow factor = 1.
3. The retention time factor may be determined as one of the following:
 - a. For a commercial kitchen, the retention time factor = 2.4.
 - b. For a single service kitchen, the retention time factor = 1.5
4. The storage factor may be determined as one of the following:
 - a. For a commercial kitchen, the storage factor = 0.125 X the hours/day of kitchen operation.
 - b. For a single service kitchen, the storage factor = 1.5.

B. Sample Calculation No. 1

Calculate the size of a grease interceptor for a fast food restaurant that is open 24 hours per day and has a seating capacity of 66. There is no dishwasher and food is served with disposable service ware.

$$\text{Tank Size (in gallons)} = 66 \times 2 \times 1.5 \times 1.5$$

$$\text{Tank Size} = 297 \text{ gallons}$$

Note: The minimum size of a grease interceptor as stipulated by the FOG policy is 1,000 gallons. Therefore, a 1,000 gallon grease interceptor must be installed in this case.

C. Sample Calculation No. 2

Calculate the size of a grease interceptor for a commercial kitchen of a nursing home serving a maximum of 76 meals /hr. The kitchen is equipped with a dishwasher and the kitchen operates 15.5 hrs/day.

$$\text{Tank Size (in gallons)} = 76 \times 6 \times 2.4 \times (0.125 \times 15.5)$$

$$\text{Tank Size} = 2,120 \text{ gallons}$$

Note: The maximum size of a grease interceptor as stipulated by the FOG policy is 1,500 gallons. Therefore, 2 grease interceptors must be installed in series in this case.



Newburgh Wastewater Treatment Facilities Grease Interceptor Size Calculation For Commercial Sanitary Sewer Connections

Date: _____
 Owner: _____
 Contractor: _____
 Name of the Facility: _____
 Facility Address: _____
 Contract Maintenance Provider: _____

General

Grease traps shall be installed at any commercial kitchen or food service business which produces waste that may contain large amounts of grease, fat or oil. These traps shall remove the grease before it enters the sanitary sewer system. Wastes from sinks, dishwashers and kitchen floor drains should be combined and routed through the grease trap prior to entering the sanitary sewer system. The tank size shall be based on design criteria set forth in Bulletin S.E. 13 from the Indiana State Board of Health, latest edition.

A typical detail drawing is shown on Figure A2.4 in the Town of Newburgh Sanitary Sewer Design and Construction Standards.

The recommended grease trap size may be calculated as follows:

$$\text{Tank Size (in gallons)} = \text{Meals Served During Peak Hour} \times \text{Waste Flow Rate Factor} \times \text{Retention Time Factor} \times \text{Storage Factor}$$

Peak Meals Served/ Hour or Seating Capacity: _____

Waste Flow Rate Factor:

- a. Commercial kitchen with dishwashing machine: 6
- b. Commercial kitchen without dishwashing machine: 5
- c. Single service kitchen: 2
- d. Food waste disposal only: 1

Retention Time:

- a. Commercial kitchen waste: 2.4
- b. Single service kitchen: 1.5

Storage Factor:

- a. Fully equipped commercial kitchen
0.125 X _____ hours of operation = _____
- b. Single service kitchen: 1.5

Using the above equation, calculate the grease trap size:

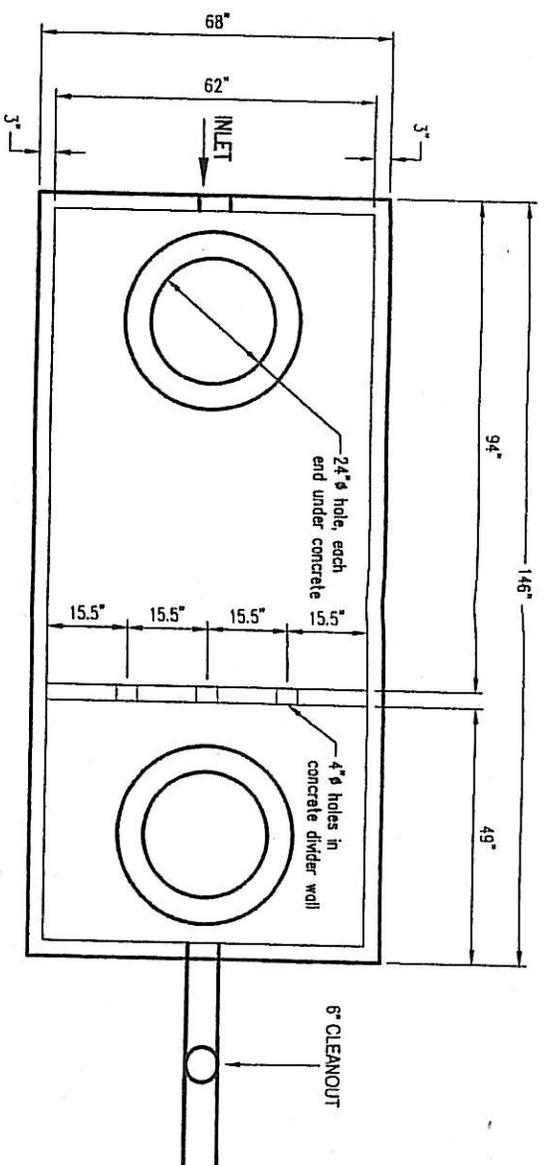
Tank Size = _____ X _____ X _____ X _____

Tank Size = _____ Gallons or _____ cu ft (as determined by the distance from the discharge pipe's invert to the floor.)

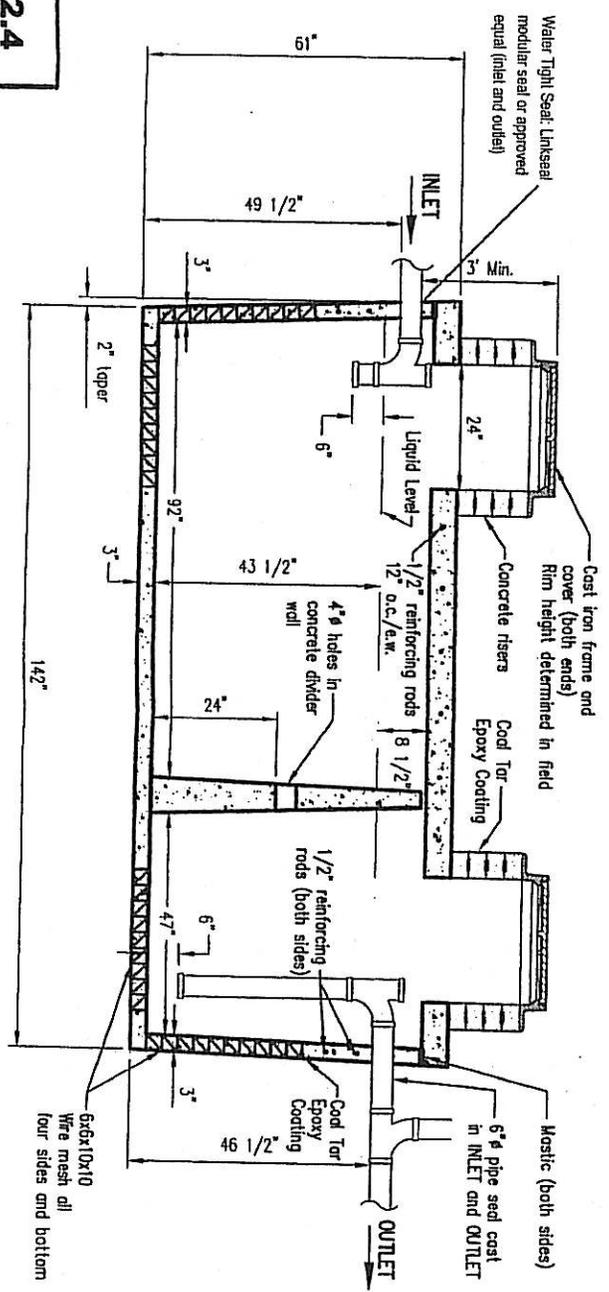
Calculated by: _____ Date: _____

NOTES:

1. All buried exterior tank surfaces shall be coated with 10 mil. thickness coal tar epoxy.
2. All lateral piping shall be gasketed, 6" SDR 26 PVC.
3. Internal piping may be glue joint.
4. All tank joints shall be provided with water tight seals.
5. The minimum set back from the bottom of the building foundation to the bottom of the grease interceptor excavation shall be 1:1.
6. The length to width ratio for the tank shall be 2:1.
7. A cleanout shall be required in the discharge pipe within 3 ft of the tank.



PLAN VIEW



SECTION VIEW

TYPICAL GREASE INTERCEPTOR

FIGURE A2.4

II. Internal Grease Tap Sizing

Grease traps may be substituted for grease interceptors as provided in Section 1.V. and 1.VI. of the FOG Policy. When grease traps are required by the Utility, each grease trap shall have an approved rate of flow, which is not less than that given in the following Grease Trap Sizing Table for the total number of connected fixtures or as calculated using the sum of all modified flow rates for each fixture (modified flow rates for each fixture = gpm/fixture x the fixture rating). No more than four fixtures may be connected to one grease trap and dishwashers should have dedicated grease traps.

A. Grease Trap Sizing Table:

Table A

| Total Number of Fixtures Connected | Maximum Total Capacity (Volume) of Fixtures | | Required Rate of Flow (gallons/minute) | Grease Retention Capacity (pounds) |
|------------------------------------|---|--------------|--|------------------------------------|
| | (gallons) | (cubic feet) | | |
| 1 | 50 | 6.7 | 20 | 40 |
| 2 | 62 | 8.3 | 25 | 50 |
| 3 | 87 | 11.6 | 35 | 70 |
| 4 | 125 | 16.7 | 50 | 100 |

B. Calculating the Modified Flow Rates of Various Kitchen Fixtures:

Modified Flow Rate = gpm/fixture x the fixture rating

1. GPM/fixture – This is derived from the Manning Formula. It takes into account the slope; roughness of the pipe (plastic) used, and pipe diameter size. The drainage rates of various pipe diameter sizes are:

0.5 inch pipe diameter = 0.8 GPM/fixture
 1.0 inch pipe diameter = 5.0 GPM/fixture
 1.5 inch pipe diameter = 15 GPM/fixture
 2.0 inch pipe diameter = 33 GPM/fixture
 2.5 inch pipe diameter = 59 GPM/fixture
 3.0 inch pipe diameter = 93 GPM/fixture

2. Fixture Ratings of Grease-Laden Waste Streams:

Fixtures that have more grease in their waste stream receive higher values while less grease corresponds to a lower value. Common commercial Kitchen fixtures and their corresponding rating (for each) are as follows:

2, 3, or 4 compartment pot sink 1.0
 1 or 2 compartment meat prep sink 0.75
 Pre-rinse sink 0.5

| | |
|--|------|
| 1 or 2 compartment vegetable prep sink | 0.25 |
| Can wash | 0.25 |
| Mop sink | 0.25 |
| Floor drain | 0.00 |

3. Example Calculations of Fixture Modified Flow Rates :

a. A restaurant's kitchen is supplied with the following fixtures. What is the modified flow rate for each fixture?

i. A 2 compartment pot sink with a 1.5 inch drain.
 Fixture Modified Flow Rate = 15×1.0
 Fixture Modified Flow Rate = 15 gpm

ii. A 2 compartment vegetable prep sink with a 1.5 inch drain.
 Fixture Modified Flow Rate = 15×0.25
 Fixture Modified Flow Rate = 3.75 gpm

iii. A mop sink with a 2.0 inch drain.
 Fixture Modified Flow Rate = 33×0.25
 Fixture Modified Flow Rate = 8.25 gpm

iv. A dishwasher with a manufacture's rated maximum discharge capacity of 10.0 gpm.
 Fixture Modified Flow Rate = 10.0 gpm

C. Example Grease Trap Size Determination:

a. Given the information in II.B.3.a.i, ii, iii, & iv, the grease trap size(s) may be determined as follows:

i. Using Table A & Number of Fixtures

Using Table A, three (3) fixtures require a grease trap with a flow rating of 35 gpm and a grease retention capacity of 70 pounds. Per Section 3(XI) of the Policy, the dishwasher will require an additional grease trap capable of receiving 10 gpm. In this case, the dishwasher will require the installation of a second grease trap which meets the minimum requirements of Section 3(IV). A grease trap with a flow rating of 20 gpm and a grease retention capacity of 40 pounds (per Table A) is required for the dishwasher.

ii. Using Table A & Fixture Modified Flow Rates

When using fixture modified flow rates, the size is determined using Table A and the sum of all fixture modified flow rates flowing into the grease trap:

$$15 \text{ gpm} + 3.75 \text{ gpm} + 8.25 \text{ gpm} = 27 \text{ gpm}$$

In this case, 27 gpm is the minimum flow rating required, and, when this is compared to Table A, a 35 gpm grease trap will be required with a grease retention capacity of 40 pounds. The dishwasher will

require the installation of a second grease trap as determined in paragraph II.C.i, above.

Appendix B

Town of Newburgh Best Management Practices Fats, Oil, and Grease (FOG) Best Management Practices (BMPs) For Food Service Facilities

Information, Pollution Prevention, and Compliance Information

Fats, oil and grease (FOG) can have negative impacts on wastewater collection and treatment systems. Most wastewater collection system blockages can be traced to FOG. Blockages in the wastewater collection system are serious, causing sewage spills, manhole overflows, or sewage backups in homes and businesses. This manual is written to provide restaurant and fast food business managers and owners with information about FOG pollution prevention techniques focused on their businesses, effective in both reducing maintenance costs for business owners, and preventing oil and grease discharges to the sewer system. The discharge of FOG to the sewer system is illegal. Ensuring that grease trap and grease interceptors are properly installed and most importantly, properly maintained, is the key to avoiding enforcement action against your business. This manual focuses on proper maintenance of grease traps and interceptors, and includes inspection checklists for the business owner/manager as a guide to how and what Newburgh Wastewater Treatment Utility (Utility) pretreatment inspectors will be checking during an on site inspection.

Manual contents includes:

- Frequently Asked Questions (FAQs)
- Best Management Practices (BMPs)
- Prohibitions
- How It Works
- Maintenance
- Compliance Inspection and Installation Checklists

Knowledgeable business managers can effectively prevent oil and grease buildup and associated problems for both the sewerage agency and the restaurant owner.

Frequently Asked Questions About FOG:

- Why is grease a problem?
- Do I need a grease interceptor or trap?
- Who determines if I need a grease trap or interceptor?
- Do I have a grease interceptor or trap?
- What is a grease trap and how does it work?
- What is a grease interceptor?
- How do I clean my grease trap or interceptor?
- Can you recommend a grease interceptor maintenance schedule?
- What if I don't take care of my grease trap or interceptor?
- What are the criteria for inspecting grease traps?

Why is grease a problem?

Large amounts of oil and grease in the wastewater cause trouble in the collection system pipes. It decreases pipe capacity and, therefore, requires that piping systems be cleaned more often raising costs for all ratepayers. Oil and grease also hamper effective treatment at the wastewater treatment plant. Grease may not appear harmful but it congeals and causes nauseous mats on the surface of settling tanks, digesters, and the interior of pipes and other surfaces which may cause a shutdown of wastewater treatment units. Problems caused by wastes from restaurants and other grease producing establishments are the reason the Newburgh Wastewater Treatment Utility requires the installation of pretreatment equipment, commonly known as grease traps or interceptors.

Do I need a grease interceptor or trap?

Any establishment that introduces wastewater containing grease or oil into the sewage system is required to install an interceptor or in limited cases, an interior grease trap (point source). Interceptors are usually required for high volume fast food or full menu establishments and large commercial establishments such as hotels, hospitals, factories, or school kitchens. In some instances, interior grease traps may be allowed for small volume fast food or take-out restaurants with limited menus, paper plate service, minimum dishwashing, and/or minimal seating capacity.

Who determines if I need a grease trap or interceptor?

When waste pretreatment is required by the Utility, an approved grease trap or interceptor shall be installed according to the Town of Newburgh Sanitary Sewer Design and Construction Standards and the Newburgh Fats, Oil, and Grease Policy. The Utility staff will assist the establishment in determining if a grease trap or interceptor is required and the appropriate sizing. The Utility's inspectors make routine periodic inspections to verify that mandatory maintenance BMP's are being implemented. These BMP's are fully enforceable under the Utility's regulations.

Do I have a grease interceptor or trap?

If you are uncertain whether your establishment has a grease interceptor or trap, you should contact the Utility for assistance. You may request a "voluntary compliance" visit by the Utility's inspector without risk of an enforcement action. You will be required to comply with any requests for cleaning or other maintenance.

What is a grease trap and how does it work?

A grease trap is typically located under the sink or other kitchen fixture to which it is connected. Baffles in the trap interior slow the wastewater down long enough for the grease to separate and rise to the surface. The grease can then be removed and disposed of properly. Passive traps must be cleaned manually. Electro-mechanical devices require less manual maintenance and are more efficient because accumulated FOG is automatically removed daily.

What is a grease interceptor?

An interceptor is a buried vault with a minimum capacity of between 1000 and 1500 gallons located on the exterior of the building. The vault includes a minimum of two compartments, and flow between each compartment is through a configuration of pipe fittings designed to allow for solids settling and grease retention. The capacity of the interceptor provides adequate detention time so that the wastewater has time to cool, allowing grease to separate and rise to the surface where it accumulates until the interceptor is cleaned. See *How it Works* section in this document for a description of how the various components of a grease interceptor function.

How do I clean my grease trap or interceptor?

Refer to *Grease Trap and Interceptor Maintenance* section in this document

Can you recommend a grease interceptor maintenance schedule?

Based on historical inspection observations and established best management practices, most grease interceptors need to be cleaned every 60 to 90 days. Some establishments will find it necessary to clean their traps *more often*. In some instances, light menu, low volume facilities may be able to clean less frequently. *Only rarely does a facility have to pump less frequently than every six months.* Demonstrating through accurate recordkeeping that a less frequent cleaning schedule is fully adequate is the responsibility of you the business owner/manager. It is not the Utility's responsibility. Securing a service contract with a qualified pumping contractor for routine inspection and cleaning as needed is the best way to avoid enforcement action by the Utility. Waiting until the Utility's inspector arrives on site and requires you to clean your interceptor is not an acceptable best management practice and will result in an enforcement action.

What if I don't take care of my grease trap or interceptor?

Failure to implement the required FOG BMP's is a violation of the Utility's regulations. Additionally, if the establishment fails to adequately maintain its trap or interceptor, it will eventually encounter a maintenance problem with a plugged sewer line. The blockage can create a sewer backup situation and ultimately a potential health problem in the establishment. If the problem is in the building sewer line, then the establishment has direct responsibility for paying for the maintenance. If the blockage or restriction occurs in the Utility's sewer main then the establishment will have to pay for the Utility's line cleaning maintenance costs. The discharge of grease to a sanitary sewer line in amounts "which will or may cause obstruction" is a violation of the Utility's Regulations and will result in enforcement action including cost recovery, fines and/or penalties.

What are the criteria for inspecting grease traps/interceptors ?

All food service establishments are inspected for compliance with BMP's. The following general criteria are used by Pretreatment inspectors during trap or interceptor evaluation and are offered here for information purposes only. The judgment of the on-site inspector is final.

| Percent of Hydraulic Capacity | Condition | Inspector Action |
|--------------------------------------|------------------|---|
| 25% | Good | Check records for last date cleaned. Maintain normal schedule. |
| 25 – 50% | Fair to Poor | Check next scheduled date for cleaning. Advise facility to schedule soon. Order revision of cleaning schedule as necessary. |
| >50% | Non-Compliance | Order immediate cleaning. Order prescribed cleaning schedule. Facility to call for re-inspection. |

If the trap is in FAIR to POOR condition, the facility may be advised to schedule a cleaning event in the near future. The cleaning frequency schedule may need to be increased. If the trap is in Non-Compliance, the facility is issued a compliance order to have it cleaned immediately. The facility is required to call for re-inspection within 7 days to verify that the trap or grease interceptor has been properly cleaned. An enforcement action including fines and/or penalties will be taken against facilities found in Non-Compliance a second time.

Best Management Practices (BMPs)

I. Required FOG BMPs - Maintain Grease Traps and Interceptors

| BMP | Reason | Benefits to Food Service Establishment | Pretreatment Inspection Checks |
|--|--|---|--|
| Clean grease interceptors routinely. 60 to 90 day cleaning schedules are standard unless the facility can demonstrate a less frequent schedule is adequate. Securing a service contract with a qualified pumping contractor for routine inspection and cleaning as needed is strongly advised. | Grease interceptors must be cleaned routinely to ensure that grease accumulation does not limit retention time and separation efficiency resulting in pass through of grease to the sewer. Waiting until an inspector arrives on site and requires you to clean your interceptor is not an acceptable BMP and may result in an enforcement action. | The cleaning frequency is a function of the type of establishment, the size of the interceptor, and the volume of flow discharged by the establishment. Routine cleaning is a required BMP. Avoid Utility enforcement action. | 50% of the interceptor capacity as a combination of grease (top) and sediment (bottom) requires immediate cleaning. |
| Clean undersink passive type grease traps weekly unless facility can demonstrate a less frequent schedule is adequate. Accurate cleaning records or logs are required to be kept on site. | If passive grease traps are more than 50% full when cleaned weekly, the cleaning frequency needs to be increased. | Weekly cleaning of undersink grease traps serves to limit risk of enforcement action by the Utility. If the grease trap is not providing adequate protection, the Utility will require installation of additional grease abatement equipment. | Visually inspect the undersink grease trap for flow restrictor. Inspect cleaning records. |
| Electro-mechanical automatic traps – empty oil buckets daily. Clean solids strainer daily. Never remove flow restrictor. Clean wiper blades per the manufacturer's recommended cleaning frequency. | Solids take up capacity and can cause odors. (see: electro-mechanical trap maintenance section further down in this document). | Adequate maintenance ensures maximum efficiency. | Check that electro-mechanical trap is plugged in and timer is set. Visually inspect the device for flow restrictor. Check solids basket. Inspect cleaning and maintenance records. |
| Keep a <i>maintenance log</i> . A sample copy is available for reprint at the end of this document. | The maintenance log serves as a record of the frequency and volume of cleaning the interceptor. It is required by the pretreatment program to ensure that grease trap/interceptor maintenance is performed on a regular basis. | The maintenance log serves as a record of cleaning frequency and can help the establishment manager optimize cleaning frequency to reduce cost. | Inspect maintenance log. Provide the establishment with a sample maintenance log if it does not have one. Confirm the maintenance log with the grease hauler identified. |

II. Recommended FOG BMPs for your Kitchen Operations

| BMP | Reason | Benefits to Food Service Establishment | Pretreatment Inspector Checks |
|--|--|--|---|
| Witness all grease trap or interceptor cleaning and maintenance activities to ensure the device is properly operating. | The facility manager inspects the cleaning operation and ensures it is consistent with the procedures in the section on <u>Grease Trap and Interceptor Maintenance</u> . | The establishment will ensure it is getting value for the cost of cleaning the grease trap or interceptor. Otherwise the establishment may be paying for cleaning more often than necessary. | Check condition of grease interceptor. Check for submerged inlet and outlet. Check for evidence of grease in outlet pipe. Check for evidence of overflow or blockage. |
| Train kitchen staff and other employees about how they can help ensure BMPs are implemented. | People are more willing to support an effort if they understand the basis for it. | All of the subsequent benefits of BMPs will have a better chance of being implemented and you can avoid enforcement actions. | Talk to the establishment manager about the training program that he/she has implemented. |
| Post 'No Grease' signs above sinks and on the front of dishwashers. | Signs serve as a constant reminder for staff working in kitchens. | These reminders will help minimize grease discharge to the traps and interceptors and reduce the cost of cleaning and disposal. | Check appropriate locations of 'No Grease' signs. |
| Use a low temp chemical sanitization type dishwasher. Follow Warrick County Health Department regulations for sanitizing. | Temperatures can be set at 120° F or less depending on type of chemical sanitizer used. The Uniform Plumbing Code (UPC) prohibits discharging any type dishwasher to grease traps. | The food service establishment will reduce its costs for the energy – gas or electric – for heating the water. | Check boiler or hot water heater discharge temperature. Measure the temperature of the hot water being discharged from the closest sink. |
| Use a three-sink dishwashing system, which includes sinks for washing, rinsing, and chemical sanitizing. Follow Warrick County Health Department regulations for sanitizing. | A Hot water sanitization type dishwasher typically requires a minimum temperature of 165° F for stationary rack, single temperature machines. 180°F for all other type systems. | The food service establishment will reduce its costs for the energy - gas or electric - for heating the water for the mechanical dishwasher and for operating the dishwasher. | Measure temperature of the hot water at the three-sink system. Note: The Uniform Plumbing Code (UPC) prohibits the discharge of dishwasher water to grease traps. |
| Recycle waste cooking oil. | This is a good recycling opportunity. There are several waste oil recyclers serving the Newburgh area. | Liquid wastes cannot go into dumpsters. Low cost for proper handling of the waste material. | Obtain name of recycler used. Review recycling records. Confirm records with recycler. |
| 'Dry wipe' pots, pans, and dishware prior to dishwashing. | By 'dry wiping' and disposing in garbage receptacles, the material will not be sent to the grease traps and interceptors. | This helps keep grease from going to grease traps and interceptors, which will require less frequent cleaning, reducing maintenance costs. | Observe dishwashing practices. |
| Scrape plates to dry trash. Use screens in your sinks to catch food waste. Dispose of food waste by recycling and/or by disposing to a dumpster as solid waste. | Some recyclers will take food waste for animal feed. The food waste can be disposed to the dumpster. | Recycling of food wastes will reduce the cost of solid waste disposal. Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning. | Inspect dumpster coral for cleanliness. Check bottom of grease interceptor for solids accumulation. |

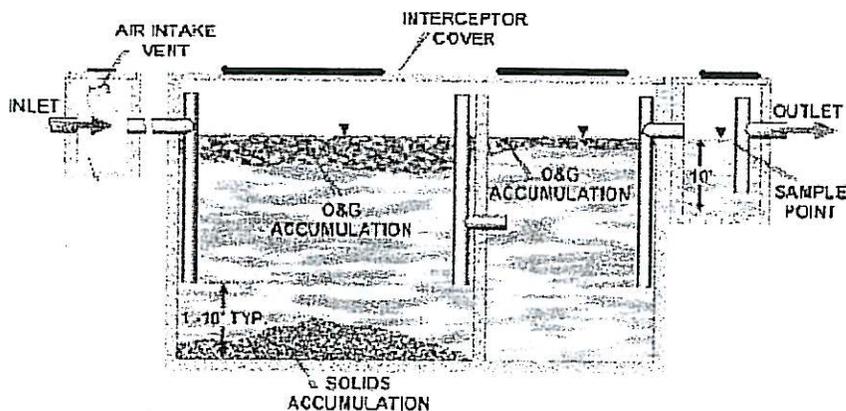
III. Prevent FOG from Entering the Storm Drain System

| BMP | Reason | Benefits to Food Service Establishment | Pretreatment Inspection Tips |
|---|--|--|--|
| <p>Cover outdoor grease and oil storage containers. Secure barrels to an outside wall or post to prevent tipping spills.</p> | <p>Uncovered grease and oil storage containers can collect rainwater. Since grease and oil float, the rainwater can cause an overflow onto the ground. Such an overflow will eventually reach the stormwater system and nearby streams.</p> | <p>The discharge of grease and oil to the storm drain system can impact rivers & streams. Discharge of grease and oil to the storm drain will result in a clean up order at your expense and possible legal penalties or fines.</p> | <p>Observe storage area for signs of oil and grease. Inspect containers for covers. Remove covers to ensure containers have not overflowed and do not have excess water.</p> |
| <p>Locate grease dumpsters and storage containers away from storm drain catch basins. Be aware of oil and grease dripped on the ground while carrying waste to the dumpster, as well as oil and grease that may "ooze" from the dumpster.</p> | <p>The farther away from the catch basin, the more time someone has to clean up spills or drainage prior to entering the storm drain system.</p> | <p>The discharge of grease and oil to the storm drain system can impact rivers & streams. Discharge of grease and oil to the storm drain will result in a clean up order at your expense and possible legal penalties or fines.</p> | <p>Observe storage area for signs of oil and grease. Inspect the closest catch basin for signs of accumulated grease and oil.</p> |
| <p>Use absorbent pads or other material in the storm drain catch basins if grease dumpsters and containers must be located nearby. Use absorbent materials such as "kitty litter" and sweep up for disposal to dumpster.</p> | <p>Absorbent pads and other materials can serve as an effective barrier to grease and oil entering the storm drain system.</p> | <p>The discharge of grease and oil to the storm drain system can impact rivers & streams. Discharge of grease and oil to the storm drain will result in a clean up order at your expense and possible legal penalties or fines.</p> | <p>Check the nearest catch basin and drainage paths for signs of grease and oil. Require absorbent pads if the basin is within 20 feet of grease dumpsters or containers or if there are signs of grease in the catch basin at any distance.</p> |
| <p>Routinely clean kitchen exhaust system filters inside at sinks connected to grease a trap or outside interceptor.</p> | <p>If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains. The discharge of grease and oil to the storm drain system can impact rivers and streams.</p> | <p>Discharge of grease and oil to the storm drain will result in a clean up order at your expense and possible legal penalties or fines. Ensure your hood cleaning contractor properly handles the wastewater – you're responsible!</p> | <p>Inspect roof downspouts for signs of oil and grease. Require a maintenance schedule and records for cleaning exhaust filters.</p> |

IV. Prohibitions Relating to Discharge of Fats, Oil, and Grease

| Prohibitions | Basis |
|---|---|
| Discharge fats, oil, and grease in amounts that "can or may" cause an obstruction to the flow in a sewer is prohibited. | Grease can solidify and trap other solid particles to completely plug the wastewater collection system. |
| Commercial garbage disposers and grinders are prohibited. | These materials in combination or alone can cause blockages and other operations and maintenance problems in the wastewater collection and treatment system. |
| Do not discharge wastewater with temperatures in excess of 140° F to any grease traps. Add cold water to manual washing triple sink sanitizing water before discharge through a grease trap. Mechanical dishwasher is required to be plumbed to outside grease interceptor. It may be plumbed to grease traps only by special permission. | Temperatures in excess of 140° F will dissolve and flush grease out of the trap. Grease can re-congeal and cause blockages further downstream in the sanitary sewer collection system as the water cools. |
| Direct introduction of enzymes, bio-additives, emulsifying agents or similar chemicals is prohibited. | These agents can cause interference and pass through resulting in grease being discharged to the sewer system. |
| Do not clean kitchen equipment outdoors. | Grease and dirt will be washed off the equipment and enter the storm drain system. |

V. How it Works - Grease Interceptor



- A. Flow from undersink grease traps or directly from plumbing fixtures enters the grease interceptor. The UPC requires that all flow entering the interceptor must enter through the inlet pipe
- B. An air intake valve allows air into the open space of the grease interceptor to prevent siphonage and backpressure.
- C. Oil and grease floats on the water surface and accumulates behind the grease retaining fittings and the wall separating the compartments. The oil and grease will be removed during routine grease interceptor cleaning.
- D. Solids in the wastewater that do not float will be deposited on the bottom of the grease interceptor and will need to be removed during routine grease interceptor cleaning.
- E. Grease retaining fittings extend down into the water to within 12 inches of the bottom of the interceptor. Because grease floats, it generally does not enter the fitting and is not carried into the next compartment. The fittings also extend above the water surface to provide air relief.
- F. Some interceptors have a sample box so that inspectors or employees of the establishment can periodically take effluent samples. Having a sample box is recommended but not required by the Utility.
- G. Flow exits the interceptor through the outlet pipe and continues on to the sanitary sewer system.

VI. Grease Trap and Interceptor Maintenance

Grease Interceptor Maintenance

Electro-mechanical Trap

Maintenance Passive Trap

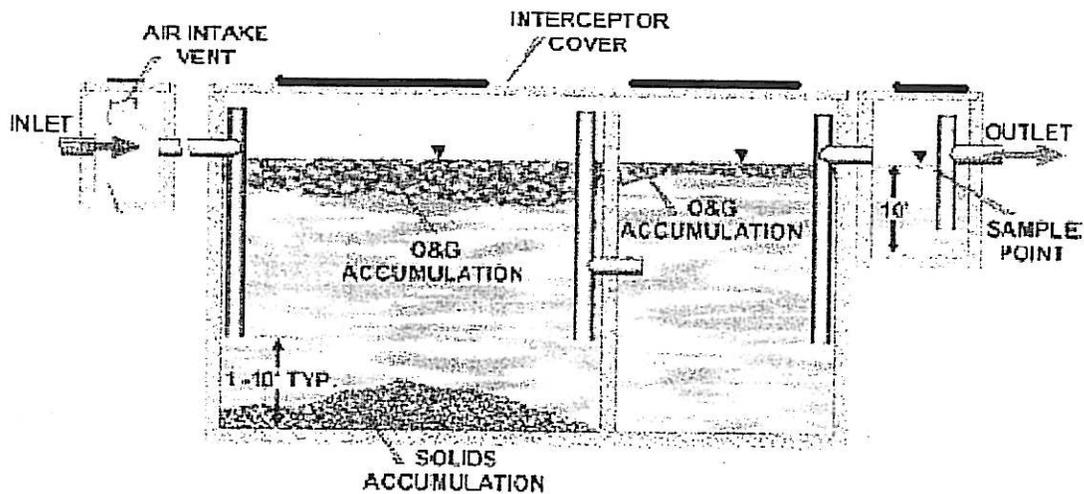
Maintenance

Grease trap maintenance is usually performed by maintenance staff, or other employees of the establishment. Grease interceptor (GI) maintenance, which is usually performed by permitted haulers, consists of removing the entire volume (liquids and solids) from the GI and properly disposing of the material in accordance with all Federal, State, and/or local laws. When performed properly and at the appropriate frequency, grease interceptor and trap maintenance can greatly reduce the discharge of FOG into the wastewater collection system. The required maintenance frequency for grease interceptors and traps depends greatly on the amount of FOG a facility generates as well as any best management practices (BMPs) that the establishment implements to reduce the FOG discharged into the sanitary sewer system. In many cases, an establishment that implements BMPs will realize financial benefit through a reduction in their required grease interceptor and trap maintenance frequency. Refer to the Best Management Practices tables in this document for examples of BMPs that FOG generating establishments should implement.

WARNING! Do not use hot water, enzymes, bio-additives, emulsifying agents or similar chemical agents in lieu of physical cleaning of grease traps and interceptors.

VII. Grease Interceptor Maintenance

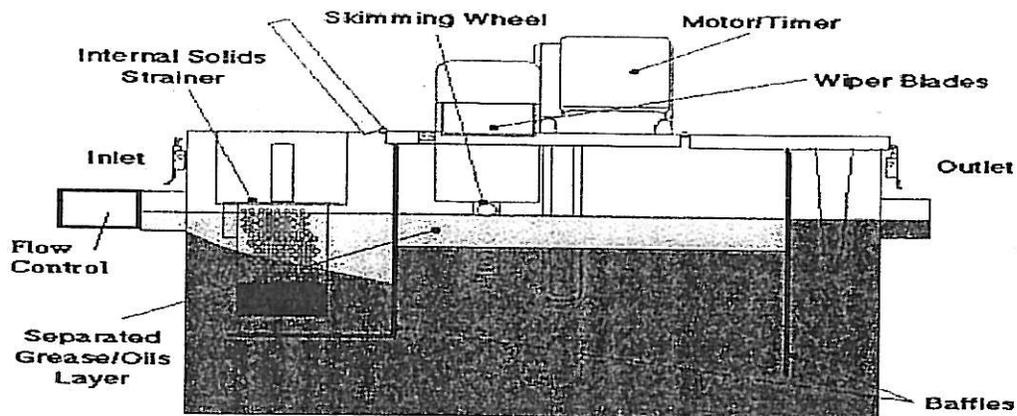
Grease interceptors, due to their size, will usually be cleaned by grease haulers or recyclers. Licensed septic haulers can also pump out grease interceptors and haul the waste to a regulated facility. Septic haulers are required to be permitted by the State of Indiana. A proper maintenance procedure for a grease interceptor is outlined below:



| Step | Action |
|------|---|
| 1. | Review records of last cleaning. Most units require cleaning every 60 to 90 days. |
| 2. | Contact a grease hauler for cleaning. See: <u>Grease Interceptor Cleaning Contractors</u> . |
| 3. | Record the volume of grease removed on the <u>maintenance log</u> or retain contractor receipt. |

VIII. Electro-Mechanical Trap Maintenance

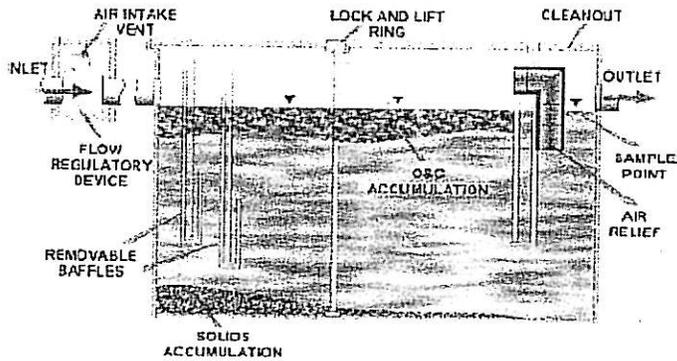
A proper maintenance procedure for these automatic grease removal devices includes:



| Step | Action |
|------|--|
| 1. | Empty - solids strainer and the outside grease cup daily |
| 2. | Clean - wiper blades and grease outlet trough per the manufacturer's recommended cleaning frequency. |
| 3. | Clean - the entire unit, including sediment at the bottom, a minimum of monthly. |
| 4. | Replace - wiper blades every six months to ensure proper operating condition. |
| 5. | Check - It doesn't work if it's not plugged in and if the auto timer is not set properly. |

IX. Passive Grease Trap Maintenance

A proper maintenance procedure for a grease trap is outlined below:



| Step | Action |
|------|--|
| 1. | Bail out any water in the trap to facilitate cleaning. The water should be discharged to the sanitary sewer system. |
| 2. | Remove baffles if possible. |
| 3. | Dip the accumulated grease out of the interceptor and deposit in a watertight container. Remove all solids from the bottom of the trap. Scrape the sides, the lid, and the baffles with a putty knife to remove as much of the grease as possible. |
| 4. | Mix grease and solid materials with "kitty litter" and dispose to dumpster. |
| 5. | Replace the baffle and the lid. |
| 6. | Record the date, name of attendant and volume of grease removed on the <u>maintenance log</u> (copy at end of this document). |

X. Inspection Checklist

| Item | Item Description | Field Data | Compliance Status |
|------|--|------------|-------------------|
| 1. | The establishment has implemented a training program to ensure that the BMPs are followed. | | |
| 2. | 'No Grease' signs are posted in appropriate locations. | | |
| 3. | The establishment recycles waste cooking oil and can provide records of this. | | |
| 4. | Water temperatures at all sinks, especially the pre-rinse sink before the mechanical dishwasher or the sinks in the three-sink system are less than 140°F. Measure and record temperature | | |
| 5. | The establishment 'dry wipes' pots, pans, and dishware prior to rinsing and washing. | | |
| 6. | Food waste is disposed of by recycling or solid waste removal and is not discharged to the grease traps or interceptors. | | |
| 7. | Grease trap(s) is cleaned regularly. Note and record the frequency of cleaning. | | |
| 8. | Grease trap cleaning frequency is documented on a maintenance log (copy at end of this document). | | |
| 9. | Grease interceptor does not contain greater than 1/3 the depth in grease accumulation. Estimate and record amount of grease in interceptor. | | |
| 10. | Grease interceptor does not contain greater than 1/4 the depth in sediment accumulation. Estimate and record amount of sediment in interceptor if possible. | | |
| 11. | Grease interceptor is cleaned and maintained regularly. Note and record frequency of cleaning. | | |
| 12. | Grease interceptor cleaning and maintenance frequency is documented on a maintenance log. | | |
| 13. | Outdoor grease and oil storage containers are covered and do not show signs of overflowing. | | |
| 14. | Grease and oil storage containers are protected from discharge to storm drains. | | |
| 15. | Absorbent pads or other materials (not free flowing material such as cat litter) are used to clean up any spills or leakages that could reach the storm drain. | | |
| 16. | Storm drain catch basins show no signs of grease or oil. | | |
| 17. | The roof shows no signs of grease and oil from the exhaust system. | | |
| 18. | Exhaust system filters are cleaned regularly, which is documented by cleaning records. Note and record frequency of cleaning. | | |
| | NOTES | | |

Inspector: _____ Establishment: _____

Signature: _____ Address: _____

Date: _____ Contact Name: _____

Time Inspection Started: _____ Phone: _____

Time Inspection Completed: _____

Appendix C

Forms

**Town of Newburgh, Wastewater Treatment Utility
Fats, Oils, and Grease Program
Existing Food Service Establishment
Wastewater Discharge Permit Questionnaire**

| | | | | | | | | | | |
|--|---------|--|-----|----------------------|---------------------------|---|------|----------------------|--|--|
| Name of Facility: | | | | | | | | | | |
| Name of Owner/CEO: | | | | | | | | Phone: | | |
| Name of Facility Manager: | | | | | | | | Phone: | | |
| Mailing Address for Official Notifications: | Name: | | | | | | | | Phone: | |
| | Street: | | | | | | | | | |
| | City: | | | State: | | | Zip: | | | |
| Facility Address: | Street: | | | | | | | | Phone: | |
| | City: | | | State: | | | Zip: | | | |
| Type of Establishment (please describe: full service restaurant, fast food restaurant, carryout, school cafeteria, day care center, hospital, nursing home, grocery store, etc): | | | | | | | | | | |
| Dining Room Seating Capacity: | | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| Peak Meals Served/hr: | | Hours of Operation: | | | | | | | | |
| Types of Kitchen Fixtures (indicate the number of each and the fixture drain diameter, if applicable) | | | | | | | | | | |
| Deep Fryers: | | 3-compartment sinks: | | Mop sinks: | | Pre-wash sinks: | | Dishwashers: | | |
| Ovens: | | Drain Diameter: | | Drain Diameter: | | Drain Diameter: | | Drain Diameter: | | |
| Hot Dog Rollers: | | 2-compartment sinks: | | Garbage Disposal: | | Tilt Kettles: | | 1-compartment sinks: | | |
| Rotisseries: | | Drain Diameter: | | Drain Diameter: | | Grills: | | Drain Diameter: | | |
| Ranges: | | Other (describe the fixture & drain size): | | | | | | | | |
| Types of Existing Grease Abatement | | | | Volume or GPM Rating | Cleaning Service Provider | | | | Frequency of Service | |
| Outside Volume Based Grease Interceptor(s) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | |
| Inside Passive (Manual) Grease Trap(s) (attach device information) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | |
| Other (attach information): | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | |
| Does the establishment use disposable service ware exclusively? (disposable plates, cups, utensils, forks, spoons, etc.) | | | | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is the establishment a heat-and-serve facility with no food preparation? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Is a grease interceptor exemption requested? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if "Yes" attach explanation & justification for the request</i> | | | | |
| Required volume of the grease interceptor: (attach sizing calculation sheet) | | | | | | | | | | |
| Waste Fryer/Vegetable Oil Hauler: | | | | | | Phone: | | | | |
| New Grease Interceptor Cleaning Service Provider: | | | | | | Phone: | | | | |
| I certify to the best of my knowledge and belief, that the contents of this application are true, accurate and complete. | | | | | | | | | | |
| Owner/Authorized Representative: (print) | | | | | | Title: | | | | |
| Signature: | | | | | | Date: | | | | |
| If you have any questions while completing this form, please call the Newburgh Wastewater Treatment Facility at 812-853-6412. | | | | | | | | | | |
| <i>For Official Use</i> | | | | | | | | | | |
| Reviewed by: | | | | | | Date: | | | | |
| Comments: | | | | | | | | | | |

**Town of Newburgh, Wastewater Treatment Utility
Fats, Oils, and Grease Program
New Food Service Establishment
Wastewater Discharge Permit Questionnaire**

| | | | |
|---|---------|--------|--------|
| Name of Facility: | | | |
| Name of Owner/CEO: | | | Phone: |
| Name of Facility Manager: | | | Phone: |
| Mailing Address for Official Notifications: | Name: | | Phone: |
| | Street: | | |
| | City: | State: | Zip: |
| Facility Address: | Street: | | Phone: |
| | City: | State: | Zip: |

Type of Establishment (*please describe*):

Are all meals served in a dining room? Yes No If "No", explain:

| | | | | | | | | | |
|--------------------------------|--|---------------------|-----|-----|-----|-----|-----|-----|-----|
| Dining Seating Capacity: | | | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| Maximum Meals Served per Hour: | | Hours of Operation: | | | | | | | |

Types of Kitchen Fixtures (*indicate the number of each, also indicate the fixture drain diameter, if applicable*)

| | | | | | | | | | |
|------------------|--|--|--|-------------------|--|-----------------|--|----------------------|--|
| Fryers: | | 3-compartment sinks: | | Mop sinks: | | Pre-wash sinks: | | Dishwashers: | |
| Hot Dog Rollers: | | 2-compartment sinks: | | Garbage Disposal: | | Tilt Kettles: | | 1-compartment sinks: | |
| Rotisseries: | | Drain Diameter: | | Drain Diameter: | | Grills: | | Drain Diameter: | |
| Ranges: | | Other (describe the fixture & drain size): | | | | | | | |

Does the establishment use disposable service ware exclusively? (*disposable plates, cups, utensils, forks, spoons, etc.*) Yes No

Is the establishment a heat-and-serve facility with no food preparation? Yes No

Is a grease interceptor exemption requested? Yes No *If "Yes" attach explanation & justification for the request*

Required volume of the grease interceptor: (*attach sizing calculation sheet*) _____ gallons

Waste Fryer/Vegetable Oil Hauler: _____ Phone: _____

Grease Interceptor Cleaning Service Provider: _____ Phone: _____

I certify to the best of my knowledge and belief, that the contents of this application are true, accurate and complete.

Owner/Authorized Representative: (*print*) _____ Title: _____

Signature: _____ Date: _____

If you have any questions while completing this form, please call the Newburgh Wastewater Treatment Facility at 812-853-6412.

For Official Use
Reviewed by: _____ Date: _____

Comments:



**Town of Newburgh
Grease Interceptor Installation
Inspection Report**

Newburgh Wastewater Treatment Facility
6366 Vanada Road, Newburgh, IN 47630
Phone: (812) 853-6412 Fax: (812) 853-1731

Owner: _____ Contractor: _____
 Subdivision: _____ Section: _____ Date: _____
 Lot Number: _____ Time: _____
 Address: _____ Account Number: _____

| | | | |
|---|----------------------------------|----------------|-----------|
| 1. Is the trap sized according to Indiana State Board of Health, Bulletin S.E. 13 as described in section 12B.02E and figure A2.4 of the Newburgh Sanitary Sewer Design and Construction Standards? The number of meals per hour used to size the trap shall not be less than the total seating capacity of the restaurant. | Trap Size: _____ Gallons: _____ | Yes | No |
| 2. Does the trap serve only the business that is required to have the trap? | | Yes | No |
| 3. Is the trap installed as close as possible to the source of grease? | | Yes | No |
| 4. Is the trap located where it is easy to access for inspection and maintenance? | | Yes | No |
| 5. Is the trap located at a minimum set back slope of 1:1 from the base of the building foundation to the bottom of the excavation where it is to be installed? | | Yes | No |
| 6. Is the trap installed with bedding and backfill as specified in section 12B.02E2? (excavated area to be over cut by one (1) foot on all sides, min. twelve (12) inches of compacted No. 8 stone for base, backfill with No. 8 stone to within twelve (12) inches of final grade.) | | Yes | No |
| 7. Does the access manhole have a watertight manhole frame and cover and a minimum diameter of twenty-four (24) inches? | | Yes | No |
| 8. Is there a minimum of two (2) baffles provided for grease retention, one on the inlet side and one on the outlet side as shown on figure A2.4 of the standards? | | Yes | No |
| 9. Does the trap have an adequate number of access manholes provided for cleaning and maintenance of all compartments? Figure A2.4 shows one access manhole and two inspection plugs. | | Yes | No |
| 10. Are all sewer connections to the trap cored and sealed with approved materials? | | Yes | No |
| 11. Is the trap vault waterproofed with coal tar epoxy or Sewer Department equal? | | Yes | No |
| 12. Is a six (6) inch diameter cleanout installed within three (3) feet of the outlet side of the trap? | | Yes | No |
| 13. Is trap in a traffic area or loading area? If so, verify with Town Engineer that it has adequate reinforcement to insure that it can sustain HS 20 loading requirements. (Minimum 16,000 LBS dynamic wheel load). | | Yes | No |
| 14. List make and model numbers of manufactured unit: | | Yes | No |
| 15. List trap interior dimensions (height to designed water level, width and length) and calculate volume to insure proper volume is provided: _____ Ft Long X _____ Ft Wide X _____ Ft Height X 7.48 = _____ Gallons | | | |
| Is the trap volume greater than or equal to the volume determined in Number 1, above? | | Yes | No |
| Inspector's Comments: | | | |
| | | | |
| Inspected by: | Partial Approval (explain above) | Final Approval | Rejected: |
| Contractor Signature: | | | |
| Drawing: Include grease trap location, main size, main location, building location, lateral location, cleanout locations, downstream MH, and MH #, with distances to all structures and building. Also, indicate the direction "North". | | | |
| | | | |

Revised: 3-11-08
Original to Office Manager, Yellow Copy to C.S. Supervisor, Pink Copy to Contractor



Newburgh Wastewater Treatment Facilities Grease Interceptor Size Calculation For Commercial Sanitary Sewer Connections

Date: _____
 Owner: _____
 Contractor: _____
 Name of the Facility: _____
 Facility Address: _____
 Contract Maintenance Provider: _____

General

Grease traps shall be installed at any commercial kitchen or food service business which produces waste that may contain large amounts of grease, fat or oil. These traps shall remove the grease before it enters the sanitary sewer system. Wastes from sinks, dishwashers and kitchen floor drains should be combined and routed through the grease trap prior to entering the sanitary sewer system. The tank size shall be based on design criteria set forth in Bulletin S.E. 13 from the Indiana State Board of Health, latest edition.

A typical detail drawing is shown on Figure A2.4 in the Town of Newburgh Sanitary Sewer Design and Construction Standards.

The recommended grease trap size may be calculated as follows:

$$\text{Tank Size (in gallons)} = \text{Meals Served During Peak Hour} \times \text{Waste Flow Rate Factor} \times \text{Retention Time Factor} \times \text{Storage Factor}$$

Peak Meals Served/ Hour or Seating Capacity: _____

Waste Flow Rate Factor:

- a. Commercial kitchen with dishwashing machine: 6
- b. Commercial kitchen without dishwashing machine: 5
- c. Single service kitchen: 2
- d. Food waste disposal only: 1

Retention Time:

- a. Commercial kitchen waste: 2.4
- b. Single service kitchen: 1.5

Storage Factor:

- a. Fully equipped commercial kitchen
0.125 X _____ hours of operation = _____
- b. Single service kitchen: 1.5

Using the above equation, calculate the grease trap size:

Tank Size = _____ X _____ X _____ X _____

Tank Size = _____ Gallons or _____ cu ft (as determined by the distance from the discharge pipe's invert to the floor.)

Calculated by: _____ Date: _____

Appendix D

Definitions

- 1) **Establishment** shall mean customer of the Authority as described in item A (III) engaging in any of the following:
 - a) Commercial food preparation and food service establishment, including but not limited to bakeries, butcher shops, cafes, clubhouses, commercial kitchens, delicatessens, fat rendering plants, ice cream parlors, hospitals, meat packing plants, restaurants, schools, slaughter houses, soap factories, and similar establishments, especially where meat, poultry, seafood, dairy products or fried foods are prepared or served;
 - b) All shopping centers with food processing establishments and / or food courts; and
 - c) All new areas of intensified dwelling, including, but not limited to: adult day care establishments, assisted living establishments, convalescent homes, day nursing and childcare establishments in which food preparation occurs, hotels/motels in which there is a commercial food preparation service, nursing homes, retirement and life care communities and homes, and truck stops with commercial food service.
- 2) **New construction** shall mean any establishment constructed after the effective date of the FOG Policy
- 3) **Existing** shall mean prior to the effective date of the FOG Policy.
- 4) **Change of use** shall mean conversion of an existing structure not previously meeting the definition of an establishment.
- 5) **Renovated** shall mean modifications sufficient to require issuance of a building permit from the locality in which the establishment is situated.
- 6) **Expanded** shall mean establishment modifications that add seating capacity or increases the number of fixtures in the kitchen area.
- 7) **Wholesalers or commercial kitchens** shall mean establishments that meet the requirements of item A (III) but do not have retail sales.

Appendix E

Town of Newburgh, Wastewater Treatment Utility Fats, Oils, and Grease Discharge Permit



Town of Newburgh
Wastewater Treatment
Facilities
PO Box 100
Newburgh, IN 47629

CERTIFIED MAIL

Date

CONTACT NAME
CONTACT TITLE
FSE NAME
STREET ADDRESS
CITY, STATE, ZIP

Re: Food Service Establishment Wastewater Discharge Permit Number #####
ADDRESS OF FSE FACILITY

Dear **CONTACT NAME**:

The Town of Newburgh's Wastewater Treatment Utility (Utility) has reviewed your Food Service Establishment's Fats, Oil and Grease (FOG) Discharge Permit Questionnaire and submittals, and based on the information provided a Food Service FOG Discharge Permit was prepared and is transmitted herewith. The permit was approved by the Newburgh Town Council and became effective on **Month Day, Year**.

The permit should be reviewed thoroughly in order to maintain compliance at all times with applicable Utility Rules & Regulations during the term of the permit. If **FSE NAME** wishes to appeal or challenge any of the conditions established in this permit, you must respond, in writing, within 15 days of receipt of this correspondence.

A copy of the Utility's Rules & Regulations can be found at <http://www.newburgh-in.gov>. If you have any questions regarding this permit, please contact the Utility at 812-853-6412.

Best regards,

Leon R. Key
Wastewater Treatment Facilities Superintendent

Enclosure
Pc: Utility Committee

**TOWN OF NEWBURGH
WASTEWATER TREATMENT UTILITY
FOOD SERVICE DISCHARGE PERMIT**

Permit #: _____

Effective Date: _____

In accordance with all of the terms and conditions of the Rules and Regulations and Policies of the Town of Newburgh (Town) and any applicable provisions of Federal and/or State law or regulation, permission is hereby granted to: **FSE NAME** located at **FSE FACILITY ADDRESS** to discharge non-domestic wastewater into the Town of Newburgh's sanitary sewer system. This permit is granted in accordance with the Food Service Establishment Wastewater Discharge Permit Questionnaire" and in conformity with plans, specifications and other data submitted, all of which are filed with and considered as part of this permit.

Wastewater Treatment Facilities Superintendent

THE PERMIT MAY BE REVOKED:

- a) If applicable fees or fines are not paid within thirty (30) days of the due date,
- b) If the nature of the discharge changes,
- c) If ownership is transferred without prior approval of permit transfer,
- d) If Town, state, and/or federal rules & regulations change,
- e) If false information or data is/was given, or
- f) If a violation of the permit occurs.

A. GENERAL REQUIREMENTS AND REGULATIONS

All discharges containing grease & oil must pass through Grease Control Equipment (GCE) before entering the sanitary sewer. GCE refers to any equipment that removes fats, oils, and grease from wastewater such as a grease trap which is installed inside the building usually under a counter/sink or built into the floor of the kitchen area; or a grease interceptor which is usually installed outside in the ground and is much larger in size. GCE must be well-maintained and in proper operating condition at all times.

All discharges into the sanitary sewer system are subject to the conditions of this permit and the Town of Newburgh (Town) Rules & Regulations.

The Town reserves the right to re-open the permit to establish more stringent limitations or requirements on discharges to the wastewater sanitary sewer system or change any other permit condition deemed necessary.

The conditions of this FOG Permit shall remain in effect indefinitely, unless the Town chooses to discontinue or revoke this permit. Should the Town choose to discontinue or revoke this permit, an official letter of notification will be sent expressing the Town's intentions.

Should your GCE be deemed insufficient or in need of repair, the Town may require additional GCE to be installed or require the existing GCE to be repaired or modified to meet the original design specifications.

Should new GCE be installed or existing GCE be replaced, the new GCE must meet all current Town design criteria and be preapproved by the Town.

Use of additives (including enzymes and biological) are prohibited in plumbing tied into GCE unless express written permission is received from the Town. In no case shall the use of a Town approved additive extend the required cleaning frequency of the GCE.

B. Grease Control Equipment Requirements

Permit writer should list the required GCE: Grease interceptors; under-counter or in-floor grease traps; waste oil collection devices; or other applicable pretreatment units shall be installed, operated, maintained, and repaired solely at the customer's expense.

C. Schedule For Compliance With The FOG Discharge Policy (Permit writer: choose one or more of the following):

1. New Food Service Establishment (FSE): a grease interceptor shall be

installed, inspected and approved by the Newburgh Wastewater Treatment Utility (Utility) before commencing any wastewater discharges to the sanitary sewer system.

2. Existing FSE without an existing grease interceptor: a grease interceptor shall be installed, inspected and approved by the Newburgh Wastewater Treatment Utility (Utility), and the FSE must be in full compliance with its Food Service Discharge Permit within 6 months of issuance.
3. Existing FSE with an existing grease interceptor and found to be in noncompliance with the FOG Policy: Staff will need to evaluate the information contained in the permit application to determine if the existing GCE is adequately sized or if failure of the GCE is due to improper maintenance.
4. Existing FSE being renovated or expanded: a grease interceptor shall be installed, inspected and approved by the Newburgh Wastewater Treatment Utility (Utility), and the FSE must be in full compliance with its Food Service Discharge Permit within 6 months of issuance.
 - a. FSE being renovated or expanded that already has a FOG discharge permit: Staff will need to evaluate the information contained in a new permit application to determine if the existing GCE is adequately sized and if permit modification is necessary.
5. FSE receiving a waiver or exemption from the installation of a grease interceptor: Staff will evaluate the information contained in the permit application to determine if internal grease traps are required.

D. GCE SERVICING REQUIREMENTS

All GCE shall be maintained by the owner at their expense and functioning efficiently at all times.

Your facility must have a contract with a GCE "cleaning service company/hauler" unless the GCE is cleaned by your own employees. If the GCE is cleaned by your own employees, then a cleaning log and a cleaning schedule must be maintained to record all cleanings and the final disposal destination of the removed grease. If an outside company performs the cleaning of the GCE a hauling manifest/receipt must state the final disposal destination of the grease removed from the GCE. All material removed from GCE must be disposed of properly by being removed from the property and not discharged to the sanitary sewer system.

INTERIOR GCE - "Grease Traps"

Interior GCE must be cleaned as needed to operate effectively. In no case shall the cleaning frequency be less than every **7 days**, unless permission has been given by the Utility to extend the frequency based on the actual usage.

Interior GCE must have a "flow restrictor" installed to control the volume of flow entering the GCE. This flow restrictor must be in place and in proper working order at all times. The flow restrictor may be mounted in the wastewater drain pipe flowing toward the GCE or it may be built into the design of the GCE, depending on

the type of GCE that is installed. The flow restrictor must be inspected at a minimum of once per year to ensure the restrictor is still in place and restrictor orifice has not been altered or has not deteriorated. The permittee must record and document this inspection in their onsite maintenance log.

EXTERIOR GCE - "Grease Interceptors"

The exterior in-ground GCE cleaning frequency shall not be less than every 90 days between cleaning unless permission has been given by the Town to extend the frequency based on the actual usage.

GCE must be pumped out completely (total pump), and no water from the GCE will be discharged back into the GCE after the pumping is completed unless prior approval is given by the Town. The GCE should be filled with "fresh water" after the total pump.

E. BEST MANAGEMENT PRACTICES

The FSE shall comply with the following Best Management Practices (BMP's):

BMP's TO PREVENT BLOCKAGES IN THE SANITARY SEWER

1. Educate employees on the BMP's and the importance of preventing fats, oils, and grease from entering the sanitary sewer system.
2. Dispose of food waste by recycling and/or solid waste removal.
3. Dry wipe pots, pans and dishware prior to washing.
4. Use absorbent pads to soak up fats, oils, and grease under fryer baskets.
5. Post "NO GREASE" signs above sinks and in front of dishwashers.
6. Properly dispose of all fats, oils, and grease into recycling containers. No FOG should be poured into a drain or flushed into sanitary sewer collection system.
7. Place covers on containers before transporting used oil and grease to recycling containers.
8. Recycle FOG waste via rendering or recycling companies.
9. Collect and recycle used cooking oil in appropriate containers for recycling.

BMP's TO PROPERLY MAINTAIN GREASE TRAPS AND INTERCEPTORS

1. Observe proper grease interceptor cleaning and maintenance

procedures to ensure that the device is operating properly. Regular and proper service maximizes interceptor efficiency, prevents spills and minimizes odor.

2. Train all staff to regularly check the depth of solids and thickness of retained FOG in the grease interceptor. As a general rule, an interceptor loses its effectiveness when excessive amount of FOG and/or solids accumulate. The frequency of servicing is determined by the accumulation rate of FOG and solids.
3. Service the grease interceptor at regularly scheduled intervals. Have a licensed and certified hauling, rendering or pumping company clean, pump down, and service the grease interceptor regularly.
4. Witness all grease trap or interceptor cleaning and maintenance activities to ensure the grease control device is properly cleaned and is operating correctly.
5. Clean under-sink, under-counter, or in-the-floor grease traps weekly. These grease traps have less volume than grease interceptors. Weekly cleaning of grease traps by the establishment's own maintenance staff will reduce the cost of cleaning the grease interceptor.

If the establishment does not have a grease interceptor, the grease trap is the only means of preventing grease from entering the sanitary sewer system. If the grease trap is not providing adequate protection, the Utility will require the installation of a grease interceptor.

6. Keep a maintenance log. The maintenance log serves as a record of the frequency and volume of cleaning of the grease trap/interceptor. It is required by the FOG policy to ensure that maintenance is performed on a regular basis.

F. RECORD KEEPING

The "FOG Folder" must be kept at **FSE FACILITY ADDRESS**. This folder shall be available for periodic inspections, including copying by the Town. This folder must contain the following records at all times:

1. The Food Service Discharge Permit,
2. Completed interior GCE cleaning logs and cleaning schedule (including receipts from cleanings performed by outside companies),
3. GCE maintenance and inspection logs and all calibration records for instrumentation and flow meters
4. Copies of all receipts and hauling manifests for exterior GCE cleanings. **The FSE must obtain the final disposal copy of the hauling manifest showing where the final disposal occurred,**

5. Copy of the contract/agreement with the GCE cleaning company/hauler,
6. Specifications on all GCE being used at the facility, and
7. Any correspondence including past Notices of Violation from the Town.

All records shall be retained for a minimum of three years.

Failure to meet any of the record keeping requirements is a violation of the Food Service Discharge Permit and the Town's Rules and Regulations.

G. RIGHT TO INSPECT

The Utility shall have the right to enter the premises of any establishment to determine whether the establishment is complying with all requirements of the FOG Policy, with any wastewater discharge permit or with any order issued by the Utility. FSE's shall allow the Utility ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties during reasonable business hours.

1. Where an establishment has security measures in force, which require proper identification and clearance before entry into its premise, the establishment shall make necessary arrangements with security so that, upon presentation of suitable identification, Utility staff will be permitted to enter immediately for the purposes of performing specific responsibilities.
2. The Utility shall have the right to set up on the establishment property, or require installation of, such devices and/or structures as are necessary to conduct sampling and/or metering of the establishment's operations.
3. The Utility may require the establishment to install monitoring equipment as necessary. The establishment's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the establishment at the establishment's expense. All devices used to measure wastewater flow and quality shall be calibrated at least annually to ensure accuracy.
4. Any temporary or permanent obstruction to safe and easy access to the establishment's FOG control devices, interceptors or equipment to be inspected and/or sampled shall be promptly removed by the establishment at the written or verbal request of Utility staff and shall not be replaced.
5. Unreasonable delays in allowing Utility staff to access the establishment's premises shall be a violation of this permit.

H. Permit Violations

No Permittee shall discharge wastewater to the sanitary sewer system in

violation of the FOG Policy or the Utility's pretreatment discharge limitations.

1. It shall be a violation of the permit for any Permittee to:
 - a. Modify a grease interceptor structure without the consent or approval of the Utility including alteration or removal of any flow constricting devices so as to cause flow to rise above the design capacity of the grease interceptor.
 - b. Provide false maintenance records.
 - c. Cause or permit the plugging, blocking, or interference with a grease interceptor or permits others to cause such interference.
 - d. Failure to comply with the provisions of a FOG discharge permit or the FOG Policy.
2. No Permittee shall discharge grease in excess of 100 mg/l to the sanitary sewer collection system or contribute to increased downstream maintenance of the sanitary sewer system, or contribute to downstream backups or overflows due to grease blockages as determined by the Utility staff. If such discharge occurs, the customer or establishment shall be considered in violation of this permit and subject to the remedies described herein.
3. No Permittee shall contribute or cause to be contributed into the grease interceptor or the sanitary sewer system any of the following:
 - a. Hot water running continuously through grease interceptor;
 - b. Concentrated alkaline or acidic solutions;
 - c. Concentrated detergents, emulsifiers, de-emulsifiers, surface active agents, enzymes, degreasers, solvents or any type of product that will liquefy grease interceptor wastes;
 - d. Any substance that may cause excessive foaming in the sanitary sewer system;
 - e. Any substance capable of passing the solid or semi-solid contents of the grease interceptor to the sanitary sewer system;
 - f. Hazardous wastes including concentrated cleaners, pesticides, herbicides, paints, solvents, gasoline or other petroleum products; or
 - g. Waste fats, oils and grease not generated as part of the wastewater system.

I. Penalties and Fees

When FOG Policy violations are found at a Permittee's establishment, the Utility may take enforcement action to correct the issue. Violations may be as a result of onsite inspections by Utility or Warrick County Health Department personnel, general complaints, consumer tips, or observation of collection system problems from various Utility department personnel.

A Permittee found to be violating the FOG Policy shall be sent a Notice of Violation (NOV) that will outline the nature of the violation and the corrective measures that need to be taken along with a time frame in which the establishment must act. Failure to address the issue, failure to respond or failure to meet the stipulated time frame(s) will result in the issuance of a monetary penalty.

The Permittee shall also be responsible for reimbursing the Utility for all costs incurred by the Utility associated with the violation of the FOG Policy, including but not limited to collection system maintenance/cleaning costs, property damage, administrative costs, engineering costs, and legal costs.

J. REPORTING REQUIREMENTS

A copy of the information required in the maintenance log, including trip tickets or manifests, must be submitted to the Utility Office when requested by the Utility. The report shall be submitted to the Utility Office within thirty (30) days of the Utility request for the information,

All reports and correspondence pertaining to this permit shall be submitted to the following address:

*WWTF Supt.
Town of Newburgh
Utility Office
PO Box 100 Newburgh, IN 47629*

APPROVED this 22ND day of August, 2012.

Newburgh Town Council

Deanna W. Hughes

President

Joseph McGuire

Member

Donna Rust Adams

Member

A. T. Moore

Member

Member

ATTEST:

Rebecca J. Gentry

Clerk-Treasurer