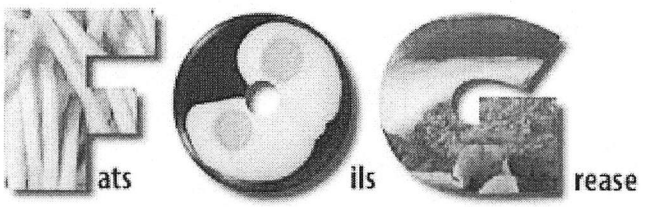
City of Olean, New York
Fats, Oil and Grease (FOG) Management Program



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1. PURPOSE: The Purpose for this program is to minimize the introduction of Fats, Oil, Grease and Grit from food service facilities, repair shops and carwashes into the city of Olean's wastewater collection system. The main components of the program are the proper sizing, installation, and maintenance of grease interceptors, sand/grit separators and oil/water separators. In order to ensure efficient sewage treatment, protect the sanitary sewer system and to prevent sanitary sewer system overflows, the City of Olean has developed a Fats, Oil and Grease Management Program.

2. DEFINITIONS: Unless otherwise expressly stated or the context clearly indicates a different intention, the following terms shall, for the purpose of this document, have the meaning indicated in this section.

a. City- The City of Olean

b. Domestic Water – Wastewater from sanitary fixtures such as toilets and urinals.

c. Food Service Facility – Any facility, which cuts, cooks, bakes, prepares, or serves food, or which disposed of food related wastes.

d. Garbage Grinder – A device that shreds or grinds up solid or semisolid waste materials into smaller portions for discharge into the sanitary sewer.

e. Grease – A material composed primarily of fats, oil and grease from animal or vegetable sources. The terms fats, oil and grease shall be deemed as Grease by definition. Grease may also include petroleum-based products.

f. Hauler or Transporter – One who transfers waste from the site of a user to an approved site for disposal for treatment. The hauler is responsible for assuring that all Federal, State and local regulations are followed regarding waste transport.

g. Interceptor or Separator or Trap – A device so constructed as to separate, trap and hold fats, oil, grease, sand and grit substances from the wastewater discharge by a facility to prevent these substances from entering the sanitary sewer.

h. "Under-Sink" or Inline Grease Trap – A device placed under or in close proximity to sinks or other facilities likely to discharge grease in an attempt to separate, trap or hold oil, and grease substances to prevent their entry into the sanitary sewer system.

i. User – A source of discharge to the sanitary sewer of City of Olean.

j. Waste or Wastewater – The liquid and water-carried domestic or industrial wastes form dwellings, commercial establishments, industrial facilities and institutions, whether treated or untreated, contributed to the sanitary sewer system.

3. GENERAL CRITERIA:

a. Installation Requirements for New food Service Facilities – All proposed or newly remodeled food service facilities connected to the City of Olean's Sanitary Sewer System shall be required to install an approved properly operated and maintained grease interceptor. All interceptor units shall be installed outdoors of the Food Service Facility building unless the user can demonstrate to the City that an outdoor interceptor would not be feasible. All interceptor units shall be of the type and capacity approved by the City.

b. Requirements for Existing Food Service Facilities – All existing food service establishments connected to the City's Sanitary Sewer System are expected to conduct their operations in such a manner that grease is captured on the user's premises and then properly disposed. Existing Food Service Faculties will be handled under the City's Fats, Oil and Grease Management Program in the following manner:

i. The City of Olean will periodically inspect each Food Service Establishment on an as-needed basis to assure that each facility is complying with the intent of the Grease Management Program. The as needed inspection shall be determined by the City of Olean FOG management program coordinator.

ii. Each Food Service Establishment in the vicinity of any problem areas will be inspected. The facilities' grease control practices and the adequacy of their grease control interceptor/equipment will be assessed. The inspections will typically result in one of the following actions:

1. Facilities equipped with an appropriate and adequately sized grease interceptor who are meeting the intent of the Grease Management Program through effective grease control practices will be commended for their compliance.
2. After written notice and an opportunity to defend, facilities not in compliance shall be required to develop and submit, to the City of Olean, a proposed plan designed to achieve compliance through improved housekeeping and/or increased maintenance and pumping of the existing grease interceptor/equipment.
3. Facilities that are not successful in achieving compliance with the intent of the Grease Management Program through improved housekeeping and increased maintenance and pumping of the existing grease interceptor/equipment will be required to install the necessary interceptor/equipment to bring the facility into compliance.

c. Prohibited Discharges – Domestic Wastewater shall not be discharged to the grease interceptor unless specifically approved, in writing, by the City of Olean.

d. Floor Drains - Only floor drains which discharge or have the potential to discharge grease shall be connected to a grease interceptor.

e. Garbage Grinders – food grinders shall not be connected to a grease interceptor

f. Location – Each grease interceptor shall be installed and connected so that it is easily accessible for inspection, cleaning and removal of the interceptor grease at anytime. Grease interceptors required under this management program shall be installed outdoors of the food service facility on the users premises and constructed in such a manner so as to exclude the entrance of dirt, landscaping, surface water and storm water. The best location is in an area outside of an exterior wall, but upstream from the domestic wastewater drain line(s). A grease interceptor may not be installed inside any part of a building unless approved in writing by the City of Olean. The user bears the burden of demonstrating that an outdoor grease interceptor is not feasible.

4. DESIGN CRITERIA: Note: a copy of the design has been attached to this document as appendix A

a. Construction of Interceptors – Grease interceptors shall be constructed in accordance with the city plumbing standards and outdoor units shall have a minimum of two compartments with fittings designed for grease retention. All alternative grease removal devices or technologies shall be subject to the written approval of City of Olean. Such approval shall be based on demonstrated removal efficiencies of the proposed technology.

b. Access to interceptor – Outdoor grease interceptors shall be provided with two (2) manholes terminating 1-inch above finished grade with cast iron frame and cover. All grease interceptors shall be designed and installed to allow for complete access for inspection and maintenance for inner chamber(s) as well as viewing and sampling of wastewater discharged to the sanitary sewer.

c. Load-Bearing Capacity- In areas where additional weight loads may exist, the grease interceptor shall be designed to have adequate load-bearing capacity (example: vehicular traffic in parking or driving areas).

d. Inlet and Outlet Piping- Wastewater discharge to the grease interceptor shall enter only through the inlet pipe of the interceptor. The inlet tee shall extend below liquid level 18 to 22 inches. The outlet tee should have approximately the same orientation as the inlet tee with respect to the liquid level in the interceptor. Each grease interceptor shall have only one inlet and one outlet pipe.

e. Interceptor Sizing-

i. See Appendix A

ii. Under-sink or in-line grease interceptors shall meet City of Olean Plumbing Code: Grease interceptor designs represent minimum standards for normal usage. Installations with heavier usage require more stringent measures for which the user is responsible and shall pay the cost to provide additional measures if required by the City. City of Olean reserves the right to evaluate interceptor sizing on an individual basis for facilities with special conditions, such as highly variable flows, high levels of grease discharge or other unusual situations that are not adequately addressed by the formula. All under-sink or in-line grease interceptors shall include; a flow control device, removable baffle assembly and cross bar, deep seal trap covered by lid, securing bolt(s). Unit shall be installed so that at all times it is easily accessed for inspection and cleaning.

5. GREASE INTERCEPTOR MAINTENACE:

a. Pumping- All grease interceptors shall be maintained by the user at the user's expense. Maintenance shall include the complete removal of all contents, including floating materials, wastewater and bottom sludge's and solids. Decanting or discharging of removed waste back into the interceptor from which the waste was removed or any other grease interceptor, for the purpose of reducing the volume to be disposed, is strictly prohibited. It shall be the responsibility of the customer to inspect the grease interceptor during the pumping or maintenance procedure to ensure that the cleaning is done properly and that all fittings inside the interceptor are in working condition.

b. Pumping Frequency –

i. Outdoor grease interceptors must be pumped out completely a minimum of once per year.

ii. Under-sink or in-line grease interceptors must be pumped out completely a minimum of once every month.

iii. Sand/Grit interceptors shall be cleaned out completely of all contents a minimum of once per year to prevent the carryover of sand, grit and debris into the sanitary sewer system.

iv. Oil/water interceptors shall be cleaned out every six (6) months to prevent the carryover of petroleum products into the sanitary sewer system.

v. Grease interceptors may need to be pumped more frequently as needed to prevent the carryover of grease into the sanitary sewer system.

c. Service Order – When the oil and grease concentrations exceed the City of Olean's maximum discharge limits (50mg/l) and /or the combined depth of bottom and top solids exceeds 25% of the total depth of the trap, the City will issue a Pump out Order to the user. The user shall have ten (10) calendar days from the date of the letter to comply. Where an emergency exists, a written or verbal warning shall be give to the user, and the user will have 24 hours to comply.

d. Disposal of Interceptor Pumped Material – All waste removed from each grease interceptor shall be recorded on a proper manifest form (see appendices). Also, all waste removed from each grease interceptor must be disposed at a facility approved to received such waste in accordance with the provisions of this program. This manifest will require signatures from the originator, transporter and disposer in order to maintain and establish accountability. A manifest is considered completed after the commercial waste is delivered and disposed of at the commercial waste disposal or processing facility and the manifest has been signed and completed by the disposal or processing facility. In no way shall the pumped material be returned to any private or public portion of the sanitary sewer system.

i. The originator shall:

1. Sign the manifest form and maintain such record on premises for a period of three (3) years.
2. Keep a copy of all manifests for a period of three (3) years on site and shall make available for inspection by the City of Olean Pretreatment Coordinator and Code Enforcement.
3. Report any spills to the City of Olean Wastewater Division upon becoming aware of a spill that could impact any surrounding areas such as storm drains, adjacent streams or ground surface where the transporter has removed waste from the facility's grease interceptor system. Failure to notify the City of a spill will constitute a violation and fines may be added to the commercial waste originator as well as the transporter.

ii. The Transporter Shall:

1. Utilize a manifest for each location being serviced.
2. A Transporter must remove the entire contents of any commercial tank that is serviced and disposed of such contents only at a facility authorized to receive such waste.
3. Sign the transporter portion of the manifest and leave a copy of the manifest with the originator.
4. Present the manifest to the disposal operator to complete and sign the disposal section, and shall leave one copy of the manifest with the disposal site operator.
5. Send a completed copy of the manifest to the originator with the signature of the disposal site operator within thirty (30) days.
6. Keep one copy of the completed manifest form demonstrating delivery to the disposal site operator for their records and shall maintain such records for a period of three (3) years.
7. Ensure that the manifest contains all the required information.
8. Transporter shall provide a copy of the commercial waste transporter permit for the tank truck to each disposal site where the transporter disposed of commercial waste.

e. Additives- Any Additive(s) placed into the grease interceptor or building discharge line system on a constant, regular or scheduled basis shall be reported to the City of Olean. Such additives shall include, but are not limited to commercially available bacteria, enzymes or other additives designed to absorb, consume or treat fats, oil and grease. The use of additives shall in no way be considered as an alternative technology or a substitution for maintenance procedures required herein.

f. Chemical Treatment- Chemical treatments such as drain cleaners, acids and other chemicals designed to dissolve purge or remove grease shall not be allowed to enter the grease interceptor.

g. Flushing- Flushing the grease interceptor with water having a temperature in excess of 140 Degrees Fahrenheit shall be prohibited.

6. ADMINISTRATIVE REQUIREMENTS:

a. Initial Data Acquisition- All Food Service facilities will be asked to complete a data sheet to establish the grease interceptor database. A copy of the form has been attached to this document as Appendix B. The City of Olean Wastewater Division database will be updated with additional or modified information after each yearly inspection.

b. Administrative Fees- No fee will be charged for an annual inspection by the City's Pretreatment Coordinator.

c. Inspection and Entry- Authorized personnel of the City of Olean, bearing proper credential and identification, shall have the right to enter upon all properties subject to this program, at any time and without prior notification, for the purpose of inspection, observation, measurement, sampling, testing or record review, as part of this program.

d. Record Retention and Reporting- All users must keep a record of any cleaning or maintenance of their grease interceptor, grease trap, or grease removal device. The following records must be kept on site at the food service facility for a period of three (3) years:

i. Manifests are required for all grease interceptors and shall contain the following information;
1. Food Service Facility (generator) information, including name, address, volume pumped, date and time of pumping and generator signature verifying the information;
2. Transporter information, including company name, address, license plate number, permit number, driver name and driver signature verifying transporter information; and
3. Receiving information, including facility name, address, date and time of receiving and signature verifying receipt of the waste.
4. Manifest must be mailed, faxed or electronically submitted to the City of Olean Pretreatment Coordinator within fourteen (14) days of interceptor maintenance.

7. ENFORCEMENT:

Generally, all violations identified by the City of Olean are reviewed, evaluated and addressed by the appropriate enforcement response. The Majority of enforcement actions begin with issuance of an initial notice of violation. This letter describes the nature of the violation and informs the user that any additional violation may result in an escalated enforcement action. Once the user has been notified of a violation or has knowledge of a condition which is a violation, the user may be allowed up to ten (10) calendar days to correct the noncompliance before escalation of the enforcement process occurs, this ten (10) calendar day period applies only to the initial violation. Any violations occurring after this period will be evaluated according to plan procedures. Enforcement of these regulations shall be in accordance with the provisions of the City of Olean Code of Ordnances and Pretreatment Enforcement Response Plan. Failure to comply with this program will be grounds for a citation to be issued to appear in Municipal Court and/or severance of service. Emergency conditions require immediate correction of non compliance.

PRETREATMENT ENFORCEMENT RESPONSE PLAN: Introduction The purpose of this document is to present a plan for uniform enforcement actions to deal with user noncompliance with applicable state and federal laws required by the Clean Water Act of 1972 as amended and enforced by the City of Olean Sewer use Ordinance Section 27-188 and the City of Olean Plumbing Codes.

User Inventory: It is the responsibility of the City of Olean Wastewater Division to maintain an inventory of users that have or are required to have pretreatment interceptors. The following list includes a number of resources used by the City for indentifying facilities:

1. Telephone Listings.
2. Previous Survey results.
3. Restaurant Directories.
4. Sewer Connection Permits.
5. Site Visits.
6. Reports from other related industries.
7. Citizen reports
8. Referrals from other agencies (DOH,DEC, ect.)
9. Contact from potential restaurants.
10. Observation by sampling/surveillance/inspection/ personnel.

11. Newspaper/Trade journal or business magazine articles.
12. Chamber of Commerce.

All new service facilities are subject to requirements by the City's Fats, Oil and Grease Management Program and are added to the master list of regulated facilities.

COMPLIANCE MONITORING PROCEDURES - Compliance monitoring activities conducted by the City is necessary to identify and document violation that can be presented as admissible and irrefutable evidence in administrative actions and legal proceedings in accordance of the City of Olean's Code of Ordnances. Industrial compliance with applicable regulations is determined and evaluated through:

1. Report Data Forms user.
2. Inspections conducted by the City of Olean Wastewater Division and Codes Department.
3. Surveillance sampling and analysis conducted by City of Olean Wastewater Division
4. Evaluation of application information by City of Olean Codes Department.

IDENTIFICATION OF VIOLATIONS - The identification of a violation of pretreatment requirements, regardless of the severity, will initiate the enforcement process. Discovery of a violation may occur as result of any number of activities that include:

1. Review of surveillance/sampling results.
2. Review of user manifests.
3. Spill/accidental discharge reports form user.
4. Notification of violation by the user.
5. Site visits/inspections.
6. Other information provided by the user's employees.
7. Observation provided by the public or private citizen.
8. Review of compliance scheduled requirements.
9. Information provided by other agencies.

Once violations are identified, it is the responsibility of the City to implement the appropriate enforcement response required in the plan. When determining an appropriate response, particularly on that includes the imposition of penalties and/or fines, the specific procedures outlined in the Enforcement Response Section must be followed. However, additional criteria may be used in determination including:

1. Magnitude of violation.
2. Duration of violation.
3. Effects of the violation.
4. Compliance history or the commercial user.
5. Good faith of the commercial user.

ENFORCEMENT PROCEDURES - Generally, all violations identified by the City of Olean are reviewed, evaluated and addressed by the appropriate enforcement response. The majority of enforcement actions begin with issuance of an initial notice of violation. This letter describes that nature of the violation and informs the user that any addition violation may result in an escalated enforcement action. Once the user has been notified of a violation or has knowledge of a condition which is a violation, the user may be allowed up to ten (10) calendar days to correct the noncompliance before escalation of the enforcement process occurs. This ten (10) calendar day period applies only to the initial violation, and any violations occurring after this period will be evaluated according to plan procedures. Emergency conditions require immediate correction of non compliance.

ENFORCEMENT REMEDIES AVAILABLE - The following list of administrative enforcement remedies:

1. Notice of violation.
2. Consent orders.
3. Show cause hearing.
4. Compliance orders.
5. Cease and desist orders.
6. Administrative fines.
7. Emergency suspensions.
8. Termination of service.

Grease Interceptor Sizing Worksheet

Company:		Calculated by:		Date:	
Loaction:					

Follow these six simple steps to determine proper grease interceptor size.

	# of meals per week		waste flow rate		retention time		storage factor		calculated interceptor size		Grease Interceptor
enter calculations > here		X		X		X		=		&	
	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6

1

Number of Meals Per Peak Hour (Recommended Formula):

Seating Capacity		Meal Factor		meals per peak hour
	X		=	

Notes:

Establishment Type:	**Meal Factor**
Fast Food (45 min)	1.33
Restaurant (60 min)	1.00
Leisure Dining (90 min)	0.67
Dinner Club (120 min)	0.50

2

Waste Flow Rate:

Notes:

Condition	**Flow Rate**
With a Dishwasher	6 Gallons
Without a Dishwasher	5 Gallons
Single Service Kitchen	2 Gallons
Food Waste Disposer Only	1 Gallon

3

Retention Time:

Notes:

Commercial Kitchen Waste Dishwasher	2.5 hours
Single Service Kitchen Single Serving	1.5 hours

4

Storage Factor:

Notes:

Kitchen Type	**Storage Factor**
Fully equipped commercial	
Hours of Operation:	
8 Hours	1.00
12 Hours	1.50

	16 Hours	2.00	
	24 Hours	3.00	
	Single Service Kitchen	1.50	
5	**Calculate Liquid Capacity:** Multiply the values obtained from 1,2,3 and 4. The result is the approximate grease interceptor size for this application.		**Notes:**
6	**Select Grease Interceptor:** Using the approximate required liquid capacity from step 5, select an appropriate size as recommended by the manufacturer.		**Notes:**

Manifest Requirements:

All pump and haul contractors shall use a manifest, for each load contained on the vehicle, which provides the following information:

1. **Name of person (restaurant owner etc.) requesting the pump and haul.**

2. **Address of the site being serviced.**

3. **Telephone number of the person/restaurant requesting the service.**

4. **Date and time of pump and haul.**

5. **Vehicle license plate number of the pumper truck.**

6. **Company name that is providing pump and haul service.**

7. **Type of grease containment being serviced (Grease interceptor, grease trap,....).**

8. **Quantity of material removed.**

9. **Signature of service company agent certifying content and origin of hauled load.**

   Signature:_____

   Print:_____

Grease interceptor cleaning log

Business name:_____

Address:_____

_____

Phone #:_____

Size of grease interceptor:_____

Date of Service:_____

Name of employee inspecting tank cleaning:_____

Name of cleaning service company:_____

Name of employee from service company:_____

Quantity of material removed from grease interceptor:_____

Additional comments:_____

_____

****

Business name:_____

Address:_____

_____

Phone #:_____

Size of grease interceptor:_____

Date of Service:_____

Name of employee inspecting tank cleaning:_____

Name of cleaning service company:_____

Name of employee from service company:_____

Quantity of material removed from grease interceptor:_____

Additional comments:_____

_____

Grease Trap Cleaning Log

Business name:_____

Address:_____

_____

Phone #:_____

Size of grease trap:_____

Date of Service:_____

Name of employee inspecting/cleaning tank:_____

Quantity of material removed from grease trap:_____

Additional comments:_____

_____

****

Business name:_____

Address:_____

_____

Phone #:_____

Size of grease trap:_____

Date of Service:_____

Name of employee inspecting/cleaning tank:_____

Quantity of material removed from grease trap:_____

Additional comments:_____

_____

****

Business name:_____

Address:_____

_____

Phone #:_____

Size of grease trap:_____

Date of Service:_____

Name of employee inspecting/cleaning tank:_____

Quantity of material removed from grease trap:_____

Additional comments:_____

_____

Company:		Calculated by:		Date:	
Loaction:					

Follow these six simple steps to determine proper grease interceptor size.

	# of meals per week hrs.		waste flow rate		retention time		storage factor		calculated interceptor size		Grease Interceptor
enter calculations > here		X		X		X		=		&	
	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6

1	**Number of Meals Per Peak Hour (Recommended Formula):** Seating Capacity [ ] X Meal Factor [ ] = meals per peak hour [ ] **Establishment Type:** — **Meal Factor** Fast Food (45 min) — 1.33 Restaurant (60 min) — 1.00 Leisure Dining (90 min) — 0.67 Dinner Club (120 min) — 0.50	**Notes:**
2	**Waste Flow Rate:** **Condition** — **Flow Rate** With a Dishwasher — 6 Gallons Without a Dishwasher — 5 Gallons Single Service Kitchen — 2 Gallons Food Waste Disposer Only — 1 Gallon	**Notes:**
3	**Retention Time:** Commercial Kitchen Waste Dishwasher — 2.5 hours Single Service Kitchen Single Serving — 1.5 hours	**Notes:**
4	**Storage Factor:** **Kitchen Type** — **Storage Factor** Fully equipped commercial Hours of Operation: 8 Hours — 1.00 12 Hours — 1.50 16 Hours — 2.00 24 Hours — 3.00 Single Service Kitchen — 1.50	**Notes:**
5	**Calculate Liquid Capacity:** Multiply the values obtained from 1,2,3 and 4. The result is the approximate grease interceptor size for this application.	**Notes:**
6	**Select Grease Interceptor:** Using the approximate required liquid capacity from step 5, select an appropriate size as recommended by the manufacturer.	**Notes:**