

[APPENDIX C]

OIL AND GREASE MANAGEMENT PROGRAM



PREPARED BY:

TOWN OF WHITE SPRINGS WASTEWATER TREATMENT FACILITIES

Policy Approved by Council Dated 5-14-13

Chapter 52

OIL AND GREASE MANAGEMENT

52.01 Purpose and Intent

The purpose of this section is to provide for the implementation of the Oil & Grease Management Program. The objective of the Oil & Grease Management Program is to minimize the introduction of fat-soluble wastes to the collection system

52.02 Oil & Grease Prevention Program

(A) General Criteria

- (1) The discharge by a user to the POTW (PUBLICLY OWNED TREATMENT WORKS) of certain liquids or wastes shall be prohibited or limited by the provisions of this Chapter.
- (2) Wastes, which contain oil and grease, will be discharged to the POTW in accordance with the conditions set forth in this Chapter.
- (3) Wastes containing oil and grease, including materials processed through garbage grinders shall be directed to the grease interceptor or trap.
- (4) Wastes containing residual (trace amounts) petroleum based oil and grease shall be directed to the oil/water separator.
- (5) Sanitary facilities and other similar fixtures shall not be connected or discharged to the oil and grease interceptor or the oil/water separator.
- (6) Liquid wastes shall be discharged to the oil and grease interceptor or oil/water separator through the inlet pipe only and in accordance with the design/operating specifications of the device.
- (7) Oil and grease interceptors and oil/water separators shall be installed in a location that provides easy access at all times for inspections, cleaning and proper maintenance, including pumping. Oil and grease interceptors shall not be located in or near any part of a structure where food handling is done. The Town shall approve the location of the oil and grease interceptor or oil/water separator prior to installation.

- (8) Nonresidential establishments (users) that prepare process or serve food or food products shall have an approved oil and grease interceptor. Nonresidential establishments that have the potential to discharge wastes containing residual petroleum based oil and grease, such as commercial laundries, car washes and automotive related facilities, shall have an approved oil/water separator. Other users may be required by the Town to install an approved oil and grease interceptor or an oil/water separator, as appropriate, for the proper handling of wastes containing oil and grease exceeding one hundred (100) mg/l by weight.
- (9) Other types of food manufacturing or food preparation enterprises, such as, but not limited to, commissaries, commercial kitchens and caterers shall install a oil and grease interceptor. Oil and grease interceptors shall be sized on an individual case by case basis. A control manhole or inspection box for monitoring purposes shall be required and installed at the owner/operator's sole expense, as approved by the Town.
- (10) Multifamily dwellings; such as triplexes, quadraplexes, townhouses, condominiums, apartment buildings, apartment complexes or areas of intensified dwelling which are found by the Town to be contributing oil and grease in quantities sufficient to cause main line stoppages, lift station malfunctions, or necessitate increase maintenance on the collection system, said user(s) shall be directed to cease discharging oil and grease to the POTW and/or shall be required to install a grease and oil interceptor. The capacity of the oil and grease interceptor shall be evaluated on a case by case basis. A control manhole or inspection box for monitoring purposes shall be required and installed at the owner/operator's sole expense, as approved by the Town.
- (11) Automotive related enterprises, commercial laundries, Laundromats, and other users, which contribute wastes containing petroleum (hydrocarbon) based oils and greases shall install an oil/water separator. Oil/water separators shall be sized on an individual case by case basis using established design guidelines for the proposed facility. A control manhole or inspection box shall be installed downstream.
- (12) Oil and grease interceptors and oil/water separators shall be installed solely at the user's expense. Proper operation, maintenance, and repair shall be done solely at the user's expense.
- (13) Minimum removal efficiency for oil and grease interceptors for

animal fats and vegetable oils shall be eighty (80%) percent. Minimum removal efficiency for oil/water separators for trace petroleum based wastes shall be ninety (90%) percent.

- (14) The Town may request that the non-residential user provide documentation on the design and performance of the oil and grease interceptor or oil/water separator. Information to be submitted includes, but may not be limited to, catalog cuts, performance data, materials of construction, installation instructions and operation and maintenance manual.

(B) Design

- (1) Oil and grease interceptors and oil/water separators shall be designed and constructed in accordance with this Chapter, the Town's *Utility Standards Manual*, latest edition, and other applicable State and local regulations. The Town shall approve design and construction.
- (2) The design of oil/water separators shall be based on peak flow and where applicable, capable of treating and removing emulsions. Oil/water separators shall be sized to allow efficient removal (retention) of the petroleum-based oils and grease from the user's discharge to the POTW.
- (3) Alternative oil and grease removal devices or technologies shall be subject to written approval by the Town and shall be based on demonstrated (proven) removal efficiencies. Under-the-sink oil and grease interceptors are prohibited for new facilities.
- (4) An adequate number of inspection and monitoring points, such as a control manhole or inspection box, shall be provided.

(C) Capacity

The capacity of the approved oil and grease interceptor and oil/water separator shall be in accordance with the requirements set forth in the latest edition of the *Utility Standards Manual*. The Town may modify the requirements on a case by case basis.

(D) Installation

(1) New Facilities

- (a) On or after the effective date of this Chapter, facilities having the

potential to discharge oil and grease, which are newly proposed or constructed, or existing facilities which shall be expanded or renovated to include a food service facility where such facilities did not previously exist, shall be required to install an approved, properly operated and maintained oil and grease interceptor or oil/water separator. Sizing calculations shall be in accordance to the formulas listed in the Town's *Utility Standards Manual*, latest edition. Oil and grease interceptors or oil/water separators shall be installed prior to the opening or reopening of said facilities.

(2) Existing Facilities

(a) On or after the effective date of this Chapter, existing food service or automotive related facilities shall be required to install an approved, properly operated and maintained oil and grease interceptor or oil/water separator when any of the following conditions exist:

- (1) The facilities are found by the Town to be contributing oils and grease in quantities sufficient to cause line stoppages or necessitate increased maintenance on the collection system.
- (2) Remodeling of the food preparation or kitchen waste plumbing facilities that are subject to a permit that is issued by the Building Department.
- (3) Remodeling of an automotive related enterprise, commercial laundry or other users that potentially may contribute wastes with petroleum based oils and greases.

(b) The Town shall determine the compliance date under this Subsection.

(E) Extensions

Any requests for extensions to the required installation dates must be made in writing to the Town, at least fifteen (15) days in advance of the compliance date. The written request shall include the reasons for the user's failure or inability to comply with the compliance date set forth, the additional time needed to complete the remaining work, and the steps to be taken to avoid future delays.

(F) Maintenance

- (1) The user shall perform cleaning and maintenance. Cleaning shall include the complete removal of all contents, including floating materials, wastewater, and bottom sludge and solids.

- (2) Decanting, backflushing or discharging of removed wastes back into the oil and grease interceptor or oil/water separator from which the waste was removed or any other oil and grease interceptor or oil/water separator, for the purpose of reducing the volume to be hauled and disposed is prohibited.
- (3) Oil and grease interceptors and oil/water separators shall be pumped out completely at a minimum frequency of once every ninety- (90) days, or more frequently as needed to prevent carry over of oil and grease into the collection system. Under-the-sink oil and grease traps shall be cleaned at a minimum frequency of once per week, or more often as necessary to prevent pass through of grease and other food solids to the collection system. Cleaning and maintenance shall include removal of materials from the tank walls, baffles, cross pipes, inlets and outlets.
- (4) Pumping frequency shall be determined by the Town based on flows, quantity of oil and grease in the discharge, volume of business, hours of operations and seasonal variations. In no case shall the pumping frequency exceed 90 days. The user shall be responsible for maintaining the oil and grease interceptor or oil/water separator in such a condition for efficient operation. An interceptor shall be considered to be out of compliance if the grease layer on top exceeds six (6) inches and the solids layer on the bottom exceeds twelve (12) inches or if removal efficiencies as determined through sampling and analysis indicate less than eighty (80%) percent.
- (5) Wastes removed from each oil and grease interceptor or oil/water separator shall be disposed at a permitted facility to receive such wastes or a location designated by the Town for such purposes, in accordance with the provisions of this Chapter. In no way shall the pumpage be returned to any private or public portion of the collection system or the treatment plants.
- (6) Additives placed into the oil and grease interceptor, oil/water separator or building discharge line system on a constant, regular or scheduled basis shall be reported to the Town in writing at least five (5) days prior to use. Such additives shall include, but not be limited to, emulsifiers, enzymes, commercially available bacteria, or other additives designed to absorb, purge, consume, treat, or otherwise eliminate grease and oils. The Town prior to introduction into the wastestream, interceptor, or separator shall approve any use of additives in writing. The use of additives in no way shall be considered as a substitution to the maintenance procedures required herein.
- (7) Flushing the oil and grease interceptor or oil/water separator with

water having a temperature in excess of 140° F shall be strictly prohibited.

- (8) All maintenance of oil and grease management devices, including proper disposal, shall be performed by the user at the user's sole expense.

(G) User Identification

- (1) It is unlawful for any facility producing oil and grease waste to discharge into the Town's collection system without authorization from the Town. Authorization shall be given in the form of an oil and grease discharge certificate. Application for a certificate shall be made to the Town. If, after examining the information contained in the oil and grease registration certificate application, it is determined by the Town that the proposed facility does not conflict with the provisions of the Chapter, a certificate shall be issued allowing the discharge of such wastes into the collection system. Each oil and grease registration certificate shall be issued for a time not longer than five years from the date of the certificate. The user shall apply for certificate reissuance a minimum of sixty (60) days prior to the expiration of the user's existing certificate. The terms and conditions of the certificate may be subject to modification by the Town during the term of the certificate as limitations or requirements as identified in this Chapter are modified or other just causes exist.

The user shall be informed of any proposed changes in the issued certificate at least sixty days prior to the effective date of the change(s). Any changes or new conditions in the certificate shall include a reasonable schedule for compliance.

- (2) As a condition precedent to the granting of an oil and grease registration certificate, the recipient under this section shall agree to hold harmless the Town and the Town's employees from any liabilities arising from the user's operations under this certificate.
- (3) The Town shall set fees for issuance and renewal of the oil and grease registration certificates. The fees shall be established to insure full cost recovery. And shall include, but shall not be limited to, the cost of field, administrative, engineering and clerical expenses involved. The fees for the registration certificate shall be applied to the user's monthly water and sewer service bill and shall be paid in accordance to the terms and schedule set forth in the billing document.

(H) Administrative Procedures

- (1) A manifest that confirms pumping, hauling, and disposal of waste shall track pumpage from oil and grease interceptors and oil/water separators. This

manifest shall contain the following information:

Generator information:

- Name
- Contact Person
- Address
- Telephone Number
- Volume Pumped
- Date and Time of pumping
- Name and Signature of generator verifying generator

Transporter information:

- Company Name
- Address
- Telephone Number
- Volume Pumped
- Date and Time of pumping information.
- Driver Name and Signature of transporter verifying transporter information and service

Destination Information Disposal Site or Facility:

- Company Name / Permit Number(s)
- Contact Person(s)
- Address
- Telephone Number
- Location of Disposal Site/Facility
- Volume Treated
- Date and Time of Delivery
- Driver Name, Signature and Vehicle No.
- Name and Signature of operator verifying disposal site and facility information

- (2) The user shall maintain a log of pumping activities for the previous twelve- (12) months. Town personnel shall post the log of pumping activities in a conspicuous location for immediate access. The log shall include the date, time, volume pumped, hauler's name and license number and hauler's signature. The user shall report pumping activities within forty-eight (48) hours to the Town on the form so designated by the Town for such purposes.
- (3) The user shall maintain a file on site of the records and other documents pertaining to the facility's oil and grease interceptor or oil/water separator. The file contents shall include, but is not limited to, the record (as-built) drawings, record of inspections, log of pumping activities and receipts, log of maintenance activities, hauler information, disposal information and monitoring data. The file shall be available at all times for inspection and

review by the Town. Documents in the file shall be retained and preserved.

- (4) The Town shall require the user to provide, operate and maintain at the user's expense, appropriate monitoring facilities, such as a control manhole, that are safe and accessible at all times, for observation, inspection, sample collection and flow measurement of the user's discharge to the POTW. The Town may impose additional limitations and monitoring requirements for the discharge to the POTW in accordance with the provisions set forth in this Chapter.

(l) Enforcement

- (1) A Notice of Violation shall be issued to a user for failure to:

- (a) report pumping activities,
- (b) properly maintain (clean-out or pump) the interceptor or separator in accordance with the provisions of the oil and grease discharge certificate,
- (c) maintain and post the log of pumping activities,
- (d) maintain a file of records on site at all times,
- (e) provide logs, files, records or access for inspection or monitoring activities,
- (f) obtain or renew the oil and grease discharge certificate registration, or
- (g) pay program fees.

- (2) The Town shall serve any user a written notice stating the nature of violation. The user shall have seventy-two (72) hours to complete corrective action and submit evidence of compliance to the Town.

- (3) If a user violates or continues to violate the provisions set forth in this section or fails to initiate/complete corrective action within the specified time period in response to a Notice of Violation, then the Town may pursue one or more of the following options:

- (a) Pump the oil and grease interceptor or oil/water separator and place the appropriate charge on the user's monthly sewer bill;
- (b) Collect a sample and assess the appropriate surcharge(s) for compatible wastes in accordance with the provisions of this Chapter;

- (c) Impose an administrative penalty;
 - (d) Assess a reasonable fee for additional inspection, sample collection and laboratory analyses;
 - (e) Revoke the Town occupational license;
 - (f) Terminate water and sewer service; or
 - (g) any combination of the above enforcement actions.
- (4) Progressive enforcement action shall be pursued against users with multiple violations of the provisions of this section including, but *not* limited to, termination of water service.
 - (5) The user shall pay all outstanding fees, penalties, and other utility charges prior to reinstatement of water and sewer service.
 - (6) Any user in the Oil and Grease Management Program found in violation of the provisions in this section, and any orders, rules, regulations and permits that are issued pursuant to the Chapter, shall be served by the Town with written notice by personal delivery by an authorized Town employee or by registered or certified mail that states the nature of the violation and providing a reasonable time limit for satisfactory correction of the violation. The affected user shall permanently cease all violations within the time period specified in the notice. The enforcement remedies available to the Town to achieve compliance with the requirements of the OGMP shall include those in Section 29.10 of the Town's Pretreatment Ordinance.
- (J) Permits and Fees
- (1) The Town shall issue a Certificate of Registration to the users in the OGMP. The Town shall require users to complete an information questionnaire and facility visit prior to issuance of the registration certificate.
 - (2) Users in the OGMP shall be assessed a program fee which shall be invoiced on the monthly Town of White Springs billing statement. Other reasonable fees may be adopted by the Town to implement and enforce the provisions of the OGMP.

End of Oil and Grease Management Program