



GREASE MANAGEMENT PROGRAM

CITY OF GRIFFIN Sewer Use Ordinance Section 21

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TABLE OF CONTENTS

1. Purpose of the Grease Management Program
2. Definitions
3. General Criteria
 - a. Installation Requirements for New Food Service Facilities
 - b. Requirements for Existing Food Service Facilities
 - c. Prohibited Discharges
 - d. Floor Drains
 - e. Garbage Grinders & Dishwashers
 - f. Location of Interceptor
 - g. Waste Minimization Plan
4. Design Criteria
 - a. Construction of Interceptors
 - b. Access to Interceptor
 - c. Load-Bearing Capacity
 - d. Inlet and Outlet Piping
 - e. Interceptor Sizing
5. Grease Interceptor Maintenance
 - a. Pumping
 - b. Pumping Frequency
 - c. Pump Out Order
 - d. Disposal of Interceptor Pumped Material
 - e. Additives
 - f. Chemical Treatment
6. Administrative Requirements
 - a. Initial Data Acquisition
 - b. Administrative Fees
 - c. Inspection and Entry
 - d. Record Retention and Reporting
 - i. Manifests
 - ii. Maintenance Logs
7. Enforcement

Appendices

- A. Grease Interceptor Customer Information Form
- B. CITY OF GRIFFIN Grease Interceptor Maintenance Log
- C. CITY OF GRIFFIN Grease Enforcement Response Plan

1. PURPOSE:

The purpose of this program is to minimize the introduction of fats, oils, and greases into the City of Griffin wastewater collection system. The main components of the program are the proper sizing, installation, and maintenance of grease interceptors. The administrative and inspection requirements of food service facilities are established herein as well.

2. DEFINITIONS:

City of Griffin Grease Management Program

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

- a. City – The City of Griffin.
- b. Domestic Wastewater - 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 disposes 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 or 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, oils, greases, sand, and grit substances from the wastewater discharged 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.
- i. User - A source of discharge to the sanitary sewer of CITY OF GRIFFIN.
- j. Waste or wastewater - The liquid and water-carried domestic or industrial wastes from dwellings, commercial establishments, industrial facilities, and institutions, whether treated or untreated, contributed to the sanitary sewer.

3. GENERAL CRITERIA:

- a. Installation Requirements for New Food Service Facilities - All proposed or newly remodeled food service facilities inside the CITY OF GRIFFIN Wastewater Service area 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 CITY OF GRIFFIN that an outdoor interceptor would not be feasible. All interceptor units shall be of the type and capacity approved by the CITY OF GRIFFIN.
- b. Requirements for Existing Food Service Facilities - All existing food service facilities inside the CITY OF GRIFFIN Wastewater Service area 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 Facilities will be handled under CITY OF GRIFFIN’s Grease Management Program in the following manner:
 - i. CITY OF GRIFFIN will periodically inspect each Food Service Facility on an as-needed basis to assure that each facility is complying with the intent of the Grease Control Program. The as needed inspection shall be determined by the CITY OF GRIFFIN.

City of Griffin Grease Management Program

- ii. Each Food Service Facility 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. Maintenance records will also be reviewed.
 - iii. Following the inspections, CITY OF GRIFFIN will send written notice to the inspected food service facilities, containing a summary of the policy requirements, and the results of the inspection. 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 notice and an opportunity to be heard, facilities not in compliance shall be required to develop and submit to CITY OF GRIFFIN 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 City of Griffin
 - d. Waste Minimization Plan – Food Service Facilities shall develop and implement a Waste Minimization Plan pertaining to the disposal of grease, oils, and food particles. Educational materials are available from CITY OF GRIFFIN Environmental Compliance regarding the minimization of these wastes.
 - e. Floor Drains - Only floor drains which discharge or have the potential to discharge grease shall 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 intercepted grease at anytime. Grease interceptors required under this ordinance shall be installed outdoors of the food service facility. 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 CITY OF GRIFFIN. The user bears the burden of demonstrating that an outdoor grease interceptor is not feasible.
- 4. DESIGN CRITERIA:**
- 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 GRIFFIN. Such approval shall be based on demonstrated removal efficiencies of the proposed technology.

City of Griffin Grease Management Program

- b. Access – 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 of 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 discharging to the grease interceptor shall enter only through the inlet pipe of the interceptor. The inlet pipe bottom tee branch shall extend one (1) foot below liquid level. The outlet pipe bottom tee branch shall be submerged to 2/3 of the liquid depth. Each grease interceptor shall have only one inlet and one outlet pipe.
- e. Interceptor Sizing -
 - i. Outdoor grease interceptors shall not have a capacity of less than 1,500 gallons nor exceed a capacity of 3,000 gallons. No matter what the calculated capacity using the following formulas, the minimum interceptor size shall be 1,500 gallons. If the calculated capacity using one of the following formulas exceeds 3,000 gallons, then multiple units in series shall be installed. The size of a grease interceptor shall be approximated by the following methods and grease interceptor size shall be the larger of the two results.
 - 1. Interceptor Capacity (gallons) = (S) x (25) x (Hr/12)
 S = Number of Seats
 Hr=Maximum hours of daily operation (Include preparation & clean up)
 - 2. Interceptor Capacity (gallons) = (Sum of fixture flows) x (20)

Type of Fixture	Flow Rate (gpm)
Restaurant hand sink	15
Pre-rinse sink	15
Single-compartment sink	20
Double-compartment sink	25
Two double-compartment sinks	35
Dishwasher up to 30 gallons	15
Dishwasher up to 50 gallons	25
Dishwasher up to 100 gallons	40
Other fixture	Manufacturer peak

- ii. Under-sink or in-line grease interceptor requirements shall meet Plumbing and Drainage Institute Standard PDI-G101:

Type of Fixture	Flow Rate (gpm)	Grease Retention Capacity (lbs)
Restaurant hand sink	15	30
Pre-rinse sink	15	30
Single-compartment sink	20	40
Double-compartment sink	25	50
Two double-compartment sinks	35	70
Dishwasher up to 30 gallons	15	30
Dishwasher up to 50 gallons	25	50
Dishwasher up to 100 gallons	40	80
Other fixture	Manufacturer peak	gpm x 2

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 costs to provide additional measures if required by CITY OF GRIFFIN. CITY OF GRIFFIN 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.

5. GREASE INTERCEPTOR MAINTENANCE:

- 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 sludges 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.
- b. Pumping Frequency – Outdoor grease interceptors must be pumped out completely a minimum of once every three months. Under-sink or in-line grease interceptors must be pumped/cleaned out completely a minimum of once every month. Grease interceptors may need to be pumped more frequently as needed to prevent carry over of grease into the sanitary sewer collection system. Pumping frequency may be extended past the minimum period if it can be demonstrated by the user and approved by CITY OF GRIFFIN.
- c. Pump Out Order – When the oil and grease concentrations exceed CITY OF GRIFFIN's maximum discharge limits and/or the combined depth of bottom and top solids exceeds 33% of the total depth of the trap, CITY OF GRIFFIN will issue a Pump Out Order to the user. The user shall have seven (7) days from receipt of the order to comply. Where an emergency exists, a written or verbal warning shall be given 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. Also, all waste removed from each grease interceptor must be disposed at a facility approved by CITY OF GRIFFIN to receive such waste in accordance with the provisions of this program. In no way shall the pumped material be returned to any private or public portion of the sanitary sewer collection system.
- 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 CITY OF GRIFFIN. Such additives shall include, but are not be limited to commercially available bacteria or other additives designed to absorb, consume, or treat fats, oils, 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, enzymes, acids, and other chemicals designed to dissolve, purge, or remove grease shall not be allowed to enter the grease interceptor.

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 A. The CITY OF GRIFFIN database will be updated with additional or modified information after each yearly inspection.

City of Griffin Grease Management Program

- b. Administrative Fees - No fee will be charged for an annual inspection by CITY OF GRIFFIN. However, if the user's grease interceptor is not in compliance with this section, a \$200.00 re-inspection fee will be charged for each inspection thereafter until compliance is achieved.
- c. Inspection and Entry - Authorized personnel of CITY OF GRIFFIN, bearing proper credentials 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. The following records must be kept on-site at the food service facility for a period of two (2) 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, EPD permit number, and signature verifying receipt of the waste.
 - 4. Manifests must be mailed, faxed, or electronically submitted to CITY OF GRIFFIN Environmental Compliance within fourteen (14) days of interceptor maintenance.
 - 5. A manifest may not be required for under-sink or inline grease interceptors, if user can demonstrate to CITY OF GRIFFIN a valid reason not to use one.
 - ii. Maintenance Logs are required for all under-sink and in-line interceptors. This log shall include the date, time, amount pumped or cleaned, hauler, disposal site, and signature. Log shall be kept in a conspicuous location for inspection. This log shall be made immediately available to Health officer or CITY OF GRIFFIN representative upon request. See Appendix B for an example.

7. ENFORCEMENT:

Enforcement of these regulations shall be in accordance with the provisions of the CITY OF GRIFFIN Enforcement Response Plan. Failure to comply with this program will be grounds for penalty imposition and/or discontinuance of service. Additionally, failure to comply may result in Health Officer revoking food service permit and/or the City revoking business license. See Appendix C for CITY OF GRIFFIN Grease Enforcement Response Plan.

APPENDICES

APPENDIX A

CITY OF GRIFFIN Grease Management Program Customer Information Form

If your business processes, prepares or otherwise handles food or food products, your facility is required by CITY OF GRIFFIN to operate and maintain a grease interceptor that prevents the excessive discharge of fats, oils and greases to the sanitary sewer system. Please fill out this form accurately and legibly and return to:

Environmental Compliance
City of Griffin

{Office Telephone (770) 233-4138}

Griffin, GA 30224

After our review of this information, a CITY OF GRIFFIN technician will schedule an inspection of your facility.

Facility Name: _____

Facility Address: _____

Billing Address: _____
(If Different) _____

On-Site Contact: _____ Telephone: _____

Corporate Contact: _____ Telephone: _____
(If Needed)

Number of seats: _____

Maximum Daily Hours in Operation (Include preparation and clean up time): _____

Volume of Existing Outdoor Grease Interceptor(s) (gallons): _____

Indicate the Number of the Following Fixtures present at your facility:

- a.) Kitchen Hand Sinks: _____
- b.) Pre-rinse Sinks: _____
- c.) Single-compartment Sinks: _____
- d.) Double-compartment Sinks: _____
- e.) Dishwashers (list by gpm flow rate): _____

Indoor inline (under-sink) grease interceptors: None present

Size: _____	Cleaning Frequency: _____	Maintenance Log or Manifest: Yes / No
Size: _____	Cleaning Frequency: _____	Maintenance Log or Manifest: Yes / No
Size: _____	Cleaning Frequency: _____	Maintenance Log or Manifest: Yes / No
Size: _____	Cleaning Frequency: _____	Maintenance Log or Manifest: Yes / No
Size: _____	Cleaning Frequency: _____	Maintenance Log or Manifest: Yes / No

City of Griffin Grease Management Program

Where is the grease from indoor interceptors disposed? _____

Volume of Existing Outdoor Grease Interceptor(s) (gallons): _____

Is the Pumping of Grease Interceptor Contracted? Yes No Unknown *

Who does the Pumping/Hauling? _____

What is the Pumping Frequency? _____ Are waste manifests used? Yes / No
(Attach copy of latest manifest)

Is the Interceptor Pumped and Cleaned Completely? Yes No Unknown *

Where is the Grease Disposed? _____

What are the Dimensions (feet), and Location of all Outdoor Grease Interceptors?

Depth: _____ Width: _____ Length: _____ Location: _____

Does Sanitary Waste Flow to the Grease Interceptor? Yes No Unknown *

Does the Dishwasher Flow to the Interceptor? Yes No N/A Unknown *

Does the Garbage Grinder Flow to Interceptor? Yes No N/A Unknown *

Does the Kitchen Recycle all Available Oil Products? Yes No Unknown *

What is the Name of the Recycling Firm? _____

* The customer before first inspection shall resolve all unknowns

APPENDIX C

CITY OF GRIFFIN GREASE ENFORCEMENT RESPONSE PLAN

A.) 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 197 as amended and the CITY OF GRIFFIN Sewer Use Ordinance, specifically Article III dealing with grease.

B.) User Inventory

It is the responsibility of CITY OF GRIFFIN to maintain an inventory of users that have or are required to have grease interceptors. The following list includes a number of resources used by City of Griffin for identifying new facilities:

- 1.) Telephone listings
- 2.) Previous survey results
- 3.) Restaurant directories
- 4.) Sewer connection permits
- 5.) Referrals from other agencies (Environmental Health, etc.)
- 6.) Site visits
- 7.) Reports from other regulated industries
- 8.) Citizen reports
- 9.) Contact from potential restaurants
- 10.) Observations by sampling/surveillance/inspection/personnel
- 11.) Newspaper, trade journal, or business magazine articles
- 12.) Chamber of Commerce
- 13.) City of Griffin Commercial Plumbing Inspector.

All new food service facilities are subject to requirements in the CITY OF GRIFFIN Grease Management Program and are added to the master list of regulated facilities.

C.) Compliance Monitoring Procedures

Compliance monitoring activities conducted by City of Griffin are necessary to identify and document violations that can be presented as admissible and irrefutable evidence in administrative actions and legal proceedings. Industrial compliance with applicable regulations is determined and evaluated through:

- 1.) Reported data from users
- 2.) Inspections conducted by CITY OF GRIFFIN or Health Officer
- 3.) Surveillance sampling and analysis conducted by CITY OF GRIFFIN
- 4.) Evaluation of application information by CITY OF GRIFFIN

D.) Data Screening

The majority of the data to be screened and evaluated is generated through manifests, maintenance logs, inspections, and sampling. All data generated by these activities are reviewed by the Environmental Compliance Coordinator on a weekly basis. Each violation is noted and appropriate enforcement action initiated. The specific responses and time frames are detailed in the Enforcement Response section. Screening and tracking of reports submitted as part of a schedule of compliance are reviewed at least twice monthly. Action is taken if required reports are not received or if milestones are missed. Tracking of timely submission of information and other data is done on a database made specifically for that purpose.

E.) Identification of Violations

The identification of a violation of grease 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 CITY OF GRIFFIN surveillance-sampling results
- 2.) Review of user manifests and maintenance logs
- 3.) Spill/accidental discharge reports from user
- 4.) Notification of violation by the user
- 5.) Site visits/inspections by City of Griffin
- 6.) Other information provided by the user's employees
- 7.) Observations of field personnel
- 8.) Information provided by the public or private citizens
- 9.) Review of compliance schedule requirements
- 10.) Review of agreed judgment requirements
- 11.) Information provided by other agencies.

Once violations are identified, it is the responsibility of the Environmental Compliance Coordinator to implement the appropriate enforcement response required in the plan. When determining an appropriate response, particularly one 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 the determination including:

- 1.) Magnitude of violation
- 2.) Duration of violation
- 3.) Effects of the violation
- 4.) Compliance history of the industrial user
- 5.) Good faith of the industrial user

F.) Enforcement Procedures

Generally, all violations identified by City of Griffin 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 violations 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 thirty (30) days to correct the noncompliance before escalation of the enforcement process occurs. This thirty (30) day period applies only to the initial violation. Any violations occurring after this period will be evaluated according to plan procedures. Emergency conditions require immediate correction of noncompliance.

G.) Enforcement Remedies Available to CITY OF GRIFFIN

The following list is arranged from least severe to most severe:

- 1.) Verbal Warning (VW) or Letter of Warning (LW)
- 2.) Site Visit or Re-inspection (SV)
- 3.) Notice of Violation (NOV)
- 4.) Increased Self-monitoring or reporting (ISM)
- 5.) Consent Orders (CO)
- 6.) Show-cause Hearing (SCH)
- 7.) Compliance Order or Schedule of Compliance (SOC)
- 8.) Cease and Desist Order (CDO)
- 9.) Administrative Fines (AF)
- 10.) Emergency Suspensions (ES)
- 11.) Termination of Discharge (TOD)
- 12.) Water Supply Severance (WSS)
- 13.) Judicial Enforcement Remedies or Litigation (LIT)

For further information or definitions of these enforcement remedies, consult the City of Griffin Sewer Use Ordinance section 94-91.

H.) Staff Responsibilities

- 1.) Environmental Compliance Coordinator and staff oversee all collection and screening of data, organization of enforcement actions, review of actions taken, and general management of enforcement response procedures. They are authorized to administer enforcement remedies from Verbal Warnings to Increased Self-monitoring.
- 2.) Enforcement will be in conformance with Ordinance.

CITY OF GRIFFIN GREASE ENFORCEMENT RESPONSE GUIDE

(See section G for key to abbreviations)

<u>Noncompliance</u>	<u>Nature of Violation</u>	<u>Range of Response</u>
Record or Reporting Violation	Missing or incomplete Information	VW, LW, SV, NOV
	Failure to provide Required reports (30 days late)	NOV, SCH, SOC, AF
	Falsification of records or manifests	CO,SCH,AF,TOD,WSS,LIT
Failure to Maintain Grease Interceptor	Infrequent	VW, LW, SV, NOV
	Frequent or Recurring	CO,SCH, AF,TOD,WSS,LIT
Improper Waste Disposal	Evidence of Intent (Dumping into sewer)	CO,SCH,AF,TOD,WSS,LIT
Compliance Schedules	Missed Milestone	VW, LW, SV, NOV
	Failure to Install Required Equipment	CO,SCH,AF,TOD,WSS,LIT
	Missed Final Date (90 days outstanding without valid cause)	CO,SCH,AF,TOD,WSS,LIT
Failure to Mitigate Noncompliance or Cease Production	Failure to cease	CO,SCH,AF,TOD,WSS,LIT
Failure to Provide Free Access to Facility or records	Initial Violation	VW, LW, SV, NOV
	Recurring Violation	CO,SCH,AF,TOD,WSS,LIT

CITY OF GRIFFIN ENFORCEMENT GUIDANCE AND TIME FRAMES

- 1.) Whenever a Notice of Violation is issued that requires a response and the user fails to respond, the next level of enforcement will be taken.
- 2.) Enforcement responses may be escalated as needed and CITY OF GRIFFIN is empowered to take more than one enforcement action against any non-compliant user.
- 3.) CITY OF GRIFFIN may charge any user for Recovery of Costs incurred.
- 4.) Time frames for enforcement responses:
 - a.) All violations will be identified and documented within seven (7) days of receiving compliance information.
 - b.) Initial enforcement responses involving contact with industrial user and requesting information on corrective or preventative action(s) will occur within thirty (30) days of violation detection.
 - c.) Follow up actions for continuing or recurring violations will be taken within sixty (60) days of the initial enforcement response. For all continuing violations, the response will include a compliance schedule.
 - d.) Violations that threaten health, property or environmental quality are considered emergencies and will receive immediate responses such as halting the discharge of the user.