



**GREASE MANAGEMENT PROGRAM**

**City of Locust Grove Public Services**

**Ordinance #13.12.150**

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**1. PURPOSE:**

The purpose of this program is to minimize the introduction of fats, oils, and greases into the Locust Grove Water & Sewer Department (LGWSD) 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:**

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 Locust Grove.
- 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 LGWSD.

- 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 LGWSD 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 LGWSD that an outdoor interceptor would not be feasible. All interceptor units shall be of the type and capacity approved by the LGWSD.
- b. **Prohibited Discharges** - Domestic Wastewater shall not be discharged to the grease interceptor unless specifically approved, in writing, by LGWSD.
- c. **Requirements for Existing Food Service Facilities** - All existing food service facilities inside the LGWSD 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 LGWSD's Grease Management Program in the following manner:
  - i. LGWSD 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 LGWSD.
  - ii. Each Food Service Facility in the vicinity of the problem area 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.

Following the inspections, LGWSD 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 LGWSD a

proposed plan designed to achieve compliance through improved housekeeping and/or increased maintenance and pumping on 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 on the existing grease interceptor/equipment will be required to install the necessary interceptor/equipment to bring the facility into compliance
- 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 LGWSD 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 LGWSD. 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 LGWSD. Such approval shall be based on demonstrated removal efficiencies of the proposed technology.
  - b. Access – Outdoor grease interceptors shall be provided with 2 (two) 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 LGWSD. LGWSD 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 six months. Under-sink or in-line grease interceptors must be pumped/cleaned out completely a minimum of once every three months. 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 LGWSD.
- c. **Pump Out Order** – When the oil and grease concentrations exceed LGWSD's maximum discharge limits and/or the combined depth of bottom and top solids exceeds 33% of the total depth of the trap, LGWSD 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 LGWSD 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 LGWSD. 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 LGWSD 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 LGWSD. 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 LGWSD, 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 LGWSD 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 LGWSD 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 LGWSD representative upon request. See Appendix B for an example.

## **7. ENFORCEMENT:**

Enforcement of these regulations shall be in accordance with the provisions of the LGWSD 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 LGWSD Grease Enforcement Response Plan.

## **APPENDICES**

## APPENDIX A

### LGWSD Grease Management Program Customer Information Form

If your business processes, prepares or otherwise handles food or food products, your facility is required by LGWSD 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:

Locust Grove Water & Sewer Department      {Office Telephone (770) 914-9996}  
City of Locust Grove  
P.O. Box 900  
Locust Grove, GA 30248

After our review of this information, a LGWSD 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

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

### **Locust Grove Water & Sewer Department 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 1977 and the LGWSD Public Services Ordinance, specifically section 13.12.150 dealing with grease.

#### **B.) User Inventory**

It is the responsibility of LGWSD 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 LGWSD 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 Locust Grove Community Development.

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

#### **C.) Compliance Monitoring Procedures**

Compliance monitoring activities conducted by LGWSD 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:

- Reported data from users
- Inspections conducted by LGWSD or Health Officer
- Surveillance sampling and analysis conducted by LGWSD

4.) Evaluation of application information by LGWSD

**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 LGSWD Manager 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 LGWSD 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 LGWSD
- 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 LGWSD Manager 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

**LGWSD GREASE ENFORCEMENT RESPONSE GUIDE**  
 (See section G for key to abbreviations)

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

## **LGWSD 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 LGWSD is empowered to take more than one enforcement action against any non-compliant user.
- 3.) LGWSD 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.

**LOCUST GROVE WATER & SEWER DEPARTMENT**  
**Grease Management Program Waste Manifest**

**FOOD SERVICE FACILITY**

Name Contact Name

Address Contact Phone

City, State, Zip

Quantity of waste pumped gallons Pumping frequency /year

**GENERATOR CERTIFICATION:** I hereby certify that the wastes listed under this consignment are not hazardous, as defined in regulations promulgated by the State of Georgia, Dept. of Natural Resources, and that the type wastes and quantity indicated are fully accurate.

Print or Type Name

Signature

Date/Time

**TRANSPORTER**

Company Phone

Address Driver

City, State, Zip

**TRANSPORTER CERTIFICATION:** I hereby acknowledge receipt of the above listed waste and will transport and dispose of it in accordance with all applicable laws.

Print or Type Name

Signature

Date/Time

**RECEIVER/DISPOSAL**

**CERTIFICATION OF RECEIPT:** The above waste was received by this facility and will be processed, disposed of or recycled in accordance with applicable laws.

Facility Name Phone

Address State Permit No.

City, State, Zip

**GALLONS RECEIVED**

Print or Type Name

Signature

Date/Time

**ALL SIGNATURES REQUIRED BY LGWSD**

*White – Food Service Facility, Yellow – Transporter, Pink – Receiver/Diposal*