



## **Re: Fats, Oils and Grease (FOG) Abatement Program**

Dear Restaurant/Food Service Facility Manager:

The Albemarle County Service Authority (ACSA) prides itself on maintaining the general public health of all citizens by providing safe, reliable drinking water and wastewater services to our customers.

Grease accumulations present serious potential problems in our sanitary sewer system. Blockages due to grease can often result in sewer overflows in which wastewater flows out of a manhole, and onto the surrounding ground, or in the street where it may reach a storm sewer. This is not only an environmental issue, but is also a public health concern. The grease must be cleaned from the sewers and pump stations by ACSA maintenance personnel, and grease hinders processes at the wastewater treatment plants. Both of these maintenance efforts can increase sewer user rates.

We need your help to prevent excessive FOG from entering the sanitary sewer system. Carefully review the information included with this letter. We ask that you use the enclosed Kitchen Best Management Practices, and train your staff to properly pre-clean equipment and dispose of grease in the trash.

The ACSA *Rules and Regulations* contain a detailed document (Section 19) that provides the detail of our FOG Abatement Program. You can view this at [www.serviceauthority.org](http://www.serviceauthority.org).

- Your facility is required to install a grease trap(s) or a grease interceptor to receive the drainage from fixtures and equipment with grease-laden waste, and to properly maintain these devices.
- You will soon be issued a detailed FOG Waste Discharge Permit for which there is a charge of \$250 for the three-year permit. You may elect to make annual payments on the permit fee.
- A representative from our office will then periodically inspect your grease trap or interceptor to confirm that the device is in proper working order, and that it is being regularly cleaned. This monitoring of your facility will continue on an unannounced schedule. Sampling and analysis of the

wastewater from your establishment may be performed to ensure compliance with discharge regulations.

**What You Need To Do Now:**

1. Complete the enclosed **FOG Waste Discharge Permit Application Form**, and submit the form in the addressed, stamped envelope within two (2) weeks of this packet being delivered to you. An instruction sheet accompanies the form to help answer any questions you may have.
2. Verify the proper maintenance and cleaning of your facility's grease trap or interceptor. With each cleaning, complete the enclosed **Grease Trap/Interceptor Maintenance Verification Form**, and make the form available on an inspection visit. While general guidelines are provided herein for cleaning the grease control devices, it is your responsibility to know the manufacturer's recommended cleaning schedule, and this may need to be adjusted depending upon your operation.

Thank you for your assistance as we address the problem of grease accumulation in our sanitary sewer system.

If you have any questions, please call Eric Nutter (434-962-1546) or me (434-977-4511, ext. 117).

Sincerely,

Patrick Newton  
Regulatory Compliance Specialist

Attachments

08/03/2016

**FATS, OILS AND GREASE (FOG) ABATEMENT PROGRAM**

**WASTE DISCHARGE PERMIT APPLICATION**

*\*\*Note: Please read the attached instructions prior to completing this application.\*\**

Return the completed form to: Patrick Newton  
Regulatory Compliance Specialist  
Albemarle County Service Authority  
168 Spotnap Road  
Charlottesville, VA 22911

**Section A – General Information**

1. **Facility Name:** \_\_\_\_\_

2. **Physical Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

3. **Mailing Address** (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. **Designated Facility Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**5. \*\*Designated Contact for Permit/Permit Fees (if different from #4 above):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**6. Is the building owned or leased? OWN / LEASE (circle one)**

**7. If the building is leased, provide the following information:**

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Section B – Food Service Establishment Category**

Choose the one description below that best describes your facility. Place an “x” in the corresponding box.

- |  |  |
|--|--|
| <input type="checkbox"/> Restaurant, Full Service  | <input type="checkbox"/> Bar/Pub/Tavern                |
| <input type="checkbox"/> Restaurant, Fast Food     | <input type="checkbox"/> School, Public                |
| <input type="checkbox"/> Restaurant, Pizza         | <input type="checkbox"/> School, Private               |
| <input type="checkbox"/> Sub Shop/Delicatessen     | <input type="checkbox"/> Hospital                      |
| <input type="checkbox"/> Ice Cream Shop            | <input type="checkbox"/> Nursing Home/Assisted Living  |
| <input type="checkbox"/> Coffee Shop               | <input type="checkbox"/> Daycare (Children)            |
| <input type="checkbox"/> Bakery                    | <input type="checkbox"/> Daycare (Adult/Elderly)       |
| <input type="checkbox"/> Caterer                   | <input type="checkbox"/> Jail/Correctional Facility    |
| <input type="checkbox"/> Supermarket/Grocery Store | <input type="checkbox"/> Club/Organization             |
| <input type="checkbox"/> Hotel/Motel               | <input type="checkbox"/> Church/Religious Institution  |
| <input type="checkbox"/> Country Club              | <input type="checkbox"/> Industry/Company/Office Bldg. |
- Other \_\_\_\_\_

**Section C – Facility Operation**

1. What is the approximate seating capacity of your facility? (see instructions)

\_\_\_\_\_

2. Complete the chart below for your normal hours of operation and the number of meals or customers served.

<b>Day</b>	<b>Hours of Operation</b>	<b>Total Hours</b>	<b>Approx # of Meals or Customers Served</b>
<i>Example- Wed</i>	<i>10:00 am – 11:00 pm</i>	<i>13</i>	<i>235</i>
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

3. Provide any additional information to supplement the chart above. This may include a seasonal nature of operations, annual functions, or other variations from a normal schedule.

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4. Indicate the number of the following kitchen appliances and fixtures currently located in your facility.

<b>Appliance</b>	<b>Number</b>	<b>Fixture</b>	<b>Number</b>
Grill		Fume/Grease Hood	
Wok Stove		Dishwasher, Chemical Sanitizing (130 <sup>0</sup> F)	
Skillet		Dishwasher, High Temperature (160 <sup>0</sup> F)	
Deep Fryer		Pre-Rinse Station	
Rotisserie		Sink, 1 Bay	
Stove Top		Sink, 2 Bay	
Oven		Sink, 3 Bay	
Kettle/Crockpot		Garbage Disposal/Food Grinder	
Other ( )		Sink, Mop	
Other ( )		Floor Drain	

5. If a fume/grease hood is present, describe how the hood is cleaned of grease.

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6. If the cleaning of a fume/grease hood is contracted to another company, provide the name of the company and the frequency of cleaning.

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7. As an effort to keep grease out of the drains and sewer system, has a kitchen Best Management Practices program been instituted? **YES / NO** (circle one)

8. If you answered yes for #7, briefly describe the program. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section D – Grease Control Device(s)**

*Section 19 of the Rules and Regulations of the Albemarle County Service Authority requires each food service establishment, existing or new, to install a grease control device(s) in an effort to minimize the grease discharged to the ACSA wastewater collection system.*

1. Complete the charts below for the grease control device(s) currently located at your facility. See the attached instructions for the distinction between the two devices.

Device	Location	Size (gallons or dimensions)	Serviced by	Cleaning Frequency
<i>Example</i>	<i>Under 3-bay sink</i>	<i>24" L x 17" W x 12" H</i>	<i>self</i>	<i>Twice per month</i>
Trap #1				
Trap #2				
Trap #3				

Device	Location	Size (gallons or dimensions)	Serviced by	Cleaning Frequency
<i>Example</i>	<i>Parking lot-rear of building</i>	<i>1,500 gallons</i>	<i>Valley Proteins</i>	<i>Every 8 weeks</i>
Interceptor #1				
Interceptor #2				

**NOTE:** This does **not** refer to the recycled grease container you may use, and is collected periodically by the service company.

2. Is there any type of solids screen or solids interceptor installed (other than the standard sink baskets)? **YES / NO** (circle one)

3. If you answered yes to #2, briefly describe. \_\_\_\_\_

4. Is there a flow control valve for each grease trap? **YES / NO** (circle one)

Explain if necessary. \_\_\_\_\_

5. Is there any bacterial, or biological enzyme, additive placed in the plumbing, grease trap(s), or grease interceptor(s)? **YES / NO** (circle one) **NOTE: Chemical enzyme additives are NOT allowed.**

6. If you answered yes to #5, complete the following chart, and attach a Safety Data Sheet for each product:

Additive Name	Location of Use	Amount and Frequency of Use

**Section E – Authorized Signature**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature



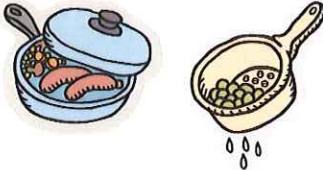

\_\_\_\_\_  
Date





# Kitchen Best Management Practices (BMPs) for Fats, Oils and Grease (FOG)

The best way to stop FOG from building up in sewer lines is to prevent it from entering your drains, by using "Kitchen Best Management Practices." The most common Kitchen BMPs are listed below.

Kitchen BMP	Reason For BMP	Benefit to Food Service Establishment
<p>Train employees in kitchen BMPs, including the proper methods of FOG disposal. Provide frequent refresher training as well.</p> 	<p>Employees are more willing to support an effort if they understand the importance of implementing BMPs to prevent sewer spills.</p>	<p>Subsequent benefits of BMPs will have a better chance of being implemented.</p>
<p>Display the appropriate "No Grease" signs or posters prominently in the workplace.</p> 	<p>Signs serve as a constant reminder for employees working in kitchens.</p>	<p>These reminders will help minimize grease discharge to the traps and interceptors and reduce the cost of cleaning and disposal.</p>
<p>Scrape or dry-wipe excess food and solidified grease from pots, pans, fryers, utensils, screens and mats, then dispose of it in the trash.</p> 	<p>By dry-wiping pots, pans, and dishware, and disposing food wastes in garbage receptacles, the material will not be sent to the grease traps and interceptors, but instead go to the landfill.</p>	<p>This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, thereby reducing maintenance costs.</p>
<p>Install screens on all kitchen drains. Consider openings that are not more than 3/16 inch. Screens should be removable for frequent cleaning.</p> 	<p>Drain screens prevent food particles containing FOG from entering into the sewer system and causing sewer blockages.</p>	<p>This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, thereby reducing maintenance costs.</p>

<p style="text-align: center;"><b>Kitchen BMP</b></p>	<p style="text-align: center;"><b>Reason For BMP</b></p>	<p style="text-align: center;"><b>Benefit to Food Service Establishment</b></p>
<p>Hot water over 140°F from cooking or cleaning operations should not be put down a drain that is connected to a grease trap.</p>	<p>Temperatures in excess of 140°F will dissolve grease, which may re-congeal or solidify in the sanitary sewer collection system as the water cools.</p>	<p>Using water less than 140°F, where applicable, will reduce gas or electric energy costs for heating the water. This will also help prevent FOG “pass through” in grease traps.</p>
<p>Pour all cooking grease (yellow grease) and liquid oil from pots, pans and fryers into a covered grease container for recycling. Use a permitted waste collection service or authorized rendering/recycling center and keep a log.</p>	<p>Recycling reduces the amount of FOG discharged to the sewer. There are several waste oil rendering facilities in Virginia.</p>	<p>The FSE may be paid for the waste material, and it will reduce the amount of garbage to be hauled away.</p>
<p>When transporting used FOG, don't overfill containers and use covers.</p>	<p>If containers are overfull or lack covers, the FOG may spill.</p>	<p>This will prevent FOG drips and spills.</p>
<p>Use “Spill Kits” – make your own spill kits with absorbent material such as absorbent pads or kitty litter. Keep them well-marked and accessible for cleaning spills. Dispose of used absorbent in the trash. Designate a key employee on each shift to monitor cleanup and restock the kits.</p>	<p>Absorbent materials can serve as an effective agent to absorb grease and oil.</p>	<p>This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, thereby reducing maintenance costs.</p>
<p>Routinely clean kitchen exhaust system filters/hoods. Dispose of waste from hoods and filters by emptying it into a drain connected to a grease interceptor if you have one, or have the hoods professionally maintained.</p>	<p>If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains.</p>	<p>The discharge of grease and oil to the storm drain system will degrade the water quality of receiving streams. In addition, it is a violation of water quality regulations, which might result in legal penalties or fines.</p>
<p>Dispose of food waste by recycling and/or solid waste removal.</p>	<p>Some recyclers will take food waste for animal feed. In the absence of such recyclers, the food waste can be disposed as solid waste in landfills by solid waste haulers.</p>	<p>Recycling of food waste will reduce the cost of solids waste disposal. Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.</p>

