



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

Dear Restaurant/Food Service Establishment Manager:

The Albemarle County Service Authority (ACSA) prides itself on maintaining the 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 potentially 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 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. 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.

- 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 **\$300 for the three-year permit**.
- A representative from our office will 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 electronically to: amonterrozo@serviceauthority.org or by mail to the address at the bottom of the page (Attn: FOG Program) 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.

If you have any questions, please call Angel Monterrozo (434-962-1546) or Eric Nutter (434-981-0272).

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

Sincerely,



Tim Brown
Environmental Compliance Specialist

Attachments

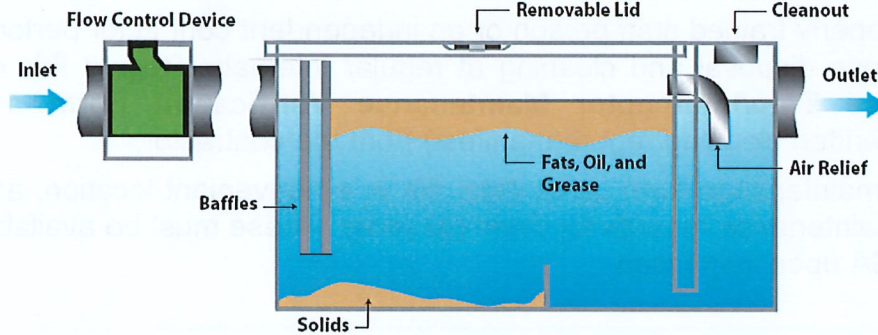
07/01/2022

MAINTENANCE OF GREASE TRAPS AND INTERCEPTORS

Your facility is required to have a properly installed grease trap(s) or interceptor to receive the grease-laden drainage from fixtures and equipment in the food preparation areas (*ACSA Rules and Regulations, Section 19*).

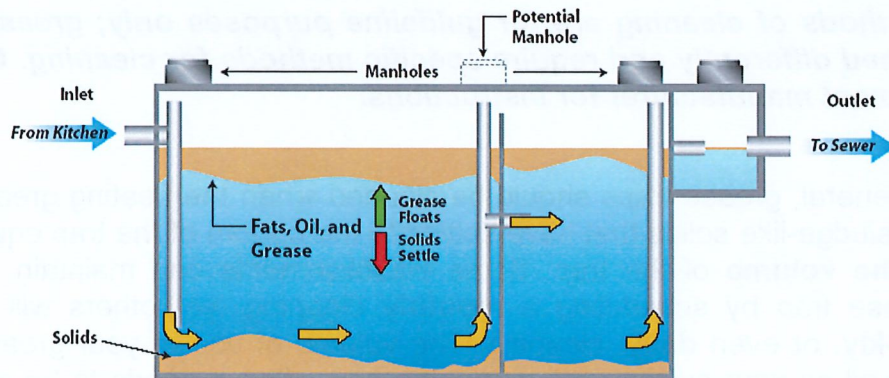
A **grease trap** is commonly installed under three-compartment sinks, and/or at the pre-wash station, holds a volume of fewer than 50 gallons, and typically measures less than three feet in any dimension. Baffles slow the movement of incoming liquid, allowing solids to settle to the bottom of the device, and fats, oils and grease to float to the top.

Note: Traps must be installed to be accessible for cleaning and inspection.



GREASE TRAP Indoor, Above Ground (Typical)

A **grease interceptor** is located outside a facility, below ground with access lids at ground level, and can hold hundreds, or a few thousand, gallons of liquid. Retention time in the device is longer than that of a grease trap. An interceptor is similar to a septic tank, yet it does not receive the waste from bathrooms.



CONVENTIONAL GREASE INTERCEPTOR Outdoor, In-ground-Precast Concrete (Typical)

Pictures courtesy of the National Restaurant Association Fats, Oils and Grease Control Program Toolkit.

IT IS THE RESPONSIBILITY OF THE FOOD SERVICE ESTABLISHMENT TO PROPERLY MAINTAIN A CLEAN GREASE TRAP OR INTERCEPTOR TO PREVENT FATS, OILS AND GREASE FROM ENTERING THE ACSA SANITARY SEWER SYSTEM.

Obviously, the single, most effective action you can take as a manager is to **keep grease from ever entering the drains** and therefore, from entering your building sewer lateral line and the ACSA system. See the attached document on Kitchen Best Management Practices (BMPs). This provides several tips for reducing your grease discharges, thereby reducing cleaning frequency and maintenance costs.

Beyond BMPs, reducing the grease that enters the ACSA sewer system is dependent upon keeping a clean grease trap or interceptor. These units require regular cleaning in order to function properly. The ACSA requires the following to remain in compliance with our regulations:

- 1) Have a properly trained staff person or an independent contractor perform waste grease disposal and cleaning at regular intervals. Record this on the **Grease Trap/Interceptor Maintenance Verification Form** and receive a written cleaning report (manifest) from the contractor.
- 2) Keep the maintenance form up to date, file in a convenient location, and store all maintenance records for three (3) years. These must be available to the ACSA upon inspection.

Suggestion: Posting the **Grease Trap/Interceptor Maintenance Verification Form** at or near the location of the trap may assist in reminding the responsible party to record the required information.

Grease Trap Cleaning

These methods of cleaning are for guideline purposes only; grease traps are designed differently and require specific methods for cleaning. Consult the equipment manufacturer for instructions.

- In general, grease traps should be cleaned when the floating grease plus the sludge-like solids that have settled to the bottom of the trap equal **25% of the volume** of the trap. Some establishments can maintain a clean grease trap by scheduling a **monthly** cleaning, yet others will require **weekly**, or even **daily**, cleaning. The volume of use of your grease trap, as well as your cuisine, will determine how often it needs to be cleaned. Keep in mind, as well, that frequent cleaning will help to minimize odors.

Note: Due to the odors that may be produced, it is strongly recommended that you schedule grease trap maintenance during non-business hours.

Always make sure the area is well-ventilated when the grease trap is opened.

Note: As menu items and methods of preparation change, the frequency of cleaning may need adjustment.

- Line a small trash can with garbage bags; double bagging may help to prevent spills.
- Do not allow any greasy liquid removed from the trap to spill or leak to the floor. One suggestion is to place enough floor/oil dry or kitty litter in the bottom of the lined trash can to absorb all liquid waste.
- The grease trap cover should be removed carefully to avoid damage to the gasket. Note how parts are installed before opening since you must properly re-install them when you have finished cleaning the trap.
- If the rubber gasket has fallen into the trap, remove and clean it prior to replacing the lid.

Do not use hot water, degreasers, or soaps to clean the internal parts of the grease trap. This allows grease to break free and escape downstream.

- Use a ladle or container to remove the layer of grease and oil floating on top of the water.
- Remove any baffles and scrape them clean. This aids in preventing bacteria and/or mold growth on the baffle above the liquid layer. Scrape the sides of the trap to remove accumulated grease. Flush screens to ensure movement of water through the unit.
- Using a strainer, scrape the bottom of the trap to remove all non-floatable food particles and debris.
- Measure the quantity of fats, oils, and grease removed from the trap, and record on the **Grease Trap/Interceptor Maintenance Verification Form**.
- Clean the bypass vent with a flexible probe or wire.
- Reinstall baffles and the trap cover.
- Securely tie trash bag so it does not leak and place it in a solid waste (trash) receptacle.

You may elect to use an independent contractor that specializes in grease trap cleaning to perform the work. See the information below on companies that can provide this service.

Grease Interceptor Cleaning

Grease interceptor cleaning is similar to grease trap cleaning, except the volume of water and grease is very large. If you maintain a grease interceptor, you are **required** by the ACSA regulations to use an independent contractor that

specializes in grease interceptor cleaning to perform the work. See the information below on companies that can provide this service.

The interceptor cleaning documents, sometimes referred to as manifests, must be kept on site and available to the ACSA upon inspection.

Use of Enzymes and Bacterial Cleaning Aids

The use of various **chemical enzymes** is marketed to keep grease traps clean, and certain companies are offering grease trap cleaning services with the associated use of enzymes. While these products may “break down grease,” the grease later coagulates downstream of the trap, and coats the walls of the ACSA sewers. This can result in blockages and wastewater backups. The U.S. Environmental Protection Agency (EPA) and the ACSA strongly discourage the use of these products.

The use of non-pathogenic **bacteria** (sometimes referred to as **biological enzymes**) as an aid to keep grease traps clean may be allowed by the ACSA since the bacteria can assist in consuming the grease. Please contact us if you are considering use of one of these bacterial products.

Grease Trap and Interceptor Cleaning/Maintenance Services

The following companies provide grease trap and interceptor cleaning and maintenance services. These are reputable companies, but the ACSA does not certify or permit such contractors. This is also not a complete listing, and the ACSA makes no further recommendations on a contractor:

- Absolute Plumbing & Drain Cleaning Services, Charlottesville, 434-977-6989
- Advanced Plumbing Services, Charlottesville, 434-977-7586
- Rooter-Man, Charlottesville, 434-963-7668
- Roto-Rooter, Charlottesville, 434-244-3144
- Valley Proteins, Winchester, 540-877-2590 (works regularly in Charlottesville; specializes in grease interceptor “pump-outs”)

02/21/2022

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: Angel Monterrozo
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911
amonterrozo@serviceauthority.org

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.

Day	Hours of Operation	Total Hours	Approx # of Meals or Customers Served
<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.

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

Appliance	Number	Fixture	Number
Grill		Fume/Grease Hood	
Wok Stove		Dishwasher, Chemical Sanitizing (130 ⁰ F)	
Skillet		Dishwasher, High Temperature (160 ⁰ 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.

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.

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

02/21/2022

Instructions

for Completing the Albemarle County Service Authority Fats, Oils and Grease (FOG) Abatement Program Waste Discharge Permit Application

The information you provide in completing this permit application form will be important for the Albemarle County Service Authority (ACSA) in assessing your restaurant or other food service establishment. Please complete all sections of the application form to the best of your knowledge. If an item is not applicable to you, it would be best to enter an "N/A" in the space provided. All information you provide on the form will remain confidential with the ACSA.

Section A – General Information

1. **Facility Name.** Use the name by which the establishment is commonly known. If the establishment is located within another business, list the other business in parentheses. If the establishment is a snack shop or cafeteria of an institution or company, and has a unique name, list the institution or company in parentheses.

For example:

- Sullivan's Sub Shop (West End Texaco)
- Eating Right (Monroe Memorial Hospital)
- The Chart Room (The Beachcomber Motel)

2. **Physical Address.** Self-explanatory.
3. **Mailing Address.** Self-explanatory.
4. **Designated Facility Contact.** This should be the one person who the ACSA can typically contact during normal business hours if an issue or question arises. The designated facility contact is likely the person who is completing this application form. This will often be an owner, administrator, or manager, but may possibly be a long-tenured employee. With the relatively high mobility of employees, it would be preferable for this person to be one who will likely remain with the establishment for some time. An e-mail address that you provide will not be shared with anyone.
5. **Designated Contact for Permit/Permit Fees.** This may be the same person listed in #4 above. However, for the regional and national restaurants, as well as facilities with corporate ownership, this may be handled by another person or department in another location. **It is very important that we have the proper contact for sending your permit and for invoicing the permit fees.**
6. **Building Ownership.** Self-explanatory.

7. **Building Ownership.** Self-explanatory.

Section B – Food Service Establishment Category

Choose the **one** best facility description or select “Other” and enter a descriptive term.

Section C – Facility Operation

1. **Seating Capacity.** List the maximum seating capacity related to the food service operations of the facility, even if the normal customer volume is a fraction of this number. If the food service operation is entirely of a “take-out” nature, list the seating capacity as “0.” For an institutional establishment in which meals are served both in a dining room as well as in individual patients’ rooms, list the sum of these numbers, or the maximum patient census.
2. **Hours of Operation.** Refer to the example given on the application form. Do not leave any of the spaces blank; if your facility is not open for business on a given day(s), indicate with a “—” or an “N/A.”
3. **Additional Information.** If applicable, enter such information as “closed in January,” “annual Christmas event in mid-December generally attended by 150 people,” “fall fund-raiser dinner, 75-100 people,” or “weekly men’s breakfast, September – May.”
4. **Kitchen Appliances and Fixtures.** Indicate the type of appliance or fixture located in your facility by entering the number of each device. If your facility does not contain a particular appliance or fixture, enter “0” or “N/A.” If your facility contains a food preparation appliance other than the ones listed, write in the name of the appliance(s) and the number of each device.
5. **Fume/Grease Hood Cleaning.** In particular, indicate if any of the grease enters the plumbing system.
6. **Fume/Grease Hood Cleaning.** Self-explanatory.
7. **Kitchen Best Management Practices program.** Self-explanatory.
8. **Kitchen Best Management Practices program.** If you are unfamiliar with a kitchen BMP program, indicate here. The ACSA will provide you with the necessary information.

Section D – Grease Control Device(s)

1. **Information on Grease Traps and Interceptors.** Enter the requested information in the chart using the examples provided.

A **grease trap** is a small grease control device that is located within the kitchen of the facility, typically beneath, or close to, a sink, but occasionally positioned in the floor. It generally holds fewer than 50 gallons of liquid. A **grease interceptor**, meanwhile, is an underground tank or vault that is located outside a facility. It holds from several hundred to a few thousand gallons of liquid and has access lids positioned at ground level.

If your facility has more than one grease control device, enter the information for each device in the chart.

2. **Solids Screen/Interceptor.** A solids screen or solids interceptor would be positioned after the drainage from a sink or dishwasher, but before the flow reaches the grease control device.
3. **Solids Screen/Interceptor.** Self-explanatory.
4. **Flow Control Valve, Grease Trap.** This would be located on the inlet side of the grease trap.
5. **Additives, Bacterial or Enzyme.** These products are marketed as an aid to keeping grease traps and interceptors clean. Bacteria, or biological enzymes, may be accepted by the ACSA. However, chemical enzymes are NOT allowed since they only serve to emulsify (liquefy) the grease, which later results in coagulation (hardening) in our sewer lines.
6. **Additives, Bacteria or Biological Enzymes.** If you use one or more of these products, provide the information requested in the chart, and attach a copy of the Safety Data Sheet (SDS) for each product.

Section E – Authorized Signature.



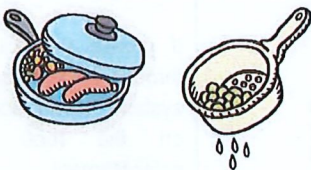

Self –explanatory.

02/21/2022

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

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;">Kitchen BMP</p>	<p style="text-align: center;">Reason For BMP</p>	<p style="text-align: center;">Benefit to Food Service Establishment</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>



**Fats, Oil and Grease (FOG) Abatement Program
Grease Trap/Interceptor
Maintenance Verification Form**

Facility Name: _____

Physical Address: _____

Service Company Used (If Applicable): _____

Date	Performed By	Gallons Removed	Grease Disposal Site	Comments

Maintenance forms must be kept on site for three (3) years, and available upon inspection. Keep a spare form on file to replace as needed, or request additional forms from the ACSA.