

Food Service Facility (FSF) FOG Program Manual

Protecting Indiana's Water



TriCo Regional Sewer Utility

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Introduction

TriCo Regional Sewer Utility has adopted a Fats, Oils, and Grease (FOG) Ordinance to assist the District's FOG prevention program. FOG is a substance that is formed by food scraps, waste, or petroleum waste. It creates blockages, damages the sewer system, and it is one of the main causes of sewer overflows.

TriCo spends thousands of dollars per month to maintain the sewer system due to FOG. The FOG Ordinance provides preventive guidelines for businesses and non-residential users that generate FOG.

This manual provides information about the prevention of FOG and includes forms that are vital to compliance per the FOG Ordinance. The manual also contains three informative posters for your facility. Please post these near sinks and trash cans.

Compliance to the FOG program is MANDATORY. While TriCo does not want to place financial strain on any facility, a series of fees were adopted by our Board of Trustees to ensure compliance. To be in compliance, your grease trap/interceptor needs to be cleaned as required by the ordinance (unless you have been granted modification), report contact information and maintenance log as required, and all other requirements outlined by the FOG Ordinance.

A copy of the FOG Ordinance can be found on the internet at the following address <http://www.trico.eco>

TriCo wants to work with you to prevent FOG problems in the community's sewer system. If you have any questions, please visit our website <http://www.trico.eco> or call (317) 844-9200 and ask for the Pretreatment Coordinator.

FORMS

A. Quarterly Report & Grease Interceptor Maintenance Log –

Due:

March 31st

June 30th

Sept. 30th

Dec. 31st

- B. FOG Modification Request Form** - This form shall be submitted to request a modification of a specific part of the FOG Ordinance for a specific facility. There is a fee of \$50 at time of submittal. Not all requests will be granted.



TriCo Regional Sewer Utility

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FOG PROGRAM QUARTERLY REPORT AND MAINTENANCE LOG

Due Dates: **March 31st** **June 30th** **September 30th** **December 31st**

ALL REPORTS ARE DUE NO EARLIER THAN 1 WEEK PRIOR.

Directions: Use form to track maintenance of each grease trap and/or grease interceptor. Include all service tickets, manifests, or maintenance logs when submitting. The completed report should be emailed to pretreatment@trico.eco by the specified date.

Facility Name: _____ Designated Contact: _____

Address: _____ City: _____ State: Indiana Zip: _____

Phone: _____ Email: _____

Date	Description of Maintenance: Choose: Cleaned, Inspected, or Pumped	Maintenance Preformed By:	Signature of Responsible Party

Grease Trap/Interceptor Modification Granted: YES or NO

All indoor grease traps and outdoor grease interceptors are to be cleaned per the requirements of the TriCo Sewer Use Ordinance unless modifications have been granted.

Required cleaning does not guarantee compliance with the discharge limits established within the Sewer Use Ordinance.

It is your facility's responsibility to maintain an acceptable FOG level regardless of the cleaning schedule.



TriCo Regional Sewer Utility

www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

FOG Modification Request Form

Submittal of this form does not guarantee a modification will be granted. The grant of a modification based on this form may be revoked at any time if wastewater is identified as having a negative impact to the health, safety, and welfare of others, or if circumstances warrant. A modification only applies to the specific part of the ordinance mentioned in this form and not for any other part. The request will not be processed if it is found to be incomplete.

Part A. Applicant Information

Date of submittal of modification form: _____
Name of Applicant: _____
Name of Facility: _____
Facility Address: _____
Name of Owner of the building where the Facility is located: _____
Phone number where Applicant can be reached: _____

Part B. Basis for modification request (if further space is required in the completion of this form, attached additional pages)

Please specify the part of the FOG Ordinance you are requesting TriCo to modify for your Facility: _____

Please explain the modification you are proposing:

Please explain the reason for this request:

Part C. Need for modification support documents

Please attach documentation that will help support your modification request.

Part D. Agreement

By this signature, the applicant indicates understanding that the submittal of this form does not guarantee a modification will be granted and the granting of this modification does not permit non-compliance to any other part of the FOG ordinance. TriCo reserves the right to revoke this modification grant.

Signature: _____ Date: _____



TriCo FOG Manual

How to Clean a Grease Trap

Suggested Materials:

- Large trash can
- Several heavy duty trash bags
- Kitty litter or Floor/Oil Dry (available in auto parts store, Wal-Mart)
- Cloth or paper towels
- Strainer
- Tools: Allen wrench set, tape measure, screwdriver, pry bar, small bucket
- Scraper with handle
- Wire or flexible probe

Getting Started...

1. Clean the grease trap before or after business hours to prevent unpleasant smells from bothering your customers.
2. Clear work area.
3. Line the trash can with garbage bags (double bag) and place enough kitty litter or floor/oil dry in the bottom of the bags to absorb the grease waste from the trap.
4. Pour some ice water in the sink connected to the grease trap to allow the grease to coagulate for easier cleaning.
5. Carefully use a pry bar to lift the lid.
6. Observe, determine, and record thickness of grease in inches.

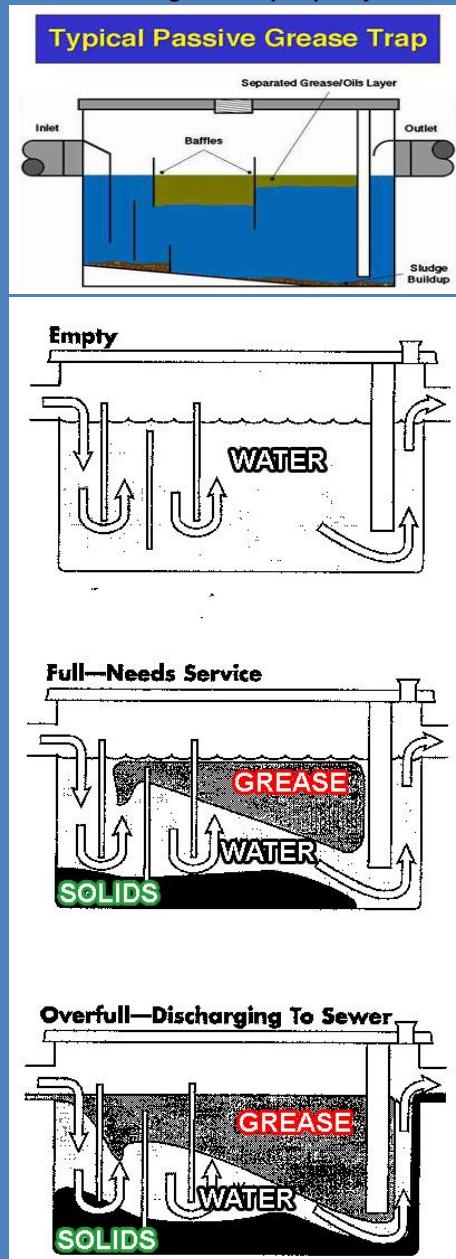
Let's Clean!

1. Remove baffles (note how parts are installed).
2. Clean and scrape baffles over trash can.
3. Remove the layer of grease by scooping and disposing of it in the lined trash can.
4. Scrape inside walls.
5. With a wire or flexible probe, clean inlet and outlet.
6. Using a strainer, scrape the bottom of the trap to remove all non-floatable food particles and debris.
7. Flush screens and baffles to ensure movement of water through units.
8. Properly install internal components and close lids.
9. Ensure all liquids in the lined trash can have been absorbed by kitty litter or floor/oil dry (add more if needed).
10. Tie the lined bag and place it in the solid waste receptacle.

Never...

1. Never use hot water, degreasers or soap to clean your grease trap.
2. Never dispose of the grease waste in the storm sewer or the wastewater sewer.
3. Never use enzymes, bleach, or emulsifiers to clean the grease trap. These agents harm the natural bacteria that eat grease and oil in grease traps.
4. Never let the waste in the grease trap reach more than 25% of its capacity.

Figure 1. It is time to service when waste has reached 25% of grease trap capacity .





TriCo FOG Manual

Cleaning a Grease Interceptor

1. There should be adequate access to manholes to provide easy access to the interior of the interceptor.
2. All grease interceptors shall be pumped out every 90 days. If it is observed that the grease interceptor capacity can handle the grease load for more than 90 days, contact TriCo to request a modification of the cleaning schedule.
3. All grease interceptors should be completely pumped out during every cleaning.
4. Make sure to schedule a cleaning when an employee can be present to make sure the grease interceptor is properly cleaned.
5. Once the interceptor has been completely pumped out, it should be filled by running water down the inside drains that contribute to the interceptor.
6. Always ask for a manifest or receipt for each cleaning. Copies are required for the quarterly report.
7. Always have receipts or manifests available for inspections along with the cleaning log.
8. Limit the cleanings by using Kitchen Best Management Practices (BMP's) (See insert).





Trico FOG Manual

Frequently Asked Questions

- ❖ What is FOG?
- ❖ What is a FOG facility?
- ❖ Where does FOG come from?
- ❖ Why is FOG a problem?
- ❖ What is the goal of the FOG program and who is the audience?
- ❖ What is a grease interceptor?
- ❖ What is a grease trap?
- ❖ What is the difference between a grease trap and grease interceptor?
- ❖ I don't use grease in my restaurant; do I still need a grease trap/interceptor?
- ❖ I own a coffee shop; do I still need a grease trap/interceptor?
- ❖ I don't believe I need a grease trap; or that any of the FOG ordinance regulations apply to me what should I do?
- ❖ Why is TriCo surveying Food Service Facilities?
- ❖ What is a quarterly report?
- ❖ Do I need to complete the survey if my restaurant does not use grease or lard?
- ❖ I have questions; who should I contact?

What is FOG?

The letters F, O, G stand for the words Fats, Oils and Grease. FOG represents compounds of one, two or three fatty acids, combined with a Glycerol Backbone and derives from the living cells of animal and vegetable matter.

What is a FOG facility?

Any non-residential user that uses or generates FOG.

Where does FOG come from?

FOG is a byproduct of cooking and is found in things such as:

- Food scraps
- Dairy products
- Sauces
- Baking goods
- Shortening
- Lard
- Butter and margarine
- Cooking oil

FOG is washed into the plumbing system, usually through the kitchen, when cookware and dinnerware are washed.



Trico FOG Manual

Frequently Asked Questions

Why is FOG a problem?

FOG is a problem mainly for two reasons:

- If FOG enters the sewer, it solidifies and adheres to the sewer walls. Over time the FOG accumulates and blocks the sewer causing an overflow. Overflows are public health and environmental hazards that expose the public to pathogens. Overflows are also a financial burden. Costs can range in the thousands if the wastewater backs up in homes or commercial buildings.
- FOG can also damage equipment vital for the operation of the wastewater utility.

What is the goal of the FOG program and who is the audience?

There are two parts to this FOG program:

Part One:

- Includes all residential buildings
- Creates awareness towards this problem
- Informs residents about prevention methods

Part Two:

- Includes all facilities that use or produce FOG
- Establishes uniform guidelines for FOG facilities
- Requires FOG facilities to complete a survey
- Requires grease trap/interceptor inspections
- Requires all FOG facilities to install a grease trap/interceptor
- Creates awareness among business owners and employees about FOG

What is a grease interceptor?

A grease interceptor is a vault with a minimum capacity of 600 gallons that is located on the exterior of the building. The vault includes a minimum of two compartments and flows between each compartment and designed for grease retention. The capacity of the interceptor provides adequate retention time so that the wastewater has time to cool, allowing any remaining grease not collected by the traps time to congeal and rise to the surface where it accumulates until the interceptor is cleaned.

What is a grease trap?

A grease trap is a small reservoir built into the wastewater piping a short distance from the grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface. The grease can then be moved and disposed of properly.

What is the difference between a grease trap and a grease interceptor?

There are two significant differences between these two devices - size and location. A grease trap is a small device that is located inside the food service facility, generally in the kitchen under the sink. A grease interceptor is a vault with a minimum capacity of 600 gallons and is generally buried outside the Food Service Facility.



Trico FOG Manual

Frequently Asked Questions

I don't use grease in my restaurant; do I still need a grease trap/interceptor?

Yes. Even if you don't have a fryer, your restaurant is still contributing to the FOG problem if you don't have proper preventive devices. Washing plates, silverware, and food preparation utensils, such as pots and pans, adds FOG waste to our collections system.

I own a coffee shop; do I still need a grease trap/interceptor?

Yes. One of the most ignored and consequently the most problematic FOG contributors are dairy products.

I don't believe I need a grease trap, or that any of the FOG ordinance regulations apply to me; what should I do?

You need to complete the FOG Modification Request Form and return it to the District along with the \$50 fee. It is important that you also include any information that will support your request. Always keep a copy for your records. After TriCo receives the form and supporting documents, the Pretreatment Coordinator will visit your facility to document the location of your grease trap and conduct a dye test. The Pretreatment Coordinator might need to monitor your cleaning methods and take samples of sewer discharge during major cleaning hours. The Pretreatment Coordinator will then submit a report to the FOG committee. You will be notified whether your request for modification was approved or denied.

Why is the District surveying Food Service Facilities?

The survey has four purposes:

1. To have a record of each facility's name, contact's name, address and phone numbers.
2. To have a record of each facility's kitchen appliances, seating capacity and grease recycling methods.
3. To allow the District to continue complying with national and state wastewater regulations.
4. To create awareness about FOG with all FOG facilities.

What is a quarterly report?

The quarterly report informs TriCo about maintenance of the grease trap or grease interceptor treating your kitchen wastewater.

Do I need to complete the survey if my restaurant does not use grease or lard?

Yes. Per the FOG Ordinance, TriCo may request information from any user to determine their wastewater characteristics.

I have questions, who should I contact?

Our Pretreatment Coordinator is available for questions or comments and can be reached at (317) 844-9200.

Kitchen Best Management Practices (BMP's)

1. Inform Employees about BMPs



5. Scrape Food and Grease off Plates and Cookware



2. Limit Garbage Disposal Usage



4. Collect and Render Yellow Grease



3. Use Floor and Sink Drain Screens



1. **Inform Employees about Kitchen Best Management Practices.** Employees should be trained to implement BMP's and/or to properly clean out grease control devices such as grease traps.
2. **Limit Garbage Disposal Use.** Garbage Disposals allow food mass to enter the sewer system.
3. **Use Drain Screens** to prevent food particles and grease from entering the sewer.
4. **Keep grease out of the drains by collecting and rendering yellow grease.** The more yellow grease that is rendered, the less grease that ends up in drains, grease traps and interceptors.
5. **Scrape** grease and food from plates and cookware into the trash before washing.
6. **Wipe** up food or grease spills with disposable rags before mopping.
7. **Maintain a cleaning log** for interceptors and traps.

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FOG PROGRAM



Limit Garbage Disposal Usage Use a Trash Can

TriCo Regional Sewer Utility Fats, Oils and Grease Program

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FOG PROGRAM



**WIPE
DISHES
CLEAN
BEFORE
RINSING**

TriCo Regional Sewer Utility Fats, Oils and Grease Program

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