MAWSS

MOBILE AREA WATER & SEWER SYSTEM

FOOD SERVICE FACILITY
GREASE CONTROL MANUAL

JANUARY 2004

REVISED JAN 2010

TABLE OF CONTENTS

INTRODUCTION	3
BOARD APPROVED GREASE HAULERS	4
GREASE INFORMATION	5
FLOW CHART / DESCRIPTIONS	7
ACTION PLAN	8
GREASE CONTROL INSPECTION (GREASE TRAP)	9
GREASE CONTROL INSPECTION (ALTERNATE DEVICE)	10
DETERMINATION OF COMPLIANCE THROUGH SAMPLING	11
EXPLANATION OF OPTIONS	12
KEY ACTION ITEMS	13
FORMS & INSTRUCTIONS	14
INITIAL TRAINING CHECKLIST	15
REQUIRED GREASE TRAP SIZE CALCULATION	16
ACTION PLAN	17
GREASE TRAP INSPECTION 25% RULE	18
GREASE TRAP INSPECTION CHECKLIST	19
GREASE HAULER MANIFEST FORM INSTRUCTIONS	21
GREASE DISPOSAL MANIFEST FORM	22
FACILITY INSPECTION CHECKLIST	23
REMINDERS	24
BEST MANAGEMENT PRACTICES	25
TIPS	26
CONTACT SHEET	28

INTRODUCTION

The **MOBILE AREA WATER & SEWER SYSTEM (MAWSS)** supplies water and sewer service to the Mobile area. **MAWSS** is publicly owned and operated by the **BOARD OF WATER & SEWER COMMISSIONERS**. The **BOARD OF WATER & SEWER COMMISSIONERS** are appointed by the Mobile City Council.

MAWSS works to maintain hundreds of miles of pipe throughout the city. Blockages in the sanitary sewer lines cause Sanitary Sewer Overflows (**SSO's**). Investigations by **MAWSS** show that grease is the leading cause of **SSO**'s in Mobile. When grease is disposed of into the sewer lines, it cools, solidifies, and accumulates, restricting flow. When sewer lines are blocked, the wastewater backs up until it overflows from manholes or building plumbing fixtures. The wastewater, which has overflowed from a manhole, may flow into storm drains or directly into creeks. Increased concentrations of **FATS, OILS, AND GREASE** (**FOG**) have been found in the wastewater discharged from **FOOD SERVICE FACILITIES** (**FSF's**).

In 2002, **MAWSS** entered into a *Consent Decree* with the **EPA**, **ADEM**, and **BayWatch**, implementing this **GREASE CONTROL PROGRAM** with **FSF**'s to decrease the amount of **FOG** discharged to the sanitary sewer system from these facilities. The program must be self-sustaining so to meet this requirement each **FSF** is charged a monthly fee to cover the cost of inspecting and monitoring the facility. This is one of many programs **MAWSS** is pursuing to eliminate **SSO**'s and to comply with the *Clean Water Act*.

Beginning in January 2009, **MAWSS** amended the **GREASE CONTROL PROGRAM** as follows:

- All **FSF**'s are required to dispose of all grease generated at their **FOOD SERVICE FACILITY** at the **BOARD**'s Public Grease Treatment Facility.
- All FSF's will utilize **only** **BOARD**-designated grease hauler contractors to transport the grease to the Public Grease Treatment Facility. (*See page 4*)

When selecting a grease hauler to pump and transport grease from your facility be aware that services can vary. Minimally, services should include:

- ✓ Complete removal of grease trap contents, rather than skimming just the top grease layer
- ✓ Thorough cleaning of the grease trap to remove grease and scum from inner walls and baffles
- ✓ Disposal at **MAWSS**' designated *Public Grease Treatment Facility*
- ✓ Properly maintaining *Grease Disposal Manifest* (*see page 21*)

MAWSS provides this **FSF GREASE CONTROL MANUAL** to each **FSF** to help them understand and comply with the requirements of the **GREASE CONTROL PROGRAM.**

MOBILE AREA WATER & SEWER SYSTEM

BOARD OF WATER & SEWER COMMISSIONERS CITY OF MOBILE
APPROVED GREASE HAULERS

ADVANCED PLUMBING
ATTN: RON MOODY
P O BOX 190338
4420 RANGELINE RD
MOBILE, AL 36619
(251) 662-6010

ALL AMERICAN/JACKSON'S GREASE TRAP SERVICE
ATTN: WARREN BREAUX
P O BOX 1007
MOBILE, AL 36693
(251) 662-6010

ROY STOKES
843 JAM LANE
BILOXI, MS 39532
(504) 382-6952

BIRMINGHAM HIDE & TALLOW
ATTN: OWEN VICKERS
28360 COUNTY ROAD 66 N
LOXLEY, AL 36551
(251) 964-5069

C L S, INC / BISHOP ENTERPRISES
ATTN: JUSTIN THOMPSON
4275 FRANK MAPLES RD
EIGHT MILE, AL 36613
(251) 645-4147

MR. ROOTER PLUMBING
ATTN: BOB WHITE
2448 WOLF RIDGE ROAD
MOBILE, AL 36618
(251) 344-9465

GOTTA-GO-PORTABLES
ATTN: JOE FESENMEIER
4900 HAMILTON BLVD
THEODORE, AL 36582
(251) 471-6160

LIQUID ENVIRONMENTAL SOLUTIONS
ATTN: JOEY TEAGUE/STEVE BITOUF
1980 AVENUE A
MOBILE, AL 36615
(251) 694-7500

GRIFFIN INDUSTRIES, INC
ATTN: CHRIS FLEEK
760 ZEIGLER CIRCLE EAST
MOBILE, AL 36608
(251) 633-8379

WASTE SERVICES, LLC
ATTN: TONY DEAN
1673 GOVERNMENT ST
MOBILE, AL 36602
(251) 479-2221

SOUTHERN GREASE HAULING, INC
ATTN: KATHRYN SMITH
2001 WEST I-65 SERVICE RD N
MOBILE, AL 36618
(251) 581-0672

GREASE INFORMATION

WHAT IS GREASE?

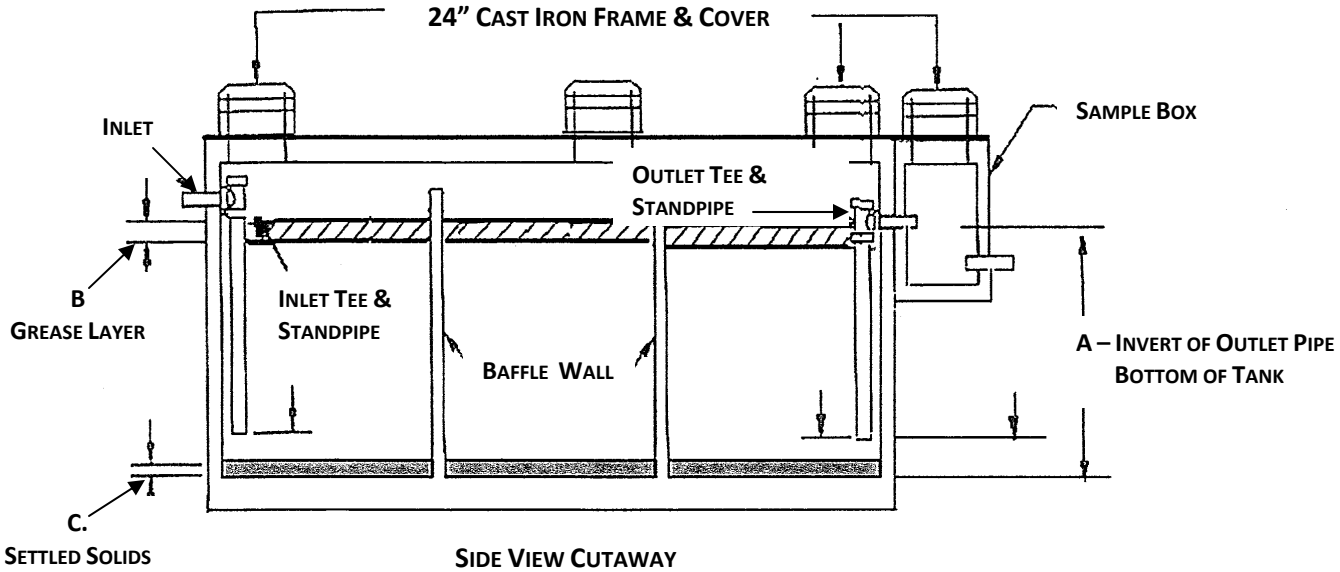
Grease is the accumulation of plant and animal fats usually bonded together by starches and proteins found in cooking materials. Grease may be in the form of a warm liquid and may not appear harmful. However, as the liquid cools, the grease or fat congeals causing mats on the surface of settling tanks, digesters, the interior of pipes, and other surfaces which may cause a shutdown of treatment plant units. Also, the grease can solidify in sewer collection lines obstructing flow through the lines. This causes back-ups, odors, excessive maintenance, etc.

Grease originates from homes, restaurants, food service operations, and other grease producing establishments. The term "fats, oil, and grease" (**FOG**) applies to a wide variety of organic substances of animal, vegetable, or mineral origin that may be extracted from aqueous solution or suspension by an organic solvent, such as hexane.

Problems caused by wastes from restaurants and other grease producing establishments have served as the basis for regulations governing the discharge of grease materials to the sanitary sewer system. This type of waste has forced the requirements of the installation of preliminary treatment facilities, commonly known as grease traps and interceptors. Although grease traps are the most common means of removing grease from the wastewater discharge, other mechanical devices including chemical and biological additives are also available for reducing **FOG** concentrations in wastewater.

A grease trap works by slowing down the flow of hot greasy water and allowing it to cool. As the hot water cools, the grease and oil separate and float to the top of the grease trap. The cooler water continues to flow down the pipe to the sewer. The "baffles" which cover the inlet and outlet of the tank, trap the grease, preventing it from flowing out of the trap. Other mechanical devices work by skimming or filtering the wastewater.

TYPICAL GREASE TRAP



SIDE VIEW CUTAWAY
DRAWING NOT TO SCALE
NOT FOR CONSTRUCTION

HOW DOES GREASE INTERFERE WITH THE OPERATION AND MAINTENANCE OF THE SEWER SYSTEM?

1. Oil and grease cause the formation of deposits of greasy solids along the water line of sewers, thereby reducing the sewer capacity. These deposits can lead to the breakaway of accumulated grease at times of high or very low flow.

2. Oil and grease accumulate in wet wells and pumping stations. When mixed with other materials present in sewage, the oil and grease cause blockages and failure of the pumps.

3. Grease deposits in bends of the sewer and causes restriction and blockages.

4. Grease deposits cause overflows in the drains of commercial and industrial properties.

5. Grease accumulates on screens at treatment facilities causing blockages and expensive repairs.

6. Grease and oil reduce the efficiency of sewage treatment and the quality of the effluent discharged into the environment.

WHAT KITCHEN OPERATIONS ARE RESPONSIBLE FOR GREASE ENTERING THE SEWER SYSTEM?

Grease discharges are predominantly generated from washing and cleaning operations, not from deep-frying as most people might think.

The major sources of grease discharges to the sewer system are:

- the pot washing sink, pre-rinse station, (prior to the dishwasher)
- trenches and floor drains (fed by soup kettles)
- automatic and manual ventilation hoods, etc.

RECYCLABLE GREASE

Waste grease from fryers is recyclable and can be used in making soap, animal feed, bio-diesel fuel, etc. Grease from a grease trap may <u>not</u> be used in this way. All Food Service Facilities should have waste grease containers to store recyclable oil and grease. The containers should have proper lids to keep rainwater out if they are stored outside. There are renderers in the local area that service facilities by picking up the oil and grease and hauling it to their processing plant. The more grease that you recycle the less grease there is to be pumped from the grease trap.

The following renderers as listed in the BellSouth Yellow Pages and Best Talk phone books are:

1.	Alabama Renderers, Inc*	(251) 964-5069	*Also known as Birmingham Hide & Tallow
2.	Griffin Industries	(251) 633-8379	

MORE HELPFUL HINTS FOR REDUCING GREASE IN YOUR DISCHARGE ARE IN THE BEST MANAGEMENT PRACTICES (BMP) SECTION OF THIS MANUAL. (*PAGE 25*)

FLOW CHART DESCRIPTIONS

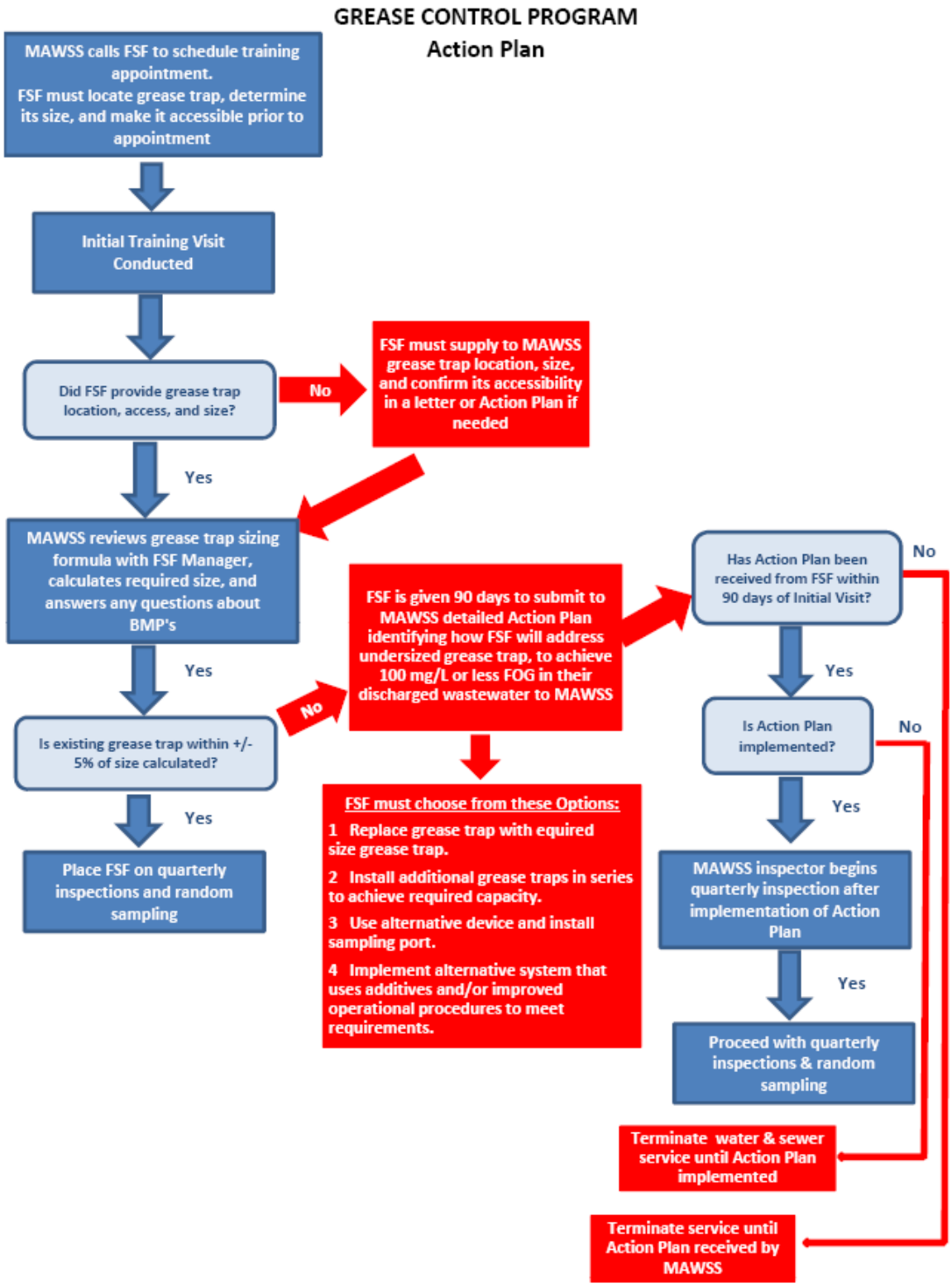
The following flow charts are an overview and an illustration of how the **GREASE CONTROL PROGRAM** is implemented.

- ✓ **FSF GREASE CONTROL ACTION PLAN** - This flow chart identifies the requirement to provide an **ACTION PLAN** to **MAWSS** if the existing grease trap is undersized.

- ✓ **GREASE CONTROL INSPECTION FOR FSF WITH GREASE TRAP(S)** - This flow chart indicates what inspectors will be checking when they visit an **FSF** with a grease trap(s).

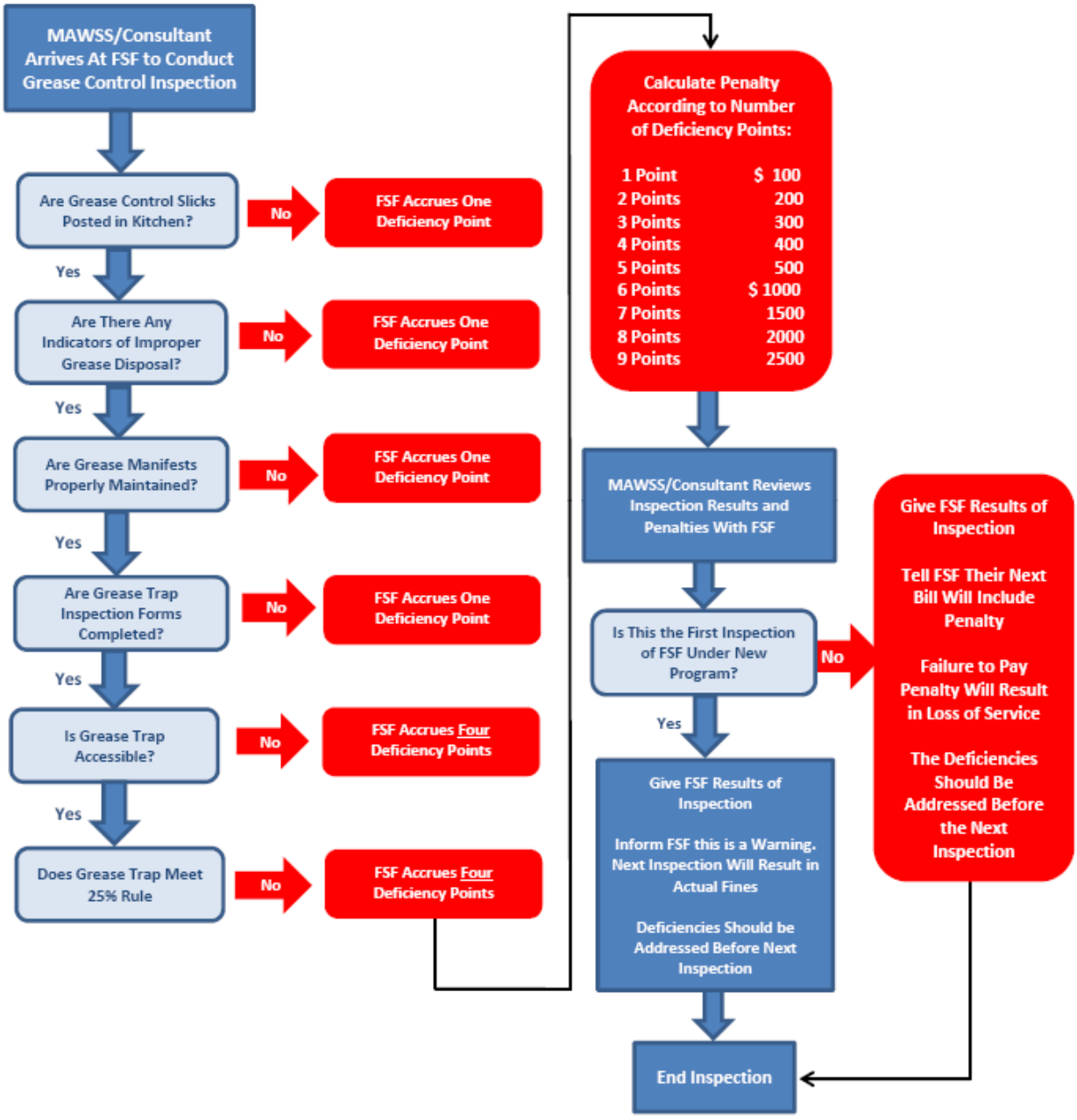
- ✓ **GREASE CONTROL INSPECTION FOR FSF WITH ALTERNATIVE DEVICE(S)** -This flow chart indicates what inspectors will be visually checking when they visit an FSF using an alternative to a properly sized grease trap for grease removal.

- ✓ **DETERMINATION OF COMPLIANCE THROUGH SAMPLING** - This flow chart identifies the water quality sampling portion for **FSF**'s choosing **OPTION 3** or **OPTION 4** to prove compliance.


GREASE CONTROL PROGRAM
Action Plan
MAWSS calls FSF to schedule training appointment.
FSF must locate grease trap, determine its size, and make it accessible prior to appointment
Initial Training Visit Conducted
Did FSF provide grease trap location, access, and size?
No
FSF must supply to MAWSS grease trap location, size, and confirm its accessibility in a letter or Action Plan if needed
Yes
MAWSS reviews grease trap sizing formula with FSF Manager, calculates required size, and answers any questions about BMP's
Yes
Is existing grease trap within +/- 5% of size calculated?
No
Yes
Place FSF on quarterly inspections and random sampling
FSF is given 90 days to submit to MAWSS detailed Action Plan identifying how FSF will address undersized grease trap, to achieve 100 mg/L or less FOG in their discharged wastewater to MAWSS
FSF must choose from these Options:
1 Replace grease trap with equired size grease trap.
2 Install additional grease traps in series to achieve required capacity.
3 Use alternative device and install sampling port.
4 Implement alternative system that uses additives and/or improved operational procedures to meet requirements.
Has Action Plan been received from FSF within 90 days of Initial Visit?
No
Yes
Is Action Plan implemented?
No
Yes
MAWSS inspector begins quarterly inspection after implementation of Action Plan
Yes
Proceed with quarterly inspections & random sampling
Terminate water & sewer service until Action Plan implemented
Terminate service until Action Plan received by MAWSS

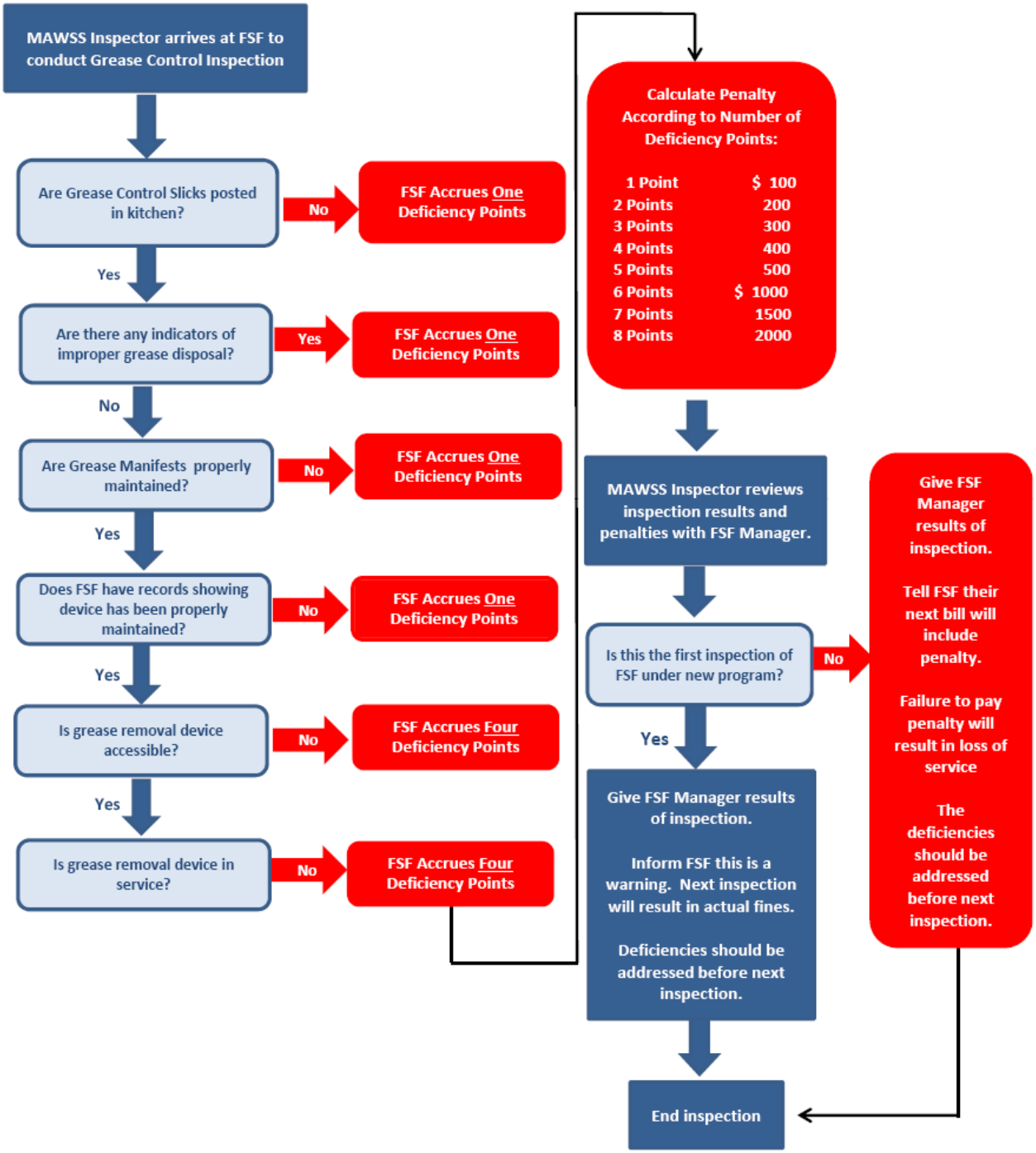
GREASE CONTROL PROGRAM

Grease Control Inspection For
FSF With Grease Trap(s)



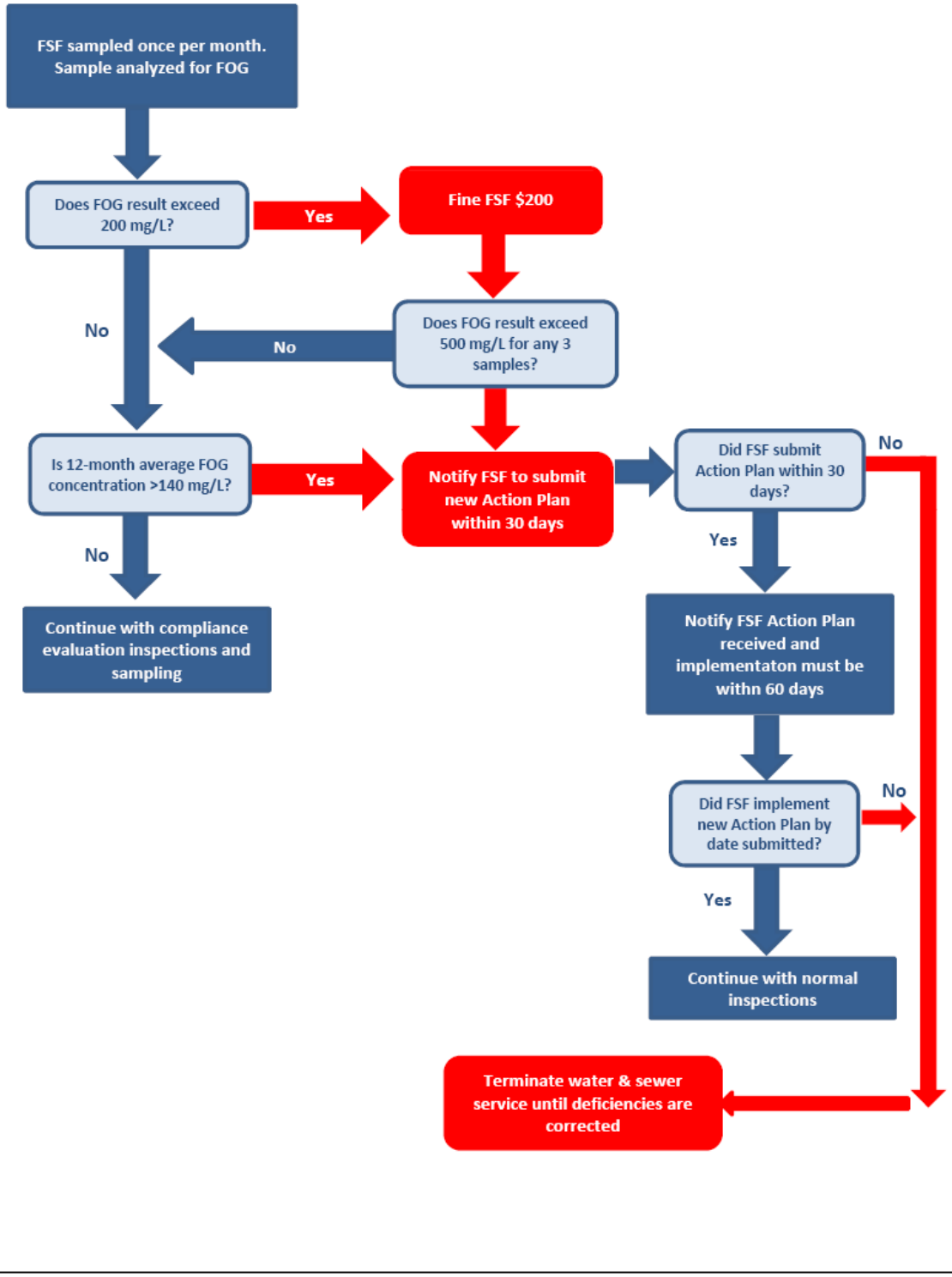
GREASE CONTROL PROGRAM

Grease Control Inspection for FSF
With Alternative Device



GREASE CONTROL PROGRAM

Determination of Compliance Through Sampling



EXPLANATIONS OF OPTIONS

If **MAWSS** determines at the *Initial Training* visit that the existing grease trap has less capacity than is required, the **FOOD SERVICE FACILITY** (**FSF**) has **NINETY** (**90**) days to submit a detailed **ACTION PLAN** to **MAWSS** that identifies how the **FSF** will address the undersized grease trap. The **FSF** shall clearly identify which **OPTION** it is choosing in the **ACTION PLAN**. **FSF**'s with the correct size as determined by **MAWSS** at the *Initial Training* visit do not need to submit an **ACTION PLAN** but will inform **MAWSS** of the location of the sampling port.

OPTION 1:

Install a grease trap of proper size as determined at the *Initial Training* visit and install a sampling port. The **ACTION PLAN** shall identify the existing grease trap size, the proposed grease trap size, and the date by which the new trap will be in service (See **ACTION PLAN Form - Pg 17**). **MAWSS** will either approve the implementation date or request a revised date. Upon approval, facility is subject to quarterly inspections and random sampling.

OPTION 2:

Install a grease trap(s) in series with the existing grease trap to attain the required capacity determined at the *Initial Training* visit and install a sampling port. The **Action Plan** shall include the existing grease trap size, the proposed grease trap size, and the date the new grease trap(s) will be operational (See **ACTION PLAN Form**). **MAWSS** will either approve the implementation date or request a revised date. Upon approval, facility is subject quarterly inspections and random sampling.

OPTION 3:

Install an alternative grease removal device. The alternative device can be a stand-alone device or a combination of a grease trap and an alternative device. The following items must be included in the **ACTION PLAN**: (1) cut-sheets from the manufacturer identifying the specific make and model of device being installed; (2) a sketch or drawing showing the waste plumbing for the **FSF** and the location where the sample port will be placed; and (3) a letter stating that the device is approved by the *City of Mobile Plumbing Department*. Since selecting this **OPTION** also requires **MAWSS** to sample the **FSF** for 12 months in order to determine the effectiveness of the device/system, the **FSF** shall install a sampling port (See **ACTION PLAN Form**) so that **MAWSS** can collect samples. All devices must have a sampling port and be accessible for inspection by **MAWSS**. **FSF** must keep records of maintenance on the alternative device.

OPTION 4:

To use improved operational procedures and/or chemical or biological additives (include manufacturer's literature with **ACTION PLAN)** to meet the **100 mg/L** limit set for **FOG** concentration in their discharge. Since selecting this **OPTION** also requires **MAWSS** to sample the **FSF** for 12 months in order to determine the effectiveness of the device/system, the **FSF** shall install a sampling port (See **ACTION PLAN Form**) so that **MAWSS** can collect samples.

KEY ACTION ITEMS

1. If **MAWSS** does not receive the facility's **Action Plan** within **90** days of the *Initial Training* visit or does not implement the **PLAN** by the date approved, **MAWSS** is obligated to discontinue water and sewer service. If the facility was unable to establish whether the existing grease trap is adequate at the time of the *Initial Training* appointment, the **FSF** must submit an **Action Plan** that identifies the size of the existing grease trap and the completed calculations to show that it is adequate.

2. All **FSF**'s are required to provide a sample port to allow **MAWSS** to collect random samples as required. Inspections of facilities with proper grease trap sizes may begin one month after the *Initial Training* visit is completed, and it is determined that the grease trap is adequate.

3. Sampling for **FSF**'s choosing **OPTION 1, 2**, or **3** will not begin until after the implementation date of the new devices for controlling grease. Sampling for **FSF**'s choosing **OPTION 4** may begin within 30 days after the *Initial Training* visit is completed.

4. If any single sample result exceeds **200 mg/L**, the **FSF** will be fined **$200**.

5. If the results of any **three** (**3**) samples exceed **500 mg/L**, or if the 12-month average of the sample results exceeds **140 mg/L**, the **FSF** must submit a new **ACTION PLAN** within **30** days of the request by **MAWSS**. This new **Action Plan** must identify how the **FSF** will alter its grease control devices to be more effective. The **FSF** must implement this new **PLAN** within **60** days of the date of the **ACTION PLAN** submittal.

6. **Failure to pay** any assessed penalties will result in a loss of water and sewer service.

FORMS & INSTRUCTIONS

This is a summary of the forms that shall be on file at the **FOOD SERVICE FACILITY** (**FSF**) when **MAWSS** inspects the facility. There are directions on the individual forms to aid **FSF** personnel in completing the forms. However, if there are any questions, please contact **MAWSS' Pretreatment Department** at **(251) 378-3514.**

INITIAL TRAINING CHECKLIST -

The **MAWSS** inspector shall leave a copy of this form with the manager/owner at the end of the *Initial Training* visit. The **FSF** shall keep this copy on file as a record of the *Initial Training* date.

ACTION PLAN FORM -

This form is to assist **FSF** owners/managers with the **ACTION PLAN**. The form contains the necessary information required for the **ACTION PLAN** when submitted. **FSF** personnel should fill in all blanks and attach a drawing and/or any other information required to complete the form when submitting it for approval.

GREASE TRAP INSPECTION CHECKLIST -

This form is to be kept on file at the **FSF**. It records how often the trap is checked with the corresponding results. (Information that will not change each time the trap is inspected can be entered on the form and copied to save employees time.) If the **FSF** is using an alternative device, the **FSF** shall create its own form and track the use and maintenance of the alternative device. Use and maintenance of the device shall be compliant with the manufacturer's recommendation. A copy of those recommendations shall be provided to **MAWSS**.

GREASE DISPOSAL MANIFEST -

After the grease trap pumping is complete, the **FSF** shall complete the top portion of this form and give it to the grease hauler. The grease hauler transports the grease to the **BOARD**-approved grease disposal site and completes the grease hauler portion of the **MANIFEST**. The grease hauler has the disposer complete its portion of the **MANIFEST**. The grease disposer then mails the fully completed **MANIFEST** to the **FSF** for its files. The **FSF** is responsible for ensuring the **MANIFEST** is completed and returned to them.

FACILITY INSPECTION CHECKLIST -

After the *Quarterly Inspection* is performed by a **MAWSS** Inspector, the **FSF** is given the completed **CHECKLIST**. It gives the **FSF** and **MAWSS** an indication of how well the **FSF**'s *Grease Control* measures are working to prevent grease from entering the **MAWSS** system. The **FSF** shall keep a copy of the completed **CHECKLIST** on site to provide a record of their compliance and/or the areas that may need improvement.

GREASE CONTROL PROGRAM
INITIAL TRAINING CHECKLIST

Today's Date: _____ PTID#: _____

Facility's Name: _____

Physical Address: _____

_____

General Manager:_____

Telephone Number: (___) _____ Fax Number: (____) _____

FORMS CHECKLIST

Check all forms that the FSF representative was trained to fill out.

1. ☐ **GREASE TRAP INSPECTION CHECKLIST** Form?
2. ☐ **GREASE TRAP INSPECTION (25% RULE)** Form?
3. ☐ **GREASE HAULER MANIFEST** Form?
4. ☐ **FACILITY INSPECTION CHECKLIST**?

BEST MANAGEMENT PRACTICES

YES	NO		COMMENTS:
☐	☐	Reminder Notices delivered?	_____
☐	☐	Proper procedure for grease trap inspection demonstration	_____
☐	☐	If checked, are grease trap(s) in compliance with 25% Rule?	_____

GREASE TRAP INFORMATION

Number of existing grease trap(s): _____ Total capacity of trap(s): _____

Size of each existing grease trap(s): _____ gallons

How was the size determined for existing grease trap(s)? _____

Required grease trap size is: _____ gallons (worksheet on next page)

Is the FSF required to revise their grease trap? ☐ **Yes** ☐ **No**

If yes, submit **ACTION PLAN** to **MAWSS** within **ninety** (**90**) calendar days.

MAWSS MUST RECEIVE THE ACTION PLAN NO LATER THAN _____

_____ _____

Facility Representative & Title MAWSS Inspector

Remove facility from Grease Control Program once training is completed. ☐ **Yes** _____

MAWSS Inspectors Initials

REQUIRED GREASE TRAP SIZE CALCULATION

What is the total number of customer seats?* _____ **(D)***

Which of the following table turnover rates best describes the establishment type?

1	Fast Food/Cafeteria (45 minutes)	1.33
2	Restaurant (60 minutes)	1.00
3	Leisure Dining (90 minutes)	0.67
4	Dinner Club (120 minutes)	0.50

Pick one and enter here. _____ **(MF)**

Choose 1, 2, or 3 for the facility.

1	Has dishwashing machine	6
2	Does not have dishwashing machine	5
3	Is single service kitchen	2
4	Has garbage disposal (for food waste)	1

Add choice 4, if 4 is applicable to facility & enter total here. _____ **(GL)**

Is the facility

1	A Commercial Kitchen?	2.5
2	A Single Service Kitchen?	1.5

Pick one and enter here. _____ **(RT)**

How many hours per day is the facility operating?

1	8 hours	1.0
2	12 hours	1.5
3	16 hours	2.0
4	24 hours	3.0
5	Single Service Kitchen	1.5

Pick one and enter here. _____ **(ST)**

D* = _____
MF = _____
GL = _____
RT = _____
ST = _____
GT = _____ **gals**

***If there are no customer seats (carryout facility) use 25 for the number of seats. Add 25 seats to facility that have a drive-thru, unless they have no seats. If the facility is a church, hospital, nursing home, school or daycare, the calculation will be 3 gallons per meal served at meal time. For example if a school has 2000 students they will need 6000 gals GT capacity.**

The formula for calculating the required grease trap size is: D x MF x GL x RT x ST = GT (gallons)

Example: A dinner club with 150 seats that uses a dishwashing machine and operates 8 hours a day has a required grease trap size of: ***1.50 x 0.5 x 6 x 2.5 x 1.0 = 1125 gallons***

NOTES: 1. The minimum grease trap size required is the size as determined by the above formula. If this size as determined by the formula) is less than 500 gallons, then the grease trap size shall be 500 gals.

2. **Urban Development : Code Administration (251) 208-7198 or 208-7606.**
3. http://www.cityofmobile.org/html/timesaver/pdf/PlumbingCode2000.pdf is the website address to view the City ordinances pertaining to the plumbing code. The code is also available at the Mobile Public Library.

GREASE CONTROL PROGRAM
ACTION PLAN

Date: _____ **Facility's Name**: _____

Owner or General Manager: _____

Physical Address (plus city, state, zip): _____

Mailing Address (plus city, state, zip): _____

Phone Number: (____) _____ **Fax Number**: (___) _____

Current Grease Trap Size: _____ gallons **Required Grease Trap Size** _____ gallons

Check Option Chosen for this ACTION PLAN:

☐ **OPTION 1** Replace existing grease trap with new trap of required size.

☐ **OPTION 2** Add additional capacity by installing more grease trap(s) in series to meet required size. Attach diagram showing layout of proposed trap(s) and size(s).

☐ **OPTION 3** Install an alternate grease device

☐ **OPTION 4** Use improved operational procedures and/or chemical or biological additives.

Attach the following information to this completed form:

- ✓ Drawing of facility, plumbing including location of sampling port (**All OPTIONS**)
- ✓ Dosing schedule and manufacturer literature (If you choose **OPTION 4**)
- ✓ Cut sheets from manufacturer and letter stating that the device is approved by the City of Mobile Plumbing Department (If you choose **OPTION 3**)

Implementation Date: _____

_____ _____
Authorized Facility Representative Position/Title

_____
Print Name of Signature Above

GREASE TRAP INSPECTION (25% RULE)

The purpose of this Standard Operating Procedure (SOP) is to ensure that inspections of grease traps are uniformly completed and documented. Grease trap maintenance is critical to the trap's performance. ALL Food Service Facilities (FSF's) must regularly inspect and maintain their grease trap. (**MAWSS DOES NOT INSTALL, SERVICE, REPAIR, OR MAINTAIN GREASE TRAPS. THIS IS THE SOLE RESPONSIBILITY OF THE FSF.)** Documenting the results of grease trap inspections will help the facility determine when grease trap maintenance is necessary. This procedure shall be followed every time a grease trap is inspected.

Method: This SOP outlines the method used to inspect a grease trap and to document the results. The method is performed using a clear plastic tube known as a ***DIP STICK.**

(*These devices are available through Emerald Coast Environmental Services, Inc, Pensacola, FL. Phone No: (850) 438-5500; Web Page: www.ecesinc.net)

Required Tools and Equipment:

1. Facility specific equipment necessary to open grease trap(s).
2. Safety equipment if necessary to redirect vehicles (cone, etc)
3. Measuring device
4. Cleaning materials

Preparation:

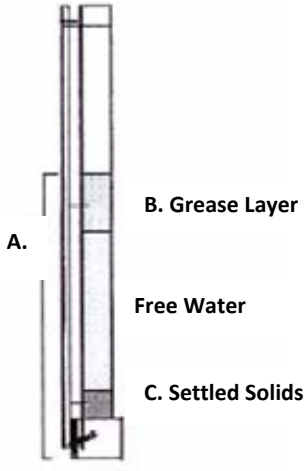
1. Place any necessary safety equipment around the grease trap to prevent pedestrian or vehicular accidents during inspection.
2. Locate and gain access to the grease trap.
3. Use appropriate tool to remove the grease trap lids (manhole covers).
4. Complete visual inspection of the condition of the grease trap and record information on *Grease Trap Inspection Form*.

PROCEDURES FOR CHECKING GREASE & SOLIDS ACCUMULATION IN A GREASE TRAP

Procedure:

1. **Push the metal rod down so that the valve opens at the bottom of the plastic tube.**
2. **Slowly insert the tube into the grease trap until it touches the bottom of the tank.**
3. **Pull up on the metal rod to close the valve and pull the tube out.**
4. **Measure the (A) total height of the fluid, (B) the grease layer, (C) and the settled solids.**
5. **Record all measurements on the *Grease Trap Inspection Form*.**
6. **Release contents back into grease trap by pushing down on metal rod.**
7. **Complete remaining calculations as required on the *Grease Trap Inspection Checklist*.**

Clear Plastic Tube Device Method



I certify that I have read this SOP and understand the procedure for checking grease traps.

_____

Manager/Owner Signature

GREASE CONTROL PROGRAM
GREASE TRAP INSPECTION CHECKLIST

The purpose of this standardized checklist is to offer the FOOD SERVICE FACILITIES (FSF's) and inspectors a general format to follow during inspections. During the *Initial Training* visit inspect all grease traps and list them on this form.

Facility Name/Address: _____

_____

_____ Telephone: _(_____)_____

TANK NUMBER: _____

Describe Tank Location: _____

Comments: _____

Size of Tank _____ gallons How was size determined? _____

Dimensions: _____ ft deep; _____ ft wide; _____ ft long or _____ diameter (if round)

☐ No ☐ Yes Baffle? If yes, are all compartments accessible for cleaning? ☐ No ☐ Yes

Inlet pipe: Visible? ☐ No ☐ Yes Depth: _____ ft Condition: _____

Outlet pipe: Visible? ☐ No ☐ Yes Depth: _____ ft Condition: _____

*Outlet Standpipe length: _____ inches

_____ _____

Facility Representative Date Inspected

Facility Name/Address: _____

_____

_____ Telephone: _(_____)_____

TANK NUMBER: _____

Describe Tank Location: _____

Comments: _____

Size of Tank _____ gallons How was size determined? _____

Dimensions: _____ ft deep; _____ ft wide; _____ ft long or _____ diameter (if round)

☐ No ☐ Yes Baffle? If yes, are all compartments accessible for cleaning? ☐ No ☐ Yes

Inlet pipe: Visible? ☐ No ☐ Yes Depth: _____ ft Condition: _____

Outlet pipe: Visible? ☐ No ☐ Yes Depth: _____ ft Condition: _____

*Outlet Standpipe length: _____ inches

_____ _____

Facility Representative Date Inspected

GREASE TRAP INSPECTION CHECKLIST

TANK NO	DATE INSPECTED	(A) DEPTH FROM THE INVERT OF OUTLET PIPE TO BOTTOM OF TANK	(B) INCHES OF FLOATING GREASE BLANKET AT TOP OF LIQUID SURFACE*	(C) INCHES OF SETTLED MATERIAL ON BOTTOM OF TANK	CHECK IF (B) + (C) IS GREATER THAN 25% OF (A). **	SIGNATURE OF INSPECTOR

*** (B) cannot be greater than 2/3 of the length of the outlet standpipe.**

**** If this block is checked grease trap requires maintenance.**

Refer to **Drawing** on page 18.

ALL TRAPS MUST MEET THE 25% RULE.
$400 FINE FOR ANY OR ALL TRAPS IN VIOLATION OF 25% RULE.

INSTRUCTIONS TO FILL OUT GREASE HAULER MANIFEST FORM

The purpose of this form is to track the grease that is removed from a **FOOD SERVICE FACILITY** (**FSF**). It is a standard form that helps the facility representative (owner/manager) record the volume of grease pumped and removed from their facility. It also helps to ensure that the grease is hauled to the **BOARD**-approved location for disposal.

INSTRUCTIONS TO FSF REPRESENTATIVE: An authorized representative for the **FSF** shall fill out all information requested in the top box of the form. The business address shall be the physical address and not a post office box. The **FSF** representative shall sign and date the form after the waste has been removed certifying that the waste contains no hazardous material.***

INSTRUCTIONS TO THE TRANSPORTER: The driver of the service vehicle is considered an authorized representative for the transporting company. The driver shall fill in requested information regarding the transporter in the middle box of the manifest and shall complete the certification regarding the nature of the waste removed. The address shall be the mailing address of the transporting company. The driver shall maintain possession of the manifest until the waste is discharged at the **BOARD**-approved disposal site. The transporter shall then give the form to the disposal representative to complete.

INSTRUCTIONS TO DISPOSER: An authorized representative for the disposal facility shall fill in the requested information in the bottom box of the manifest. The address shall be the mailing address of the disposal facility. The waste disposal site shall be the physical location of the facility. Examples of waste disposal methods are landfill burial and wastewater treatment. The waste disposal method shall not be detailed. The disposing facility representative shall complete the certification and return the original manifest to the **FSF** listed in the first box of the form.

*** **The FOOD SERVICE FACILITY (FSF) shall keep a copy of this manifest after the transporter has accepted the waste. After the waste is delivered to the disposal site, the bottom portion must be completed and the original manifest returned to the FSF. It is the FSF's responsibility to track the manifest and to maintain the original, completed manifest at the FOOD SERVICE FACILITY to be made available at inspection.**

GREASE HAULER MANIFEST FORM

(MUST BE COMPLETED BY QUALIFIED FSF REPRESENTATIVE)

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ TELEPHONE: _____

WASTE REMOVED FROM: GREASE TRAP ☐ GRIT TRAP ☐ SEPTIC TANK ☐

OTHER ☐ (SPECIFY)_____

WASTE TANK OR TRAP CAPACITY: _____GALLONS

I CERTIFY THAT THE WASTE MATERIAL REMOVED FROM THE ABOVE PREMISES CONTAINS NO HAZARDOUS MATERIALS.

***FALSIFICATION OF THIS MANIFEST OR FAILURE TO FULLY COMPLETE AND MAINTAIN IT MAY RESULT IN PROSECUTION OF THE RESPONSIBLE PARTIES FOR VIOLATIONS OF THE CLEAN WATER ACT (STATUTE 33 U.S.C. 1319(4)).**

FSF REPRESENTATIVE NAME: _____

(PRINT)

_____ _____

DATE & TIME ACCEPTED **FSA REPRESENTATIVE SIGNATURE**

TRANSPORTER INFORMATION (MUST BE COMPLETED BY TRANSPORTER)

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ TELEPHONE: _____

WASTE REMOVED FROM: GREASE TRAP ☐ GRIT TRAP ☐ SEPTIC TANK ☐

OTHER ☐ (SPECIFY)_____

VEHICLE TAG NUMBER: _____ VEHICLE CAPACITY: _____ GALLONS GALLONS REMOVED: _____

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT. I AM AWARE THAT FALSIFICATION OF THIS TRIP TICKET MAY RESULT IN ENFORCEMENT ACTION BY THE CITY OF MOBILE.

***FALSIFICATION OF THIS MANIFEST OR FAILURE TO FULLY COMPLETE AND MAINTAIN IT MAY RESULT IN PROSECUTION OF THE RESPONSIBLE PARTIES FOR VIOLATIONS OF THE CLEAN WATER ACT (STATUTE 33 U.S.C.1319(4)).**

DRIVERS NAME: _____ _____

(PRINT) ALABAMA DRIVER'S LICENSE NO.

_____ _____

DATE & TIME ACCEPTED **DRIVER'S SIGNATURE**

DISPOSAL INFORMATION (MUST BE COMPLETED BY DISPOSER)

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ TELEPHONE: _____

FACILITY PERMIT NUMBER: _____ WASTE DISPOSAL SITE: _____

WASTE DISPOSAL METHOD (DESCRIBE): _____

I CERTIFY THAT THE DISPOSAL FACILITY USED IS AUTHORIZED TO ACCEPT THE ABOVE SPECIFIED WASTE AND THAT I HAVE DISPOSED OF THE WASTE IN ACCORDANCE WITH THE REQUIREMENTS OUTLINED IN THAT AUTHORIZATION AND IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

***FALSIFICATION OF THIS MANIFEST OR FAILURE TO FULLY COMPLETE AND MAINTAIN IT MAY RESULT IN PROSECUTION OF THE RESPONSIBLE PARTIES FOR VIOLATIONS OF THE CLEAN WATER ACT (STATUTE 33 U.S.C. 1319(4)).**

SITE OPERATOR NAME (PRINT): _____ OPERATOR NUMBER: _____

_____ _____

DATE & TIME ACCEPTED **DRIVER'S SIGNATURE**

GREASE CONTROL PROGRAM
FACILITY INSPECTION CHECKLIST

Inspection Date & Time: _____ PTID: _____ Facility Name: _____

Manager Name: _____ Facility representative & position (if not manager): _____

Physical Address: _____

_____

Telephone Number: (_____) _____

Checklist: Answer the following questions and write penalty value in space provided. If there is no penalty, put a zero (0) in the blank space.

1.	Are grease control slicks posted in the kitchen? (if no, 1 point)	
2.	Is there any indication of improper grease disposal? (if yes, 1 point)	
3.	Are *Grease Hauler Manifests* complete? (if no, 1 point)	

Answer for FSF with Grease Trap			**Answer for FSF with Alternative Grease Removal System**		
4.	Are *Grease Trap Inspection* forms complete? (if no, 1 point)		4.	Is there evidence that the device has been maintained? (if no, 1 point)	
5.	Is grease trap accessible? (if no, 4 points)		5.	Is grease removal device accessible? (if no, 4 points)	
6.	Does grease trap meet the 25% Rule? (if no, 4 points)		6.	Is grease removal device in service? (if no, 4 points)	
Total penalty points FSF with Grease Trap (add points shown in questions 1 – 6)			**Total penalty points FSF with Alternative Grease Removal System** (add points shown in questions 1– 6)		

Fine for Non-Compliance: $_____ **(PENALTY WILL APPEAR ON YOUR WATER BILL)**

Comments: _____

_____

_____

_____
Facility Representative

_____
MAWSS Inspector

Discharge Sample Taken? ☐ Yes ☐ No If no, reason: _____

Sample Date & Time: _____ Lab Sample ID#: _____

Sampling port condition: _____

REMINDERS

- Make sure that everyone working in the facility sees the FOG training video.
- Go over your answers to the previous questions (1 - 3) with your employees.
- Place signs in the workplace to remind employees of the grease problem.
- Train selected responsible employees to check the grease trap.
- Train selected employees on how to complete the ***Grease Trap Inspection Form***.
- Train selected employees on how to complete the ***Grease Manifest Form***.
- Pump the grease trap before the grease and solids layers combined reach 25% of the depth of the trap.
- Remain current with Forms.
- Observe employees and correct Grease Control deficiencies as needed.

BEST MANAGEMENT PRACTICES

GREASE CONTROL BEST MANAGEMENT PRACTICES (**BMP**'s) are practices that will reduce the amount of fats, oils, and grease (**FOG**), entering the sewer system from your **FOOD SERVICE FACILITY.**

The following pages give examples of **BMP**'s that will reduce the amount of grease entering the sewer system from your **FACILITY**. It also gives examples of harmful practices that should be avoided because of the increased amount of grease entering the sewer system.

High oil and grease concentrations can be lowered by minimizing the amount of food being discharged down all drains (including those attached to two or three compartment sinks and automatic dishwashers). The least expensive alternative that can be used in reducing grease in the sewer is improved kitchen management practices.

- **NEVER** empty waste from a deep fryer into a floor drain.
- Scrape or wipe fat, oil, grease, and other food residue from cookware, utensils, etc. before washing or placing in dishwashing machine.
- Use paper towels to wipe down work areas.
- Use kitty litter to absorb spills – then sweep and dispose in trash.
- Collect and empty grill scrapings and fryer vat grease in grease recycling containers.
- Do not put food or liquid food, including milk products, milk shake syrups, batters and gravy down the drain.
- Empty grease containers before they are completely full to avoid spilling.
- Use detergents, not soaps (soap contains oil).
- Use strainers designed for the sinks in your facility to capture as much of the solid material as possible.
- Use garbage grinders as sparingly as possible. Food particles that can pass through the grinder may be trapped in the grease trap, and will require expensive maintenance. Those that do not get trapped will pass through to the sewer collection system, where they may cause a blockage, and/or may result in fees assessed to your facility.

Following these simple guidelines along with having a correctly sized and properly functioning grease trap will reduce the amount of **FOG** discharged to the sewer system.

If you are not sure about a practice, ask your manager or call MOBILE AREA WATER & SEWER SYSTEM Pretreatment Department at (251) 378-3514.

Please feel free to copy this information to distribute or post.

GREASE PREVENTION TIPS FOR EVERYONE

§ Scrape excess food into garbage can instead of using a garbage disposal.

§ Wipe out pans with a paper towel before washing them to remove all the grease you can.

§ Collect cooking grease in a tightly sealed container and dispose of in the garbage or conveniently located grease recycling location.

× Don't pour cooking grease, bacon grease, butter, or any other melted grease down the sink drain, even if you use hot water.

× Don't use chemicals to remove grease clogs. Chemicals damage the piping system and only move the problem. It doesn't go away.

Healthy, FAT FREE sewers can do the job they are designed to do!

Do your part to keep them clean.

DON'T TRASH YOUR SEWERS!

DO!

- ✓ Put all solid and liquid foods, including dairy products, milk shake syrups, batters and gravy into trash or recycling bin.
- ✓ Scrape food from plates and utensils into trash or recycling bin before washing or placing in dishwater.
- ✓ Always use sink basket strainers to collect food waste.
- ✓ Collect and empty grill scrapings & fryer vat grease in grease recycling containers.
- ✓ Clean grease trap regularly (Ask manager).
- ✓ Follow proper grease trap cleaning procedures (Ask manager)

DON'T!

- ☒ Don't put food or liquid food down the sink.
- ☒ Never pour grease in the sink.
- ☒ Never use sink when cleaning grease trap.
- ☒ Never pour sanitary sewage or kitchen waste down your outside storm sewer.

Don't Know? Stop!! Ask Your Manager!

MOBILE AREA WATER & SEWER SYSTEM PARK
FOREST OPERATIONS CENTER

4725-H Moffett Road MOBILE, AL 36618-2246

CONTACT INFORMATION / TELEPHONE DIRECTORY MAIN NUMBER: (251) 694-3100 Fax Numbers: (251) 431-9293 or (251) 281-2650

ADMINISTRATION

CHARLES HYLAND	**DIRECTOR**
DOUG COTE, PE	**ASSISTANT DIRECTOR (OPERATIONS)**
VACANT	**WATER & SEWER ENGINEERING MANAGER**

LIFT STATIONS:

TERRY HERMAN	**LIFT STATION SUPERVISOR**	**(251) 378-3509**
VENETRISE JACKSON	**OFFICE ASSISTANT**	**(251) 378-3510**

PRETREATMENT DEPARTMENT:

THOMAS RANKIN	**PRETREATMENT SUPERVISOR**	**(251) 378-3513**
SUZY LINDBLOM	**REGULATORY COMPLIANCE OFFICER**	**(251) 378-3521**
ASHLEY ROZA	**OFFICE ASSISTANT/INDUSTRIAL**	**(251) 378-3514**
DIANE MORRISETTE	**OFFICE ASSISTANT/FOOD SERVICE**	**(251) 378-3516**

FAX NUMBER: (251) 281-2650

INDUSTRIAL INSPECTOR:

CARLA MORRISETTE	**(251) 378-3515**
DAVID BYRD	**(251) 378-3515**

FOOD SERVICE INSPECTOR:

GERALD LUDGOOD	**(251) 272-2032**

GREASE CONTROL:

CARL EDWARDS	**(251) 378-3516**