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**Morehead Utility Plant Board**

**Fats, Oils & Grease Control Program**



**MOREHEAD UTILITY PLANT BOARD**

 **FATS, OILS & GREASE (FOG) CONTROL PROGRAM**

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MOREHEAD UTILITY PLANT BOARD FATS, OILS & GREASE (FOG) CONTROL PROGRAM

**INTRODUCTION**

This document outlines the policies and procedures for the Morehead Utility Plant Board (MUPB) Fats, Oils & Grease Control Program. This program originated as a result of two (2) major problems: (1) severe flow obstructions within the sanitary sewer collection system that were caused by large amounts of fats, oils & grease (FOG) and, (2) large amounts of FOG entering the MUPB Wastewater Treatment Plant. The obstructions have blocked the sewer lines, caused damage to the sanitary sewer collection system, and prohibited WWTP from operating efficiently. The FOG has also significantly increased operations costs for the MUPB.

To prevent and control the problems caused by FOG, the MUPB has developed a FOG Control Program for the MUPB sanitary sewer system. This program includes the MUPB's survey of commercial users to determine participation, grease interceptor/trap design and installation, sampling, inspection, and clean-out procedures, permitting issues and enforcement policies.

The primary purpose of the program is to prevent the introduction of fats, oils & grease into the sanitary sewer where it can cause flow obstruction and/or inhibition of the wastewater treatment works and collection system. It is the MUPB’s intent to encourage recycling and beneficial reuse of this material whenever possible. This will be done by requiring the use of grease recycling equipment as well as companies to remove the material after collection.

Since prevention cannot be entirely effective, the secondary purpose of the program is to control the amount of FOG entering the collection system. This control will be done by requiring all food preparation establishments that generate large quantities of FOG to install and maintain adequately sized grease traps/interceptors. A rigid pump-out schedule for all grease interceptors will

Also be implemented through permits and reporting requirements.

Inspections will also be conducted to ensure that grease interceptors and traps are properly cleaned and maintained. Appropriate enforcement actions will be taken by the MUPB to ensure that both purposes are achieved and compliance with the program is maintained consistently.

Examples of Fats, Oils & Grease Control Permits and permit applications, inspection checklists, and pump-out receipts are included in this document for the MUPB's use. In addition, basic policies regarding the size and design of grease interceptors are also included. Permitting and inspection procedures are outlined to assist MUPB personnel designated to conduct such activities. Consultants are also available to answer any questions the MUPB personnel or the public might have regarding the program outlined here.

It is encouraged that you sign up on our Swift Comply FOG Program Portal at the link below

fogregister.com/morehead-utility-plant-board

### **SECTION I**

### LEGAL AUTHORITY

**A. Legal Authority**

The City of Morehead's Sewer Use Ordinance Article V includes authorization for the MUPB to implement a control program for FOG to protect the sanitary sewer system and treatment works. The program will be implemented under this authorization and in accordance with all federal, state, and local regulations. A copy of the ordinance and all amendments are available for review at the MUPB's Main Office.

 MUPB is vested by the Sewer Use Ordinance with the authority to implement and enforce this program and may use their discretion when necessary to ensure that its goals are achieved and maintained.

## SECTION lI

##### Interceptor Description and Design

**A. Definition of Grease Interceptor**

A grease interceptor is designed and installed to separate and retain grease and other related undesirable matter from normal wastes and permit normal sewage or liquid wastes to discharge into a wastewater collection system by gravity. Interceptors differ from fixture traps in that, in addition to preventing the back passage of gases from drainage systems into a building, they also protect the drainage and wastewater collection systems from substances that might plug, block or otherwise be harmful to those systems.

Grease interceptors can be in-line or in-ground. An in-line grease trap is typically a small box under a two or three-compartment sink. An in-ground grease interceptor is typically a tank placed in the ground, holds a much larger volume than an in-line trap and may have one or more manhole-type openings.

**B. Grease Interceptor Installation Requirement Criteria**

Grease interceptors are required for facilities at discretion of MUPB used and operated regularly for the preparation and/or sale of food. Businesses requiring grease interceptors include but are not limited to restaurants, cafes, fast­ food outlets, delicatessens, catering businesses and any other kinds and types of food vending establishments. In addition, any facilities such as meat cutting and processing sites that can discharge significant amounts of grease into the MUPB wastewater collection system shall be required to install grease traps/interceptors.

1. **Grease Interceptor Design Criteria**

All cities and sanitation districts discharging to the MUPB's Wastewater Treatment Facilities shall adopt, at a minimum, the MUPB's procedure for grease interceptor sizing criteria. The cities and sanitation districts will be responsible for incorporating the sizing criteria into their rules and regulations.

Each business establishment for which a grease interceptor is required shall have an interceptor which serves only that establishment. The design of oil and grease interceptors shall be constructed in accordance with the design approved by the General Manager and/or his/her designee and shall consist of concrete and have a minimum of two (2) compartments with fittings designed for grease retention.

There shall be an adequate number of manholes to provide access for cleaning all areas of an in-ground interceptor: a minimum of one (1) per ten (10) feet of interceptor length. Manhole covers shall be gastight in construction having a minimum opening dimension of twenty-four **(24)** inches. In addition, an effluent sampling box shall be provided on all grease interceptors. In areas where traffic may exist, the interceptor shall be designed to have adequate reinforcement and cover.

One complete set of plans shall be submitted to MUPB. These plans must include mechanical and plumbing sections, size, type, and location of each interceptor. MUPB shall approve the size and type of interceptor prior to construction.

1. **Grease Interceptor Location**

Each grease interceptor shall be installed and connected so that it is always accessible for inspection, cleaning, and removal of the intercepted grease. Using ladders and removing bulky equipment will violate accessibility. The interceptor shall be as close to the source as practical, but it must be outside the facility served. Any grease interceptor's location shall meet the approval of the Morehead Building Inspection Division and MUPB.

1. **Grease Trap/Interceptor Sizing Criteria**

The parameters for sizing a grease trap are hydraulic loading and grease storage capacity, for one or more fixtures. The minimum liquid capacity of the trap shall be ten gallons or larger at discretion of MUPB. The sizing of the minimum capacity for an in-ground interceptor shall be 1,500 gallons for new establishments and replacements.

#### SECTION III

##### Inspection of Grease Interceptors

1. **Inspection of Grease Interceptor**

MUPB shall inspect all grease interceptors in the City's service area at any time. Interceptors shall not exceed the 25% rule. The 25% rule is used to determine when a grease interceptor is full. The rule states that the total depth of the floating grease layer plus the settle-able solids layer cannot exceed 25% of the total liquid depth of the interceptor. Once the grease interceptors in the service area are identified, the interceptors will be classified into two (2) categories:

* + **Significant Grease Interceptors**

The facilities connected to these grease interceptors contribute significant amounts of animal/vegetable oil and grease to the wastewater collection system. These grease interceptors will be inspected at a frequency as determined by MUPB. The sampling fees will be passed on to the permitted facility. In addition, all discharge must comply with MUPB established local limits.

* + **Non-significant Grease Traps**

The facilities connected to these grease traps do not contribute significant amounts of animal/vegetable oil and grease to the sanitary sewer system. These grease traps will be inspected at a frequency as determined by MUPB.

MUPB personnel will conduct inspections and shall report to the MUPB General Manager or Designee. All documentation shall be kept on file in the Pretreatment Coordinator's office and Swift Comply Portal.

1. **On-Site Inspection Checklist**

All inspectors shall use the checklist provided by MUPB, also available in the Swift Comply Portal. A copy is included in Attachment B. Checklists shall be kept on file at MUPB for a minimum of three (3) years and may be kept longer if conditions warrant.

The checklists will be available for review to the public with prior notification to MUPB of three (3) business days will be required. Then an appointment will need to be secured.

Inspectors are not required to provide prior notice to the establishment being inspected. Inspection frequencies shall be in accordance with the Fats, Oils & Grease Control (FOG) Permits. These inspections must be kept on site for at least three (3) years.

#### SECTION IV

##### Permitting and Clean-Out Procedures

**A. Grease Interceptor Maintenance and Pumping Schedules**

The owner and/or lessee are jointly responsible for the cleaning of the interceptor. It shall be maintained in efficient operating condition by removing accumulated grease and solids before the interceptor's capacity is exceeded. A pumping frequency shall be established in the permit issued to the facility by the MUPB.

Grease traps and grease interceptors shall be cleaned as often as necessary to ensure that sediment and floating materials do not accumulate to impair the efficiency of the grease trap/interceptor; to ensure the discharge is in compliance with local discharge limits; and to ensure no visible grease is observed in discharge. Establishments must have grease removal devices maintained by a certified grease hauler. The grease interceptors shall be evacuated more frequently when the discharge exceeds BOD, COD, TSS, FOG, pH, or other pollutant levels.

**B. Pumping Conducted by the Morehead Utility Plant Board**

 MUPB may change the pumping schedule as needed to fit the needs of the permitted facility, MUPB's collection system and the WWTP.

1. **Biological Treatment**

Biological treatment shall not be a substitute for the pumping of the grease interceptor at the frequency determined by the MUPB.

1. **Existing Sources Not Connected to Grease Interceptors**

Existing sources not connected to grease interceptors, and which contribute significant amounts of (FOG) will be identified through inspection of the collection systems by MUPB

1. **Abandoned Grease Interceptors**

Abandoned grease interceptors shall be pumped and filled as required for abandoned sewers and sewage disposal facilities as outlined in the Uniformed Plumbing Code and Kentucky's regulations as developed by the Cabinet for Health & Human Services.

1. **Permit Issuance**

All establishments regulated by the MUPB's FOG Control Program shall be issued a FOG *Control Permit.* A copy of such a permit is included in Attachment C. This permit will specify BMPs, contact person and telephone number, pumping frequency of the interceptor(s), its location and any other information deemed necessary. The MUPB may assess permit fees in accordance with the Sewer Use Ordinance.

1. **Permit Application**

A copy of the MUPB FOG Permit Application is included in Attachment A. New users must complete an application and submit it to the MUPB Pretreatment Coordinator before discharge. Permits will not be issued until the MUPB receives a Permit Application. Failure to submit an application prior to discharge shall be a violation of the Sewer Use Ordinance and all enforcement actions authorized by the Sewer Use Ordinance and this FOG Control Program shall be applicable.

## SECTION V

### Enforcement

1. **Reporting**

All receipts from the cleaning/pump-out of the grease trap/interceptor shall be submitted to MUPB by uploading the documents to the Swift Comply software portal, email or text no later than the 20th day of the month following the cleaning event.

1. **Enforcement**

**First Offense**

A courtesy call or visit will be made to the establishment. A receipt of clean-out/pump-out will be expected no later than ten days after courtesy call or visit.

**Second Offense**

A Notice of Violation and a $500 penalty will be issued to the business owner and a public notice stating the name of the violating facility will be put in the local newspaper.

**Third Offense**

A Notice of Violation and a $1000 penalty will be issued to the business owner and a public notice stating the name of the violating facility will be put in the newspaper for a second time. The MUPB may take over pumping of the grease trap at a cost of $1500 per pump out until proof of pumping is submitted to the MUPB General Manager and/or his/her designee by the facility.

**ATTACHMENT A**

FOG CONTROL PROGRAM

PERMIT APPLICATION

**SECTION A - GENERAL INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. Company Name ￼
	2. ClassificationRestaurantGovernmentOther
	3. Mailing Address **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Street/P.O. Box

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 City State Zip Code

* 1. Facility Address (if different) ￼

Street/P.0. Box

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. Facility Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City

Area Code - Telephone- Extension / Email Address

* 1. Signatory Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name

Title

Street/P.O. Box/City/State/Zip Code

Area Code - Telephone - Extension / Email Address

I certify under penalty of law that this document and all attachments were prepared under my 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.

Signature/Date

Title/Phone

 **SECTION B - ESTABLISHMENT INFORMATION**

* 1. Is food served, processed and/or cooked at this establishment? ￼YES\_\_\_\_ NO\_\_\_\_
	2. List number of days facility operates per week, ￼including cleanup and maintenance: ￼ days
	3. List number of hours per shift plant is in operation:

1st Shift 2nd Shift 3rd Shift\_\_\_\_\_\_\_\_\_\_\_\_

* 1. List number of employees per shift:

1st Shift 2nd Shift 3rd Shift\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Please describe food preparation and clean-up activities:
	2. Principle Food Product: ￼\_\_
	3. Are any kitchen sinks connected to garbage disposal? YES \_\_\_ NO\_\_\_
	4. Does this facility have an in-ground grease interceptor? (If this is a new facility, will you have an in-ground grease interceptor installed? YES \_\_\_ NO\_\_\_

Install date \_\_\_\_\_\_\_\_\_\_\_

If yes in B.8., please complete Questions .8.9 through 8.14. If not, please continue to Question 8.15.

* 1. How often is the grease trap/interceptor serviced? ￼\_
	2. When was the most recent servicing of the grease trap/interceptor? ￼\_
	3. What company services the grease trap/interceptor? ￼\_
	4. Where is the grease trap/interceptor pumping's disposed of? ￼\_
	5. Are all kitchen sinks connected to the grease trap/interceptor? ￼YES\_\_\_\_\_ NO\_\_\_\_\_
	6. How does your facility dispose of cooking oil and deep-fat fry oil?
	7. How are grill cleanings disposed of? ￼\_
	8. How are excess food products disposed of? ￼\_
	9. How are byproducts of food preparation contained (in reference to):
		1. Solid Wastes:

B. Oil & Grease:

1. Viscous Wastes:
2. Liquid Wastes:
	1. Are you currently or have you in the past used any recycling company for grease recycling? YES \_\_\_\_\_ NO \_\_\_\_\_
	2. Approximately how many customers do you serve per day? \_

**SECTION C - WASTEWATER INFORMATION**

C.1. MUPB may collect samples and forward results to the applicant. The applicant is not required to conduct sampling for this application.

**SECTION D - PHYSICAL AND CHEMICAL WASTE PROCESS**

* 1. Please attach a schematic of your facility site to include all main buildings discharging wastewater, identification of waste stream(s), point(s) of connection to MUPB sewer, and location of the grease trap/interceptor, if any.
	2. Are written provisions made for cleaning spills, releases or other accidental discharges (i.e., spill control plans, etc.)?

[￼ YES￼( attach a copy.)

[ ] NO

* 1. Have you ever been or are you now registered with or been issued any environmental control permits by the Kentucky Department for Environmental Protection other by any other local, state and/or federal agency?

|  |  |  |
| --- | --- | --- |
| [ | ] NO |  |
| [ | ] YES | (If YES, include permit number, date of issue, final disposition of waste, and other pertinent information.) |

Permit Type: ￼\_

Permit No.: ￼ Date of Issue:

*Please mail the completed form back to Tanner Utterback at 135 S. Wilson Ave. Morehead, KY 40351. If you have questions, please call (606) 783-1502.*

**ATTACHMENT B\***

Morehead Utility Plant Board FOG Inspection Checklist

|  |  |
| --- | --- |
| Date: | Inspected By: |
| **FACILITY AND CUSTOMER INFORMATION** |
| Facility Name: |
| Facility Address: |
|  |
| Mailing Address (If different from facility address): |  |
|  |
| Contact Person: | Phone Number: |  |
| **DEVICE INFORMATION** |  |
| Device Type: **Grease Interceptor** or **Grease Trap** |  |
| Location: |  |
| Make & Model: |  |
| Capacity: |  |
| Flow Rate: |  |
| **MAINTENANCE RECORDS** |  |
| Is a cleaning record for the device available for review?  **YES**  or **NO** |  |
| Does the restaurant have cleaning instructions posted by the device? **YES**  or **NO** |  |
| Is the maintenance schedule posted? **YES** or **NO** |  |
| Is the unit functioning properly? **YES** or **NO** |  |
| Is the unit easily accessible? **YES** or **NO** |  |
| Is a follow up action required? **YES**  or  **NO** |  |
| Action Required:  |  |
|  |
| Status: |  |
|  |
| Attach a picture (if possible) of the unit and include directions to the location of the unit: |  |
|  |
|  |
|  |
| \*Note: This form will be used in an online format with the Swift Comply software. Customers may log into the portal to view a copy of the inspection. |  |
|  |

**ATTACHMENT C**

***Morehead Utility Plant Board***

***135 South Wilson Avenue Morehead, Kentucky 40351***

***(606) 784-5538***

Oil & Grease Control Permit

Permit No. **\_\_\_\_\_\_** Category \_\_\_\_\_

In accordance with the provisions of the Morehead Sewer Use Ordinance and amendments thereto,

***Food Establishment Address***

***Morehead, Kentucky 40351***

Is hereby authorized to discharge domestic wastewater into the Morehead sanitary sewer system in accordance with the effluent limitations, monitoring requirements, and other special conditions set forth in this permit.

All discharges authorized herein shall be consistent with the terms and conditions of this permit and the Morehead Sewer Use Ordinance and Fats, Oils and Grease (FOG) Program. The discharge of any pollutant identified in this permit at a level more than that authorized or in direct opposition to special conditions noted herein, shall constitute a violation of the permit.

This permit shall become effective at 12:01 a.m. \_ \_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Holly McGrath-Rosas**

General Manager

**PART I** **- GENERAL INFORMATION**

Company Name

Company Contact

Telephone Number \_

Location of Grease Trap

II. **DISCHARGE REQUIREMENTS**

A. The existing in-ground grease interceptor outside the establishment shall be maintained so that it does not become full of grease, allowing it to overflow into the City sewer. This will require frequent scheduled cleanings. The frequency of these cleanings shall be at minimum once per quarter; however, it is up to the facility to make sure overflows do not occur. A log must be maintained and signed by the hauler. Do not pour grease, fats, and oils from cooking down the drain.

Ill. MAINTENANCE **REQUIREMENTS**

1. The grease trap/interceptor shall be maintained by the permittee at their sole expense and in a continuous and clean operation.
2. No cleaning or maintenance additives may be used in the grease trap without first receiving written permission from the MUPB Pretreatment Coordinator.
3. **REPORTING REQUIREMENTS**
	1. Copies of payment receipts or invoices for cleaning must be kept on file at the facility for reviewing upon the request of the Pretreatment Coordinator or Designee for 3 years.
	2. Should the cleaning report not be submitted within 20 days (about 3 weeks) of the due date, the facility shall be in significant non-compliance and the Pretreatment Coordinator or Designee will initiate appropriate enforcement action in accordance with the Morehead Sewer Use Ordinance and the FOG Program.