City of St. Augustine

Florida

Fats, Oils & Grease Program Manual

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FOUNDED 1565

Supplement to City Code Sec. 26-82
Effective: November 3, 2011
Revision 1: January 2, 2014

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Adopted into Ordinance 2011-25
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Section 1: Purpose and Objectives

(a) The purpose of this manual is to establish the City of St. Augustine Fats, Oils & Grease Program, which provides specific standards for the design, capacity, installation, maintenance and administrative procedures required for grease interceptors and oil/water separators. This manual also establishes inspections, enforcement procedures and fees associated with the Fats, Oils & Grease Program.

(b) The objectives of the Fats, Oils & Grease Program are to:

(1) Reduce the amount of fats, oils and grease discharged to the City of St. Augustine's Publicly Owned Treatment Works (POTW);

(2) Improve operation of the POTW;

(3) Reduce maintenance costs of the POTW;

(4) Enable the City to comply with its Florida Department of Environmental Protection permit conditions and any other Federal and State laws to which the POTW is subject.

Section 2: Definitions

The following words and phrases, when used in this article, shall have the meanings indicated below, except when the context clearly indicates a different meaning:

Act or the Act: The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC §1251 et seq.

Approved: Describing a method or design acceptable to the City of St. Augustine.

City: The City of St. Augustine as established by the Charter laws of the City of St. Augustine.

Director of Public Works: The Director of Public Works for the City of St. Augustine, Florida, acting directly or through an authorized designee.

Florida Plumbing Code: The Plumbing section of the most current adopted edition of the Florida Building Code.

Food Service Establishment: Any non-residential establishment which prepares, cooks, processes, serves and/or packages food or food products. Food service establishments include, but are not limited to, restaurants, food courts, food manufacturers, food packagers,

supermarkets, bakeries, bars, fish markets, butcher shops, hospitals, hotels, nursing homes, cafeterias, churches, caterers, ice cream shops, commissaries and schools.

Grease Interceptor: A device designed to separate and retain fats, oils, grease and food wastes from the wastestream, while allowing the remaining wastewater to discharge to the POTW.

May: A permissive or discretionary directive.

Non-Residential Customers: All customers other than those living in single family dwelling units, including commercial, industrial, government, institutional, campgrounds, nursing homes, motels, hospitals, multi-family dwellings, and similar accounts.

Oil/Water Separator: A device designed to separate and retain petroleum based oil from the wastestream, while allowing the remaining wastewater to discharge to the POTW.

POTW (Publicly Owned Treatment Works): A treatment works as defined by the Act and owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant. This definition includes public sewers, gravity sewers, manholes, pump stations, force mains, laterals and all other related appurtenances.

Shall: A mandatory directive.

User: Any person, as defined herein, discharging wastewater to the POTW.

Wastewater: Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities and institutions, whether treated or untreated, which contribute to the POTW.

Section 3: General Requirements

(a) Food service establishments shall direct wastes containing fats, oils and grease to an approved grease interceptor prior to discharging to the POTW. Non-residential customers who have the potential to discharge wastes containing residual petroleum based oil and grease including, but not limited to, car washes and automotive related facilities, shall direct such wastes to an approved oil/water separator prior to discharging to the POTW. Other users may be required by the Director of Public Works to install an approved grease interceptor or oil/water separator, as appropriate, for the proper handling of wastes containing fats, oils and grease exceeding the numeric local limit established in the City of St. Augustine Code of Ordinances.

(b) New food service establishments or automotive related facilities with the potential to discharge fats, oils or grease to the POTW shall install an approved grease interceptor or oil/water separator in accordance with this manual prior to occupancy.

(c) Existing food service establishments or automotive related facilities with the potential to discharge fats, oils or grease to the POTW, without a grease interceptor or oil/water separator currently in use, shall install an approved device by a compliance date determined by the Director of Public Works.

(d) Existing food service establishments or automotive related facilities with an existing grease interceptor or oil/water separator shall be permitted to continue using their current device, provided it is being regularly cleaned and properly maintained and provided City inspections determine the facility in compliance with the conditions of this manual. If the grease interceptor or oil/water separator is found by the Director of Public Works out of compliance more than three times in a 12 month period, or if the facility is renovated, expanded, sold or undergoes change of ownership, replacement shall be required with a device meeting the requirements of this manual.

(e) Grease interceptors and oil/water separators shall be installed, cleaned, maintained and repaired by the user in accordance with the requirements of this manual and solely at the user's expense.

(f) Any requests for extensions to the required installation dates shall be made in writing to the Director of Public Works at least 15 days in advance of the compliance date. The written request shall include the reasons for the user's failure or inability to comply with the compliance date set forth, the additional time needed to complete the remaining work and the steps to be taken to avoid future delays.

Section 4: Design

(a) Grease interceptors and oil/water separators shall be designed and constructed in accordance with the provisions of this manual, the City of St. Augustine Code of Ordinances, the Florida Plumbing Code, the Florida Administrative Code and other applicable Federal, State and local laws, rules and regulations.

(b) Grease interceptors and oil/water separators shall have been tested and listed as satisfactory for the intended use of the interceptors by a nationally or internationally recognized testing agency, such as the International Association of Plumbing and Mechanical Officials, Plumbing & Drainage Institute or the American Society of Mechanical Engineers.

(c) The user shall submit to the City the Florida Product Approval report and identification number, along with documentation on the design and expected performance of the grease interceptor or oil/water separator. Information shall include, but shall not be limited to, approval agencies, size, capacity, schematics, plan details, performance data, construction materials, installation instructions and operation/maintenance manual. The City shall approve the device prior to installation.

(d) Alternative fats, oils and grease removal devices or technologies, such as automatic grease removal devices, shall be subject to City review and written approval. Approval shall be based on proven removal efficiencies with the burden of documenting the efficiency resting with the user.

(e) In-ground grease interceptors shall be equipped with a minimum of two manholes, each no larger than 24 inches in diameter, located to allow access to the inlet and outlet piping. The covers shall be water and gas tight and shall be labeled as "grease." Traffic installations shall have traffic-bearing manhole covers. Concrete lids, shipping lids or lids which create a hazard shall be prohibited on grease interceptors or oil/water separators and shall be replaced at the next scheduled pump out. Interceptor lids shall remain easily accessible and shall not be covered with bricks, pavers or stepping stones.

Section 5: Capacity

(a) The capacity of a grease interceptor shall be determined using the following formula:

Capacity in gallons = (S) x (GS) x (HR/12) x (LF)

Where:
S = Number of seats
GS = Gallons of wastewater per seat (use 25 for dishes, use 10 for paper or baskets)
HR = Number of hours restaurant is open
LF = Loading factor (use 1.25 recreational area; 1.00 main highway; 0.75 other highway)

The minimum capacity of a grease interceptor shall be 750 gallons. If more than 1250 gallon capacity is required, the device may be chambered in isolated 1250 gallon sections or two (2) or more devices may be installed in series.

Under the sink or indoor grease traps are prohibited for new facilities, or facilities that are renovated, expanded, sold or undergo change of ownership, unless granted a written exemption by the City.

(b) The capacity of an oil/water separator shall be determined using the following formula:

Capacity in gallons = 45 gallons for the first 100 square feet of area to be drained + 7.5 gallons for each additional 100 square feet of area to be drained into separator.

The minimum capacity of an oil/water separator shall be 750 gallons. If more than 1250 gallon capacity is required, two or more devices may be installed in series.

Section 6: Installation

(a) Grease interceptors and oil/water separators shall be installed in accordance with the manufacturer's instructions, the provisions herein, the City of St. Augustine Code of Ordinances, the Florida Plumbing Code, the Florida Administrative Code and other applicable Federal, State and local laws, rules and regulations.

(b) Grease interceptors and oil/water separators shall be installed by a properly licensed plumbing contractor at the sole cost of the user. All units shall be inspected by the City during the installation process.

(c) Grease interceptors and oil/water separators shall be installed in a location as close as possible to the source of grease and which provides immediate access at all times for cleaning, maintenance and inspections. The City shall approve the location prior to installation.

(d) Grease interceptors and oil/water separators shall be installed in the facility's lateral sewer line between all fixtures which may introduce grease into the sewer system and the connection to the City's wastewater collection system (sinks, dishwashers, etc). Garbage disposal or food grinder waste must be routed into an approved solids interceptor prior to discharging into the grease interceptor.

Wastewater from sanitary facilities shall not be connected or discharged to the grease interceptor or oil/water separator under any circumstances.

(e) Grease interceptors and non-mechanical oil/water separators shall be equipped with inlet and outlet piping that have a two-way cleanout tee installed. Inlet piping shall enter at 2.5 inches above the liquid level and connect to a tee extending to 24 inches below the water level. Outlet piping shall start at 8 inches above the bottom of the interceptor and extend vertically to a tee. Tees and pipe shall be no less than 4 inches in diameter and shall be installed with the run in the vertical direction.

Section 7: Cleaning and Maintenance

(a) Cleaning shall include the complete removal of all contents, including floatable materials, wastewater, bottom sludge, solids and debris.

(b) Maintenance shall include all activities, including repairs, required to ensure the grease interceptor or oil/water interceptor is in proper working condition and functioning as intended by the device manufacturer. Maintenance includes ensuring inlet and outlet tees are in place and unobstructed, vents are unobstructed, baffles are in place and lid seals are tight.

(c) Cleaning and maintenance of the grease interceptor, grease trap or oil/water separator shall be the responsibility of the user and provided at the user's expense.

(d) Grease interceptors and oil/water separators shall be pumped or cleaned out completely at a minimum frequency of once every 90 days or at a frequency determined by the Director of Public Works necessary to prevent carry over of oil and grease to the POTW.

(e) The user shall be responsible for maintaining grease interceptors or oil/water separators in a working condition as required for efficient operation. An interceptor shall be considered out of compliance if any of the following conditions exist:

(1) The floatable grease layer exceeds six (6) inches in depth;

(2) The solids layer on the bottom exceeds eight (8) inches in depth;

(3) The total volume of captured grease and solid material displaces more than 20 percent of the device capacity; or

(4) The removal efficiency of the device, as determined through sampling and analysis, is less than 80 percent.

(f) The user shall be responsible for inspecting the grease interceptor or oil/water separator during the cleaning or maintenance procedure to ensure proper performance of the procedure and that all fittings and fixtures inside the interceptor or separator are in working condition and functioning properly.

(g) Grease interceptors shall be deep cleaned annually to include pressure washing or scraping walls, baffles, inlet tees and outlet tees.

(h) Decanting, back-flushing or discharging of removed wastes back into the grease interceptor or oil/water separator are prohibited.

(i) Chemical or biological additives shall not be used in a grease interceptor or oil/water separator without written approval from the Director of Public Works. The use of

additives shall not be considered a substitute for the cleaning and maintenance requirements set herein.

(j) Flushing the grease interceptor, grease trap or oil/water separator with water having a temperature in excess of 140 degrees Fahrenheit is prohibited.

(k) Repairs required by the Director of Public Works shall be completed within 10 calendar days after the date written notice is received by the user, unless the Director of Public Works approves a different completion date in writing. The user shall be responsible for the scheduling and cost of all repairs.

(l) Wastes removed from each grease interceptor or oil/water separator shall be disposed at a facility or location permitted to receive such wastes. In no way shall the wastes be returned to any portion of the POTW without prior written approval from the Director of Public Works.

Section 8: Administrative Procedures

(a) Users shall maintain a record log of cleaning and maintenance activities for each grease interceptor and oil/water separator that includes the following information:

(1) Generator information: facility name, contact person, address and phone number.

(2) Transporter information: company name, contact person, address and phone number.

(3) Destination information: company name, permit number, contact person, address and phone number.

(4) Pumping information: date, time, volume pumped, transporter name, transporter signature, witness name and witness signature.

(5) Maintenance information: date, description of maintenance, name and signature.

(b) Current cleaning and maintenance logs, including all activities for the previous 12 months, shall be posted in a conspicuous location, easily visible and accessible to City personnel.

(c) The user shall maintain a file of records and other documents pertaining to the facility's grease interceptor or oil/water separator. This file shall include, but is not limited to, the as-built drawings, record of inspections, log of cleaning and maintenance activities and receipts, pumping company information, disposal information, and monitoring data. Records shall be kept on-site for a minimum of three years and be available for inspection and review by the City upon request.

Section 9: Inspections

(a) The user shall permit the City to enter and conduct facility inspections at any time without notice as a condition of being served by City water and sewer.

(b) Inspections shall be conducted by the City on all facilities containing grease interceptors or oil/water separators with a frequency based on the size of the device. Inspections are conducted to ensure compliance with the requirements of this manual and to ensure adherence to proper cleaning and maintenance schedules.

(c) If a problem arises, such as line stoppages or increase maintenance of the POTW, or if a violation is noted during the routine inspection, inspections may be conducted more frequently as determined by the City.

Section 10: Enforcement

(a) A Notice of Violation shall be issued to a user for any violation of the provisions of Chapter 26 of the City Code, of Section 26-82, of this manual, which violations shall include, but shall not be limited to, the following:

(1) Failure to properly clean or maintain the grease interceptor or oil/water separator in accordance with the provisions outlined herein;

(2) Failure to provide logs, files, records or access for inspection or monitoring activities;

(3) Failure to correct a previous violation by an established deadline;

(4) Failure to timely pay program fees; or

(5) Failure to comply with any other requirement of this manual.

(b) The City shall enforce the provisions of Section 26-82, including the provisions of this Fats, Oils & Grease Program Manual, in accordance with the provisions of Section 26-108 of the City Code.

Section 11: Program Fees

(a) A monthly administrative charge, which includes the cost of routine inspections, shall be established at any time by resolution of the City Commission.

(b) Additional facility inspections for compliance purposes shall be established at any time by resolution of the City Commission.

(c) Sample collection and laboratory analyses related to enforcement activities shall be at the rates stated in the Schedule of Costs (fees) for the certified commercial laboratory under contract with the City procured in accordance with the City's purchasing policies.

(d) The City Commission by resolution may adopt other reasonable fees as deemed necessary to carry out the requirements set forth in this article. These fees relate solely to the matters covered by this article and are separate from all other fees, fines and penalties assessed by the City. These fees are charged to recover the costs incurred by the City to implement and enforce the Fats, Oils & Grease Program.