

VERNON TOWNSHIP MUNICIPAL UTILITY
AUTHORITY

GREASE MANAGEMENT
HANDBOOK
(FATS, OILS, and Grease (TRAPS)
MANAGEMENT)

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Prepared by:

VTMUA

973-764-4055, ext. 2288

PURPOSE

The purpose of this Handbook is to establish a uniform policy for pumping, cleaning, maintenance and monitoring requirements for minimizing the discharge of fats, oils, and grease (FOG) into the Vernon wastewater collection system (Sewer). The safe and efficient operation and maintenance of FOG removal devices is essential in order to properly protect the public from possible hazards caused by sanitary sewer overflows and to reduce costs to the public and the Authority from clogged sewer lines due to fats, oils, and grease build-up. In order to implement a Grease Trap Maintenance program, the Vernon Township Municipal Utility Authority has adopted the following:

1. Establish a Fats, Oils and Grease Management Handbook outlining the responsibility for upholding the policies and procedures that shall be followed by customers to prevent the introduction of excessive amounts of FOG into the Authority's wastewater collection system.
2. Provide information to assist customers to meet the requirements. This may include, but is not limited to mail-outs to customers, publications, and newspaper articles.
3. Establish a cleaning and maintenance protocol necessary for proper operation of grease trap management.
4. Ensure that any new construction is reviewed to assess the proper type, size and location of an installed FOG removal device.

This will be accomplished between the Plumbing Sub-Code official and the owner operator following New Jersey State Uniformed Construction Code and communicated to the Authority's Engineer.

5. The Customer is responsible for maintaining records associated with installation, pumping, cleaning, and repair of FOG removal devices.
6. Provide the customer with service contact numbers at the Authority and a procedure through which they can raise questions or concerns.

Please note that the Handbook may be amended at any time at the discretion and approval of the Board of Commissioners of the Vernon Township Municipal Utility Authority.

INTRODUCTION

Fats, oils, and grease (FOG) is a major concern for wastewater collection systems. When not disposed of properly, FOG forms thick layers inside sewers constricting flow, similar to the way cholesterol affects blood flow in our arteries. Clogged sewers require additional maintenance and cleaning and can result in sewage spills and overflows. FOG also places additional loadings on wastewater treatment plants, which can result in process operational difficulties, added treatment costs, and possible plant upsets. Restaurants are a significant source of FOG because of the amount of grease used in cooking and other food prep work. Improper cleanup practices allow food particles, oil, grease, and cleaning products to flow to the sanitary sewer.

Utilities devote many pieces of equipment and man hours to unclogging and cleaning sanitary sewer collection systems which include, but are not limited to, manholes, lift stations, gravity lines, and service lines clogged with grease, oil and grit.

This handbook maintains the discharge limitation for oil and grease at 100mg/L (milligrams per liter) for users of the wastewater collection system within the Authority's Sewer District. The Handbook additionally requires users to install and maintain a FOG removal device at their facility.

All facilities are subject to periodic inspections by the VTMUA and sampling to ensure they stay within the guidelines v described in the Handbook.

The following sections provide operational policies, equipment requirements, recordkeeping and reporting requirements, best management practices, and other valuable information and resources which can greatly reduce the amount of FOG entering the wastewater collection and treatment systems.

BY DOING YOUR PART YOU CAN CONTRIBUTE TO A CLEANER AND HEALTHIER SEWER UTILITY SYSTEM!

POLICIES CONCERNING FOG REMOVAL DEVICES

The Vernon Municipal Utility Authority thereby establishes the following policies:

1. Facilities generating fats, oils, and grease as a result of food manufacturing , processing, preparation, or food service shall install, use, and maintain in proper working order a grease removal device. These facilities include but are not limited to restaurants, food manufactures, food processors, hotels motels, prisons, hospitals, nursing homes, convenience stores, and any other facility preparing, serving, or otherwise making any food items available for consumption.
2. As of 2015 any existing facility with a fog device or any new facility must fill out and send to the VTMUA a form "REGISTRATION of FOG DEVICE". A sample of which can be found in Exhibit A.
3. Facilities that have the potential to discharge waste containing residual petroleum based oil and grease, including but not limited to car washes, automotive dealerships, and automotive repair facilities shall install and maintain and approved oil/water separator.
4. Other facilities may be required by the Authority to install an approved FOG removal device, as appropriate, for the proper handling of wastes potentially containing fats, oils, or grease.
5. Garbage or food grinders are not permitted in any establishment that discharges to the wastewater collection system.
6. FOG removal devices shall be obtained and installed at the Owner of the facility's expense. Proper operation, maintenance and repair shall also be at the owner's expense following the guidelines in this Handbook, Manufacture's Guidelines, and all applicable Codes, Rules and Regulations.
7. All grease interceptors shall be installed in a location that provides easy access at all times for inspection, sampling, sludge measurement and proper maintenance. Unless otherwise approved, grease interceptors shall be located a minimum of 20 ft. from any potential hot water discharges.

8. Grease interceptors shall be located in the facility sewer service lateral between all fixtures which may introduce oil and grease into the collection system and the connection to the wastewater collection system.
9. Wastewater from Sanitary facilities shall not be introduced into the FOG removal device.
10. The Authority's representative may conduct periodic records review, compliance monitoring, and /or sampling and analysis of the discharge from a customer's FOG removal device. Utility Customer, facility operations personnel, and/or property owners shall cooperate with the Authority's representative regarding any activities associated with a FOG removal device. Failure to cooperate may result in non-compliance.
11. As a condition of being supplied utility service, the customer shall grant to the Authority's representative access to the FOG removal device during reasonable hours in the event of an emergency, at any time, or for the purpose of maintaining, inspecting, pumping, cleaning, repairing, sampling, installing or for any other purpose the Authority's representative deems necessary.
12. The utility customer shall be responsible for payment of each necessary Device Discharge Sampling and Analysis fee as provided by the Authority's Rule and regulations. Charges will be included on the customer's bill.
13. Liquid wastes shall be discharged to the FOG removal device through the inlet pipe only, and in accordance with the guidelines of this handbook, manufacturer's guidelines, and applicable codes, rules and regulations.
14. No chemical, enzyme, live bacteria, grease cutter, or any other additive may be introduced to the FOG removal device or food service facility for the purpose of emulsifying fats, oils, or greases. Systems or additives that dissolve fats, oils, or greases are prohibited.
15. No user may intentionally allow the direct discharge of fats, oils, or greases into the wastewater collection system.

16. In the event of any damage to Authority property which arises out of any act of a commercial customer, property owner, agent, employee, or independent contractor at a facility; the cost of repairs or replacement of the Authority's property shall be paid to the Authority by the responsible party. Ultimate responsibility for any costs extends to the property owner. This protection of Authority property extends to wastewater transmission lines, lift stations, valves, wastewater treatment plants, and any other appurtenances of the wastewater collection system.

DESIGN AND CAPACITY

The Design and the capacity of Interior Grease Interceptors are under the jurisdiction of the Uniformed Construction Code; While Outdoor Grease interceptors are under the jurisdiction of the VTMUA and its Engineer.

The design of a FOG removal device shall be based on peak flow, and where applicable capable of treating and removing emulsions. FOG removal devices shall be sized and designed on a case by case basis as determined by the Authority's Engineer in conjunction with the Plumbing Sub-Code Official. The minimum capacity of an Outdoor Grease Interceptor shall be 800 gallons and the maximum capacity shall be 1250 gallons. The sizing of a Hydro-mechanical Interceptor will be determined by the Plumbing Sub-Code Official. During the Design and Capacity phase the Plumbing Sub- Code Official and the Authority's Engineer will communicate and coordinate their efforts to produce the best results.

Existing facilities that have an under sink grease trap may be required to install an outdoor grease interceptor of proper size if the indoor under sink grease trap is found to be in violation more than 2 times in a six month period.

GENERAL RULES OF PUMPING, MAINTENANCE and RECORDKEEPING

All records of FOG removal devices pumping; cleaning, maintenance, and

repair activities must be maintained by the customer on the Authority's approved tracking forms or on the Industrial Pretreatment Association (KIPA) Manifest. Examples of these forms can be found in Exhibit A in this Handbook.

IF a FOG removal device is in need of repair or maintenance, it shall be completed within fifteen (15) days of written notification from the Authority or its representative. If the repairs are not completed within 15 days, the customer will be deemed non-compliant and action may be taken by the Authority.

Discharging water to the FOG removal device that has a temperature in excess of one hundred and forty degrees F (140) shall be strictly prohibited.

When pumping out the interceptor it is to be fully evacuated unless the volume of the interceptor exceeds the tank capacity on the vacuum truck.

In such as case, the transporter shall arrange for additional transportation capacity so the interceptor or oil/water separator is fully evacuated within a 24 hour period.

Decanting, back-flushing or discharging of removed waste back into a grease interceptor or oil/water separator is prohibited.

Grease Interceptor waste shall be properly disposed of at a facility in accordance with federal, state, and local regulations.

CLEANING SCHEDULES

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 interceptor, to ensure the discharge is in compliance with local discharge limits; and to ensure no visible grease is observed in discharge. Grease Interceptors shall be completely evacuated a minimum of every 30 days, or more frequently when:

1. twenty-Five (25%) percent or more of the wetted height of the grease trap

or grease interceptor, as measured from the bottom of the device to the invert of the outlet pipe, contains floating materials, sediment, oils, grease; or

2. the discharge exceeds BOD, COD, TSS, FOG, pH, or other pollutant levels established by the Municipal Sanitary Sewer System; or
3. if there is a history of non-compliance.

Any person who owns or operates a grease interceptor may submit to the municipal Sewer Authority a request in writing for an exception to the (30) day cleaning frequency of their grease interceptor. The Municipal Sewer Authority may grant an extension (exception) for required cleaning frequency on a case-by-case basis when:

1. The grease interceptor owner/operator has demonstrated the specific interceptor will produce an effluent, based on defensible analytical results, in consistent compliance with established local discharge limits such as BOD, COD, TSS, FOG, or other parameters as determined by the Municipal Sewer Authority, or
2. Less than twenty-five (25%) percent of the wetted height of the grease interceptor, as measured from the bottom of the device to the invert of the outlet pipe, contains floating materials; sediment, oils, or grease.

In any event, a grease interceptor shall be fully evacuated, cleaned and inspected at least once every 90 days.

SCHEDULE OF DEEP CLEANING

Grease interceptors or oil/water separators shall be deep cleaned by the customer at a frequency as necessary to ensure a properly operating device. Pressure washing or scraping walls, baffles, inlet and outlet tees are acceptable methods of deep cleaning. Deep cleaning records shall be maintained by the

customer and made available for inspection by the Authority or its representative within 24 hours after the cleaning was performed.

Existing under sink traps must be cleaned as frequently as necessary to prevent the pass through of grease, fats, oils and food solids to the wastewater collection system. Cleaning records for under sink traps are to be maintained and made available as above.

REMOVAL AND DISPOSAL OF SOLIDS AND WASTE

Fats, oils, grease, and solids from any FOG removal device shall be disposed of at an approved facility that is authorized to accept the applicable materials and dispose of them in accordance with the requirements of all local, state, and federal regulations. In no way shall the pumpage be returned to any private or public portion of the wastewater collection system or treatment plants.

CARTING AND TRANSPORTING MATERIAL FROM A FOG DEVICE

Each pump-out of a grease interceptor must be accompanied by a manifest which is used for recordkeeping purposes. Persons who generate, collect, and transport grease waste shall maintain a record of each individual collection and deposit. Such records shall be in the form of a manifest. The manifest shall include:

1. Name, address, telephone number and commission registration number of the transporter
2. Name, signature, address, and phone number of the person who generated the waste and the date collected
3. Type and amount(s) of waste collected and transported
4. Name and signature(s) of responsible person(s) collecting, transporting, and depositing waste
5. Date and Place where the waste was deposited
6. Identification (permit or site registration number, location, and operator) of the facility where the waste is deposits

7. Name and signature of facility on-site representative acknowledging receipt of the waste and the amount received
8. The volume of grease waste received; and
9. A consecutive numerical tracking number to assist transporters, waste generators and regulating authorities in tracking the volume transported.

Manifests shall be divided into five parts and records shall be maintained as follows:

1. One part of the manifest shall have the generator and transporter information completed and is given to the generator at the time of waste pick up.

The remaining four copies of the manifest shall have all information completely filled out and signed by the appropriate party before distribution of the manifest.

2. One part of the manifest shall go to the receiving facility
3. One part shall go to the transporter, who shall retain a copy of all manifests showing the collection and disposition of waste.
4. Two copies of the manifest shall be returned by the transporter to the person who generated the wastes within 15 day after the waste is received at the disposal or processing facility. One copy they will keep for their records; and
5. One part of the manifest shall be sent to the local authority by the by the original generator of the waste.
6. Copies of the manifests returned to the waste generator shall be retained for five years and be readily available for review by the VTMUA.

COMPLIANCE TESTING

All testing designed to satisfy the criteria set forth in in this Handbook shall be scientifically sound and statistically valid. All tests to determine grease and oil, TSS, BOB, COD, pH, and other pollutant levels shall use appropriate tests which have been approved by y the Environmental Protection Agency which are defined in title 40, Code of the Federal Regulations, part 136. Testing shall be open to inspection by the VTMUA or its representative and shall meet VTMUA approval.

COMPLIANCE MONITORING-RIGHT OF ENTRY

The VTMUA shall have the right to enter the premises of any user or potential user to determine whether the user is complying with all requirements. Users shall allow the VTMUA or its representative ready access to all parts of the premises for the purpose of inspection, sampling, records examination, copying of records and the performance of any additional duties.

Where security is in place, user will make access available without delay the proper showing of ID by the representative of the VTMUA. Furthermore, the representative of the VTMUA shall have the right to set up on the user's property, or require installation of, such devices as necessary;

- to conduct sampling or metering of the user's operations
- FOG sensing alarm devices complying with PDT, G102

All monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense.

Any temporary or permanent obstruction to safe and easy access to the facility for inspection or testing purposes shall be promptly removed by the user at the written or verbal request of the VTNUA or its representative and not be replaced. Unreasonable delays in allowing the VTMUA access to the user's premises shall be considered non-compliance and a violation of the VTMUA Rules and Regulations. Furthermore, if the VTMUA has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of the VTMUA Rules and Regulations, the VTMUA may seek the issuance of a court order.

INCREASE OR DECREASE IN PUMPING REQUIREMENTS

At the discretion of the Authority, existing facilities generating fats, oils, or grease may be asked required to increase their pumping and/or cleaning frequency or upgrade their existing FOG removal device whenever any of the following exist:

- The facility is found to be contributing fats, oils, or grease in quantities sufficient to cause stoppages, overflows, or necessitate increased maintenance in the wastewater collection system.
- The facility is found to have a discharge concentration of fats, oils, and grease that exceeds 100mg/L. If a device upgrade is required, the FOG removal device shall be designed and sized in accordance with applicable codes, rules, regulations and approved by the Plumbing Inspector and the VTMUA engineer.

The pumping and/or cleaning schedule described in the Handbook may be modified by the VTMUA if a request letter for a variance in this schedule is sent to the VTMUA and approved. The modified schedule may be increase or decrease in frequency based on pumping records, cleaning records, or FOG removal device discharge analytical results. In order to meet the minimum requirements to request a variance of current pumping schedule, the following must be met:

- Have a minimum of one year of verifiable consecutive compliant data at current pumping frequency or other level of documentation, or as approved by the VTMUA or its authorized representative.
- The data provided must reasonably demonstrate that a longer interval between pumping events will not result in non-compliance
- The existing grease interceptor located at the facility the variance must be an approved type
- The existing grease interceptor must be structurally sound with all components in proper working order according to this Handbook, manufacture's guidelines, and all applicable code, rules and regulations.
- All plumbing fixture located at the facility requesting the variance must discharge into the grease interceptor.
- If at any time a customer is deemed to be non-compliant as specified in this Handbook, a variance may be rescinded and the customer may be required to revert back to a previous pumping schedule or as otherwise required by the VTMUA.

QUESTIONS

Should a customer have a question about the contents of this HANDBOOK they can call 973- 764- 4055, Ext. 2288. Or they can write to the VTMUA at 21 Church St., Vernon, N.J. 07462

BEST MANAGEMENT PRACTICES

There are several universal standards that have proved to be beneficial in grease and oil reduction called “BEST PRACTICES” or BMP’s. All employees should be taught BMP’s with periodic training sessions to reinforce their knowledge. The responsibility of training and ensuring staff follow the BMP’s for reducing the quantity of grease or oil that goes down the drain is with the business owner, facility manager, or their designated representative. A table follows which lists some of the things that should be implemented at a business if not already in place.

BEST MANAGEMENT PRACTICES

Reduce the RISK of sanitary sewer back-up's:

BMP	REASON	BENEFIT
Train kitchen staff to help ensure implemented.	People are willing to support efforts they understand.	All of the benefits of BMP's will have a better chance of being implemented.
"NO GREASE" signs above sinks & on the front of dishwashers. *	Signs serve as a reminder for staff working in kitchens	Reminders will minimize grease discharge to traps and interceptors & reduce cleaning & disposal cost
Use water temperatures less than 140 degrees F in sinks.	Temperatures in excess of 140 degrees F dissolve FOG, but FOG can re-congeal or solidify in the collection system as water cools	The food service establishment will reduce cost for energy-for heating water
Recycle waste cooking oil.	Locate a waste oil recycler this is a cost recovery opportunity	The establishment will be paid for waste and will reduce the amount paid for garbage.
"Dry wipe" pot, pan, and dishware prior to dishwashing.	By disposing of the wipes in the garbage material will not be sent to traps/ interceptors.	This will reduce the amount of material and grease traps/interceptors resulting in less cleaning and maintenance cost.
Dispose of food waste by recycling and /or solid waste removal.	In the absence of recyclers, the food waste can be disposed by solid waste haulers.	Recycling food wastes reduces the cost of waste disposal.
Witness all cleaning/maintenance activity the devices is properly operating.	Grease trap/interceptor pumpers may may take shortcuts.	The establishment will ensure that it is s to ensure value for the cost of cleaning.
Cover outdoor grease and oil storage containers.	Uncovered storage containers collect rain-water. Since grease and oil float the rainwater can cause an overflow onto the ground.	The discharge of grease and oil to the storm drain system will degrade water quality and is illegal.
Be sure grease dumpsters & storage containers are located away from prior to entering the storm drain.	The farther away the catch basin, the more time given to clean up spills or drainage prior to entering the storm drain.	The discharge of FOG to storm drain system will degrade the water quality and is an illegal discharge.
Routinely clean kitchen exhaust filters.	FOG escapes through the exhaust system, It can accumulate on the roof and eventually enter the storm drain when it rains.	The discharge of FOG to the storm drain system will degrade the water quality and Is an illegal discharge.

- PLEASE see examples of SIGNS provided in appendix C of this Handbook. Please copy them and place them over sinks and drains or where grease and oil can be dumped or rinsed.

DEFINITIONS

The following terms and phrases, when used herein, shall have the meaning ascribed to them in this Section, except where the context clearly indicated a different meaning.

DISTRICT: Refers to Vernon Township Municipal Utility Authority Sewer District, as applicable for the relevant utility service area. The contact information for both Districts is shown above.

FATS, OILS, AND GREASES (FOG): Organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time.

FOG REMOVAL DEVICE: Inclusive of all devices constructed for the removal of fats, oil, and grease, including, but not limited to, Grease Interceptors, Grease Traps, and Oil/Water

GARBAGE GRINDER or DISPOSAL: An electrical device that shreds solids or semi-solid waste materials, generally food related, into smaller portions for discharge into the wastewater collection system.

GREASE HAULER: An entity that collects the contents of a grease interceptor or trap and transports it to an approved recycling or disposal facility. A grease hauler may also provide other services to a food service facility related to grease interceptor and trap maintenance.

GREASE INTERCEPTOR (Outdoor Interceptor): A device located underground and outside of a food service facility designed to collect, contain or remove food wastes or grease from the waste stream while allowing the balance of the liquid waste to discharge to the wastewater collection system. Interceptors shall have at least one inspection hatch on the top surface to facilitate inspection, cleaning, and maintenance by a grease hauler.

GRAVITY GREASE INTERCEPTOR: Plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept non-petroleum fats, oils, and greases (FOG) from wastewater discharge and is identified by volume 30 minute retention time baffle(s) a minimum of two compartments, a minimum total volume of 300 gallons and gravity separation. These Interceptors are designed by a professional engineer. Gravity Grease Interceptors are generally installed outside.

Hydro-mechanical Grease Interceptor: A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept non-petroleum fats, oils, and grease (FOG) from wastewater discharge and is identified by flow rate, and separations and retention efficiency. The design incorporates air entrainment, hydro mechanical separation,

interior baffling, and/or barriers in combination or separately, and an External Flow Control, with air intake (vent).

GREASE TRAP: A device located inside a facility and/or under a sink designed to collect, contain, or remove food wastes, oil, and grease from the water prior to discharge to the wastewater collection system.

OIL/WATER SEPARATOR: A device used to separate oil from wastewater before being discharged into the wastewater collection system. This type of device shall be utilized at, but not limited to, mechanical maintenance repair shops, car washes and facilities where floor drains collect motor oil, transmission fluid, lubricating oil, grease, hydraulic oil, etc.

WATER SERVICE CONNECTIONS: The terminal end of a service connection from the potable water system; i.e., where the District loses sanitary control over the water at its point of delivery to the Customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream side of the meter.

APPENDEK A

REGISTRATION FORM FOR FOG DEVICE

FATS, OILS AND GREASE REMOVAL DEVICE PROGRAM REGISTRATION FORM

Utility Account #		Date:	
Facility Name:			
Facility Address:			
Contact Name			
Phone #:		Alternate #:	
Mailing Address (if different from above):			
Please initial ONLY if your facility DOES NOT generate Fats, Oils and Grease as described in the Fats, Oils and Grease Handbook. PLEASE NOTE: YOU ARE STILL REQUIRED TO SIGN PAGE 2 OF THIS FORM.		_____ Initial Here	
Seating Capacity (if applicable):	0 - 50:	50 - 100:	101 - 250: Over 250:

1. Choose the description that best describes your facility type:							
Fast Food Restaurant		Hospital		Caterer			
Full Service Restaurant		Nursing Home		Other			
Drive Thru Restaurant		Club/Organization		If other, please describe:			
Coffee Shop		Office					
Bakery		Auto Repair					
Supermarket		Car Wash					
2. Check each day your business is open:							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
3. Check the meals that are served at your facility (if applicable):							
Breakfast:	Lunch:	Dinner:	Snack/Coffee:	Food Prep Only:			
4. Does this business have a grease removal device?			Yes:	No:	If no, go to question #6		
5. Complete the following for EACH grease removal device at your business (If more than 1 device exists at your business, use additional sheets as necessary).							
FOG Removal Device Information							
Indoor or Outdoor:				Size (gallons):			
Location (i.e. Under 3-bay sink, in-ground, etc):							
Manufacturer:				How often is it cleaned/pumped:			
How is the grease disposed of:		Trash	Contractor/Pumper	Other (describe)			
Company Name:				Phone Number:			
Address:							

6. Choose each of the items listed below that are present in your facility:					
Fryer		If yes, how many		Grill	If yes, how many
Oven		If yes, how many		Tilt Kettle	If yes, how many
3 – Bay Pot Sink		If yes, how many		2 – Bay Pot Sink	If yes, how many
Single Bay Pot Sink		If yes, how many		Pre – Rinse Sink	If yes, how many
Dishwasher		If yes, how many		Mop Sink	If yes, how many
Work Station		If yes, how many		Other	If yes, how many
If you selected other, please describe:					
7. If your facility has grills/ovens which type of exhaust cleaning system do you use to clean the filters:					
Automatic cleaning system:		Manual cleaning system:			
8. If you manually clean hood filters, where are they cleaned:		Onsite	Offsite (by a contractor)		
9. If cleaning hood filter on-site, describe process in detail (i.e. 2-bay sink, dishwasher, etc.):					
10. If waste fats, oils and grease are stored on the premises, where is the material stored:					
11. Do you use additives associated with your grease contaminant device, floor drains, sewer lines, etc. to help clean them:		Yes	No		
12. If you answered yes to question #11, please describe the type (i.e. enzyme, bacteria, chemical, etc.):					
13. If you answered yes to question #11, please describe where it is used (i.e. Floor drain, sewer line, etc.):					

By signing below you acknowledge that the information that is provided herein is factual to the best of your knowledge. You also acknowledge that you have read and understand the Grease Trap Maintenance Program Handbook that is available to download at www.DistrictGov.org. You are also aware that you must notify the Utility Customer Service Department within 30 days if any of the information provided on this registration Form changes. Questions regarding the program and its requirements should be directed to the Utility Customer Service Department at (352) 750 – 0000.

Signature	Date
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Please complete this form in its entirety and mail to:

VERNON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
21 CHURCH STREET
VERNON, NJ 07461
(973) 764 – 4055 EXT. 2288

APPENDIX B – RECORDKEEPING AND LOG FORMS

1. GREASE TRAP CLEANING and DISPOSAL LOG
2. GREASE TRAP and GREASE INTERCEPTOR INSPECTION FORM
3. GREASE TRAP OPERATION AND MAINTENANCE FORM
4. GREASE TRAP MAINTENANCE LOG

NOTE: FORMS 1, 3, and 4 are to be filled out diligently and maintained by the customer/user of the Sanitary Sewer System. These forms are to be maintained along with Transporter Manifest make up the RECORDKEEPING FILES that the customer must keep and make available to the Authority or its representative upon request illustrating that FOG is being properly managed, the traps/interceptor are cleaned and pumped and in good working condition, and FOG waste is properly disposed of meeting all local, state and federal statutes, rules and regulations to be in COMPLIANCE. Failure to do so by the customer will result in them being considered NON- COMPLIANT and subject to penalties.

Form 2 is a sample of an INSPECTION FORM, provided for your information used by the Authority or its representative when conducting its Grease Trap/FOG Device inspection.

Vernon Township Municipal Utility Authority

Grease Trap and Grease Interceptor Inspection Form

Inspector: _____
Signature: _____
Date: _____
Time Inspection Started: _____
Time Inspection Completed: _____

Establishment: _____
Address: _____
Contact Name: _____
Phone: _____

Field Data

Compliance

1. The establishment has implemented a training program to ensure that the BMP's are followed.
2. The establishment recycles waste cooking oil and can provide records of this.
3. Water Temperatures at all sinks, especially the pre-Rinse sink before the mechanical dishwasher or the Sinks in the three-sink system, are less than 140°F.
Measure and record the temperature.
4. The establishment "dry wipes" pots, pans and dishware prior to rinsing and washing.
5. Food waste is properly disposed of and is not discharged to the grease traps or interceptors.
6. The grease trap or interceptor is cleaned and maintained regularly.
7. The cleaning frequency of the grease trap or interceptor is documented on a maintenance or cleaning log.
Obtain a copy of the document.
8. The grease trap or interceptor does not contain greater than 1/4 the depth in grease accumulation. *Estimate and record amount of grease in the unit.*
9. The grease trap or interceptor does not contain greater than 1/4 the depth in sediment accumulation.
Estimate and record amount of sediment if possible.
10. Outdoor grease and oil storage containers are covered and do not show signs of overflowing.

11. Grease and oil storage containers are protected from discharge to storm drains.
12. Absorbent pads or other materials (not free flowing material such as cat litter) are used to clean up any spills Or leakages that could reach the storm drain.
13. Storm drain catch basins show no signs of grease or oil.
14. The roof shows no signs of grease and oil from the exhaust system.
15. The exhaust system filters are cleaned regularly, which is documented by cleaning records. *Note and record frequency of cleaning.*

Additional Notes and Comments:

C= Compliance with the item
V=violation of the item (provide explanation in the notes)
NA= Not applicable (provide explanation in the notes)
NC= Not checked (provide explanation in the notes)

Grease Trap Operation and Maintenance

Note: This form may be used to track maintenance of grease traps inside of the building. Proper maintenance can help reduce stoppages in the plumbing and reduce blockages forming in main lines of the sewer collection system. Completion of this form will show the business's record of the maintenance for the equipment in service.

Company Information

Company Name: _____

Site Address: _____

Date	Maintenance Performed	Quantity Removed	Maintenance Performed By	Signature of Responsible Party

1. Please mark one of the following: Cleaned (Grease/Oil Removal), Inspected, or Pumped by professional cleaner.
2. List the quantity of grease and/or oil removed in approximate gallons.
3. Note the name of the employee and/or the company performing maintenance.
4. The signature can be your employee or the employee of the company performing maintenance.

APPENDIX C
SIGNS





DO NOT DUMP GREASE DOWN THE DRAIN.

SCRAPE IT INTO THE GARBAGE BEFORE WASHING!

