

Attached are some forms to be filled out for new businesses for determining grease trap sizing and taking it a little further, other plan checks to determine what is being discharged to the sewer system. Any new business other than office use should fill out the appropriate form. Forms can be given out and/or distributed by and returned to the wastewater plant for review. Copies will be sent to the Planning and Engineering Departments

Food Service Plan Check

- Should be filled out by all food establishment and reviewed by the Wastewater Division
- Is to make sure any new food service grease trap is sized adequately
- Not to oversize grease trap and put any undo financial burden on new business start up

Sizing Criteria

- Using the info obtain by food service plan check to calculate grease trap size. This form is very basic and may be revised in the future to accommodate additional info from the Food Service Plan

Non Food Service Plan

- Should be filled out by all new business (except office).
- Reviewed by the by the Wastewater Division to determine if a Survey for a Waste Discharge Permit (WDP) application is required. Note: Many cities attach a fee of \$50 to \$300 annually for a WDP
- WDP applications and WDP are on file at the plant.
- Evaluation of the WDP application will determine if a Pre-Treatment Program is required by the user. Cost of inspections are covered if a fee is attached to the WDP

Pre-Waste Discharge Permit Automotive Plan Check

- Automotive repair shops are a major contributor to priority pollutant discharges when gone unchecked.
- A non food service plan check not required

City of Anderson Wastewater Division

Grease Trap-Oil Separator Plan Check Questionnaire

All restaurants or other food service facilities that discharge to the City of Anderson Water Pollution Control Plant are required to complete a Grease Trap-Oil Separator questionnaire and submit it to the Planning/Engineering Department. Use current operating data, if available, or your best estimate based on similar types of businesses.

Answer all questions: **Please Print**

1. Facility Name: _____
2. Address: _____
3. Facility Manager/Owner: _____
Facility Phone #: _____
4. Emergency Contact: _____ Phone #: _____
5. Building Owner: _____
6. a. Type of facility (i.e. fast food, dinner house, etc.): _____
b. Type of food served: _____
c. Is food prepared from scratch? _____
d. Food will be served on _____ disposable _____ washable dishes
7. a. Average number of employees: _____ b. Days/hours of operation: _____
c. Seating Capacity _____
d. Busiest hours of the day: _____
e. Maximum number of meals served per hour: _____
f. Peak process discharge rate to sanitary sewer: _____ Gal/hr.
8. Wastewater generating activities/points of discharge:
(Check all that apply)

<input type="checkbox"/> Cup/Glass Washer	<input type="checkbox"/> Pot Sink(s) # _____
<input type="checkbox"/> Dishwasher	# of Compartments _____
<input type="checkbox"/> Floor Drain(s) # _____	<input type="checkbox"/> Sanitary (restrooms)
<input type="checkbox"/> Floor Sink(s) # _____	<input type="checkbox"/> Self-cleaning Hoods
<input type="checkbox"/> Garbage Can Cleaning	<input type="checkbox"/> Soup Vat
<input type="checkbox"/> Garbage Grinder	<input type="checkbox"/> Trash Compactor
<input type="checkbox"/> Grill Hood Cleaning	<input type="checkbox"/> Vegetable Sink(s) # _____
<input type="checkbox"/> Wok Range(s) # _____	<input type="checkbox"/> Mop Sink
<input type="checkbox"/> Other _____	
9. a. Dishwasher make/model #: _____ Flow rate: _____
b. Temperature range of dishwasher water: _____ °F

City of Anderson Wastewater Division

Grease Trap-Oil Separator Plan Check Questionnaire

10. a. Do you have a grease trap/interceptor installed? _____
b. Size and type of unit: _____
c. Location: _____
 *(Provide a diagram showing grease trap/interceptor location)
d. Distance from dishwasher (if applicable): _____
e. Frequency of maintenance: _____
f. Grease hauler's name: _____ Phone #: _____
11. a. Do you use a renderer or tallow hauler? N/A
b. If yes, can you provide receipts? _____
c. If no, how do you dispose of your grease waste? _____

12. a. Is construction: ___ new ___ remodel ___ expansion
b. If existing, when was the facility established: _____
13. What agency referred you to us: N/A
14. The information submitted in this questionnaire is accurate to the best of my knowledge and is based on (check one):
() Current operating data () Best estimate based on _____

() Other: _____
15. Completed by: _____
Title: _____ Date: _____
Print Name: _____ Phone #: _____
Signature: _____

Additional Comments:

Size of grease trap required based on city sizing criteria on Page 3. _____gallons.

City of Anderson Wastewater Division

Grease Trap-Oil Separator Plan Check Questionnaire

-sizing Criteria:

(a) Parameters: the parameters for sizing a grease interceptor are hydraulic loading and grease storage capacity for one or more fixtures.

(b) Sizing Formula: the size of the interceptor shall be determined by the following formula:

Number of Meals Peak per Hour * X Waste Flow Rate X Retention Time # X Storage Factor ## = (Interceptor Size Liquid Capacity)**

* Meals served per hour **OR** total seating capacity

** Waste Flow Rate:

- a. With dishwashing machine 6-gallon flow
- b. Without a dishwashing machine, 5-gallon flow
- c. Single service kitchen 2-gallon flow
- d. Food waste disposer 1-gallon flow

Retention Times:

Commercial kitchen waste dishwasher 2.5 hours
Single service kitchen single serving 1.5 hours

Storage Factors:

Fully equipped commercial kitchen	8.0 hours operation: 1
	16.0 hours operation: 2
	24.0 hours operation: 3
Single service kitchen	1.5

The minimum size OGI allowed by the City is 1500 gallons. For very large OGI requirements, the maximum size requirement will be established on a case-by-case basis. Adjustments for extenuating circumstances will include establishing an agreed-upon OGI maintenance (pumping) schedule between the facility owner/operator and the City.

Design:

- All new construction and upgrades having an OGI requirement shall be constructed to include a sample monitoring station.
- Facilities requiring installation of OGIs and/or sample monitoring stations shall install units of approved designs on file with the City's *Construction Standards*.
- If an existing undersized unit is structurally sound and installed properly, then, in lieu of replacing it with a larger unit, the owner may choose to install an additional unit in series with the existing unit to satisfy the total size capacity required.
- All required OGIs shall be installed and properly maintained, and all required internal plumbing of proper design and length shall be in place at all times.

Example Criteria Formula

50	Seats	* Meals served per hour OR total seating capacity			
6	Flow	** Waste Flow Rate			
2.5	Dishwasher	# Retention Times:			
2	16 hrs open	## Storage Factors			
50X6X2.5X2= 1500 Gallon Grease Trap					

City of Anderson Wastewater Division

Grease Trap-Oil Separator Plan Check Questionnaire

GREASE REMOVAL DEVICE CERTIFICATION FORM

I acknowledge the _____ grease trap/interceptor being required for _____ was sized based upon the plans and information I submitted to the Wastewater Division. I certify that the questionnaire submitted for the food service facility is accurate. I have read and understand the regulation requiring the grease trap/interceptor to be maintained in efficient operating condition by periodic removal of accumulated grease. I have read and understand the regulation prohibiting the use of chemicals to clean out the grease trap/grease interceptor.

I agree to do the following to maintain the grease removal device.

- 1) Establish routine cleaning of a grease trap or interceptor.
 - a. Grease traps must be checked and pumped monthly unless a city official's inspection determines that a longer time between pump downs is adequate, or more frequently if needed to meet the discharge limit of 40 ppm of grease, oils, and/or fats.
 - b. Grease interceptors must be pumped out every three months or more frequently if necessary to meet the discharge limit of 40 ppm of grease, oils, and/or fats.
- 2) The Size and location of the grease removal device, along with the cleaning schedule and cleaning instructions, must be kept on site.
- 3) A log of grease trap cleaning and/or copies of grease interceptor pumping cleaning and maintenance must be maintained on-site for at least three (3) years and made available for inspection and/or copies furnished upon request.
- I acknowledge additional equipment and maintenance steps may be required, 1) if the information and plans, as submitted are changed, 2) the use of the site is changed, 3) and/or the grease trap/grease interceptor is not maintained as agreed to. I acknowledge that I will comply with the requirements of installing additional equipment and/or performing additional maintenance steps if the Wastewater Division determines these measures are required. I will inform the Wastewater Division of any change in management or ownership.

Signature: _____

Title: _____

Print Name: _____

Date: _____