



# Clay Township Regional Waste District

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## INSTRUCTIONS TO COMPLETE FATS, OIL AND GREASE DISCHARGE PERMIT APPLICATION

All questions must be answered.

### Section A

1. Enter the facility's official or legal name. Do not use a colloquial name.
2. Provide the physical location of the facility that is applying for a discharge permit. Include the telephone number of the establishment and the web site if available.
3. Provide the mailing address where correspondence from the District may be sent if different from 2 above. Location must be able to accept Certified Mail.
4. Provide the name, address and telephone number of the property owner.
5. Provide all the names of the authorized signatories for this facility for the purposes of signing applications, reports etc. The designated signatory is defined as:
  - a. Responsible corporate officer, if the Food Service Facility submitting the application or report is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
    - i. a president, secretary, treasurer, or vice-president of the corporation, in charge of a principal business function, or any other person who performs similar policy-or-decision-making functions for the corporation.
  - b. A general partner or proprietor if the facility submitting the application or report is a partnership or sole proprietorship respectively.
  - c. The principal executive officer or director having responsibility for the overall operation of the discharging facility if the Food Service Facility submitting the application or report is a Federal, State, or local government entity, or their agents.
  - d. A duly authorized representative of the individual designated in paragraph (a), (b), or (c) this section if:
    - i. the authorization is made in writing by the individual described in paragraph (a), (b) or (c);
    - ii. the authorization specifies either an individual or position having responsibility for the overall operation of the facility, such as the position of plant manager, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
    - iii. the written authorization is submitted to the District.
  - e. if an authorization under paragraph (d) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (d) of this section must be submitted to the District prior to or together with any application or report to be signed by an authorized representative.

6. Designated Facility Contact: Provide the name and number of a person who is thoroughly familiar with the operation of the facility and who can be contacted by the Control Authority (e.g., the manager). **This person will receive correspondence from the Grease Management Program including the Permit.**

#### Section B

1. Choose a description that best describes the food service facility.
2. How many (fill in a number) of the equipment do you have in the food preparation, cooking, and clean up area? If none, denote with a zero.
3. Provide a copy of the indoor and outdoor plumbing floor diagrams, which should include the location of all water meters, facility sewer connections, grease interceptors, sinks, floor drains, dishwashers, restrooms, etc. A blueprint of the facility showing the items above may also be attached. If a plumbing floor diagram or blueprint is not available, and evacuation route map may be substituted but must include the location of all water meters, facility sewer connections, grease interceptors, sinks, floor drains, dishwashers, restrooms, etc.
4. Indicate the seating capacity is at your facility.
5. Indicate the days and hours of operation at your facility.

#### Section C

1. Check which wastewater discharge describes your food service facility, sanitary sewer or septic tank?
2. Indicate whether there are any changes or expansions planned at the facility in the next three years, which would alter the wastewater volume or characteristics.
3. Provide a brief description of the changes and their effects on the wastewater volume and characteristics.

#### Section D

1. Grease interceptor – **a device located underground and outside a food service facility** designed to collect, contain or remove food wastes and grease from the waste stream while allowing the balance of the liquid waste to discharge to the wastewater collection system by gravity.  
  
Grease trap-**a device located in a food service facility or under a sink** designed to collect, contain or remove food wastes and grease from the waste stream while allowing the balance of the liquid waste to discharge to the wastewater collection system by gravity.
2. Provide the make and model of the current grease removal device. If the make and model is not known, then put unknown in the space provided. You must include the location and the capacity of the device. If the exact capacity is not known then provide your best guess as to the size of the grease removal device in gallons.
3. Indicate how you dispose of the waste generated from cleaning the indoor grease trap.
4. Provide the name, address and telephone number of the company that cleans your grease removal device(s).
5. Indicate which type of exhaust cleaning system that you use.
6. Indicate whether any additives are placed in the plumbing, grease trap or grease interceptor. This includes any chemicals, enzymes, emulsifiers, live bacteria or other grease cutters or additives.

7. Indicate the name of the additive as well as the location and frequency with which it is used. You must attach an MSDS sheet of each product you are currently using.

**Section F**

1. Indicate whether the food service facility currently recycles the grease produced.
2. Provide the name of the contracted company that removes and recycles the grease.
3. Indicate whether grease-recycling containers are stored on-site.
4. Indicate on average how many grease-recycling containers are stored on-site.
5. Indicate if any pollution prevention measures have been implemented at the food service facility.
6. Provide a brief explanation of the pollution prevention measures that have been implemented.