

**Automotive
Service Facility
(ASF)
FOG Program
Manual**

Protecting Indiana's Water



**Clay Township Regional
Waste District**

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Introduction

Clay Township Regional Waste District has adopted a Fats, Oils, and Grease (FOG) Ordinance to assist the District's FOG prevention program. FOG is a substance that is formed by food scraps and waste or petroleum waste. It creates blockages, damages the sewer system, and it is one of the main causes of sewer overflows.

The District spends thousands of dollars per month to maintain the sewer system due to FOG. The FOG Ordinance provides preventive guidelines for businesses and non-residential users that generate FOG.

This manual provides information about the prevention of FOG and includes forms that are vital to compliance per the FOG Ordinance.

Compliance to the FOG program is MANDATORY. While CTRWD does not want to place financial strain on any facility, a series of fines and fees were adopted by our Board of Trustees to ensure compliance. To be in compliance, your grease trap/interceptor needs to be cleaned as required by the ordinance (unless you have been granted modification), report contact information and maintenance log as required, and all other requirements outlined by the FOG Ordinance.

A copy of the FOG Ordinance can be found on the internet at the following address http://www.ctrwd.org/egov/docs/1345210241_654296.pdf.

CTRWD wants to work with you to prevent FOG problems in the community's sewer system. If you have any questions, please visit our website www.ctrwd.org or call (317) 873-0564 and ask for the Pretreatment Compliance Specialist.

FORMS

- A. Quarterly Report Form - Due: March 31st
June 30th
September 30th
December 31st**

All reports due no earlier than 1 week before and no later than 1 week after due date.

- B. Oil-Water Separator Maintenance Log** - Copies must be submitted with each Quarterly Report. A Maintenance Log Booklet is included with this manual.
- C. FOG Modification Request Form** - This form shall be submitted to request a modification of a specific part of the FOG Ordinance for a specific facility. There is a fee of \$50 at time of submittal. Not all requests will be granted.



CTRWD

Clay Township Regional Waste District

10701 North College Ave, Suite A, Indianapolis, IN 46280
 Phone: 317-844-9200
www.ctrwd.org

FOG PROGRAM QUARTERLY REPORT AND MAINTENANCE LOG

Due Dates: **March 31st** **June 30th** **September 30th** **December 31st**

ALL REPORTS ARE DUE NO EARLIER THAN 1 WEEK PRIOR.

Directions: Use form to track maintenance of each grease trap and/or grease interceptor. Include all service tickets, manifests, or maintenance logs when submitting. The completed report should be emailed to pretreatment@ctrwd.org by the specified date.

Facility Name: _____ Designated Contact: _____

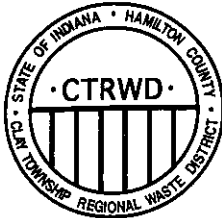
Address: _____ City: _____ State: Indiana _____ Zip: _____

Phone: _____ Email: _____

Date	Description of Maintenance: Choose: Cleaned, Inspected, or Pumped	Maintenance Performed By:	Signature of Responsible Party

Grease Trap/Interceptor Modification Granted by the District: YES or NO

All indoor grease traps and outdoor grease interceptors are to be cleaned per the requirements of the CTRWD Sewer Use Ordinance. Required cleaning does not guarantee compliance with the discharge limits established within the Sewer Use Ordinance. It is your facility's responsibility to maintain an acceptable FOG level regardless of the cleaning schedule.



Clay Township Regional Waste District FOG Modification Request Form

Phone: 317-873-0564 Fax: 317-873-0563 www.ctrwd.org
Address: 10701 N. College Ave. Suite A, Indianapolis, IN 46280

Submittal of this form does not guarantee a modification will be granted. The grant of a modification based on this form may be revoked at any time if wastewater is identified as having a negative impact to the health, safety, and welfare of others, or if circumstances warrant. A modification only applies to the specific part of the ordinance mentioned in this form and not for any other part. The request will not be processed if it is found to be incomplete.

For District use only: Date Received: Date Reviewed: Granted/Denied: \$50 Fee Paid: Yes No
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Part A. Applicant Information

Date of submittal of modification form: _____
Name of Applicant: _____
Name of Facility: _____
Facility Address: _____
Name of Owner of the building where the Facility is located: _____
Phone Number where Applicant can be reached: _____

Part B. Basis for modification request (If further space is required in the completion of this form, attach additional pages)

Please specify the part of the FOG Ordinance you are requesting the District to modify for your Facility:

Please explain the modification you are proposing:

Please explain the reason for this request:

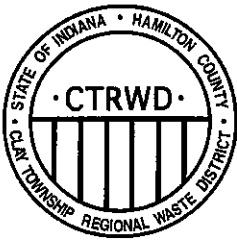
Part C. Need for modification support documents

Please attach documentation that will help support your modification request.

Part D. Agreement

By this signature, the applicant indicates understanding that the submittal of this form does not guarantee a modification will be granted, and the granting of this modification does not permit non-compliance to any other part of the FOG ordinance. The District reserves the right to revoke this modification grant .

Signature: _____ Date: _____



CTRWD FOG Manual

Frequently Asked Questions

- ❖ What is FOG?
- ❖ What is a FOG facility?
- ❖ Why is FOG a problem?
- ❖ What is the goal of the FOG program and who is the audience?
- ❖ What is an oil-water separator?
- ❖ I don't believe I need an oil-water separator; or that any of the FOG ordinance regulations apply to me what should I do?
- ❖ What is a quarterly report?
- ❖ I have questions; who should I contact?

What is FOG?

The letters F, O, G stand for the words Fats, Oils and Grease. FOG represents compounds of one, two or three fatty acids, combined with a Glycerol Backbone and derives from the living cells of animal and vegetable matter.

What is a FOG facility?

Any non-residential user that uses or generates FOG.

Why is FOG a problem?

FOG is a problem mainly for two reasons:

- If FOG enters the sewer, it flows to the lift stations where it continually eats at the pump power cable shielding. If a power cable gets water in the shielding it will cause the pump to run with higher amperage. While running it can cause catastrophic failure and the pump will no longer be able to run. If the pumps are not pumping sewage it continues to back up until there is an overflow. Overflows are public health and environmental hazards that expose the public to pathogens. Overflows are also a financial burden. Costs can range in the thousands if the wastewater backs up in homes or commercial buildings.
- FOG can also damage equipment vital for the operation of the wastewater utility.

What is the goal of the FOG program and who is the audience?

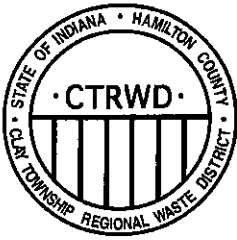
There are two parts to this FOG program:

Part One:

- Includes all residential buildings
- Creates awareness towards this problem
- Informs residents about prevention methods

Part Two:

- Includes all facilities that use or produce FOG
- Establishes uniform guidelines for FOG facilities
- Requires FOG facilities to complete a survey
- Requires oil-water separator inspections
- Requires all FOG facilities to install a oil-water separator



CTRWD FOG Manual

Frequently Asked Questions

- Creates awareness among business owners and employees about FOG

What is an Oil-Water Separator?

Standard baffle oil-water separators are large-capacity, underground cement vaults installed between a drain and the connecting sewer pipe. These vaults are designed with baffles to trap sediments and retain floating oils. The large capacity of the vaults slows down the wastewater, allowing oil to float to the surface and solid material to settle out.

Who needs an Oil-Water Separator?

Any business that plans to discharge oily or sediment-laden wastewater to the sewer must install, use and maintain an oil-water separator. Businesses that typically need oil/water separators include:

- Oil change stations
- Transportation fueling facilities;
- Vehicle/heavy equipment repair; and
- Businesses using steam or pressure washers.

I don't believe I need an oil-water separator, or that any of the FOG ordinance regulations apply to me; what should I do?

You need to complete the FOG Modification Request Form and return it to the District along with the \$50 fee. It is important that you also include any information that will support your request. Always keep a copy for your records. After the District receives the form and supporting documents, the Pretreatment Compliance Specialist will visit your facility to do an inspection and verify the information. The Pretreatment Compliance Specialist might need to monitor your methods and take samples of sewer discharge during working hours. The Pretreatment Compliance Specialist will then submit a report to the FOG committee. The committee will look over the information and make a decision. You will be notified, by a certified letter, whether your request for modification was approved or denied.

What is a quarterly report?

The quarterly report informs CTRWD about maintenance of the oil-water separator that treats your wastewater. It also helps us ensure correct maintenance and cleaning is being done, and the device is working properly.

I have questions, who should I contact?

Our Pretreatment Compliance Specialist can be reached at (317) 873-0564.