

MACON WATER AUTHORITY



GREASE **MANAGEMENT** MANUAL

Last Revised June 27, 2005
Updated August 5, 2019

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I. REGULATION

- A. **General Purpose** – This regulation pertains to fat, oil and grease (FOG), grit, septage and any and all other non-hazardous commercial liquid trap wastes being discharged to the Macon Water Authority sewerage system. The purpose is to regulate and enforce the collection, transportation and disposal of non-hazardous commercial liquid trap waste from City of Macon and Bibb County. These wastes include the contents of grease traps, grease interceptors, grit traps, septic tanks (residential and portable) and any and all wastewaters containing excessive amounts of the same.

It shall be unlawful for any food and/or beverage service establishment to discharge, or cause to be discharged, processing wastewater to the wastewater treatment facility (WWTF) which contains oils, greases, solids, or liquids sufficient to cause obstruction or otherwise interfere with the proper operations of the WWTF.

B. **Definitions**

Macon Water Authority (MWA) – The duly authorized or person or persons designated to carry out the functions set forth herein.

Environmental Protection Division (EPD) – The State of Georgia, Department of Natural Resources, Environmental Protection Division.

Food Service Establishment – Any restaurant, eatery, food caterer, cafeteria, or other institution processing and serving food, such as motels, hotels, inns, prisons, schools, churches, daycare facilities, bars, and which/sub stores, meat markets, ice cream stores, dairies, creameries, coffee and tea shops, wineries, and any other beverage servers.

Engineering Department – Unless otherwise annotated, the Engineering Department refers to the Macon Water Authority’s Engineering Dept.

Commercial Waste – The oils, greases, liquids, and solids, removed from a container by pumpage.

User – Any food service establishment that contributes, causes, or permits the contribution of process wastewater into the wastewater treatment facility.

Wastewater Treatment Facility (WWTF) – All facilities for collecting, pumping, or treating wastewater.

Grease - material either liquid or solid, composed primarily of fat, oil and grease from animal or vegetable sources.

Oil Separator – A device that is used to separate oil (or target substance) from water

Grease Trap– A device primarily used in the food service industry for removal of oils, greases and foods solids from a process waste stream (generally 100 pound grease capacity or less).

Grease Interceptor – A device primarily used in the food service industry for removal of oils, greases and foods solids from a process waste stream (generally 750 gallon grease capacity or more).

Generator – The facility which generates the waste materials which are put into a grease trap/ interceptor on the sanitary sewer system. Must have food service (Health Department) or food sales (GA Dept of Ag) permit number.

Transporter – The hauler which pumps waste materials from grease trap into a hauling vehicle for disposal at another location. Transporter must have FOG permit number.

Disposer – The facility which accepts the waste materials from a transporter. All disposers must be permitted by the Georgia Environmental Protection Division (EPD) to receive such wastes.

II. PRETREATMENT REQUIREMENTS

A. Applicability

All Users involved in the preparation of food and/or beverages for commercial purposes shall provide approved fat, oil, grease (FOG) removal equipment, such as grease interceptors or grease traps sized by the Macon Water Authority Engineering Department.

- (1) Oil separators/grease interceptors shall be required for commercial and industrial establishments with on-site sewage disposal systems where it has been determined by the Macon Water Authority that the traps are necessary to prevent discharge to the sewer system in quantities that may adversely affect the operation of the system.
- (2) Alternative FOG pretreatment systems include automatic waste removal equipment and shall be used only after evaluation and approval by the Macon Water Authority.

B. Exclusions

Food service facilities that meet one of the following criteria will not be mandated to install a grease trap, unless there is evidence that supports otherwise;

- (1) All facilities that operate 2 days or less per week, **and** operate less than 2 hours per day, **and** serve less than 15 meals per day.
- (2) All facilities that **only** have a microwave (not stove and/ or oven), to heat meals and/or beverages.
- (3) All home caterers that operate from their personal homes are also excluded.

C. DESIGN CRITERIA

- (1) All grease interceptors shall have a capacity of 15 gallons per seat, except that no interceptor shall be smaller than 750 gallons in facilities where the seating is less than fifty (50). However, daycare facilities, hotels, motels, inns and other food service establishments that have been sized and approved by the Macon Water Authority will be required to install an In-Kitchen Passive Grease Trap. The sizing of either type of grease trap/interceptor will be regulated by the Macon Water Authority.

Per the Macon Water Authority Board no inside trap shall be less than 100 pounds.

No single-chamber separator shall exceed 3000 gallons. However, several smaller size units may be installed in series in order to comply with this ordinance.

- (2) All oil separator or grease trap/interceptor designs shall be submitted to the Macon Water Authority for review and approval before installation.
- (3) Oil separators/grease traps/interceptors shall be water-tight and designed per Macon Water Authority's standards. Manholes to finished grade shall be provided and manhole covers shall be of a gas-tight construction and shall be designed to withstand expected vehicle wheel loads.
- (4) Oil separators/grease traps/interceptors shall be installed in accordance with the current Official Plumbing Code used by the Macon-Bibb County Business Development Services (formerly known as Bureau of Inspections and Fees).
- (5) When required by the Macon Water Authority, the User shall install a suitable manhole on the discharge to the sewer to allow for observation, sampling and measurement of wastewaters. This manhole shall be installed at the User's expense and shall be maintained to be safe and accessible to the Macon Water Authority

at all times. A sampling port shall be provided at the inlet and as shown on the sketch enclosed with this document.

- (6) Pre-packaged manufactured grease traps may be approved by the Macon Water Authority with proper engineering and application review. The Authority reserves the right to require improvements or increase in size of the existing separator/trap/interceptor if the existing separator is determined to be insufficient for the volume of food service waste being treated.
- (7) The use of any additive, such as enzymes, chemicals, or bacteria, as a substitute for grease trap maintenance is prohibited.

D. Plans and Specifications

All grit/oil separators and grease trap/interceptors shall be sized, located and constructed in accordance with the provisions of the duly Macon Water Authority Plans and Specifications.

- (1) Plans, specifications, and operating procedures for such wastewater pretreatment systems shall be submitted in duplicate to the Engineering Department for review for conformance with accepted engineering practices. The Engineering Department shall review said plans within seven (7) working days and shall recommend to the User any appropriate changes. Prior to commencement of construction or installation of any pre-treatment system, the User shall secure such building, plumbing, and other permits that are required by the city or county in which the system is being installed. The User shall construct or install the system within the time limit provided by the permit upon completion of said installation, the User shall provide the Engineering Department with “as-built” drawings.
- (2) In addition, the Engineering Department may require such other information as necessary to determine if such facility, system or equipment complies with all laws and regulations of the state and local governments.

III. ADMINISTRATIVE

- A. **Permit** – It shall be unlawful for any food service representative to discharge process wastewaters into the WWTF without authorization from the Macon Water Authority.
- B. **Manifest** – All pumpage from grease traps must be tracked by a uniform state mandated manifest which confirms pumping, hauling, and disposal of waste. This manifest shall contain the following information:
- (1) Generator Information:
 - Name
 - Address
 - Volume Pumped
 - Date and Time of Pumping
 - Signature of Generator Verifying Generator Information
 - (2) Transporter Information:
 - Company Name
 - FOG Permit Number
 - Address
 - Driver Name and Signature Verifying Transporter Information
 - (3) Receiving Facility Information:
 - Facility Name
 - Address
 - Date and Time of Receiving
 - EPD Permit Number
 - Signature Verifying Receipt of Waste

Each manifest document will be a 3 part form which allows entries by the generator, transporter and receiver. The original copy with entries annotated by the generator, transporter and receiver for each grease trap cleaning shall be available for inspection by Macon Water Authority inspection personnel.

Distribution of the manifest is as follows:

- (1) Part I – The generator’s copy to be kept on file for 3 years (state requirement).
- (2) Part II – The transporter’s copy to be kept on file for 3 years (state requirement).
- (3) Part III– The disposer’s copy to be kept on file for 3 years (state requirement).

When necessary for transporter to pump outside of business hours, the transporter should have Part I of the manifest properly signed and returned to the Macon Water Authority within 20 days of initiation. Failure to return the manifest with signature and information of generator is a violation of this regulation.

Maintenance Log –A waste manifest indicating each pumping for the previous 3 years shall be maintained by each food service establishment per Georgia EPD rules and regulations.

IV. MAINTENANCE REQUIREMENTS

A. Grease Trap Maintenance:

- (1) Pumping – All grease traps/ interceptors shall be maintained by the user at the user’s expense. Maintenance shall include the complete removal of the contents, including floating materials, waste-water and bottom sludges and solids. Decanting or discharging of removed waste back into the traps from which the waste was removed or any other grease trap (commonly referred to as “blow back”), for the purpose of reducing the volume to be hauled, is prohibited.
- (2) Pumping Frequency – All grease traps/ interceptors must be pumped out completely, at a frequency determined by the Macon Water Authority.

B. Generator Responsibilities:

- (1) Ensure each grease trap/ interceptor is serviced as required by the Macon Water Authority and as needed.
- (2) Service each grease trap/ interceptor
 - (a) When 50% of the retention capacity has been reached or
 - (b) When the effluent discharges exceed the limit set forth in Macon Water Authority’s sewer use regulations or
 - (c) When grease trap/ interceptor is inspected by Macon Water Authority and fails inspection.
- (3) Supervise the cleaning of the separators/ interceptors to ensure the proper and total removal of contents.

- (4) Sign and provide information on manifest to track the proper disposal of waste material on a multi-part manifest. This manifest will require signatures from the generator, transporter, and receiver in order to maintain and establish accountability.
- (5) Ensure the manifest form used to document the transportation and disposal of liquid trap waste generated is returned to the Macon Water Authority properly filled out and signed by both the transporter and receiver within 20 days of pumping.
- (6) If upon inspection, it is determined that a grease trap is in need of cleaning, the only acceptable means shall be to pump out the grease for disposal as provided elsewhere in this document. Applying heavy doses of chemicals, enzymes, or bacteria to the grease trap will not be allowed as a substitute for pumping and removing the material from the trap.
- (7) No mechanical or manual system will be installed to continuously or intermittently apply solutions of enzymes, special bacteria or other agents to sewage in lieu of an acceptable grease trap.

C. Transporter Responsibilities:

- (1) By the Official Code of Georgia Law 12-15-21 and rules and regulations 391-3-6-.24, it shall be unlawful to engage in the transportation of liquid commercial trap waste in the county of the generator unless such person(s) has a valid FOG permit number issued by the Georgia EPD and a local governing authority.
- (2) Transporters are to ensure that an approved manifest system is used to document the removal and transportation of separators/grease trap contents.
- (3) All transporters of grease trap/separator waste shall:
 - (a) Ensure all the contents of a separator/grease trap wastes are removed as completely as mechanically possible.
 - (b) No decant or discharge waste removed will be allowed back into a trap or separator from which the waste was originally removed for the purpose of reducing the volume to be transported.
 - (c) Determine, before accepting a load of liquid trap waste for transportation, the nature of the material to ensure that his equipment is sufficient to properly handle the job without spillage.

- (4) Only dispose of grease trap/ interceptor and oil separator waste at sites approved by the state.
- (5) Ensure the generator completely fills out and signs a manifest for each load documenting the date, type and volume of liquid trap waste handled. Present a copy to the generator of the wastes acknowledging receipt of the wastes.
- (6) Ensure all manifests are completely filled out and signed by the Authorized Representative at the disposal facility in order to complete the manifest form. Then transmit the original to the generator in ten days.

D. Receiver Responsibilities:

- (1) It shall be unlawful for any liquid trap waste receiver to allow the accumulation of liquid trap waste on his premises so that rainfall could carry the material in storm sewers or adjacent property or create a noxious odor or health hazard.
- (2) The liquid trap waste receiver shall:
 - (a) Accept only those classes of waste as authorized by the permit.
 - (b) Ensure an Authorized Representative signs a manifest acknowledging the volume of each load of waste received from the transporter.
 - (c) Maintain manifest records for a period of three years, making them available for review by the Macon Water Authority during normal business hours.

V. VIOLATIONS

A. It shall be a violation of this regulation when any generator:

- (1) Allows liquid trap waste that emits noxious or offensive odors or is unsanitary or injurious to public health or property to spill, overflow or be discharged onto public or private property.
- (2) Allows liquid trap waste to be removed from a facility under their control except by a transporter holding a valid and current FOG permit number issued by the Georgia EPD and local governing authority.

- (3) Allows liquid trap waste generated at a facility under their control to enter the Macon Water Authority sewerage system to exceed the limitation set forth in the Sewer Use Ordinance adopted by Macon Water Authority.
- B. Each day a violation occurs which violates the provisions of this ordinance to introduce chemicals, acidic or caustic substances which emulsify or otherwise temporarily dissolve fats, oils and grease to the extent that it later solidifies in the Macon Water Authority sewer line, pump station or treatment plant.

VI. ENFORCEMENT

- A. The responsibility for enforcement of these regulations shall be vested in the Executive Director of the Macon Water Authority. The Executive Director is authorized to issue notices, compliance schedules, or turn off water service for violations of these regulations.
- B. If, upon inspection of a food service facility, it is determined that a violation exists, the Executive Director of the Macon Water Authority will take one or more of the following actions in order to achieve compliance with this regulation. The possible actions to be taken will be progressive and commensurate with the severity of the violation(s) and include the following:
 - (1) A citation or letter of violation sent or delivered to the generator giving notice of nature and severity of the violation, required corrective action and specified time for achieving compliance.
 - (2) A fine of \$50.00 per day may be assessed for violation of Item 1 above.
 - (3) If fines are not paid and corrective actions taken and violations continue, the Macon Water Authority can direct that the water service to the facility be discontinued. A reconnect fee will be required to restore water service.
- C. Authorized personnel of the Macon Water Authority, bearing proper credentials and identification, shall be permitted to enter upon all properties without prior notification for the purpose of inspection, observation, measurement, sampling, testing or record review.
- D. Any and all facilities, equipment and vehicles used by any person(s) performing liquid waste generation, collection, transportation or disposal shall be subject to inspection by the Executive Director or his representative for the purpose of establishing compliance with this ordinance.

- E. Transporters or Receivers which haul or receive material which require permitting and haul or receive this material improperly may have their licenses or permits suspended.

VII. SIZING CALCULATIONS

F. GREASE TRAPS

(Formula method used from Plumbing and Drainage Institute and Manual for Onsite Sewage Management Systems)

1. Calculate volume fixture in cubic inches.
Width x Length x Depth = cubic inches
2. Multiply by number of compartments
Cubic inches x # of compartments = total capacity
3. Convert this volume to gallons.
Total capacity / 231 = gallons
4. Multiply by .75 (fixture capacity)
5. Calculate flow rate and drainage period of 1 minute.
6. Use Table I provided (obtained from Uniform Plumbing Code)

TABLE I

Required Rate of Flow (GPM)	Grease Pounds (LB)
20	40
25	50
35	70
50	100

G. GREASE INTERCEPTORS (Calculation taken from GA statewide manual for Onsite Sewage Management Systems)

1) Restaurants

$(S) \times (GS) \times HR / (12) \times (LF) = \text{Grease interceptor capacity in gallons}$

(S) = Number of seats in dining area

(GS)= Gallons of wastewater per seat (15 gallons per seat)

(HR)= Number of hours open

- (LF) = Loading factor – 2.0 Interstate freeways
- 1.5 Other freeways
- 1.25 Recreational areas
- 1.0 Main highways
- 0.75 Other highways

2) Hospitals, Nursing Homes, Other Type Commercial Kitchens with Varied Seating Capacity

$(M) \times (GM) \times (SC) \times (LF) =$ Grease interceptor capacity in gallons

(M)= Meals per day

(GM)=Gallons of wastewater per meal (5 gallons per meal)

(SC) =Storage Capacity – 1.0 Public sewer

(LF) = Loading factor – 1.0 With dishwashing
0.5 Without dishwashing

VIII PROCESS FOR BUSINESS LICENSE

A. Process for MWA approval letter to Macon – Bibb County Planning and Zoning (P& Z) for business permit for existing structures

(1) Ownership Change

- a. Contact Planning and Zoning for checklist with Agency Contact and Approval Information.
- b. Contact Macon Water Authority Grease Management Program.
 - 1. Have grease interceptor pumped completely by FOG permitted hauler.
 - 2. Have inspection of pumped grease interceptor by MWA.
 - 3. Letter will be written by MWA for approval to P & Z.

(2) New Business

- a. Contact Planning and Zoning for checklist with Agency Contact and Approval Information
- b. Contact Macon Water Authority Grease Management Program
 - 1. Have MWA do a pre inspection and size the needed grease interceptor.

2. Have plumber install MWA size determined interceptor
3. Have final inspection of newly installed grease interceptor by MWA.
4. Letter will be written by MWA for approval to P & Z

B. Reinspection Fees

(1) A \$25 reinspection fee will be charged if grease inspector has to do a re-inspection due to failure of establishment to remedy source(s) for a failed grease interceptor within 10 days.

C. Agencies to reference more about Fats, Oil, and Grease programs.

(1) SOUTHEASTERN FOG ALLIANCE

Website: www.southeasternfogalliance.org

(2) GA EPD

Website: www.dnr.state.ga.us/dnr/environ

Properly Maintain Grease Traps and Interceptors to Prevent Introduction into the Sanitary Sewer System

BMP	Reason For	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Witness all grease trap or interceptor cleaning/maintenance activities to ensure the device is properly operating.	Grease trap/interceptor pumpers may take shortcuts. If the establishment manager inspects the cleaning operation and ensures it is consistent with the procedures in the section on Grease Trap and Interceptor Maintenance they are more assured of getting full value for their money.	The establishment will ensure it is getting value for the cost of cleaning the grease trap or interceptor. Otherwise the establishment may be paying for cleaning more often than necessary.	None.
Clean undersink grease traps weekly. If grease traps are more than 50% full when cleaned weekly, the cleaning frequency needs to be increased.	Undersink grease traps have less volume than grease interceptors. Weekly cleaning of undersink grease traps by the establishment's own maintenance staff will reduce the cost of cleaning the grease interceptor. If the establishment does not have a grease interceptor, the undersink grease trap is the only means of preventing grease from entering the sanitary sewer system. If the grease trap is not providing adequate protection, the local sewer agency may require installation of a grease interceptor.	This will extend the length of the cleaning cycle for grease interceptors that the establishment maintains.	Visually inspect the contents of the undersink grease trap. Inspect cleaning records.
Clean grease interceptors routinely.	Grease interceptors must be cleaned routinely to ensure that grease accumulation does not cause the interceptor to operate poorly. The cleaning frequency is a function of the type of establishment, the size of the interceptor, and the volume of flow discharged by the establishment.	Routine cleaning will prevent plugging of the sewer line between the food service establishment and the sanitary sewer system. If the line plugs, the sewer line may back up into the establishment, and the business will need to hire someone to unplug it.	Interceptor should have no more than 1/3 the depth as grease, and , Interceptor should have no more than 1/4 the depth as sediment, and No more than 25% of the depth should be a combination of grease (top) and sediment (bottom).
Keep a maintenance log .	The maintenance log serves as a record of the frequency and volume of cleaning the interceptor. It is required by the pretreatment program to ensure that grease trap/interceptor maintenance is performed on a regular basis.	The maintenance log serves as a record of cleaning frequency and can help the establishment manager optimize cleaning frequency to reduce cost.	Inspect maintenance log. Provide the establishment with a sample maintenance log if it does not have one. Confirm the maintenance log with the grease hauler identified.

Prevent Blockages in the Sanitary Sewer System

BMP	Reason For	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Train kitchen staff and other employees about how they can help ensure BMPs are implemented.	People are more willing to support an effort if they understand the basis for it.	All of the subsequent benefits of BMPs will have a better chance of being implemented.	Talk to the establishment manager about the training program that he/she has implemented.
Post "No Grease" signs above sinks and on the front of dishwashers.	Signs serve as a constant reminder for staff working in kitchens.	These reminders will help minimize grease discharge to the traps and interceptors and reduce the cost of cleaning and disposal.	Check appropriate locations of "No Grease" signs.
Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher. The mechanical dishwasher requires a minimum temperature of 160° F, but the Uniform Plumbing Code (UPC) prohibits discharging the dishwasher to grease traps.	Temperatures in excess of 140° F will dissolve grease, but the grease can re-congeal or solidify in the sanitary sewer collection system as the water cools.	The food service establishment will reduce its costs for the energy – gas or electric – for heating the water.	Check boiler or hot water heater discharge temperature. Measure the temperature of the hot water being discharged from the closest sink.
Use a three-sink dishwashing system, which includes sinks for washing, rinsing, and sanitizing in a 50-100 ppm bleach solution. Water temperatures are less than 140° F. (See above)	The three-sink system uses water temperatures less than 140° F where a mechanical dishwasher requires a minimum temperature of 160° F. (See above) Note: The Uniform Plumbing Code (UPC) prohibits the discharge of dishwasher water to grease traps.	The food service establishment will reduce its costs for the energy - gas or electric - for heating the water for the mechanical dishwasher and for operating the dishwasher.	Measure temperature of the hot water at the three-sink system.
Recycle waste cooking oil.	There are many waste oil recyclers throughout Georgia. This is a cost recovery opportunity. See <i>Haulers and Recyclers</i> .	The food service establishment will be paid for the waste material and will reduce the amount of garbage it must pay to have hauled away.	Obtain name of recycler used. Review recycling records. Confirm records with recycler.
"Dry wipe" pots, pans, and dishware prior to dishwashing.	The grease and food that remains in pots, pans, and dishware will likely go to the landfill. By "dry wiping" and disposing in garbage receptacles, the material will not be sent to the grease traps and interceptors.	This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, reducing maintenance costs.	Observe dishwashing practices.
Dispose of food waste by recycling and/or solid waste removal.	Some recyclers will take food waste for animal feed. In the absence of such recyclers, the food waste can be disposed as solid waste in landfills by solid waste haulers.	Recycling of food wastes will reduce the cost of solid waste disposal. Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.	Inspect grease traps and interceptors for food waste accumulation. Confirm the recycler or solid waste removal company with the establishment manager.



INSPECTION PROTECTION

“ENSURING A GREASE~FREE SEWER FOR OUR COMMUNITY”

Effective January 1, 2005, the Macon Water Authority will implement a reinspection fee of \$25.00 for all food service establishments that require additional inspections of their grease traps. Presently the Authority does not charge for the reinspections; however during the November 4, 2004 Authority Board Meeting the Macon Water Authority Board approved the implementation of this fee.

The Authority prefers not to take this type of action, however due to the continual occurrences of grease blockages within our sanitary sewer lines, we are forced to take a proactive approach to protect the condition of our sewer lines and prevent sewer spills and blockages. The Authority has no intentions of capitalizing from our customers, and we realize this fee may seem unfair. However, it is equally unfair to the many Authority customers who take pride in the proper maintenance and operation of their grease interceptors each month to pay for the time, labor and materials spent on the reinspections of a few.

Under the Grease Management Program, all food service establishments that may contribute to a sewage spill, blockage, or backup are inspected within an 8-10 week time period. The purpose of these inspections is to ensure the proper operation and maintenance of the grease interceptor. At the time of inspection, the Inspector observes the total percentage of grease and solids and the condition of the interceptor effluent and can wash.

If the following conditions apply, the facility “fails” the inspection:

- ~ Inspection of interceptor is not allowed or made available by the owner.
- ~ Total Percentage of grease and/or solids is greater than 25 Percent.
- ~ Grease and solids are visible in the interceptor effluent.
- ~ Conditions exist which diminishes the operation of the interceptor or adversely affects the flow of sewer system.

A two-page carbonless inspection report indicating a “passing” or “failing” status is completed at the time of the inspection, and a copy of the inspection report is issued to either the owner or manager of the establishment after the report has been signed. If the interceptor “fails” the inspection, the establishment is required to make the necessary corrections listed on the inspection report and return a written response of the corrected violations (receipts, invoices, etc.) within (10) ten days from the date of the initial inspection.

If corrections are made within the (10) ten day grace period, a reinspection of the grease interceptor is not required. If the establishment does not reach compliance within the (10) ten day grace period, the Grease Management Inspector will schedule a follow-up inspection of the establishment. When a follow-up inspection is performed the establishment is charged a \$25.00 reinspection fee for that inspection and for each subsequent reinspection until compliance is reached. There will be a (10) ten day grace period between each reinspection to allow the establishment to correct the noted violations.

If there are any concerns and/or comments concerning this notice, please contact the Macon Water Authority Engineering Department, at (478) 464-5635.

Standard Operating Procedures for Grease Management Inspections

XI. STANDARD OPERATING PROCEDURES

OUTDOOR INSPECTIONS PROCEDURE

Materials Needed

1. Sludge Judge
2. Crow Bar
3. Shovel
4. Palm pilot

Procedure

1. Perform visual inspection of area for safety
2. Obtain materials and proceed to open manhole cover
3. Perform visual inspection of manhole cover, tees (if visible), interceptor, and cleanout caps. (Look for corrosion, cracks, breaks, missing parts, etc.)
4. Lower adjusted length Sludge Judge apparatus into manhole and obtain a sample. Check amount of settled solids and floatable grease, twice. (If over 25% -FAIL)
5. If possible, inspect influent and effluent through clean out caps. Look for debris and tissue paper in the influent, grease in the effluent. Dye test maybe necessary to check for sanitary sewage connection to interceptor. (See accompanying procedure)
6. Show contact person all areas of concern. Enter information into **mobile device**.

INDOOR INSPECTION PROCEDURE

Materials Needed

1. Rod tool
2. **Mobile Device**

Procedure

1. Perform visual inspection of area for safety
2. Obtain contact person (owner/manager/personnel) to open cover. (DO NOT TOUCH ANYTHING ON THE INSIDE OF A BUSINESS.)
3. Perform visual inspection of interceptor, pipes, flow reducer (Look for leaks, backups, blockages, cracks, breaks, missing parts, etc.)
4. Insert rod tool in interceptor and swirl contents. Look for clear water. (If no clear water is present – FAIL, Over 25% grease or solids – FAIL)
5. Show contact person all areas of concern. Enter information into **mobile device**.



Standard Operating Procedures for Grease Management Inspections

Dye Test Procedure

Materials Needed

1. Fluorescent Dye
2. Crow Bar
3. Shovel
4. GIS Map showing manholes
5. Paper and Pen

Procedure

1. Contact customer to schedule entrance into home. Explain procedure and reasons for testing.
2. Contact customer when onsite to make sure access is available to home.
3. Perform visual inspection of the area, traffic, and manhole for safety.
4. Obtain materials and proceed to open the manhole cover
5. Perform visual inspection of waste exiting and entering manhole for flow direction.
6. Proceed to customer bathroom and let water in sink run for couple of seconds. Then administer 3-4 drops of Fluorescent dye into toilet and flush several times.
7. Inspect influent in manhole and wait at least 10- 15 minutes for presence of positive (visual of fluorescent dye) or negative test result.
8. Let customer know results of test and write down results, date, time, address, and personnel name and give to MWA customer service.

Prepared By: Grease Management Coordinator
Approved By: Michel Wanna, Engineering Superintendent
Prepared: June 27, 2005
END OF SECTION

