



City of Meriden Fats, Oils, and Grease Program

Information and Registration Package

2011

**Public Utilities Commission
Water Pollution Control Facility**

**CITY OF MERIDEN
FATS, OILS, AND GREASE PROGRAM INFORMATION**

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INSTRUCTIONS

Your facility has been identified as having the potential to discharge a significant volume of animal fat, cooking oil, or food related grease to Meriden's sewer system. The State of Connecticut, Department of Environmental Protection requires that all facilities, within the State that have the potential to discharge fats, oils, and grease (FOG), obtain a FOG Discharge Permit **prior to** July 1, 2011. This booklet contains information and forms that direct facilities discharging wastewater to the Meriden collection system toward compliance.

The following pages provide answers to the most frequently asked questions as well as important facts about the Meriden FOG Program. Review of this material should assist you in determining if your facility currently has appropriate grease equipment installed. If no grease equipment is installed at your facility, or if the currently installed grease equipment is an inappropriate design or size, an engineer who specializes in wastewater treatment should be contacted to recommend modifications and assist with preparation of the discharge permit application. The application, including details of the proposed design, the variance application if applicable, the Conceptual Approval Form with all attachments, and the fee must be submitted to the City of Meriden, Engineering Department. ***The permit application, with supporting documents must be submitted within 30 days of receipt of this letter.*** The Engineering Department will process the application and complying facilities will be issued a FOG Discharge Permit by the Meriden Water Pollution Control Facility. ***Do not begin any grease trap installation or modification without prior approval.***

Grease equipment will be inspected by the Meriden Health Department as part of the routine food service inspections. Facilities found to be in violation will be notified in writing of the violations and the required corrective action. An example inspection form has been included in this booklet to help you understand the inspection process and the grease equipment's ongoing maintenance requirements. **Please note that written records of grease equipment maintenance are required.** The required frequency of maintenance is detailed on the Maintenance Recording forms included in this booklet. Additional recordkeeping forms can be obtained from the Engineering Department or online at www.cityofmeriden.org

If grease is accidentally discharged into a storm drain or the sewer system you must notify the Sewer Department immediately by phone and submit the Accidental Discharge Report included in this booklet. Timely notification will enable the Water Pollution Control Facility to take corrective action to prevent blockages of the system and environmental damage.



MERIDEN FATS, OILS, AND GREASE (FOG) PROGRAM FREQUENTLY ASKED QUESTIONS

1. What is FOG (Fats, Oils, and Grease)?

FOG includes animal fat, cooking oils, and food related grease used or generated by food preparation.

2. Why does the PUC (Meriden Public Utilities Commission) have a FOG Program?

The PUC developed the FOG Program in response to the Connecticut Department of Environmental Protection's (CT DEP) *General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments*, which is a statewide mandate. The program is designed to minimize the discharge of animal fat, cooking oil, and food related grease into the sewage collection system. FOG accumulates in the sewage collection system causing blockages and the sewage to backup or overflow the system causing a health hazard.

3. Who is required to obtain a FOG Discharge Permit?

All Food Preparation Establishments (FPEs) are required to obtain a Permit. FPEs are defined as those facilities that serve food or prepare food by methods that use or generate FOG. This includes those facilities classified by the State Health Department as Class III or Class IV Food Service Establishments. It also includes facilities that serve or prepare food that are regulated by the Department of Consumer Protection. *Class I and II Food Service Establishments, residents, and industrial sewage discharges are not regulated by this program.*

Special exemptions are provided for the following facilities. The following facilities *may be* eligible for a program variance. Facilities that:

- Only reheat and serve precooked foods in the original package or disposable packaging,
- Use cooking methods limited to microwave, dry reheating in an oven, use of panini press, or similar methods,
- Cooking limited to pizza without pans and served on disposable dishes,
- Serving of catered foods with no cooking or washing onsite,
- Cooking schools with fewer than 150 servings per week.

4. Am I still required to register if my facility does not generate FOG?

Facilities that meet the definition of a FPE (see question 3) but believe that they do not meet the criteria for this program, because they do not cook in a manner that uses or generates FOG may file a request for variance *with* their application. Variances are subject to the approval of the Meriden PUC.

5. How long is my FOG Discharge Permit valid?

Permits are issued based on the equipment installed at a facility. Changes in the installed equipment including: relocation of an existing establishment, significant modifications to the facility, changes in the menu, or changes in ownership of an existing establishment will require a new permit. Currently FOG Discharge Permits do not have expiration dates. If, due to future changes to the City's Sewer Ordinance, renewal or reapplication is required you will be notified by mail or email.

6. What are the Permit requirements?

Facilities are required to have a properly sized outdoor grease trap or indoor automatic grease recovery unit (AGRU) installed and properly maintained. Indoor passive grease traps are no longer an acceptable means of grease removal. Documentation of proper maintenance activities is required. Documentation includes recording cleaning and maintenance activities in a logbook.

7. What is the required cleaning frequency?

The grease collection container and screening basket of AGRUs must be cleaned daily. Monthly cleaning of AGRUs includes removing all water, solids, and grease from the AGRU and replacement of any worn or broken parts.

Generally, outdoor grease traps must be pumped every three months by a septage hauler. Exceptions to these frequencies will be indicated on the FOG Discharge Permit.

8. What happens if my establishment is found to be in violation of the Permit?

Unscheduled inspections are conducted to verify proper cleaning and maintenance of grease traps, proper storage of grease, and good grease handling practices. Violation notices are provided in writing (mail, fax or email). Re-inspections are scheduled a minimum of 30 days after notification. Conditions that have not been corrected by the second inspection may be subject to re-inspection fee of \$75 and a violation fee up to \$250 daily. Continuing violations may be subject to prosecution as described in Meriden’s Fats, Oils and Grease Ordinance.

9. What is the difference in renderable and non-renderable FOG?

Renderable FOG is any FOG that is collected directly from the cooking process. This FOG should be collected by a company that will render it, recycle it, or use it for other beneficial purposes.

Any FOG that has been removed or separated from water or wastewater is considered non-renderable.

10. How often are grease traps inspected?

The inspection frequency may depend on the classification of the Food Preparation Establishment. As the Health Department conducts the inspection of grease traps, Class III facilities may be inspected up to three times per year and Class IV facilities may be inspected up to four times per year. All inspections are unscheduled. Facilities found to be in violation of Meriden’s FOG Program will be subject to a re-inspection a minimum of 30 days after notification that they are in violation.

11. What are the fees for the FOG Program?

Standard Fees	
Initial Application	\$100
Late Fee	\$50 per month
Re-Inspection Fee	\$75
Third Party Processing Fees (electronic check processing, credit card fees, etc.)	As charged by the third party
Violation Fees	
BMP violation if uncorrected by 30 days after notification	up to \$250/daily
Equipment installation violation if uncorrected by 60 days after notification	up to \$250/daily
Unauthorized equipment modification or use 30 days after violation notification	up to \$250/daily

**MERIDEN PUBLIC UTILITIES FOG PROGRAM
FEES, FINES, TIMELINE, AND GUIDELINES**

Fees Shall Not Be Prorated.

Fees & Fines

Permit Application Fee	\$100 due with application for permit
Late Fees	\$50 per month
Variance Fee	No additional variance fee required with complete application.
Re-Inspection Fee	- \$75 for re-inspection if NOV not corrected by 2 nd inspection.
On-Going Violations	- Up to \$250 daily if violation not corrected within: 31 days of NOV for BMPs; or 61 days of NOV for equipment installation violations
Third Party Fees	FPE's are responsible for all fees on payments made to the City of Meriden through third parties.

Timelines

Compliance Date	July 1, 2011
Re-Inspection	(BMP) A minimum of 30 days after previous failed inspection (Equipment) A minimum of 60 days after previous failed inspection
Permits Issued	Within 14 days of compliance verification
Accidental Spills	Immediately report by phone and file written report within 5 days
Appeal of Permit Revocation	FPE to respond in writing within 15 days
PUC Decision on Appeal	PUC to make decision within 60 days of receipt
Normal Cleaning Frequency	Outdoor Grease Traps – Once every three months or upon 25% of the total volume being occupied by FOG and settled solids or as amended by permit. AGRU – screening basket and grease collection container emptied once each day of facility operation or as amended by permit.
Report Change in Variance Conditions	Within 30 days of change

Program Variance Guidelines

Food Service Establishments with the following characteristics shall be exempt from the Meriden Fats, Oils, and Grease Article of the Sewer Use Ordinance.

- Facilities that reheat and serve precooked foods in the original package or disposable packaging
- Cooking methods limited to: microwave, dry reheating in an oven, use of panini press, or similar methods
- Cooking limited to pizza without pans and serving on disposable dishes

- Serving catered foods with no cooking or washing onsite
- Cooking schools with fewer than 150 servings per week
- Other facilities with limited potential to discharge FOG to the public collection system.

Variances are granted based on the facility’s menu. Sizing of AGRU’s and outdoor traps is based on the installed cooking equipment.

Sizing Criteria

Note: All outdoor grease traps must be located outside the minimum separation distance restriction as required by the Meriden building codes.

Maximum 24-hour daily flow from kitchen and clean up area:

Outdoor grease trap

(a) Patron-Based Method

Fixed Number of Meals Served Water Usage¹

Facility	Volume
Schools, per pupil	3 gallons per day
Residential camps ² , per person	15 gallons per day
Hospital, Nursing Home, per bed	15 gallons per day

¹Adopted from the Connecticut Health Code:

²Residential camps: semi permanent overnight accommodations.

$$IV = MS \times GM$$

Where; IV = Interceptor Volume (Outdoor Grease Trap)
 MS = Number of Meals Served (maximum occupancy)
 GM = Gallons used per Meal from table above

(b) Patron-Based Method

Varied Number of Meals Served per Day¹

Facility	Volume
Churches, per person	5 Gallons per meal
Restaurants and Bars	5 Gallons per meal

¹Adopted from the Connecticut Health Code:

$$IV = MS \times GM = (S \times LF \times H/2) \times GM$$

Where; IV = Interceptor Volume (Outdoor Grease Trap)
 MS = Number of Meals Served
 GM = Gallons per Meal from table above
 S = Seating Capacity
 LF = Loading Factor
 = 1.25 meal/seat hour for interstate highways
 = 1.0 meal/seat hour for freeways, recreation areas and fixed number of meals
 = 0.8 meal/seat hour for main highways
 = 0.5 meal/seat hour for other highways and side streets
 H = Hours in Operation



**CITY OF MERIDEN
DEPT OF PUBLIC UTILITIES
PUBLIC UTILITIES
COMMISSION
142 EAST MAIN STREET
MERIDEN, CT 06450**

**SANITARY SEWER: FOG PROGRAM:
Permit Application for New Food
Preparation Establishments**

Name of Business: _____

Street Address: _____

Permittee Name: _____ Title: _____
(Owner or Local Designee)

Telephone _____ Fax _____

Company Name: (If different than above) _____

Business Mailing Address: (If different than above) _____

E-Mail Address: _____

Hours of Operation: S M T W Th F Sa

GENERAL GREASE TRAP INFORMATION

All class 3 and 4 Food Preparation Establishments shall have a properly sized and operational grease interceptor; either a vault outside the building, or an automatic grease recovery unit inside the building.

What type of unit(s) does your business have now? (Choose all that apply)

Exterior: Size _____ gallons

Interior: Automatic Grease Recovery Unit (see attached picture)

Company Name _____

Model Number _____ Flow Capacity _____ GPM

Indoor Passive, Box type (see attached picture)

None

Note: If your business has an interior, passive box unit or no grease trap interceptor at all, you are required to install a new, interior AGRU or Exterior vault by July 2011. Please contact the City Engineering Department at 203-630-4018

APPLICATION ATTACHMENTS

Instructions

Submit this form with attachments to the Meriden Dept. of Public Works: Engineering, 142 East Main St, Room #19 Meriden, CT 06450. Attachments should include: a copy of the most current menu; conceptual approval form; engineer's design report, for sizing the AGRU; and \$100 permit fee.

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate, and complete to the best of my knowledge, and belief. I understand that a false statement made in the submitted information may be punishable as a criminal offense, in accordance with Section 22a-6 of the General Statutes, pursuant to 53a-157b of the General Statutes, and in accordance with any other applicable statute.

Signature: Owner or Local Designee _____

Date _____

Printed Name _____

FOR CITY USE ONLY

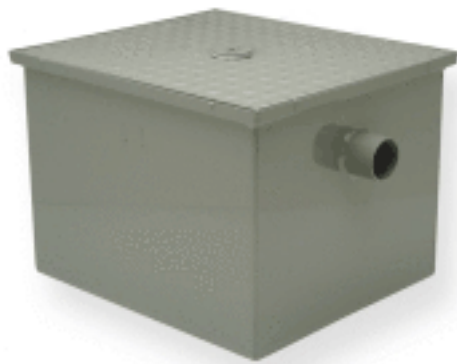
Process Date: _____ Permit#: _____ Check#: _____

Change of Ownership/Business: _____ Reviewed by: _____

TYPES OF INDOOR GREASE TRAPS



Automatic Grease-Recovery Unit (AGRU)



Indoor Passive Box Type



**CITY OF MERIDEN
DEPT OF PUBLIC WORKS:
ENGINEERING
142 EAST MAIN ST
MERIDEN, CT 06450**

**FOG DISCHARGE
VARIANCE
APPLICATION**

SUBMIT THIS FORM ONLY IF A VARIANCE IS BEING REQUESTED. SUBMIT THIS FORM WITH YOUR FOG DISCHARGE PERMIT APPLICATION AND FEE.

1. Food Preparation Establishment Name: _____

2. Why is a variance being requested? Check all that apply.

Unit Variance (Installation of an Automatic Grease Recovery Unit (AGRU) or other indoor grease removal unit is being requested. Indoor passive grease traps are not allowed.)

There is insufficient space at the facility to install an outdoor grease trap.
(Attach a site plan. Distance between property boundaries, water lines, and buildings must be shown.)

The facility is rented.
(Provide contact information for the property owner and attach a copy of the facility lease.)

Property Owner's Name _____

Address _____

Phone _____

Kitchen and sanitary sewers are combined.
Provide the approximate date of building construction _____.

Maintenance Variance (A reduced pumping frequency is requested.)

Maximum grease accumulation rate _____

Attach maintenance records for one year documenting the grease accumulation rate in the Outdoor Grease Trap

Seasonal Operation from _____ to _____

Low Volume Variance

Itinerant Vendor (Type) Truck _____ Cart _____

Program Variance

No washing of pots, pans, dishes, utensils and no cooking occur at this facility.

Other

Explain reason for request _____

3. Attach additional information as described above.

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that a false statement made in the submitted information may be punishable as a criminal offense, in accordance with Section 22a-6 of the General Statutes, pursuant to Section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

Signature: Owner or Local Designee _____

Date _____

Printed Name _____

For additional information call (203) 630-4018.

**CITY OF MERIDEN
CONCEPTUAL APPROVAL FORM**

To be filed with any ZBA, Planning commission and/or Building Permit Application or when a new commercial/industrial use or change of use is implemented.

**TO BE FILLED OUT BY APPLICANT'S CONSULTANT FIRM
AND RETURNED TO THE MERIDEN ENGINEERING BUREAU**

Applicants name: _____ Telephone: _____
Name of Business: _____
Business Address: _____
Type of Business: _____
Proposed gallonage: Maximum per day: _____ Maximum per hour: _____
Type of discharge: Domestic only (toilets, sinks, and showers) _____ GPD
Industrial (Process wastewater)/Commercial (Restaurant/Cafe) _____ GPD
Description of Pre-treatment
employed/proposed: _____

ALL COMMERCIAL/INDUSTRIAL DISCHARGES REQUIRE BOTH D.E.P. AND CITY OF MERIDEN APPROVALS.

Consultant (P.E.)

Date

TO BE FILLED OUT BY CITY OF MERIDEN ENGINEERING BUREAU

Location of proposed lateral connection to public sanitary sewer:

Sufficient capacity available to accommodate above stated flows: (YES,NO)

Engineering Bureau

Date

This letter is to confirm that sufficient capacity is available in the City of Meriden sanitary sewer line listed above. The applicant must adhere to all applicable regulations (pursuant to Chapter 170 of the Meriden City Code) and obtain the necessary state and local permits. Please be aware, lateral permits, as issued by the City of Meriden, Department of Public Works, Engineering Bureau, grant approval for the physical connection only. It will be necessary for the applicant to obtain written approval from the Water Pollution Control Facility, Asst. Director before effluent may be discharged to the public sanitary sewer. Based on the above, conceptual approval in the proposed amount is hereby granted. **Any changes, additions, and/or deletions will require a new conceptual approval application.**

Francis Russo, Manager/Chief Operator
Water Pollution Control Facility
203-630-4261

Date



Meriden FOG Record of Maintenance

AGRU Maintenance Record

Contact Name _____ Service Company _____
 Facility Name _____ Address _____
 Telephone _____ Telephone _____

MONTH _____ AGRU's screening basket and grease collection container must be emptied every day the facility is in operation.
 Once every three months the unit must be completely emptied. Any worn parts must be replaced.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DATE:							
CLEANED BY:							
GALLONS REMOVED:							
DATE:							
CLEANED BY:							
GALLONS REMOVED:							
DATE:							
CLEANED BY:							
GALLONS REMOVED:							
DATE:							
CLEANED BY:							
GALLONS REMOVED:							
DATE:							
CLEANED BY:							
GALLONS REMOVED:							

COMMENTS: _____



FOG INSPECTION REPORT

- ROUTINE INSPECTION REINSPECTION
 PREOPERATIONAL OTHER

DATE AND TIME: _____

NAME OF ESTABLISHMENT: _____

STREET ADDRESS: _____

OWNER OR LOCAL DESIGNEE: _____

FAX NUMBER: _____

EMAIL: _____

ESTABLISHMENT CLASS III IV OTHER

GREASE TRAP OPENED YES NO

Based on today's inspection, the violations in facilities or operation, as marked below, must be corrected prior to the re-inspection date as specified in your follow up letter.

Grease Disposal		Comments
101	Grease trap maintenance log not available	
102	Grease trap not cleaned	
103	Grease trap needs repairs	
104	Renderable grease container not available	
105	Prohibited chemicals used	
106	Poor grease handling procedures	
107	Unauthorized equipment use/modification	
108	Equipment Installation Violation	
109	Excessive Odors for Grease Equipment	
110	Other	

Signature of Person in Charge

Signature of Inspector

For additional information call (203) 630-4261

DISTRIBUTION: White - MPUC; Yellow - Owner / Operator



**CITY OF MERIDEN
WPCF
226 EVANSVILLE
AVENUE
MERIDEN, CT 06451**

**ACCIDENTAL
DISCHARGE REPORT**

This form is to be filled out only in the event of a violation of the FOG Discharge Permit.

Discharge violations must be reported immediately by phone and in writing to the PUC within 5 days of occurrence. Mail this form to: Sewer Administrator, WPCF 226 Evansville Avenue, Meriden CT 06451. **Phone between 7:00 am and 3:30 pm Monday through Friday (203) 630-4261; after hours contact the Meriden Police Dispatch (203) 238-1911.**

1. Food Preparation Establishment: _____

2. Location: _____ Bay/Unit#: _____

3. Permittee Name: _____ Title: _____
(Owner or Local Designee)

DISCHARGE INFORMATION

4. Date of Accidental Discharge: _____

5. Cause of Accidental Discharge: _____

6. Material Discharged _____

7. Estimated Volume of the Discharge _____

8. Corrective Actions Taken _____

9. Date Corrective Actions were Taken _____

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate, and complete to the best of my knowledge and belief. I understand that a false statement made in the submitted information may be punishable as a criminal offense, in accordance with Section 22a-6 of the General Statutes, pursuant to 53a-157b of the General Statutes, and in accordance with any other applicable statute.

Signature: Owner or Local Designee _____

Date _____

Printed Name _____

FOR CITY USE ONLY
Date Received: _____ Permit #: _____

***To report a spill between 7:00 am and 3:30 pm Monday through Friday call (203) 630-4261.
After hours contact Meriden Police Dispatch (203) 238-1911.***

ARTICLE V
REGULATION OF FATS, OILS, AND GREASE (FOG)

§ 170.42 General Introduction:

A. In an effort to curb sanitary sewer overflows from grease accumulation in its public sanitary sewer system, the PUC adopted, at its public meeting on February 15, 2011 a Fats, Oils, and Grease (FOG) Program. Facilities, excluding residential and industrial facilities, connected to the public sanitary sewer system that are involved in the preparing or serving of food will be subject to the conditions of this Article and must come into compliance prior to July 1, 2011.

§ 170.43 Purpose:

A. The purpose of this Article (also referred to herein as the "FOG Article") is to protect the environment by preventing sewage overflows and backups into basements caused by grease hardening in sewer lines causing blockages. The objectives of this Article are:

- (1) To prevent the introduction of excessive amounts of grease into the City of Meriden's public sanitary sewer system.
- (2) To prevent clogging or blockage of the City of Meriden's public sanitary sewer system due to grease build-up causing sewage to backup and flood streets, residences and commercial buildings, resulting in potential liability to the PUC, residences, commercial buildings, and others.
- (3) To implement a procedure to recover the cost incurred from cleaning and maintaining sewer lines due to improper grease removal.
- (4) To implement a procedure to recover costs for any liability incurred by the PUC for damage caused by grease blockages resulting in the flooding of streets, residences, or commercial buildings.
- (5) To issue FOG Discharge Permits to Food Preparation Establishments (FPEs) and establish maintenance and monitoring requirements, and enforcement activities.
- (6) To establish administrative procedures and reporting requirements.
- (7) To establish permit fees for the recovery of costs resulting from this FOG Article.
- (8) To establish enforcement procedures for violations of any part or requirement of this Article.

§ 170.44 Definitions:

A. The following definitions shall apply to this Article:

Automatic Grease Recovery Unit, (AGRU): Means an indoor grease trap (a trap may also be referred to as an interceptor) that separates grease from wastewater by active mechanical or electrical means. Such traps are typically compact under-the-sink units and

should be as far away as possible from grease bearing (cleaning) equipment like sinks, before exiting the building. See definition of Grease Trap.

Best Management Practice, (BMP): The practices and procedures of a facility designed to prevent or minimize environmental damage. BMPs include, but are not limited to; treatment requirements, operating procedures, practices to control spillage or leaks, and grease disposal.

Fats, Oils, and Grease (FOG): Any fats, oils, and grease generated from the food preparation process. All are sometimes referred to as “grease”.

Food Preparation Establishments (FPE): Food Preparation Establishments are: a) facilities that are regulated by the Meriden Health Department and are classified as a Class 3 or Class 4 food service establishment, as defined by the State Health Code; or b) other facilities that engage in similar cooking methods that have the potential to produce fats, oils, and grease. A Class 3 food service establishment shall be exempt from this Article if it does not employ frying, sautéing, baking or roasting of meats, use of rotisseries, grills, smokers, or other methods that have the potential to generate fats, oils, or grease.

FOG Discharge Permit: A permit issued by the Program Administrator authorizing the discharge of wastewater to the public sanitary sewer system from a FPE.

Grease Disposal Facility (GDF): A regional collection/transfer/disposal site approved in accordance with the law for the disposal of FOG. This means a Department of Environmental Protection (DEP) approved publicly/privately owned treatment works that is for the separation and disposal of FOG by incineration or other methods. Pursuant to Section 22a-174-33 of the Regulations of Connecticut State Agencies related to Title V source, an in-state regional incinerator must have an operating permit that lists FOG as a source of fuel.

Grease Trap: The term “grease trap” is used collectively to mean both AGRUs and outdoor grease traps.

Hauler: Any person who collects the contents of a grease trap and transports it to a grease disposal facility. A Hauler may also provide other services to Food Preparation Establishments related to trap maintenance.

Meriden Public Utilities Commission (PUC): The PUC of the City of Meriden with all the powers, purposes and objectives as set forth in Chapter 103 of the General Statutes of Connecticut, Revision of 1958 and amendments thereto or their Designee.

Non-renderable Grease: Fats, oils, and grease generated from food preparation or serving that has come in contact with water or other contaminants shall prevent this FOG from being rendered. See renderable grease.

Outdoor Grease Trap: A structure or device designed for the purpose of removing and preventing FOG from entering the public sanitary sewer system. These devices are often below-ground units built as two or three chamber baffled tanks. Traps shall have at least one inspection hatch at grade per chamber to facilitate inspection, cleaning and maintenance by a Hauler. See definition of Grease Trap.

Permittee: The Permittee represents the FPE and is authorized by the issuance of a FOG Discharge Permit to initiate, create, originate, or maintain a wastewater discharge from the FPE. The Permittee shall be the Owner or his local designee.

Person: Any individual, firm, association, society, corporation, or group.

Program Administrator (PA): Shall mean the PUC, or persons authorized by the PUC to conduct activities related to this Ordinance including but not limited to: approve discharge permits, approve variances, conduct facility inspections, and conduct enforcement procedures.

Public Sanitary Sewer System: A sewer in which all owners of abutting properties have equal rights and which is controlled by a public authority. Includes the main pipe, manholes, other structures, and equipment appurtenant thereto controlled and maintained by the PUC for the conveyance of sanitary sewage.

Renderable Grease: The uncontaminated FOG from the food preparation process that is free of impurities and has not come in contact with water and can be recycled into products such as, but not limited to, animal feed or cosmetics.

§ 170-45 Food Preparation Establishment (FPE) Permitting Program:

A. All FPEs discharging wastewater to the public sanitary sewer system are subject to the following requirements.

(1) Permitting: All FPE's shall be required to apply for and obtain a FOG discharge permit from the PA. The PA shall approve or deny all applications for the FOG discharge permits in accordance with the policies and regulations established in this Article. The FOG discharge permit shall be in addition to any other permits, registrations, or occupational licenses, which may be required by Federal, State, or local law. It shall be a violation of this Article for any FPE identified by the PA to discharge wastewater containing fats, oils, and grease to the public sanitary sewer system without a current FOG Discharge Permit.

Following the initial enactment of this FOG Article, any modification to this FOG Article shall become effective immediately and be complied with within 7 months of the modification. Upon modification to this Ordinance, existing FPE's may be required to re-apply and submit the required fee.

(2) Application Form: The PA shall provide an application form for a FOG Discharge Permit to all FPEs. All existing FPEs shall submit a completed application form within 30 days of: a) receipt of the application, or b) prior to the expiration of their valid FOG Discharge Permit. New FPEs shall obtain a FOG Discharge Permit prior to issuance of a food service license. Each application form submitted shall include, but not be limited to, the following information.

(a) Conceptual Approval Form

(b) The FPE's engineer's design report for outdoor grease traps or AGRUs including unit specifications, cut sheet, and sizing calculations.

- (c) Hours of facility operation
 - (d) A copy of the FPE's menu.
 - (e) A statement signed by the Permittee as follows: "I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate, and complete to the best of my knowledge and belief. I understand that a false statement made in the submitted information may be punishable as a criminal offense, in accordance with Section 22a-6 of the General Statutes, pursuant to 53a-157b of the General Statutes, and in accordance with any other applicable statute".
- (3) Application Procedure: Upon filing of a completed FOG Discharge Permit Application form with fee, and variance application if applicable, the PA shall review and approve or deny a FOG Discharge Permit. No system modification shall be initiated until approval is obtained.
- (4) FOG Discharge Permit:
- (a) The FOG discharge permit must be displayed in a prominent location where it can be seen by staff.
 - (b) A FOG discharge permit shall not be transferred or sold to a new owner. A new owner is required to apply to the PA for a new FOG Discharge Permit.
 - (c) A new FOG discharge permit must be applied for when renovations are completed at an existing FPE, or on making significant changes to the menu.
 - (d) The terms and conditions of the permit are subject to modification by the PUC during the term of the permit. If due to changes in this Article, modifications to a facility are required in order to remain in compliance, the Permittee shall be informed at least 6 months prior to the compliance date of the new requirement or 6 months prior to the expiration date of the existing permit.
- (5) Entry: Each FPE shall allow the Inspector, bearing proper identification, access at all reasonable times to all parts of the premises for the purpose of inspection, observation, records examination, measurements, sampling and testing in accordance with the provisions of this Article. The refusal of any FPE to allow the Inspector official entry for purposes of inspection or performing such other duties as shall be required shall constitute a violation of this Article. The PUC may pursue legal action as provided for in § 170-49 as may be advisable and reasonably necessary for Inspectors to carry out their duties.
- (6) Inspection: The Inspector shall inspect the FPE on an unscheduled basis after a FOG Discharge Permit has been issued to confirm compliance with the requirements of this Article. All FPEs with a current FOG Discharge Permit shall be inspected. Inspections shall include, but not be limited to, all equipment, food processing, clean-up, and storage areas and shall include any area that produces wastewater discharge to the grease trap. The Inspector shall also inspect the grease trap maintenance logbook and/or file, other pertinent data to the grease trap, and may check the level of the trap contents and/or take

samples/measurements as necessary. The Inspector shall record all observations in a written report. Any deficiencies as provided in §170-49 of this Article shall be noted.

(7) Violation Reporting: A Permittee shall immediately notify the PA by telephone upon learning or having reason to believe that a discharge may cause a sewer blockage or adversely affect the public sanitary sewer system and initiate corrective action to prevent further violations.

The Permittee shall report, in writing, such violation and corrective actions taken, to the PA within 5 days of the Permittee learning of such violation. Failure to report may result in a fine pursuant to §170-49.

§ 170-46 Wastewater Discharge Limitations:

A. No user shall allow wastewater discharge concentrations from a grease trap, or alternative pretreatment technology to exceed 100 milligrams per liter. All analyses shall be conducted according to the current method as listed in Title 40 CFR 136 or as approved in writing by the PA. All costs associated with testing are the responsibility of the FPE.

B. Where outdoor grease traps are used, separate wastewater lines shall be provided to convey the sanitary and kitchen wastewater outside the facility. Only wastewater from the kitchen and cleanup areas shall be directed to the grease trap. In no case shall sanitary wastewater be allowed to enter a grease trap.

C. Wastewater having a temperature in excess 140°F shall not be discharged into any AGRU.

D. Any use of enzymes, solvents, emulsifiers, biological agents, and similar material for maintaining or cleaning grease traps is prohibited.

E. No food grinder or food pulper shall discharge into a grease trap.

F. All wastewater flows connected to grease traps shall be screened to prevent solids from entering the grease trap. Screened solids shall be disposed of in accordance with applicable solid waste regulations.

§ 170-47 Outdoor Grease Trap Requirements:

A. Requirements: All FPEs are required to have an outdoor grease trap or variance. The requirements in this Article are in addition to any applicable requirements of the Connecticut Department of Environmental Protection's (DEP) *General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments*, *The International Plumbing Code*, and the Plumbing and Drainage Institute standards as adopted by the Office of the State Building Inspector.

B. Equipment Requirements: On or after the effective date of this Article, all FPEs discharging to or proposing to discharge to the City of Meriden's public sanitary sewer system shall submit an application and obtain a permit to operate and maintain an outdoor grease trap, a variance for an AGRU, or a variance from the requirements of this Article as

established by § 170-47 (F) (1). All outdoor grease traps and shall meet the requirements of this Article.

C. On or after the effective date of this Article, the PA shall require an existing FPE to install, operate, and maintain a new grease trap that complies with the requirements of this Article or to modify any non-compliant plumbing or existing grease trap within 60 days of written notification by the PA when any of the following conditions exist.

- (1) The establishment is found to be contributing grease in quantities to cause pipe blockages or increase maintenance on the public sanitary sewer system.
- (2) The establishment does not have a grease trap.
- (3) The establishment has an undersized, irreparable, or defective grease trap.
- (4) Existing establishment is sold or undergoes a change of ownership.
- (5) Remodeling of a kitchen, which requires a plumbing permit to be issued by the City of Meriden.
- (6) The menu of an establishment changes so that it meets the requirements of a FPE.

D. Variance from Outdoor Grease Trap Requirements: An AGRU may only be installed after authorization by the PA. The FPE shall request a variance in writing, which shall consist of a completed Program Application and Variance Application.

E. Outdoor Grease Trap: Outdoor grease traps shall be installed in all FPEs as described in § 170-47 B and C. All outdoor grease traps shall meet the following criteria.

- (1) Trap Design and Location: Outdoor grease traps shall have a minimum of two compartments and shall be capable of separation and retention of grease and storage of settled solids. Access manholes with a minimum diameter of 17 inches shall be provided over each trap chamber and sanitary tee. The manhole shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities. The invert elevation of the inlet shall be between 3" and 6" above the invert elevation of the outlet.
- (2) The trap shall be designed, constructed, and installed for adequate load-bearing capacity.
- (3) Trap Capacity: The minimum capacity of any one unit shall be 1,000 gallons. Where sufficient capacity cannot be achieved with a single unit, installation of grease traps in series is required.
- (4) Trap Sizing: At a minimum, the trap shall hold kitchen discharges equivalent to the maximum flows over a 24-hour period. The maximum flow over a 24-hour period shall be calculated by the method published by the City of Meriden Engineering Department.
- (5) Pumping and Maintenance: Each FPE shall be responsible for the cost of installing, inspecting, pumping, cleaning, and maintaining its outdoor grease trap. Outdoor grease trap cleaning shall include complete removal of all contents including scraping of

excessive solids from the walls, floors, baffles, and all pipe work. It shall be the responsibility of each FPE to inspect its outdoor grease trap during the pumping operation to ensure proper cleaning and that all fittings and fixtures are functioning properly.

(6) Outdoor Trap Pumping Frequency: Each FPE shall have its outdoor grease trap(s) pumped whenever 25% of the operating depth of the outdoor grease trap is occupied by grease and settled solids or a minimum of once every 3 months, whichever is more frequent.

(7) Inspections: The Inspector shall inspect grease traps as necessary to ensure compliance with this Article.

(8) Disposal: Renderable grease shall not be disposed of in any sewer, septic tank, or grease trap. All renderable grease shall be stored in a separate, covered, leak proof, labeled, renderable grease container, stored out of reach of vermin and collected by a Renderer.

(9) Grease removed from outdoor grease traps shall be disposed of at a Grease Disposal Facility permitted by DEP.

(10) Recordkeeping: Each FPE shall maintain a logbook in which a record of all grease trap maintenance is entered, including the date and time of the maintenance, repairs, records of inspection, log of pumping activities, and grease disposal facility. The file shall be available at all times for inspection and review by the Inspector.

F. Variance Procedure: Two types of variances may be granted, Program Variances and Equipment/BMP Variances, as follows.

(1) Program Variances: The PA may, at his sole discretion, exempt from this FOG Program facilities that meet the definition of FPE but whose wastewater discharge contributes negligible FOG to the sanitary sewer. This may include:

(a) FPE's which are itinerant vendors, either truck or cart, with no fixed sewer connection.

(b) Facility's generating a low volume of wastewater that meets the requirements of a de minimis discharge as provided in § 170-47 J.

(2) Equipment/BMP Variances: At the request of the Permittee, the PA at his sole discretion may grant a variance from the equipment or BMP requirements of this Article. Any change to the conditions of the variance must be reported to the PA for review within 30 days.

(3) A FPE that has been granted a variance shall have 30 days to report to the PA and Meriden Health Department any changes that cause a violation in the terms of the variance. Changes that may cause a violation to the terms of the variance may include but are not limited to hours of operation, food preparation techniques, or changes to the menu.

G. Alternative Grease Removal Devices: The PA, at his sole discretion, may approve these types of devices depending on manufacturer's specifications and verified operations

on a case-by-case basis. Alternative devices shall be subject to written approval based on a demonstration prior to installation.

(1) AGRU: AGRUs shall be prohibited at new FPEs, except as granted by variance at the discretion of the PA per § 170-47 B.

(2) AGRU Size: The AGRU design flow shall be sized by a licensed engineer according to the PUC's guidelines including all connected fixtures and drains.

(3) Traps shall have a removable lid on the top surface to facilitate inspection, cleaning, and maintenance.

(4) Flow Control Device: AGRUs shall be equipped with a device to control the rate of flow through the unit and shall not exceed the design flow capacity.

(5) Cleaning and Maintenance: Each FPE shall be solely responsible for the cost of the AGRU installation, cleaning, and maintenance. The AGRU shall include a skimming device, automatic draw-off, or other mechanical means to automatically separate fats and oils from the wastewater, using a timer or level controller. The AGRU shall be connected to the electrical circuit by either hardwire, or cord and plug. The AGRU shall operate no less than once per day.

H. Other Approved Unit: If the Permittee requests the use of a unit other than an outdoor grease trap or an AGRU, the Permittee must demonstrate to the PA that the proposed unit can reliably meet the effluent limitations established in this Article. Only after receiving approval from the PA will the Permittee be authorized to install the proposed unit.

I. De Minimis Discharges: At the request of the Permittee, the PA may grant a Program Variance from the treatment requirements of this Article. Any change to the conditions of the variance must be reported to the PA and the Meriden Health Department for review within 30 days.

§ 170-48 Fees and Billing:

A. The fees provided for in this Article are separate and distinct from all other fees chargeable by the PUC. All invoiced fees, pursuant to this Article, shall become immediately due and owed upon receipt of invoice, and shall become delinquent if not fully paid within 30 days after receipt. Any delinquent amount shall be subject to the late fee.

B. Fines shall fall into two classifications; BMP violation, and equipment installation violation.

C. A copy of the WPCF's current fees applicable to all applications, permits, and notice-of-violation fines pursuant to this Article are on file at the WPCF.

D. Food Preparation Establishments shall be responsible for any processing fees on payments made through third parties. Processing fees include but are not limited to: credit card fees, online payment fees, and collection fees.

§ 170-49 Administrative Enforcement and Abatement:

A. Violations: If the PA records any deficiencies during an inspection, they will provide written or electronic notice to the FPE with instructions to correct the deficiency within 30 days of such notice for BMP violations or 60 days for equipment violations. A notice of violation (NOV) shall be issued to a FPE for any one or more of the following violations.

- (1) Failure to properly maintain the grease trap in accordance with the provisions of the FOG Article.
- (2) Failure to report changes in operations per § 170-47 G (2).
- (3) Failure to report an unauthorized grease discharge per § 170-45 A (7).
- (4) Failure to maintain grease records including documentation of: pumping activities; grease disposal facility; or receipts onsite at all times.
- (5) Failure to provide access for trap cleaning, inspection, or monitoring activities.
- (6) Failure to obtain or renew a Discharge Permit in a timely manner.
- (7) Failure to store grease in a proper container or dispose of grease at an approved facility.
- (8) Any other failure to comply with the requirements of this Article or conditions of any permit issued pursuant to this Article.

B. Enforcement Actions: Enforcement actions against FPEs in violation of this Article shall be according to the following provisions.

1. Initial Violation Penalties: The PA may take enforcement actions against FPEs including consent agreements, compliance agreements, assurances of voluntary compliance, or other similar documents establishing an agreement with any User, or other person responsible for non-compliance. Such documents will include specific actions to be taken to correct the non-compliance within a time period specified by the document. Such documents shall be judicially enforceable. Including but not limited to:

- (a) Payment of the notice of violation fine as on file with the PA.
- (b) Required corrective actions including, but not limited to, submittal of records for trap maintenance, immediate pump-out of the trap, or establishment of an ongoing contract with a Hauler or Renderer.
- (c) Requirements for submittal of plans or upgrade of grease traps, including time frames for preparation of plans, acquisitions of necessary equipment, initiation of construction (including time for permit approval, where required), completion of construction, and date for achievement of final compliance within the provisions of the notice of violation and this Article.

2. Continued Violation Penalties: If a FPE violates or continues to violate the provisions set forth in this Article or fails to initiate/complete corrective action in response to a NOV, the PA may pursue one or more of the following options:

(a) Referral to other appropriate enforcement agencies for further action, i.e. the Health Department and the CT DEP.

(b) Refer the NOV to the Health Department recommending closure of the facility and / or denial of Food Service License renewal.

3. Discharge Permit Revocation: Any Discharge Permit issued under the provisions of this Article is subject to be modified, suspended, or revoked in whole or in part during its term for failure to comply with the terms of this Article.

Any denial or revocation of a permit pursuant to this Article may be appealed to the PUC. The Permittee shall have 15 days from date of notification of the permit denial or revocation to submit a written request for a hearing before the PUC. Failure to file an appeal constitutes acceptance of the decision to deny or revoke the permit and any conditions thereof. The PUC shall conduct a public hearing and decide within 60 days from receipt of appeal, whether or not to grant the permit. The decision of the PUC shall be final. Cause for FOG Discharge Permit modification, suspension, or revocation shall include but not be limited to any one of the following:

(a) Falsification of any information submitted as part of the application for the Discharge Permit.

(b) Failure to comply with the requirements or regulations concerning discharges to the public sanitary sewer system.

(c) Failure to comply with the requirements or regulations concerning grease traps in this Article.

(d) Failure to pay required fees or penalties in a timely manner.

(e) Failure to attend required BMP training courses if required by PA.

(f) When necessary to protect the public health, safety, and welfare of the City of Meriden.

4. Recovery of Costs: When a discharge causes any obstruction, damage or any other impairment to the public sanitary sewer system, damage to public or private property, or any expense of whatever character or nature to the PUC, the PUC shall assess the expenses incurred to clear the obstruction, repair damage to the system, and any other expenses or damage of any kind or nature suffered by the City as a result thereof including reimbursement for damage to private property. The PUC may file a claim with the User or other person that caused the obstruction, damage or other impairment for recovery of such cost including any collection costs. If the claim is ignored or denied, the PUC shall notify the City Attorney to take such measures as shall be appropriate to recover any expense or to correct other damages suffered by the City.

5. Remedies Nonexclusive: The remedies for this Article are not exclusive. The PUC may take any, all, or any combination of these actions against any person violating this FOG Article.

6. Search Warrant: The PUC, through the City's Attorney, may seek to obtain a search warrant from the appropriate authority to gain access to a FPE's facility for the purposes of verification of compliance inspection and monitoring as provided for under §170-45 A (5) if such lawful entry has previously been denied by the FPE.

7. Citation to Superior Court: Notwithstanding any of the above, the PUC may cite any User to Superior Court for violation of any provision of this Article. A violation of any condition or requirement of a Discharge Permit, or failure to obtain such a permit shall be deemed to be in violation of this Article.

8. Injunction and Other Relief: The City, through the City's Attorney, may file a petition in the name of the City in Superior Court or such other courts as may have jurisdiction seeking the issuance of an injunction, damages, or other applicable law or regulation. Suit may be brought to recover any and all damages suffered by the City as a result of any action or inaction of any person that causes or suffers damage to occur to the PUC's public sanitary sewer system.

C. Any person found to have violated any provision of this Article, or any condition of a permit issued pursuant to this Article, may be liable for civil fine up to \$250 per violation. Each separate violation shall constitute a separate offense, and for violations continuing longer than 60 days, each day's continuance of a violation shall constitute a separate and distinct violation. In addition to the penalties provided herein, the City may recover attorney's fees, court costs, court reporter's fees and other expenses of litigation by appropriate suit at law against the person found to have violated this Article or the orders, rules, regulations, and permits issued hereunder.
