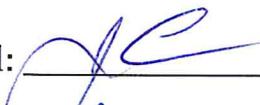


The City of Daytona Beach
Fats, Oils and Grease (FOG)
Standard Policies and Procedures
Manual

Approved:  _____

Date: August 27, 2014

I. Section 1: Purpose and Objectives

- A. The purpose of this manual is to establish the City of Daytona Beach Fats, Oils and Grease (FOG) Program, which provides specific standards for the design, capacity, installation, maintenance and administrative procedures required for devices. This manual also establishes inspections and enforcement procedures within the Fats, Oils and Grease Program.
- B. The objectives of the Fats, Oils and Grease Program are to:
- C. Reduce the amount of fats, oils, and grease discharged into the City of Daytona Beach's Publicly Owned Treatment Works (POTW);
- D. Improve operations at the POTW;
- E. Reduce maintenance costs at the POTW
- F. Enable the City to comply with its Florida Department of Environmental Protection operating permit and any other Federal and State laws subject to POTW compliance.

II. Section 2: Definitions

The following words and phrases, when used in this program, shall have the meanings indicated below, except when the context clearly indicates a different meaning:

- A. Act or the Act: The federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC 1251 et seq.
- B. Approved: Describing a method or design acceptable to the City of Daytona Beach.
- C. City: The City of Daytona Beaches established by the incorporation Laws of the State of Florida and City Charter.
- D. Device: Is a grease interceptor, or Grease Trap, or other type of grease recovery system or Oil/Water separator which has been installed in accordance with ASME 112.14.3, ASME 112.14.4 and 64E-6 F.A.C.

- E. Director of Utilities: The Director of Utilities for the City of Daytona Beach, Florida, acting directly or through an authorized designee.
- F. Florida Plumbing Code: The Plumbing section of the most current adopted edition of the Florida Building Code.
- G. Food Service Established: Any non-residential establishment which prepares, cooks, processes, serves and/or packages food or food products. Food service establishments include, but are not limited to, restaurants, food courts, food manufacturers, food packagers, supermarkets, bakeries, bars, fish markets, butcher shops, hospitals, hotels, nursing homes, cafeterias, churches, caterers, ice cream shops, commissaries convenience stores and schools.
- H. Grease Interceptor: Device designed to either actively or passively separate and retain fats, oils, grease and food waste from the waste stream, while allowing the remaining wastewater to discharge to the POTW. This device is typically installed outside the building.
- I. Grease Recovery/Removal unit: Device designed to actively, through electro-mechanical means, separate and retain fats, oils, and grease or food waste from the waste stream, while allowing the remaining wastewater to discharge to the POTW. The FOG is discharged to a separate container for disposal.
- J. Grease Trap: Device designed to passively separate and retain fats, oils, and grease or food waste from the waste stream, while allowing the remaining wastewater to discharge to the POTW. This device is typically installed under the sink.
- K. May: A permissive or discretionary directive.
- L. Non-Residential Customers: All customers other than those living in single family dwelling units, including but not limited to commercial, industrial, government, institutional, campgrounds, nursing homes, motels, hospitals, and multi-family dwellings.

M. Oil/Water Separator: A device designed to separate and retain petroleum based oil from the waste stream, while allowing the remaining wastewater to discharge to the POTW.

N. POTW (Publicly Owned Treatment Works): A treatment works as defined by the Act and Owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant. This definition includes public sewers, gravity sewers, manholes, pump stations, force mains, laterals and all other related appurtenances.

O. Shall: A mandatory directive.

P. User: Any person, as defined herein, is discharging wastewater to the POTW.

Q. Wastewater: Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities and institutions, whether treated or untreated, which contribute to the POTW.

III. Section 3: General Requirements

A. Food Service

1. Food Service establishments shall direct wastes containing fats, oils and grease to an approved device prior to discharging to the POTW. Other users may be required by the Director of Utilities to install an approved device as appropriate, for the proper handling of wastes containing fats, oils and grease exceeding the numeric local limit established in the City of Daytona Beach Land Development Code (LDC).

2. New Food service establishments with the potential to discharge fats, oils, and grease to the POTW shall install an approved device in accordance with this manual prior to occupancy.

3. Existing food service establishments with the potential to discharge fats, oils and grease to the POTW, without a device currently in use, shall install an approved device by a compliance date determined by the Director of Utilities or designee

4. Existing food service establishments with an existing device shall be permitted to continue using their current device, provided it is being regularly cleaned and properly maintained and provided City inspections determine the facility in full compliance with the conditions of this manual. If the device is found by the Director of Utilities or designee out of compliance more than three times in a 12 month period, or if the facility is renovated, expanded, or undergoes change of ownership, replacement shall be required with a device meeting the requirements of this manual.

5. Devices shall be installed, cleaned, maintained and repaired by the user in accordance with the requirements of the manufacturer or this manual and Florida Administrative Code 64E. The expense associated with any maintenance is the sole responsibility of the owner/operator.

6. Any requests for extensions to the required compliance dates shall be made in writing to the Director of Utilities or designee at least 15 days in advance of the compliance date. The written request shall include the reasons for the user's inability to comply with the compliance date and, the additional time needed to fully meet the compliance.

B. Petroleum Based

1. Non-residential customers who have the potential to discharge wastes containing residual petroleum based oils and grease including but not limited to, car washes and automotive related facilities, shall direct such wastes to an approved device prior to discharging into the POTW. Other users may be required by the Director of Utilities or designee to install an approved device, as appropriate, for the proper handling of wastes containing oils and grease exceeding the numeric

local limit established in the City of Daytona Beach Land Development Code (LDC) .

2. New automotive related facilities with the potential to discharge oils, and grease to the POTW shall install an approved device in accordance with this manual prior to occupancy.

3. Existing automotive related facilities with the potential to discharge oils and grease to the POTW, without a device currently in use, shall install an approved device by a compliance date determined by the Director of Utilities or designee.

4. Existing automotive related facilities with an existing device shall be permitted to continue using their current device, provided it is being regularly cleaned and properly maintained and provided City inspections determine the facility is in compliance with the conditions of this manual including capacity. If the device is found by the Director of Utilities or designee out of compliance more than three times in a 12 month period, or if the facility is renovated, expanded, or undergoes change of ownership, replacement shall be required with a device meeting the requirements of this manual.

5. Device shall be installed, cleaned, maintained and repaired by the user in accordance with the requirements of the manufacturer or this manual. The expense associated with any maintenance is the sole responsibility of the owner/operator. Any requests for extensions to the required compliance dates shall be made in writing to the Director of Utilities or designee at least 15 days in advance of the compliance date. The written request shall include the reasons for the user's inability to comply with the compliance date and, the additional time needed to fully meet compliance.

IV. Section 4: Design

A. Devices shall be designed and constructed in accordance with the provisions of this manual, the City of Daytona Beach Land Development Code (LDC), the Florida Plumbing Code, the Florida Administrative Code and other applicable Federal, State and local laws, rules and regulations.

B. Devices shall have been tested and listed as satisfactory for the intended use of the devices by a nationally or internationally recognized testing agency, such as the International Association of Plumbing and Mechanical Officials, Plumbing and Drainage Institute or the American Society of Mechanical Engineers.

C. The user shall submit to the City the Florida Product Approval report and identification number, along with documentation on the design and expected performance of the device. Information shall include, but not limited to: approval agencies, size, capacity, schematics, plan details, performance data, construction materials, installation instructions and operation/maintenance manual. The City shall approve the device prior to installation.

D. Alternative fats, oils and grease removal devices or technologies, such as automatic grease removal devices, shall be subject to City review and written approval. Approval shall be based on proven removal efficiencies with the burden of documenting the efficiency resting with the user.

E. In-ground devices shall be equipped with a minimum of two manholes, each no larger than 24 inches in diameter, located to allow access to the inlet and outlet piping. The covers shall be water and gas tight. Traffic installations shall have traffic-bearing manhole covers. Concrete lids, shipping lids or lids which create a hazard shall be prohibited on devices and shall be replaced at the next scheduled pump out.

V. Section 5: Capacity

The capacity of the device shall be determined in accordance with the Florida Plumbing Code. The proposed capacity shall be submitted to and approved by the City prior to installation.

VI. Section 6: Installation

A. Devices shall be installed in accordance with the manufacturer's instructions, the provisions herein, the City of Daytona Beach Land Development Code (LDC), the Florida Plumbing Code, the Florida Administrative Code and other applicable Federal, State and local laws, rules and regulations.

B. Devices shall be installed by a properly licensed plumbing contractor at the sole cost of the user. All units shall be inspected by the City during the installation process.

C. Devices shall be installed in a location as close as possible to the source of fats, oil and grease and which provides immediate access at all times for cleaning, maintenance and inspections. The City shall approve the location prior to installation.

D. Devices shall be installed in the facility's lateral sewer line between all fixtures which may introduce grease into the sewer system and the connection to the City's wastewater collection system. Wastewater from sanitary facilities shall not be connected or discharged to the device under any circumstances.

VII. Section 7: Cleaning and Maintenance

A. Cleaning shall include the complete removal of all contents, including floatable materials, wastewater, bottom sludge, solids and debris.

B. Maintenance shall include all activities required to ensure the device is in proper working condition and functioning as intended by the manufacturer. Maintenance includes ensuring inlet and outlet tees are in place and unobstructed, vents are unobstructed and baffles are in place and lids seals are tight or any other appropriate repairs.

C. Cleaning and maintenance of the device shall be the responsibility of the user and provided at the user's expense.

D. Devices shall be pumped or cleaned out completely at a minimum frequency of once every 90 days or at a frequency determined by the Director of Utilities necessary to prevent carryover of oil and grease to the POTW.

E. The user shall be responsible for maintaining Devices in a working condition as required for efficient operation. A device shall be considered out of compliance if any of the following conditions exist:

1. The total volume of captured grease and solid material shall not be more than 25 percent of the device capacity.

2. The removal efficiency of the device, as determined through sampling and analysis, shall not be less than 75 percent.

3. The discharge from the device shall not exceed the numeric local limit established in the City of Daytona Beach Land Development Code (LDC).

F. The user shall be responsible for inspecting the device during cleaning or maintenance to ensure proper performance and that all fittings and fixtures inside the interceptor or separator are in working condition and functioning properly.

G. Devices shall be deep cleaned annually to include pressure washing or scraping walls, baffles, inlet tees and outlet tees and inspected by the user at least annually.

H. Decanting, back-flushing or discharging of removed wastes back into the device is prohibited.

I. Chemical or biological additives shall not be intentionally introduced in a device.

J. Flushing the device with water having a temperature in excess of 140 degrees Fahrenheit is prohibited.

K. Repairs required by the Director of Utilities shall be completed within 10 calendar days after the date written notice is received by the user, unless the Director of Utilities approves a different completion date in writing. The user shall be responsible for the scheduling and costs of all repairs.

L. Wastes removed from each device shall be disposed at a facility or location permitted to receive such wastes. No waste shall be returned to any portion of the POTW.

VIII. Section 8: Administrative Procedures

A. Users shall maintain a record log of cleaning and maintenance activities (i.e. pump out) for each device that includes the following information:

1. Generator information: facility name, contact person, address and phone number.
2. Transporter information: company name, contact person, address and phone number.
3. Destination information: company name, permit number, contact person, address and phone number.
4. Pumping information: date, time, volume pumped, transporter name, transporter signature, and user representative name and user representative signature.
5. Maintenance information: date, description of maintenance, name and signature.

B. The user shall maintain records and other documents pertaining to the facility's device. The information shall include, but is not limited to, the as-built drawings, record of inspections, log of cleaning and maintenance activities and receipts, pumping company information, disposal information, and monitoring data. Records shall be kept on-site for a minimum of three years and be available for inspection and review by the City upon request.

C. The user shall Fax, Mail or email a copy of the record log anytime a cleaning, maintenance or pump out has occurred to the Director of Utilities or designee

IX. Section 9: Inspections

A. The user shall permit the City to enter and conduct facility inspections at any time without notice as a condition of your business license and being served by City water and sewer.

B. Inspections shall be conducted by the City on all facilities containing devices. Inspections are conducted to ensure compliance with the requirements of this manual and to ensure adherence to proper cleaning and maintenance as performed in accordance with this manual.

X. Section 10: Enforcement

A. A Notice of Violation shall be issued to a user for any violation of the provisions of the Land Development Code (LDC), Article 7, subsection 7.2.P or this manual, which violations shall include, but not limited to the following:

1. Failure to properly clean and maintain the device in accordance with the provisions of this manual;
2. Failure to provide logs, files, records or access for inspection or monitoring activities;
3. Failure to correct a previous violation by an established deadline; or
4. Failure to comply with any other requirement of this manual.

B. The City shall enforce the provisions of the Land Development Code (LDC), Article 7, subsection 7.2.P , including the provisions of this and manual, in accordance with the provisions of Article 10 of the Land Development Code (LDC) for the City of Daytona Beach.

XI. Section 11: Program Fees

A. Collection of fees relating to the City using equipment and/or personnel will be based on actual time and equipment used to prevent further damage.

B. Sample collection and laboratory analyses related to enforcement activities shall be at the rates established for the certified commercial laboratory procured in accordance with the City's purchasing policies.

C. The City Commission by resolution may adopt other reasonable fees as deemed necessary to carry out the requirements set forth in this manual. These fees relate solely to the matters covered by the manual and are separate from all other fees, fines and penalties assessed by the City. These fees are charged to recover the direct costs incurred by the City to implement and enforce the Fats, Oils and Grease Program.