



City of Daytona Beach
Utilities Department

Fats, Oils, and Grease Program Manual

1. Purpose and Intent:

Fats, oils and grease will cause blockages in pipes which can result in backups and sanitary sewer overflows which create an environmental problem and damage pipes and structures. The purpose of this manual is to provide for the implementation of the City of Daytona Beach's Fats, Oil & Grease (FOG) Program with the objective to minimize the introduction of fat-soluble wastes to the collection system. The program provides specific standards for design, capacity, installation, maintenance, and administrative procedures required for devices. This manual also establishes inspection and enforcement procedures within the Fats, Oil & Grease Program.

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, 22 USC 12s 1 et seq.
 - b. Approved: a method or design acceptable to the City of Daytona Beach
 - c. City: The City of Daytona Beach established by the incorporation laws of the State of Florida and City Charter
 - d. Utilities Director: The Utilities Director for the City of Daytona Beach, Florida, acting directly or through an authorized designee.
 - e. Device: 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.
 - 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, coffee shops, and schools.
 - h. Grease: a material either liquid or solid, composed primarily of fats, oils, or grease from animal or vegetable sources.
 - i. Grease Interceptor: an interceptor whose rated flow exceeds fifty (50) gpm or has a minimum storage capacity of seven hundred fifty (750) gallons or more and is a device located underground and outside of a facility. It is designed to collect, contain, or remove

food wastes and/or grease from the wastewater while allowing the balance of the liquid waste to discharge to the wastewater collection system by gravity.

- j. Grease Trap: an interceptor whose rated flow is fifty (50) gpm or less and is a device located inside a facility and/or under a sink designed to collect, contain, or remove food wastes and/or grease from the wastewater while allowing the balance of the liquid waste to discharge to the wastewater collection system by gravity.
- k. 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.
- l. Grease Hauler: a person who collects the contents of a grease interceptor or trap and transports it to an approved recycling disposal facility.
- m. Gray Water: all liquid contained in a grease interceptor that lies below the floating grease layer and above the food solids layer.
- n. May: a permissive or discretionary directive
- o. Notice of Violation (NOV): a written notice informing a food service facility owner that a violation of the City of Daytona Beach Fats, Oil & Grease Program has occurred.
- p. 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.
- q. 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.
- r. Publicly Owned Treatment Works (POTW): A treatment works as defined by the Act and Owned by the City of Daytona Beach. 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.
- s. Regulatory Compliance Inspector: a member of staff of the City of Daytona Beach Fats, Oil & Grease Program designated by the Utilities Director.
- t. Sanitary facilities: bathrooms, bathroom fixtures, bathroom groups, hand sinks or other similar fixtures or facilities.
- u. Shall: A mandatory directive.
- v. 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.

3. Fats, Oil & Grease Program:

a. General Criteria

- i. The discharge by a user to the POTW of certain liquids or wastes may be prohibited or limited by the provisions in this manual.
- ii. Wastes, which contain fats, oil and grease, may be discharged to the POTW in accordance with the conditions set forth in this manual.
- iii. Wastes containing fats, oil and grease, including materials processed through garbage grinders, shall be directed to the grease interceptor or trap.

- iv. Wastes containing residual (trace amounts) petroleum-based oil and grease shall be directed to the oil/water separator.
- v. Sanitary facilities and other similar fixtures shall not be connected or discharged to the oil and grease interceptor or the oil/water separator.
- vi. Liquid wastes shall be discharged to the oil and grease interceptor or oil/water separator through the inlet pipe only and in accordance with the design/operating specifications of the device.
- vii. Oil and grease interceptors and oil/water separators shall be installed in a location that provides easy access at all times for inspection, cleaning and proper maintenance, including pumping. Oil and grease interceptors shall not be located in or near any part of a structure where food handling is done. The City shall approve the location of the oil and grease interceptor or oil/water separator prior to installation.
- viii. Nonresidential establishments (users) that prepare, process or serve food or food products shall have an approved oil and grease interceptor. Nonresidential establishments that have the potential to discharge wastes containing residual petroleum-based oil and grease, such as commercial laundries, car washes, and automotive related facilities, shall have an approved oil/water separator. Other users may be required by the Utilities Director or designee to install an approved oil and grease interceptor or an oil/water separator, as appropriate, for the proper handling of wastes containing oil and grease exceeding two hundred thirty (230) mg/L by weight.
- ix. Other types of food manufacturing or food preparation enterprises, such as, but not limited to, commissaries, commercial kitchens, and caterers shall install an oil and grease interceptor. Oil and grease interceptors shall be sized on an individual case by case basis. A control manhole or inspection box for monitoring purposes shall be required and installed at the owner/operator's sole expense, as approved by the Utilities Director or designee.
- x. Multifamily dwellings, such as triplexes, quadraplexes, townhouses, condominiums, apartment buildings, apartment complexes, or areas of intensified dwelling which are found by the Utilities Director or designee to be contributing oil and grease in quantities sufficient to cause main line stoppages, lift station malfunctions, or necessitate increased maintenance on the collection system, said user(s) shall be directed to cease discharging oil and grease to the POTW and/or shall be required to install a grease and oil interceptor. The capacity of the oil and grease interceptor shall be evaluated on a case-by-case basis. A control manhole or inspection box for monitoring purposes shall be required and installed at the owner/operator's sole expense, as approved by the Utilities Director or designee.
- xi. Automotive related enterprises, commercial laundries and laundromats, and other users which contribute wastes containing petroleum (hydrocarbon) based oils and greases shall install an oil/water separator. Oil/water separators shall be sized on an individual case-by-case basis using established design guidelines for the proposed facility. A control manhole or inspection box shall be installed downstream.
- xii. Oil and grease interceptors and oil/water separators shall be installed solely at the user's expense. Proper operation, maintenance and repair shall be done solely at the user's expense.

- xiii. Minimum removal efficiency for oil and grease interceptors for animal fats and vegetable oils shall be eighty (80%) percent. Minimum removal efficiency for oil/water separators for trace petroleum-based wastes shall be ninety (90%) percent.
- xiv. The Utilities Director or designee may request that the non-residential user provide documentation on the design and performance of the oil and grease interceptor or oil/water separator. Information to be submitted includes, but may not be limited to, catalog cuts, performance data, materials of construction, installation instructions, and operation and maintenance manual.

b. Design

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.

The design of oil/water separators shall be based on peak flow and where applicable, capable of treating and removing emulsions. Oil/water separators shall be sized to allow efficient removal (retention) of the petroleum-based oils and grease from the user's discharge to the POTW.

Alternative oil and grease removal devices or technologies shall be subject to written approval by the Utilities Director or designee and shall be based on demonstrated (proven) removal efficiencies

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.

c. Capacity

The capacity of the approved oil and grease interceptor and oil/water separator shall be in accordance with the Florida Plumbing Code. The proposed capacity shall be submitted to and approved by the City of Daytona Beach Engineering Standards prior to installation. The Utilities Director may modify the requirements on a case-by-case basis.

d. Installation

Facilities likely to discharge fats, oil, and grease, which are newly proposed or constructed, or existing facilities which shall be expanded or renovated to include a food service facility where such facilities did not previously exist, shall be required to install an approved, properly operated and maintained oil and grease interceptor or oil/water separator.

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. Oil and Grease interceptors or oil/water separators shall be installed prior to the opening or reopening of said facilities.

i. Existing facilities

1. On or after the effective date of the Manual, existing food service or automotive related facilities shall be required to install an approved, properly operated and maintained oil and grease interceptor or oil/water separator by a compliance date determined by the Utilities Director or designee when any of the following conditions exist:
 - a. The facilities are found by the Utilities Director or designee to be contributing oils and grease in quantities sufficient to cause line stoppages or necessitate increased maintenance on the collection system.
 - b. Remodeling of the food preparation or kitchen waste plumbing facilities that are subject to a permit that is issued by the City of Daytona Beach Office of Permitting Services.
 - c. Remodeling of an automotive related enterprise, commercial laundry or other users that potentially may contribute wastes with petroleum-based oils and greases.

e. Extensions

Any requests for extensions to the required installation dates must be made in writing to the City of Daytona Beach Utilities at least fifteen (15) days in advance of the compliance date. The written request shall include the reasons for the user's failure or inability to comply with the compliance date set forth, the additional time needed to complete the remaining work, and the steps to be taken to avoid future delays.

f. Maintenance

- i. Cleaning and maintenance shall be performed by the user. Cleaning shall include the complete removal of all contents, including floating materials, wastewater, and bottom sludge and solids.
- ii. Decanting, back-flushing, or discharging of removed wastes back into the oil and grease interceptor or oil/water separator from which the waste was removed or any other oil and grease interceptor or oil/water separator, for the purpose of reducing the volume to be hauled and disposed is prohibited.
- iii. All Devices shall be pumped out completely at a minimum frequency of **once every ninety (90) days**, or more frequently as needed to prevent carry over of oil and grease into the collection system. Any pumping frequency will be adjusted in writing should it be determined by the Utilities Director or designee that based on flows, quantity of oil and grease in the discharge, volume of business, hours or operations

and seasonal variations, a more frequent pumping schedule is required in order to maintain compliance with other sections of this manual. All Devices shall be deep cleaned **annually** to include pressure cleaning or scraping of the walls, baffles, cross pipes, inlet and outlet tees and inspected by the user.

- iv. The user shall be responsible for maintaining the oil and grease interceptor or oil/water separator in such a condition for efficient operation. An interceptor shall be considered to be out of compliance if the grease layer on top exceeds six (6) inches and the solids layer on the bottom exceeds twelve (12) inches or if removal efficiencies as determined through sampling and analysis indicate less than eighty (80%) percent.
- v. Wastes removed from each oil and grease interceptor shall be disposed at a permitted facility to receive such wastes or an approved location designated by the City of Daytona Beach for such purposes. Waste returned to any private or public portion of the collection system or the treatment plants is strictly prohibited without the express written approval of the Utilities Director or designee.
- vi. Additives placed into the oil and grease interceptor, oil/water separator or building discharge line system on a constant, regular or scheduled basis shall be reported to the Utilities Director in writing at least five (5) days prior to use. Such additives shall include, but not be limited to, emulsifiers, enzymes, commercially available bacteria, or other additives designed to absorb, purge, consume, treat, or otherwise eliminate grease and oils. Any use of additives shall be approved in writing by the Utilities Director or designee prior to introduction into the waste stream, interceptor, or separator. The use of additives in no way shall be considered as a substitution to the maintenance procedures required herein.
- vii. Flushing the oil and grease interceptor or oil/water separator with water having a temperature in excess of 140°F shall be strictly prohibited.
- viii. All maintenance of oil and grease management devices, including proper disposal, shall be performed by the user at the user's sole expense.

g. User Identification

- i. It is unlawful for any facility producing fats, oil and grease waste to discharge into the City's collection system without authorization from the Utilities Director or designee. Authorization shall be given in the form of a fats, oil and grease discharge permit. Application for a permit shall be made to the Utilities Director or designee. If, after examining the information contained in the "Fats, Oil and Grease Discharge Permit Application", it is determined by the Utilities Director or designee that the proposed facility does not conflict with the provisions of the program, a permit shall be issued allowing the discharge of such wastes into the collection system. Each Fats, Oil and Grease (FOG) permit shall be issued for a time no longer than five (5) years from the date of permit.
- ii. As a condition precedent to the granting of a Fats, Oil and Grease Discharge Permit, the recipient under this section shall agree to hold harmless the City of Daytona Beach and its employees from any liabilities arising from the user's operations under this certificate.

h. Administrative Procedures

- i. Pumpage from oil and grease interceptors and oil/water separators shall be tracked by a manifest that confirms pumping, hauling, and disposal of waste. This manifest shall contain the following information:

Generator Information: Name
 Contact Person
 Address
 Telephone number
 Volume pumped
 Date and time of pumping
 Name and Signature of generator verifying
 Generator condition details

Transporter Information: Company Name
 Address
 Telephone number
 Volume Pumped
 Date and Time of pumping
 Driver Name and Signature of transporter
 verifying information and service

Destination Information: Company Name / Permit #(s)
 Disposal Site or Facility Contact Person(s)
 Address
 Telephone Number
 Location of Disposal Site/Facility
 Volume Treated
 Date and Time of Delivery
 Driver Name, Signature, and Vehicle No.
 Name and Signature of Operator Verifying Disposal Site/Facility
 Information

- ii. A log of pumping activities shall be maintained on site by the user for the previous twelve (12) months and made available for inspection and review by the City. The log shall include the date, time, volume pumped, hauler’s name and license number and hauler’s signature. The user shall report pumping activities within seven (7) days to the City on the form so designated by the City for such purposes.
- iii. The user shall maintain a file of the records and other documents pertaining to the facility’s oil and grease interceptor or oil/water separator for a minimum of three (3) years. The file contents shall include, but is not limited to, the record (as-built) drawings, record of inspections, log of pumping activities and receipts, log of maintenance activities, hauler information, disposal information, and monitoring data. The file shall be available at all times for inspection and review by the Utilities Director, or designee.
- iv. The Utilities Director or designee may require the user to provide, operate, and maintain, at the user’s sole expense, appropriate monitoring facilities, such as a

control manhole, that are safe and accessible at all times, for observation, inspection, sample collection, and flow measurement of the user's discharge to the POTW. The Utilities Director, or designee may impose additional limitations and monitoring requirements for the discharge to the POTW in accordance with the provisions set forth in this manual.

i. Enforcement

- i. Notice of Violation shall be issued to a user for failure to:
 1. Report pumping activities,
 2. Properly maintain (clean out or pump) the interceptor or separator in accordance with the provisions of the Fats, Oil and Grease Discharge Permit,
 3. Maintain and post the log of pumping activities,
 4. Maintain a file of records on-site at all times,
 5. Provide logs, files, records, or access for inspection or monitoring activities,
 6. Obtain or renew the Fats, Oil and Grease Discharge Permit.
- ii. The Utilities Director or designee may serve any user a written notice stating the nature of violation. The user shall have seventy-two (72) hours to complete corrective action and submit evidence of compliance to the Utilities Director or designee.
- iii. If a user violates or continues to violate the provisions set forth in this manual or fails to initiate/complete corrective action within the specified time period in response to a Notice of Violation (NOV), then the Utilities Director or designee may pursue one or more of the following options:
 1. Pump the oil and grease interceptor or oil/water separator and place the appropriate charge on the user's monthly sewer bill,
 2. Assess a reasonable fee for additional inspection, sample collection, and laboratory analyses,
 3. Code Enforcement
 4. Terminate water and sewer service,
 5. Any combination of the above enforcement actions.
- iv. Progressive enforcement action shall be pursued against users with multiple violations of the provisions of this section including, but not limited to, termination of water service.
- v. The user shall pay all outstanding fees, penalties, and other utility charges prior to reinstatement of water and sewer service.
- vi. The City shall enforce the provisions of the Land Development Code (LDC), Article 7, subsection 7.2.P, including the provisions of this manual, in accordance with the provisions of Article 10 of the LDC for the City of Daytona Beach.
- vii. Any user in the Fats, Oil and Grease Program found in violation of the provisions in this manual, and any orders, rules, regulations, and permits that are issued pursuant to the manual, shall be served by the City with written notice by personal delivery by an authorized City employee or by registered or certified mail that states the nature of the violation and providing a reasonable time limit for satisfactory correction of the violation. The affected user shall permanently cease all violations within the time period specified in the notice.

- viii. 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, Oil and Grease Program.