
Fats, Oils, and Grease (FOG) Management Program

Department of Watershed Management (DWM)
Capacity, Management, Operations, and
Maintenance (CMOM) Program



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Acronyms

BMP	Best Management Practice
CO	Certificate of Occupancy
CMMS	Computerized Maintenance Management System
CMOM	Capacity, Management, Operations, and Maintenance
DWM	Department of Watershed Management
FOG	Fats, Oil, and Grease
FSE	Food Service Establishment
EPD	Georgia Environmental Protection Division
GIS	Geographical Information System
GPS	Global Positioning System
ID	Identification
IDDE	Illegal Discharge Detention and Elimination
IMS	Information Management System
mg/L	Milligram per Liter
MMS	Maintenance Management System
NPDES	National Pollutant Discharge Elimination System
PVC	Polyvinyl Chloride
SOP	Standard Operating Procedure
SSO	Sanitary Sewer Overflow
EPA	U.S. Environmental Protection Agency
WCTS	Wastewater Collection and Transport System

1. Description of Fats, Oil, and Grease Management Program

1.1 Introduction

DeKalb County (the County) developed and began implementing its Fats, Oils, and Grease (FOG) Management Program (the Program or the FOG Program) in 2003. The Program was significantly improved in 2007 following the adoption of the County's FOG Ordinance. That Ordinance forms the backbone of the County's FOG Program with respect to the control of FOG from food service establishments (FSEs). Despite significant advances since the Ordinance was adopted and in accordance the Consent Decree, the County re-evaluated its FOG Program to assess whether its efficacy can be improved. This document provides a complete description of the County's FOG Program, including a summary of the County's re-evaluation of the Program and the program enhancements that resulted from the re-evaluation.

This Program document is organized as follows:

1. Introduction (provides an overview of this document);
2. Purpose and Goals (provides the aims of the Program);
3. Regulatory Drivers (gives an overview of what regulations, policies, and guidance were used in creating and re-evaluating the Program);
4. Program Re-Evaluation and Enhancements (describes the County's efforts to re-evaluate its FOG Program and summarizes key Program enhancements);
5. Program Resources (details the human and material resources dedicated to the FOG Program);
6. Program Activities (summarizes the County's FOG Program, including all aspects of the County's FSE management and the residential components of the FOG Program);
7. Performance Measures (summarizes the performance measures the County tracks to assess FOG Program performance);
8. Data Attributes for the County's Mapping Program (summarizes the County's integration of FOG Program data into its Mapping Program); and
9. Legal Authority Assessment.

The standard operating procedures (SOPs) for the County's FOG Program are included as Appendices A - E.

1.2 Purpose and Goals

The purpose of the County's FOG Program is to:

1. Minimize the amount of FOG entering the County's wastewater treatment and collection system (WCTS); and
2. Reduce or eliminate Sanitary Sewer Overflows (SSOs) caused by FOG-related flow obstructions.

The goals of the FOG Program are to:

1. Develop and enforce grease trap and interceptor design standards for FSEs;
2. Perform FOG inspections for FSEs;
3. Maintain a current and accurate FSE inventory;
4. Establish Best Management Practices (BMPs) for FSE FOG management;
5. Provide for consistent FOG Ordinance enforcement;
6. Educate WCTS users, including FSE and residential customers, about FOG management; and
7. Maintain necessary resources and proper training to ensure FOG Program success.

1.3 Regulatory Drivers

The County's FOG Program is a formally structured program that meets the criteria set forth in the Consent Decree – DeKalb County, Civil Action File No. 1:10-cv-4039-WSD. Various guidance documents and materials were consulted in the development of the Program, including:

1. U.S. Environmental Protection Agency (EPA) *Guide for Evaluating Capacity, Management, Operations, and Maintenance (CMOM) Programs at Sanitary Sewer Collection Systems*, 2005; EPA *Region 4 Guide to Collection and Transmission System Management, Operation, and Maintenance Programs* 2003.
2. *Clean Water Act* (40 C.F.R. § 403).
3. *Georgia Water Quality Control Act* (O.C.G.A. §§12-5-20 *et seq.*).
4. Code of DeKalb County, as Revised 1988; *Ordinance Number 35, Article IV, Number 25 – Sewers and Sewage Disposal, Division 5, Discharge Regulations, Sections 25-257 and 25-265 through Section 25-265.21* and subsequent Amendment (the Ordinance).

2. FOG Program Re-Evaluation

In accordance with Paragraph 17 of the Consent Decree, the County has re-evaluated its FOG Program to determine how its effectiveness might be improved. This Section provides:

1. A narrative summary of the County's re-evaluation efforts; and
2. A table summarizing key FOG Program enhancements resulting from the re-evaluation.

2.1 Summary of FOG Program Re-Evaluation

In 2012, the County hired a full-time Compliance Division Supervisor ("Compliance Supervisor"). The Compliance Supervisor drove the County's re-evaluation process and program enhancement initiative in an effort to improve the efficacy of the County's FOG Program.

The County assessed, among other things, the FOG Program SOPs, resources, staff work load, staff responsibilities, permit processes, inspection and compliance protocols, enforcement protocols, program administration, and the FOG Ordinance. The Compliance Supervisor worked with FOG Program staff members and DWM staff more generally to assess opportunities for Program improvement. The Compliance Supervisor meets monthly with the SSO Review Team to help coordination within DWM and to further assess the relationship between FOG and SSOs within the County. The Compliance Supervisor has coordinated informally with other Atlanta metropolitan municipalities and The Georgia F.O.G. Alliance regarding best practices. This coordination allowed the County to compare its FOG Program with other programs in the area and to assess the potential for additional Program components.

Additionally, the County hired and worked with a third-party consultant to provide a comprehensive and objective expert assessment of the FOG Program. The consulting firm had extensive expertise in wastewater engineering, design, and operations. The Compliance Supervisor worked with the consultant to comprehensively assess the County's FOG Program with respect to FSEs and to identify potential enhancements.

The County conducted a general assessment of the FOG public education program for residential customers. In the past, residential customers were encouraged (via flyers) to place all cooking oils and grease into containers, and dispose with the trash (solid waste) – for collection twice a week. These efforts continue; however, in November 2012, a more specialized public education program was created for single and multi-family residential sources of FOG using multi-media messages.

As a result of the County’s re-evaluation, it identified and implemented numerous Program enhancements throughout 2012. The following table summarizes some of the key Program enhancements that resulted from the re-evaluation.

2.2 Summary of Program Enhancements

Summary of Key Program Enhancements
Staff Resources and Responsibilities
<ul style="list-style-type: none"> • <i>FOG Compliance Supervisor.</i> In February 2012, the County hired a full-time Compliance Supervisor, who is responsible for the FSE component of the FOG Program. • <i>Additional Administrative Staff.</i> The County also assigned an additional full time administrative assistant for the FOG Program, doubling the Program’s administrative support. • <i>Shifting Administrative Responsibilities to Administrative Staff.</i> The County shifted administrative tasks, like permitting and invoicing, to the Program’s administrative assistants, allowing inspectors more time for FSE inspections. • <i>Centralizing FOG Plan Reviews.</i> The Compliance Supervisor now reviews all engineering plans for new and renovated FSEs. This enhancement provides for consistent and efficient plan review and approval and it further reduces the workload on the inspectors, who were historically responsible for engineering plan reviews.
Program Resources
<ul style="list-style-type: none"> • <i>New FOG Program Database (XC2).</i> The County acquired a new FOG Program Database, XC2, and incorporated it into the FOG Program. This has significantly improved data management and analysis. The XC2 program also facilitates FOG Program coordination with the County’s Sewer Mapping Program. • <i>Additional Program Resources.</i> The County replaced aged and worn field equipment for each inspector improving the quality of the inspection process. The County also acquired Global Positioning System (GPS) units for each inspector. This helps inspection planning and scheduling and has improved efficiency.

Integration/Coordination with other County Permitting Processes

- ***Business Permitting Process Integration.*** The County's FOG permitting requirements have been integrated into the County's general permitting software, "Hansen." For FSEs in unincorporated areas, the County now has an automated way to ensure FOG Program requirements (e.g., permitting, FOG system evaluation, pre- and post-installation inspections) are met before issuing key County authorizations (e.g., building permits and certificates of occupancy). The County also increased its coordination with building permit/business license functions in the incorporated cities.
- ***Business License Record Coordination.*** For 2013, the County initiated an annual record comparison between its list of FSEs and its list of County business licenses. The County has initiated this comparison to determine whether the process helps to identify unpermitted FSEs.

SOPs and Protocols

- ***Updated Inspection Protocols.*** The County updated its inspection protocols to perform FOG inspections for most of the FSEs at least three times a year and more for the non- Compliant FSEs. Daily planners are now used by inspectors to determine what FSE to inspect and when. (Appendices C and G)
- ***New Hauler Company Assessment Program.*** The County developed and implemented new protocols to compare hauler manifests with FSE manifests to help identify haulers that may be improperly or illegally removing and disposing of wastewater.
- ***Updated Non-Compliance Enforcement SOP.*** The County updated and implemented a Non-Compliance Enforcement SOP, which includes steps to prosecute non-compliant FSEs. (Appendix E)
- ***New Inspector Rotation.*** The County identified eight inspection zones based on zip code and now rotates inspectors to new zones every four months. (Appendix F)
- ***New FOG Evaluation Checklist.*** The County designed and implemented a new FOG evaluation checklist, which is used in the permitting process to ensure the FOG Ordinance requirements are met. (Appendix H)
- ***Public Education Program.*** A more specialized public education program was created for single and multi-family residential sources of FOG using multi-media messages (personal, print, email, and radio/TV media outlets to deliver the public education program).

Future Enhancements

- ***Addition of Field Laptops, Integrated with XC2.*** The County plans to acquire field computers and train inspectors to enter FSE compliance information and data from the FSE location directly into the XC2 database. A pilot test with two laptops is currently being evaluated to determine the efficiency of the procedure.
- ***FOG Education Program.*** The County is currently developing a robust multi-media public education program for residential customers over the next year.
- ***Voluntary FOG Collection Program.*** The County has been coordinating with apartment owner associations and hopes to develop a multi-location pilot program for FOG collection.
- ***Further Streamlined Billing.*** The County plans to add FOG permit renewal fee invoicing to FSE water bills, which will further streamline administrative functions within the FOG Program.

The field laptop pilot program, FOG education program, voluntary FOG collection program and streamlined billing will be implemented by the end of 2015.

3. Program Resources

The DWM has various resources dedicated to the execution and improvement of the FOG Program. The following outlines the Program's human, computer-related and equipment resources.

3.1 Human Resources

The FOG Program includes eleven people – a supervisor, eight inspectors, and two administrative assistants.

1. The Compliance Supervisor is responsible for FOG Program management and operation. In that role, the Compliance Supervisor reviews work assignments and performance measures (see Section 4.4) to ensure the program maintains adequate resources and is the Program representatives in interactions with other DWM departments and with external industry groups. The Compliance Supervisor also reviews engineering plans for new or renovated FSEs, attends the SSO Review Team meetings, and conducts the bi-weekly staff meetings.
2. The eight inspectors perform daily FSE inspections and FOG onsite evaluations, including pre- and post-installation inspections, and they record inspection data.
3. The two administrative assistants manage Program invoicing, customer service, permit administration, database administration, and data input. One of the administrative assistants manages the County's hauler manifest review process (see Section 4.2.5.1).

3.2 Computer Related Resources

The DWM uses the XC2 database to manage the FOG program. The database provides an inventory of FSEs in the County, including compliance and permitting status. It receives data manually from the County's general permitting software – "Hansen" – and from the inspectors and administrative assistants. XC2 also facilitates coordination with the County's Sewer Mapping Program. The XC2 database has improved the County's data management and analysis and has proven to be a dramatic improvement over the Excel databases used in the past.

3.3 Tools and Equipment

Each inspector is provided the necessary tools and equipment to efficiently perform inspections. For example, each inspector vehicle, includes, among other things, a GPS unit, a "sludge judge" (a measuring device used to determine the level of FOG, liquids,

and sediment in the grease trap or interceptor), a digital camera, a cell phone, and other key equipment. A complete list of standard inspector equipment is provided below.

Safety:

- Safety cones
- Steel-toed shoes
- Safety glasses
- Safety vests
- Construction hardhat
- Back-braces
- Work gloves
- Latex gloves
- Disinfectant/hand sanitizer
- Rags/paper towels
- Insect spray
- Rain gear

Documents:

- County identification (ID)
- Business cards
- Waterproof pens and clipboard with County Inspection Sheets
- Assigned FSE list
- Geographic Information System (GIS) maps
- Manufacturer's drawings (for the type of grease removal device to be inspected)
- BMP list and brochures (to hand out)
- Sewer Use Ordinance (for reference)
- Non-compliant Enforcement SOP
- List of Georgia state permitted waste transporters; contacts/phone numbers

Tools per Vehicle:

- 12-inch adjustable wrench
- Two 12-inch standard head screwdrivers
- Two 8-inch standard head screwdrivers
- One 12-inch Phillips head screwdriver
- One 8-inch Phillips head screwdriver
- One Allen wrench
- One 8-inch pliers
- One ratchet and socket set, metric and standard
- One power drill set, with attachments
- One 30-lb sledgehammer
- Dye for dye test
- Manhole cover lift/hook
- Digital camera
- Cell phone
- Sludge Judge and/or depth probe
- Mirror on a pole and flashlight
- 5-gallon bucket
- Shovel
- GPS unit
- Field laptops (only for the pilot program)
- FSE tracking software (only for the pilot program)

Summary of Significant Program Enhancements *Program Resources*

- ***Human Resources.*** In 2012, the County hired a new full-time Compliance Supervisor and hired an additional administrative assistant.
- ***New FOG Program Database (XC2).*** The County acquired a new FOG Program Database, XC2, and incorporated it into the FOG Program. This has significantly improved data management and analysis. The XC2 program also facilitates FOG Program coordination with the County's Sewer Mapping Program.
- ***Additional Program Resources.*** The County replaced aged and worn field equipment for each inspector improving the quality of the inspection process. The County also acquired Global Positioning System (GPS) units for each inspector. This helps inspection planning and scheduling and has improved efficiency.

4. FOG Program Activities

4.1 Overview

The County's FOG Program focuses on preventing FOG from entering the WCTS. It does not address FOG that has already entered the system. That important aspect of FOG management is addressed through the County's *Maintenance Management System (MMS) Program (2013)*. In accordance with the Consent Decree, the County is re-evaluating its MMS Program and will be submitting a summary of the MMS Program – including FOG related elements – on or before December 20, 2013.

The FOG Program includes an FSE focused component, which is driven by the Ordinance, and a residential component, which is primarily focused on education and awareness.

This Section summarizes the FSE and residential components of the County's FOG Program.

4.2 FSE Program Activities

The County's FSE program is grounded in its FOG Ordinance and includes the following main components:

1. FSE Identification and Tracking;
2. Permitting;
3. Inspections and BMP Compliance Monitoring;
4. FSE Education; and
5. Enforcement.

4.2.1 FSE Identification and Tracking

The County has an enhanced program for identifying and tracking FSEs. As of December, 2012, there were 2,255 FSEs in the County. As businesses open and close, the number of FSEs can fluctuate significantly. For example, during the last six months of 2012, the number of FSEs varied from a low of 2,046 to a high of 2,543. This fluctuation makes it important (as well as difficult) for the County to maintain accurate records on FSE compliance, permit, and payment status.

The County's new XC2 database has been incorporated into the FOG Program and has dramatically improved the County's ability to accurately identify and track FSEs. XC2 provides an inventory of FSEs in the County, including FSE compliance and permitting

status. With the addition of XC2 the County now has more current and accurate FSE information, which has improved FOG Program efficiency more broadly. It also provides the County with an automated and reliable way to ensure that non-compliant FSEs are visited more frequently.

In addition, FOG Program triggers have been added to the County’s general permitting software program, currently known as “Hansen” (of course the County reserves the right to change software in the future). This helps ensure that all FSEs in the County go through a FOG evaluation before building permits or business licenses are issued and that FSEs pass pre- and post- installation inspections (as well as other County requirements) before a certificate of occupancy is issued. Additionally, XC2 is updated by the Program’s administrative staff and by the inspectors with information related to new or inactive FSEs, FSEs compliance status, and FOG Permit payment status. Having these data readily available helps ensure FOG Ordinance compliance and efficient operation of the FOG Program.

Identification of Unpermitted FSEs
The County uses the following to help identify FSEs and reduce the number of unpermitted FSEs.
<ol style="list-style-type: none"> 1. Inspectors in the field identify unpermitted FSEs during routine inspections (see Appendix A § 1); 2. The County has made a FOG permit a prerequisite to obtaining a building permit and certificate of occupancy for FSEs in unincorporated DeKalb County (see Appendix A § 2); and 3. Improved database management. The County is also planning to compare its FSE lists with County business license lists to determine whether an annual comparison of these lists helps to identify unpermitted FSEs.

Summary of Significant Program Enhancements <i>FSE Identification and Tracking</i>
<ul style="list-style-type: none"> • <i>Acquisition and incorporation of the XC2 database.</i> The XC2 allows the County to better track FSEs and permitting status and history. The XC2 database is a dramatic improvement from the Program’s historical use of Excel spreadsheets. Now data is more easily extracted, analyzed, and managed. • <i>Use of XC2 to track and schedule inspections.</i> XC2 allows the County to ensure that non-compliant FSEs are inspected more frequently in accordance with the FOG Ordinance. • <i>Addition of FOG Program triggers to the County’s business permitting software,</i>

"Hansen." This addition helps ensure all the FSEs in unincorporated areas apply for and obtain a FOG Permit before commencing business operations because FSEs cannot obtain a Certificate of Occupancy until after concluding the FOG permitting process.

- ***Improved coordination with incorporated cities.*** Cities now flag business permit applications and route the applications to the Compliance Supervisor for approval. If the business is identified as a FSE by the Supervisor, the County notifies the business owner about the FOG permit requirement to come into compliance with the FOG ordinance.
- ***Annual business license record comparison.*** In the future, a pilot program will be rolled out where the Compliance Supervisor will compare the County's current business license list with the list of active FSEs to identify unpermitted FSEs.
- ***Inspector rotation.*** As discussed in more detail later, the inspectors now rotate between eight different geographic zones every four months. Among other things, this rotation allows a fresh set of eyes looking for unpermitted FSEs in a given area and improves the FOG inspection quality since each FSE is being inspected by at least three different inspectors per year.

4.2.2 Permitting

Section 25-265.9 of the FOG Ordinance requires FSEs proposing to discharge or discharging FOG into the WCTS obtain an annual FOG wastewater discharge permit. Failure to obtain a FOG permit can lead to enforcement action, including civil penalties.

The FOG permitting process (Section 25-265.10 of the FOG Ordinance) comprises of four main steps:

- ***Fee Payment.***
- ***FOG System Evaluation.*** A new construction or remodeled FSEs submit plans to the County, which are evaluated to determine the appropriate grease trap or interceptor size. The FOG evaluation also includes a review of the plumbing plans to ensure that all the fresh air fixtures in the food preparation area that may potentially input fat into the sewer system are connected to the grease line. Additionally, for change of name or change of ownership FSEs, a FOG Inspector performs a FOG evaluation on site where the grease trap or interceptor location and its connection to the grease line and sanitary sewer are reviewed.
- ***Pre- and Post-Installation Inspections.*** During the Pre-Installation Inspection, each FSE that is new, remodeled, or with a change of name or ownership has its equipment inspected against the FOG evaluation, sizing forms plans, and the

FOG Ordinance to ensure proper installation. Then, during the Post- Installation Inspection, the plumbing is inspected to make sure that all the fresh air fixtures, which may potentially put FOG into the sewer system, are connected to the grease trap or interceptor. Dye tests can be used or a plumbing survey may be requested to ensure compliance with the FOG Ordinance during this inspection.

- **FOG Permit and Compliance.** After passing the Pre- and Post-Installation inspections, each FSE will obtain a FOG Wastewater Discharge Permit, which must be renewed every 12-months. An issued FOG Wastewater Discharge Permit and fees are non-transferable, are for a specific operation, and create no vested rights. A FOG Wastewater Discharge Permit may be subject to conditions or limits which may be reasonably applicable to ensure compliance with the County FOG Regulations.

The four step permitting process varies depending on whether FSEs are existing or new/renovated and further varies depending on whether the FSE is in unincorporated DeKalb County or in an incorporated city. The following table outlines these processes for the main permitting categories in the County's Program.

Summary of FSE Permitting Requirements
<ul style="list-style-type: none"> • Existing FSEs. FSEs already in the FOG program follow a simple renewal process and pay the annual permit fee. This process is the same regardless of whether the FSE is in incorporated or unincorporated DeKalb County. The County plans to streamline this process by including FOG permit fees in FSE water bills.
<ul style="list-style-type: none"> • New/Remodeled (Unincorporated). New construction or remodeled FSEs in unincorporated DeKalb County (see Appendix B § 1) must: <ul style="list-style-type: none"> ○ Submit a building permit/business license application; ○ Pay required fees; ○ Submit a signed FOG Evaluation Checklist (Appendix H); ○ Submit the floor, mechanical, and plumbing plans; ○ Pass the FOG Evaluation and obtain the FOG Sizing form and Evaluation Report (informing the FSE of the required grease trap or interceptor size or fresh air fixture connections and other plumbing modifications as required); ○ Pass pre- and post-installation inspections; and ○ Obtain the FOG permit.
<ul style="list-style-type: none"> • Change of Name/Change of Ownership (Unincorporated). Existing FSEs that change ownership or name in unincorporated DeKalb County (see Appendix B § 2) must:

<ul style="list-style-type: none"> ○ Submit a building permit/business license application; ○ Pay required fees; ○ Request an onsite FOG evaluation; ○ Install equipment/update grease trap size and fresh air fixtures connections if required by the FOG Evaluation; ○ Pass pre- and post-installation inspections; and ○ Obtain the FOG permit.
<ul style="list-style-type: none"> ● <i>New/Remodeled (Incorporated).</i> New or remodeled FSEs in incorporated cities (see Appendix B § 3) must: <ul style="list-style-type: none"> ○ Submit a signed FOG Evaluation Checklist; ○ Submit the floor, mechanical, and plumbing plans; ○ Pay required fees; ○ Pass the FGO Evaluation and obtain the FOG sizing form and Evaluation form (informing the FSE of the required grease trap, interceptor size or fresh air fixture connections and other plumbing modifications as required); ○ Pass pre- and post-installation inspections; and ○ Obtain the FOG permit.
<ul style="list-style-type: none"> ● <i>Change of Name/Change of Ownership (Incorporated).</i> Existing FSEs that change ownership or name in incorporated cities (see Appendix B § 4) must: <ul style="list-style-type: none"> ○ Request an onsite FOG evaluation; ○ Pay required fees; ○ Install equipment/update grease trap size and fresh air fixtures connections if required by the FOG Evaluation; ○ Pass pre- and post-installation inspections; and ○ Obtain the FOG permit.

Summary of Significant Program Enhancements <i>FSE Permitting</i>
<ul style="list-style-type: none"> ● <i>Fee Collection.</i> Having fees for new permits and plan review be collected when the customer applies for a building permit for DeKalb County unincorporated establishments. ● <i>Inspector's Role.</i> Eliminating the inspector's involvement in invoicing for permit renewals. This change gives the inspectors more time to focus on inspections and

enforcement.

- ***Improving Permitting Requirements.*** Improvements included (i) designing a new FOG Evaluation checklist based on the Ordinance requirements, (ii) incorporating the FOG Review into the County's Permitting Software "Hansen" such that a customer must pass the FOG evaluation and other requirements before obtaining the Building Permit, (iii) ensuring that a customer will have to pass the pre- and post-installation inspections as well as other County required inspections before obtaining a Certificate of Occupancy, and (iv) establishing a process where cities incorporated into DeKalb County send FSEs to the Compliance Supervisor for initiation of the FOG permitting process.

4.2.3 Inspections and Compliance Monitoring

Section 25-265.3 of the FOG ordinance specifies conditions for the maintenance of FOG capture equipment, removal, and transport of FOG. Section 25-265.4 requires proper disposal of FOG using BMPs. Section 25-265.8 requires FSEs to follow specific reporting and remediation procedures for FOG spills.

The FSE Inspection and Compliance Monitoring component of the County's FOG program is the backbone of its efforts to reduce the amount of FOG introduced to the WCTS from FSEs. Therefore, compliance inspectors perform duties related to the FOG Program, which include: inspecting grease traps and interceptors at FSEs; calculating the appropriate sizing and inspecting the installation of traps and interceptors for new and existing FSEs; checking FOG manifests to confirm maintenance and documentation meet Georgia permitted waste transporters requirements; noncompliance enforcement; and program tracking and reporting. In addition, DWM has a FSE compliance inspection program to verify that the BMP requirements are being followed.

4.2.3.1 Inspections

The FSEs inspection and evaluation protocols were reviewed in April 2012 to optimize the quantity and quality of FSEs inspections performed per year. Inefficiencies identified included:

1. Having inspectors perform administrative tasks related to invoicing, payments, and permit issuance;
2. Lacking the proper variety of inspection tools necessary to determine if an FSE is in compliance;
3. Having no clear lines of responsibilities with regards to evaluations/plan review assignments; and
4. Lacking of proper routing plan to inspect all FSEs in a particular zone.

To remedy the inspection inefficiencies, the County has transferred administrative and management responsibilities, acquired or replaced equipment and tools to improve the inspection effectiveness, and updated the FOG FSE inspections protocols/SOPs to establish clear assignments. The new inspection protocols ensure that FSEs are inspected within their required priority and frequency regardless of the inspectors in charge of the zone.

Summary of the Inspections Process
<p>Inspectors are responsible for inspection of particular FSEs assigned to their zone. This inspection procedure includes six parts: preparing for the inspection, arriving at the FSE, conducting the introductory meeting, reviewing the FOG manifest, conducting the inspection, and the exit interview. See Appendix C for inspection SOP details.</p>
Summary of Significant Program Enhancements Inspections Process
<ul style="list-style-type: none"> • <i>Transferred administrative and management responsibilities.</i> Inspectors are no longer invoicing, and performing the administrative portions of the permit issuance process. The permit payments are now integrated into the planning and permitting process thus allowing the inspectors to spend more time in the field inspecting/conducting evaluations and enforcement activities. In addition, an overall program management and oversight responsibility of the FSE plan evaluation is now being performed by the Compliance Supervisor. This eliminates the need for inspectors to return to the office to perform plan evaluations. • <i>Acquired or replaced equipment and tools to improve the inspection effectiveness.</i> Inspection equipment like sludge judges were replaced to allow inspectors to measure the level of FOG in a FSE’s interceptor or grease trap. Other equipment additions that are planned for the next year include field computers where inspectors will be able to enter FSE compliance information from inspections and evaluations directly into the FOG database (XC2) system. • <i>Updated the FOG FSE inspections protocols/SOPs to establish clear assignments.</i> The new procedure provides that all the County FSEs are inspected with a frequency based on their compliance status. The County has been divided into eight (8) zones by zip code. (See the FSE Inspection Zone Map in Appendix F). This division allows each of the eight inspectors to work in a clearly defined zone. The new zone distribution and assignment method will allow the inspectors to rotate to a new zone every 4 months. The zone method has now been incorporated into the FOG Program database. The inspections schedule is determined by a database report based on previous inspection information.

- ***Prioritizing and Scheduling Inspections.*** In general, the FOG inspections are prioritized and scheduled according to the FSE's compliance status and SSO occurrence information.
- In the normal course, each time an inspector records a completed inspection in the XC2 database, the re-inspection date is also established. As noted in Section 4.2.3.1, FSEs that are in compliance are inspected up to (3) three times a year. Depending on the FSE's compliance history, (3) three inspections in one year may not be warranted. The re-inspection date is typically assigned (4) four months from the inspection date. The inspectors review the database periodically by inspection due date to determine which FSE is due for inspection and the inspectors include those FSEs in their weekly planner (Appendix G).
- Inspection priority goes to non-compliant FSEs. Non-compliant FSEs are re-inspected within seven (7) to ninety (90) days, from the date the non-compliance is discovered, depending on the violation, until the FSE is in compliance. For example, the compliance schedule for an expired permit and a non-permitted FSEs is pre-established by the Compliance Supervisor to be (2) weeks. Therefore, a re-inspection due date is assigned in XC2 two weeks from the inspection date. For technical issues, the FOG Inspectors establish a compliance inspection schedule based on the violation's potential risk to cause blockage to the sewer system and the economic investment required by the FSE owner to fix the non-compliance issue. For example, an unacceptable grease interceptor maintenance that may potentially cause a SSO will be required to be pumped out within (1) one week and a re-inspection due date will be assigned to match that requirement.
- A FSE that is (i) located in close proximity to a SSO event and (ii) has a potential to have contributed to the SSO event (see Section 4.5) is inspected within a week after the completion of the evaluation of the SSO event by the SSO Review Team. Based on the inspection results, the FSE will be listed as compliant or non-compliant. The re-inspection priority, as described above, is then be followed.

4.2.3.2 BMP Compliance Monitoring

Section 25-265.4 of the County FOG Ordinance requires proper disposal of FOG using BMPs. Specific BMPs regarding handling, storage, and disposal of FOG are provided in the County FOG Ordinance and summarized in Appendix N. The FSE compliance inspection allows inspectors to check for potential entry points of any FOG and unwanted chemicals (which emulsify FOG) to the sanitary sewer. See Appendix D for the compliance inspection SOP and Appendix N for the BMP Checklist.

Another aspect of BMP monitoring is a review of spills or situations that may cause a potential spill at the site. The inspectors are responsible for examining the site to determine if any practices either are causing or could potentially allow non-storm water discharges to the storm drainage system (either a piped system, ditch, or stream). If it is a potential situation, the inspector discusses what best management practices should be implemented to mitigate the potential spill. If the FOG inspector sees a spill or identifies a possible spill, the inspector notifies the Stormwater Division and requests assistance. The Stormwater Division has inspectors that are responsible for investigating spills and enforcing remediation of spills where non-stormwater discharges enter the storm drainage system. DeKalb County has a National Pollutant Discharge Elimination System (NPDES) Phase I Stormwater Discharge Permit issued from EPD. One aspect of the Stormwater Management Program required by this permit is to have an Illegal Discharge Detention and Elimination (IDDE) Program. The IDDE program operates under the authority of the Illicit Discharge Ordinance (DeKalb County Code of Ordinances Chapter 22.5 Article III) and the enforcement of that ordinance. A Stormwater inspector will investigate the situation and take the appropriate enforcement and actions to mitigate the spill.

4.2.4 FSE Education

The County has a public outreach program to educate business customers on the importance of keeping FOG out of the sewer system. The County distributes educational material, like flyers of FOG BMPs, to the FSE owners and employees. This educational process is used as another tool to prevent violations of the FOG ordinance. The educational materials help build awareness of FOG requirements by the employees who are actually initiating the disposal of FOG. See Appendices J and M.

4.2.5 Enforcing FOG Ordinances

The existing FOG Program included a SOP for enforcing Ordinance Section 25-265. However, aspects of the Ordinance were not being actively enforced and/or were not included in the SOP. Therefore, the Non-Compliance Enforcement SOP was updated to prosecute non-compliant FSEs. See Appendix E. This new enforcement tool includes a Warning Notice and a Court Summons. After conducting a FSE inspection, the Inspector informs the customer about existing violations. The inspector provides a warning notice with a compliance schedule to help the FSE Owner come into compliance. If the Owner does not meet the compliance schedule, the Inspector would provide the customer a Court Summons for a hearing in the County Recorder's Court.

The County has also increased its enforcement of grease trap and interceptor design standards to establish the required equipment size at FSEs per the ordinance.

4.2.5.1 Hauler Company Assessment Program

Section 25-265.7 of the County FOG Ordinance establishes maintenance requirements for new and existing FSEs. According to the FOG Ordinance, a Georgia State Permitted transporter must perform all maintenance of FOG interceptors. Transporters working in DeKalb County are required to leave a copy of the FOG Manifest with the FSE.

Maintenance requirements specify that the depth of FOG in the FOG interceptor shall not be equal to or greater than 20% of the total operating depth of the interceptor. Proper maintenance includes removal of sludge, floating materials, solids, and wastewater, and scraping of excessive solids from walls, floor, baffles, and pipes when pumping interior and exterior FOG interceptors dry, in accordance with the County FOG Ordinance and terms/conditions of the FSE's permit. All waste removed from each FOG interceptor must be disposed of at an authorized disposal facility designed to receive such waste. Details regarding additional maintenance specifications for exterior and interior FOG interceptors are provided in the County FOG Ordinance.

During the review process, the County determined that additional oversight was required for haulers who collect FOG from FSE's interceptors. A FSE must keep written manifest records of the FOG interceptor cleanings/pumping by hauler services, both current and past, for up to three years on site at all times. The program requires the signature of the hauler to confirm the number of gallons being removed. However, to ensure that the hauler is disposing of the FOG in compliance with the FOG ordinance, the County has added a Hauler Company Assessment Program as part of the enhanced FOG Program.

The Hauler Company Assessment Program requires haulers to provide the County with records of the removal and disposal of FOG which were only provided to the State. The County has initiated additional inspection protocols for haulers and correlates the amount of gallons removed from FSEs with the amount of gallons disposed of by the hauler. This process attempts to verify that grease traps and interceptors are completely emptied and properly cleaned during their pump out process and the FOG that is removed from the FSE sites are properly disposed of and accounted for.

Enforcement Program

1. After conducting a FSE inspection, the Inspector informs the customer of existing violations via a Warning Notice stating the deficiency with a compliance schedule to help the FSE Owner come into compliance.
2. A Warning Notice and non-compliance schedule will be sent to the FSE Owner or Representative by certified mail if the initial Warning Notice was not acknowledged with a signature by the owner at the time of the inspection.
3. If the Owner does not meet the compliance schedule, the Inspector will provide

the FSE with a Court Summons for a hearing in the County Recorder's Court.

4. Non-compliant FSEs are inspected until they come into compliance. Most non-compliant FSEs usually will be inspected (2) two to (3) three times in the subsequent months after the non-compliance is discovered to ensure the non-compliance event has been rectified and maintained. The inspection frequency is determined based on:
 - a. the type of non-compliance (technical or administrative based);
 - b. the extent of the solution to correct the non-compliance (e.g., a simple pump out versus construction repairs); and
 - c. the willingness of the FSE to correct the non-compliance.
5. For FOG permit payment violations and non-permitted FSEs, the FSE is given a Warning Notice with two (2) weeks to come into compliance. This allows enough time for the FSE owner to pay the required fees or start the FOG permitting process. For technical violations such as: an undersized grease interceptor, inadequate type of interceptor, improper plumbing, inadequate maintenance, or not having all fresh air fixtures connected to a grease interceptor, the FOG Inspectors will establish a compliance schedule based on the violation potential risk to cause blockage to the sewer system and the economical investment required by the FSE owner to fix the non-compliance issue. The timeframe for the FSE to come into compliance ranges from one (1) week up to ninety (90) days according to the DeKalb County Ordinance Sec. 25-265.13. (b) - *Permits for new and existing facilities, grandfathering, and effective date.* (Appendix Q). For example, if the non-compliance is "unacceptable grease interceptor maintenance" that may potentially cause a sewer spill, the owner is required to pump out the grease interceptor within (1) one week. If the solution to the non-compliance involves installing an adequate grease interceptor that may require the owner some economical investment and perhaps stop the business operation for one or more days, the compliance schedule may extend up to ninety (90) days.

Summary of Significant Program Enhancements *FOG Ordinance Enforcement*

- ***Updated Non-Compliance Enforcement SOP.*** The County updated the Non-Compliance Enforcement SOP, which includes steps to prosecute non-compliant FSEs (having a Warning Notice and a Court Summons).
- ***New Inspection Protocols for Haulers.*** The County developed and implemented new inspection protocols for haulers. Under the new protocols the County inspects hauler manifests and compares those records with the FSE's manifests to help ensure proper FOG removal and disposal.

4.3 Residential FOG Management

The County's residential program is comprised of:

1. Public Education; and
2. A voluntary FOG collection program for multi-family housing.

4.3.1 Community Outreach Efforts

The County has a public outreach program to educate residential customers on the importance of keeping FOG out of the sewer system. In the past, residential customers were encouraged (via flyers) to place all cooking oils and grease into containers, and dispose with the trash (solid waste) – for collection twice a week. This provides a safe disposal of FOG at no additional cost to customers. FOG disposal occurs at the County's landfill, where over a period of time the FOG biodegrades into methane gas. The methane gas is then captured and converted to either electricity or Compressed Natural Gas (CNG) for truck fuel. These efforts continue; however, in November 2012, a more specialized public education program was created for single and multi-family residential sources of FOG using multi-media messages. The County currently uses personal, print, email, and radio/TV media outlets to deliver the public education program

A robust public education program will be developed and implemented over the next two years, based on the following parameters:

- Communicate with all 700,000 County residents and customers on a consistent basis;
- Expand the mix of media to include social networking;
- Engage with other organizations who have similar water quality messages;
- Develop a consistent and clear message – the term “FOG” may be confusing to the customers;
- Implement statistically relevant surveys to gauge the effectiveness of our messaging (the County is currently working with a consulting firm on conducting a FOG survey during the upcoming year); and
- Receiving ongoing feedback from customers regarding the overall effectiveness of the FOG Program.

4.3.2 FOG Control for Multi-Family Residences

The tracking and analysis of sewer spills offers some correlation of sewer spills downstream of multi-family residential complexes with FOG blockages. As a first step, the County has coordinated with some Apartment Owners Associations for a multi-

location pilot program for direct collection of FOG from apartment complexes, using a public/private partnership, based on the following parameters:

- Voluntary program – not mandated or required;
- No additional fees (cost) to our customers;
- Direct recycling of residential grease; and
- Tracking of the location and quantities of grease collected.

The County had an introductory meeting with Atlanta Apartment Owners Association representatives and FOG collection vendors on Wednesday, February 6th. At this meeting, each vendor did a 45-minute presentation where they shared:

- Company background and experience
- Proposed approach to collecting grease at apartment complexes - types of containers, method of collection, etc.
- Methods and location for recycling the grease
- Any costs associated with their proposed approach

In the following months, DWM and the Apartment Owners Association will host another meeting to introduce the vendors to other groups of DeKalb County apartment owners for a second presentation and to gain site specific information. The County anticipates that approximately 7-10 complexes will participate in this pilot program. The apartment owners will then determine which vendors to utilize and will contract directly with them.

In addition to this voluntary FOG collection program, the County is initiating a sewer cleaning program under the *Maintenance Management System Program CMOM (2013)* to help reduce FOG related SSOs.

Summary of Significant Future Program Enhancements <i>Residential Programs</i>
<ul style="list-style-type: none"> • <i>FOG Education Program.</i> Establish a robust multi-media public education program for residential customers over the next year. • <i>Voluntary FOG Collection Program.</i> Coordinated with Apartment Owners' Associations for a multi-location pilot program for the collection of grease from apartment complexes, using a voluntary public/private partnership.

4.4 Performance Measures

Through the re-evaluation and program enhancement process, the County identified several performance measures. The Compliance Supervisor tracks these performance

measures on a monthly basis to assess the efficacy of the FOG Program. The following performance measures are tracked:

- Total number inspections per month;
- Total number of FOG evaluations;
- Number of inspections/re-inspections per inspector per day;
- Total number of inspections per year for each FSE;
- Average number of inspections per month per year;
- Total number of permitted FSEs;
- Total gallons of wastewater and grease removed from grease traps per month;
- Total gallons of wastewater and grease removed from grease interceptors per month; and
- Survey results of public participation on an annual basis.

With the recent enhancements in the FOG Program, the County has experienced significant improvements with respect to many of these performance measures. For example, from February to October, the Program inspected, re-inspected or evaluated an average of 650 FSEs per month. Over this same period, the Program averaged 4.4 inspections, re-inspections or evaluations per day.

The Program keeps records of individual inspector performance and productivity. The inspector's daily activity and productivity are monitored by the daily planner and database reports and are reviewed by the Compliance Supervisor.

The Program is also being modified to produce reports detailing all non-compliant FSEs based on their Ordinance violations. Currently, non-compliant FSEs are identified individually.

4.5 Data Attributes for the Mapping Program

The Compliance Supervisor submits a monthly list of active FSEs including the FSE's name, address, type and size of grease trap/interceptor, and compliance status to the GIS Manager. This list/data is updated monthly within the DWM mapping software. This recent enhancement allows the County to correlate FSEs to SSOs (including FOG Program compliance information). Attached as Appendix P is a sample map showing the data attributes now available in the DWM mapping software. It shows SSO, FSE, Sewer Manhole, Sewer Main, and Flow Direction data, as well as areas characterized as Residential High (high density lots of < 1/4 acre) and Residential Multi-Family. This information facilitates the comparison between SSO occurrence and non-compliant FSEs close to the event area during SSO Review Team meetings as detailed in the *Contingency Emergency Response Program CMOM (2012)*.

4.6 Communication and Training Program

To increase communication efficiency between WCTS operations and maintenance (O&M) personnel and FOG Program personnel, members of both groups attend a monthly SSO Review meeting. These meetings provide an opportunity to discuss efforts to improve WCTS performance and reduce SSOs, as well as ways to improve communication between the FOG Program and WCTS operations and maintenance. In addition, written notification summarizing a spill event is sent to the Compliance Supervisor. That summary describes the event and shows the location of the spill (via address and maps). If the cause is listed as “grease,” “grease and debris,” or “grease and roots,” the O&M Manager can contact the Compliance Supervisor to request more information (e.g. to determine the compliance status of the FSEs in the general local). The Compliance Supervisor may request an inspection of the FSEs if conditions warrant that action and a summary report of the findings would be sent back to the O&M Manager.

Moreover, the FOG Program staff has bi-weekly internal meetings with the Compliance Supervisor. These meetings provide an opportunity for the Compliance Supervisor to share information about WCTS performance and operation and for the FOG Program personnel to discuss best practices, as well as challenges, with respect to each of the FOG Program components. During that meeting, the Compliance Supervisor shares compliance issues found by the inspectors; database or SOPs updates and training; staff conflicts or issues; upcoming events (like zone change preparations or holiday work load redistribution); and discuss questions that the inspectors may have related to SOPs or enforcement.

The FOG Program also includes a formal training program. In addition to basic training courses (including, new employee orientation, defensive driving, and recognizing sexual harassment), the training program includes several courses designed at least in part to increase communication both within the FOG Program and within DWM more broadly. The following courses have this communication element:

- *XC2-FOG Software Training.* The XC2 program has helped the FOG Program with data management and it has improved communication within the FOG Program and the data and analysis available to the SSO Review Team. The XC2-FOG Software Training Course is internal training directed by Compliance Supervisor to improve the inspectors’ data management and therefore minimize data input errors in the system. This helps improve the accuracy of the data base and helps the Program fully leverage the value of the XC2 program.
- *Customer Service Training.* The Customer Service Training Course, among other things, addresses communication with the FSE customers, improving the efficacy of the inspection, compliance monitoring, and education programs.

In addition, the DWM has prepared an inclusive training program for all employees as detailed in the *Collection and Transmission System Training Program CMOM (2012)* and additional courses may be added to these existing courses based on the program guidelines.

4.7 Proposed Ordinance Revisions

After re-evaluating its FOG Program and identifying Program enhancements, the County assessed the need to amend its FOG Ordinance. The County determined that none of the implemented or proposed Program enhancements required a corresponding modification of the Ordinance. Accordingly, the County believes that no amendments to the Ordinance are warranted at this time.

APPENDIX A - IDENTIFYING EXISTING UNPERMITTED FSES AND PERMITTED FSES NOT IN COMPLIANCE SOP

1. Non-Permitted FSEs Discovered in the Field

Compliance inspectors are responsible for reporting any unpermitted facility that they find during their driving or walking to the scheduled FSEs inspections.

The following procedure takes place when an inspector finds an unpermitted or non-compliant FSE:

- a. Visual location and identification of FSE that are not recorded on the database or are currently classified as inactive.
- b. Follow the FOG Evaluation Procedure for change of ownership to determine the grease trap or interceptor capacity required.
- c. Follow the Enforcement Procedures to warn the customer about his/ her violations to the County Ordinance. Provide a warning notice with compliance schedule as established on the Enforcement Procedures to help the FSE Owner come to compliance.
- d. Record on the database the new FSE information. Schedule re-inspections based on the compliance schedule.

2. FSEs Identified During Development Permitting

One of the improvements established to the FOG Program on October 2012 is the incorporation of the FOG permitting procedure to the DeKalb County Permitting software "Hansen".

This integration will help ensure that all the FSE located in DeKalb County unincorporated areas will apply for the FOG Permit. The customers will obtain his/her CO only after they come to compliance with the FOG permitting process. At the same time all the unpermitted FSEs identified by the FOG Inspectors will have to apply for a business license and building permit in order to obtain the FOG permit. This process forces the FSEs to come into compliance with many County departments.

A manual procedure is being followed to capture FSEs obtaining building permits and COs from cities within the County. In this manual process, the Compliance Supervisor is sent business permit applications from the cities for approval. If the business is a FSE,

the owner is notified about the need to apply for a FOG permit and added to the FOG Program.

3. Non-Permitted FSEs Identified with Business License (Pilot Project)

Once a year, starting in 2013, a list of FSEs with business license will be obtained from the cities and the County. The list is based on the business's North American Industry Classification System (NAICS) codes and having an active business license. These lists are compared with the list of active businesses contained in FOGs CMMS database. Business without an active business license and no FOG permit will be identified and scheduled for an inspection. The procedure for "Non-permitted FSEs Discovered in the Field" will then be followed.

APPENDIX B - NEW CONSTRUCTION FSE EVALUATION SOP

The new construction evaluation is performed on FSE plumbing plans. On September 2012 the FOG Program was incorporated to the DeKalb County Permitting software, Hansen, for County unincorporated establishments. There are two procedures for these FSEs in unincorporated DeKalb County and two procedures for FSEs in cities incorporated in DeKalb County.

1. FOG Evaluation Procedure for NEW Construction/Remodeling for FSEs in Unincorporated DeKalb County:

- a. The customer starts the Business license/Building Permit application, pays required fees, and submits the signed FOG Evaluation Checklist and the floor, mechanical and plumbing plans. The customer may schedule an appointment for the plan review if desired.
- b. Once the FOG review is completed the FOG assistant calls the customer to inform him/her that the plans are ready for pick up. The FOG sizing form and Evaluation form are provided to the customer to inform him/her of the required grease trap or interceptor size. These forms can be found on Appendix I. If the FOG review is failed the customer should follow the recommendations and resubmit the plans until the project is in compliance. The requirement to pay an extra fee for an exterior interceptor FOG permit is activated in the permitting software "Hansen" when appropriate. The FOG evaluation is then passed in the permitting software.
- c. When the customer is ready to install the grease trap he/she should contact the FOG program to request a pre-installation and post installation FOG Inspection by the Inspector in charge of the zone. Appendix F shows the FSEs zone divisions. Pre-installation, Post-Installations, FOG Permit Application form can be seen on Appendix J.
- d. When the FSE owner passes the Pre and Post-Installation inspections the FOG staff updates the inspections in the permitting software. A FOG Permit is then mailed to the FSEs. A sample of a FOG Permit is shown on Appendix K. When the customer passes all the County inspections and pays all the required fees, he or she is able to obtain the CO and business license.

2. FOG Evaluation Procedure for Change of Ownership/Change of name for FSEs in Unincorporated DeKalb County:

- a. Customer starts the Business license/ Building Permit application and pays required fees and submits the signed FOG Evaluation Checklist. Customer

contacts the FOG Program staff to schedule an onsite FOG Evaluation. The zone assigned inspector performs the FOG evaluation. The customer should follow the FOG evaluation recommendations regarding the installation of a new grease trap or interceptor, pipe rerouting or attachment of extra fixtures to the grease trap, if required. The requirement to pay an extra fee for exterior interceptor FOG permit is activated in the permitting software.

- b. When the modifications are done, the FSE Owner should contact the FOG Program main line to request a pre-installation and post installation FOG Inspection by the Inspector in charge of the zone. If the FOG evaluation does not require any modification then the Pre and Post installation inspections may be done right after the evaluation is performed. The FOG evaluation is passed in the software.
- c. When the customer passes the Pre and Post- Installation inspections, the FOG staff approves the inspections in the permitting software. A FOG Permit is mailed to the FSE Owner. When the customer passes all the County inspections and pays all the required fees, he or she is able to obtain the CO and business license.

3. FOG Evaluation Procedure for New Construction/Remodeling for FSEs in Cities Incorporated in DeKalb County:

- a. Customer submits a signed FOG Evaluation Checklist and floor, mechanical and plumbing plans. Customer may schedule an appointment for the plan review if desired.
- b. When the FOG review is completed, the FOG assistant calls the customer to inform him/ her that the plans are ready for pick up. If the FOG review is failed, the customer should follow the recommendations and resubmit the plans so that the project is in compliance. The customer pays the FOG Evaluation fee at this time.
- c. When the customer is ready to install the grease trap he/she should contact the FOG program to request a pre-installation and post installation FOG Inspection by the Inspector in charge of the zone.
- d. Once the customer passes the Pre and Post- Installation, he/she pays for the FOG permit and it is mailed to the FSE address.

4. **FOG Evaluation Procedure for Change of Ownership/Change of name for FSEs in Cities Incorporated in DeKalb County:**
 - a. Customer contacts the FOG Program staff to schedule an onsite FOG Evaluation. The inspector assigned to the zone will perform the FOG evaluation. The customer should follow the FOG evaluation recommendations regarding installation of a new grease trap or interceptor, pipe rerouting or attachment of extra fixtures to the grease trap, if required.
 - b. The customer pays the FOG evaluation fee.
 - c. When the modifications are done, the customer contacts the FOG Program main line to request a pre-installation and post installation FOG Inspection by the Inspector in charge of the zone. If the FOG evaluation does not require any modification, then the Pre and Post installation inspections may be done right after the evaluation is performed.
 - d. When the FSE owner passes the Pre and Post- Installation, he/she pays for the FOG permit and it is mailed to the FSE address.

APPENDIX C - ROUTINE FSE INSPECTION SOP

Compliance Inspectors will be responsible for inspection of particular FSEs assigned to them. This inspection procedure includes six parts: preparing for the inspection, arriving at the FSE, conducting the introductory meeting, reviewing the FOG manifest, conducting the inspection, and the exit interview.

1. Preparing for the Inspection

- a. Inspect all equipment for any damages and carry out a "pre-use" inspection of all equipment for functionality. Refer to Section 3.2 Program resources, for a suggested list of all tools, equipment, and required personal protective and other safety equipment needed for inspections and Evaluations.
- b. Verify you have all required paperwork for the execution of an inspection and for all inspections required to be performed during that particular day. The FOG Inspection Sheet can be found on Appendix L.

2. Arriving at the FSE for Inspection

- a. Upon arriving at the FSE, drive around the parking lot and look for an interceptor. Park near it if possible, it will save time by not having to move your truck later. Ensure all paperwork is readily available. Compliance Inspectors should keep DeKalb County Watershed Management identification credentials in their possession while conducting compliance inspections. An Inspector should not sign any agreements affecting or limiting their authority to inspect.
- b. The Compliance Inspector should speak to the FSE Owner as the first choice of contact if possible. If the owner is not available, speak with the general manager. If neither of them is available, ask the senior employee if the manager or owner can be contacted by phone and have the employee call them to inform them of your presence and purpose. If the owner or general manager requests it, schedule an appointment to discuss the inspection.
- c. If entry is refused, the inspector should assertively inform the owner that there is a right of entry code under DeKalb County Ordinance (Sec. 25-150). Inspectors should show the owner or manager the text of the code: Sec. 25-150 Right of Entry: Inspection and sampling of industrial or commercial properties.
- d. If entrance is still denied, the Compliance Inspector should obtain the name of the individual denying access, leave the premises, and document the denial in detail in the XC2 database. The inspector should then report denial of access to

his or her supervisor promptly. Note that limiting access is similar to denying access and the same procedures apply.

3. Conducting the Introductory Meeting

- a. The Compliance Inspector explains to the FSE's owner or general manager that they are about to conduct an inspection, review records, and that a walkthrough of the FSE facility will be conducted, including an inspection of the FSE's FOG interceptor.
- b. The FSE representative should accompany the Compliance Inspector during the inspection.
- c. The Compliance Inspector should explain that DeKalb County Watershed Management has the right to take photographs of the FSE facility. If business confidentiality is an issue, the Inspector can offer to ask before each picture is taken and make note of it on the inspection sheet. The walk through inspection can be conducted while the manifest records are being collected.

4. Reviewing the FOG Manifest

- a. The FSE must keep written manifest records of the FOG interceptor cleanings/pumping or maintenance, both current and past for up to 3 years on site at all times.
- b. Review maintenance logs for traps and FOG Manifests for hauler services. (A Manifest sample can be seen on Appendix M).
- c. In general, ensure the following:
 - i. Waste hauler must sign the transporter portion of the FOG Manifest and leave a copy of the manifest with the owner or user of the FOG trap and/or interceptor.
 - ii. FOG Manifest must be presented to the Receiver disposal operator to complete and sign the disposal section, and leave one copy of the manifest with the Receiver disposal site operator.
 - iii. Completed copy of the FOG Manifest must be sent to the owner or user of the FOG trap and/or interceptor with the signature of the disposal site operator within two weeks.
 - iv. Completed copy of the FOG Manifest must be sent to DWM's FOG Program within two weeks.
 - v. FOG Manifest must contain all the information required on the State standardized manifest form.

- d. The Inspector should make note of deficient manifests and records, and request any documents needed to be faxed or mailed within 24 to 48 hours of the inspection. Copies of records should be available at the FSE at all times.

5. Conducting the Inspection

FSEs may allow facility personnel to coordinate and guide the inspector at the FSE site. Compliance Inspectors should use their inspection forms to ensure that all pertinent information is covered during the inspection. It is important that the Inspector not limit his or her visual inspection of the interceptor(s) or the facility's other fixtures while entering data into the tablet computer.

- a. Start out the inspection by completing the top section of the Inspection Form. Request the customer's business card for later use, if needed
- b. Locate the grease traps and interceptors to be inspected. Check for the type, size, and condition of all grease removal systems (traps or interceptors) or other pretreatment options devices. Review onsite SOPs for trap and interceptor maintenance
- c. Inspect connections to the grease trap or interceptor to ensure that only authorized equipment and fixtures discharge to the device such as sinks, hood washes, floor drains, etc.
- d. Physically observe the condition inside the grease removal system(s):

For *exterior* interceptors proceed as follows:

- i. Don safety vest.
- ii. Set up safety cones.
- iii. Make sure area is safe enough to concentrate on the monitoring procedure without needing to unduly monitor traffic or pedestrians. Make sure safety cones are set up and proper personal protective equipment is donned.
- iv. Remove manhole cover.
- v. Test grease, gray water, and solids levels using the sludge judge. If the measurements for top and bottom add up to equal or greater than 20 percent of the total operating depth of the tank, then the tank needs to be pumped.
- vi. Replace manhole cover IMMEDIATELY after completion of testing. NEVER LEAVE AN OPEN MANHOLE UNATTENDED.
- vii. Record levels and complete Inspection Form.
- viii. Remove safety equipment only after all monitoring has been completed and all DWM equipment is secure.

For *interior* interceptors proceed as follows:

- i. With representative make sure work area is safe.
 - ii. Remove lid of trap. If the lid will not open DO NOT FORCE. Inform the representative it is their responsibility to open the interceptor and you will return on an agreed upon time when the interceptor is made accessible.
 - iii. Once lid is removed, test the grease level using the tape measure. If the grease layer is thick, make a small hole in the grease with a screwdriver and proceed measuring with the tape measure. If the measurements for top and bottom layers add up to equal or greater than 20 percent of the total operating depth of the tank, then the tank needs to be pumped.
 - iv. Replace lid.
 - v. Record levels on Inspection Form.
- e. Be sure all DWM equipment is secured
 - f. Complete the rest of the Inspection Form.
 - g. The immediate downstream or “test” manhole should also be relatively free of FOG and debris. Check for any grease accumulations in the invert. If grease is present, then the test manhole must be pumped. Mark findings on the Inspection Form. FSE's interceptor maintenance schedule may need to be increased.
 - h. Examine the surrounding area for illegal disposal sites.
 - i. Any observed discharge of Oil or Grease into the Storm drain system or a natural water body is immediately reported to the Storm Water inspector to be investigated.

6. Concluding the Exit Interview

An exit interview with the FSE representative or owner will conclude the inspection. During the exit interview the Compliance Inspector should:

- a. Inspection Close-out: Complete the Inspection Form and indicate whether the FSE is in compliance or violation. Gather names & titles: Record the name and title of person present, and have them sign the Inspection Form.
- b. Explain identified violations: Explain the violations that were identified, if any. The Compliance Inspector should explain that these violations are subject to change. All available information should be reviewed and violations may be added or deleted if not corrected in a timely manner.

- c. Agree on the facts: If there is any disagreement between the Compliance Inspector and the FSE owner or representative regarding what was observed during the inspection, inspect the object of disagreement again. The exit interview should achieve agreement on what was observed, but does not have to achieve agreement on the interpretation of the facts.
- d. Review available and applicable BMPs with Owner. Distribute BMP literature as required. Refer to Appendix D, FSE Best Management Practices SOP, of this procedure for specific BMP procedures.
- e. Explain the post inspection process. Answer any questions the customer may have regarding the inspection before leaving the site. Refer to Appendix E, Non-Compliance Enforcement, of this procedure if needed.

Follow-up Inspections: A follow-up inspection will occur whenever the FSE needed to clean the trap or interceptor during the inspection, records such as FOG Manifests were not available, etc.

APPENDIX D - FSE BEST MANAGEMENT PRACTICES SOP

Section 25-265.4 of the County FOG Ordinance requires proper disposal of FOG using BMPs. Specific BMPs regarding handling, storage, and disposal of FOG are provided in the County FOG Ordinance. In addition, the DWM FOG Program reduces the FOG discharge loading into the sewer system by educating FSEs on BMPs, which help reduce FOG entering the grease trap or interceptor. This BMP procedure is divided in two parts: FSE education and FSE compliance inspection.

1. FSE Education

- a. Hand the customer a copy of DWM's FOG Best Management Practices flyer and any other applicable educational literature. A sample BMP flyer can be seen in Appendix N).
- b. Have the FOG BMP poster posted. The poster is available in three languages, English, Spanish, and Mandarin Chinese. Make sure the appropriate language is selected as needed. A copy of the posted can also be seen in Appendix N.

2. FSE Compliance Inspection

The following items must be inspected:

- a. Check for the presence of floor drains and the potential entry of any unwanted chemicals to the sanitary sewer. Floor drains must have a screen to capture solids. The screen must be clean, especially before cleaning the floor.
- b. Check for screening devices in sinks. Screens should be placed in all sinks to prevent solids from entering drain. Eliminate or avoid using an under-the-sink garbage disposal unit when possible.
- c. Excessive solids from produce and meats in grease traps and interceptors may prove that garbage is discharged directly to the drain and not in the solids waste container (garbage receptacle).
- d. Check if any acids, enzymes, emulsifiers, or solvents are being used. These substances are prohibited because it defeats the purpose of the grease trap by breaking down the grease and allowing it to pass-through the system and solidifying later in the sewer lines downstream.

At the conclusion of or during an inspection or evaluation it is imperative to relay suggested or available BMPs to the customer for consideration. This can be done at the exit interview or as BMPs present themselves during an inspection.

APPENDIX E - NONCOMPLIANCE ENFORCEMENT SOP

The FOG program performs periodic scheduled and unscheduled inspections of the FSEs in order to enforce regulations. A FOG wastewater discharge permit lasts for one year. At least 30 days prior to the permit expiration the customer shall apply for renewal of the permit.

For example, the FOG permit expiration date for Cafe X is on May 15th. By April 15th the Owner of Cafe X should contact the FOG Program office to renew his permit.

Examples of situations where FSEs may fail to be in regulatory compliance are:

- Failure to report changes in operation or wastewater constituents or characteristics.
- Failure to properly maintain the FOG interceptor.
- Failure to obtain the FOG discharge permit.
- Failure to keep the interceptor 15 feet away from last fresh air fixture.
- Failure to renew the FOG discharge permit on time.
- Failure of having an interceptor with Baffle Wall.
- Failure of having an interceptor with Sanitary T's.
- Failure of having all fresh air/safe way fixtures connected to Interceptor (dishwasher, floor drains, meat sink, mop Sink, triple /quad sink, veg. sink, wok, double /single Sink, hand sink compactor).
- Other failures described in Sec 25-265.5; 25-265.6 and 25-265.7 of the Code of DeKalb as Revised 1988.

1. Enforcement Actions

The following actions may be taken to enforce FOG regulation compliance:

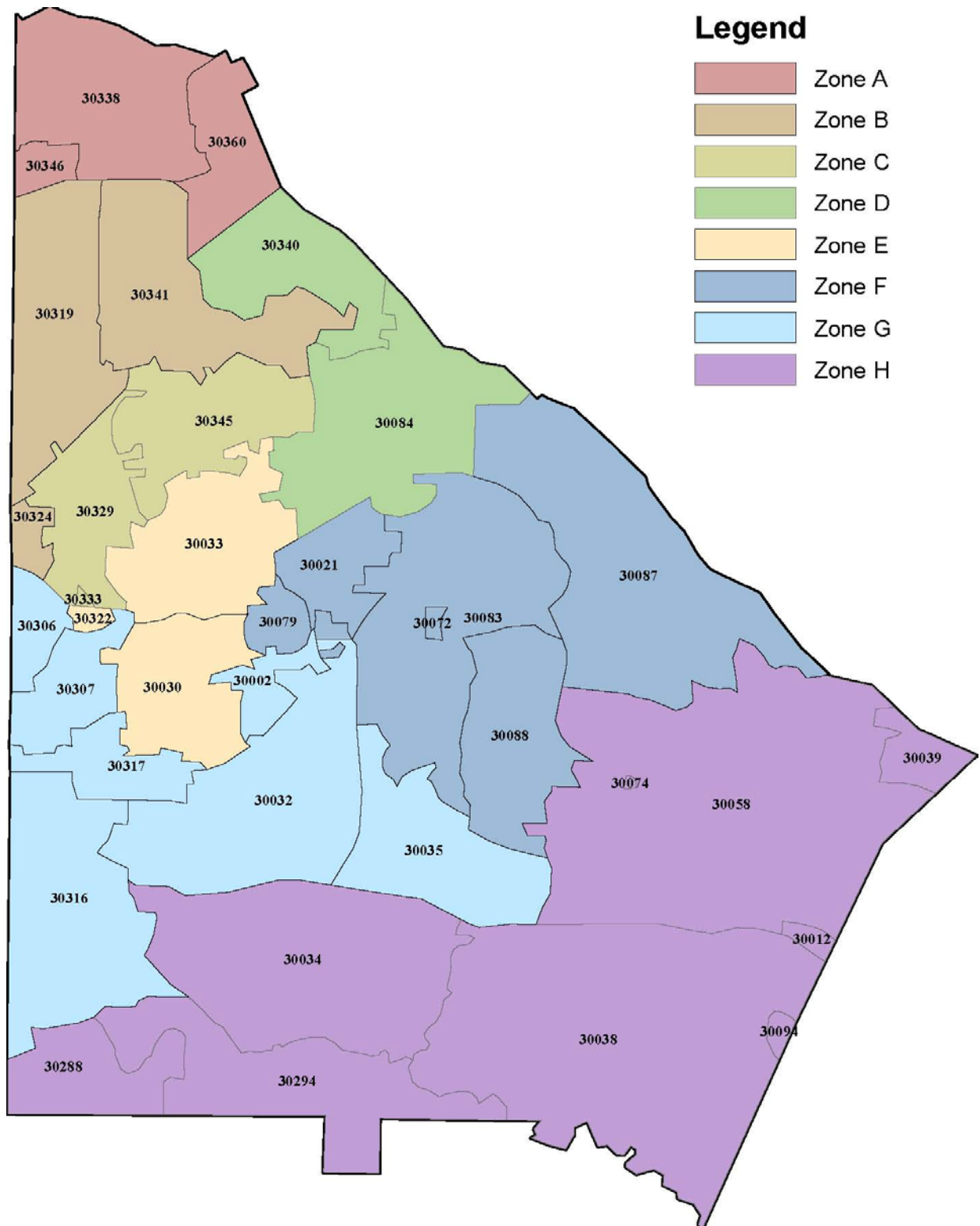
- a. A Warning Notice will be provided to the non-compliant FSE Owner or Representative by the FOG Compliance Inspector right after performing a FOG inspection. The notice will include a description of the violation and the course of actions the FSE shall take to come in compliance. The FOG Compliance Inspector will require the FSE to abide by a compliance schedule. It may include requirements for installation of a FOG interceptor and facilities, submittal of drawings or reports, audit of waste hauling records, best management and waste minimization practices, or other provisions to ensure compliance with the FOG Ordinance. A copy of the Warning notice is in Appendix O.
- b. If the FSE Owner or representative will not acknowledge the Warning Notice and Compliance Schedule provided by the FOG Compliance Inspector by signing the Notice at the time of the inspection, a non-compliance

Letter/Warning Notice and non-compliance schedule will be sent to the FSE Owner or Representative by certified mail.

- c. If the FSE Owner or representative fails to comply with the Warning Notice and Compliance Schedule, the FOG Compliance Inspector shall issue a Court Summons citation to appear in DeKalb County Recorder's Court.

APPENDIX F - FSE INSPECTION ZONES

FSE Inspection Zones



APPENDIX G - DAILY PLANNER

11/26/2012																				
Facility Name	Addr #	Street	PSE Evaluation	PSE Inspectors	PSE R.P. Inspection	Pre - Install Inspection	Post - Install Inspection	Total PSE	Low flow inspection	Low flow R/o inspection	Total Low # Permits issued	Warning citations	Under Letters	Non-Technical Violations	Technical Violations	COMMENTS				
PIZZA BELLA	1729	BRAACLOFF						1								FAILED				
PULPITA TEX MEX		BURTON HWY				1		1								FAILED TO MAKEUP APT				
DRAMAITE WINGS		CONYNGTON HWY						1								COMPLAINT				
CAPTAIN HOOK		GLENNWOOD ROAD						1								HAS NOT BEHAVED THE INSPECTION YET				
ECONOLIDGE		GLENNWOOD ROAD						1								COMPLAINT				
WAYFIELD FOODS		COLUMBIA DRIVE																		
Total														0	0	0	0			

11/27/2012																				
Facility Name	Addr #	Street	PSE Evaluation	PSE Inspectors	PSE R.P. Inspection	Pre - Install Inspection	Post - Install Inspection	Total PSE	Low flow inspection	Low flow R/o inspection	Total Low # Permits issued	Warning citations	Under Letters	Non-Technical Violations	Technical Violations	COMMENTS				
RONALD MC NAB ELEMENTARY		SECOND AVE						1								COMPLAINT				
EDWALD SCHOOL OF THE ARTS		FAIRVIEW ROAD						1								COMPLAINT				
RONALD MC NAB HIGH		ROALBROOKST						1								COMPLAINT				
UMMATS		FAIRVIEW ROAD						1								COULD NOT ACCESS				
CLIFTON ELEMENTARY		CLIFTON OAKHURST ROAD						1								KITCHEN CLOSED FOR THE DAY				
Total														0	0	0	0			

11/28/2012																				
Facility Name	Addr #	Street	PSE Evaluation	PSE Inspectors	PSE R.P. Inspection	Pre - Install Inspection	Post - Install Inspection	Total PSE	Low flow inspection	Low flow R/o inspection	Total Low # Permits issued	Warning citations	Under Letters	Non-Technical Violations	Technical Violations	COMMENTS				
PIZZA BELLA	1729	BRAACLOFF ROAD						1								BASED				
STRAIGHT DRIVE IN		MORNING AVE						1								COULD NOT ACCESS				
WENDY'S REST		ROALBROOKST ROAD						1								EXTENSION TL 12/29/12				
CLIFTON ELEMENTARY	3132	CLIFTON OAKHURST ROAD						1								NEIGHBOR COMPLAINT 000				
BLAZE VALUE MART	1900	SECOND AVE						1												
SALVATION ARMY	3500	SHERIDALE LANE						1												
Total														0	0	0	0			

11/29/2012																				
Facility Name	Addr #	Street	PSE Evaluation	PSE Inspectors	PSE R.P. Inspection	Pre - Install Inspection	Post - Install Inspection	Total PSE	Low flow inspection	Low flow R/o inspection	Total Low # Permits issued	Warning citations	Under Letters	Non-Technical Violations	Technical Violations	COMMENTS				
MC NAB MIDDLE SCHOOL		CANDLER ROAD						1								COMPLAINT				
CALABASH ALLEY		CANDLER ROAD						1								COULD NOT ACCESS				
TONGUE ELEMENTARY		CANDLER ROAD						1								PLUMBER NOT RESUMED				
HOGGES		TR NEW ORLEANS STANCOO						1								PLUMBER NOT RESUMED				
DAY AND NIGHT		CONYNGTON HWY						1								COULD NOT ACCESS				
Total														0	0	0	0			

11/29/2012																					
Facility Name	Addr #	Street	PSE Evaluation	PSE Inspectors	PSE R.P. Inspection	Pre - Install Inspection	Post - Install Inspection	Total PSE	Low flow inspection	Low flow R/o inspection	Total Low # Permits issued	Warning citations	Under Letters	Non-Technical Violations	Technical Violations	COMMENTS					
LO FLO 1250077 Shilohov	3656	COLUMBIA PROXY						1								PASSED					
LOVE WINGS	4728	CONYNGTON HWY						1								PASSED					
DUNN DONUTS	4750	MEMORIAL DRIVE						1								COMPLAINT					
WARTLE HOUSE	4728	MEMORIAL DRIVE						1													
SHIRKANI	3711	N DECATUR ROAD						1													
Total														4	1	0	0	0			

APPENDIX H - FOG EVALUATION CHECKLIST



Department of Watershed Management
Watershed Protection and Compliance Division
330 W. Ponce de Leon Avenue-3rd Floor, Decatur, GA 30030
(404) 687-7150 • Fax (404) 687-7167
F.O.G. Program



FORM 1
May 2012

FOG EVALUATION PLAN REVIEW CHECK LIST

For the following Customers:

- 1- Restaurants, schools, night clubs and bars, hospitals, late night establishments: the FOG Evaluation is mandatory. (It will be automatically included on Hansen).
- 2- Churches, hotels, or mixed cases: if any one of the following conditions apply the FOG evaluation is mandatory: (the FOG Supervisor will introduce the evaluation and associated fees on Hansen)
 - Food or drinks will be prepared on the establishment including coffee, even if it will be only occasionally.
 - Plates, silverware, cups, pots or pans will be washed or rinsed on the establishment, with or without dishwasher, even if it will be only occasionally.
 - Kitchen waste plumbing will be updated for existing Food Service Establishment (FSE).
 - Kitchen will be expanded or renovated for existing Food Service Establishment (FSE).
 - Change of ownership or expansion.
 - Change of Business name.

FOG Evaluation Plan Review Requirements:

- 1- Floor Plans.
- 2 - Mechanicals and plumbing plans with a clear separation between the sewer line and the grease line. All the restroom plumbing must be directed to the sewer line. All the fresh air fixtures from the kitchen must be directed to the grease line
- 3 - Seating /Serving capacity printed on plans.
- 4 - Hours of operation per day printed on plans.
- 5- \$125.00 Evaluation Fee. Paid when plans are submitted.
- 6- \$250.00 Annual FOG Permit Fee. Paid when plans are submitted. The FOG permit will be provided after passing the pre-installation and post-installation inspections. For Exterior Interceptor an additional \$75FOG Permit Fee will be added after plan review. Please call the FOG main line (404) 687-7150 for scheduling the inspections.

I understand the previous conditions and requirements for a FOG Evaluation Procedure. I completed the check list on my best knowledge of my facility state.

Hansen Application number: _____

Facility Owner name: _____ Date: _____

APPENDIX I - FOG SIZING, FOG EVALUATION FORMS



DEKALB COUNTY

DEPARTMENT OF WATERSHED MANAGEMENT
1580 Roadhaven Drive, Stone Mountain, GA 30083
(770) 621-7200 • FAX (770) 621-7271



INTERCEPTOR SIZING FORM A

FSE Name: _____ Owner Name: _____

Address: _____ Phone: _____

Inspector: _____ Date: _____

Fee: \$125.00

DeKalb County uses The Uniform Plumbing Code method for sizing exterior FOG Interceptors (Appendix H).

Calculations >	Meals During Peak Hours	Flow Rate	Retention Time	Storage Factor	=	Calculated Interceptor Capacity	----->	FOG Interceptor Required
	Step 1	Step 2	Step 3	Step 4		Step 5		Step 6

1	<p>Number of Meals Per Peak Hour: Seating/Serving Capacity <input type="text"/> x Meal Factor <input type="text"/> = Meals During Peak Hour <input type="text"/></p> <p>Establishment Type:</p> <table> <tr><td>Fast Food (45 min)</td><td>1.33</td></tr> <tr><td>Restaurant (60 min)</td><td>1.00</td></tr> <tr><td>Leisure Dining (90 min)</td><td>0.67</td></tr> <tr><td>Dinning Club (120)</td><td>0.50</td></tr> </table> <p>Meal Factor: UPC Standard</p>	Fast Food (45 min)	1.33	Restaurant (60 min)	1.00	Leisure Dining (90 min)	0.67	Dinning Club (120)	0.50	Notes:						
Fast Food (45 min)	1.33															
Restaurant (60 min)	1.00															
Leisure Dining (90 min)	0.67															
Dinning Club (120)	0.50															
2	<p>Flow Rate:</p> <table> <tr><td>With a Dishwasher</td><td>6 Gallons</td></tr> <tr><td>Without a Dishwasher</td><td>5 Gallons</td></tr> <tr><td>Single Service Kitchen</td><td>2 Gallons</td></tr> <tr><td>Food Waste Disposer (add to flow rate)→</td><td>1 Gallons</td></tr> </table> <p>Flow Rate: (Gallons) UPC Standard</p>	With a Dishwasher	6 Gallons	Without a Dishwasher	5 Gallons	Single Service Kitchen	2 Gallons	Food Waste Disposer (add to flow rate)→	1 Gallons	Notes:						
With a Dishwasher	6 Gallons															
Without a Dishwasher	5 Gallons															
Single Service Kitchen	2 Gallons															
Food Waste Disposer (add to flow rate)→	1 Gallons															
3	<p>Retention Time:</p> <table> <tr><td>Commercial Kitchen Waste</td><td>2.5 Hours</td></tr> <tr><td>Single Service Kitchen</td><td>1.5 Hours</td></tr> </table> <p>UPC Standard</p>	Commercial Kitchen Waste	2.5 Hours	Single Service Kitchen	1.5 Hours	Notes:										
Commercial Kitchen Waste	2.5 Hours															
Single Service Kitchen	1.5 Hours															
4	<p>Storage Factor:</p> <table> <tr><td>Fully Equipped Commercial</td><td></td></tr> <tr><td>Hours of Operation</td><td></td></tr> <tr><td>8 Hours</td><td>1.00</td></tr> <tr><td>12 Hours</td><td>1.50</td></tr> <tr><td>16 Hours</td><td>2.00</td></tr> <tr><td>24 Hours</td><td>3.00</td></tr> <tr><td>Single Service Kitchen</td><td>1.50</td></tr> </table> <p>UPC Standard Storage Factor:</p>	Fully Equipped Commercial		Hours of Operation		8 Hours	1.00	12 Hours	1.50	16 Hours	2.00	24 Hours	3.00	Single Service Kitchen	1.50	Notes:
Fully Equipped Commercial																
Hours of Operation																
8 Hours	1.00															
12 Hours	1.50															
16 Hours	2.00															
24 Hours	3.00															
Single Service Kitchen	1.50															
5	<p>Calculate FOG Interceptor Capacity: Multiply the values obtained from step 1, 2, 3 and 4. The result is the approximate FOG interceptor size for this application.</p>	Notes:														
6	<p>Select FOG Interceptor: Using the approximate required liquid capacity from step 5, select an appropriate size as recommended by the manufacturer.</p>															

* Single service kitchens heat and serve only, and only utilize disposable plates and utensils.



DEKALB COUNTY

DEPARTMENT OF WATERSHED MANAGEMENT

1580 Roadhaven Drive, Stone Mountain, GA 30083
 (770) 724-1480 • FAX (770) 414-6185



INTERCEPTOR SIZING FORM B

Outside FOG interceptors are required, but there may be circumstances where it is not possible to install them. The FSE must provide a report from a licensed plumber explaining why an exterior interceptor installation is not possible. The FOG Control Program Manager will investigate the situation to decide if the installation constraints are valid. In cases where there is a valid reason why an exterior interceptor can't be installed, the Compliance inspector will size the facility for interior FOG interceptor(s).

<p>_____ Number of seats in establishment _____ Days of business _____ Hours of operation</p> <p><u>Fresh Air Fixture (Plumbing)</u> _____ Dishwasher _____ 1, 2, 3, 4 Sinks _____ Vegetable Sink _____ Meat Sink _____ Mop Sink _____ Floor Drains _____ Wok _____ Outside Drains _____ Garbage Disposal</p>	<p>***All fixtures must drain into interceptor and be located a minimum of 15 feet from interceptor.</p> <p>*** Outside drains under garbage compactors and dumpsters must be connected to a separate 1000 gal. FOG interceptor.</p>
--	--

DeKalb County uses the International Plumbing Code method for sizing interior FOG Interceptors. (Table 1003.3.4.1)

TOTAL FLOW-THROUGH RATING (gpm)	GREASE RETENTION CAPACITY (pounds)	FIXTURE UNIT	PEAK FLOW RATE (GPM)
4	8	Single compartment sink	20 X _____ =
6	12	Double compartment sink	25 X _____ =
7	14	Triple compartment sink	30 X _____ =
9	18	Quadruple compartment sink	35 X _____ =
10	20	Floor drain	5 X _____ =
12	24	Under-counter dishwasher	15 X _____ =
14	28	Industrial dishwasher	25 X _____ =
15	30	Utility (mop) sink	20 X _____ =
18	36	Wok Station (two burner)	6 X _____ =
20	40	Total Peak Flow Rate	= _____ GPM
25	50		
35	70		
50	100		
75	150		
100	200		



DEKALB COUNTY

DEPARTMENT OF WATERSHED MANAGEMENT
330 W. Ponce de Leon Avenue, 3rd Floor, Decatur, GA 30030
(404) 687-7150 • FAX (404) 687-7167



INTERCEPTOR SIZING SIGNATURE FORM

Food Service Establishment Name _____

Establishment Address _____

Compliance Inspector _____

The Size of the Fats, Oils, and Greases Interceptor (Grease Trap) shall be:

_____ GPM or _____ Pounds inside installation only, location cannot be less than 15 feet from the last fixture tied on to the safe waste system (and / or fresh air system).

_____ Gallons Interceptor outside installation only, to have a baffle (scheduled 40) and P.V.C T's installed, outlet T stub to 4" from manhole cover and 90o elbow P.V.C pipe in baffle.

Waiver Granted Yes No Comments _____



*APPENDIX J - PRE, POST- INSTALLATION
AND PERMIT APPLICATION FORM*



DEKALB COUNTY
DEPARTMENT OF WATERSHED MANAGEMENT
1580 Roadhaven Drive, Stone Mountain, GA 30083



Watershed Protection Division/FOG Program

New FSE COO CON Evaluation Pre Install Post Install Plan Review

**FOOD SERVICE ESTABLISHMENT (FSE)
WASTEWATER DISCHARGE PERMIT APPLICATION FORM**

Name of Facility		New Permit #:	
CON – New Name		Phone	
Name of Owner		Phone	
Name of Manager / Contractor			
Mailing Address		E-mail Address	
FSE Service Address* (from water bill)		Business License Number*	
Department of Watershed Management Water Service Account Number*			
*THIS INFORMATION IS REQUIRED IN ORDER TO PROCESS THE APPLICATION			
Type of Food Service Establishment (FSE)			
<input type="checkbox"/>	Full Service Restaurant	<input type="checkbox"/>	Hospital
<input type="checkbox"/>	Fast Food Restaurant	<input type="checkbox"/>	School/College/Educational Institution
<input type="checkbox"/>	Carry Out	<input type="checkbox"/>	Bakery
<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Ice Cream Establishment
<input type="checkbox"/>		<input type="checkbox"/>	Church
<input type="checkbox"/>		<input type="checkbox"/>	Club/Organization
<input type="checkbox"/>		<input type="checkbox"/>	Nursing Home/Assisted Living/Senior Citizens
<input type="checkbox"/>		<input type="checkbox"/>	Day Care
<input type="checkbox"/>		<input type="checkbox"/>	Coffee Shop
<input type="checkbox"/>		<input type="checkbox"/>	Grocery Store
<input type="checkbox"/>		<input type="checkbox"/>	Other
Hours	Sun	Mon	Tue
	Wed	Thu	Fri
	Sat		
Types of Interceptor (check all that apply)		Quantity/Size	Name of Licensed Plumber Installing Interceptor:
<input type="checkbox"/>	Outside Grease Interceptor	/	Previous FOG Permit # (COO)
<input type="checkbox"/>	Indoor Grease Trap	/	Amt. Fees Paid:
<input type="checkbox"/>	Other:	/	FOG Exemption Granted <input type="checkbox"/> Yes / <input type="checkbox"/> No
Comments:		Renovated Facility <input type="checkbox"/> Yes / <input type="checkbox"/> No	Form of Payment:
			Date Paid:
			Check/MO/CC Transaction #:
Hauler Company:			
Compliance Inspector:		Date Completed:	
I certify under the penalty of perjury that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I am also aware that if a permit is issued, I am responsible for payment of an annual Discharge Fee according to DeKalb County Department of Watershed Management most recent Schedule of Approved Fees and Charges.			
Owner/Authorized Representative/Contractor (print)		Title	
Signature		Date	

If you have any questions while completing this form, please contact the Watershed Protection Division at 770-724-1480.

APPENDIX K - FOG PERMIT



DeKalb County
DEPARTMENT OF WATERSHED MANAGEMENT

Watershed Protection and Compliance Division

330 West Ponce de Leon Avenue, 3rd Floor, Decatur, Georgia 30030
Office (404) 687-7150 • Fax (404) 687-7167



PERMIT NUMBER 1108R F.O.G. Program EXPIRATION DATE 5/27/2013

FATS, OILS, AND GREASES WASTEWATER DISCHARGE PERMIT

Carrie Salone

McDonald's 7036

(Business Name)

830 Commerce Drive

(Street address)

Decatur, GA 30030

(City, State, Zip)

Uriah Horn 5/17/2013

Regulatory Compliance Inspector
Watershed Protection Division

Dora D'Andrea Di Tabiada

Compliance Division Supervisor
Watershed Protection & Compliance Div.

V. Karikaran

Regulatory Compliance Inspector
Signature

Hari Karikaran, PE
Director of Engineering Services

PLEASE POST IMMEDIATELY

APPENDIX L - FOG INSPECTION SHEET

APPENDIX M - MANIFEST SAMPLE



X2X26X2013

Manifest No. 71545

Commercial Waste Manifest

ORIGINATOR INFORMATION

Originator Name BP AM/PM
 Address 4485 Chamblee Dunwoody Rd. Phone (770) 216-4373
 City, State Dunwoody, GA Zip 30338 County Dekalb
 Customer # QTR300CC
 Type of Trap: Grease Interceptor Oil/Water Separator Grit/Sand Trap Outside Inside
 Other: _____ Trap Condition: _____
 Tank #1 1500 gallons Tank #2 _____ gallons Service Frequency 13 Weeks
 Tank #3 _____ gallons Tank #4 _____ gallons

Generator Certifications: I hereby certify that the wastes listed under this consignment are not hazardous, as defined in regulations promulgated by the State of Georgia, Dept. of Natural Resources, and that the type wastes and quantity indicated are fully accurate.

Originator Name (Printed)	Signature	Date	Time
<u>Chris Vibertal</u>	<u>[Signature]</u>	<u>2/25/2013</u>	<u>10:30 PM</u>

TRANSPORTER INFORMATION

Company Apex Environmental Services Driver Name _____
 Address 3350 Montreal Station, Building 1 - Suite 12 Phone (770) 621-9848
 City, State Tucker, GA Zip 30084
 State Registration #: FOG017 FOG Permit #: 002

Transporter Certification: I hereby acknowledge receipt of the above listed waste and will transport and dispose of it in accordance with all applicable laws.

Driver Name (Printed)	Signature	Date	Time
<u>M. S. [Signature]</u>	<u>[Signature]</u>	<u>2/25/2013</u>	<u>10:30 PM</u>

RECEIVER/DISPOSAL INFORMATION

Disposal Name AES Contact Name _____
 Address 3350 Montreal Station, Building 1 - Suite 12 Phone (770) 621-9848
 City, State Tucker, GA Zip 30084 County DeKalb
 EPD Approval/Permit # _____ NPDES # _____ LAS # _____
 Solid Waste Handling # _____ Industrial Pretreatment Permit # _____
 Total Quantity Received Gallons 1500

Certification of Receipt: The above waste was received by this facility within the authorized property boundaries and will be processed, disposed of, or recycled in accordance with all applicable laws.

Disposal Name (Printed)	Signature	Date	Time
<u>AES</u>	<u>Kathryn [Signature]</u>	<u>2/25/13</u>	<u>11:00 AM</u>

HAULER _____ GENERATOR _____ DISPOSAL _____ GENERATOR _____ COUNTY or INSPECTOR _____

APPENDIX N - BMP FLYER, POSTER, and CHECKLIST

Do's and Don'ts

DO NOT

- » Add additives or enzymes to break down **FOG**
- » Flush **FOG** down the drain with hot water
- » Dispose of unused food through a garbage disposal unnecessarily
- » Do not dispose of fryer grease in floor drains or dumpster pad drains

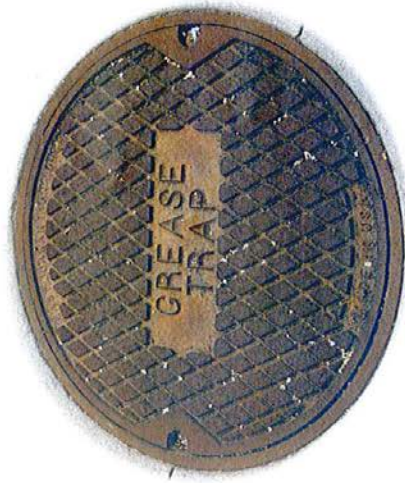
DO

- » Reduce your food service establishment's waste stream through collection and recycling
- » Absorb spills with kitty litter or saw dust and dispose in trash
- » Educate your employees about the effects of **FOG**
- » Use absorbent pads to clean up spilled grease and oil
- » Use secondary collection pans under all grease collection devices



Department of Wasteland Management
FOG Compliance Program
330 W. Ponce de Leon Avenue, 3rd Floor
Decatur, GA 30030
phone: 404.687.7150 | fax: 404.687.7176

Don't Get Lost in the **FOG**



*Managing the Discharge of
Fats, Oils, and Grease
from Food Service Establishments*

What is FOG?

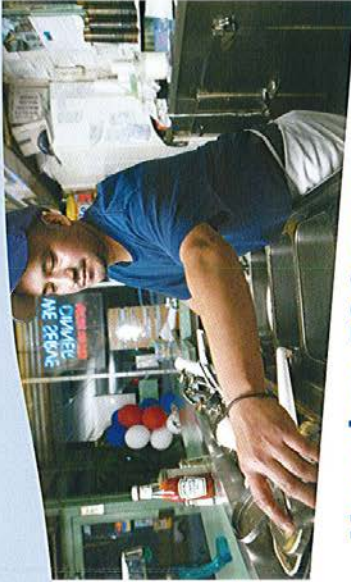
Did you know that **FOG** (fats, oils and grease) is the number one cause of sewer **system blockages in the Metro Atlanta area?** **FOG** is a semi-solid, viscous byproduct of food preparation. It can be derived from either vegetable or animal sources. Although it can be found in residential kitchens, it is of particular concern in commercial kitchens due to the large volume of fats, oils and grease used to prepare food on a daily basis.

Why should you be concerned?

FOG sticks to the walls of sewer pipes and builds up over time. Eventually, it can block the pipes completely, resulting in sewage backing up into basements, overflowing from manholes or discharging to local streams. **FOG**-related overflows can result in property damage, environmental damage and civil penalties and fines.

What are common sources of FOG?

- Butter
- Cheese
- Cookies
- Gravy
- Ice Cream
- Margarine
- Marinades
- Mayonnaise
- Meats
- Pastries
- Salad dressings
- Sauces
- Used fryer oil
- Yogurt



How does FOG enter the sewer system?

At food service establishments, the common ways for **FOG** to get into the sewer system include:

- » Washing **FOG**-covered dish- and cookware without first scraping and wiping grease into trash can
- » Washing hood and grill washdown water into floor drains
- » Using garbage disposals to dispose of **FOG**-bearing food particles and scraps
- » Improper drain connections that bypass **FOG** collection systems
- » Flushing **FOG** down drain with hot water

To reduce the amount of **FOG** entering the collection system, remember to **SCRAPE**:

- S** – Scrape or wipe grease into a sealable container, seal and place into trash can
- C** – Collect liquid cooking oils in an oil rendering tank
- R** – Rotate cleaning schedule among fryers and food preparation devices
- A** – Assign clean-up tasks to specific employees
- P** – Prepare foods with minimal amounts of fats, oils, and grease
- E** – Educate your employees on the importance of reducing **FOG** and following **FOG** prevention practices

Garbage Disposals

Garbage disposals conveniently dispose of grease-bearing food particles that may remain on a patron's dishware. However, this convenience often leads to higher incidence of sewer clogs, not only from the additional grease, but also from the food particles themselves which can become trapped by existing grease deposits in sewer pipes. Most jurisdictions have specific requirements regulating both the performance standards of the disposal as well as the end product going into the collection system. The easiest way to comply with these regulations and maintain a clog-free sewer system is not to use a garbage disposal at all. Rather, place all remaining food particles and scraps in a trash can.

Recycling

Used cooking oil and grease may be recycled. They should be collected and stored in a dedicated recycling storage container. These containers should be covered to keep water out, be placed on secondary collection bins in case of spills and maintained in a sanitary condition. Some companies will provide the collection containers and services free of charge, pay a small fee for the materials or offer a rebate on their services.



BMP POSTERS

通緝： 不要喂那個油脂小妖精！

您的下水道最壞的家伙



油脂小妖精

最近一次看到是在洗滌槽和下水道里游蕩

通緝原因：
導致下水道漫溢

本公司與大都會水務局合作，共同提高公眾對油脂小妖精的認識。本公司在每份通緝令中，均附有關於如何防止油脂小妖精進入下水道的說明。如果您發現油脂小妖精，請立即向大都會水務局報告。本公司的通緝令是免費的。本公司的通緝令是免費的。

該做

- ✓ 把油脂倒在收集桶里
- ✓ 從廚房用具，設備，和食品準備區用刮刀/手巾/掃帚清除掉油脂
- ✓ 不要讓油脂進入洗滌水里
- ✓ 請把食物殘渣倒在收集桶里

不該做

- ⊗ 把油脂倒進下水道
- ⊗ 用水去洗油炸鍋/淺鍋，部件平底鍋，和盤子直到油脂被洗掉。
- ⊗ 用熱水清洗表面的油脂
- ⊗ 把食物殘渣倒入下水道

請把这家伙趕出您的下水道，交到有關當局手中！

P2AD www.p2ad.org

大都會水務局/大都會水務局/大都會水務局
(800) 885-2445 (在佛羅里達州以外地區) / 404-651-5170
(404) 651-5130 (傳真)

WANT'N'HEED: YOUR DRAIN'S WORST ENEMY



The Grease Goblin

Last Seen
Loitering in Sinks
and Drains
Wanted for
Causing Sewer Overflows

JANUARY 2004

The cartoon character was created and prepared by the staff of the County of DeKalb, Georgia, Department of Environmental Services, and is published by the staff of the County of DeKalb, Georgia, Department of Environmental Services. All other trademarks and registered trademarks are the property of their respective owners. The cartoon character is a registered trademark of the County of DeKalb, Georgia. All other trademarks and registered trademarks are the property of their respective owners.

Don't Feed the Grease Goblin!

DO

- ✓ Put oil and grease in collection containers
- ✓ Remove oil and grease from kitchen utensils, equipment, and food preparation areas with scrapers/towels/brooms
- ✓ Keep grease out of wash water
- ✓ Place food scraps in collection containers

DO NOT

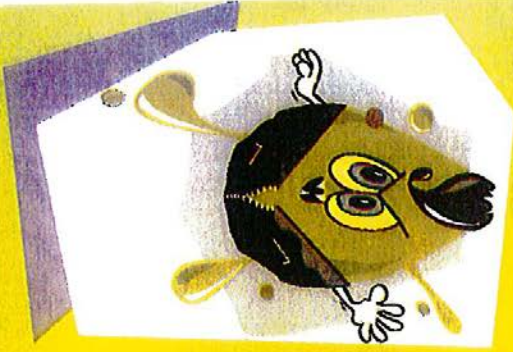
- ✗ Pour oil and grease down drains
- ✗ Wash fryers/griddles, pots/pans, and plates with water until oil and grease are removed
- ✗ Use hot water to rinse grease off surfaces
- ✗ Put food scraps down drains

Help keep this guy out of your drains and in the hands of the proper authorities!

P2AD
www.p2ad.org

GEORGIA POLLUTION PREVENTION ASSISTANCE DIVISION
DEPARTMENT OF NATURAL RESOURCES
(800) 685-2443 (outside Atlanta) (404) 651-5120 (404) 651-5130 (fax)

SE BUSCA: EL PEOR ENEMIGO DE SUS TUBERÍAS DE DESAGÜE



**El duende
travieso
de la
grasa**

VISTO POR ÚLTIMA VEZ
Merodeando por fregaderos y
desagües

SE BUSCA POR
Causar desbordamientos en las
alcantarillas

No alimente al duende travieso de la grasa

COSAS QUE SE DEBEN HACER

- ✓ Poner el aceite y la grasa en recipientes de recogida
- ✓ Quitar el aceite y la grasa de los utensilios de cocina, equipos y áreas de preparación de alimentos con raspadores/paños/escobas

- ✓ Mantener la grasa alejada del agua para lavar
- ✓ Colocar los restos de comida en recipientes de recogida

COSAS QUE NO SE DEBEN HACER

- ⊘ Verter el aceite y la grasa por los desagües
- ⊘ Lavar freidoras/planchas, ollas/sartenes y platos con agua mientras no se haya eliminado el aceite y la grasa
- ⊘ Usar agua caliente para quitar la grasa de las superficies
- ⊘ Echar restos de comida a los desagües

¡Ayude a mantener este tipo fuera de sus tuberías de desagüe y en manos de las autoridades adecuadas!

P2AD

www.p2ad.org

GEORGIA POLLUTION PREVENTION ASSISTANCE DIVISION
DEPARTMENT OF NATURAL RESOURCES (404) 651-5120 (404) 651-5130
(800) 685-2443 (línea de ayuda) (404) 651-5120

BMP Checklist for FOG Management Program

Ensure use of BMPs by FSEs to maximize the efficiencies of the FOG traps and interceptors and minimize their cleaning frequencies, thereby reducing maintenance costs for the FSE. The FOG Management Program reduces the discharge of FOG into the sewer system by also educating FSEs. The County FOG Regulations, Section 25-265.4, outlines required BMPs.

BMP	Reason	Benefits	Compliance Inspectors
Train kitchen staff and other employees about how they can help ensure BMPs are implemented.	People are more willing to support an effort if they understand the basis for it.	All of the subsequent benefits of BMPs will have a better chance of being implemented and you can avoid enforcement actions.	Talk to the FSE manager about the training program that he/she has implemented.
Post "No Grease" signs above sinks and on the front of dishwashers.	Signs serve as a constant reminder for staff working in kitchens.	These reminders will help minimize grease discharge to the traps and interceptors and reduce the cost of cleaning and disposal.	Check appropriate locations of "No Grease" signs.
Use a low temp chemical sanitization type dishwasher. Follow Health Department regulations for sanitizing.	Temperatures in excess of 140° F will dissolve grease, but the grease can re-congeal or solidify in the sanitary sewer collection system as the water cools.	The food service establishment will reduce its costs for the energy – gas or electric – for heating the water.	If grease build up evident in downstream sewer, check boiler or hot water heater discharge temperature. Measure the temperature of the hot water being discharged from the closest sink.
Use a three-sink dishwashing system, which includes sinks for washing, rinsing, and sanitizing in a 50-100 ppm bleach solution. Follow Health Department regulations for sanitizing.	The three-sink system uses water temperatures less than 140° F where a mechanical dishwasher requires a minimum temperature of 160° F. (See above)	The food service establishment will reduce its costs for the energy - gas or electric - for heating the water for the mechanical dishwasher and for operating the dishwasher.	If grease build up evident in downstream sewer, check boiler or hot water heater discharge temperature. Measure the temperature of the hot water being discharged from the closest sink.
Recycle waste cooking oil.	This is a good recycling opportunity.	The food service establishment will be paid for the waste material and will reduce the amount of garbage it must pay to have hauled away.	Check that FSE has proper tank to store cooking oil.
"Dry wipe" pots, pans, and dishware prior to dishwashing.	By "dry wiping" and disposing in garbage receptacles, the material will not be sent to the grease traps and interceptors.	This helps keep grease from going to grease traps and interceptors, which will require less frequent cleaning, reducing maintenance costs.	Check bottom of grease interceptor for solids accumulation.

BMP	Reason	Benefits	Compliance Inspectors
Scrape plates to dry trash. Use screens in your sinks to catch food waste. Dispose of food waste by recycling and/or to dumpster as solid waste.	Some recyclers will take food waste for animal feed. The food waste can be disposed to the dumpster.	Recycling of food wastes will reduce the cost of solid waste disposal. Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.	Inspect dumpster corral for cleanliness. Check bottom of grease interceptor for solids accumulation.
Cover outdoor grease and oil storage containers. Secure barrels to an outside wall or post to prevent tipping spills.	Uncovered grease and oil storage containers can collect rainwater. Since grease and oil float, the rainwater can cause an overflow onto the ground. Such an overflow will eventually reach the stormwater system and nearby streams.	Discharge of grease and oil to the storm drain might also result in legal penalties or fines.	Observe storage area for signs of oil and grease. Inspect containers for covers. Remove covers to ensure containers have not overflowed and do not have excess water.
Locate grease dumpsters and storage containers away from storm drain catch basins. Be aware of oil and grease dripped on the ground while carrying waste to the dumpster, as well as oil and grease that may "ooze" from the dumpster.	The farther away from the catch basin, the more time someone has to clean up spills or drainage prior to entering the storm drain system.	Discharge of grease and oil to the storm drain might also result in legal penalties or fines.	Observe storage area for signs of oil and grease. Inspect the closest catch basin for signs of accumulated grease and oil.
Use absorbent pads or other material in the storm drain catch basins if grease dumpsters and containers must be located nearby. Use absorbent materials such as "kitty litter" and sweep up for disposal to dumpster.	Absorbent pads and other materials can serve as an effective barrier to grease and oil entering the storm drain system.	Discharge of grease and oil to the storm drain might also result in legal penalties or fines.	Check the nearest catch basin and drainage paths for signs of grease and oil. Call Stormwater Inspector if the basin is within 20 feet of grease dumpsters or containers or if there are signs of grease in the catch basin at any distance.
Routinely clean kitchen exhaust system filters inside at sinks connected to grease a trap or outside interceptor.	If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains.	Discharge of grease and oil to the storm drain might also result in legal penalties or fines.	Inspect roof downspouts for signs of oil and grease. Call Stormwater Inspector if any evidence of grease or oil reaching storm drain.

APPENDIX O - WARNING NOTICE



DEKALB COUNTY
Department of Watershed Management
Watershed Protection and Compliance Division
330 W. Ponce de Leon Avenue-3rd Floor, Decatur, GA 30030
(404) 687-7150 • Fax (404) 687-7167
F.O.G. Program



NON-COMPLIANCE LETTER
WARNING NOTICE

NO.: 00092

Date: _____

Facility Owner or Representative: _____

Facility Name: _____

Address: _____

You have failed to comply with the **Fats, Oil and Grease “FOG” Regulations of DeKalb County Section 25-265.1 et. seq.** as described in more detail below:

- Interceptor not in place
- Undersized Interceptor
- Grease Interceptor maintenance unacceptable
- No/ Inadequate manifesting documentation on premises
- Grease interceptor not 15 ft away from last fresh air fixture
- F. O. G. Permit expired
- Operating without Permit
- Baffle Wall not present
- Sanitary T's not present
- Not all fresh air/safe way fixtures connected to Interceptor (dishwasher, floor drains, meat sink, mop sink, triple /quad sink, vegetable sink, wok, double /single sink, trash compactor)
- Other _____ *(insert description)*

You are hereby notified to make the following corrections before the _____ day of _____ 20____.*

COMPLIANCE SCHEDULE: _____

* FAILURE TO MAKE THESE CORRECTIONS WILL SUBJECT YOU TO A HEARING BEFORE THE RECORDERS COURT OF DEKALB COUNTY. Possible penalties are described in Section 1-10 and Section 25-265.21 of the Code of DeKalb County, as Revised 1988.

FOG Compliance Inspector Signature: _____

I received the Non-Compliance Letter/Warning Notice.

FSE Owner or Representative Signature: _____ Date _____

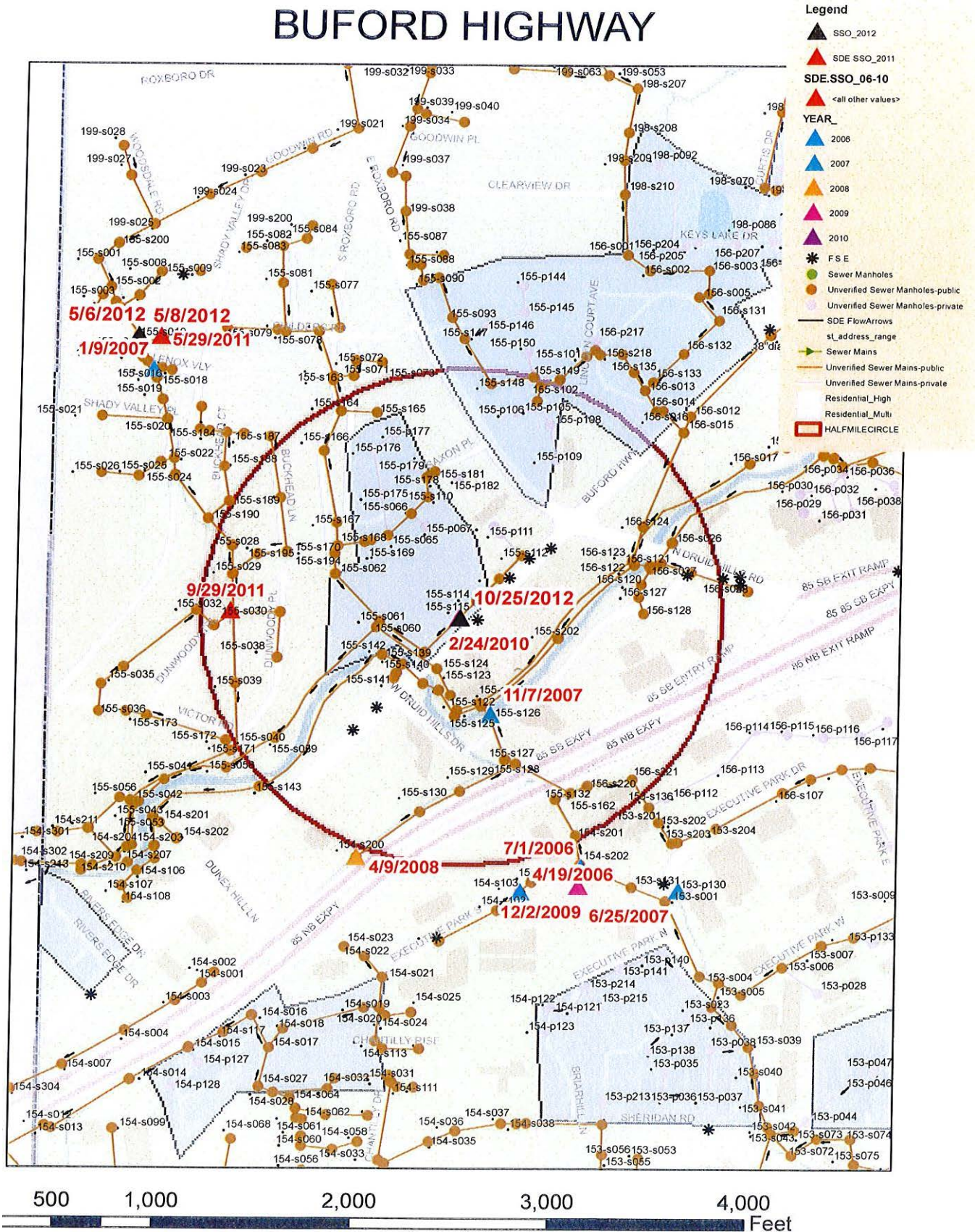
WHITE-FOG Program Copy

YELLOW-County Copy

PINK-Customer Copy

APPENDIX P - SSO AND FSE MAP

BUFORD HIGHWAY



APPENDIX Q - ORDINANCE

- CODE OF DEKALB COUNTY
Chapter 25 - WATER, SEWERS AND SEWAGE DISPOSAL
ARTICLE IV. - SEWERS AND SEWAGE DISPOSAL
DIVISION 5. - DISCHARGE REGULATIONS

Sec. 25-265. - Title.

[Section 25-265](#) through [section 25-265.21](#) shall be known as the Fats, Oils, and Greases Regulations of DeKalb County, Georgia.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.1. - Definitions.

For the purposes of this section, certain terms and words are hereby defined. Where words are not herein defined, but are defined in [section 1-2](#), those words shall have the meaning as defined therein. Unless otherwise defined herein, words related to water quality shall be as defined in the latest edition of Standard Methods for Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association, and the Water Environment Federation. Unless otherwise defined herein, words related to construction shall be as defined in this Code and in the latest adopted applicable editions of the Georgia codes applicable to building construction adopted pursuant to state law. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Architectural or historical restrictions means a building or structure in DeKalb County that is one hundred (100) years or older and has special historical or esthetic interest or value.

Backflow means a reversal of normal flow in a system caused by a negative pressure (vacuum or partial vacuum) in the supply piping or other condition that reverses the normal direction of flow.

Baffle means a retention wall three-quarters ($\frac{3}{4}$) the length of the chamber nearer to the outlet.

Best management practices means a schedule of activities, a prohibition of practices, maintenance procedures, and other management practices to prevent or reduce the introduction of fats, oils, and greases into the sewer system. These practices may vary by site, but produce the same reductions in fats, oils, and greases in the sewer system.

Change in operations means any change in the ownership, food types, or operational procedures of a food service establishment.

Compliance inspector means a person authorized by DeKalb County to inspect any existing or proposed wastewater generation, conveyance, processing, and/or disposal facilities.

Director means the director or designee of the DeKalb County Department of Watershed Management.

Extreme economic hardship means a cost to comply with the requirements of these regulations that exceeds fifty thousand dollars (\$50,000.00).

Fats, oils, and greases (FOG) means any substance such as a vegetable or animal product that is used in, or is a byproduct of, the food preparation process, that turns or may turn viscous or solidifies or may solidify with a change in temperature or other conditions.

Fixtures means a pot sink, pre-rinse sink, vegetable sink, meat sink, mop sink, soup kettles, work stations, floor drains, automatic hood wash units, garbage disposals, trash compactors, dishwashers, and any other similarly functioning plumbing fixtures.

Flow means volume of wastewater moving in a certain direction.

Flow control device means a mechanism installed to control flow of hydraulic levels of FOG into an interceptor.

FOG means fats, oils, and greases.

FOG control program means to reduce and/or control the discharge of fats, oils, and grease into the sewer system by educating and regulating food service establishments located in DeKalb County or establishments located outside DeKalb County but which discharge FOG.

FOG control program manager means the individual designated by DeKalb County to administer the FOG control program.

FOG interceptor means a multi-compartment device that is constructed in different sizes and is generally required to be located underground between a food service establishment and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. These devices must be cleaned, maintained, and have the FOG removed and disposed of in a proper manner on regular intervals to be effective.

FOG manifest means a document that the state-permitted transporter must provide to the FOG generator as proof of services rendered.

FOG wastewater discharge permit means a permit issued by DeKalb County authorizing the food service establishment or generator to discharge wastewater into DeKalb County's facilities or into the sewer system.

Food Service Establishment (FSE) means any person who prepares and/or packages food or beverage for sale or consumption, on or off site, with the exception of private residences so long as the private residence is not used to prepare or package food or beverage for sale. Food service establishments include, but are not limited to, food courts; food manufacturers; food packagers; restaurants; catering services; bars/taverns; cafeterias; soda fountains; institutions, both public and private; mobile food vehicles (coach); wing trailers; diners; grocery stores; bakeries; coffee shops; ice cream shops; lounges; hospitals; hotels; nursing homes; churches; schools; daycare center; and all other food service establishments not listed above, either fixed or mobile, as are or may hereafter be recognized by the health department and/or the state department of agriculture.

Fresh air system/fixtures means a system that provides free circulation of air, which will prevent contamination from back flow or back siphonage, e.g. compartment sinks, dishwashers, floor drains, meat sinks, vegetable sinks, work stations, and mop sinks.

Generator means any person including those outside the jurisdictional limits of DeKalb County who contributes, causes, or permits the contribution or discharge of wastewater into sewers within DeKalb County's boundaries.

Georgia state permitted transporter means a transporter as that term is defined by O.C.G.A. § 12-15-20 and as may hereinafter be amended.

Grease trap means an inside mechanism no less than one hundred (100) pounds and no more than three hundred (300) pounds in size, with baffle and flow control installed before the master trap.

Hot flushing means a situation prohibited in DeKalb County that occurs when the FOG interceptor is too close to a hot-water-using device so the water does not cool sufficiently in the interceptor to allow the FOG to coagulate and float to the top and FOG is instead carried out to the sewer system.

Limited food preparation establishment means an establishment that is engaged only in reheating or serving of ready-to-eat food products and, as a result, discharges wastewater containing less than one hundred (100) mg/L of FOG per operating business day. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.

New construction means any structure, planned or under construction, where a sewer connection permit is required by law or regulation but has not been issued by the county.

Nonhazardous manifest means a receipt that is retained by the generator of wastes for disposing of FOG, liquids, or other wastes as required by DeKalb County.

Plumbing Drainage Institute rating means interceptors that are tested, rated, and certified in conformance with Standard Plumbing Drainage Institute— G101 by the Plumbing and Drainage Institute.

Regulatory agencies means those agencies having regulatory jurisdiction over the operations of DeKalb County including, but not limited to: the United States Environmental Protection Agency, region IV, Georgia and Washington, D.C. (EPA); the Georgia Department of Natural Resources (DNR); the Georgia Division of Public Health; the Georgia Environmental Protection Division (EPD); the county; or any regulatory agency or body as may be established by federal, state, or local law.

Remodeling or remodeled means a physical change or operational change in a structure that requires an issuance of or revision to a business license or a building permit.

Septic tank means a hollow chambered tank without a baffle, T's, and flow control to restrict FOG from entering the county's sewer system.

Sewer system means as defined in [section 25-146](#) and as may hereinafter be amended.

Shovel inspection means a FOG compliance inspector who uses a shovel to determine the condition of the FOG interceptor.

Sludge means any solid, semisolid or liquid decant, subnate or supernate from a manufacturing process, utility service, or pretreatment facility.

Sludge judge inspection means a test in which the FOG compliance inspector uses an instrument, usually a clear hollow plastic tube, to pull and measure a core sample from the FOG interceptor to determine its condition.

Standard Plumbing Drainage Institute—G101 means a comprehensive engineering and testing program developed to establish flow rates and FOG holding capacity for uniform rating of FOG interceptors.

Total solids means the sum of suspended and dissolved solids within a sample.

Twenty (20) percent rule means the requirement for FOG interceptors to be maintained such that the combined FOG solids accumulation does not exceed twenty (20) percent of the design hydraulic capacity of the FOG interceptor.

Visual inspection means an in-person observation by a FOG compliance inspector to determine if a shovel inspection and/or a sludge judge inspection is necessary to determine the condition of the FOG interceptor.

Waste means sewage and any and all other waste substances, liquid, solid, or gaseous, associated with human habitation or of human or animal nature intended for disposal.

Wastewater constituents and characteristics means the individual chemical, physical, and bacteriological parameters, including volume and flow rate, and such other parameters that serve to define, classify, or measure the quality and quantity of wastewater.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.2. - Purpose, scope, and policy.

- (a) These regulations are designed to facilitate the maximum beneficial public use of DeKalb County's sewer system while preventing blockages and overflows of sewer system resulting from discharges of FOG into the DeKalb County sewer system and to specify appropriate FOG discharge requirements for all facilities emitting FOG.
- (b) By enactment of these regulations, DeKalb County intends to exercise its authority over sizing, location, maintenance, and material of grease traps and/or interceptors within unincorporated DeKalb County.
- (c) The provisions of these regulations shall apply to the direct or indirect discharge of all wastewater or waste containing FOG discharged into the DeKalb County sewer system.

- (d) These regulations establish quantity and quality standards on all wastewater and/or waste discharges containing FOG; which may alone or collectively cause or contribute to FOG accumulation in the sewer system causing or potentially causing or contributing to the occurrence of sanitary sewer overflows and blockages.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.3. - Transporters of nonhazardous commercial waste.

O.C.G.A. § 12-15-20 et seq. sets forth a permitting scheme for transporters of commercial waste and provides a regulatory method for the clean and sanitary removal of commercial waste. O.C.G.A. § 12-15-23 specifically authorizes counties to enforce compliance with the provisions of the state law described in this section. O.C.G.A. § 12-15-20 et seq. as currently enacted and as may hereinafter be amended, is therefore adopted by reference as if set out fully in this section.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.4. - Best management practices.

- (a) All persons disposing of FOG shall be required to properly dispose of FOG using all of the following best management practices:
- (1) Dispose of FOG in covered collection containers;
 - (2) Place food scraps from dishes into trashcans and garbage bags and dispose of properly;
 - (3) Avoid disposing of food scraps in garbage disposers to help maintain interceptor volume;
 - (4) Allow FOG to cool first before it is skimmed, scraped, or wiped off of all preparation and servicing surfaces;
 - (5) Prewash dishes and pans with cold water before putting them in the dishwasher;
 - (6) Cover the kitchen sink drain with screening and empty debris into the garbage as needed;
 - (7) Cover the floor drain with a fine screen and empty into the garbage can as needed; and
 - (8) Recycle used fryer oil.
- (b) All persons disposing of FOG shall not use any of the following practices when disposing of FOG:
- (1) Pouring FOG down the drain;
 - (2) Putting food scraps down the drain; or
 - (3) Running hot water over dishes, pans, fryers, woks, and griddles to rinse FOG down the drain (also known as hot flush).

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.5. - Requirements for interceptor and specific plumbing connections.

- (a) All food service establishments shall only introduce pretreated wastewater acceptable to DeKalb County, under the requirements and standards established herein before discharging, directly or indirectly, into any DeKalb County sewer system.
- (b) No more than one hundred (100) mg/L of FOG shall be discharged per operating business day. The FOG generator shall bear all of the expense of proving compliance with the one-hundred-mg/L threshold.

- (c) Any food service establishment required to provide FOG pretreatment shall install, operate, and maintain an appropriately designed and adequately sized FOG interceptor that has been approved by the chief executive officer or designee.
- (d) The testing procedures for waste constituents and characteristics shall be as provided in [40 CFR 136](#) (Code of Federal Regulations).
- (e) FOG interceptors shall be connected to the food service establishment's lateral sewer line after all fixtures which may introduce FOG have been connected and shall have fresh air connected, as defined in these regulations. Fresh-air fixtures include, but are not limited to, sinks, dishwashers, garbage disposals, automatic hood wash units, floor drains in food preparation and storage areas, and any other fixtures which have a potential to introduce FOG. Wastewater from sanitary sewer fixtures and other similar fixtures shall not be introduced into the FOG interceptor.
- (f) FOG interceptors shall not be connected to septic tanks.
- (g) All food service establishments that have dumpster pad/trash compactor drains on site and are connected to the sewer system shall have a separate interceptor (no less than one thousand (1,000) gallons in size) installed and functioning at all times. The sloping area to the outside drain and the drain shall be covered either by the dumpster/compactor or a canopy to prevent inflow and infiltration of rainwater.
- (h) Any drains that lead to the sewer system including, but not limited to, trench drains, enclosed dock drains, carwash drains, elevator drains, and other similar types of drains shall have an oil-water debris interceptor of no less than one thousand (1,000) gallons and no more than three thousand (3,000) gallons in capacity.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.6. - FOG interceptor physical specifications/requirements.

- (a) All interior FOG interceptors shall:
 - (1) Be a minimum of one hundred (100) pounds in capacity as defined by the Plumbing Drainage Institute;
 - (2) Be made of corrosion-resistant coated metal;
 - (3) Be properly sized based on the results of an inspection and FOG evaluation;
 - (4) Contain properly installed and functioning baffle walls and other flow control devices necessary to achieve the appropriate retention time;
 - (5) Have at least a thirty-minute interior retention time before gray water is discharged into the sewer system;
 - (6) Tie all of the fresh air fixtures to the FOG interceptor;
 - (7) Have fifteen-foot distance between the FOG interceptor and the last fresh air fixture and have a proper flow control device;
 - (8) Have a temperature of discharge entering the interior FOG interceptor that does not exceed one hundred forty (140) degrees Fahrenheit; and
 - (9) Be Plumbing Drainage Institute rated, be accessible for inspection, and be installed in accordance with the manufacturer's specifications by a licensed plumber and not a representative and/or an apprentice of the licensed plumber.
- (b) All exterior FOG Interceptors shall:
 - (1) Be a minimum of one thousand (1,000) gallons in capacity;
 - (2) Be properly sized based on the results of an inspection and FOG evaluation;

- (3) Be constructed of re-enforced materials suitable for load bearing and water tight to prevent inflow and infiltration;
 - (4) Be precast with a minimum of three thousand (3,000) psi concrete per applicable American Society for Testing and Materials standards with four (4) to seven (7) percent air entrapment;
 - (5) Have an invert elevation of the inlet between three (3) inches to six (6) inches above the invert elevation of the outlet;
 - (6) Contain a properly installed and functioning baffle wall and other flow control devices necessary to achieve an adequate time for FOG to properly separate but not to exceed twenty-four (24) hours;
 - (7) Contain inlet and outlet T's made of schedule 40 PVC piping and at a ninety-degree angle with a minimum diameter of the inlet and outlet piping to be six (6) inches;
 - (8) Include the outlet T six (6) inches from the manhole cover;
 - (9) Include T piping of the inlet and outlet that is within eighteen (18) inches of the bottom and at least five (5) inches above the static liquid level of the tank;
 - (10) Have the FOG interceptor set level on a consolidated, stable base so that no settling or tipping of the FOG interceptor can occur;
 - (11) Connect all of the fresh-air fixtures to the FOG interceptor;
 - (12) Have the outlet discharge line from the FOG interceptor directly connected to a sewer line tapped into the collection main;
 - (13) Have solid manhole covers to prevent inflow and infiltration;
 - (14) Have two (2) or more manholes for entry to each chamber of hydraulic liquid mass;
 - (15) Be accessible for inspections and have no permanent or temporary structure or container placed directly over the FOG interceptor or installed in areas subject to traffic; and
 - (16) Be installed by a licensed plumber.
- (c) The contents of any fryer-oil containers shall not be mixed with any other FOG interceptor waste or any other no-toxic or toxic substances.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.7. - Maintenance requirements for new and existing FSE's

- (a) *[Depth of FOG.]* The depth of FOG (floating and settled) in the FOG interceptor shall not be equal to or greater than twenty (20) percent of the total operating depth of the interceptor.
- (b) *General requirements for FOG interceptors.* In order to maintain FOG interceptors, all food service establishments shall remove the sludge, floating materials, solids, and wastewater, and shall scrape all excessive solids from the walls, floor, baffles, and all pipe work and shall pump interior and exterior FOG interceptors dry as set forth in these regulations and as required by the terms and conditions of the permit.
 - (1) FOG interceptors shall be kept free from any inflow/infiltration such as grit, rocks, gravel, sand, eating utensils, cigarettes, shells, towels, rags, etc., as such inflow reduces the effectiveness of the FOG interceptor; thereby increasing the need for more frequent cleaning.
 - (2) To insure that the FOG interceptor can be maintained properly, the FOG interceptor needs to be free from any obstruction that would hinder the maintenance, function, and inspection of the interceptor.
 - (3) A Georgia State Permitted Transporter shall perform all maintenance of FOG interceptors. All Georgia State Permitted Transporters working in unincorporated DeKalb County shall have an

active Georgia Waste Transporter's Permit and a DeKalb County Transporters Permit in the manner and form set forth by O.C.G.A. § 12-15-20 et seq. Transporters working in DeKalb County are required to leave a copy of a nonhazardous waste manifest with the food service establishment. Maintenance schedules may vary based on individual circumstances to protect the sewer system.

- (4) The FOG compliance inspector has the authority to change the FOG interceptors cleaning cycles for any FOG generator at any time.
 - (5) The discharge or introduction of any additives to the sewer system is unlawful and prohibited. The direct introduction of additives into the FOG interceptor is prohibited. Additives include but are not limited to biological agents such as enzymes, bacteria, and/or degreasing agents.
 - (6) The FOG generator shall be responsible for the proper removal and disposal of the FOG interceptor waste by a Georgia State Permitted Waste Transporter and maintenance of records of disposal as specified in this section. All waste removed from each FOG interceptor must be disposed of at an appropriate disposal facility designed to receive such waste.
 - (7) No FOG interceptor pumpage shall be discharged to the sewer system as otherwise prohibited in these regulations.
 - (8) Every FOG interceptor shall be required to have a Georgia Nonhazardous Waste Manifest. The Georgia Nonhazardous Waste Manifest must be complete with all information required by these regulations and state law.
 - (9) Mechanical FOG interceptors are prohibited in DeKalb County.
- (c) *Exterior FOG interceptors.* Maintenance of exterior FOG interceptors shall be performed at least once every ninety (90) days. Skimming, decanting, and/or any reintroduction of water into exterior FOG interceptors shall not be allowed under any conditions.
- (d) *Interior FOG interceptors.* Interior FOG interceptors maintenance shall be performed once every thirty (30) days, and all of the fresh air and/or safe-way plumbing fixtures shall be connected. In-house cleaning of interior FOG interceptors is prohibited. To insure proper FOG interceptor maintenance, interior FOG interceptors shall be free from any obstruction that would hinder the maintenance of the interceptor. Interior FOG interceptors shall be easily accessible with a minimum clearance of thirty-six (36) inches.
- (e) *Interior and exterior FOG interceptor records.* All food service establishments shall maintain records of the date and time of all cleaning and maintenance. Every FOG interceptor manifest shall be placed in a logbook, folder, or three-ring notebook. This book shall be made available on demand by the FOG compliance inspector during inspection. All records of at least three (3) years shall be kept on site and available. These records shall include:
- (1) A logbook of FOG interceptor and/or FOG control device cleaning and maintenance;
 - (2) A record of best management practices being implemented, including employee training;
 - (3) Copies of records and manifests of waste transporting interceptor contents;
 - (4) Records of any spills and/or cleaning of the lateral sewer line; and
 - (5) Records of sampling data and sludge height monitoring for FOG and solids accumulation in the FOG interceptors.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.8. - Notification of spills by the food service establishment.

- (a) In the event that any food service establishment is unable to comply with any permit condition due to a breakdown of equipment, accidents, or human error or the food service establishment has reasonable opportunity to know that his/her/its discharge shall exceed the discharge provisions of

the FOG wastewater discharge permit or these regulations, the food service establishments shall immediately notify the FOG control program manager or designee by telephone at the number specified in the permit. If the material discharged to the sewer has the potential to cause or result in sewer blockages or sanitary sewer overflows, the food service establishment shall immediately notify the FOG control program manager or designee by telephone at the number specified in the permit and the Director of the DeKalb County Health Department or designee orally or by telephone at the published numbers for such departments.

- (b) All food service establishments shall provide written notification of this oral or telephonic notification to the FOG control program manager at the address specified in the permit no later than five (5) working days from the date of the incident. The written notification shall state the date of the incident, the reasons for the discharge or spill, what steps were taken to immediately correct the problem, and what steps are being taken to prevent the problem from recurring.
- (c) Such notification shall not relieve a food service establishment of any expense, loss, damage, or other liability which may be incurred as a result of damage or loss to DeKalb County or any other damage or loss to person or property; nor will such notification relieve a food service establishment from payment of any fees or imposition of any other liability which may be authorized by these regulations or other applicable law.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.9. - FOG wastewater discharge permit.

- (a) Food service establishments proposing to discharge or currently discharging wastewater that contains FOG into the DeKalb County sewer system shall obtain a FOG wastewater discharge permit annually or cease ongoing operation until such permit is obtained. In addition to any other penalties authorized by law, failure to obtain such a permit shall subject the food service establishment to the potential of the disconnection of water service, until such permit is obtained.
- (b) FOG wastewater discharge permits shall be subject to all provisions of these regulations and all other regulations, charges for use, and fees established by DeKalb County. DeKalb County in accordance with these regulations and applicable law shall have the authority to enforce the conditions of FOG wastewater discharge permits.
- (c) The FOG wastewater discharge permit shall be issued upon:
 - (1) Receipt of a complete application,
 - (2) Compliance with these regulations,
 - (3) Compliance with the applicable provisions of this Code, and
 - (4) The proper installation and maintenance of a FOG interceptor that complies with the applicable provisions of this Code.

In the event that the food service establishment complies with the applicable provisions of these regulations, a permit will be issued or denied within thirty (30) days of compliance with this section. If the permit is not issued or denied within the time frame specified herein, the permit shall be deemed issued and approved.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.10 - FOG wastewater discharge permit application.

- (a) All food service establishments are required to obtain a FOG wastewater discharge permit and shall complete and file with DeKalb County prior to commencing or continuing discharges, an application for a wastewater discharge permit in a form prescribed by DeKalb County along with any applicable

fees. The applicant shall submit, in units and terms appropriate for evaluation, the following information:

- (1) Name, address, telephone number, assessor's parcel number(s), description of the food service establishment, operation, cuisine, service activities, and, as applicable, clients using the applicant's services;
 - (2) Whichever is applicable, the name and address of any and all principals/owners/major shareholders of the food service establishment, articles of incorporation, most recent report of the secretary of state, and a copy of the owner's business license;
 - (3) Name and address of property owner or lessee and the property manager for the property where the food service establishment is located; and
 - (4) Any other information specified in the application form.
- (b) Applicants may be required to submit site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, FOG control devices, FOG interceptors, or other pretreatment equipment and appurtenances by size, location, and elevation for evaluation.
 - (c) Other information related to the applicant's business operations and potential discharge may be requested to properly evaluate the permit application.
 - (d) After evaluation of the data furnished, DeKalb County may issue a FOG wastewater discharge permit, subject to the terms and conditions set forth in these regulations and as otherwise determined by the FOG control program manager to be appropriate to protect DeKalb County's sewer system.
 - (e) The FOG wastewater discharge permit and application fee shall be paid by the applicant in an amount adopted by action of the governing authority. Payment of the application permit fee must be received by DeKalb County at the time of filing the application for the permit. A food service establishment shall also pay any delinquent invoices in full prior to any permit renewal.
 - (f) An application shall not be considered complete until all the information required by this section is provided to the FOG control program manager or designee. The FOG control program manager shall have fifteen (15) business days from receipt of such information to advise a food service establishment that an application is not complete.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.11. - FOG wastewater discharge permit conditions.

The issuance of a FOG wastewater discharge permit may contain any of the following conditions or limits:

- (a) Limits on discharge of FOG (one hundred (100) mg/L), which may cause or contribute to sanitary sewer overflows and/or sewer blockages;
- (b) Requirements for proper operation and maintenance of FOG interceptors and other FOG control devices;
- (c) FOG interceptor maintenance frequency and schedule;
- (d) Requirements for implementation of best management practices and installation of adequate FOG interceptor and/or FOG control device;
- (e) Requirements for maintaining and reporting status of best management practices;
- (f) Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests;
- (g) Requirements to self-monitor the discharge to the sewer system and periodically assess and report on the condition of the sewer lateral;

- (h) Requirements for the food service establishment to construct operate and maintain, at its own expense, a FOG control device(s) and sampling facilities;
- (i) Additional requirements as otherwise determined to be reasonably appropriate by the FOG control program manager to protect DeKalb County's sewer system or as specified by other regulatory agencies; and
- (j) Other terms and conditions which may be reasonably applicable to ensure compliance with these regulations.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.12. - FOG wastewater discharge permit modification of terms and conditions.

- (a) The terms and conditions of an issued permit may be modified by the FOG control program manager if there is a change in:
 - (1) The generator's current or anticipated operating data;
 - (2) DeKalb County's current or anticipated operating data;
 - (3) The requirements of regulatory agencies which affect DeKalb County; or
 - (4) A determination by the FOG control program manager and his or her designee that such modification is required to comply with the provisions of these regulations.
- (b) The food service establishment may request a modification to the terms and conditions of an issued permit. The request shall be in writing stating the requested change and the reasons for the change. The FOG control program manager shall review the request, make a determination on the request, and respond in writing within thirty (30) days of receipt of the request.
- (c) The food service establishment shall be informed of any change in the permit limits, conditions, or requirements at least forty-five (45) days prior to the effective date of the change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance, not to exceed forty-five (45) days.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.13. - Permits for new and existing facilities, grandfathering, and effective date.

- (a) *New facilities.* Food service establishments which are newly proposed, constructed, or existing facilities which will be expanded or renovated, shall be required to install a properly sized FOG interceptor according to the requirements set forth in these regulations and such FOG interceptors shall be permitted and installed prior to the issuance of a certificate of occupancy for the food service establishment.
- (b) *Existing facilities.* DeKalb County requires all existing food service establishments to install, operate, and maintain a FOG interceptor that complies with the requirements set forth in these regulations. All food service establishments shall repair or replace any noncompliant plumbing or the existing FOG interceptor within ninety (90) days of written notification by DeKalb County if any one or more of the following conditions exist or occur:
 - (1) The facility is found to produce any product that creates FOG as a byproduct;
 - (2) The facility does not have a FOG interceptor;
 - (3) The facility has an undersized, irreparable, improperly configured, or defective FOG interceptor;
 - (4) Remodeling of the food preparation or kitchen waste plumbing system is performed which requires a plumbing permit to be issued by DeKalb County;

- (5) The existing facility is sold or undergoes a change of ownership or expansion;
 - (6) The existing facility does not have plumbing connection to a FOG interceptor in compliance with the requirements of DeKalb County; or
 - (7) If a food service establishment changes its business name.
- (c) *Grandfathering.* If an existing food service establishment is housed in a structure that because of its architectural or historical restrictions the owner will suffer extreme economic hardship in order to upgrade the existing FOG interceptor, then the establishment may keep the current FOG interceptor in place provided that all fresh-air fixtures must be tied into the current FOG interceptor, and the FOG interceptor must be at least fifteen (15) feet from the last fresh-air fixture. Additionally, the FOG interceptor must be cleaned every ten (10) days by a Georgia State Permitted Transporter. In the event that any remodeling of such a food service establishment is undertaken or if the food service establishment changes ownership, then a FOG interceptor that complies with all applicable requirements of this code shall be installed.
- (d) *Notification of planned changes.* All food service establishments shall notify the FOG compliance manager at least ninety (90) days in writing in advance prior to any change of ownership, facility expansion/remodeling, or process modifications that may result in new or substantially increased FOG discharges or a change in the nature of the discharge. All food service establishments shall submit any information requested by DeKalb County for evaluation of the effect of such expansion on the Food service establishment's FOG discharge to the sewer system.
- (e) *Effective date.* These regulations shall not become fully effective until eighteen (18) months after their adoption by the board of commissioners and approval by the chief executive officer. During this eighteen-month period, the chief executive officer or designee shall promulgate a written policy to ensure that all existing food service establishments in DeKalb County come into compliance with and obtain the necessary permits required by these regulations. The delayed effective date of these regulations is designed to allow a staggered schedule of inspections and permitting such that all existing food service establishments in DeKalb County are in compliance with and have obtained the required permits on or before the expiration of the eighteen (18) months described in this section. During this eighteen-month period, food service establishments shall comply with the inspection and permitting staggered schedule promulgated by the chief executive officer and if in compliance with such staggered schedule, such food service establishments shall not be subject to citation for failure to be in compliance with these regulations or for failure to have obtained the required permit(s) delineated in these regulations. After the expiration of this eighteen-month period, all existing and newly constructed or remodeled food service establishments shall comply with all applicable requirements of this chapter.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.14. - FOG wastewater discharge permit duration and renewal.

FOG wastewater discharge permits shall be issued annually. At least thirty (30) days prior to the expiration of the permit, the user shall apply for renewal of the permit in accordance with the provisions of [chapter 25](#) article 3 of this Code.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.15. - Exemption from FOG wastewater discharge permit.

A limited food preparation establishment is not considered a food service establishment and is exempt from obtaining a FOG wastewater discharge permit.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25.265.16. - Nontransferability of permits and fees.

- (a) FOG wastewater discharge permits issued under these regulations are for a specific food service establishment, for a specific operation, and create no vested rights.
- (b) No permit holder shall assign, transfer, or sell any FOG wastewater discharge permit issued under these regulations nor use any such permit for or on any premises or for facilities or operations or discharges not expressly encompassed within the underlying permit.
- (c) A permitting fee that covers the administrative costs of DeKalb County for administering the FOG program shall be established by action of the governing authority and assessed to each facility subject to these regulations.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.17. - Payment of charges.

All fees established by these regulations are due and payable upon receipt of notice thereof. Accounts shall become delinquent if not paid within thirty (30) days of the date of mailing, or if personally delivered, the date of delivery. Any invoice outstanding and unpaid after ninety (90) days shall be cause for immediate initiation of permit revocation proceedings or immediate suspension of the permit.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.18. - Inspections and authority to enforce regulations.

- (a) *Authority to inspect.* The compliance inspectors shall inspect food service establishments on both an unscheduled and unannounced basis or on a scheduled basis. All food service establishments may be inspected up to four (4) times per year. Inspection of a FOG interceptor shall be performed at frequencies necessary to protect the capacity of the sewer system against the accumulation of FOG in an amount that would exceed the twenty (20) percent rule. Inspection shall include all fixtures, equipment, food processing, and storage areas, and shall include a review of the processes that produce wastewater discharged from a facility through the FOG interceptor. Any deficiencies shall be noted, including but not to be limited to:
 - (1) Failure to report changes in operations or wastewater constituents and characteristics;
 - (2) Failure to properly maintain the FOG interceptor;
 - (3) Failure to maintain logs, files, records, or access for inspection or monitoring activities;
 - (4) Failure to obtain or renew the FOG discharge permits in a timely manner; or
 - (5) Any other violations of these regulations or state law that requires correction by the food service establishment.
- (b) *Right of entry.* Where it is necessary to make an inspection to enforce the provisions of these regulations or where the FOG control program manager or designee has reasonable cause to believe that there exists in a building or structure or upon a premises a condition which is contrary to or in violation of the applicable provisions of this Code, the FOG control program manager or designee is authorized to enter the building, structure or premises at reasonable times to inspect or perform any of the duties imposed by the applicable provisions of this Code. If such building, structure, or premises is occupied, the inspector shall present credentials to the occupant and shall request entry. If such building, structure, or premises is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building, structure, or premises and request entry. If entry is refused, the inspector shall have recourse to the remedies provided by law for entry. In the event of an emergency involving actual or imminent sanitary sewer overflow, the inspector may access adjoining businesses or properties that share a

sewer system with a food service establishment in order to prevent or remediate an actual or imminent sewer overflow.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.19. - Noncompliance fees, letters, and schedules.

- (a) *Re-inspection fee.* Any food service establishment in noncompliance with the terms and conditions specified in its permit or with any provision of these regulations shall pay a noncompliance fee. The purpose of the noncompliance fee is to compensate DeKalb County for costs of additional inspections, follow-ups, sampling, monitoring, laboratory analysis, treatment, disposal, and administrative processing incurred as a result of the noncompliance, and shall be in addition to and not in lieu of any penalties as may be assessed pursuant to these regulations. Noncompliance fees shall be in the amount adopted by action of the governing authority.
- (c) *Noncompliance Letters.* Immediately following every inspection and/or FOG evaluation, the food service establishment inspected shall receive a letter indicating the results of the inspection. A certified letter of noncompliance means the food service establishment is in violation of the applicable provisions of this Code. Letters of noncompliance shall include a description of the code being violated and the immediate course of action the food service establishment shall be required to take to come into compliance. Failure to comply with a letter of non-compliance is also a violation of these regulations.
- (d) *Compliance schedule.* Upon determination that a food service establishment is noncompliant with the terms and conditions specified in its permit or any provision of these regulations or needs to construct and/or acquire and install a FOG interceptor, the FOG control program manager may also issue and require the food service establishment to abide by a compliance schedule. The issuance of a compliance schedule may contain terms and conditions including, but not limited to, requirements for installation of a FOG interceptor and facilities, submittal of drawings or reports, audit of waste hauling records, best management and waste minimization practices, payment of fees, or other provisions to ensure compliance with these regulations.
- (e) *Fees.* The FOG control program manager shall not issue a compliance schedule until such time as all amounts owed by the food service establishment to DeKalb County, due are paid in full. If compliance is not achieved in accordance with the terms and conditions of a compliance schedule, the FOG control program manager may issue an order suspending or revoking the FOG wastewater discharge permit.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.20. - Permit suspension and revocation.

- (a) *Permit suspension and revocation.* The FOG control program manager may suspend or revoke any permit when it is determined that a food service establishment:
 - (1) Fails to comply with the terms and conditions of a noncompliance letter or compliance schedule order;
 - (2) Destroys, removes, conceals, or knowingly provides a false statement, representation, record, report, or other document to DeKalb County;
 - (3) Refuses to provide records, reports, plans, or other documents required by DeKalb County to determine permit terms or conditions, discharge compliance, or compliance with these regulations;
 - (4) Falsifies, tampers with, destroys, or knowingly renders inaccurate any monitoring device or sample collection method;

- (5) Does not make timely payment of all amounts owed to DeKalb County for user charges, permit fees, or any other fees imposed pursuant to these regulations;
 - (6) Causes interference, a sewer blockage, or a sanitary sewer overflow in the sewer system, violates FOG interceptor maintenance requirements, violates any condition or limit of its FOG wastewater discharge permit, or violates any provision of these regulations; or
 - (7) Refuses to accept a notice by personal service or certified mail.
- (b) *Notification.*
- (1) When the FOG control program manager has reason to believe that grounds exist for permit suspension or revocation, he/she shall give written notice thereof by certified mail to the food service establishment setting forth a statement of the facts and grounds deemed to exist, together with the time and place where the charges shall be heard by the director. The hearing date shall be not less than fifteen (15) calendar days or more than forty-five (45) calendar days after the mailing of such notice.
 - (2) At the suspension or revocation hearing, the food service establishment shall have an opportunity to respond to the allegations set forth in the notice by presenting written or oral evidence. The hearing shall be conducted in accordance with written procedures established by the director. The director shall conduct the hearing and shall render a decision in writing within thirty (30) calendar days after the conclusion of the hearing.
 - (3) The written decision and order of the director shall be sent by certified mail to the food service establishment at the food service establishment's business address. Upon an order of suspension or revocation by the FOG control program manager becoming final, the food service establishment shall immediately cease and desist its discharge and shall have no right to discharge any wastewater containing FOG directly or indirectly into DeKalb County's sewer system for the duration of the suspension. All costs for physically terminating and reinstating service shall be paid by the food service establishment. Any owner or responsible management employee of the food service establishment shall be bound by the order of suspension or revocation. Upon an order of revocation by the FOG control program manager becoming final, the food service establishment shall permanently lose all rights to discharge any wastewater containing FOG directly or indirectly to DeKalb County's sewer system. All costs for physical termination shall be paid by the food service establishment.
 - (4) An order of permit suspension or revocation issued by the FOG control program manager shall be final in all respects on the sixteenth day after it is mailed to the food service establishment.
- (c) *Damage to facilities or interruption of normal operations of the sewer system.* Any person who discharges any waste which causes or contributes to any sewer blockage, sanitary sewer overflows, obstruction, interference, damage, or any other impairment to DeKalb County's sewer system and/or equipment, or to the operation of those facilities and/or equipment shall be liable for all costs required to clean and/or repair the facilities and/or equipment, together with expenses incurred by DeKalb County to resume normal operations. A service charge of twenty-five (25) percent of DeKalb County's costs shall be added to the costs and charges to reimburse DeKalb County for miscellaneous overhead, including administrative personnel and recordkeeping. The total amount shall be payable within forty five (45) days of invoicing by DeKalb County. Any person who discharges a waste which causes or contributes to DeKalb County violating its discharge requirements established by any Regulatory Agency incurring additional expenses or suffering losses or damage to the facilities and/or equipment shall be liable for any costs or expenses incurred by DeKalb County, including regulatory fines, penalties, and assessments made by other agencies or a court.
- (d) *Termination of water service to the food service establishment.* DeKalb County, by order of the FOG control program manager, may physically terminate water service to any property as follows:
- (1) If so ordered in any order of suspension or revocation of a permit; or

- (2) Upon the failure of a person not holding a valid FOG Wastewater discharge permit to immediately cease the discharge, whether direct or indirect, to DeKalb County's sewer system after the issuance of a final order or suspension or revocation.
 - (3) All costs for physical termination of the water service shall be paid by the owner or operator of the food service establishment as well as all costs for reinstating service.
- (e) *Emergency suspension order.* DeKalb County may, by order of the FOG control program manager or designee, suspend water service when the FOG control program manager or designee determines that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or may cause sanitary sewer overflows, sewer blockages, interference to DeKalb County's sewer facilities, or may cause DeKalb County to violate any state or federal law or regulation. Any discharger notified of and subject to an emergency suspension order shall immediately cease and desist the discharge of all wastewater containing FOG to the sewer system.
- (f) *Emergency suspension hearing.* As soon as reasonably practicable following the issuance of an emergency suspension order, but in no event more than five (5) business days following the issuance of such order, the director shall hold a hearing to provide a food service establishment the opportunity to present information in opposition to the issuance of the emergency suspension order. Such a hearing shall not stay the effect of the emergency suspension order. The hearing shall be conducted in accordance with written procedures established by the director. The director shall issue a written decision and order within two (2) business days following the hearing, which decision shall be sent by certified mail to the food service establishment at that food service establishment's business address. This decision shall either lift the emergency suspension order or suspend or revoke the permit subject to the suspension and revocation appeal process set forth in these regulations.

(Ord. No. 07-03, Pt. I, 3-27-07)

Sec. 25-265.21. - Criminal penalties.

- (a) Any person that does anything prohibited or fails to do anything required by these regulations, upon citation and conviction of the violation in a court of competent jurisdiction, shall be subject to the penalties in accordance with [section 1-10](#). Where any offense or violation continues from day to day, each day's continuance thereof shall be deemed a separate offense.
- (b) Upon a second and subsequent conviction within a twelve-month period, measured from the date of the first conviction, of any violation of these regulations, the court shall impose a fine of not less than five hundred dollars (\$500.00) in addition to any other penalty or punishment imposed by the court.
- (c) Upon a third and subsequent conviction within a twelve-month period measured from the date of the first conviction of any violation of these regulations, the court shall impose a fine of not less than one thousand dollars (\$1,000.00) in addition to any other penalty or punishment imposed by the court.
- (d) The penalties provided in this section are not cumulative and shall not prohibit DeKalb County from pursuing any other civil or criminal remedies authorized by this Code, state, or federal law.

(Ord. No. 07-03, Pt. I, 3-27-07)

APPENDIX R - OUTLINE OF ORDINANCE COMPONENTS

FIGURE 1
 Overview of FOG Ordinance of DeKalb County, Georgia

Chapter 25, Article IV, Section 25 - 265

DeKalb County Adopt Regulations for FOG

Sections 25 - 265 through Sections 25 - 265.21

