



FATS, OIL & GREASE DISCHARGE PERMIT POLICY

I. Introduction

Some commercial establishments generate varying amounts of materials that can be harmful to the sewage collection and treatment system. These materials include fats, oil and grease (FOG), sand and other contaminants. FOG is primarily discharged by food service establishments because it coats equipment like pots, pans and utensils and is discharged into the sewer system during washing. When this equipment is washed, FOG is rinsed into the sanitary sewer system. Other facilities, such as car washes and vehicle maintenance facilities produce oil and sand. Sanitary sewer systems that are impacted by high amounts of FOG and sand are susceptible to backups and additional maintenance costs. This policy will help commercial establishments minimize and/or eliminate the amount of FOG and sand entering the sewer system by providing requirements for proper disposal. Proper disposal can be achieved by installing grease interceptors, grease traps, sand/oil separators and grease dumpsters.

II. Authority: Chapter XV in the Bonner Springs Code of Ordinances establishes the authority to adopt and enforce the FOG and Sand Discharge Policy.

1. **Prohibited discharge of specific substances:** *Section 15-325* prohibits the disposal of substances, materials, waters or wastes if it appears likely in the opinion of the Utilities Director that such wastes can harm the sewers, sewage treatment process, or equipment. Among prohibited substances is any water or wastes containing fats, wax, grease or oils, whether emulsified or not, in excess of 100 mg/1 or containing substances which may solidify or become viscous at temperatures between 32 and 150 degrees Fahrenheit.
2. **Requirement of grease, oil and sand interceptors:** *Section 15-327* of the City code book requires grease, oil and sand interceptors when it is determined necessary for the proper handling of liquid wastes containing excessive amounts of grease, any flammable wastes, sand or other harmful ingredients. This section further permits the Utilities Director to approve the type and capacity of the interceptor.
3. **Location of interceptors:** *Section 15-327* requires all interceptors to be located in an easily accessible place. Outdoor grease interceptors shall be installed at a location where it shall be easily accessible for inspection, cleaning and removal of intercepted grease, but not in any part of the building where food is handled. The location of all external interceptor(s) is subject to approval by the City.
4. **Maintenance:** *Section 15-328* of the City Code Book requires the owner to continuously maintain preliminary treatment or flow-equalizing facilities in satisfactory and effective operation by the owner at the owner's expense.

5. **Control manhole:** *Section 15-329* authorizes the Utilities Director to require a property owner to install a suitable control manhole for the observation, sampling and measurement of wastes. When required, the manhole shall be accessible, safely located and constructed in accordance with plans approved by the Utilities Director.
6. **Sampling and testing details:** *Section 15-330* determines that all measurements, tests and analyses of waters and wastes shall be determined in accordance with the latest edition of “Standard Methods for the Examination of Water and Wastewater,” published by the American Public Health Association. Testing shall be conducted at the manhole provided. If a manhole is not required, testing shall be done at the nearest downstream manhole in the public sewer at the point where the building sewer is connected.
7. **Sampling and testing:** *Section 15-333* authorizes the Utilities Director and designated City employees to enter all properties for the purposes of inspection, observation, measurement, sampling and testing of applicable discharge.
8. **Entrance through easements:** *Section 15-334* authorizes the Utilities Director and authorized city employees to enter all private properties through which the city holds a duly negotiated easement for the purposes of inspection, observation, measurement, sampling, repair and maintenance.
9. **Violations, costs and fines:** *Section 15-335* subjects any person to be found in violation of provisions of the article to the General Penalty provisions of Article 1 Administration, Section 1-116. Article 1, Section 1-116 imposes a fine of not more than \$1,000, imprisonment for no more than 179 days or a combination of the two for an offense of any provision of the City Code Book.
 - All fees listed in this policy may later be amended by the Governing Body and the latest approved fees, as listed on the city’s approved fee schedule, shall be those used at the time of the infraction.

III. Requirements for the Proper Disposal of FOG and Sand

A. Outdoor Grease Interceptors:

1. These large external devices are required for the majority of new food service establishments, including but not limited to:
 - Facilities that use cooking oil, fry grease or any type of fatty/oily products in any stage of food preparation. These products include but are not limited to: oil, cooking grease, butter, ice cream and other dairy products; mayonnaise and salad dressings; cooking meats; creams and sauces.
 - Facilities that use a substantial amount of cookware, flatware or dishes in any stage of food preparation.
2. Grease interceptors are not required in:
 - Sinks only used for hand-washing.
 - Bar sinks that do not receive significant quantities of grease.
3. The following plumbing fixtures (if applicable) must be connected to a grease interceptor:

- Low temperature (e.g. chlorine) sanitizing dishwashers
 - High temperature (greater than or equal to 180 degrees Fahrenheit) sanitizing dishwashers which must have a cold water solenoid-operated valve or similar device that mixes cold water with discharged hot water from the machine.
 - 3 compartment sinks
 - Mop sinks
 - Floor drains in kitchen areas
 - Work drains
4. New in-ground grease interceptors must be of sufficient size to provide a 30-minute detention of the peak waste water flow. New in-ground grease interceptors shall be no less than 1,000 gallons total capacity.
 5. Location of grease interceptors must make the interceptor readily and easily accessible. The grease interceptor may not be located where food is handled. Location of the grease interceptor must be approved by the City.
 6. The owner of any property services by a building sewer carrying industrial wastes shall install at his/her own expense a suitable control manhole
 7. The manhole shall have such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes.
 8. Customer is responsible for maintenance of manhole and it shall meet specifications in the City Code Book.

B. Indoor Grease Traps

1. These smaller under-the-sink fixtures are required in the following types of establishments:
 - a. Coffee shops
 - b. Cold sandwich shops or delis (as long as they do not use a significant amount of flatware, cookware or dishes).
2. Indoor grease traps shall be installed in all waste lines from sinks, drains and other fixtures or equipment where grease may be introduced into the sanitary sewer system.
3. Indoor grease traps shall be inspected weekly at a minimum, or more often if dictated by site-specific conditions. Grease trap(s) shall be maintained in efficient operating condition at all times by removal of the accumulated grease

D. Grease Dumpsters

1. Any food service establishment that prepares food using fry grease must have a grease dumpster to ensure that grease is being properly removed.

E. Oil and Sand Interceptors

1. Oil and sand interceptors are required in facilities that have processes that involve gasoline, auto body work or in any facility that might cause significant amounts of oil and sand to enter into the sanitary sewer system. These facilities include but are not limited to:
 - Auto body shops
 - Vehicle maintenance facilities
 - Any establishment where motor vehicles are washed.

- Public storage garages where floor drainage is provided.
- Plants where parts are washed to remove oil or greasy substances.
- Any facility where oil, gasoline or other volatile liquids can be discharged into the sewer system.

IV. City Wastewater Discharge Permit:

A. Customers: Obtaining a Wastewater Discharge Permit

1. All commercial businesses (“customer”) must complete a Wastewater Discharge Permit Questionnaire. The questionnaire can be obtained at City Hall in the Codes Administration Department.
2. If commercial business is a new establishment, the customer must complete and submit a Wastewater Permit Questionnaire while applying for a City Building Permit. This questionnaire shall be submitted to the City along with the Building Permit application.
3. Customer completes questionnaire and returns it to the Codes Administration Department at City Hall or by mailing it to the Utilities Department.
4. If, based on the Wastewater Permit Questionnaire, pretreatment is deemed necessary; the establishment must obtain a Wastewater Discharge Permit. In this case, the customer shall submit the following to the Utilities Department:
 - Plans showing: location and size of grease interceptor or grease trap; location and size of grease dumpster(s); and fixture plumbing.
5. If City Staff determines that the customer does not meet requirements, City staff and the customer will discuss necessary plan changes. These changes will help the customer comply with FOG and sand disposal requirements. Upon making necessary changes to the plan, the customer submits a copy of updated plans to the Utilities Department.
6. Wastewater Discharge Permits include user-specific conditions, such as the required interceptor inspection and pump-out/cleaning frequencies, which is typically every 90 days but subject to change.

IV. Inspection and Maintenance:

A. Inspection and Monitoring

1. The City shall have the right to enter the premises of any establishment to determine whether the establishment is complying with all requirements of the Waste Water Discharge Permit. Establishments shall allow the City access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties during regular business hours.
2. The city will follow a “no knock” policy and will not necessarily notify the customer before inspection of premises.
3. The Utilities Department will sample and test discharged waste water on an annual basis unless the Utilities Department deems it necessary to do inspections at shorter intervals.

B. Maintenance and Installation

Grease interceptors, grease traps or other applicable pretreatment units shall be installed, operated, maintained and repaired solely at the customer's expense

1. Cleaning:

- Owner must continuously maintain grease traps/interceptors in satisfactory and effective operation by the owner at their expense.
- Grease traps/interceptors must be cleaned every 90 days, unless changed by the City. The City may deem it necessary to increase the cleaning frequency or may allow decreased frequency of the required cleaning schedule based on City inspections and customer practice. In these cases, the customer is required to follow the new cleaning schedule assigned by the City.

2. Record keeping: All cleaning session records must be maintained on site and available for City inspection for a minimum of three (3) years. This includes pump

- The customer shall send a copy of all maintenance and cleaning records to the city Utilities Department within 30 days after cleaning. Cleaning records shall be sent to: City of Bonner Springs Utilities Department, 205 East Second St. P.O. Box 38, Bonner Springs, KS 66012.
- All maintenance and cleaning records must also be maintained on site and readily available. This includes records of swapping and maintenance of grease dumpsters, when applicable.

VI. Fees for Noncompliance:

1. The Pretreatment Coordinator in the Utilities Department will determine if a customer fails to submit cleaning records within 30 days. If this occurs, the Pretreatment Coordinator will notify the Billing Department. The Billing Department will add a fee to the customer's utilities bill.
2. **Enforcement progression:** Per Section 2, #8 of this policy, a fee will be added to the customer's utilities bill if the customer fails to submit cleaning records. The fee amount is based on the length of delay:
 - After 30-59 days: \$50.00
 - After 60-89 days: \$100.00
 - After 90+ days: \$300.00.
 - After 90 days the customer's water services may be shut off.
3. No customer or establishment, including non-permitted establishments, shall discharge into the sanitary sewer system any water or wastes that are covered in this policy. If the City determines that such discharge occurs based on a grab sample, the customer or establishment shall be liable for cleaning and maintenance cost to the city's collection system until the situation is corrected. If such discharges create backups or blockages in the collection system, the customer will be liable for cleanup costs and shall pay a fee of \$500.00.

VII. Requirements for New and Existing Commercial Facilities:

1. All new establishments that open after passage of this policy must comply with its requirements and guidelines.
2. Establishments that already exist upon passage of this policy are not required to comply with policy requirements and guidelines. The City of Bonner Springs highly encourages these facilities to comply with the requirements above for the proper disposal of non-standard waste.
3. Establishments that already exist are liable to pay for cleanup costs in case of a backup or blockage.

If you have any questions regarding this policy, contact Rick Sailer, Utilities Director.