

CITY OF SHERMAN



FATS, OILS, AND GREASE (FOG)
CONTROL GUIDE

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1.0 List of Definitions and Acronyms

- BMP – Best Management Practices are schedules of activities, prohibition of practices, or maintenance procedures designed to reduce pollution. *(Note: See the Code for a complete definition)*
- Code – Code of Ordinances for the City of Sherman, Texas
- FOG – Fats, Oils and Grease, sometimes referred to as “grease”.
- MS4 – Municipal Separate Storm Sewer System
- Non-domestic users – Any person(s) including those located outside the jurisdictional boundaries of the City, who contribute, cause, or permit the contribution or discharge of non-domestic wastewater into the City’s wastewater collection system, including persons who contribute wastewater from mobile sources.
- Non-domestic wastewater – Wastewater resulting from any industrial, commercial, manufacturing, food preparation or food processing operation, or from development of any natural resource, or any mixture of these with water or domestic wastewater.
- SSO – Sanitary Sewer Overflows are unauthorized discharges of raw sewage resulting from problems in the wastewater collection system.
- Wastewater collection system – The piping, conduit, pumping stations, force mains, and all other constructions, devices, and appurtenances used to transport wastewater. Also, sometimes referred to as the “sewer system.”

Note: Additional definitions are found in Article 13.07 of the Code.

2.0 Introduction

The City of Sherman has established a Fats, Oils and Grease (FOG) Control Program to protect the City’s wastewater collection system and treatment plant. This program is designed to control the discharge of FOG, sediment and other objectionable wastes which cause or contribute to blockages, obstructions of flow, back-ups in the wastewater collection system, or sanitary sewer overflows (SSOs) which impact public health or the environment.

To provide an easier understanding of the FOG Control Program, the City developed this guide to provide a summary of the program requirements included in the Code.

See the electronic version of this Code on the City’s website at www.ci.sherman.tx.us under the heading “More Items of Interest” which is located at the bottom of the web page. This guide also includes the required forms or other documentation necessary to comply with this program.

3.0 Applicability

The FOG Control Program applies to all non-domestic users with the potential to discharge FOG, sediment or other objectionable wastes which may be incompatible with the City’s wastewater collection system and/or treatment plant. Residential dwellings are exempt from the requirements of this program unless there are commercial activities within the dwelling that generate excessive amounts of objectionable wastes, including FOG.

4.0 Prohibitions

The City established general prohibitions and protective standards in Section 13.07 of the Code to prevent discharges of FOG and other objectionable wastes from impacting the City's wastewater collection system and treatment plant.

5.0 Requirements for Treatment Devices

Non-domestic users that have the potential to discharge FOG, flammable wastes, sand or other objectionable wastes into the wastewater collection system are required to provide a treatment device. This requirement applies to existing and new facilities as follows:

5.1 New Facilities

Any non-domestic user that commences new operations on or after December 1, 2008 will be required to design, install, operate and maintain a treatment device as required by the Code. Non-domestic users are considered a new facility when:

- An entire facility is newly proposed or constructed and the City has not issued a certificate of occupancy to the facility prior to December 1, 2008; or
- An existing facility in whole or part will be remodeled or renovated, where such facility did not exist prior to December 1, 2008, and the remodeling or renovation will increase, or has the potential to increase the amounts of FOG, flammable wastes, sand or other objectionable wastes that discharge to the wastewater collection system.

A new facility shall not commence any operations until installed treatment devices are inspected by the City and the facility receives a certificate of occupancy where applicable.

5.2 Existing Facilities

All non-domestic users operating within the City prior to December 1, 2008 shall maintain existing treatment devices in an efficient operating condition at all times.

The City may require an existing non-domestic user to install new or additional treatment devices or modify/repair a treatment device or non-compliant plumbing within a prescribed time period when conditions described in the Section 13.07 of the Code exist.

5.3 General Specifications

The City requires non-domestic users to comply with permitting, construction and inspection requirements established in the Code.

5.4 Sizing Requirements

The City established minimum sizing requirements for treatment devices to ensure a minimum degree of protection from the discharge of wastes containing FOG, flammable wastes, sand and other pollutants which may be harmful to the non-domestic user's building drainage system or the City's wastewater collection system. Since the treatment devices sizes are based on information provided by the non-domestic user or their contractor, the non-domestic user is responsible for ensuring the appropriate level of treatment necessary to achieve compliance with Code requirements.

See *Appendix A, Figure 1* for an example schematic of a grease interceptor and *Appendix A, Figure 2* for example forms showing how to size a grease trap or grease interceptor.

The City established sizing requirements for the following devices:

➤ **“Under the Sink” Grease Traps**

These “under the sink” grease traps are marginal treatment devices and are generally undesirable. However, in applications where they are allowed, the minimum sizing requirement for these devices are based on the draining fixture unit sizing method described in the Code. This method sizes the treatment device by calculating the total hydraulic loading of the fixtures connected to the treatment device and multiplying this total loading by a size factor. The resulting calculation determines the minimum flow rate of the grease trap in gallons per minute. (*See Appendix A, Figure 2, Grease Trap Sizing Form*)

The City established additional requirements specific to these “under the sink” grease traps. **(Re: § 13.07. 803(b-d))**

➤ **Grease Interceptors**

The minimum sizing requirements for grease interceptors are based on the draining fixture unit sizing method described in the Code. This method sizes the treatment device by calculating the total hydraulic loading of the fixtures connected to the treatment device and multiplying this total loading by a 12-minute minimum retention time. The resulting calculation determines the minimum capacity of the grease interceptor in gallons. (*See Appendix A, Figure 2, Grease Interceptor Sizing Worksheet*)

The City established additional requirements specific to these grease interceptors. **(Re: § 13.07. 804(b-d))**

➤ **Other Treatment Devices**

Minimum sizing requirements for other treatment devices will be based on current engineering practices and sizing specifications included in the most current version of the plumbing code adopted by the City.

➤ **Food Waste Grinders**

Any non-domestic user that installs a food waste grinder on or after December 1, 2008 must install a properly sized solids separator prior to discharging to a grease interceptor or increase the capacity of their treatment device to handle additional solid wastes if a solids separator is not installed.

If a non-domestic user has a food waste grinder installed and/or operational prior to December 1, 2008, the City may require the non-domestic user to implement BMPs (see Section 8.0 below) if the food waste grinder contributes to problems in the non-domestic user’s building drainage system or the City’s wastewater collection system.

6.0 Requirements for Sample Ports and Holding Tanks

6.1 Sample Ports

Any non-domestic user that is required to install, operate or maintain a treatment device shall install a sample port as approved by the City. See *Appendix A, Figure 1* for an example schematic of a sample port accepted by the City.

6.2 Holding Tanks

Non-domestic users are required to install appropriate holding tanks to store any yellow grease, used oils, antifreeze or other objectionable wastes prior to recycling or disposal at a site approved by the appropriate regulatory agency. These holding tanks shall not be connected to the wastewater collection system or in any way be allowed to discharge to the wastewater collection system or the municipal separate storm sewer system.

7.0 Alternate Devices, Technologies and Treatment

The City will allow non-domestic users to request the use of alternate grease removal devices or other technologies in lieu of a required treatment device in those cases where it is impossible or impractical to install, operate, or maintain such a device due to site specific conditions. These devices will be approved on a case-by-case basis only. Additionally, alternate treatment options may be used to enhance the efficiency of treatment devices if the non-domestic user has:

- Satisfied minimum requirements specified in the ordinance, and
- Received approval by the City to use such products.

8.0 Best Management Practices (BMPs)

The City may require non-domestic users to implement structural or non-structural BMPs to reduce and/or eliminate the discharge of FOG and other objectionable wastes that impact the City's wastewater collection system and treatment plant, or contribute to inflow/infiltration from stormwater sources that discharge into the non-domestic user's building sewer system, treatment devices, or other connections to the wastewater collection system. See *Appendix A, Figure 3* for a list of example BMPs that may be required under the FOG Program.

9.0 Cleaning and Maintenance Requirements

9.1 General Requirements

The City established general cleaning and maintenance requirements for non-domestic users that install and/or maintain treatment devices, sample ports or holding tanks required by the FOG Program.

(Re: § 13.07.826)

9.2 Minimum Pumping Requirements

The City established minimum frequencies for evacuating (pumping), cleaning and inspecting treatment devices to ensure the efficiency, integrity, and quality of the discharge from these devices. The City may grant a variance to these minimum pumping frequencies if the non-domestic user satisfies minimum requirements established in Section 13.07 the Code. These variances will be granted on a case-by-case basis only. **(Re: § 13.07.827)**

Non-domestic users may be required to pump their treatment device(s) on an emergency or accelerated basis if the user's discharge is impacting the wastewater system, causing and/or contributing to a back-up or sanitary sewer overflow, or posing a threat to public health or the environment.

Non-domestic users must fully evacuate treatment devices during pumping activities.

9.3 Self-Cleaning Requirements for “Under the Sink” Grease Traps

Non-domestic users must submit a completed “Self-Cleaner Request Form” (*Appendix B, Form 1*) to the City and receive approval prior to self-cleaning “under-the-sink” grease traps. Once approved, the non-domestic user must document all self-cleaning activities on a form similar to the “Example Grease Trap Maintenance Log” (*Appendix B, Form 2*).

9.4 Manifest or Trip Ticket Requirements

The City requires persons who generate, collect, and/or transport liquid wastes to maintain a record of each individual collection and deposit of wastes using a manifest or trip ticket form which includes at a minimum, the information listed in *Appendix A, Figure 4*.

9.5 Closure of Facilities with Treatment Devices

The City established requirements for non-domestic users that close or cease operations at a facility that utilizes a treatment device required by the FOG Program. **(Re: § 13.07.833)**

10.0 Monitoring and Inspections

The City has the legal authority to conduct monitoring and inspection activities to verify compliance with the FOG Control Program. Additionally, the City has procedures for non-domestic users to follow when requesting information be considered confidential or proprietary. **(Re: § 13.07.850 - § 13.07.853)**

11.0 Recordkeeping Requirements

Non-domestic users shall retain all required records for a period of at least three (3) years with the exception of manifests or trip tickets which shall be retained for a period of at least five (5) years. The City established additional recordkeeping requirements for non-domestic users subject to this program. **(Re: § 13.07.861 - § 13.07.866)**

See *Appendix B, Form 3* for example wastewater questionnaire or survey form the City will use to gather information on the nature and characteristics of non-domestic user’s operations.

12.0 Enforcement Remedies

The City established a range of enforcement remedies to ensure compliance with the FOG Control Program. As a general rule, non-compliance will be addressed through the issuance of a Notice of Violation (NOV) which will include an administrative fee, increasing in cost with each continuing violation until corrective measures have been implemented. Continued violations will result in escalated enforcement action that may include compliance schedule agreements (CSA) or termination/suspension (TS) of services. Initial offenses of a less serious nature are typically addressed through the issuance of a Notice of Deficiency (NOD) which does not include any administrative fees. **(Re: § 13.07.870 - § 13.07.879)**

12.1 FOG Enforcement Plan

The City’s FOG Enforcement Plan provides a framework for determining appropriate responses for violations of the FOG Control Program. This plan is not intended to cover all violations or remedies.

FOG Enforcement Plan

<u>Category of Non-Compliance</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Additional Offenses</u>
Recordkeeping and/or Reporting Deficiencies	NOD	NOV	CSA
Failure to Pay Required Fees or Surcharges	NOD	NOV	CSA/TS
Failure to Properly Clean or Maintain Devices	NOD/NOV	NOV/CSA/TS	TS
Failure to Implement BMPs or FOG Plan	NOD/NOV	NOV/CSA	CSA/TS
Failure to Properly Install Required Devices	NOV	NOV/CSA/TS	
Violating Prohibitions/Prohibited Practices	NOV	NOV/CSA/TS	

While enforcement will generally be implemented in accordance with this FOG Enforcement Plan, the City is empowered to take more than one enforcement action, depending upon the magnitude and type of non-compliance.

The ranges of enforcement remedies are not exclusive. The City reserves the right to take any, all, or any combination of enforcement remedies against a non-domestic user that violates the requirements of the FOG Control Program.

In those cases where the non-domestic user's discharge or activities violates conditions specified in Article 13.07, Division 5 of the Code, then the City may initiate administrative or judicial remedies as allowed in this portion of the code.

13.0 Fees and Surcharges

13.1 Fees

The City may adopt reasonable fees for the reimbursement of costs necessary to operate the FOG Control Program. These fees may be assessed through the non-domestic user's utility bill where allowed by the Code.

13.2 Surcharges

Any non-domestic user that discharges into the City's wastewater collection system may be assessed an additional surcharge for discharging extra strength wastes that exceed normal domestic wastewater levels as defined by ordinance. These surcharge rates are established by Code which requires City Council approval.

14.0 Appendices

14.1 Appendix A – Figures

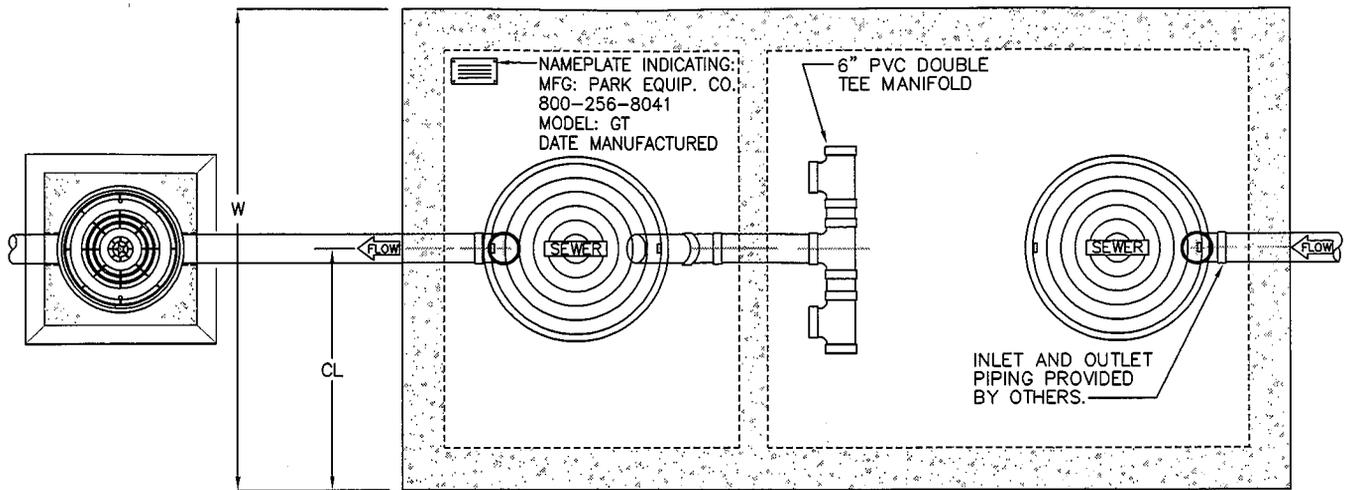
- Figure 1 - Treatment Device and Sample Port Schematics
- Figure 2 - Grease Trap/Grease Interceptor Sizing Form
- Figure 3 - Example Best Management Practices
- Figure 4 - Manifest or Trip Ticket Requirements

14.2 Appendix B – Forms

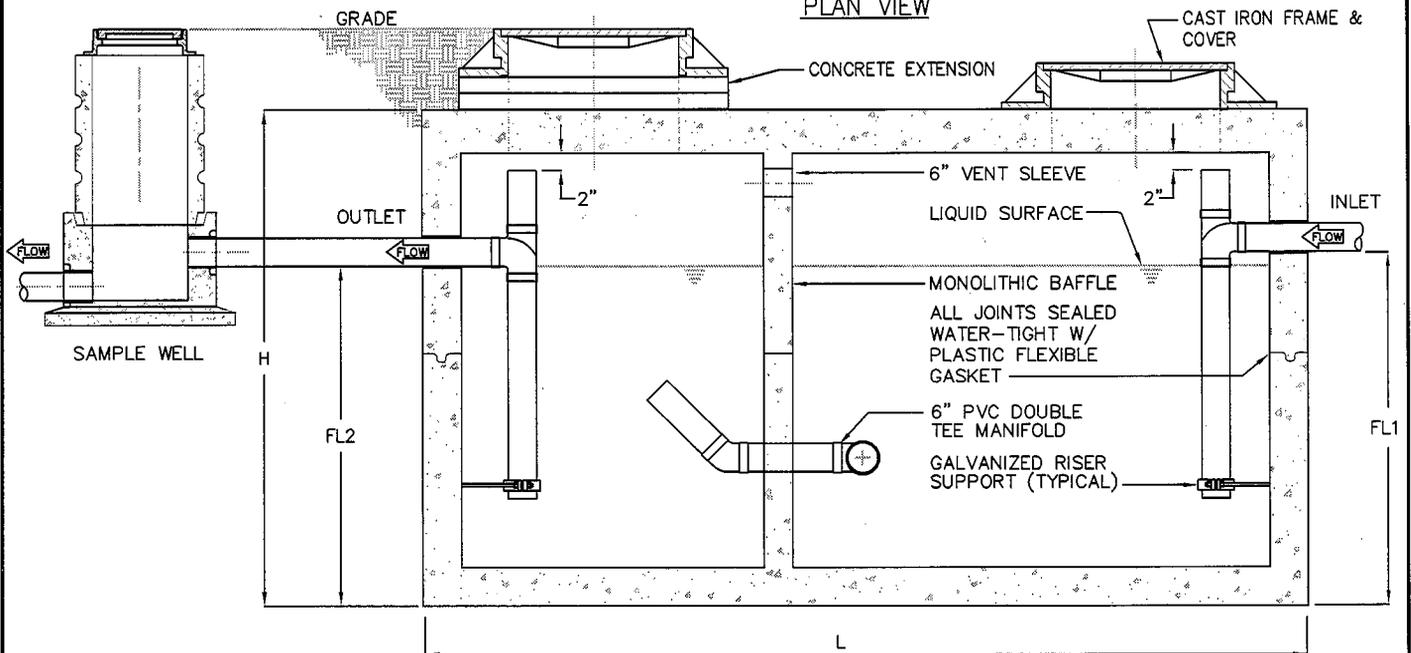
- Form 1 - Self-Cleaner Request Form
- Form 2 - Example Grease Trap Maintenance Log
- Form 3 - Wastewater Questionnaire or Survey Form

Appendix A, Figure 1

Treatment Device and Sample Port Schematics



PLAN VIEW



ELEVATION

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Specifications

CONCRETE : Class 1 concrete with design strength of 4500 PSI at 28 days. Unit is of monolithic construction at floor, first stage of wall and baffle with sectional riser to required depth. (Monolithic baffle required, slide-in type is not acceptable) gross empty weight as indicated.

REINFORCEMENT: Grade 60 reinforced with steel rebar conforming to ASTM A615 on required centers or equal.

C.I. CASTINGS: Manhole frames, covers or grates are manufactured of grey cast iron conforming to ASTM A48-76 Class 30. Manhole shall have 24 inch inside diameter and be traffic duty.

Engineering Data

Interceptor is structurally and hydraulically engineered conforming to Uniform Plumbing Code. Nominal liquid capacity as indicated on plan.

Shop drawings shall include complete structural & buoyancy calculations certified by a registered engineer.

Field excavation and preparation shall be completed prior to delivery of interceptor. Use dimensional data as shown.

PROJECT : _____
 CUSTOMER : _____
 ARCHITECT : _____
 ENGINEER : _____
 ORDER # : _____
 DATE : _____

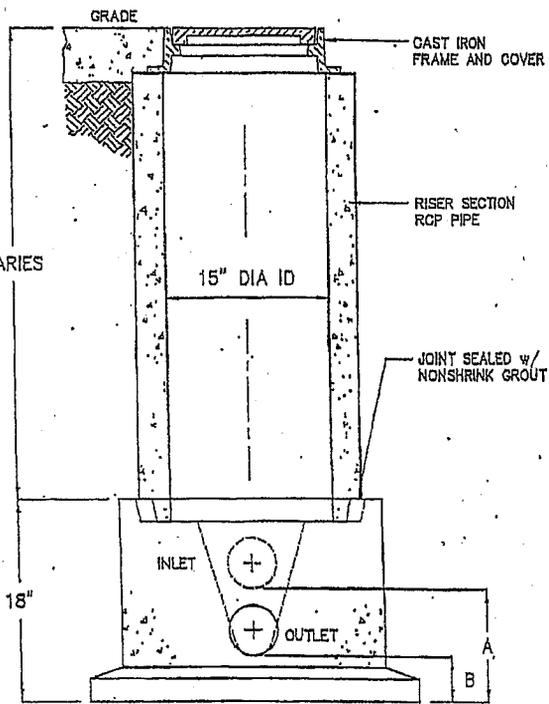


800-256-8041
 www.park-usa.com

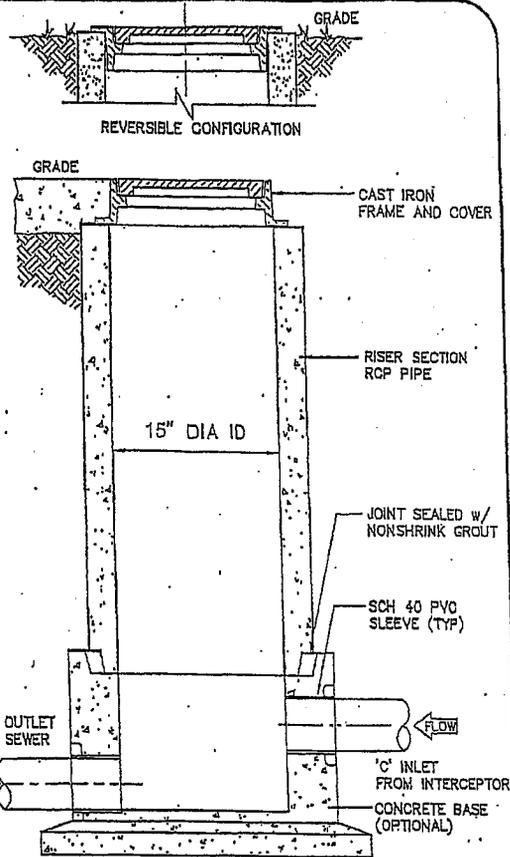
"Expect the Best"

TYPICAL GREASE INTERCEPTOR DIAGRAM

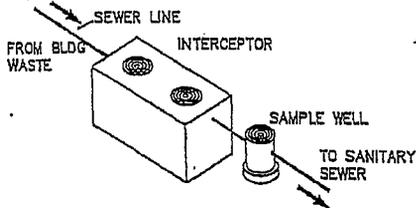
SCALE	NONE	DWG. NO.	GTINST-01	REV.	A
DATE	01/02				



FRONT VIEW



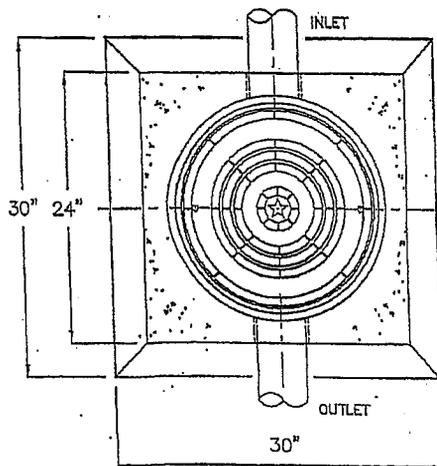
SIDE VIEW



MODEL	PIPE SIZE 'C'	A	B
SWB-154	4"	11"	4"
SWB-156	6"	9"	4"

NOTES

1. SAMPLING WELL MUST BE INSTALLED UNDER A SEPARATE PLUMBING PERMIT.
2. USE 15" T&G R.C.P. FOR INSTALLATION FOR INSTALLATION 6'-0" DEEP AND LESS.
3. USE 24" T&G R.C.P. FOR INSTALLATION GREATER THAN 6'-0" DEEP. (STD RING AND M.H. COVER REQUIRED)
4. SAMPLING WELL MUST BE SET IN A CIRCULAR OR SQUARE CONCRETE PAD (1'-0" GREATER THAN OUTSIDE DIAMETER OF PIPE.)
5. INSIDE INSTALLATION NOT PERMITTED, WHERE OUTSIDE INSTALLATION IS POSSIBLE.
6. INSTALLATION INSIDE BLDG MUST BE POURED IN PLACE (15" MIN) NO CONCRETE PIPE IS PERMITTED, (AIR-TIGHT COVER REQUIRED.)
7. LAWN INSTALLATION MUST BE 4" ABOVE FINISHED GRADE.
8. DRIVE & SIDEWALK INSTALLATION MUST BE BROUGHT TO FINISHED GRADE.
9. TO BE INSTALLED ON PRIVATE PROPERTY, IN AN ACCESSIBLE LOCATION TO CITY PERSONNEL.



PLAN VIEW

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SPECIFICATIONS

CONCRETE : Class 1 concrete with of design strength of 4500 PSI at 28 days. Unit is of monolithic construction at floor and first stage of wall with sectional riser to required depth.

C.I. CASTINGS: Cast iron frames and grates are manufactured of grey cast iron conforming to ASTM A48-76 Class 30, Heavy-Duty AASHTO H-20



800-256-8041
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SAMPLE WELL BASIN

SCALE	NONE	DWG. NO.	SWB15	REV.	A
DATE	01/02				

Known Vendors

Company	Location	Phone	Products
Hausner's Limited	Durant, OK	(580)924-6988	Grease Traps, Interceptors, sample test wells
American Industrial Precast	Alvarado, TX	(817)477-5286	Grease Traps, Interceptors, sample test wells
API Industries	Tulsa, OK	(918)664-4010	Alternative Grease Removal Systems
CPI	Hewlett, TX	(800)613-8274	Grease Traps, Interceptors, sample test wells
Old Castle Precast	Mansfield, TX	(817)477-2915	Grease Traps, Interceptors, sample test wells
Park Equipment Services	Houston, TX	(800)256-8041	Grease Traps, Interceptors, sample test wells
Thermaco (Big Dipper)	Asheboro, NC	(800)633-4204	Alternative Grease Removal Systems
Montgomery Sales	Plano, TX	(972)712-6418	Molded wastewater access sample and cleanout

Appendix A, Figure 2

Grease Trap/Grease Interceptor Sizing Forms

Grease Trap Sizing Form

Name:		Date:
--------------	--	--------------

Address:	Prepared By:
-----------------	---------------------

#	Description of Fixture	Fixture units each	Fixture units
1	<Include Brief Description>	2	2

Total Fixture Units (FU's)	2
-----------------------------------	----------

Flow Rate (7.5 gpm per FU)	15
-----------------------------------	-----------

Size Factor	1.5
--------------------	------------

Round up to next available size (i.e.: 10, 15, 20, 25, 35, 50)

Minimum Trap Flow Rate (gallons per minute)	22.5 25
--	---

*Grease Trap Flow Rate = Total FU*7.5 gpm per FU*1.5 size factor*

Interceptor installation must include the following at a minimum:

- 1) A flow control device or fitting furnished with the interceptor must be installed ahead of the interceptor in the waste line beyond the last connection from the fixture.
- 2) A sample port or sampling location must be located after the interceptor where the waste line discharges into a floor sink. Other installations will be subject to approval by City.
- 3) Interceptor must be installed in accordance with local adopted plumbing code.

Laboratory & Pretreatment Supervisor

Date Approved

** Grease interceptor sizing is a minimum measure based on information provided at the time of construction. User is responsible for removing grease prior to discharging to the City's sewer system regardless of interceptor size or discharge rate into the grease interceptor.*

New Construction Plan Review Grease Interceptor Sizing Worksheet

Project: _____
Applied Date: _____

Contractor: _____
Contacts: _____

Property: _____

#	Description	Applied Fixture Units	Total Units
	prep sink to 3" floor sink, SK-2	3	0
	4 compartment sink to 3" floor sink, SK-1	3	0
	hot table to 3" floor sink	3	0
	dishwasher	6	0
	2" hand sink, HS-2 & 3 ¹	2	0
	3" floor drain, FD-1 ¹	3	0
	(3") floor sink, FS-1	3	0
	(3") mop basin, MB-1	3	0

Total Fixture Units (FU's)	0
----------------------------	---

Flow Rate (7.5 gpm per FU)	0
----------------------------	---

Round up to next available size (i.e.: 1500, 2000, 2500, 3000)

Minimum Volume²	0
-----------------------------------	----------

*Volume = Total FU*7.5 gpm per FU*12 minute retention time*

Pretreatment Staff

Date Completed

Laboratory & Pretreatment Supervisor

Date Approved

¹ Reduced fixture count applied (if applicable)

² Grease trap sizing is a minimum measure based on information provided in plumbing plans. Industrial user is responsible for removing grease prior to discharge to the City's sewer system regardless of trap size or discharge rate into the grease trap.

³ A 15" sample well with a 4" offset is required directly downstream of the grease trap.

Questions on Grease Trap Sizing and Requirements Contact:
Laboratory and Pretreatment Department
288 Post Oak Rd.
(903) 892-7036

Appendix A, Figure 3

Example Best Management Practices

City of Sherman
FOG Control Program
Example Best Management Practices

Structural BMPs that require a physical device, appurtenance, or container to be installed or removed include, but are not limited to:

- Use of holding tanks for collecting and recycling yellow grease rather than pouring it down a fixture or drain;
- Removing food waste grinders (garbage disposals) where excessive food solids reduce the efficiency of treatment devices or clog portions of the user's building sewer system or the city's wastewater collection system;
- Use of drain screens in fixtures, dishwashers, floor sinks or other plumbing devices in food preparation areas to collect food wastes or solids;
- Installing flow restrictors to reduce flow through small under-sink treatment devices where allowed;
- Installing automatic dispensing devices to reduce the excessive use of surfactants, soaps or other cleaning chemicals;
- Rerouting non-grease bearing streams (e.g., hand wash sinks, condensate lines, ice machine discharges, etc.) to reduce hydraulic flow so as to increase the removal efficiency of a treatment device;
- Installing solids separators between a food grinder and the treatment device receiving the fats, oils and grease or food wastes when the user maintains a food grinder;
- Installing berms or roof structures, disconnecting roof drains or other physical means of preventing inflow of stormwater from entering the wastewater collection system; and
- Installing, upgrading, repairing, or otherwise modifying treatment devices, appurtenances or other equipment to comply with the requirements of this division; and

Non-structural BMPs that depend on a non-domestic user's employee, operator and/or owner to implement pollution prevention measures or other practices include, but are not limited to:

- Dry clean-up practices;
- Establishing spill prevention and clean-up practices;
- Establishing proper dishwashing and food service equipment cleaning practices;
- Maintenance and cleaning of treatment devices, dumpsters or holding tank areas;
- Recycling of wastes where allowed;
- Posting or displaying kitchen signage in food preparation, serving and/or dishwashing areas;
- Maintaining records and documentation as required by this division; and
- Developing and maintaining employee training programs.

Appendix A, Figure 4

Manifest or Trip Ticket Requirements

City of Sherman
FOG Control Program
Manifest or Trip Ticket Requirements

- Persons who generate, collect, and/or transport wastes regulated under the FOG Program shall maintain a record of each individual collection and deposit of wastes. Such records shall be in the form of a manifest which shall include the following information at a minimum:
 - Name, address, telephone number, and commission registration number of transporter;
 - Name, signature, address, and telephone number of the person who generated the waste and the date collected;
 - Type and amount(s) of waste collected or transported;
 - Name and signature(s) of responsible person(s) collecting, transporting, and depositing the waste;
 - Date and place where the waste was deposited;
 - Identification (permit or site registration number, location, and operator) of the facility where the waste was deposited;
 - Name and signature of facility on-site representative acknowledging receipt of the waste and the amount of waste received; and
 - The volume of the grease trap, interceptor or other treatment device.
- Manifests shall be divided into five (5) parts and the records shall be maintained as follows:
 - One part of the manifest must have the generator and transporter information completed and is given to the generator at the time of waste pick-up.
 - The remaining four (4) parts of the manifest must have all required information completely filled out and signed by the appropriate party before distribution of the manifest is completed as follows:
 - One part must go to the receiving facility;
 - One part must go to the transporter, who shall retain a copy of all manifests showing the collection and disposition of wastes;
 - One part must be returned by the transporter to the person who generated the wastes within 15 days after the waste is received at the disposal or processing facility; and
 - One part of the manifest must go to the city.
- Copies of the manifests returned to the waste generator shall be retained for five (5) years and be readily available for review by the City.

Appendix B, Figure 1
Self-Cleaner Request Form

City of Sherman Request to Self-Clean Grease Traps

Facility Name _____ Date _____

Address _____

Phone Number _____ Fax Number _____

Owner or Operator Name/Title _____

Facility Contact Name/Title (if different than owner/operator)

1. How many “under the sink” grease traps does your facility have that are installed and operational? _____
2. Describe the size (in gallons), location, and general condition of the grease trap(s).

3. How often are or will the grease trap(s) be serviced, and by whom? _____

4. When was the grease trap(s) last serviced? _____
(If serviced in the last 12 months, provide records or logs of the cleaning/disposal activities.)
5. If your facility has not self-cleaned any existing grease trap(s) or your facility has recently added a grease trap(s) and would like to start self-cleaning your grease traps, provide example logs or forms your facility will use to document cleaning/maintenance activities.
6. Describe how the wastes from the grease trap(s) are or will be disposed? _____

SIGNATURE _____ **DATE** _____

By signing this form, your facility acknowledges that it will self-clean operational grease trap(s) on a routine basis as described above, and your facility will retain records of these cleaning activities as required by the City’s FOG Control Program.

Should your facility fail to self-clean grease trap(s) at the prescribed frequency described above, retain records, and provide the City access to these records when requested, your facility will not be authorized to continue self-cleaning your grease traps.

**RETURN COMPLETED FORM TO:
City of Sherman
Department 7723 – Laboratory Services
P. O. Box 1106
Sherman, Texas 75091-1106**

Appendix B, Figure 2

Example Grease Trap Maintenance Log

Appendix B, Figure 3

Wastewater Questionnaire or Survey Form

City of Sherman
Food Service Establishment (FSE) Survey

Company Name _____ Date _____

Address _____

Phone/Fax _____

Company Contact _____

1. Do you have a grease trap? YES___ NO___

If you answered YES, please answer all questions.

If you answered NO, please go to question numbers 11 thru 21.

2. Describe the size, location, and general condition of the grease trap. _____

3. How often is the grease trap serviced, and by whom? _____

4. When was the grease trap last serviced? (Provide copies of manifests or trip tickets)

5. Does grease trap have a sample port or clean out? YES___NO___

6. Does your establishment have a dishwasher? YES___ NO___

7. If yes, is the dishwasher connected to the grease trap? YES___NO___

8. Does your establishment have a garbage disposal? YES___NO___

9. Is the garbage disposal connected to the sinks? YES___NO___

10. Are the sinks connected to your grease trap? YES___ NO___

11. How does your establishment dispose of cooking grease and deep fat fry grease? _____

12. How are the grill cleanings disposed of? _____

13. Approximately how many customers do you serve per month? _____

14. Is food processed or prepared in the establishment? YES___ NO___

15. Please describe food preparation and clean up activities. _____

16. How is the excess waste from food preparation and/or clean up disposed of? _____

17. During food preparation does the establishment prepare or serve any viscous solids? (i.e. batter, gravy, or oatmeal) YES ___ NO ___

18. If so, how is waste disposed of? _____

19. How are these wastes stored? (in reference to):

A. SOLID WASTES _____

B. OIL & GREASE _____

C. VISCOUS WASTES _____

D. LIQUID WASTES _____

20. Explain how your establishment cleans the floors and how mop/washdown water is disposed of? _____

21. If the mop/washdown water is poured into a drain, is the drain connected to the grease trap?
YES ___ NO ___

SIGNATURE _____ **DATE** _____

RETURN COMPLETED FORM TO:
City of Sherman
Department 7723 – Laboratory Services
P. O. Box 1106
Sherman, Texas 75091-1106
Telephone: (903) 892-7036