

Standard Operating Procedure 002: FOG Inspection Plan

Town of Apex Code of Ordinances: Chapter 12 Article IV Fats, Oils and Grease Control Ordinance

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Purpose of Procedure

The purpose of this standard operating procedure is to provide instructions for the proper inspection of Food Service Establishments in the Town of Apex Sewer service area to ensure that excessive Fats, Oil, and Grease (FOG) do not accumulate in the Sanitary Sewer Collection System. Excessive accumulation of FOG in the Sanitary Sewer Collection System may lead to a Sanitary Sewer Overflow (SSO).

Definitions

FOG Control Ordinance – The ordinance for the Town of Apex to govern Establishment’s and User’s disposal of fats, oils and greases into the collective Sanitary Sewer system.

Fats, Oils and Grease (FOG) - fats, oils, or greases of animal or-plant-based origin.

Food Service Establishment (FSE) – Food Service Establishment -any commercial building that has a kitchen or food preparation area where grease-laden waste is drained into the sanitary sewer system.

Gravity Grease Interceptor (GGI) – Water-tight receptacle receiving and retaining waste containing fats, oils and grease from FSE's. They are typically located outside the place of business or any structure.

Hydro-Mechanical Grease Interceptor (HGI) – Water-tight receptacle receiving and retaining waste containing fats, oils and grease from FSE's. The HGI is generally located inside a business or structure. Note: Some FSE's may apply and receive a variance to install outside the place of business or structure.

Sludge Judge – A clear plastic tube with a ball valve on the bottom to measure the grease and solids depth inside of a pretreatment device.

Personal Protective Equipment (PPE) – Specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e. eyes, head face, hands, feet and ears.

Notice of Noncompliance – The first written notice from the Town that a Food Service Establishment is out of compliance with the requirements of the FOG Control Ordinance and will be given a chance to correct this issue with no penalty.

Notice of Violation – A written notice from the Town that an FSE is out of compliance with requirements and has failed to adhere to the Notice of Noncompliance that was previously sent. The FSE will receive a penalty on behalf of the Town for failure to comply. Continual failure to correct the issue will result in escalated penalties or potential water severance.

Water Severance Notice (WSN) – A written notice from the Town that an FSE has effectively ignored all previous issued Notices with no intent to adjust or comply to the requirements of the FOG Control Ordinance. The Notice will serve as documentation that Wake County Health Department will effectively shut off the water for the specified FSE until the corrective action is fixed.

Procedure

1. Appropriate PPE should be worn.
2. Explain to the person in charge the purpose for the inspection.
3. Inspection of Food Service Establishment GGI's
 - a) Open the manhole lids
 - b) Visually inspect the interior of the trap for damage or missing components

- c) Slowly lower the sludge judge into the interceptor, once the grease mat has been penetrated, gently shake or wiggle the sludge judge until water collecting in the sludge judge is heard.
 - d) Continue lowering the sludge judge into the grease interceptor (Please note a continued gentle shaking and wiggling of the sludge judge may be necessary while lowering it to get an accurate reading if the wastewater is thick).
 - e) Determine if the FSE is in/out of compliance if grease and solids depth are greater than 35% of the total depth of the inlet and 25% of the total depth of the outlet.
4. Inspection of Food Service Establishment HGI's
- a) Open the interceptor and perform a screwdriver test
 - b) Move the screwdriver back and forth within the wastewater inside the HGI to allow the grease layer to become visible. Determine if the FSE is in/out of compliance if there is no separation of the grease and water.
5. Maintenance Records for Food Service Establishment
- a) Records shall be inspected when the FSE is:
 - i. Operating with an HGI
 - ii. A Risk Level 3 or 4
 - iii. Sludge Judge reading exceeds 35% in the inlet chamber or 25% in the outlet chamber or a greater than 4" grease cap
 - iv. GGI or HGI cannot be physically inspected
 - v. Conditions within the GGI or HGI are abnormal
6. The FSE is determined to be out of compliance if the following is confirmed:
- a) Exterior Grease Interceptor contains a combined grease cap and solids depth of 35% in the inlet chamber or 25% in the outlet chamber
 - b) There is greater than 4" of a grease cap anywhere in the GGI
 - c) No visible separation between the grease layer and wastewater inside the HGI
 - d) Grease Interceptor is missing a component that prevents the device from working properly or missing a pre-existing component
 - e) Grease Interceptor is undersized, substandard, or allowing excessive discharge of grease and oil into the sanitary sewer system
 - f) Grease Interceptor is inaccessible for inspection
 - g) FSE does not produce maintenance record upon Town's request
 - h) Grease Interceptor has an internal blockage or has a higher than normal water level
 - i) Grease Interceptor is overflowing
 - i. Notify the necessary parties within the Town
 - ii. Require FSE to cut off all flow to interceptor's line immediately

Regulations

1. The Town reserves the right to not escalate a Notice of Noncompliance or Notice of Violation dependent on the severity of the issue noted.

2. All Civil Penalties will be delivered to the Establishment's representative and must be either paid by the notified date, or appealed to the FOG Program Manager.
3. FSE's may appeal Notices and Civil Penalties by submitting relative documentation to justify the Establishment's stance. The FSE may submit either electronic or physical copy of this appeal to the FOG Program Manager and shall be received within 7 business days of receiving their Notice.
4. If at any point an FSE receives either a NOV CL III or Water Severance Notice, the FSE will be immediately listed as a Risk Level 4 for a minimum of two years, or until Program Manager deems acceptable for new risk level assessment.

History and Updates

No updates to the FOG Enforcement Response Plan for this version.