

**General Information and
Instructions for Obtaining a
Camarillo Sanitary District
Fats, Oils, and Grease
Wastewater Discharge
Permit**



**THIS PERMIT APPLICATION PACKET
CONTAINS INFORMATION ON:**

I. Fats, Oils, and Grease (FOG) Wastewater Discharge Permit Program Page 2

II. Permit Requirements for Discharging Wastewater from Food Service Establishments. . . Page 2

III. Food Service Establishments that Need a FOG Wastewater Discharge Permit Page 2

IV. Penalties for Discharging Without a Valid FOG Wastewater Discharge Permit Page 2

V. Maintaining a Valid FOG Wastewater Discharge Permit Page 3

VI. FOG Wastewater Discharge Permit Conditions and Requirements Page 3

VII. FOG Wastewater Discharge Permit Duration Page 4

VIII. FOG Wastewater Discharge Permit Fee Page 4

IX. Facilities Requirements Page 5

X. Applying for a FOG Wastewater Discharge Permit Page 6

XI. Where to Get Additional Information Page 6

XII. Permit Application Review and Evaluation Process Page 6

Appendix A - Specific Instructions to Fill Out a FOG Wastewater Discharge Permit Application (Appendix A) Page 7

Appendix B- Design Guidelines for FOG Control Devices (FCD) Page 9

FCD Sizing Worksheet Page 11

I. FATS, OILS, AND GREASE WASTEWATER DISCHARGE PERMIT PROGRAM

- The Camarillo Sanitary District (CSD) administers a Fats, Oils, and Grease (FOG) Source Control Program to protect the public and the environment through the regulation of wastewater discharges from Food Service Establishments.
- A permit program is implemented to limit the discharge of FOG from Food Service Establishments by establishing prohibitions, requirements for implementation of kitchen Best Management Practices (BMP's), requirements for installation of FOG Control Device (FCD), self-monitoring requirements, reporting requirements, and others.

II. PERMIT REQUIREMENTS FOR DISCHARGING WASTEWATER FROM FOOD SERVICE ESTABLISHMENTS

- CSD's *Fats, Oils, and Grease Ordinance* (FOG Ordinance) requires Food Service Establishments that desire to discharge wastewater to the sewer system to apply for a FOG Wastewater Discharge Permit (permit).
- All Food Service Establishments requiring a permit to discharge directly into CSD's sewerage facilities must file an application and pay the applicable fees pursuant the CSD's FOG Ordinance.

III. FOOD SERVICE ESTABLISHMENTS THAT NEED FOG WASTEWATER DISCHARGE PERMIT

- Permits are required for Food Service Establishments within the jurisdictional boundaries of CSD, operating in a permanently constructed structure that is maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG.

IV. PENALTIES FOR DISCHARGING WITHOUT A VALID FOG WASTEWATER DISCHARGE PERMIT

Facilities discharging without a valid permit are subject to the following penalties:

- **Criminal Penalties.** Any person who violates any provision of the CSD's FOG Ordinance is guilty of a misdemeanor, which upon conviction is punishable by a fine not to exceed \$1,000, or imprisonment for not more than 6 months, or both. Each violation and each day in which a violation occurs may constitute a new and separate violation of CSD's FOG Ordinance.

V. MAINTAINING A VALID FOG WASTEWATER DISCHARGE PERMIT

An approved permit is no longer valid if any one of the following occurs:

- The Food Service Establishment has undergone a change in ownership.
- The Food Service Establishment has changed locations.
- The Food Service Establishment changes operation such as adding seating or kitchen fixtures.

Permits issued under the FOG Ordinance are for a specific user for a specific operation at a specific location. A new permit application must be filed when there is a change in ownership or when the Food Service Establishment moves to a different location. Permits are not transferable. Upon termination of the permit, a permit renewal application must be submitted.

VI. FOG WASTEWATER DISCHARGE PERMIT CONDITIONS AND REQUIREMENTS

A permit contains all of the following conditions or limits:

- Limitations on discharge of FOG that may accumulate and/or cause or contribute blockages in the sewer system or at the lateral which connects the Food Service Establishment to the sewer system.
- Requirements for implementation of kitchen Best Management Practices (BMP's) and periodic reporting of status of implementation.
- Requirements for the Food Service Establishments to construct, operate and maintain (at its own expense), a FCD. When applicable, a permit may contain a Conditional Waiver from the FCD requirement.
- Requirements for proper maintenance of FCDs based on specified frequency and schedule, keeping maintenance logs and waste hauling records, and periodic submission of waste hauling Reports.
- Additional requirements as otherwise determined to be reasonably appropriate by the FOG Control Program Manager to protect CSD's sewer system or as specified by other Regulatory Agencies.
- Other terms and conditions, which may be reasonably applicable to ensure compliance with the FOG Ordinance.

A permit contains all of the following prohibitions:

- Installation of food grinders in the plumbing system of new construction of Food Service Establishments, except when expressly allowed by the FOG Control Program Manager.
- Introduction of any additives into a Food Service Establishment's wastewater system for the purpose of emulsifying FOG or biologically/chemically treating FOG for grease remediation or as a supplement to FCD maintenance is strictly prohibited and is basis for permit termination.
- Disposal of waste cooking oil into drainage pipes. All waste cooking oil shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
- Discharge of wastewater from dishwashers to any grease trap/interceptor less than 750 gallons liquid holding capacity.
- Discharge of wastewater with temperatures in excess of 140°F to any FCD.
- Discharge of wastes from toilets, urinals, wash basins, and other fixtures containing fecal materials to FCD.
- Discharge of any waste including FOG and solid materials removed from the FCD to the sewer system. Grease removed from the FCD shall be waste hauled periodically as part of the operation and maintenance requirements for FCDs.
- Operation of FCD with FOG and solids accumulation exceeding 25% of the design hydraulic depth of the grease interceptor (25% Rule).

VII. FOG WASTEWATER DISCHARGE PERMIT DURATION

- Permits are valid until any of the changes listed in section V occur.
-

VIII. FOG WASTEWATER DISCHARGE PERMIT FEE

- The permit fee is \$100 and is valid until any of the conditions listed in section V occur.
-
- The permit fee must be paid at the time a permit application is submitted for the issuance of a new permit. No permit application will be processed prior to payment of the permit fee.

IX. FACILITIES REQUIREMENTS

- **Requirements For Kitchen Best Management Practices (BMP's)** - All Food Service Establishments are required to implement kitchen Best Management Practices to minimize the discharge of FOG to the sewer system. At a minimum, the following Best Management Practices must be implemented, when applicable:
 - Installation of drain screens. Drain screens shall be installed on all drainage pipes in food preparation areas.
 - Segregation and collection of waste cooking oil. All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to ensure that they do not leak. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil.
 - Disposal of food wastes. All food waste shall be disposed of directly into the trash or garbage, and not in sinks. Double-bagging food wastes that have the potential to leak in trash bins are highly recommended.
 - Employee training. Employees of the Food Service Establishment shall be trained by ownership/management periodically as specified in the permit, on the following subjects:
 - a) How to "dry wipe" pots, pans, dishware and work areas before washing to remove FOG.
 - b) How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.
 - c) The location and use of absorption products to clean under fryer baskets and other locations where FOG may be spilled or dripped.
 - d) How to properly dispose of FOG from cooking equipment into a storage receptacle such as a barrel or drum without spilling.

Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the FOG Control Program Manager or an inspector.

 - Kitchen signage. Best management and waste minimization practices shall be posted visibly in the food preparation and dishwashing areas at all times.
- **FCD Requirements** - Food Service Establishments are required to pretreat their wastewater using a FCD to remove FOG prior to discharge to the sewer system. Food Service Establishments required to provide FOG

pretreatment shall install, operate, and maintain an approved type and adequately sized FCD necessary to maintain compliance. FCD sizing and installation shall meet CSD's standards and specifications. Refer to Appendix B for more detailed information.

- **FCD Requirements** - FCDs shall be maintained in efficient operating condition by periodic removal of the full contents of the device which includes wastewater, accumulated FOG, floating materials, sludge and solids. All existing and newly installed FCDs shall be maintained in a manner consistent with a maintenance frequency approved by the FOG Control Program Manager.

X. APPLYING FOR A FOG WASTEWATER DISCHARGE PERMIT

1. Complete the Application for FOG Wastewater Discharge Permit. Detailed instructions on how to fill out the permit application are provided in Appendix A of the information brochure.
2. Submit the completed application with an enclosed one-time \$100 permit fee payment. Make checks or money orders payable to: Camarillo Sanitary District.
Mail application with payment to:

Camarillo Sanitary District, P.O. Box 248, Camarillo, CA 93011-0248,

Attn: Jeffrey Hershman

NOTE: CSD will not process the permit application if any of the above requirements are either missing or incomplete. Please make sure that all information required is complete to avoid any delays in the issuance of the permit. Discharging wastewater from a Food Service Establishment without a valid permit is a violation of CSD's FOG Ordinance and may be subject to fines and penalties.

XI. WHERE TO GET ADDITIONAL INFORMATION

- Should you have questions on how to fill out the permit application or on how to comply with the permit application requirements, please contact:

Jeffrey Hershman, Source Control Inspector
Phone: (805) 383-5663

XII. PERMIT APPLICATION REVIEW AND EVALUATION PROCESS

- A comprehensive review and evaluation will be conducted to identify any submittal deficiencies.
- CSD will conduct an inspection of a new applicant's facility to verify the information provided in the permit application.
- If all requirements are satisfied, the Permit will be issued within approximately four weeks after receipt of the application.

APPENDIX A
SPECIFIC INSTRUCTIONS TO FILL OUT A
FOG WASTEWATER DISCHARGE PERMIT APPLICATION

Clearly print or type the information requested and return the signed original to CSD. All questions must be answered. DO NOT LEAVE BLANKS. If the question is not applicable, indicate "N/A" on the form.

LINE A Enter the Food Service Establishment's official or legal name.

LINE B If the Food Service Establishment is doing business under a different name other than indicated in LINE A, enter the name.

LINE C Provide the address (physical location) of the Food Service Establishment where wastewater is being discharged.

LINE D Enter the Food Service Establishment's telephone number, fax number, and e-mail at its physical location.

LINE E Check the appropriate box to indicate type of business entity. A sole proprietorship is a business owned by one person for profit. A partnership is a business owned by two or more persons for profit. A corporation is a business owned by shareholders.

LINE F Enter the name of owner, general partner, or chief executive officer. If the type of business is sole proprietorship, indicate the name of the sole proprietor. If the type of business is a partnership, list the name of a general partner. If the type of business is a corporation, list the name of the Chief Executive Officer or equivalent. Provide the title, address, phone number, and fax number of the owner, partner, or chief executive officer.

LINE G Enter the name of the Designated Representative and Signatory who has been authorized by the corporate officer, general partner, or proprietor to be responsible for receiving notices and signing all correspondence and reports. Provide the title, address, phone number, and fax number of the owner, partner, or chief executive officer. Note that all correspondence, permit, and notices from CSD will be sent to this person. The Designated Representative and Signatory is defined as follows:

1. A responsible corporate officer, if the business is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
 - A. a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - b. the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 2. A general partner or proprietor if the business is a partnership or sole proprietorship respectively.
 3. A duly authorized representative of the individual designated in paragraph (1) or (2) of this section if:
 - a. the authorization is made in writing by the individual described in paragraph (1) or (2);
 - b. the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the wastewater discharge originates, such as the position of a manager, or a position of equivalent responsibility for environmental matters for the company; and
- a. the written authorization is submitted to CSD.

LINE H Enter the name, title, and phone number of the person that CSD can contact during facility inspections.

LINE I Under the Type of Food Service Establishment column, check the box(es) that appropriately describes the type of food service provided in the facility. Under the Location column, check the box(es) of the location of the facility.

LINE J Under the Food Processing Equipment column, check box(es) corresponding to equipment used to prepare/cook food in your facility and indicate the quantity for each. Likewise, do the same thing for the Kitchen Equipment column.

LINE K For each day of operation, indicate start/stop hours when the facility is open for business or check the appropriate box when the facility is open 24 hrs or when it is closed.

LINE L Provide the following miscellaneous information:

No. of Employees – total number of employees in the facility

Seating capacity – the number of seats available for dining inside and outside the facility

Average No. of Meals served during Peak Hour – indicate the average number of meals served during the busiest hour. If the facility is close to being full during the peak hour, this should approach or at the most equivalent to the total seating capacity.

Do you wash plates – indicate whether dishes used in the facility are washed.

Chain Status – Indicate if the facility belongs to a chain of restaurants or an independent facility.

Seating – Indicate whether the facility is a sit-down dining facility or a take-out facility or both.

LINE M Indicate whether or not your facility is already in operation at the sewer address indicated. If not, enter the date when you anticipate to start operation.

LINE N Indicate whether or not your facility is planning to remodel or expand business by adding seating, kitchen fixtures or changing the type of food served within the next year.

LINE O Indicate whether or not this facility already has a FCD and size of unit. Large FCDs (750 Gallon or greater) are typically installed underground and located outside of the Food Service Establishment. Smaller FCDs are typically located inside a Food Service Establishment or under a sink. FCDs are designed to collect, contain, or remove food wastes, and FOG from the waste stream prior to discharge to the sewer.

LINE P Indicate whether or not more than one facility is using the same FCD. If so, indicate the person responsible for the pumping and maintenance of the FCD.

LINE Q Provide the name, address, phone number, and fax number of the owner of the premises.

LINE R The permit application must be signed and dated by the Owner, a General Partner, or Chief Executive Officer identified in Line F.

LINE S Provide the name, address, phone number, and e-mail of the person that CSD can contact if there are questions regarding the permit application.

APPENDIX B

DESIGN GUIDELINES FOR GREASE INTERCEPTORS

The installation, use, and maintenance of a properly sized and designed FCD is absolutely necessary to ensure that a FSE does not contribute to FOG blockages in the sewer system or experience back-ups in the facility itself. Plans for future expansion should be considered since menu expansion, seating capacity expansion or menu changes can impact the effectiveness of the grease interceptor.

I. APPLICATION

FCDs are mainly used for treating kitchen wastewater from Food Service Establishments (FSE) and other similar institutions. Wastewater from FSEs contain high organic loads, including FOG and dissolved particles, as well as detergents and suspended solids. Wastewater with high solids loadings should not be discharged to a FCD as it can upset device performance and greatly increase both solids accumulation and the need for frequent pump out. Also, sanitary sewer wastewater should never be routed to any FCD.

II. BASIC DESIGN CRITERIA

In order to ensure effective separation, FCDs must be designed to satisfy four basic criteria:

- Time - The FCD must provide sufficient retention time for emulsified FOG to separate and float to the surface of the chamber.
- Temperature - The FCD must provide adequate volume to allow the wastewater to cool sufficiently for emulsified FOG to separate.
- Turbulence - Turbulence through the FCD must be controlled so that the FOG and solids are not suspended in the wastewater. Turbulence control is especially important during peak flow discharge periods.
- Tankage - The FCD must provide sufficient storage capacity for accumulated FOG and solids between cleanings.

III. FACTORS AFFECTING GREASE INTERCEPTOR PERFORMANCE

- Velocity of Incoming Water - A high velocity wastewater flow causes turbulence. This will slow the FOG separation process, thereby reducing the efficiency of the FCD.
- Ratio of FOG to Water - The higher the ratio of FOG particles to the water, the lower the efficiency of the FCD.
- Specific Gravity (Density) of FOG - FOG has a lower specific gravity than water and will rise to the surface quickly. FOG laden food particles having a higher specific gravity than water will linger and accumulate at the bottom, eventually passing through the FCD.
- Possible Presence of Detergents in the System - Grease-cutting detergents will break the liquid grease into minute particles that can cause these liquids to pass through the FCD.
- Percentage of Maximum Flow Capacity - If the maximum recommended flow is exceeded, the efficiency of the FCD will decrease considerably.

- Location of FCD - The FCD should be located as close as possible to the source of FOG. Plumbing leading to the FCD may become clogged if the wastewater cools prior to entering the grease interceptor.

IV. SIZING OF FOG CONTROL DEVICES (FCDs)

FCDs are designed and sized for maximum efficiency based on anticipated flow rates and organic load. The FOG Ordinance adopted by the Camarillo Sanitary District requires grease interceptor sizing to meet CSD's standards and specifications. Contact Jeffrey Hershman, Source Control Inspector, to enquire about interceptor sizing and installation criteria. To calculate the size of a FCD needed by a Food Service Establishment, refer to the Grease Interceptor Sizing Worksheet. CSD will use the results of this formula as a guideline and make final determination to which size will be required for each FSE.

V. FOG CONTROL DEVICE (FCD) DESIGN AND CONSTRUCTION GUIDELINES

- FCDs shall be placed as close as practical to the fixture(s) being served. It shall be located where it is easily accessible at all times for inspection, cleaning, and removal of accumulated grease.
- A sample box shall be provided for all FCDs.
- FCDs shall have two compartments. The inlet compartment shall be 2/3 of the total capacity of the device and in all cases shall be longer than the maximum inside width of the device. The outlet compartment shall have a capacity of 1/3 of the total device capacity.
- Access to the FCD shall be provided by manholes allowing viewing of the inner chambers including the inlet, intermediate and outlet tee pipes. Three access manholes shall be provided for all FCD larger than 1500 gallons. Manholes shall extend to grade, have a minimum size of 24 inches diameter or square opening, and shall have a gasketed cover at grade and be traffic rated when necessary.
- The inlet and outlet shall have a baffle tee or similar flow device with a minimum cross sectional area equal to the required cross sectional area of the inlet. Each baffle shall extend from at least 4 inches above the liquid level to within at least 12 inches of the inside floor of the device.
- Adequate partitions or baffles shall extend at least 6 inches above the liquid level. Flow from inlet compartment to outlet compartment shall be through a quarter bend, or similar device equivalent in cross sectional area to the inlet into the device, and shall extend down to within 12 inches of the inside floor.
- The Inlet, outlet and main baffle shall have a free vent area equal to the required cross sectional area of the inlet pipe.

FOG Interceptor Sizing Worksheet

Name of Food Service Establishment	Contact Person for this worksheet	Name
Address		Phone E-mail:

Follow these six simple steps to determine size of FOG Control Device:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6					
	No. of Meals per Peak Hour	Waste Flow Rate	Retention Time	Storage Factor	Calculated Interceptor Size, Gallons	Rated Interceptor Size, Gallons					
Enter Results from each Step Here		x		x		x		=		→	

Step 1	<p>Number of Meals per Peak Hour (Recommended Formula)</p> <p>Seating Capacity Meal Factor Meals per peak hour</p> <p style="text-align: center;"> <input style="width: 40px; height: 20px;" type="text"/> x <input style="width: 40px; height: 20px;" type="text"/> = <input style="width: 40px; height: 20px;" type="text"/> </p> <p>Establishment Type Meal Factor</p> <p><input type="checkbox"/> Fast Food (45 min) 1.33</p> <p><input type="checkbox"/> Restaurant (60 min) 1.00</p> <p><input type="checkbox"/> Leisure Dining (90 min) 0.67</p> <p><input type="checkbox"/> Dinner Club (120 min) 0.50</p>	Notes:
Step 2	<p>Waste Flow Rate</p> <p>Condition Waste Flow Rate</p> <p><input type="checkbox"/> With a dishwashing machine 6 gallons</p> <p><input type="checkbox"/> Without a dishwashing machine 5 gallons</p> <p><input type="checkbox"/> Single service kitchen (Disposable Dishes and Utensils) 2 gallons</p>	Notes:
Step 3	<p>Retention Time</p> <p><input type="checkbox"/> Commercial kitchen waste Dishwasher 2.5 hours</p> <p><input type="checkbox"/> Single service kitchen Single serving 1.5 hours</p>	Notes:
Step 4	<p>Storage Factor</p> <p>Fully equipped commercial kitchen</p> <p><input type="checkbox"/> 8-hr operation 1</p> <p><input type="checkbox"/> 16-hr operation 2</p> <p><input type="checkbox"/> 24-hr operation 3</p> <p><input type="checkbox"/> Single-Service Kitchen 1.5</p>	Notes:
Step 5	<p>Calculate Hydraulic Capacity</p> <p>Multiply the values obtained from steps 1, 2, 3 and 4. The result is the minimum approximate grease interceptor size for this application.</p>	Notes:
Step 6	<p>Select FOG Control Device Size</p> <p>Using the approximate required hydraulic capacity from Step 5, select an appropriate size as recommended by the manufacturer.</p>	Notes: