

GENERAL: The purpose of this SOP is to establish procedures for the inspection, compliance with code, billing and collection of fees relating to the inspection of grease traps throughout the City limits of Hallandale Beach.

DESIRED OUTCOME: Minimize the number of sewer backflows as a result of FOG buildup in the sewer lines by 5% annually.

MEASUREMENT: Compare the number of sewer backup responses due to FOG from the previous year.

RECORDS: Current Florida Building Code Section 1003, City Administrative Policy No. 2014.003

DEFINITIONS:

1. Grease Trap Inspections: The physical inspection of grease traps, provided by the Wastewater Collection Division of the Hallandale Utilities Department.
2. Fee Structure:
 - a. Grease Trap Inspection - Annual fee (See Fee Booklet for current charge)
 - b. Re-inspection Fee - Annual fee (See Fee Booklet for current charge)
3. Violation: Non-compliance with provision which requires the efficient operation of grease traps as provided by the periodic removal of accumulated contents.
4. FOG: Fat, oil and grease

RESPONSIBILITIES:

1. It is the policy of the City of Hallandale Beach to inspect all commercial (interceptors) traps once a year for the assurance of compliance with the current Florida Building code and this policy.
2. The following procedure shall be implemented to comply with the intent of this policy:
 - a. The Wastewater Division, as a designee of the Plumbing Inspector, shall provide the physical inspection of all commercial grease traps throughout the City of Hallandale Beach.
 - b. Subsequent to the inspections, all violations shall be provided, in writing, to the Plumbing Inspector for immediate enforcement action.
 - c. The Plumbing Inspector shall respond to the Wastewater Division, in writing, regarding all written violations or correspondence of a related nature within ten (10) days of receipt of the violation notice and provide the status or disposition of traps found in the violation.
 - d. The Wastewater Division shall perform re-inspection of traps as requested by the Plumbing Inspector within three (3) days of notice to re-inspect.
 - e. In the event of a failed re-inspection, the Plumbing Inspector shall provide written notice of violation to the owner/operator of the establishment; said

violation notice should indicate the applicable re-inspection fee, as noted in the City of Hallandale Beach's Fee Booklet.

- f. The Plumbing Inspector shall provide a copy of the "Violation Notice" to the Finance Department Director or designee for proper billing for re-inspection.
- g. If at any time the failure to properly maintain a grease trap constitutes a health hazard, the Broward County Department of Planning and Environmental Protection shall be notified immediately by the Plumbing Inspector or designee for quick disposition of said hazard.
- h. A complete "Grease Trap List" and the reference establishments' addresses shall be maintained by the Utilities Manager and Plumbing Inspector. Additions to the list will be provided as required, by the Building Division, approved by the Plumbing Inspector.
- i. All additions or deletions made to the referenced "Grease Trap List" will be forwarded to the Finance Department for required disposition, as relates to billing.

PROCEDURES:

This procedure shall be followed every time a grease trap is to be inspected.

Method:

To inspect the grease trap use a clear plastic tube and document the results.

Tools and Equipment:

- 1. Facility specific equipment necessary to open the grease trap or grease interceptor.
- 2. Safety equipment if necessary to redirect vehicles (cones, barricades, etc.)
- 3. DipStick-Pro measuring device.
- 4. Cleaning materials.

Preparation:

- 1. Locate and gain access to grease trap or grease interceptor.
- 2. Place safety equipment around the grease trap or interceptor as needed to prevent pedestrian or vehicular accidents during inspection.
- 3. Use appropriate tool to remove the grease trap lids or grease interceptor manhole covers.
- 4. Complete visual inspection of the condition of the device and record information on appropriate inspection form.

Procedures for Checking Grease & Solids Accumulation in a Grease Trap

- 1. Push the metal rod down so that the valve opens at the bottom of the plastic tube.
- 2. Slowly insert the plastic tube into the grease trap until it touches the bottom of the tank.
- 3. Pull up on the metal rod to close the valve and pull the tube out.
- 4. Measure the height of the grease layer (H1) and the settled solids (H2).
- 5. Record measurements on the Grease Trap Inspection Form.
- 6. Release contents back into grease trap by pushing down on metal rod.
- 7. Check the 25% rule: $H1 + H2 > 0.25 \times H0$
H0 is the design hydraulic depth (the depth from invert of outlet pipe to the bottom of tank).

GREASE TRAP/INTERCEPTOR CLEANING LOG

Facility Fats, Oils and Grease (FOG) Control Plan

Date Cleaned	Gallons of Grease Removed*	Grease Trap or Interceptor Condition**	Disposal Site Address***

*Record the gallons of grease removed, NOT the total volume of liquid removed.

**Mark the Trap/Interceptor Condition as “satisfactory or unsatisfactory”. If the condition is unsatisfactory, indicate the action taken to correct the problem.

*** Retain for one year your receipts from disposal site, the City inspector may request to see them at any time.

I CERTIFY THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION ON THIS FORM AND BELIEVE THE INFORMATION IS TRUE, ACCURATE AND COMPLETE.

Name of Facility: _____

Authorized Representative Signature

Title

Date

**RETAIN THIS RECORD IN A PERMANENT LOG BOOK
FOR A MINIMUM OF 3 YEARS AT BUSINESS FACILITY**

Fats, Oils, and Grease (FOG) Program Inspection Report

Date	
Business	
Street Address	
Contact	
Phone	

Gravity Grease Interceptor (GGI)

Location		Capacity	
Service Company		Primary/Single Chamber	Secondary Chamber
Interceptor Contents (inches) Total FOG (inches) Percentage of Chamber Capacity	Grease:____ Oil:____ Solids:____ Total FOG____ Subtotal:____%	Grease:____ Oil:____ Solids:____ Total FOG____ Subtotal:____%	
Percentage of Total Interceptor Capacity Used	_____ % >25% requires pumping action		
Inlet & Outlet Plumbing	Tee Cap Elbow	Tee Cap Elbow	
Action Required?	Yes	No	Interceptor must be pumped and/or repaired by _____ - _____ - _____ (____ days)
Comments:			

Waste Grease Bin (WGB)

Location		Description	
WGB Lid closed?	Yes	No	Comments:
Area surrounding WGB clean?	Yes	No	
WGB in good, working condition?	Yes	No	
WGB < 90% full? Depth: _____ %	Yes	No	
Action Required?	Yes	No	Appropriate measures taken by _____ - _____ - _____ (____ days)
Comments:			

Inspection Results

____ Your facility is currently **in compliance** with the requirements of the FOG Program.

____ Your facility is currently **NOT in compliance** with the requirements of the FOG Program [see above for compliance deadline(s)].

Fax copy of the bill showing that the violation has been rectified to: 954-457-1624 (Attn: Utilities Operations Manager).

Comments:

Inspector

Facility Contact

Signature:

Signature:

Date:

Date:

