

Business Grease Registration Package



City of Yukon
334 Elm Ave
P.O. Box 850500
Yukon, Oklahoma 73085
Phone: (405) 354-6676
Fax: (405) 350-8929



Table of Contents

1	City Ordinance
2	Application for Grease Trap/Waste Trap
3	Grease Trap Cleaning and Disposal log
4	Application for Waste Haulers
5	Waste Haulers Monthly Report
6	Reference Page

Sec. 114-132. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Best management practices means schedules of activities, prohibitions of practices, maintenance procedures, installation of equipment, and other management practices to control and limit the introduction of prohibited or objectionable discharges, including FOG, into sewer facilities.

Fats, oils, and grease or *FOG* means any substance such as a vegetable or animal product that is used in, or is a by-product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.

Food service establishment or *FSE* means:

- (1) Facilities within the boundaries of the city, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, 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.
- (2) Multiple-family dwelling where more than ten units utilize the same service connection to the sewer system.

Grease interceptor or *interceptor* means a multi-compartment device that is constructed in different sizes and is generally required to be located, according to the International Plumbing Code, underground between a food service establishment and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. These devices shall have at least one accessible inspection hatch and must be cleaned, maintained, and have the FOG removed and disposed of in a proper manner on regular intervals to ensure effective and efficient operation.

Manifest means that receipt which is retained by the generator of wastes for disposing recyclable wastes or liquid wastes as required by the city.

Sanitary sewer overflow (SSO) means anytime that raw or untreated sewage is spilled outside the sewer system.

Yukon, OK Code of Ordinances

Sewer facility or system means any property belonging to the city or other public agency used in the treatment, reclamation, reuse, transportation, or disposal of wastewater.

(Code 1995, § 114-110; Ord. No. 1272, § 1, 2-7-2010)

Sec. 114-191. - Food service establishment or FSE.

Food service establishments shall maintain grease interceptors. The food service establishment shall be required to install a grease interceptor upon occurrence of any of the following:

- (1) All new construction of any FSE.
- (2) At any time the service lateral contains FOG or solids accumulation that indicates unpermitted discharge into the sewer system and installation is deemed necessary by the public works director in order to protect the sewer system.
- (3) At any time plumbing improvements or a remodel greater than ten percent of the facility is made to the FSE.
- (4) Change of occupancy use of the structure.

(Code 1995, § 114-147; Ord. No. 1272, § 1, 2-7-2010)

Sec. 114-192. - Drawing submittal requirements.

- (a) Operators of food service establishments shall submit to the development services director and/or his designee two copies of facility site plans, mechanical and plumbing plans, and details to show all sewer locations and connections, and a schematic drawing of the FOG control device, grease interceptor or other pretreatment equipment, piping, and instrumentation diagram, and wastewater characterization report.
- (b) The submittal shall be in a form and content acceptable to the development services director or his designee for review of the existing or proposed grease control device, grease interceptor, monitoring facilities, metering facilities, and operating procedures. The review of the plans and procedures shall in no way relieve the food service establishments of the responsibility of modifying the facilities or procedures in the future, as necessary to produce an acceptable discharge, and to meet the requirements of this chapter or any requirements of other regulatory agencies. The plans for the grease interceptor shall be prepared by an Oklahoma Professional Engineer and be signed and sealed.

(Code 1995, § 114-148; Ord. No. 1272, § 1, 2-7-2010)

Sec. 114-193. - Grease interceptor requirements.

- (a) Food service establishment operators shall provide wastewater acceptable to the city, under the requirements and standards established herein, before discharge to any sewer facility. Any food service establishment required to pretreat wastewater shall install, operate, and maintain an adequately sized grease interceptor, approved by the development services director or his designee, necessary to maintain compliance with the objectives of this chapter.
- (b) Grease interceptor sizing, type, and capacity and installation shall conform to the adopted edition of the International Plumbing Code as amended by ordinance and be approved by the development services director or his designee. Grease interceptors shall be constructed in accordance with the design approved by the development services director and shall have a minimum of two compartments with fittings designed for grease retention and a sample box. The following are required minimum standards:
 - (1) The grease interceptor shall be installed at an exterior location where it shall be at all times easily accessible for inspection, cleaning, and removal of accumulated grease, unless permitted otherwise in writing by the development services director.
 - (2) Access manholes, with a minimum diameter of 24 inches, shall be provided over each grease interceptor chamber and sanitary tee. The access manholes shall be constructed to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities.
- (c) Food service establishments are required to register the grease interceptors with the city and submit the required documentation for approval by the development services director or his designee.
 - (1) New grease interceptors installed after January 1, 2011, will be required to pay an annual registration fee as established by resolution.
 - (2) Existing grease interceptors FSE installed before January 1, 2011 will be required to pay an annual renewal fee of \$5.00 as established by resolution.
 - (3) All grease interceptor registrations will expire on April 30 after the same are issued and shall expire at the expiration of the term for which the fee is paid.

- (4) The annual renewal applications, appropriate documentation and fees must be received by the city on or before May 1 and shall be considered surrendered if the registration is not renewed within 15 days. After May 1, the applicant will then be required to proceed in the manner required for a new or initial applicant.
- (d) Food service establishment operators with grease interceptors shall maintain and produce to the development services director or his designee upon request data and information necessary to establish the maintenance and frequency of grease interceptor maintenance. Data and information shall include records to establish that:
 - (1) A written best management practice (BMP) is in place.
 - (2) All grease interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.
 - (3) FOG that has accumulated in a grease interceptor has not been allowed to pass into any building sewer/sewer lateral, sewer system, storm drain, or public right-of-way.
 - (4) All food service establishments with a grease interceptor shall maintain its grease interceptor a minimum of every six months or on a more frequent basis as may be deemed necessary by any of the following circumstances:
 - a. Food service establishments shall determine a maintenance frequency based on the demand of the establishment. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25 percent of the total liquid depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available volume is maintained to effectively intercept and retain FOG discharged to the sewer system.
 - b. Grease interceptors shall be inspected periodically to check for leaking seams and pipes, and for effective operation of the baffles and flow-regulating device. Grease interceptors and their baffles shall be maintained free of all caked-on FOG and waste. Removable baffles shall be removed and cleaned during the maintenance process.
 - c.

Yukon, OK Code of Ordinances

If the grease interceptor, at any time, contains FOG or solids accumulation that does not meet the requirements described in subsection (d)(4)a. of this section, the operator shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the development services director or his designee may also increase the maintenance frequency of the grease interceptor from the current frequency.

(Code 1995, § 114-149; Ord. No. 1272, § 1, 2-7-2010)

Sec. 114-225. - Best management practice requirements.

- (a) *Implement practices established.* All food service establishments shall implement best management practices in accordance with the requirements and guidelines established in this chapter and as may be established by the development services director in an effort to minimize the discharge of FOG to the sewer system.
- (b) *Compliance required with BMPs.* All food service establishments shall be required, at a minimum, to comply with the following best management practices:
 - (1) *Installation of drain screens.* Drain screens shall be installed on all drainage pipes in food preparation areas.
 - (2) *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. Food service establishments shall use licensed waste haulers and proper recycling facilities to dispose of waste cooking oil.Practices to be followed include:
 - a. All food waste shall be disposed of directly into the trash or garbage, and not in sinks.
 - b. Never pour fats, oils, or grease into drains.
 - c. Don't use the disposal, all garbage to be placed in the trash.
 - d. Wipe off plates, trays, cooking utensils, pots and pans before washing.
 - e. Monitor usage of soaps and degreasers and conserve if possible.
 - f. Check hot water temperature and make sure the discharge temperature is below 140 degrees Fahrenheit.
 - g. Place screens over floor drains to stop debris from entering the floor drains.
 - h. Sweep floors before washing them down and mopping.
 - i. Inspect grease interceptors and solids interceptors daily for need of service may be required.
 - j. Maintain a manifest of maintenance performed on grease interceptors.
 - k. Personally verify interceptor is being serviced often enough and keep it free of floating debris and solids on the bottom.
 - l.

Sample kitchen effluent semi-annually for oil and grease and have the sample analyzed by a certified laboratory to ensure the effluent is not greater than 100 mg/l oil and grease.

- m. Keep all sampling and analysis records on-site and easily accessible for a period of three years.

(3) *Employee training.* Employees of food service establishments shall be trained by ownership/management, upon commencement of employment and at least annually thereafter, on the following subjects:

- a. How to "dry wipe" pots, pans, dishware and work areas before washing to remove grease.
- 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. 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 development services director or his designee.

(4) *Kitchen signage.* Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times. Signage must include:

- a. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
- b. How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

(5) *Odors.* Grease interceptor devices shall be installed and maintained so as to prevent odors, cross-contamination, sewer back-ups, or SSOs.

(6) *Containers.* Grease rendering containers shall be installed and properly maintained.

(7) *Record keeping.* Document record keeping shall be maintained and shall include:

- a. Employee training records.
- b. Grease control device (trap or interceptor) maintenance and cleaning records.

- c. SSO records to be located on-site.
- d. Plumbing maintenance records.
- e. Rendering grease disposal records.
- f. Name and contact information of waste hauler.
- g. Name and contact information of disposal site.

Documents consist of, but are not limited to logs, records, letters, blue prints, equipment specification and operation, receipts, and manifests. Such records are deemed to be environmental records and shall be retained for a minimum of three years.

(Code 1995, § 114-150; Ord. No. 1272, § 1, 2-7-2010)

Sec. 114-226. - Grease waste haulers certificate.

- (a) *Certificate required.* It shall be unlawful for any person to remove waste from food service establishments within the city limits without first obtaining a grease waste hauler's certificate from the city development services department. Prior to removing of waste from a food service establishment required by this chapter, the applicant for the permit shall have a valid grease waste hauler's certificate.
- (b) *Method of application.*
 - (1) Any person who is required by this article to possess a grease waste hauler's certificate shall make an application to the city on application forms provided for that purpose by the city.
 - (2) The lending of any certificate and/or the person obtaining of other permits thereunder for any other person shall be deemed cause for revocation. A grease waste hauler's certificate issued by the city is not transferable, and violation of this provision is a cause for revocation in addition to other penalties in this Code.
 - (3) The city council may revoke the grease waste hauler's certificate for just cause. The development services director may suspend such certificate if, in his opinion, the certificate holder violates any provision of this article. In such case, the development services director shall give notice of the suspension to the contractor, and such suspension shall be effective until the city council determines whether the certificate shall be revoked. The contractor whose

certificate has been suspended shall have the right to appeal to the city council within ten days of the notice and be heard before the certificate is permanently revoked and shall be given adequate notice of the time and place of such hearing and of the charges against the certificate holder. Such a cause must be disposed of by the city council within 30 days of the time of the suspension.

(c) *Certification fee, annual renewal fee.*

- (1) Before such certificate is issued a fee established by resolution shall be paid to the development services department for a grease waste hauler's registration certificate.
- (2) Each certificate issued shall expire on June 30 of each year.
- (3) The annual renewal application, appropriate documentation and fees must be received by the city on or before July 1 and shall be considered surrendered if the certificate is not renewed within 15 days. After July 15, the applicant must proceed in the manner required for a new or initial applicant.

(d) *Workers' compensation insurance requirements.*

- (1) Each contractor who is defined in the Workers' Compensation Act, title 85, Oklahoma Statutes, section 1 et seq. (the "Act")(85 O.S. § 1 et seq.) as an employer of employees as defined in the Act and not exempt, which contractor is registered under this article shall be required to document to the city and to keep in force during the life of its registration, a workers' compensation insurance policy to protect the contractor's employees against occupational hazards and diseases as regulated and defined in the Act.
- (2) A certificate of insurance for workers' compensation with the city named as a certificate holder from an insurance company duly licensed to do business in the state or proof of exemption or own risk status shall be submitted with the application for registration to the city. Persons who are self-employed and do not fall under the jurisdiction of the Workers' Compensation Act are not required to submit a certificate of insurance. However, in lieu of the certificate of insurance requirement, the applicant must execute an affidavit certifying he is wholly self-employed and does not fall under the jurisdiction of the Workers' Compensation Act with proof of exemption. The city attorney will establish acceptable criteria for proof of exemption.

(3)

The contractor shall be required to notify the city within ten working days upon termination of an insurance policy. This will cause the city to invalidate the certificate.

(e) *Insurance.* Each contractor shall procure and maintain a general liability policy of insurance with limits per occurrence of not less than \$500,000.00. Proof of certificate of insurance shall be provided at the time application is made for a contractor's certificate. The contractor shall notify the city within ten days of termination of the policy. The city shall be named a certificate holder. Failure to maintain general liability insurance in the specified limits shall cause the contractor's certificate to be deemed revoked.

(f) *Violation and penalties.* Any person violating any provision of this article is guilty of an offense and, upon conviction thereof, shall be punished as provided in section 1-7.

(Code 1995, § 114-151; Ord. No. 1272, § 1, 2-7-2010)



DEVELOPMENT
SERVICES

Application for Grease Trap Registration

Grease Trap Registration Number: _____

Date: _____

Person(s) responsible for sewer bill:

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax _____

E-Mail _____

Type of Permit: Residential _____ Commercial _____ Industrial _____

Size of trap and use: Size _____ Sanitary _____ Grease _____

Location of Business: _____

- OFFICE USE ONLY -

Grease trap or Sanitary trap Fees:

New \$50.00 _____ Renewal \$25.00 _____

Trap location: _____

Accepted: Yes _____ No _____ Date _____

Accepted By _____

[illegible]

Please Note: A copy of all maintenance/ cleaning receipts from your grease hauler needs to be kept in the manifest book.



DEVELOPMENT
SERVICES

Application for Waste Haulers

Waste Haulers License Number: _____

Date: _____

Person(s) responsible for Waste company: _____

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax _____

E-Mail _____

Truck Number	Year	Make	Model	Capacity
1				
2				
3				
4				

Truck number and license number shall be display on truck in 2" stencil (YK-1234-1)

- OFFICE USE ONLY -

Waste hauler License Fees:

New \$150.00 _____ Renewal \$100.00 _____

Accepted: Yes _____ No _____ Date _____

Accepted By _____



DEVELOPMENT
SERVICES

Monthly Waste Hauler Discharge Report AND Hauled Wastewater Manifest Fax to: (405) 350-8929

To the attention of; Frederick Blalock, Inspector II Building Department (405) 354-6676

Company name:

YUKON REGISTRATION NUMBER:

VEHICLE CAPACITY:

GENERATOR OF WASTEWATER: Use Source Number Applicable and Fill in Volume from each.

* Report each Source on a Separate Line with correct number.

- | | |
|--|-------------------------------------|
| 1. Residential, Septic or Holding | 6. Industrial |
| 2. Office/Commercial, Septic or Holding Tank | 7. Other (Describe) |
| 3. Restaurant, Septic or Holding Tank | 8. LS - Local Sanitary Waste |
| 4. Restaurant, Grease Trap | 9. NS - Out of State Sanitary Waste |
| 5. Portable Toilets | 10. O - Other Than Sanitary Waste* |

DAILY/WEEKLY/MONTHLY:

	Name of Customer	PICK UP DATE / TIME	SOURCE	VOLUME (GAL)	DISCHARGE TIME / DATE	APPROVED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

The above described grease waste/wastewater was picked up and hauled by the above named company to an approved disposal site and was discharged on the date shown below. I certify that the information submitted is, to best of my knowledge and believe accurate, and complete. I am aware of the significant penalties for submitting false information, including the possibility of fines and prosecution for knowing violations.

Signature of Authorized Representative:

Printed Name:

Contact Number



Reference sites

EPA web site

<http://nlquery.epa.gov/epasearch/epasearch?querytext=fat+oil+and+grease>

Oklahoma Department of environmental quality (DEQ)

<http://www.deq.state.ok.us/pubs/CSD/Foodw.pdf>

Nation Restaurant Association

<http://www.restaurant.org/News-Research/News/New-FOG-toolkit-a-clear-winner!>