

**NEENAH-MENASHA SEWERAGE COMMISSION (HEREINAFTER NMSC)  
RESOLUTION 2009-1 PROMULGATING A POLICY REGULATING AND PERMITTING  
DISCHARGE OF ANIMAL AND VEGETABLE FATS, OILS, GREASE, FOOD WASTES AND  
RELATED MATERIALS.**

**RECITALS**

**WHEREAS**, NMSC has experienced wastewater treatment problems caused and or related to discharges of animal and vegetable fats, oils, grease and food byproducts and waste and,

**WHEREAS**, the problems caused by or associated with said discharges have or may interfere with the efficient operation of this wastewater treatment facility by causing plugging and/or blockages of the system pipes, heat exchangers and pumps and,

**WHEREAS**, the problems caused or associated with oils, fats grease and food by-products may contribute waste of a strength or form that may cause a violation of NMSC'S WPDES Discharge Permit or create waste that is beyond the treatment capability of the wastewater facility and,

**WHEREAS**, violation of the WPDES permit may subject NMSC to fines and other sanctions from WDNR and,

**WHEREAS**, the Pretreatment Rules and Regulations duly adopted by NMSC allow the Commission the legal authority to regulate said discharges.

**NOW, THEREFORE**, NMSC adopts the attached Fats, Oils, and Grease Regulations and Procedures to insure compliance with NMSC Pretreatment Regulation and WPDES Permit requirements, and to insure the effective and efficient operation of the wastewater treatment facility. The Regulations and Permit Procedure shall become effective as of the date of passage of this Resolution.

**PASSED AND ADOPTED** by the NMSC this 24th day of February, 2009.

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**NEENAH-MENASHA SEWERAGE COMMISSION**

By: William Zelinski

William Zelinski, President

By: Katherine Brown

Secretary

# NEENAH-MENASHA SEWERAGE COMMISSION FATS, OILS AND GREASE REGULATIONS AND PROCEDURES

## Section 1. Purpose and Scope.

The purpose and scope of the general permit is to control discharges into the public sewerage collection system and wastewater treatment facility that interfere with the operations of the system, cause blockage and plugging of pipelines and heat exchangers, interfere with normal operation of pumps and their controls, and contribute waste of a strength or form that either causes a violation of NMSC's WPDES permit, or is beyond the treatment capability of the wastewater treatment plant.

## Section 2. Definitions.

### A: Best Management Practice

Standard operating procedure of food service facilities that reduce or eliminate the discharge of fats and grease into the sanitary sewer system.

### B: Food Service Facility

Those establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption foodstuffs and that use one of the following preparation activities: cooking by frying, baking, grilling, sautéing, rotisserie cooking, broiling, blanching, roasting, or poaching. Also included are infrared heating, searing, barbecuing, and other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing. The facilities include but are not limited to restaurants, bakeries, cafeterias, hotels, motels, hospitals, nursing homes, grocery stores, churches, caterers, convenience stores, movie theaters, or and other users as determined by NMSC who discharge applicable waste.

### C: Grease

Material composed primarily of fats, oils, and grease (FOG) from animal or vegetable sources. The terms fats, and grease shall be referred as grease by definition. This does not include petroleum or mineral based products.

### D: Grease Interceptor

A device for separating and retaining waterborne greases and grease complexes prior to the wastewater exiting the interceptor and entering the sanitary sewer collection system and treatment system. These devices also serve to collect settleable solids, generated by and from food preparation activities, prior to the water exiting the interceptor and entering the sanitary sewer collection and treatment system.

### E: User

Any person or establishment who contributes, causes, or permits the contribution of discharge of wastewater into NMSC's wastewater collection and treatment system.

### Section 3. Control Plan for FOG and Food Waste.

A: Any new construction, renovation, or expansion of Food Service Facilities shall be required to apply for a general permit and submit to NMSC a FOG and food waste control plan that will effectively control the discharge of undesirable materials into the wastewater collection system.

B: Any existing Food Service Facility shall also be required to apply for a general permit and submit a FOG and food waste control plan that will effectively control the discharge of undesirable materials into the wastewater collection system. This will include, but not be limited to, best management practices (BMP's) and grease interceptors. Existing facilities shall not be exempt from this requirement. No Food Service Facility will be "grandfathered".

C: Any new owner of an existing Food Service Facility must submit a general permit application and new FOG and food waste control plan to NMSC.

D: Any new owner of an existing Food Service Facility terminating operations must notify NMSC the exact date and time operations will terminate.

### Section 4. General Criteria.

#### A: Installation Requirements

All existing, proposed, or newly remodeled Food Service Facilities inside the NMSC sewer service area shall be required to install, at their expense, an approved, properly operated and maintained grease interceptor. Existing facilities shall not be exempt from this requirement. No Food Service Facility will be "grandfathered".

#### B: Sanitary Sewer Flows

All existing sewer flows from toilets, urinals, lavatories, etc. shall not be discharged into the grease interceptor. These flows shall be conveyed separately to the sanitary sewer service lateral.

#### C: Floor Drains

Only floor drains which discharge or have the potential to discharge grease shall be connected to a grease interceptor.

#### D: Garbage Disposals

It is recommended that solid food waste products be disposed of through normal solid waste/garbage disposal means through best management practices (BMP's). If a disposal is used it must be connected to the grease interceptor. The use of disposals is discouraged since it decreases the operational capacity of grease

interceptors and will require an increased pumping frequency to ensure continuous and effective operation.

E: Dishwashers

Commercial dishwashers must be connected to the grease interceptor. Dishwashers discharge soap and hot water which melt grease and allow it to pass through an undersized grease interceptor. Interceptors must be sized accordingly to allow enough detention time to allow water to cool and grease to solidify and float to the top of the interceptor.

F: Location

Grease interceptors shall be installed outside the building upstream from the sanitary sewer service lateral connection. This will allow easy access for inspection, cleaning, and removal of the intercepted grease at any time. A grease interceptor may not be installed inside any part of a building without written approval of the NMSC.

G: Discharge Limits

No user shall allow wastewater discharge to exceed a daily maximum of 100 mg/L of grease.

Section 5: Design Criteria.

A: Construction

Grease interceptors shall be constructed and sized in accordance with State of Wisconsin Department of Commerce 82.34 standards.

B: Access

Access to grease interceptors shall be available at all times to allow for proper maintenance and inspection.

Section 6: Grease Interceptor maintenance.

A: Cleaning and Pumping

The Food Service Facility at their own expense shall maintain all grease traps to assure proper operation and efficiency and meet discharge limits. Maintenance of grease trap shall include the complete removal of floating and settled solids and inspecting and/or repairing any portion of the interceptor that is not functioning properly. Grease hauling shall be performed by a qualified licensed hauler. User must be able to provide with documentation date, condition of interceptor after pumping including repairs needed, name, license #, and phone # of hauler, how much was pumped, where waste was disposed, phone number of waste disposal site and a copy of original manifest from waste hauler. Documentation must be retained for a period of no less than 3 years.

B: Cleaning/Pumping Frequency

Grease interceptors must be pumped out completely every six months. However, given that food preparation methods vary greatly, some grease interceptors may need to be pumped on a more frequent basis and that frequency shall be determined by NMSC after inspection of the Food Service Facility.

C: Submittal of Records

Each Food Service Facility shall submit all cleaning and maintenance records to the NMSC. The maintenance records shall include the following information:

1. Facility name, address, contact person, and phone.
2. Company name address, phone number, and contact name of person responsible for performing the maintenance, cleaning, pumping, or repair of grease trap.
3. Types of maintenance performed
4. Dates maintenance was performed
5. Copies of hauler manifest

The Food Service Facility will be required to submit maintenance records to NMSC annually. Records shall be submitted by January 31<sup>st</sup>.

D: Inspections

NMSC personnel will perform periodic inspections of Food Service Facilities and will notify the facility of additional maintenance or repairs. Upon written notification by NMSC, the facility shall be required to perform the Maintenance and submit a remediation report to NMSC within 21 calendar days. Upon inspection by the NMSC, the facility may be required to install, at their expense, additional controls to provide a complete system that prevents discharges of undesirable materials into the wastewater collection system.

Section 7: Chemical and Biological Additives

Chemical and biological treatments such as drain cleaners, enzymes, bacteria, acid, or any other chemical or biological additives to emulsify or remove grease are strictly prohibited.

Section 8: Enforcement and Penalties

A. Any existing or new Food Service Facility not submitting a FOG and food waste control plan within the time frame determined by NMSC will be fined no more than 50 dollars per day late.

B. Any Food Service Facility who has not submitted maintenance records by January 31<sup>st</sup> will be fined no more than 50 dollars per day late.

C. Any Food Service Facility, after inspection by NMSC, that has not made the necessary repairs or remediation, and submitted a remediation report as ordered by NMSC within 21 day calendar days, will be fined no more than 100 dollars per day late.

D. Any Food Service Facility found using chemical and/or biological additives to emulsify or remove grease, will be fined no more than 100 dollars for the 1<sup>st</sup> offense, 300 dollars for the 2<sup>nd</sup> offense, 1000 dollars for the 3<sup>rd</sup> offense, and 2000 dollars thereafter per offense.

E. Any user exceeding the maximum daily concentration of 100 mg/L of grease, will be fined no more than 500 dollars per offense.

F. Any Food Service Facility found guilty of falsifying maintenance and manifest records will be fined 1000 dollars for the 1<sup>st</sup> offense, 3000 dollars for the 2<sup>nd</sup> offense, 5000 dollars for the 3<sup>rd</sup> offense and possible revocation of permit. In addition, further criminal charges and penalties may be applicable.

#### Section 9: Permit Fee

The general permit fee referenced in Section: 3 above shall be 300 dollars. The permit shall be effective for a three year period.

#### Section 10: Waiver of Permit Requirements

NMSC may waive the permit requirement for those Food Service Facilities, that after inspection by NMSC personnel, pose no threat of discharging quantities of FOG materials into the public sewerage system that would interfere with the efficient operation of the wastewater treatment facility. Any waiver granted must be approved by the Manager of NMSC and all waivers shall be reported to the Commission.

#### Section 11: Blanket Waiver of Permit Requirements

In the event a Contracting Municipality has in place a Food Service Facility plan that in the opinion of NMSC is as effective in regulating discharge of FOG as the NMSC program, the Manager may grant to said Contracting Municipality a blanket waiver from NMSC's FOG regulations. Any blanket waiver shall also be subject to approval by the Commission.



**NEENAH-MENASHA SEWERAGE COMMISSION** 101 Garfield Avenue • Menasha, Wisconsin 54952-3397  
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## FATS, OILS AND GREASE REGULATIONS AND PROCEDURES FOOD SERVICE FACILITY PERMIT

\_\_\_\_\_ (Facility name)

\_\_\_\_\_ (Facility Address)

This food service facility must clean/ maintain interior grease trap(s) on a frequency of \_\_\_\_\_.

This food service facility must clean/ maintain exterior grease interceptors on a frequency of \_\_\_\_\_.

Best management practices will be utilized in the preparation/ disposal of food product.

The use of chemical(s) and/ or enzyme(s) to emulsify fats, oils, and grease is strictly prohibited.

Maintenance logs, inspection and cleaning manifests must be submitted to NMSC by January 31<sup>st</sup> of each year, and must be kept on file and readily accessible with the food service facility no less than 3 years.

The operator of this food service establishment acknowledges and states a commitment to all the terms of the Neenah-Menasha Sewerage Commission fats, oils and grease regulations and procedures. This permit is effective \_\_\_\_\_, and will expire on \_\_\_\_\_.

Nolan Knapp, Food Service Facility Inspector

Permit # \_\_\_\_\_

Permit must be displayed in plain view at all times



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## FATS, OILS, AND GREASE APPLICATION FOR GENERAL PERMIT

Section I. General Information

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- A. Applicant \_\_\_\_\_  
 Food Service Facility Name used at Service Address
- \_\_\_\_\_
- B. Current or Proposed Service Address \_\_\_\_\_  
 Food Service Facility Corporate Name
- \_\_\_\_\_
- Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- C. Phone, fax, and email of current or proposed facility Phone number ( ) \_\_\_\_\_  
 Fax number ( ) \_\_\_\_\_ Email address \_\_\_\_\_
- D. Check box that applies  sole proprietorship  partnership  corporation
- E. Check box that applies  new construction  existing establishment (no expansion/ renovation)  
 existing establishment (with expansion/ renovation)
- F. Are you currently operating your business from the service address you indicated?  
 Yes  No  
 If no, please indicate the date you anticipate beginning operation \_\_\_\_\_
- G. Name of Owner, General Partner, or Chief Executive Officer
- \_\_\_\_\_
- Name \_\_\_\_\_ Title \_\_\_\_\_
- \_\_\_\_\_
- Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- \_\_\_\_\_
- Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_



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H. Name of Designated Representative and Contact Person for the facility who can be serviced with notices and is responsible for signing all correspondence and reports. All notices will be sent to this contact person.

Check box if this is the same as in line G, proceed to I

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Street City State Zip code

\_\_\_\_\_  
Phone Number Fax Number

I. Facility Contact During Inspections

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Phone Number Fax Number

J. If renting or leasing a food service, property, or building, please list name, address, and phone number of leaser

\_\_\_\_\_  
Name Phone number

\_\_\_\_\_  
Street City State Zip code



Section II. Facility Functional Characteristics

A. Please check the box that most represents or will represent your facility

Type of Food Service Establishment	Location
<input type="checkbox"/> Fast Food	<input type="checkbox"/> Stand alone
<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Strip Mall Attached
<input type="checkbox"/> Buffet	<input type="checkbox"/> School
<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Club/ Organization
<input type="checkbox"/> Take out only (non- convenience store)	<input type="checkbox"/> Company/ Office Building
<input type="checkbox"/> Coffee Shop	<input type="checkbox"/> Stadium
<input type="checkbox"/> Bakery	<input type="checkbox"/> Hospital
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Nursing Home
<input type="checkbox"/> Ice Cream Shop	<input type="checkbox"/> Hotel/ Motel
<input type="checkbox"/> Cocktails/ Bar/ Nightclub	<input type="checkbox"/> Supermarket
<input type="checkbox"/> Movie Theater	<input type="checkbox"/> Religious Institution
<input type="checkbox"/> Delivery only (non health care)	<input type="checkbox"/> Prison
<input type="checkbox"/> Delivery (non health care) and take out	<input type="checkbox"/> Bowling Alley Attached
<input type="checkbox"/> Delivery (non health care), takeout, and full service restaurant	<input type="checkbox"/> Other _____
<input type="checkbox"/> Delivery (health care)	
<input type="checkbox"/> Catering	
<input type="checkbox"/> Food Packager	
<input type="checkbox"/> Meat Processor	
<input type="checkbox"/> Other _____	

B. Please check the box(es) that pertain to the equipment you use or will use

Food Preparation/ Cooking Equipment	Other Kitchen Equipment
<input type="checkbox"/> Deep Fryer	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Charbroiler	<input type="checkbox"/> Pre-rinse sink
<input type="checkbox"/> Griddle	<input type="checkbox"/> Mop sink
<input type="checkbox"/> Pressure Cooker	<input type="checkbox"/> Floor Drains
<input type="checkbox"/> Grill	<input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Oven	<input type="checkbox"/> Other _____
<input type="checkbox"/> Steam Kettle	
<input type="checkbox"/> Rotisserie	
<input type="checkbox"/> Stove	
<input type="checkbox"/> Wok	
<input type="checkbox"/> Toaster	
<input type="checkbox"/> Other _____	



C. Please indicate current or proposed operating schedule

Days of operation	Hours of Operation	Average number of meals served
Monday	Start: _____ Stop: _____ Start: _____ or <input type="checkbox"/> 24 hrs or <input type="checkbox"/> Closed	
Tuesday	Start: _____ Stop: _____ Start: _____ or <input type="checkbox"/> 24 hrs or <input type="checkbox"/> Closed	
Wednesday	Start: _____ Stop: _____ Start: _____ or <input type="checkbox"/> 24 hrs or <input type="checkbox"/> Closed	
Thursday	Start: _____ Stop: _____ Start: _____ or <input type="checkbox"/> 24 hrs or <input type="checkbox"/> Closed	
Friday	Start: _____ Stop: _____ Start: _____ or <input type="checkbox"/> 24 hrs or <input type="checkbox"/> Closed	
Saturday	Start: _____ Stop: _____ Start: _____ or <input type="checkbox"/> 24 hrs or <input type="checkbox"/> Closed	
Sunday	Start: _____ Stop: _____ Start: _____ or <input type="checkbox"/> 24 hrs or <input type="checkbox"/> Closed	

D. Please provide the following miscellaneous information:

Miscellaneous Information	
No. of Employees	<input type="checkbox"/> Yes <input type="checkbox"/> No
Seating Capacity	
Average no. of meals served during peak hour	
Do you wash plates?	<input type="checkbox"/> Yes <input type="checkbox"/> No

E. If an existing location, does the facility have an exterior grease interceptor?  
 Yes  No

F. If an existing location, does the facility have any inside grease traps?  
 Yes  No

G. If an existing location, do you use any chemical(s) and/ or enzyme(s) used to emulsify fats, oils, and grease?

Yes  No

If yes, please give name of chemical(s) and/ or enzyme(s) \_\_\_\_\_



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Section III. Control Plan FOG and Food Waste

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According to the Neenah-Menasha sewerage commission fats, oils and grease regulations and procedures, any existing, new construction, or renovation or expansion of Food Service Facilities must submit a control plan for fats, oils and grease and food waste that will control the discharge of undesirable materials into the wastewater collection system. Please submit on separate paper a fats, oils, and grease and food waste control plan. This will include, but not be limited to, best management practices (BMP's), employee training, signage, proper preparation and disposal of food product, grease traps, and grease interceptors. This plan must be kept onsite and readily accessible.

Section IV. Certification

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*I have personally examined and am familiar with the information submitted in this document and certify under penalty of law that the information submitted in this application, to the best of my knowledge, is accurate and true. By signing this application, I assume liability for submitting false or misleading information, possibly leading to fine and or imprisonment.*

*I certify under the issuance of a NMSC fats, oils, and grease permit, this food service facility will achieve consistent compliance with the NMSC fats, oils, and grease regulations and procedures. If the wastewater does not meet all the applicable regulations, the food service facility will modify its operations, install wastewater pretreatment equipment, or do whatever is necessary to meet discharge requirements.*

Certification of Owner, General Partner, or Chief Executive Officer

Name of Owner, General Partner, or Chief Executive Officer

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date