Norwalk Water
Pollution Control
Authority
www.wpcanorwalk.org

Instructions for the Fats, Oils and Grease (FOG) Program
Permit/Review/Registration Process

The purpose of these instructions is to inform and assist Class III and IV Food Preparation Establishments (FPEs) through the permit/review/registration process with the Water Pollution Control Authority for the City of Norwalk (WPCA). Attached to these instructions you will find a sample maintenance log for your pre-treatment equipment, a picture showing a sample port on an AGRU, the City of Norwalk FOG program policy, and the Department of Environmental Protection (DEP) General Permit Associated with Food Preparation Establishments.

The permit/review/registration process will determine if your establishment requires improvements to its FOG handling facilities for approved wastewater discharge. It will also help in updating the database for tracking FPEs.

General Information:

The Connecticut Department of Environmental Protection (DEP) issued a *General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments* effective September 30, 2005 for Class III and Class IV food service establishments. The General Permit (the food preparation establishment is the Permittee and is required to comply with all aspects of the General Permit) regulates the discharge of wastewaters from Class III and Class IV food preparation establishments, as defined in the Connecticut Public Health Code, which discharge to a sanitary sewer.

The General Permit was issued to reduce the volume of animal fat, cooking oils, and frying grease discarded in wastewater. FOG discharged to the sanitary sewer system can accumulate at any location within the system. Over time, this accumulation can decrease the capacity or entirely block sanitary sewer lines, causing untreated sewage to overflow the sewer system, contaminating the surrounding soil and possibly entering businesses or homes. Sewage overflowing the sanitary sewer system can pose a threat to human health and the environment.

On February 12, 2007, the WPCA adopted a FOG Program Policy to reduce the amount of FOG discharged into the sanitary sewer system in order to protect all public, private and environmental interests.

Permit/Review/Registration Process:

The WPCA, in accordance with the General Permit authorized by DEP, requires all Class III and IV food preparation establishments to install an Outdoor, In-Ground Grease Trap/Interceptor (1,000-gallon or greater). In an extreme circumstance the food preparation establishment may request a substitute treatment method as specified in the Fats, Oils, and Grease (FOG) Program Policy under Alternative Option.

The WPCA's permit/review/registration procedure is as follows:

DO NOT PURCHASE ANY EQUIPMENT UNTIL A FOG CONSTRUCTION PERMIT IS ISSUED

1. Registration fees are established annually with sewer use charges. The current registration fee for Fiscal Year 11/12 is $200.
2. Please make checks payable to: *WPCA* for the *City of Norwalk*.
3. Fill out the FOG Registration Form as completely as possible as this will help expedite your permit/review/registration.

4. Plan, Specification, and Detail Requirements - The FPE is required to submit, at the minimum, the following information:

    a. Detailed engineering/architectural site plan that includes:
        - Facility name and building address, lot size and dimensions
        - Location of public sewers
        - Location of outdoor, in-ground grease trap/interceptor (if applicable)

    b. Kitchen plumbing plan that includes:
        - Location and name of all kitchen fixtures
        - Plumbing lines and connections
        - Location of Automatic Grease Recovery Unit (if applicable)

    c. Outdoor in-ground grease trap/interceptor detail that includes:
        - Invert elevation at the building, grease trap inlet and outlet, and sewer connection
        - Trap/interceptor specifications
        - Sizing calculations

    d. Automatic Grease Recovery Unit (AGRU) detail that includes:
        - AGRU specifications
        - Volume of grease collection container
        - Sizing calculations (include volumes of all connected kitchen fixtures and hydraulic retention time)
        - Sample port with valve and shutoff valve after AGRU (see detail)

    In order to allow expeditious review of such plans, FPE should take care to validate their accuracy and should supplement them with whatever additional technical information deemed appropriate to allow clear understanding of the FPE's project.

5. Please contact Ken Joyce in the Tax Assessor office at (203) 854-7826 to apply for a business personal property ID number (BPPID). BPPID numbers are issued after October 15, each year.

6. A copy of a recent water bill and current menu.

7. Return the completed FOG Registration Form along with plans, specifications, details and any other supporting documents to the WPCA at the following address:

    Water Pollution Control Authority
    15 South Smith Street
    Norwalk, CT 06855
    Attention: Nicholas E. Berkun

8. Upon submission to the WPCA of a completed registration form, plans, specifications, details, and any other supporting documents, the Director of Public Works or his designee shall make a reasonable attempt to review the application within fourteen (14) days of the date that the application is certified as completed and issue a FOG Construction Permit. No application shall be considered complete until all information is provided.

9. FOG Construction Permit: The FOG Construction Permit authorizes the FPE to obtain permits from other City Departments as required and to construct the GRU as submitted. The FPE has 60 days from FOG Construction Permit issue date to complete work, schedule and pass an inspection unless otherwise noted. If the work has not begun within this time the permit application must be re-submitted and WPCA may charge an additional $200.00 registration fee. WPCA may also begin fining the FPE in accordance with provisions of Section 90-4. Current fines are $250.00 per day.

10. The WPCA shall inspect the construction and if approved shall issue a FOG Program Registration Approval Letter. Any deficiencies found will be noted and the FPE will be required to correct any issues prior to final approval.

Please note that a food license and/or Certificate of Occupancy will not be issued until the WPCA approves the installation.

11. Installation of a GRU requires a plumbing permit. Following receipt of a FOG Construction Permit, please contact the Building Department at (203) 854-7755. ***A copy of the plumbing permit will be required for final WPCA approval***.

12. FOG Program Registration Approval Letter: The FOG Program Registration Approval Letter will be issued when the FPE meets all WPCA and regulatory requirements for the FOG Program.

A permit/review/registration process checklist has been attached to assist the FPE with the FOG Program. If the FPE should have any additional questions or require assistance with this application, please contact Nicholas Berkun with the WPCA at 203-854-3235.

Attachments:

Permit/Review/Registration Process Checklist
Fats, Oils, and Grease (FOG) Registration Form
Sample Port with Valve and Shutoff Valve Detail
Sample GRU Maintenance Log
City of Norwalk's Fats, Oils, and Grease (FOG) Program Policy
DEEP's General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments

FOG Program Understanding Signature

I have received and reviewed the Fat's, Oils and Grease (FOG) Permit/Review/Registration application packet and understand the requirements to the best of my knowledge. A representative of the WPCA or the manufacturer of my proposed equipment has satisfactorily answered all questions asked. I understand that no equipment shall be purchased until a FOG Construction Permit is issued by the WPCA.

Acknowledged By: _____ Date: _____
Food Preparation Establishment Representative

Norwalk Water
Pollution Control
Authority

www.wpcanorwalk.org

Permit/Review/Registration Process Checklist

Please check the following list to make sure that you have included all the required information. Place a checkmark next to each item completed and/or provided. Include this checklist in the submission to the WPCA.

Attached	Item Description
☐	FOG Permit/Review/Registration application understanding signature
☐	Completed FOG registration form (2 pages)
☐	Grease Recovery Unit (Grease Trap or AGRU) sizing calculations
☐	Kitchen plumbing plan (riser diagram, flow chart, or sketch is acceptable)
☐	Details for outdoor in-ground grease interceptor (GI) or AGRU
☐	FOG Program variance letter for AGRU (ONLY in extreme circumstances)
☐	Detailed engineering/architectural site plan
☐	Registration Fee ($200.00)
☐	Business Personal Property Tax ID Number
☐	Recent Water Bill
☐	Food Preparation Establishment (FPE) menu

-- FOR WPCA USE ONLY --

Facility Name: _____ **D-B-L:** _____

Facility Address: _____ **Registration #:** _____

Received By: _____ **P.P. Acct. #:** _____

Date Received: _____ **FOG Permit #:** _____

INDUSTRIAL PRE-TREATMENT PROGRAM (IPP) REGISTRATION

Section A – General Information

1. Facility Name: _____
2. Facility Street Address: _____

   City: _____ State: _____ Zip: _____
3. Contact Name: _____ Title: _____
4. Phone Number: _____ Fax: _____
5. Email: _____

Section B – Water Supply (Please attach a copy of the most recent water bill)

1. Water Service Account Numbers: _____
2. Provider/Utility: _____

Section C – Requirement to Comply with FOG Regulations

1. Please choose one description that best describes requirement to comply:

   [ ] New facility
   [ ] Change in ownership (change in warranty deed or lease agreement)
   [ ] Renovation of facility - exceed $20,000 within calendar year, or cumulative of $40,000
   [ ] Existing facility applying for new grease trap / compliance

Section D – Facility Operational Characteristics (please attach a copy of the menu)

1. Please choose one description that best describes the facility:

   [ ] Food license class 4
   [ ] Food license class 3

2. Meals served – Please indicate all that apply:

   [ ] Breakfast [ ] Lunch [ ] Dinner

3. Days and Hours of Operation: _____
4. Seating Capacity of the Facility: _____
5. Please indicate each item existing or proposed at the facility and the quantity of each:

		(count)			(count)
[ ]	3 Bay Pot Sink	_____	[ ]	Wok Sink	_____
[ ]	2 Bay Pot Sink	_____	[ ]	Deep Fryer	_____
[ ]	1 Bay Pot Sink	_____	[ ]	Kettle	_____
[ ]	2 Bay Prep-sink	_____	[ ]	Hand Sink	_____
[ ]	1 Bay Prep-sink	_____	[ ]	Mop Sink	_____
[ ]	Dishwasher	_____	[ ]	Floor Sink / Drain	_____
[ ]	Pre-rinse Station	_____	[ ]	Other (describe)	_____ _____

Section E – Pretreatment

1. Please circle your Grease Removal Unit (**GRU**) type; i.e.: Grease Interceptor (**GI**), Super-capacity Grease Trap (**SGT**), or Automatic Grease Recovery Unit (**AGRU**) installed or being proposed for your FOG permit, and list the sinks (sources) being treated:

Grease Removal Unit (GRU) Type(s)				**Grease Sources Treated**
GRU 1:	**GI**	**SGT**	**AGRU**	_____
GRU 2:	**GI**	**SGT**	**AGRU**	_____
GRU 3:	**GI**	**SGT**	**AGRU**	_____
GRU 4:	**GI**	**SGT**	**AGRU**	_____
GRU 5:	**GI**	**SGT**	**AGRU**	_____

GRU(s) Make & Model		**GRU(s) Capacity Information**
GRU 1	_____	_____
GRU 2	_____	_____
GRU 3	_____	_____
GRU 4	_____	_____
GRU 5	_____	_____

Section F – Maintenance

1. Please identify the maintenance and cleaning schedule (i.e.: daily, 1/week, 2/month, etc.) and responsible party (contractor or self) for each GRU installed or proposed:

Maintenance Frequency		**Person/Contractor**
GRU 1	_____	_____
GRU 2	_____	_____
GRU 3	_____	_____
GRU 4	_____	_____
GRU 5	_____	_____

2. If a contractor cleans or will clean the Grease Removal Unit(s) installed or proposed, please provide the following:

Contractor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____