



# FOG Fact Sheet 6

## REPORTING & RECORD KEEPING REQUIREMENTS RECORDING & REPORTING VIOLATIONS

### Record Keeping Requirements for Grease Interceptors

A written log of all grease interceptor inspections is required and must be maintained for each discharge subject to the General Permit. Information recorded in the log should include:

- Date of the inspection
- Inspector's name, title and signature
- Depth, as measured at the time of the inspection, of fats, oils, grease (FOG) and food waste located within the grease interceptor; and any maintenance work or changes in equipment associated with such discharge that has taken place at the site since the last inspection

*Please note that the operating depth of the grease interceptor occupied by FOG and settled solids must be less than 25 percent of the total depth.*

The FPE must maintain the following documents onsite for a minimum of 5 years:

- A written log on-site of grease interceptor cleaning and maintenance
- Copies of contractor cleaning receipts
- A copy of approval from the authorized agent to reduce the frequency of grease interceptor cleaning
- Analytical results, if effluent quality samples are collected

*Note that maintenance of the required records as well as installation of a grease interceptor is sufficient to demonstrate compliance with the effluent limits of the General Permit.*

### Record Keeping Requirements for AGRUs

All AGRUs are to be maintained in accordance with the manufacturer's recommendations. As such, maintenance records comprising of mechanical inspections and manufacturer's recommended service records, including any analytical results, must be maintained onsite for a minimum of 5 years. Note that maintenance of the required records as well as installation of an AGRU is sufficient to demonstrate compliance with the effluent limits of the General Permit.

### Recording and Reporting Violations

Immediately upon learning or having reason to believe that the discharge may cause or has caused a sewer blockage or may adversely affect the receiving water pollution control facility, the FPE must notify the Sewer Authority.

If monitoring data or other information indicates that a violation of the General Permit, the FPE must take steps to identify and correct the conditions causing the violation. A log of such violations must be maintained on site and include the following information:

- The permit condition(s) or effluent limitation(s) violated
- The analytical results or other information demonstrating the violation

- The cause of the violation, if known
- Dates and times during which the violation continued
- If the violation was not corrected immediately upon being discovered, the anticipated time it is expected to continue; and upon correction, the date and time of correction
- Steps taken and planned to reduce, eliminate and prevent a reoccurrence of the violation, and the dates such steps have been or will be executed
- The name, title and signature of the individual recording the information and the date and time of such recording

The FPE must immediately notify the Sewer Authority in the event that pH exceeds the permitted range by more or less than one standard unit or FOG exceeds the 100 milligram per liter permit limit.