



CITY OF  
**HAYWARD**  
HEART OF THE BAY

RECEIVED  
MAY 24 2005

PUBLIC WORKS MEMO 5-11  
ISSUED 5/6/05

CITY OF HAYWARD  
Water Pollution Source Control

TO: ALL PUBLIC WORKS DIVISIONS

SUBJECT: GREASE CONTROL DEVICES AND GREASE HANDLING PROCEDURES  
IN FOOD SERVICE FACILITIES

The purpose of this Memo is to prevent excessive discharge of fats, oil, and grease from commercial and industrial establishments into the City of Hayward's public sanitary sewer system.

### DEFINITIONS

The following definitions are provided to facilitate consistency in communications regarding grease control and handling matters:

- a. Best Management Practices means activities, prohibitions of practices, maintenance procedures, and other management practices to be implemented to prevent or reduce the discharge of fat, oil and grease to the public sanitary sewer system.
- b. Fat, oil and grease means organic polar compounds derived from animal and/or plant sources that contain certain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in the United States Code of Federal Regulations 40 CFR 163, as may be amended from time to time. Fats, oil and grease are typically, but not exclusively, generated from food preparation, food service, and kitchen clean-up.
- c. Food service facility means any facility that cuts, cooks, bakes, prepares or serves food for commercial use or sale. Such facilities will generally perform one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that results in a hot, non-drinkable food product in or on a receptacle that requires washing.
- d. Grease control device means a device constructed to separate and trap or hold fat, oil, and grease substances from the wastewater discharged from a facility in order to keep such substances from entering the sanitary sewer system.

DEPARTMENT OF PUBLIC WORKS  
UTILITIES ADMINISTRATION

777 B STREET, HAYWARD, CA 94541-5007

TEL: 510/583-4700 • FAX: 510/583-3610 • TDD: 510/247-3340

- e. Grease interceptor means a large, partitioned vault, installed to remove grease and food waste so that they can be separated and removed from wastewater before it is discharged to the public sanitary sewer system. These devices are generally installed underground and outside of the facility.
- f. Grease trap means a device designed to separate and remove grease from wastewater installed inside of a facility. Grease traps are generally installed in kitchens under the floor or in close proximity to a sink, and are much smaller than grease interceptors. Grease traps are generally of two types: 1) manual units which have no electrical or mechanical moving parts and must be manually cleaned and maintained; and 2) electro-mechanical (also known as automatic) units which are designed to automatically trap and remove grease using electric heater elements and dipper or skimming devices.
- g. User means any person or entity, including those located outside the service area of the City's sanitary sewer system, that contributes, causes or permits the contribution or discharge of wastewater into the sanitary sewer system. This includes persons and entities who contribute such wastewater from mobile sources.

## **GENERAL REQUIREMENTS**

1. A grease control device is required when wastewater discharge from a premises includes, or can be expected to include, fats, oil, and grease in excess of the City's adopted discharge limitation on such substances. (See Chapter 11-3, Appendix A, of the Hayward Municipal Code.) Any commercial or industrial establishment that engages in activities that may result in discharge of fats, oil and grease is subject to the requirements of this Memo. The most common establishments are facilities that provide food service and/or preparation, including, but not limited to full service restaurants, fast food restaurants, commercial kitchens, cafeterias, delicatessens, meat packing and distributing facilities, food processing facilities, grocery stores with food preparation/service areas, bakeries, caterers, residential facilities (e.g. senior housing and convalescent facilities) that prepare meals, and similar types of operations.
2. All food service facilities, both new and existing, for which a building permit is issued on or after the date of this Memo will be evaluated by Public Works staff to determine if a grease control device needs to be installed. A grease interceptor or grease trap may be required if the facility has the potential to discharge fats, oil and grease in excess of the allowable concentration or may cause or contribute to the excessive buildup of fats, oil and grease in the public sanitary sewer system. If such wastewater is discharged from an existing food service facility, the Director of Public Works may impose grease control requirements without respect to the issuance of a building permit and regardless of the *length of time that the facility has been in operation.*
3. The type of grease control device required will depend on the facility's potential to discharge fats, oil and grease in excess of the allowable concentration and will not cause or contribute to the excessive build-up of fats, oil, and grease in the public sanitary sewer system. The size of the establishment, number of seats, use of disposable utensils and

plates, type of food prepared, volume of wastewater to be discharged from the kitchen, and other relevant factors will be considered in this decision. Guidelines to assist in making grease control requirements are attached to this Memo. These criteria will be updated periodically as appropriate.

4. Food service facilities that are not required to install a grease interceptor shall install a grease trap or other grease control method approved as to the type, size, design and placement.
5. Public Works personnel will generally determine appropriate grease control using standard criteria attached to this memo. It is understood that Building Inspection staff will check submitted drawings to verify that required grease control devices are included and appropriately sized and that Building Inspection staff will also be responsible for inspecting the installation of approved devices.
6. If the requirement for grease interceptor is waived, the Director of Public Works may require that the site design for food service facilities include sufficient outdoor space for installation of a future grease interceptor. Applicants may also be advised that a grease interceptor and related plumbing could be required at a later date if it is determined that such a device is necessary to prevent excessive discharge of oil and grease.
7. When the City becomes aware of any changes in the design or operation of a facility that may affect oil and grease generation and/or discharge, Public Works personnel will re-assess grease control requirements to determine if additional grease control is needed. In the absence of such a re-assessment and determination based on accurate and complete information, and if the Director of Public Works has cause to believe that the facility may contribute to excessive grease build-up in the sanitary sewer system, the Director of Public Works may order the facility to limit or discontinue discharge of wastewater until installation of an approved grease control device.
8. The oil and grease control requirements imposed by this Memo are considered minimum requirements. Notwithstanding the installation of grease interceptors and grease traps required under this Memo, no discharge to the sanitary sewer system may exceed the maximum oil and grease concentration and/or mass discharge standards imposed by the City of Hayward Wastewater Discharge Regulations.
9. Existing food service facilities requiring new or additional grease control devices will generally have up to one year from the date of the written notice to install an approved grease interceptor and ninety days from the date of the written notice to install a grease trap. The Director of Public Works may, however, require that devices be installed in less time if, in the opinion of the Director of Public Works, discharge to the sanitary sewer system is causing or contributing to significant problems.
10. Grease interceptors shall generally be installed on the facility's premises. When installation at the site of the facility would be impractical or cause undue financial hardship, the Director of Public Works may approve installation in the public right-of-

way area, excluding streets, provided that cleaning and maintenance of the unit will not be obstructed by landscaping or parked vehicles and will not interfere with pedestrian or automotive traffic. Installation of a grease interceptor in a public right-of-way shall be subject to the terms and conditions of an encroachment permit issued by the City. If a grease interceptor is permitted in the public right-of-way, a larger unit than would normally be needed may be required, in order to reduce the frequency of service.

11. Food processing facilities that utilize oil for cooking and frying must collect used cooking oil in a separate container and make certain that the contents are removed from the site and disposed of or recycled in a manner that is safe and sanitary and that ensures the used oil will not be intentionally or inadvertently discharged to the sanitary sewer or stormwater system.
12. Regardless of grease control device requirements imposed pursuant to this Memo, Public Works staff will work with food service facilities to implement kitchen best management practices. Examples of best management practices include, but are not limited to: scraping and wiping waste food from dishes and cooking utensils into a container for disposal rather than in the kitchen sink before placing them in dishwasher; and installing drain screens on all drainage pipes. Best management practices must be posted in all food preparation and dishwashing areas.

#### **GREASE CONTROL DEVICE DESIGN CRITERIA**

13. Notwithstanding the following design criteria standards, all grease interceptors and grease traps shall be of sufficient size to ensure protection of the City's sanitary sewer system from discharge of fat, oil and grease.
14. Grease control devices shall be designed and installed so that they are at all times easily accessible for inspection, cleaning, and removal of grease.
15. Grease traps shall be sized and designed in accordance with Sections 1014.0 to 1014.12 and Section 1015.0 of the California Plumbing Code, and all subsequent revisions, additions, and modifications to the Grease Traps and Grease Interceptors Section. No unit will be approved with a flow rate of less than 20 gallons per minute or a grease retention capacity of less than 40 pounds.
16. Grease interceptors shall be sized and designed in accordance with Appendix H, Recommended Procedures for Design, Construction and Installation of Commercial Kitchen Grease Interceptors, Sections H101.0 to H105.8.1 of the California Plumbing Code, and all subsequent revisions, additions and modifications to the Grease Traps and Grease Interceptors Section, but in no case will a grease interceptor of less than 750 gallons be approved.
17. Grease interceptors and traps shall be properly vented to allow for flow through the unit without creating potential odor problems.

18. Plans for grease control devices shall be submitted to the Building Inspection Division for review and approval prior to installation. Plans must include: a) a site plan showing the location of the grease interceptor, lines, and clean out or manhole; b) details of the interceptor, lines, and clean out or manhole; and c) formula and calculations used to determine interceptor capacity. Any changes to approved plans must be approved by the City Building Official.
19. Any exception to any grease control device design criteria stated herein, or other provisions of this Memo, must be approved by the Director of Public Works.

#### **MAINTENANCE AND INSPECTION OF GREASE CONTROL DEVICES**

20. The user is responsible for ensuring that grease control devices are operated and maintained properly at all times, at no expense to the City.
21. Grease interceptors must be cleaned on a regular basis, at a frequency such that the combined grease and solids accumulation does not exceed 25 percent of the total liquid depth of the interceptor, but not less frequently than once every three months while the establishment is in operation, except as approved by the City. Cleaning shall consist of removal by a licensed commercial waste hauler of the entire contents of the device, including liquids and solids.
22. Grease traps, both manual and electro-mechanical, must be cleaned on a regular basis, no less frequently than once per week. Additionally, grease traps shall be visually inspected regularly to check for leaking seams and pipes, and effective operation of baffles and flow regulating devices. Users of electro-mechanical grease traps must maintain such devices in accordance with manufacturer's recommendations, including removal of collected grease and solids and maintenance of moving parts.
23. Waste materials from grease control devices shall not be, under any circumstances, discharged to the sanitary sewer system. Flushing a grease control device with hot water is prohibited. The use of emulsifying agents or other additives designed to dissolve grease is prohibited without express written approval of the Director of Public Works.
24. The City may inspect a food service facility, including visual inspection of any and all grease control devices during normal hours of operation by the facility.
25. Written maintenance records, including records and manifests of hauled waste and used cooking oil, are to be retained by the user for a minimum of three years and be available for inspection by the City of Hayward.
26. If the City has cause to believe that a user is contributing to excessive grease build-up in the sanitary sewer system, either due to lack of appropriate grease control or lack of maintenance, the City may order the facility to limit or discontinue discharge of wastewater until a grease control device approved by the City is installed and/or proper maintenance is completed. The user may be responsible for costs incurred by the City to

perform additional maintenance or clean up sanitary sewer overflows if it is determined that such work resulted from inadequate grease control measures and/or maintenance of grease control devices.

A handwritten signature in black ink, appearing to read "Dennis L. Butler". The signature is fluid and cursive, with the first name being the most prominent.

Dennis L. Butler  
Director of Public Works

(Prep.5/3/05)