

## **INSTRUCTIONS FOR COMPLETING FOOD ESTABLISHMENT'S GREASE TRAP/INTERCEPTOR DISCHARGE APPLICATION**

All questions must be answered. **DO NOT LEAVE BLANKS.** If a question is not applicable, indicate so on the form. Instructions for responding to some questions on the application are provided below.

### **SECTION A - INSTRUCTIONS (GENERAL INFORMATION)**

1. Enter the facility's official or legal name. Do not use a colloquial name.
  - a. Operator Name: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility.
  - b. Indicate whether the entity which operates the facility also owns it by marking the appropriate box.  
If the response is "No", clearly indicate the operator's name and address and submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.
  - c. Type of Food Establishment:: Mark what is applicable to your business
  - d. Indicate type of ownership in the designated box: Mark what is applicable to your business
  - e. List legal description in the appropriate sections. Mark what is applicable to your business
  - f. Provide Building Permit Number issued by the Dept. of Development
  - g. Provide Certificate of Occupancy (CO) Permit Number issued by the Dept. of Development
  - h. Provide Authorized Occupancy Load (Listed in the Certificate of Occupancy (CO))
2. Provide the physical location of the facility that is applying for a **Grease Trap/Interceptor** discharge permit.
3. Provide the mailing address where correspondence from the Wastewater Tech may be sent.
4. Designated signatory authority of the facility: Provide the name, address, and **driver's license** of the designated authorized signatory who has the authority to sign all reports. The designated signatory is the principal officer or manager who has the authority to make changes to operation of the establishment and who has taken the legal responsibility of all actions within in the establishment. Example: Owner, Manager ( If it is affiliated with a Corporation, a designation letter from the corporation must be submitted with the permit application)
5. Designated Facility Contact: Provide the name, address, and **driver's license** of the contact person who is familiar with the day to day operations of the establishment. [Please attach a copy of driver's license to permit application]

### **SECTION B - INSTRUCTIONS (AUTHORIZED SIGNATURES)**

See instructions for question 4 in Section A, for a definition of an authorized representative.

## SECTION C – FOOD ESTABLISHMENT (BUSINESS ACTIVITY)

1. Water Sources: Mark the water source applicable to your business
2. Account Type: Mark the account type applicable to your business
3. & 4. Water service account number & Name on water account

Enter Customer Water Account information, if you are a tenant, you must obtain this information from property owner. **(Application submitted without account information will not be processed.)**

5. If your facility have any of the categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), provide applicable information for business activity (check all that apply). If you have any questions regarding how to categorize your business activity, **contact the Wastewater Tech for technical guidance.**
  - a. Fixture – any component or fixture of a food establishment or activity that generates or has the potential to generate waste or wastewater that enters or potentially may enter the wastewater collection system, e.g., ice machines, dishwashers, coffee makers, wash sinks, mop sinks, employee hand wash sinks, mixers, washing machines, floor drains, walk in coolers, any equipment cleaning and/or washing operations, or any other component or apparatus that generates wastewater.
  - b. Total Number – List total number of components or fixtures, e.g., floor drains – 9; dishwasher – 2; mop sinks – 2, etc.
6. Total Average Flow (Gallons/Day) is calculated by using the formula below:

Total Average Flow = Cubic Feet per month / Number of Days of Actual Operation per month x 7.48 = Average flow per day for month. Since Fort Worth Water Department water bills are tabulated in hundred cubic feet (CCF), actual consumption must be multiplied by 100 to obtain the total Cubic Feet for calendar month. 7.48 is a conversion factor for changing cubic feet to gallons.

88.70 Hundred Cubic Feet per Month (CCF) [Must multiply by 100] = 8,870 Cubic Feet

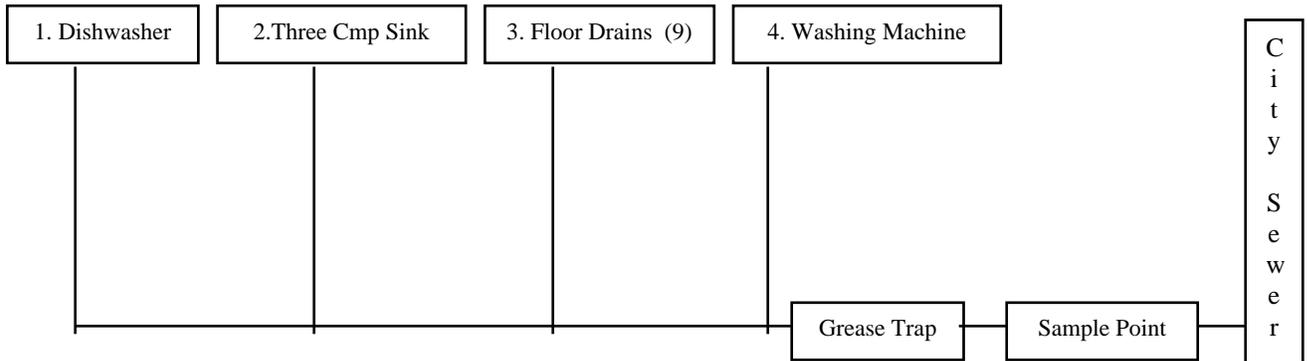
8,870 Cubic Feet / 22 days x 7.48 = 3,015 gallons per day.

**(If you provide a copy of the water bill, the Wastewater Tech can assist you in calculating the total average flow in gallons/day)**

7. Provide information regarding nature of operation.
  - a. Day of Week – list applicable data for each week day.
  - b. Number of Meals Served – list approximate number of meals served during the course of a routine business day.
  - c. Hours of Operation – list hours the food establishment is opened for a typical business day.
  - d. Hours of Discharge – indicate number of hours the facility typically discharges for a typical business day.
  - e. Total number of employees – list total number of employees that work at the establishment on a full-time or part time basis, include employees from all shifts if applicable.

## SECTION D FLOW SCHEMATIC

Schematic Flow Diagram - For each fixture activity in which wastewater is or will be generated, draw a diagram of the wastewater flow from the start of the activity to its completion. Number each fixture having wastewater discharges to the wastewater collection system. See Example in Instructions.



## SECTION E – OIL & GREASE / OTHER TREATMENT EQUIPMENT

1. Describe for each oil and grease interceptor the size and pumping frequency and location.
2. This section is there to gather information for treatment other than traditional interceptor. Provide information if facility use an alternative method of treatment for removing grease. For Example Big Dipper
3. This section is there to gather information if the establishment use biological treatment for removing grease
  - a. Type of treatment : Mark/ describe what is applicable to your business
  - b. Please provide information regarding the company providing biological treatment services
  - c. Nature of application : Mark/ describe what is applicable to your business
  - d. Frequency of application : Describe what is applicable to your business
  - e. Total amount of application: Describe what is applicable to your business
4. Describe the location of the Sample Basin to collect the wastewater discharge (If sample Basin is not located at the establishment, make arrangements to install a sample basin and provide the Wastewater Tech with an expected installation date.)
5. For wastes not discharged to the Control Authority's sewer, indicate types of waste generated, quantity generated, the way in which the waste is disposed (e.g., hauled, etc.), and the location of disposal.

## **SECTION F– WASTE DISPOSAL**

1. Please list all waste generated that is disposed of off-site which should type, quality per year, disposal method and location of disposal
2. If an outside firm removes any of the above wastes, state the name(s) and address (es) of all waste haulers. (attach additional page if needed)
  - a. Grease Trap Waste: Note that only transporters holding a valid permit issued by the City of North Richland Hills may remove material from a grease or grit trap within the City. You must provide company information and North Richland Hills Permit number
  - b. Rendering Grease: A Rendering Grease Transporter collects waste for which a permit is not normally required e.g. cooking grease, discarded food material, or similar wastes. You must provide company information

Please send the correspondence to:

Wastewater Tech  
City of North Richland Hills  
7200A Dick Fisher Dr. South  
North Richland Hills, TX 76180  
Email : [kgarvin@nrhtx.com](mailto:kgarvin@nrhtx.com)  
Phone: (817) 427-6457  
Fax: (817) 427-6444



**FOOD ESTABLISHMENT'S  
GREASE TRAP/INTERCEPTOR DISCHARGE APPLICATION**

*Note: Please read all attached instructions prior to completing this application.*

**SECTION A - GENERAL INFORMATION**

1. Facility Name: \_\_\_\_\_
  - a. Operator Name: \_\_\_\_\_
  - b. Is the operator identified in 1.a., the owner of the facility?  
Yes  No  If no, provide the name and address of the operator and submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Type of Food Establishment:  
Restaurant: ; Conv Store: ; Bakery: ; Deli: ; Other:  Specify Other \_\_\_\_\_  
\_\_\_\_\_
  - d. Type of Ownership:  
Sole Proprietor: ; Partnership:  General  Limited; Corporation  DBA \_\_\_\_\_
  - e. Legal Property Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_
  - f. Building Permit Number ( For New construction only – issued by the Dept. of Development):  
\_\_\_\_\_
  - g. Certificate of Occupancy (CO) Permit Number - issued by the Dept. of Development: \_\_\_\_\_  
\_\_\_\_\_
  - h. Authorized Occupancy Load (Maximum number of persons allowed at one time): \_\_\_\_\_  
\_\_\_\_\_

2. Facility Address:

Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Business Mailing Address:

Street or P. O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

4. Designated signatory authority of the facility:

**[Attach similar information for each designated signatory]**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Signatory Authority's driver's license #: \_\_\_\_\_ State \_\_\_\_\_  
**[Must attach a copy of driver's license to back of permit application]**

5. Designated Facility Contact:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone : \_\_\_\_\_ Email: \_\_\_\_\_  
Designated Signatory Authority's driver's license #: \_\_\_\_\_ State \_\_\_\_\_  
**[Must attach a copy of driver's license to back of permit application]**

**SECTION B - AUTHORIZED SIGNATURES**

Designated Signatory Statement:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

_____ Name(s)	_____ Title	_____
_____ Signature	_____ Date	_____ Telephone

**SECTION C – FOOD ESTABLISHMENT (BUSINESS ACTIVITY)**

1. Water Sources: (Check as many as are applicable)  
 Private Well    Surface Water    Municipal Water Utility (Specify City): \_\_\_\_\_  
 Other (Specify): \_\_\_\_\_
2. Account Type:        individual        multi-tenant
3. Water service account number (s): \_\_\_\_\_
4. Name on water account: \_\_\_\_\_
5. If your facility have any of the categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), provide applicable information for business activity (check all that apply).

A. FIXTURE	B. Total Number	A. FIXTURE	B. Total Number
<i>Example, Three Compartment Sink</i>	<i>1</i>	<i>Example</i> Tilt Skillet	<i>1</i>
One Compartment Hand Sink		Tilt Skillet / Grill	
Two Compartment Sink		Deep Fat Fryer	
Three Compartment Sink		Convection/Steam/ Oven	
Pre-rinse station/Scraper		Chicken Rotisserie	
Food Grinder/Garbage Disposal Unit		Mop Sink	
Pre-rinse quick drain		Can Wash	
Vent Hood		Floor Sink	
Commercial Dishwasher		Bar, Pub, Tavern	
Stove Top/ Wok / Range		Floor Drain	
Soup/Steam Kettles		Other	

6. Total Average Flow (Gallons / Day)\_\_\_\_\_ (See instructions for calculations)
7. Provide information below regarding nature of operation.

A. Day of Week	B Number of Meals Served	C. Hours of Operation e.g. 9 am to 5 pm	D. Hours of Discharge e.g. 8 hours/day	E. Number of Employees Total	F. Seating Capacity Total
<i>Example, Sunday</i>	<i>1200 meals</i>	<i>11 am to 1am</i>	<i>14 hours</i>	<i>20</i>	<i>100</i>
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

**SECTION D - FLOW SCHEMATIC**

Schematic Flow Diagram - For each fixture activity in which wastewater is or will be generated, draw a diagram of the wastewater flow from the start of the activity to its completion. Number each fixture having wastewater discharges to the wastewater collection system. See Example in Instructions.

**SECTION E – OIL & GREASE / OTHER TREATMENT EQUIPMENT**

*(All food service establishments, existing or new, are required to install an oil & grease / other treatment equipment to minimize grease in the City’s wastewater system, in an effort to decrease sanitary sewer overflows)*

1. Is an oil & grease interceptor installed at Permittee’s facility?
  - Yes, please describe below in the table
  - To be installed; estimated installation date: \_\_\_\_\_
  - No, Please proceed to item 2

*(Installed/To be installed Grease Trap Information including size, location and pumping frequency must be submitted to Pretreatment Services Division)*

<b>Oil &amp; Grease Interceptors</b>	<b>Size (Gallons)</b>	<b>Pumping Frequency</b>	<b>Location</b>
<i>Example</i>	<i>1000 gallons</i>	<i>Once every 90 days</i>	<i>Behind the Food Establishment on the West Side</i>
Interceptor 1			
Interceptor 2			

2. Does facility use an alternative method of treatment for removing grease?
  - Yes, please provide a detailed description of the system: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - No, continue to number 4.

3. Does facility use biological treatment for removing grease?
  - Yes, please provide a detailed description of the system:
    - a. Type of treatment
      - Bacteria  Solvents  Enzymes  Emulsifiers  Surfactants
      - Other : Specify \_\_\_\_\_
    - b. Please provide information regarding firm providing alternative treatment service
      - Company Name : \_\_\_\_\_
      - Address: \_\_\_\_\_
      - City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
      - Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

f. Nature of application  
 Grease Trap  Sinks  Floor Drains  Other: Specify: \_\_\_\_\_

g. Frequency of application : \_\_\_\_\_

h. Total amount of application: \_\_\_\_\_

No, continue to number 4.

4. Is a Sample Basin to collect the wastewater discharge present at Permittee's facility?  
 Yes, please describe the location: \_\_\_\_\_

To be installed; estimated installation date: \_\_\_\_\_

**(Installed Sample Basin location description must be submitted to Pretreatment Services prior to opening the establishment for business activity)**

**SECTION F- WASTE DISPOSAL**

1. Please list all waste generated that is disposed of off-site

Type of Waste Generated	Quantity (per year)	Disposal Method	Disposal Location
<i>Fryolator grease/ grease Trap</i>	<i>1000 pounds/ 100 gallons</i>	<i>Reclaim/Treated</i>	<i>ABC Rendering/ XYZ processing</i>

If an outside firm removes any of the above wastes, state the name(s) and address(es) of all waste haulers. (Attach additional page if needed)

a. Grease Trap Waste  
 Transporter Name: \_\_\_\_\_  
 Street: \_\_\_\_\_ Permit Number \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

b. Rendering Grease  
 Rendering Grease Transporter Name: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 ZIP: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_