

BOOTHBAY HARBOR SEWER DISTRICT



GUIDELINES FOR THE OIL, GREASE AND SOLIDS REMOVAL STANDARD PROGRAM

Adopted October 17, 1990

Amended June 15, 2005

PREFACE

It is the intent of this Standard to provide specific design, installation, construction, location, and maintenance standards for grease traps, oil\water separator and sand interceptors to comply with the Rules and Regulations of the Boothbay Harbor Sewer District and the current State of Maine Plumbing Code, as amended.

CHAPTER 1 -DEFINITIONS

SECTION 1.1 - DEFINITIONS:

All definitions shall be as provided for in Section 1.4 of the current Rules and Regulations of the Boothbay Harbor Sewer District (the District or BBHSD) with the following additions:

- 1.1.1 Food Service Establishment:** Shall mean any commercial facility discharging kitchen or food preparation wastewater including restaurants, motels, hotels, cafeterias, hospitals, schools, bars, etc. and any other facility which, in the District's opinion, would require a grease trap installation by virtue of its operation.
- 1.1.2 Grease Interceptor/Grease Trap:** Shall mean the device that is utilized to separate grease and oils from wastewater. Such traps or interceptors may be the underground (normally referred to as exterior grease interceptors) or the under the counter package units (normally referred to as the internal grease traps). However, for the purposes of this standard, the words "trap" and "interceptor" are used interchangeably.
- 1.1.3 Oil/Water Separator:** Shall mean a device used to separate oil from wastewater before being discharged to the District's collection system. This type of device shall be utilized at, but not limited to, mechanical maintenance repair shops, car washes and businesses where floor drains collect motor oil, transmission fluid, lubricating oil, grease, hydraulic oil, etc.
- 1.1.4 Sand Interceptor:** Shall mean a device used to separate sand and other solids from wastewater before discharging to the District's collection system.

CHAPTER 2 – ADMINISTRATION

SECTION 2.1 - AUTHORITY TO IMPLEMENT OIL, GREASE AND SOLIDS REMOVAL STANDARD:

- 2.1.1 Section 3.2.C of the District Rules and Regulations** states: "Grease, oil, and sand interceptors shall be provided at the owner's expense when, in the opinion of the Trustees, these devices are necessary for the preliminary treatment of wastewater that contain more than 100 milligrams per liter of oils or grease of petroleum, mineral, animal or vegetable origin whether emulsified or not; contain floatable oils, fat, grease, etc., and excessive amounts of sand; except that such interceptors shall not be required for residential users. All interceptor units shall be of a type and capacity approved by the Trustees and shall be so located, underground, outside of the building and shall be made easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user

at their expense. The owner shall be responsible for the proper removal and disposal by appropriate means of the captured materials and shall maintain records of the dates and means of disposal, which shall be subject to periodic review by the Superintendent. Any removal and hauling of the collected materials shall be performed by currently licensed waste disposal firms”.

SECTION 2.2 - NOTIFICATION PROCEDURE FOR NEW INSTALLATIONS:

2.2.1 Proposed Businesses: All proposed businesses will be notified following the plan review if a grease trap, oil/water separator, or sand interceptor will be required. In order for site and plumbing plans to be approved by the District, plans must show the location and size of the proposed unit, as well as routing of influent and effluent piping. The installation must be inspected and approved for operation by a District inspector before service is provided to the business.

2.2.2 Existing Businesses: The District's inspector will routinely survey all existing businesses to determine if a change in operation has resulted in a discharge of non-domestic waste such as oils, grease, wax, fats, sludge, solids, sand, stone etc. If the District determines that a grease trap, oil/water separator, or sand interceptor is required to be installed, the procedure below will be followed:

1. The District will send a written notice to the customer, advising the customer to install a grease trap, oil/water separator, or sand interceptor (**Appendix 1**). A time frame for compliance will be given and the District will make follow up inspections to ensure proper action is taken.
2. If grease trap, oil/water separator, or sand interceptor is not installed within time frame given, a second notice will be sent (**Appendix 2**).
3. Customers who fail to comply with the District's installation request will receive a Notice of Violation (**Appendix 3**).
4. Once the grease trap, oil/water separator, or sand interceptor is installed it must be inspected and approved for operation by a District inspector.

SECTION 2.3 - NOTIFICATION PROCEDURE FOR INSPECTION AND ENFORCEMENT:

The District's inspector will periodically inspect all existing businesses that have a grease trap, oil/water separator, or sand interceptor. If the District determines that the existing unit is in need of cleaning and / or repair, the procedure below will be followed:

1. The District will send a written notice with the inspection form to the customer, advising the customer to clean and/or repair their grease trap, oil/water separator, or sand interceptor (**Appendix 4, 5 and 6**). A time frame for compliance will be given, and the District will make follow up inspections to ensure proper action is taken.

2. Customers who fail to comply with District requirements, will receive a Notice of Violation. (**Appendix 7**).
3. Once the grease trap, oil/water separator, or sand interceptor is cleaned and/or repaired it must be inspected and approved for operation by a District inspector.

CHAPTER 3 - INSTALLATION PROCEDURES

SECTION 3.1 - PROCEDURE AND ACTIVITY SEQUENCE:

1. Customer submits a "Letter of Intent" and preliminary plans. Internal plumbing and floor plans must show type, size, and location of grease traps, oil/water separators, and sand interceptors.
2. The District reviews plans and advises the appropriate Town Code Enforcement Officer and customer of any comments.
3. Customer installs Grease trap, oil/water separator, or sand interceptor, and has it inspected by the District.
4. Once approved, the establishment will be authorized for operation.
5. Grease traps, oil/water separators, or sand interceptors must be cleaned periodically as outlined in Section 4.1.

SECTION 3.2 - SELECTION REQUIREMENTS:

1. All grease trap, oil/water separator and sand interceptor plans and specifications must be reviewed and approved by the District prior to installation.
2. Sizing of exterior grease interceptors, shall be in accordance with the following formula with the minimum size being 1000 gallons:

Restaurants:

$(D) \times (GS) \times (HR/2) \times (LF) = \text{Size of Grease Interceptor (Gallons)}$

Where:

D = Number of seats in dining room

GS = Gallons of wastewater per seat (5 gal)

HR = Number of hours open

LF = Loading factor (0.5)

Hospitals, Nursing Homes, Schools and other kitchens with varied seating capacity:

$(M) \times (GM) \times (LF) = \text{Size of grease interceptor (Gallons)}$

Where:

M = Total number of meals served per day

GM = Gallons of wastewater per meal (2)

LF = Loading factor (1.25)

3. Sizing of internal grease traps shall be in accordance with the following table. Grease trap sizing is based on wastewater flow and can be calculated from the number and type of sinks and fixtures discharging to the trap. In addition, a grease trap should be rated on its grease retention capacity, which is the amount of grease (in pounds) that the trap can hold before its average efficiency drops below 90%. The accepted standard is that grease retention capacity (in pounds) should equal at least twice the flow capacity (in gallons per minute). Most manufacturers rate their products with this procedure.

Type of Fixture	Flow Rate (GPM)	Grease Retention Capacity Rating (lbs.)	Max. Capacity Per Fixture Connection to Trap (gal)
Restaurant Kitchen Sink	15	30	50.0
Single-Compartment Scullery Sink	20	40	50.0
Double-Compartment Scullery Sink	30	60	90.0
Triple-Compartment Scullery Sink	40	80	100.0
Two Single-Compartment Sink	30	60	90.0
Two Double-Compartment Sink	40	80	100.0
Wok Ovens	30	60	90
Other Fixtures	**	**	**

**** AS Determined by the District**

Note: For multiple fixtures served by one wastewater tap, the required grease trap capacity will be accumulative.

SECTION 3.3 - INSTALLATION REQUIREMENTS:

The following requirements are applicable to all businesses, new or existing, that discharge waste such as oils, grease, wax, fats, sludge, solids, sand, stone etc.

3.3.1 General Requirements

1. All grease traps, oil/water separators and sand interceptors shall be designed and installed in accordance with this standard and Maine Plumbing Code.
2. All installations must be on private property and must be readily accessible for inspections and maintenance.
3. Only wastewater discharges from kitchen facilities (i.e.: sinks, dishwashers, floor drains, etc.) shall pass through the grease trap. Discharges from restrooms shall enter the wastewater service lateral downstream of the grease trap.

3.3.2 Exterior Grease Interceptors

1. All newly constructed food service establishments shall be required to install an exterior type grease interceptor, approved by BBHSD. New food service facilities will not be allowed to initiate operations until grease handling facilities are installed and approved by BBHSD.
2. All grease interceptors must be directly accessible from the surface and must be fitted with an extended sanitary tee outlet that terminates 6" to 12" above the tank floor. The minimum access opening dimensions shall be 18"x 18" (**Detail 1**).
3. All grease interceptors serving fixtures where the total wastewater flow exceeds 1500 GPD must either be two-chambered or individual tanks in series. If two-chambered, the dividing wall must be equipped with an extended elbow or sanitary tee terminating 6" to 12" above the tank floor. An extended outlet sanitary tee must also be provided at the outlet of the second chamber. Both chambers must be directly accessible from the surface (**Detail 2**).

3.3.3 Internal Grease Traps

1. Cases in which exterior type grease interceptors are not feasible to install, food service establishments will be required to install internal grease traps. These units shall be connected to individual fixtures, including dishwashers, sinks, and other drains with a potential for receiving grease. In such cases, units will be considered acceptable only if the approved flow control fittings are provided to prevent overloading of the grease trap and to allow for proper operation.
2. Location of under the counter units must be as close to the source of the wastewater as physically possible and accessible for maintenance and inspections.
3. Waste from garbage grinders should not be discharged to under the counter grease traps.

3.3.4 Oil/Water Separators

1. All facilities where floor drains are subject to collecting motor oil, transmission fluid, hydraulic oil, grease, etc., shall install an oil/water separator. The design and location shall be approved by BBHSD prior to installation. The facilities will not be allowed to initiate operations until the oil/water separators are inspected and approved by BBHSD.
2. Minimum size of the oil/water separators shall be one thousand (1000) gallons.

3.3.5 Sand Interceptors: All facilities where floor drains are subject to collecting sand, grit, and other solids shall install sand interceptors. The design and location shall be approved by BBHSD prior to installation. These facilities will not be allowed to initiate operations until sand interceptors are inspected and approved by BBHSD.

CHAPTER 4 - OPERATION AND MAINTENANCE

SECTION 4.1 - CLEANING OF GREASE TRAPS, OIL/WATER SEPARATORS, SAND INTERCEPTORS

1. Facilities with grease traps, oil/water separators, or sand interceptors are required to submit maintenance contracts and/or records of grease/oil removal to BBHSD. BBHSD may monitor grease and oil removal frequency to ensure adequate system maintenance.
2. Maintenance of interior grease traps require they be thoroughly cleaned and/or pumped out a minimum of one (1) time each week.
3. Maintenance of exterior in ground grease interceptors must include thorough pump-out and cleaning a minimum of four (4) times per year. Cleaning of exterior type grease interceptors shall be done before the grease accumulation inside the interceptor is within three (3) feet of the bottom. When cleaning double compartment grease traps, both compartments must be thoroughly pumped and cleaned.
4. Maintenance of oil/water separators must include thorough pump-out and cleaning a minimum of once a year. Cleaning of oil/water separators shall be done before the oil accumulation inside the separator is within three (3) feet from the bottom of the separator.
5. Facilities utilizing sand interceptors shall inspect the accumulation of solids a minimum of once a week. Cleaning shall be performed before the accumulation of solids are within six (6) inches from the bottom of the outlet pipe. More frequent cleaning of Sand Interceptors may be required if deemed necessary by BBHSD.
6. Biological treatment shall not be a substitute for the servicing of Grease Interceptors and Grease Traps at the frequency determined by the District. Emulsification of oil and grease with enzyme treatments only delays physical separation. Oil and grease may then separate downstream and cause clogging problems in the collection system. Therefore, the use of enzymes and surfactants are prohibited. A Grease Interceptor and Grease Trap using biological treatment requires continuous monitoring, maintenance, and inoculation of the bacterial cultures.
7. In maintaining grease traps and oil/water separators, the owner(s) shall be responsible for the proper removal and disposal of the accumulated material and may be required to maintain on-site records of the dates and means of disposal which are subject to review by BBHSD. Any removal and hauling of the collected materials not performed by the

owner's personnel must be performed by currently licensed waste disposal firms.

8. More frequent cleaning of grease traps, oil/water separators and sand interceptors may be required if deemed necessary by BBHSD.
9. The owner is ultimately responsible for the proper maintenance of their grease trap, oil/water separators, and sand interceptors.
10. Copies of maintenance contracts and/or a Maintenance Log (**Appendix 8**) may also be required for any facility receiving two (2) consecutive unsatisfactory evaluations. The District recommends the use of Best Management Practices to keep oil and grease out of the sanitary sewer system:

(a) Scrape food from plates into garbage cans.

(b) Pre-wash plates by spraying them off with cold water over a small mesh catch basin positioned over a drain. This catch basin should be cleaned into a garbage can as needed.

(c) Pour all liquid oil and grease from pots into waste grease bucket stored at the pot washing sink. Heavy solid build-up of oil and grease on pots and pans should be scraped off into a waste grease bucket.

(d) Other kitchen practices identified by the District and/or facility which will decrease the point source discharge of oil and grease.

4.2 - INSPECTION AND ENFORCEMENT:

Property owners and lessees shall be jointly and severally responsible for cleaning Grease Interceptors and Grease Traps for maintaining the Grease Interceptors and Grease Traps in efficient operating condition at all times, and for otherwise complying with the provisions of these rules and regulations. Grease Interceptors and Grease Traps shall be maintained by regularly scheduled removal of the accumulated grease and solids so that they will properly operate as intended to intercept the grease and solids from the customer's waste water and prevent the discharge of grease and solids to the District's waste water treatment plant. This maintenance shall be performed in a workmanlike manner before the retention capacity of the interceptor or trap is exceeded. Detailed and accurate records of maintenance shall be maintained on-site and shall be provided to and available to the District upon request. Such maintenance records shall be in the form as required from time to time by the manager of the District. The records shall include detailed information relating to the amount of grease removed compared to the size of the Grease Interceptor/trap.

All establishments with grease traps, oil/water separators, and sand interceptors will be routinely inspected to ensure compliance:

1. Establishments with grease traps, oil/water separators, or sand interceptors are

subject to periodic review, evaluations, and inspection by BBHSD representatives at any time. Results of inspections will be made available to facility owners, with recommendations for correction and/or improvement (if necessary).

2. Any establishment whose effluent is suspected by BBHSD to contain a concentration of greater than 100 mg/l of oil and grease may be required to routinely sample their effluent and have it analyzed for oil and grease at the expense of the owner. A copy of the analysis shall be furnished to BBHSD. In the event an existing establishment's grease trap, oil/water separator or sand interceptor are either under-designed, substandard, or poorly operated, the owner(s) will be notified in writing of the required improvements and given a compliance deadline to conform with the requirements of this standard.
3. Any facility receiving two (2) consecutive unsatisfactory evaluations shall be subject to penalties and restrictions as provided for in the Rules and Regulations of the Boothbay Harbor Sewer District, Section(s) 10, 11, 12, 13 and 18.
4. Establishments whose operations cause or allow excessive grease, oils or solids to discharge or accumulate in the wastewater collection system are liable to BBHSD for all costs associated with correcting related problems.
5. Existing food service establishments without any grease, oils or solids-handling facilities will be given a compliance deadline not to exceed sixty (60) days from date of notification to have approved grease, oils or solids-handling equipment installed in compliance with this standard.
6. The District reserves the right to levy fines to such facilities that do not, in the opinion of the District's Superintendent or his or her designee, conform to the District's grease regulations, including the failure to install the required type and size of Grease Trap or interceptor required by this rule, failure to provide access as required by this section, failure to abide by the record keeping provisions of this section or any other failure to adhere to the requirements or conditions of this rule.
7. Any extraordinary cost incurred by the District due to interference, damage or special processing necessary in the treatment and/or collection system shall be paid by the business causing such extraordinary costs. The direct cost of all labor, equipment and materials incurred in rectifying the interference or damage shall be billed directly to the business by the District.
8. Violations of this Standard may result in fines and penalties in accordance with the Rules and Regulations of the Boothbay Harbor Sewer District, Section(s) 10, 11, 12, 13, and 18.
9. This regulation forms a part of the Sewer Use Regulations of the District. Enforcement of this regulation is governed by the express terms hereof and the enforcement provisions of Section 10 and 11 of the District's Sewer Use Rules and

Regulations, which is incorporated by reference, including, without limitation, those provisions for administrative violations, violation of discharge limitations, enforcement procedures, penalties, field observations, and extra monitoring charges. Any violation of this regulation for Grease Interceptors and Grease Traps shall be considered a discharge violation, major violation, under the enforcement provisions of Section 10 and 11 of the District's Sewer Use Rules and Regulations. Compliance with this regulation, as well as the other provisions of the Sewer Use Rules and Regulations, shall be the joint and several obligation of the owner of the property served and any party in possession of the property using the waste water services of the District. Any monies due or penalties to the District under the provisions of the Sewer Use Rules and Regulations shall constitute a lien upon the property served.

The District has the right to reject any waste which may be harmful to or cause obstruction of the publicly owned wastewater collection system or which may interfere with the operation of the publicly owned treatment works.

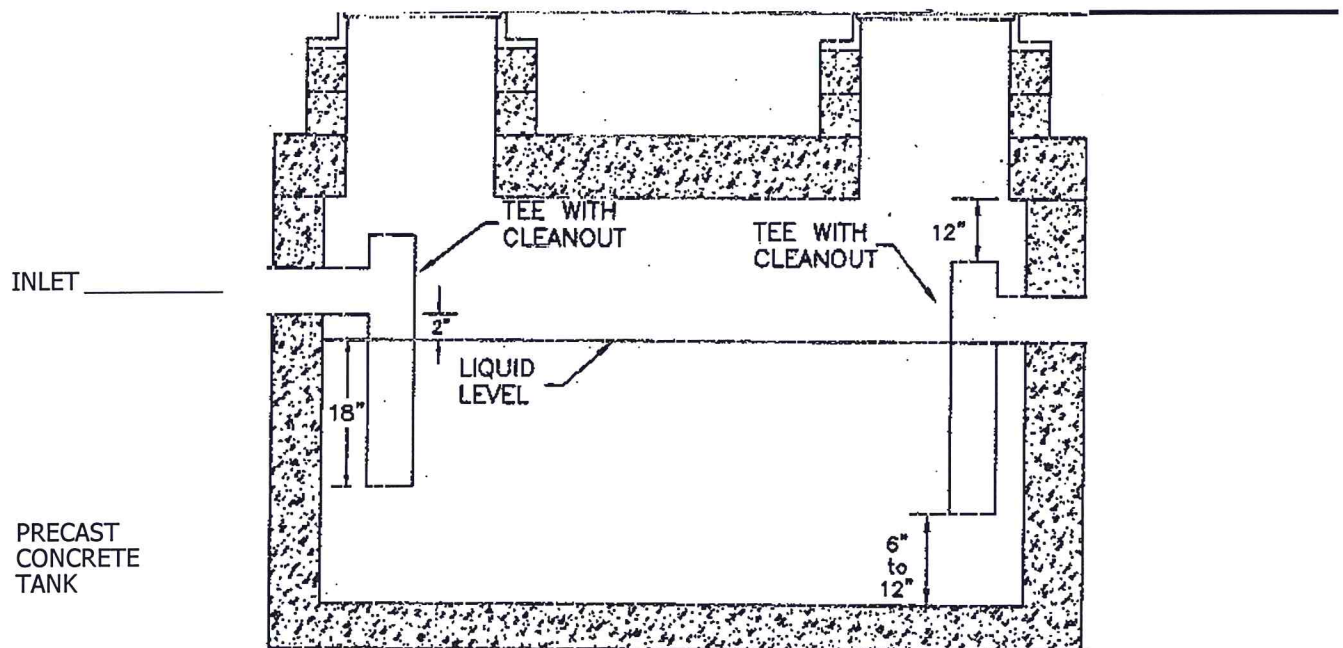
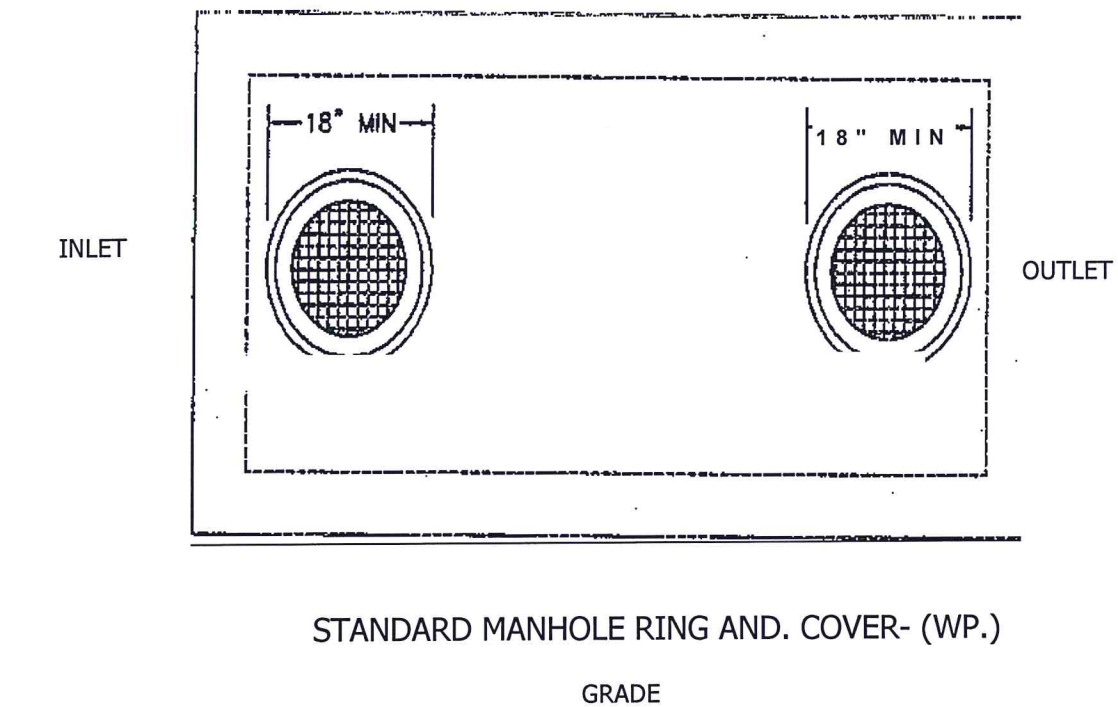
The District has determined that the enactment of this regulation is in the best interest of the District and its customers and is necessary for the efficient and proper operation and protection of the District's operations and facilities and this regulation is necessary and in furtherance of the health, benefit, and welfare of the District's customers.

**GUIDELINES FOR THE
OIL, GREASE AND SOLIDS
REMOVAL STANDARD PROGRAM**

DETAILS

Detail 1

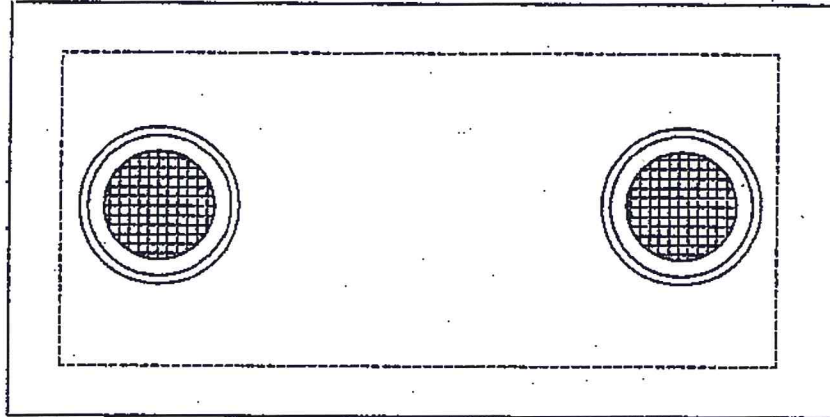
GREASE INTERCEPTOR AND OIL/WATER SEPARATOR SINGLE-COMPARTMENT



Detail 2

GREASE INTERCEPTOR AND OIL/WATER SEPARATOR DOUBLE-COMPARTMENT

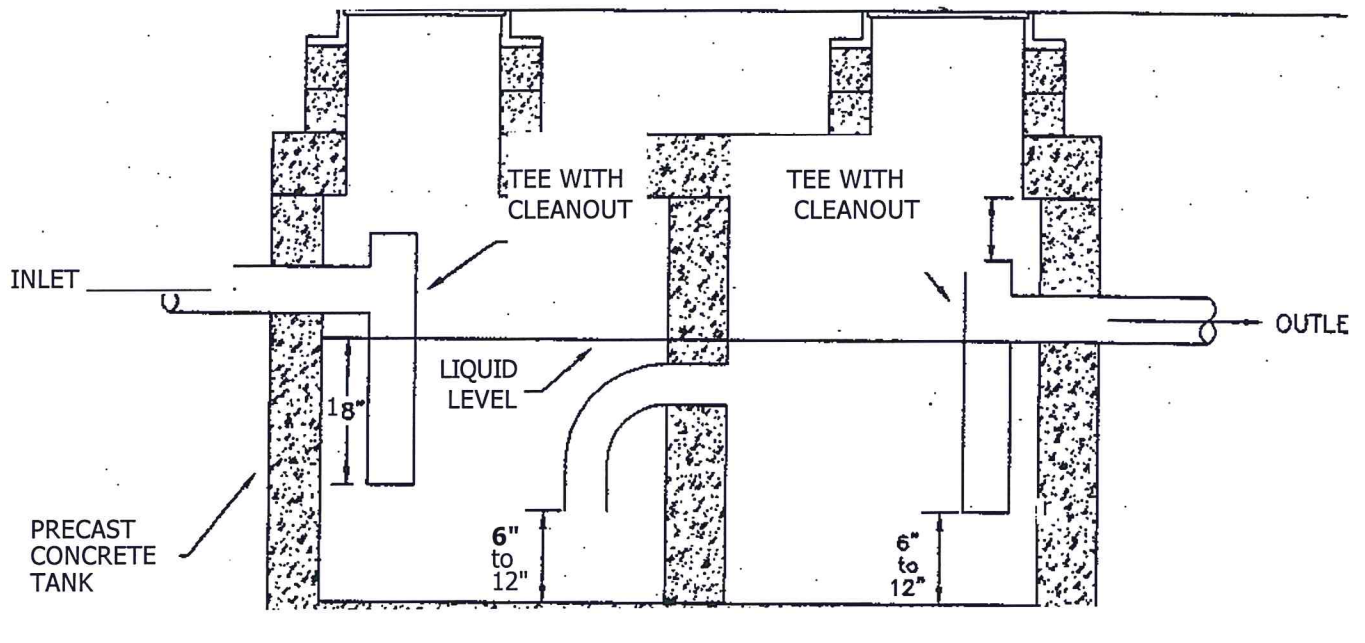
INLET



PLAN

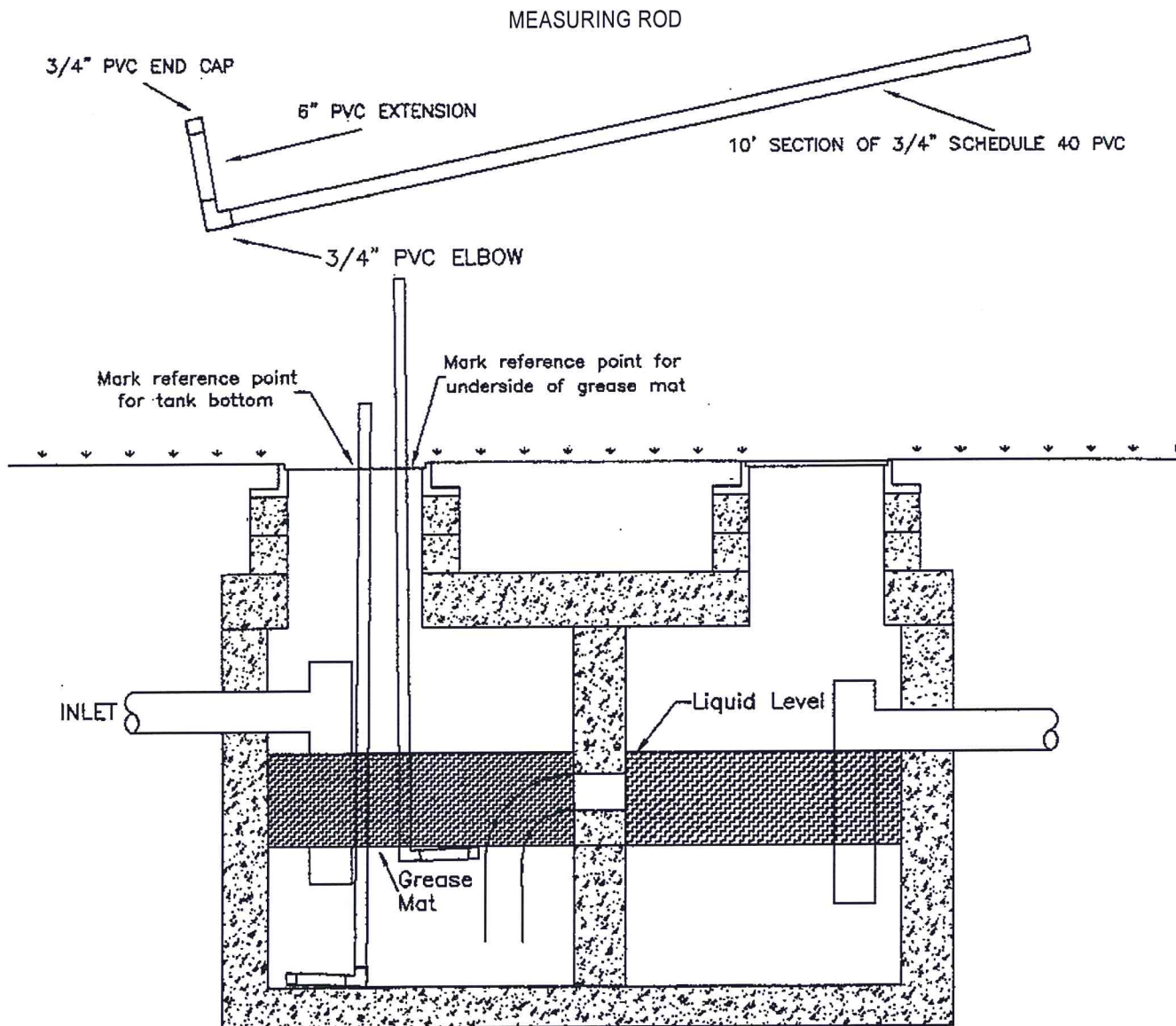
STANDARD MANHOLE RING AND COVER (TYP.)

GRADE



Detail 3

METHOD FOR MEASURING GREASE ACCUMULATION

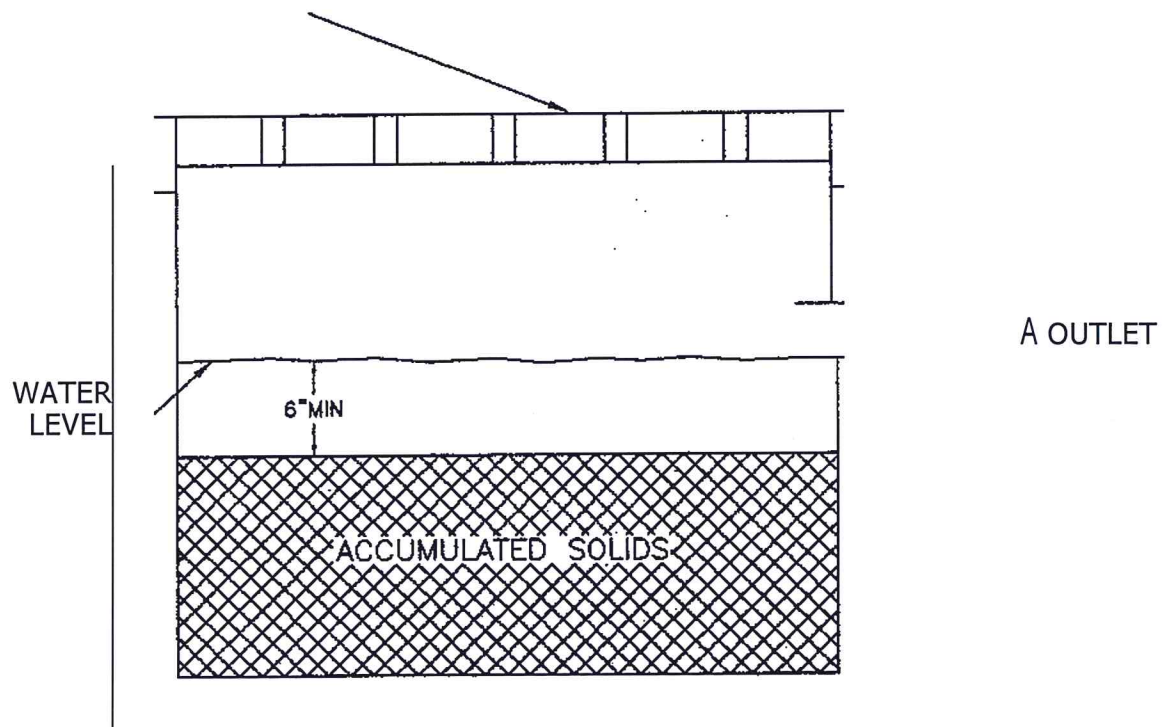


1. **Remove access opening** and push measuring rod through grease mat until contact is made with tank bottom.
2. Mark a reference point on measuring rod to indicate level of tank bottom.
3. Rotate measuring rod 1/4 turn and slowly raise until contact is made with underside of grease mat.
4. Mark a reference point on measuring rod to indicate level of grease mat underside.
5. Measure the distance between the two reference points. This indicates the distance of the grease mat above the tank bottom.
6. If it is determined that the grease mat has accumulated to within 3 ft. of the tank bottom, then the owner/manager shall be required to thoroughly remove the grease from the tank(s).
7. If it is impossible to penetrate the grease mat as specified in item 1, then the owner/manager shall be required to thoroughly remove the grease from the tank(s).

Detail 4

METHOD OF MEASURING SAND INTERCEPTOR ACCUMULATION

REMOVABLE FRAME AND GRATE



1. REMOVE GRATE IF NEEDED AND MEASURE FROM TOP OF ACCUMULATED SOLIDS TO BOTTOM OF OUTLET PIPE.
2. IF SOLIDS HAVE ACCUMULATED TO WITHIN 6 INCHES OF OUTLET PIPE, INTERCEPTOR MUST BE CLEANED.

**GUIDELINES FOR THE
OIL, GREASE AND SOLIDS
REMOVAL STANDARD PROGRAM**

APPENDICES

Appendix 1

*Boothbay Harbor Sewer District
27 Sea Street
Boothbay Harbor, Maine 04538
207-633-4663*

**INTERCEPTOR
INSTALLATION REQUEST**

Date:

Name:

Address:

RE: Boothbay Harbor Sewer District Oil, Grease and Solids Removal Standard

Location:

Account Number:

Dear Customer:

In accordance with District requirements a _____ is required for your wastewater service. The purpose of this device is to prevent the discharge of grease and oils into the public wastewater system. In addition, the device must be installed to allow for easy access during inspections and maintenance. The _____ must be installed in accordance with the District's Oil, Grease and Solids Removal Standard. Once the _____ is installed, it must be inspected by the District.

Thank you for your cooperation. If you have any questions, please contact the District at (207) 633-4663.

Sincerely,

BOOTHBAY HARBOR SEWER DISTRICT

Chris Higgins
Superintendent

Appendix 2

*Boothbay Harbor Sewer District
27 Sea Street
Boothbay Harbor, Maine 04538
207-633-4663*

**INTERCEPTOR
2ND INSTALLATION REQUEST**

Date:

Name:

Address:

RE: Boothbay Harbor Sewer District Oil, Grease and Solids Removal Standard

Location:

Account Number:

Dear Customer:

In accordance with District requirements, a _____ is required for your wastewater service. This is the second notice that has been mailed to you. The first notice was mailed to you on _____. The _____ must be installed in accordance with the District's Oil, Grease and Solids Removal Standard within 30 days. After thirty days, the District will inspect your facility. If the _____ is not installed by this time a Notice of Violation will be issued with monetary penalties to follow.

Thank you for your cooperation. If you have any questions, please contact the District at (207) 633-4663.

Sincerely,

BOOTHBAY HARBOR SEWER DISTRICT

Chris Higgins
Superintendent

Appendix 3

*Boothbay Harbor Sewer District
27 Sea Street
Boothbay Harbor, Maine 04538
207-633-4663*

**NOTICE OF VIOLATION
FAILURE TO INSTALL**

CERTIFIED MAIL, RETURN RECEIPT

Date:

Name:

Address:

RE: Failure to Comply with the Boothbay Harbor Sewer District Oil, Grease and Solids Removal Standard

Location:

Account Number:

Dear Customer:

The District mailed you an installation request on _____, and a second request on _____, (copies enclosed), advising that you are required to install a _____ on your wastewater service. To date, the District has not received confirmation that the _____ has been installed. Therefore, you are currently out of compliance with District requirements

To prevent a civil matter, please have the _____ installed. Your service will be disconnected on _____ until you can comply with this regulation.

Your immediate attention to this matter is advised. If you have any questions, please contact me at (207) 633-4663.

Sincerely,
BOOTHBAY HARBOR SEWER DISTRICT

Chris Higgins
Superintendent
Enclosure(s)

Appendix 4

*Boothbay Harbor Sewer District
27 Sea Street
Boothbay Harbor, Maine 04538
207-633-4663*

NOTICE TO MAINTAIN

Date:

Name:

Address:

RE: Boothbay Harbor Sewer District Oil, Grease, and Solids Removal Standard

Dear Customer:

In accordance with the District's Oil, Grease, and Solids Removal Standard, the District inspected your _____ on _____. The _____ is in need of maintenance as noted on your inspection report. Specifically, your trap needs to be cleaned in the morning as opposed to the evening. More material will be collected in the morning as the material has a chance to cool down and solidify.

A follow-up inspection will be conducted ten (10) days from the date of this notice to ensure corrective action has been taken.

Thank you for your cooperation. If you should have any questions, please feel free to contact me at (207) 633-4663.

Sincerely,

BOOTHBAY HARBOR SEWER DISTRICT

Chris Higgins
Superintendent

Enclosure(s)

Appendix 5

*Boothbay Harbor Sewer District
27 Sea Street
Boothbay Harbor, Maine 04538
207-633-4663*

NOTICE TO REPAIR

Date:

Name:

Address:

RE: Boothbay Harbor Sewer District Oil, Grease, and Solids Removal Standard

Dear Customer:

In accordance with the District's Oil, Grease, and Solids Removal Standard, the District inspected your _____ on _____. The _____ is in need of repair as noted on the enclosed inspection report.

A follow-up inspection will be conducted ten (10) days from the date of this notice to ensure corrective action has been taken.

Thank you for your cooperation. If you should have any questions, please feel free to contact me at (207) 633-4663.

Sincerely,

BOOTHBAY HARBOR SEWER DISTRICT

Chris Higgins
Superintendent

Enclosure(s)

Appendix 6

*Boothbay Harbor Sewer District
27 Sea Street
Boothbay Harbor, Maine 04538
207-633-4663*

2nd NOTICE TO MAINTAIN OR REPAIR

Date:

Name:

Address:

RE: Boothbay Harbor Sewer District Oil, Grease, and Solids Removal Standard

Dear Customer:

In accordance with the District's Oil, Grease, and Solids Removal Standard, the District inspected your _____ on _____. This is the second notice that has been mailed to you. The first notice was mailed to you on _____. The _____ must be maintained or repaired in accordance with the District's Oil, Grease and Solids Removal Standard within 30 days. After thirty days, the District will inspect your facility. If the _____ is not brought into compliance by this time a Notice of Violation will be issued with monetary penalties to follow.

Thank you for your cooperation. If you should have any questions, please feel free to contact me at (207) 633-4663.

Sincerely,

BOOTHBAY HARBOR SEWER DISTRICT

Chris Higgins
Superintendent

Enclosure(s)

Appendix 7

*Boothbay Harbor Sewer District
27 Sea Street
Boothbay Harbor, Maine 04538
207-633-4663*

**NOTICE OF VIOLATION
NOTICE TO REPAIR OR MAINTAIN**

DATE:

CERTIFIED RETURN RECEIPT

Name:

Address:

RE: Failure to Comply with the Boothbay Harbor Sewer District Oil, Grease and Solids Removal Standard

Location:

Account Number:

Dear Customer:

The District inspected your _____ on _____, and advised you on _____ that repairs were required in order to comply with the Oil, Grease and Solids Removal Standard. To date the necessary corrections have not been made. Therefore the _____ serving your property is currently out of compliance.

To prevent a civil matter, please have the repairs made and re-inspected by the District no later than _____. If not, the District will commence with a civil matter on _____.

Your immediate attention to this matter is advised. If you have any questions, please contact me at (207) 633-4663.

Sincerely,

BOOTHBAY HARBOR SEWER DISTRICT

Chris Higgins
Superintendent

Enclosures(s)

Appendix 8

**Boothbay Harbor Sewer District
Grease, Oil, or Solids Removal Log**

Establishment Name: _____ Manager's Name: _____

Address: _____ Phone: _____

Local Contact: _____

Date	Initials	Grease Removed (lbs)	Cleaning Service Used? (yes/no)	Date	Initials	Grease Removed (lbs)	Cleaning Service Used? (yes/no)

NOTES: _____

It shall be the responsibility of the owner to ensure this Maintenance Log is kept on site, up to date, and made available to the District Inspector for review. Questions should be directed to the District Superintendent at (207) 633-4663.

Boothbay Harbor Sewer District Grease Trap Inspection Report

Restaurant Name: _____ Date of Inspection: _____

Owner: _____ Initial/Follow-up: _____
Date last cleaned: _____

Trap Information:

Number of Traps: _____ Flow restrictor: _____

Location	No. of Fixtures on trap	Flow restrictor
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Cover in Place: _____ Tools accessible for opening: _____ Cleaning Chart Present: _____

Cleaning Chart filled out: _____ Using enzymes (brand): _____ Housekeeping: _____

Location good for cleaning: _____ Depth of Grease Layer: _____ inches

Overall Condition of Trap: _____ Rating for lists: 1(good) 2, 3, 4, 5(poor)

Needs More Frequency Cleaning Outside Tank: Over 12 inches of Grease Must be Pumped Immediately

Trap Service Company Used: _____

COMMENTS:

**PLEASE NOTE THAT YOU WILL HAVE 10 DAYS TO ADDRESS ANY DEFICIENCIES
CONTAINED HEREIN.**

Thank you for your assistance!!

District Representative: _____ Owner Representative: _____

Date Signed: _____