EXHIBIT B

City of Abilene, Texas
Fats, Oils, & Grease (FOG) Guidelines and Procedures

I. General

A. Purpose and Objectives: The purpose of this document is to aid in the implementation of the FOG Ordinance.

B. Administration: The City Manager or his/her designated city official shall administer, implement, and enforce this document in conjunction with the FOG Ordinance.

C. Applicability: All applicability and prohibitions criteria as described in the FOG Ordinance are valid within this document and are incorporated herein.

D. Definitions: All definitions in the FOG Ordinance are applicable to this document and are incorporated herein.

E. Approval: All modifications and changes to this document shall be approved by the City Council.

II. Installation Requirements

A. New Facilities

A grease trap/interceptor and sampling device for a new Food Preparation-Service Facility shall be designed, installed, operated, and maintained in accordance with the FOG Ordinance and this document. The design plan shall be submitted to the City for review and approval prior to installation. The grease trap/interceptor and sampling device shall be inspected and approved prior to issuance of a Certificate of Occupancy and food permit.

B. Existing Facilities

1. Existing grease trap/interceptors must be operated and maintained in accordance with the FOG Ordinance and this document.

2. All facilities will be required to update their grease trap/interceptor in accordance with the FOG Ordinance and this document when any of the following conditions apply:

    a. Renovation or expansion of an existing Food Preparation-Service Facility in the following instances: (1) a grease trap/interceptor is non-existent, or (2) an existing

grease trap/interceptor is non-compliant with current FOG Guidelines and Procedures and has a history of non-compliance.

b. Addition of a Food Preparation-Service Facility to an existing structure

c. If prior to the issuance of a certificate of occupancy, an existing facility has lost its non-conforming use status due to vacancy, any grease trap/interceptor shall be required to be compliant with current FOG Guidelines and Procedures before a new certificate of occupancy can be issued.

3. Notwithstanding Item 2 above, if an existing facility has a grease trap/interceptor that was compliant at the time of original construction, is in good working order, the facility is not increasing its footprint by 50% or more, and the facility does not have a history of non-compliance, a change of ownership or occupancy shall not require the facility to replace the existing grease trap/interceptor with one compliant with the City's current FOG Guidelines and Procedures.

4. Facilities which meet one or more of the requirements of II.B.2 above shall design, install, operate, and maintain a grease trap/interceptor and sampling device in accordance with the FOG Ordinance and this document. The design plan shall be submitted to the City for review and approval. The grease trap/interceptor and sampling device installation shall be inspected and approved prior to issuance of a Certificate of Occupancy and food permit.

5. Any existing Food Preparation-Service Facility that does not already have a grease trap/interceptor shall design, install, operate, and maintain a grease trap/interceptor and sampling device in accordance with the FOG Ordinance and this document. The design plan shall be submitted to the City within 90 days of the effective date of the FOG Ordinance. Upon approval, the grease trap/interceptor and sampling device shall be installed within 180 days. Upon written request of the generator, the City Manager may at his or her sole discretion issue an extension of up to an additional 90 days.

6. A flow control device controls the rate of flow through a grease trap/interceptor (50 gallons or less) so that the grease has sufficient time to cool and separate from the wastewater. Without such a device, a grease trap/interceptor (50 gallons or less) cannot function properly. Existing grease trap/interceptors (50 gallons or less) that do not have a flow control device shall be required to design, install, operate, and maintain such a device in accordance with the FOG Ordinance and this document.

C. Sizing Requirements

1. Sizing methods described herein are intended to afford the City's sanitary sewer system a minimum degree of protection from grease. Sizing determinations are based on

operational data provided by business owners or their contactors. In approving a Generator's grease trap/interceptor design plan, the City does not accept liability for the failure of a system to adequately treat wastewater to achieve effluent quality requirements specified under the FOG ordinance and this document. It is the responsibility of the Generator to insure the appropriate level of treatment necessary for compliance with environmental and wastewater regulations.

2. Acceptable grease trap/interceptor sizing shall be accomplished as follows:

   a. Sizing according to formula Method A below.

   b. Where sizing formulas result in a calculated grease trap/interceptor volume of less than 1,000 gallons, a grease trap/interceptor volume of 1,000 gallons will be required for the installation. Under no circumstances, will a grease trap/interceptor volume of less than 1,000 gallons be permitted.

   c. In instances where sizing formulas result in a calculated grease trap/interceptor volume of more than 3,000 gallons, a grease trap/interceptor volume of 3,000 gallons will be permitted.

3. Hydro-mechanical grease interceptors must be equivalent to the sizing calculated in II.C.2.

D. Sizing Formulas

It is the responsibility of the Generator to ensure that the wastewater discharged from the Generator's facility is in compliance with the City's discharge limitations. For the purpose of design plan review, a general assessment of grease trap/interceptor design and size will be performed using the following formulas. These formulas have been demonstrated as industry standards capable of achieving the City's discharge criteria when systems are maintained in proper condition.

1. Method A – Uniform Plumbing Code (UPC), Appendix H

Number of meals Per peak hour (a)	x	waste flow rate (b)	x	retention time (c)	x	storage factor (d)	=	Size Requirement (liquid capacity)

Factors:

(a) Number of meals served at peak operating hour (Seating Capacity) x Peak Factor
   i. Where Peak Factor for Fast Food is ……..….1.33
   ii. And, Peak Factor for all other food service types is …….. 1.00

(b) Waste Flow Rate

i. With Dishwasher……6 gallon flow
ii. Without Dishwasher……5 gallon flow
iii. Single Service kitchen……..2 gallon flow
iv. Food waste disposer……1 gallon flow

(c) Retention Time
i. Commercial kitchen waste/dishwasher…….……2.5 hours
ii. Single service kitchen/single serving……1.5 hours

(d) Storage Factor
i. Fully equipped commercial kitchen w/8 hr operation…….……..1.0
ii. Fully equipped commercial kitchen w/12 hr operation…….……1.5
iii. Fully equipped commercial kitchen w/16 hr operation…….……2.0
iv. Fully equipped commercial kitchen w/24 hr operation……..…3.0
v. Single Service kitchen…….……..1.5

2. Method B – Alternative Method Supplied by Professional Engineer

Any Food Preparation-Service Facility that proposes to use alternate sizing techniques and/or procedures that result in specifications that differ from calculated requirements, must submit formulas and other bases to support proposed grease trap/interceptor size. The alternative method submittal shall include the following:

a. All calculations with recommended sizing for the specific site;

b. Site-specific drawings of the proposed grease trap/interceptor installation;

c. Documentation of the ability of the proposed grease trap/interceptor to meet effluent quality requirements, and

d. Plans and calculations signed and sealed by a Texas Licensed Professional Engineer.

The alternative method submittal must be provided to the City for review and approval. Failure to include all of the above will result in the use of the UPC size criteria. Under no circumstances will a grease trap/interceptor smaller than 1,000 gallons be accepted.

E. Other Design Criteria

1. A grease-bearing source is any equipment or fixture located within the food preparation areas such as three-compartment sinks, pot/pan sinks, hand-washing sinks, pre-rinse stations, dishwashers, mop sinks, and floor drains which may contain wastewater containing grease.

2. All grease-bearing sources shall be routed through a grease trap/interceptor.

3. A grease trap/interceptor must be installed at a distance of 8 - 10 feet downstream from the last grease-bearing source to allow for adequate cooling of the wastewater, while also preventing grease solidification in the lines.

4. The temperature of the wastewater shall be less than 110 degrees Fahrenheit prior to entering the grease trap/interceptor.

5. Each grease trap/interceptor shall be constructed with a minimum of one baffle wall.

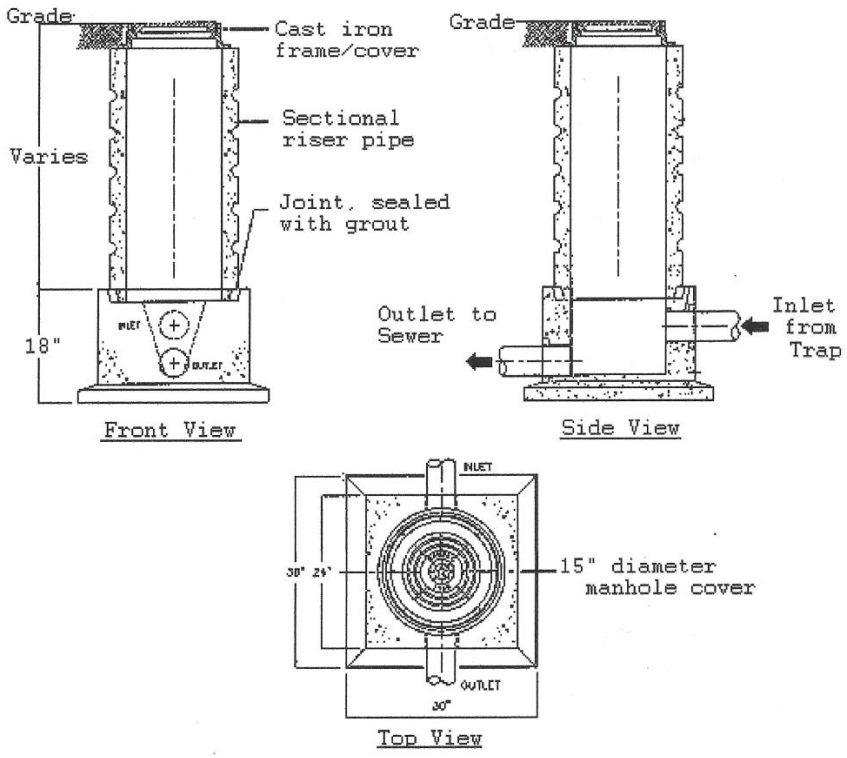
6. Drains that receive “clear waste” only, such as from ice machines, condensate from coils and drink stations, may be plumbed to directly into the sanitary system without passing through the grease trap/interceptor.

7. Grease trap/interceptors shall not receive domestic wastewater or sewage.

8. Grease trap/interceptors must be accessible for service by appropriate vehicles and equipment.

F. Sampling Devices

1. Each grease trap/interceptor must be installed with an effluent sampling well, equivalent to the following:



2. Sampling wells will have a minimum 15” diameter access with ring and lid and a minimum 4” drop from inlet to outlet piping through the sampling well.

III. Cleaning and Maintenance Requirements

A. Grease trap/interceptors shall be operated and maintained at all times in accordance with the FOG Ordinance and this document.

B. Cleaning Schedule

1. Each grease trap/interceptor (more than 50 gallons) shall be cleaned at a frequency as described in the FOG Ordinance and this document.

2. Each grease trap/interceptor (50 gallons or less) shall be cleaned at least monthly, or more often as necessary to insure the wastewater discharge contains no visible grease and meets the BOD, FOG, pH, and TSS discharge limits described herein.

3. Existing facilities without sampling devices

a. Since many of the existing grease trap/interceptors do not have sampling devices at the time the FOG Ordinance goes into effect, a Generator at such a facility will have to rely on the 25% rule to determine if the grease trap/interceptor needs pumping. This can be difficult to measure without a sampling pole. Therefore, the City

provides this general rule of thumb as a guide to assist Generators in making the determination. In general, the 25% rule has been met when the grease layer (top layer) is 5-6 inches thick for grease trap/interceptor (more than 50 gallons) and 2-3 inches thick for a grease trap/interceptor (50 gallons or less).

b. If the 25% rule is met before the next scheduled pump out, then the grease trap/interceptor shall be pumped more often.

c. Alternatively, an existing facility may choose to install a sampling device in accordance with the FOG Ordinance and this document in order to base the cleaning frequency on the actual discharge data from their grease trap/interceptor. An existing facility with a grease trap/interceptor (50 gallons or less) may install an effluent valve assembly which allows for sample collection instead of a sampling well.

4. If the 25% rule and sampling results differ for a grease trap/interceptor, the sampling results will prevail since they measure the discharge that is actually leaving the grease trap/interceptor and entering the POTW.

5. Facilities that are seasonal or have irregular operation schedules may request an alternate cleaning schedule that will be appropriate for their facility. The request must be made to the City in writing and include the following:

   a. Business name and street address
   b. Grease trap/interceptor operator name, title, and phone number
   c. Description of operation schedule
   d. Size and location of grease trap/interceptor
   e. Number of meals served during peak hour of operation

   Alternate cleaning schedule requests will be addressed by the City on a case by case basis.

C. Cleaning Procedures

All cleaning and pumping of grease trap/interceptors shall be conducted by a Transporter as defined in the FOG Ordinance, unless the Generator is a participant in the Self-Cleaning Program as defined in Section III.D. The Generator shall supervise the cleaning and pumping of the grease trap/interceptor. The following cleaning and pumping procedures shall be utilized by the Transporter during each cleaning event:

1. Break up and remove grease layer.

2. Scrape and wash sides of grease trap/interceptor, removing some of the liquid layer as necessary.

3. Verify that all crossover holes are clear and functioning.

4. Clean and inspect baffles for damage.

5. Completely pump out remaining liquid and solids unless the grease trap/interceptor volume is greater than the tank capacity of the transport vehicle in which case the Transporter shall arrange or provide additional transportation capacity so that the grease trap/interceptor is fully evacuated within a 24-hour period per the FOG Ordinance.

6. Skimming the surface layer of the waste material, partial cleaning of the grease trap/interceptor, or use of any method which does not remove the entire contents of the grease trap/interceptor is prohibited as described in the FOG Ordinance.

7. Inspect grease trap/interceptor for damage, photograph any areas that may need maintenance or repair, and report findings to Generator.

8. Document findings on the trip ticket.

D. Self-Cleaning Program

1. Grease trap/interceptor self-cleaning operators must receive approval from the POTW annually prior to removing grease from their own grease trap/interceptor located inside a building, provided:

    a. The grease trap/interceptor is no more than fifty (50) gallons in liquid/operating capacity.

    b. Proper on-site material disposal methods are implemented (e.g. absorb liquids into solid form and dispose into trash).

    c. Grease trap waste is placed in a leak proof, sealable container(s) located on the premises and in an area for the transporter to pump-out; and

    d. Detailed records of these activities are maintained.

2. Grease trap self-cleaning operators must submit a completed self-cleaning request to the City for approval. The written request shall include the following information:

    a. Business name and street address.

b. Grease trap/interceptor operator name, title, and phone number.

c. Description of maintenance frequency, method of disposal, method of cleaning and size (in gallons) of the grease trap/interceptor; and

d. Signed statement that the operator will maintain records of waste disposal and produce them for compliance inspections.

3. Self-cleaners must adhere to all the requirements, procedures, and detailed record keeping outlined in their approved application, to ensure compliance with this ordinance. A maintenance log shall be kept by self-cleaning operators that indicates, at a minimum, the following information:

a. Date the grease trap/interceptor was serviced.

b. Name of the person or company servicing the grease trap/interceptor.

c. Waste disposal method used.

d. Gallons of grease removed and disposed of.

e. Waste oil added to grease trap/interceptor waste; and

f. Signature of the operator after each cleaning that certifies that all grease was removed, disposed of properly, grease trap/interceptor was thoroughly cleaned, and that all parts were replaced and in operable condition.

g. Keep maintenance logs onsite for five years from the date of cleaning.

4. Violations incurred by grease trap self-cleaners will be subject to enforcement action including fines and/or removal from the self-cleaner program.

IV. Wastewater Discharge Limits

A. Wastewater discharge limits shall be monitored at the sampling device by means of a grab sample.

B. There shall be no visible grease in the grab sample.

C. The FOG concentration limit is 200 mg/L or less.

D. The BOD limit is 250 mg/L or less.

E. The TSS limit is 250 mg/L or less.

F. The pH must be between 5 and 11.

V. Manifest Requirements

A. Each pump-out of a grease trap/interceptor by a Transporter must be accompanied by a manifest to be used for record keeping purposes.

B. Persons who generate, collect, and transport grease waste shall maintain a record of each individual collection and deposit. Such records shall be in the form of a manifest. The manifest shall include:

1. name, address, telephone, and TCEQ registration number of Transporter;

2. name, signature, address, and phone number of the Generator and the date collected;

3. type and amount(s) of waste collected or transported;

4. name and signature(s) of responsible person(s) collecting, transporting, and depositing the waste;

5. date and place where the waste was deposited;

6. identification (permit or site registration number, location, and operator) of the facility where the waste was deposited;

7. name and signature of the facility on-site representative acknowledging receipt of the waste and the amount of waste received;

8. the volume of the grease waste received; and

9. a consecutive numerical tracking number to assist Transporters, Generators, and regulating authorities in tracking the volume of grease waste transported.

C. Manifests shall be divided into five parts and records shall be maintained as follows:

1. One part of the manifest shall have the Generator and Transporter information completed and shall be given to the Generator at the time of waste pickup.

2. The remaining four parts of the manifest shall have all required information completely filled out and signed by the appropriate party before distribution of the manifest.

3. One part of the manifest shall go to the receiving facility.

4. One part shall go to the Transporter, who shall retain a copy of all manifests showing the collection and disposition of waste. The manifests shall be readily available for review by the City.

5. One copy of the manifest shall be returned by the Transporter to the Generator within 15 days after the waste is received at the disposal or processing facility.

6. Copies of manifests returned to the Generator shall be retained on-site by the Generator for five years and be readily available for review by the POTW.

VI. Administrative Authority and Enforcement

A. All administrative authority, including right of entry, inspection, and sampling, as well as enforcement procedures and criteria as described in the FOG Ordinance are valid within this document and are incorporated herein.

B. Enforcement Actions

1. Voluntary Compliance – The City may instruct a Violator that commits any acts prohibited by the FOG Ordinance or this document to achieve voluntary compliance as determined by the City. The City may provide a reasonable amount of time, specific to the occurrence, to remedy the violation.

2. Notice of Violation – If the City determines that a Generator or Transporter has violated, or continues to violate, any provision of the FOG Ordinance or this document, a written notice of violation will be provided to the Violator, unless an emergency condition exists.

   a. The notice shall state the measures required to come into full compliance and shall specify the time within which such measures shall be completed.

   b. Failure to comply within the time specified shall be a separate offense and subject to the penalties described in the FOG Ordinance.

   c. Issuance of a notice of violation shall not be a bar against, or a prerequisite for, taking any other action against the Violator.

3. Stop Work Orders

    a. The City shall retain the authority to issue stop work orders to any Violator that commits any acts prohibited by the FOG Ordinance or this document.

    b. If the City determines that voluntary compliance is not feasible, and that a facility is operating in a manner that may lead to a sanitary sewer overflow or damage to the POTW, a written stop work order may be issued and such work shall be immediately terminated.

    c. The stop work order shall be provided to the Violator and shall state the conditions required to come into compliance. Work may not be resumed until the City has verified that the conditions of the stop work order have been met.

    d. Issuance of a stop work order shall not be a bar against, or a prerequisite for, taking any other action against the Violator.

4. Suspension of Service

    a. The City may suspend the water supply and/or sanitary sewer connection for any Violator who continues to violate a previous notice to cease discharge into the POTW and fails to comply with the FOG Ordinance or this document. The water supply and/or sanitary sewer connection will be subject to suspension if such measures would abate or reduce the discharge.

    b. The City will notify a Violator of the proposed suspension of its water supply and/or sanitary sewer connection. The Violator may petition the City for a reconsideration hearing and then may petition the municipal court if dissatisfied with the City's decision.

    c. The City shall not reinstate the suspended water supply and/or sanitary sewer connection services to the Violator until:

        i. The Violator presents satisfactory evidence to the City that the non-complying wastewater discharge has been eliminated and its cause determined and corrected; and

        ii. The Violator reimburses the City for all costs incurred in suspending and reinstating the water supply and/or sanitary sewer connection. The Violator shall be responsible to the City for all costs of testing, containment, cleanup, abatement, removal and disposal of any substance unlawfully discharged into the POTW incurred by the City while responding to, abating, and remediating the unlawful discharge.

d. Emergency Suspension of Service - The City may, without prior notice, suspend the water service and/or sanitary sewer service to a Generator to stop an actual or threatened discharge which:

   i. Presents or may present imminent substantial danger to the environment or to the health or welfare of persons;

   ii. Presents or may present imminent substantial danger to the POTW (including pass through or interference), municipal storm water drainage system, or waters of the United States; or

   As soon as practicable after the emergency suspension of service, the City shall notify the Violator of the suspension of service. Service shall be reinstated as per Section VI.B.4.c above.

e. A Generator commits a separate offense if the Generator reinstates water service and/or sanitary sewer service to the premises suspended or disconnected pursuant to this section, without the prior written approval of the City.

f. Suspension of service shall not be a bar against, or a prerequisite for, taking other action against a Violator as allowed by law.