**Florida Rural Water Association**

2970 Wellington Circle ~ Tallahassee FL 32309

Telephone: 850-668-2746 ~ e-mail: [FRWA@frwa.net](mailto:FRWA@frwa.net)

Certificate of Authorization No.: 29291



**Collection System**

**Action Plan**

for

|  |
| --- |
| **Name of Wastewater System** |
| Wastewater System Name |
| **FLA123456** |
| Wastewater Facility Identification No. |
| **County Name** |
| County |
| **Today’s Date** |
| Date |

Table of Contents

[Introduction 2](#_Toc164976809)

[Wastewater System Description and Contact Information 2](#_Toc164976810)

[Power Outage Contingency Plan 2](#_Toc164976811)

[Inventory 3](#_Toc164976812)

[Collection System Map 3](#_Toc164976813)

[Electronic Maintenance Management System or Electronic Inventory 3](#_Toc164976814)

[Inflow and Infiltration and Leakage Surveys 3](#_Toc164976815)

[System Evaluation Plan 3](#_Toc164976816)

[Maintenance and Repair Plan 4](#_Toc164976817)

[Record Keeping 4](#_Toc164976818)

[Fats, Oils, and Grease, Wet Wipe and Root Control 4](#_Toc164976819)

[Local Sewer Ordinances 4](#_Toc164976820)

[Satellite Systems 5](#_Toc164976821)

[System Resiliency 5](#_Toc164976822)

[Annual Report 5](#_Toc164976823)

[Appendix A : Power Outage Contingency Plan A-1](#_Toc164976824)

[Appendix B : Collection System Map B-1](#_Toc164976825)

[Appendix C : Fat, Oil and Grease Standards C-1](#_Toc164976826)

[Appendix D : Collection System Action Plan Annual Report Format D-1](#_Toc164976827)

# Introduction

Rule 62-600.710, F.A.C. requires that collection system flows be routinely reviewed as part of a pipe assessment, repair and replacement plan. The utility is required to have at least a 5-year planning horizon to prevent sanitary sewer overflows and underground pipe leaks for all collection/transmission systems under its control to the extent technically and economically feasible. This Collection System Action Plan provides the required information for the 5-year planning horizon for mitigating sanitary sewer overflows and underground pipe leaks for [**Utility Name Here]**.

# Wastewater System Description and Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| The Wastewater System is located in | City Name | , | County Name |
|  | City Name |  | County |
| The systems serves: | # |  | residential customers and |
|  | No. of Residential Customers |  |  |
|  | # |  | commercial customers. |
|  | No. of Commercial Customers |  |  |

Industries served: [**provide information here on industrial clients served with type of industry and address]**

Owner: [**Owner Name here]**

**[Owner Address here]**

Owner’s Representative Responsible for Implementing Collection System Action Plan:

[**Owner Representative Name here]**

**[title]**

**[Address]**

**[Email]**

**[Phone Number]**

# Power Outage Contingency Plan

The [**Utility Name Here]** Power Outage Contingency Plan is provided in Appendix A. This plan is also included in the Wastewater Treatment Plant Operation and Maintenance Manual. **[A Power Outage Contingency Plan template is provided in this Appendix A]**

# Inventory

The wastewater collection system consists of the following components:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **Size** | **Material of Construction** | **Quantity** | **Units** |
| Manholes | **4-ft dia.** | **Concrete** |  | Number |
| Gravity Sewer | **4-in** | **PVC** |  | Feet |
| Gravity Sewer | **6-in** | **VCP** |  | Feet |
| Gravity Sewer | **8-in** | **VCP** |  | Feet |
| Gravity Sewer | **12-in** | **PVC** |  | Feet |
| Lift Stations | **6-ft dia.** | **Concrete** |  | Number |
| Force Main | **2-in** | **DIP** |  | Feet |

Complete the Table above with an inventory of Collection System components

# Collection System Map

The Collection System Map is provided in Appendix B.

[**for systems with permitted capacity >1 mgd, must have a computerized GIS map]**

# Electronic Maintenance Management System or Electronic Inventory

[**This only applies to systems with permitted capacity >1 mgd. Describe electronic maintenance management system and what is included (e.g. inventory of all collection system components with inspection and maintenance information, information on overflows or bypasses or inflow and infiltration analysis results, etc.)]**

# Inflow and Infiltration and Leakage Surveys

[**describe any I/I and leakage surveys that have already been done on the collection system, when they were done and the results of the survey]**

# System Evaluation Plan

[**For evaluations to be done on system for 5 year planning period with at least 25% of collection system evaluation completed within 5 years. For example, areas to be cleaned, smoke tested and TV’d during 5 year planning period shown on collection system map; or I/I and leakage surveys to be done.]**

# Maintenance and Repair Plan

[**describe routine maintenance and cleaning activities done for the collection system. The following table provides an example]**

|  |  |  |  |
| --- | --- | --- | --- |
| **[UTILITY NAME HERE] COLLECTION SYSTEM O&M PLAN** | | | |
| **COLLECTION SYSTEM** | | **LIFT STATIONS** | |
| **Task** | **Frequency** | **Task** | **Frequency** |
| Smoke Test Gravity System | Annually | Check Lift Stations for Proper Operation | Per Vist |
| Inspect Manholes | Annually | Clean Floats /Probe Rods | Bi-Weekly |
| Respond to Customer Complaints | As Received | Clean Out Wet Wells | Annually |
| Update Collection System Electronic Maintenance Map with any Breaks or Leaks | As Received | Exercise All Valves | Annually |
| Check the Collection System for Leaks | Daily | Check Control Valves For Proper Operation | Monthly |
|  | Annaully | Record LS Pumps, Run Time Compare to Rain Events to Identify I/I | Monthly |

# Record Keeping

[**describe Utility record keeping procedures for Collection System O&M and repairs]**

# Fats, Oils, and Grease, Wet Wipe and Root Control

[**describe any Fats, Oils, and Grease ordinances in place, and/or customer notifications regarding Wet Wipes. A sample FOG Plan is provided in Appendix C]**

# Local Sewer Ordinances

[**List here any Utility Sewer Ordinances that have been adopted to minimize inflow and infiltration]**

# Satellite Systems

[**List here any Satellite Collection Systems with the following information]**

|  |  |  |  |
| --- | --- | --- | --- |
| **[UTILITY NAME HERE] SATELLITE COLLECTION SYSTEMS** | | | |
| **COLLECTION SYSTEM ID** | **NAME** | **OWNERSHIP TYPE** | **POPULATION SERVED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**[describe any measures taken to require/encourage Satellite Collection System owners to minimize inflow and infiltration]**

# System Resiliency

[**describe resiliency that considers sea-level rise, flood mitigation or stormwater control measures in place to reduce potential inflow and infiltration]**

# Annual Report

An Annual Report summarizing the Collection System Action Plan implementation must be submitted electronically to the FDEP district office no later than June 30 each year. The specified requirements of the Annual Report are covered in the following Annual Report format provided in Appendix D.

# Appendix A : Power Outage Contingency Plan

**Power Outage Contingency**

**Plan**

A broken power lines on the road

Description automatically generated

**System Name:**

FLA ID:

Address:

City/State/Zip:

Phone Number:

Fax:

Email:

**CONTENTS**

**SECTION**

**I. Purpose**

**II. Objectives**

**III. Power Outage Contingency Plan**

1. Collection System Overview
2. Map of Collection System
3. Critical Equipment
4. Critical Areas
5. Storage Areas
6. Personnel
7. Organization and Assignments
8. Activation Procedures
9. Electrician

**C.** Response Procedures

1. Pump Stations

2. Lines

3. Equipment Staging

4. Storm Preperation

5. Receipt of Information Regarding a Power Outage Contingency Plan

6. Dispatch of Personnel to a Power Outage or Overflow Site

**D.** Pump Station Inventory

**E.** Generator Inventory

**F.** Generator Maintenance Log Form

**G.** Bypass Pump Inventory

**H.** Power Assessment

**I.** Fuel Supplies

**J.** Communications Plan

1. Emergency Contractors

2. Government Emergency Contacts

3. FLAWarn

4. Media Outreach

5. Public Outreach

**K.** Mutual Aid Agreements

**L.** Upgrades and Improvements

**M.** Financial Resources

**N.** Renewal

**I. Purpose**

This Power Outage Contingency Plan has been prepared in accordance with Rule 62-600.705(1), F.A.C., and s. 403.086(2), F.S. The purpose of this Power Outage Contingency Plan is to ensure proper response following a power outage to a lift station within your wastewater collection system to minimize the adverse effects that may be caused by a power outage.

This plan is effective beginning on

Date: mm / dd / yy

This plan will be reviewed and/or updated annually to incorporate any changes in contact information, system components, and/or personnel.

**II. Objectives**

The objectives of this plan are:

* To protect public health and the environment
* To meet regulatory and permit requirements
* To develop and implement procedures to mitigate the effects of a power outage
* To map the collection systemidentifying pump stations and critical areas of Sanitary Sewer Overflow (SSO) potential
* To assess pump station needs related to power outage
* To inventory critical assets such as portable generators and bypass pumps including the storage and maintenance procedures thereof
* To organize a communications plan
* To document fuel resource needs
* To protect collection system and wastewater treatment personnel
* To establish the need for any mutual aid agreements
* To anticipate upgrades and improvements
* To protect both public and private property
* To minimize regulatory citations and/or penalties resulting from a power outage spill/SSO
* To provide appropriate customer service
* To use financial resources efficiently and economically

**III. Power Outage Contingency Plan**

**A. Collection System Overview**

1. Map of the collection system
2. List of critical equipment such as pump stations.
3. List of critical areas of SSO potential.
4. Storage areas identifying available space onsite

**B. Personnel**

1. Organizational structure and responsibilities of each position in your organization in an emergency.
2. Activation procedures
3. • Know key staff at your electric utility, especially your designated account representative, if assigned one.
4. • Obtain 24/7 emergency contact information for your electric utility and local emergency management agency and plan together for power outage events.
5. • Determine where your treatment facility and key pumping stations rank on the prioritization list for power restoration.
6. • Make sure your electric utility has the actual street addresses and locations of your treatment facilities and pumping stations. In case street signs are damaged or lost, also include latitude and longitude positions.
7. • Learn what alternative communication methods (e.g., 2-way radios, ham radio operators, satellite phones) are available.
8. • Maintain membership in Florida Water and Wastewater Agency Response Network (FlaWARN)
9. • Develop standard written notification templates to quickly send alerts in emergencies. Ensure customer information is regularly updated.
10. • Participate in local, state and federal emergency preparedness exercises.
11. Electrician on call

**C. Response Procedures**

1. Pump Stations
2. Area wide power outages
3. Lines
4. Storm Preparation

• Update response plans, mutual aid agreements and emergency contact information.

• Ensure staff are familiar with emergency response procedures, including reporting requirements.

• Conduct any necessary load testing and inventory of generators ahead of the storm. EPA has provided a quick guide for wastewater system generator preparedness.

• Take precautions to protect electrical panels and equipment and any other non­submersible assets from flooding.

• Conduct system maintenance and outreach to reduce potential inflow and infiltration.

• Have enough supplies and personnel pre-staged for regular operations and response activities. This includes chemicals, tools, equipment, fuel, vehicles, personnel, and management systems. Following an emergency, it may be several weeks before supply chains are restored.

• Manage system storage. Even with inflow and infiltration preventative measures in place, heavy rains, widescale flooding and storm surge may introduce excess flow to the system.

• Have a plan for storing, transferring, or disposing of biosolids following a severe weather event. It may be days or weeks before conditions allow for land application. Facilities will need to contact the DEP district office as soon as possible if emergency approval is needed to transfer biosolids to another facility.

• Expect interruption of electrical utility service and have generator capacity and fuel sufficient to maintain collection system pumping, treatment, and disposal capability.

• Expect areas prone to flooding to flood again and take precautions to protect electrical panels and equipment, and any other non-submersible assets.

• Have treatment, repair, and backup chemicals, tools, equipment, vehicles, personnel, and management systems arranged to respond to emergency conditions.

• Maintain an emergency response plan and a business continuity plan for all critical system components.

• Maintain plans that specifically address actions to be taken during power outages; plans should address both short-duration and long-duration outages.

• Maintain and issue standard operating procedures to manage power outages.

• Know your system; have a plan for stationary and portable generators. Make sure, if possible, that generators are pre-staged at locations when an event can be expected to potentially affect one or more of your stations.

• Maintain roles and responsibilities for staff before, during and after a power outage, including appropriate communication protocols.

1. Equipment Staging
2. Receipt of Information Regarding a Power Outage Contingency Plan
3. Dispatch of Personnel to a Power Outage or Overflow Site
4. • Plan for and be prepared to reduce levels of service across the system or in pressure zones incrementally; plans should include actions taken to restore operations to normal levels.
5. • Be prepared to operate components of your utility manually without the aid of computerized systems.

Document all damage assessments, mutual aid requests, emergency repair work, fuel and equipment used, purchases made, staff hours worked, and contractors used during the response to assist in requesting reimbursement and applying for federal disaster funds.

• Check with your electric utility to make sure that all three phases of power are available before switching back to grid power.

• Follow set procedures for taking your facilities off generator power and back onto grid power.

• Conduct an after-action discussion with utility staff to identify portions of the response that went well and areas for improvement.

• Compile damage assessment forms and cost documentation into a single report to facilitate the sharing of information and the completion of state and federal funding applications.

• Develop lessons learned document and/or an after-action report (AAR) to keep a record of your response activities. If needed, update your risk assessment, emergency response plans and contingency plans.

• Critical need. Equipment essential to maintain public health protection (e.g., pumps).

• Secondary need. Equipment that would enhance operation, but is not critical (e.g., SCADA components). Noncritical need. Equipment provided for convenience/comfort, but not essential. Identify the electrical equipment within the critical needs at the lift stations and determine their voltage, phase configuration, and horsepower/amperage requirements.

List all your critical electrical equipment and their starting order to determine your required starting power. At a minimum, your generator(s) must have the capacity to supply the maximum starting power demands and the running demands of the connected equipment.

Determine your generator needs: critical to keep your generator maintained and to test it regularly under its operating load.

Determine the fuel type, storage tank capacity, fuel transportation and the supplier for delivery. Hook-Up Method: Generators do not simply plug into a piece of equipment that you would like to power. You must install a connection that will enable you to rapidly hook up the generator to your well or sewer lift station pumps, and not accidentally "back feed" electricity into utility company lines.

Transfer switches can be either automatic or manual and will let you easily switch back and forth between commercial and generator power sources.

Camlocks are connectors that can be used to connect a generator directly to a critical piece of equipment, such as a pump at a wellhead or lift station.

Location: Emergency generators must be able to withstand climate extremes and be able to operate under all conditions.

Environmental considerations: It is important to prevent contamination of source water by fuel, and state requirements, such as containment measures, should be checked. Generators and their fuel storage tanks must be located above potential floodwater levels. Generators should also be protected by using a weatherproof enclosure. Siting considerations. A flat surface (e.g., concrete slab) without obstacles is needed for a portable generator. In addition, be sure that the generator is in a well-lit or patrolled area to avoid theft and vandalism.

For added flexibility, consider a variable frequency drive (VFD).

Determine best option: buy, rent, borrow, or share a generator(s). Funding, maintenance requirements, rental availability, and mutual aid and assistance agreements should all be considered. If you are sharing, who gets the generator first? It is probably easiest to make the decision by considering the advantages and disadvantages of having a generator onsite (purchase) versus obtaining a generator offsite (rent, borrow, or share)

• Exercise your generator periodically under the actual electrical load required of the unit to keep it ready for use;

• Develop a "start and connect" checklist specific to each individual generator and keep it where staff can easily find it;

• Do not operate the generator in excess of its rated capacity;

• Be sure the generator is properly grounded;

• Keep portable generators outside and at least 10 feet away and downwind from inhabited, enclosed areas to prevent the buildup of carbon monoxide fumes;

• Maintain 3 to 4 feet of clear space on all sides and above a generator for adequate ventilation;

• Perform scheduled maintenance as recommended by the generator manufacturer;

• Incorporate fuel management into the maintenance schedule to ensure availability of clean, reliable fuel;

• Do not refuel the generator while it is running, turn it off first and let it cool, especially if the generator uses gasoline;

• Keep the generator dry by keeping it elevated and away from possible flooding;

• Support electrical cords off the ground and do not let cords run through low-lying areas or puddles;

• Replace any cords with damaged insulation;

• Train all staff on how to operate the generator safely; and

• Wear hearing protection if you have to work close to a generator.

**D. Pump Station Inventory**

**E. Generator Inventory**

of generators including onsite location, storage requirements, maintenance procedures, and specifications including kilowatts, voltage, phase, and electrical connection type (either delta or wye), the number and length of cables needed to connect a generator to the utility’s electrical system, the number and size of lugs to connect the cable runs, and the number and designed location of grounding rods required.

It is recommended that the system input the generator information in the U.S. Army Corps of Engineers Emergency Power Facility Assessment Tool (USACE EPFAT) database. States and FEMA use this database during widespread power outages to quickly determine where and what kind of generators may be needed. When possible, use GPS to identify the location of any existing generators. Enrollment in EPFAT is free.

The Florida Rural Water Association has forty two (42) emergency generators ranging in size from 2 kW to 100 kW available for loan during an emergency on a first come first served basis. Generator inventory including the type and size of all generators and connections is requested during an emergency (see Appendix B of the [Power Resilience: Guide for Water and Wastewater Utilities (epa.gov)](https://www.epa.gov/system/files/documents/2023-05/PowerResilienceGuide_2023_508c.pdf).

Follow the EPA Office of Water (4608-T) Checklist for Incident Action Checklist - Power Outages Incident Action Checklist - Power Outages (epa.gov)

• Conduct a power assessment to determine your utility's critical facility backup power requirements.

• Be sure any contract includes wording that you are a priority customer.

• Consider renting generators in advance of hurricane or fire season.

• Maintain your generator(s) according to the manufacturer's recommendations and annually exercise generators under full load. Identify maintenance requirements and arrange for specialized support as necessary. Keep basic maintenance supplies on hand.

• Monitor power quality and proactively switch to generators if there is poor power quality, which can damage equipment.

• Transport small generators on trailers and address operations, security and logistics (e.g., maintenance, fuel, parts) for mobile generators.

• Establish a schedule for maintenance, fuel checks and refueling for each generator, and ensure scheduled maintenance is regularly completed. The standard service interval is 240 operational hours or after every 10 days of continuous operations. Be sure to plan for redundancy as in most events there is over 10% failure of backup equipment.

• Perform any necessary maintenance or repairs on generators.

• Consider testing your generator oil for signs of metal, which could indicate engine wear and the need for repairs.

• If a generator is serviced or repaired, be sure to test it under load after work is complete.

**F. Copy of generator maintenance log form.**

**G. Bypass Pump Inventory**

including maintenance procedures and specifications such as kilowatts, voltage, phase, electrical connection type, and the number and length of cables needed for connection.

**H. Power assessment**

documenting the power requirements of all critical infrastructure components and available space onsite.

**I. Fuel Supplies**

and assessment of the fuel requirements of all critical infrastructure including fuel type, supplier, storage location, and fuel stabilizer requirements.

• Calculate how much fuel is needed to operate each generator and bypass pump for one day and determine your total on-site fuel storage.

• If a storm or other emergency is predicted, fill vehicle, equipment, and fuel storage tanks to capacity. Have an alternate plan for pumping from fuel storage tanks if their pumps operate on grid power only.

Constantly monitor fuel quality and needs and coordinate fuel deliveries to generators. If possible, shut down the generator during refueling.

Refill tanks as necessary. Stabilize fuel.

**J. Communications plan**

including inventory of communications devices, a band plan of the radio channels or frequencies to be used internally in an emergency, methodology for contacting any mutual aid partners, and methodology for contacting emergency services. Identification of the location of the nearest hospital, fire station and police station along with contact information thereof.

• Maintain contact with electric utility provider to obtain power outage duration estimates.

• Notify your regulatory agency (FDEP) if operations and/or water quality or quantity are affected by a power outage, if your utility is running on generator power and what your fuel status is.

Update your status with FDEP and your local emergency management agency.

**K. Mutual Aid Agreements**

Identification of any standing Mutual Aid Agreements (MAAs) including the name of the auxiliary system(s), terms of the agreement, the timeframe of expected response from MAA partner(s), and procedures to establish contact with the MAA partner(s).

[System] has mutal aid agreements with FRWA and the Florida WARN system.

The Florida Rural Water Association's (FRWA) staff is an integral part of the emergency response team. FRWA Emergency Response Call 800.872.8207 for Emergency Assistance

Florida's Water/Wastewater Agency Response Network is the formalized system of "utilities helping utilities" to address mutual aid during emergency situations. The project's infrastructure consists of a secure web-based data bank of available resources and a practical mutual aid agreement designed to reduce bureaucratic red tape in times of emergency. FlaWARN (ufl.edu).

The [Add appropriate region] Florida Regional coordinator is [add regional coordinator contact].

**L. Upgrades and Improvements**

Assessment of any deficiencies of critical infrastructure and list of needed upgrades and improvements.

**M. Emergency Financial Resources**

**N. Renewal/Revision**

This Sanitary Sewer Overflow Response Plan will reviewed annually and renewed with each new permit application, substantial permit revision application, or existing permit renewal application.

Amendments may include changes in procedure, changes in contact personnel, or changes due to regulatory requirements.

The COLLECTION SYSYEM POWER OUTAGE CONTINGENCY PLAN is a "living" document and is required to be modified and updated, as necessary, in response to corrective actions.

If this plan needs to be modified in response to a corrective action or updated information, then this document must be revised as a dated revision. Keep a log with a description of the modification, the name of the person making it, and the date and signature of that person.

**IV. Procedures**

**A. Receipt of Information Regarding a Power Outage Contingency Plan**

Sanitary Sewer Overflows may be caused by a power outage and recognized and reported by system personnel or by others. The system is responsible to act, in a timely manner, to all reports of a possible SSO related or unrelated to a power outage. Reports may be received via telephone, email, or by other means.

1. Typically reports received from the public will be received at the utility offices. Personnel collecting information regarding a possible SSO, please obtain the following:

a. Time and date call was received

b. Specific location

c. Description of problem

d. Time possible overflow was noticed

e. Reporter’s name and phone number

f. Observations of the reporter

g. Relevant information that will enable system personnel to quickly locate, assess and stop the overflow

1. Appropriate system personnel will be notified when a possible spill is reported. System personnel must confirm the spill before it will be considered an SSO. Only after confirmation by system personnel will a spill be considered an SSO.
2. Within 24 hours of the confirmation of an Sanitary Sewer Overflow, FDEP will be notified according to Rule 62-604.550, F.A.C. The rule is provided below:

***62-604.550 Abnormal Events.***

*(1) The provisions of Rule 62-604.550 are applicable to both new and existing domestic wastewater collection/transmission systems.*

*(2) The owner/operator of the collection/transmission system shall report to the Department all unauthorized releases or spills of wastewater to surface or ground waters from its collection/transmission system or any other abnormal events as described below:*

1. *Unauthorized releases or spills in excess of 1,000 gallons per incident, or other abnormal events where information indicates that public health or the environment will be endangered, shall be reported orally to the* ***STATE WARNING POINT TOLL FREE NUMBER*** ***(800) 320-0519*** *as soon as practical, but no later than 24 hours from the time that the owner/operator becomes aware of the circumstances. The owner/operator, to the extent known, shall provide the following information to the State Warning Point:*

*1. Name, address, and telephone number of person reporting;*

*2. Name, address, and telephone number of owner/operator of the collection/transmission system or responsible person for the discharge;*

*3. Date and time of the discharge and status of discharge (ongoing or ceased);*

*4. Characteristics of the wastewater spilled or released (untreated or treated, industrial or domestic wastewater);*

*5. Estimated amount of the discharge;*

*6. Location or address of the discharge;*

*7. Source and cause o the discharge;*

*8. Whether the discharge was contained on-site, and cleanup actions taken to date;*

*9. Description of area affected by the discharge, including name of water body affected, if any; and*

*10. Other persons or agencies contacted.*

*(b) Unauthorized releases or spills of 1000 gallons per incident or less shall be reported orally to the Department within 24 hours from the time that the owner/operator of the collection/transmission system becomes aware of the circumstances.*

(c) The oral notification shall be followed by a written submission, which shall be provided within five days of the time that the owner/operator becomes aware of the circumstances. The written submission shall contain: a description of the spill, release or abnormal event and its cause; the duration including exact dates and time, and if it has not been corrected the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence. The Department shall waive the written report if the oral report has been received within 24 hours from the time that the owner/operator of the collection/transmission system becomes aware of the circumstances, and the release, spill or abnormal event has been corrected and did not endanger health or the environment. [[1]](#footnote-2)

**Rule Highlights**

* Spills / Sanitary Sewer Overflows greater than 1,000 gallons must be reported to the **STATE WATCH OFFICE** formerly known as STATE WARNING POINT **(800-320-0519)** within 24 hours of learning of the spill/SSO.
* Spills / Sanitary Sewer Overflows that endanger public health or the environment must be reported to the **STATE WATCH OFFICE** formerly known as STATE WARNING POINT **(800-320-0519)** within 24 hours of learning of the spill/SSO.
* Spills / Sanitary Sewer Overflows less than 1,000 gallons must be verbally reported to the FDEP within 24 hours of learning of the spill/SSO.
  + Written report describing the spill/SSO must be provided to the FDEP within five days.
  + A written report is not required if the FDEP was notified within 24 hours and the spill/SSO has been corrected and did not endanger public health or the environment.

**B. Dispatch of Personnel to a Power Outage or Overflow Site**

Confirmation of a Spill / Sanitary Sewer Overflow will activate an immediate response to isolate and correct the problem. Personnel and equipment shall be available at any time to respond to any and all SSO locations.

1. Dispatching Personnel Instructions

* When a spill/SSO report is received by the system, the necessary response personnel and equipment shall be dispatched to isolate and correct the problem in a timely manner
* Maintenance personnel may be dispatched by telephone or radio
* Dispatching personnel must verify that all necessary maintenance personnel have received the message

2. Maintenance Personnel Instructions

* All dispatched maintenance personnel should proceed immediately to the site of the spill/SSO. Site safety should always be considered before first responders deploy to the vicinity of the active hazard. Any delays and/or conflicts should be promptly reported to the supervisor.
* Upon arrival at the site of the spill/SSO, maintenance personnel will immediately report any and all findings to the Utility supervisor. These findings should include damage to both public and private property and any safety hazards onsite.

3. Utility Supervisor Instructions

* The Utility Supervisor should be in frequentcontact with response personnel as the situation develops
* The Utility Supervisor will dispatch additional personnel, supplies, and equipment as needed or requested by dispatched maintenance personnel

4. Initial Damage Assessment

* All dispatched personnel must use discretionary action when responding to a spill/SSO. Dispatched personnel must be aware that the System may be responsible and/or liable for further damage to private property.
* Dispatched personnel should not enter private property without authorization from the Utility Supervisor
* In order to thoroughly document the affected area, the dispatched personnel will take appropriate photos and/or video. Any photos and/or video will be retained and filed with the spill/SSO report.

5. Field Supervision and Inspection

* The Utility Supervisor will ensure that the guidelines outlined in this SSO Response Plan are properly implemented
* The Utility Supervisor is responsible for properly notifying FDEP, according to Rule 62-604.550, F.A.C., within the amount of time specified within the Rule

6. Hazardous Material Response

# Appendix B : Collection System Map

A blueprint of a building

Description automatically generated

Inert System Service Area or Collection Map Here

# Appendix C : Fat, Oil and Grease Standards

**[Utility Name Here]**

**GREASE TRAP AND GREASE INTERCEPTOR STANDARDS**

**Table of Contents:**

Preface

1.0 Definitions

2.0 General Requirements

3.0 Construction Standards

a) New Food Service Establishments

b) Existing Food Service Establishments

4.0 Grease Handling Facility Maintenance and Operation

5.0 Enforcement

6.0 Attachments

**PREFACE**

Wastewater discharges containing high concentrations of oil and grease from food service facilities are the main cause of blockages and overflows in the Utility's wastewater collection system. Overflows of wastewater into the stormwater collection system and natural bodies of water could be greatly reduced by controlling the discharge of oil and grease into the wastewater collection system. It is the intent of these [***Utility Name Here*]** *Grease Trap and Grease Interceptor Standards* (Standards) to provide the specifications for grease trap location, design, installation, construction, operation, inspection and maintenance.

**1.0 DEFINITIONS**

a) **Food Service Establishment**

Any commercial facility discharging kitchen or food preparation wastewater including restaurants, motels, hotels, cafeterias, hospitals, schools, bars, etc. and any other facility that would require a grease trap installation by virtue of its operation. Such definition normally includes any establishment required to have a State of Florida food service license.

b) **Grease Trap/Grease Interceptor**

A device that is utilized to affect the separation of grease and oils in wastewater effluents from food service establishments. Such traps or interceptors may be of the outdoor underground type normally referred to as large grease interceptors, or the "under-the-counter" package units normally referred to as the smaller grease traps. However, for the purposes of this Standard, the words "trap" and "interceptor" are generally used interchangeably.

c) **Grease Handling**

The physical structures, piping and equipment used to collect and separate grease. Grease Handling refers to the entire grease trap or interceptor system used by a Food Service Establishment.

d) **Food Service Seats**

The maximum number of physical seats and locations within the Food Service Establishment that will be available to customers for the consumption of food and beverages.

e) **Grease**

A liquid or solid material composed mainly of fats or oils from animal or vegetable sources.

f) **Grease Interceptor**

A device, usually located underground and outside of a food service facility, designed to collect, contain, and remove food wastes and grease from the waste-stream while allowing the remaining wastewater to be discharged to the wastewater collection system by gravity.

g) **Grease Trap**

A device, usually located inside the building and under a sink of a food service facility designed to collect, contain, and remove food wastes and grease from the wastestream while allowing the remaining wastewater to be discharged to the wastewater collection system by gravity.

h) **Captured Material**

Any grease, fats or organic matter captured and retained in the Grease Handling Facilities

i) **Owner**

The legal owner(s) of the structure in which the Food Service Establishment is located and/or the operator(s) of the Food Service Establishment.

**2.0 GENERAL REQUIREMENTS**

The following administrative, operational, and other general requirements are applicable to **all** food service establishments, new or existing. Particular requirements for Grease Trap/Interceptor construction, specifically pertaining to both new and existing food service establishments, can be found in Section 4 of this Standard.

a) All food service establishments in **[Utility Name Here]**’s wastewater service area shall have Grease Handling Facilities approved by the Utility and that are in conformance with these Standards. Establishments whose Grease Handling Facilities are not in accordance with these Standards shall be given a compliance schedule with a deadline to complete installation of a Grease Trap or Interceptor (whichever is deemed necessary by the Utility and/or these Standards within 3 months from the date of the Utility’s official written notification that grease handling is required.

b) Grease Handling Facilities will be required as outlined in Table 1 below:

**Table 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **No Trap or Interceptor Required** | **Grease Interceptor Required** | **Grease Trap Required** |
| New Construction, under 300 gpd | **X** |  |  |
| New Construction, under 600 gpd (Note 1) |  | **X** | **X** |
| New Construction, over 600 gpd |  | **X** |  |
| Redevelopment, under 300 gpd | **X** |  |  |
| Redevelopment, under 600 gpd (Note 1) |  | **X** | **X** |
| Redevelopment, over 600 gpd (Note 2) |  | **X** | **X** |

Note 1 – Designation of Grease Trap or Grease Interceptor to be determined by the Utility

Note 2 – Grease Trap may be used where an interceptor may not be located due to site conditions and must be approved by the Utility prior to installation

c) All food service establishment Grease Handling Facilities and/or operations shall be subject to periodic review, evaluation, and inspection by Utility representatives at any time. Results of inspections will be made available to Grease Handling Facility owners, with overall ratings assigned and recommendations for correction/improvement (if necessary) delineated. The owner, however, is ultimately responsible for the proper maintenance of any Grease Handling Facility.

d) Violations of these *Grease Trap and Grease Interceptor Standard*s will be considered grounds

for discontinuance of wastewater service.

e) Food service establishments whose operations cause or allow excessive grease to discharge or accumulate in the wastewater collection system are liable to the Utility for all costs related to service calls for line blockages, line cleanings, line and pump repairs, property damages, etc. including all labor, materials, equipment, and overhead. Failure to pay all service-related charges may be grounds for wastewater service discontinuance.

f) At the discretion of the Utility, food service establishments will be required to submit periodic inspection reports of the Grease Handling Facilities to the Utility. This includes, but is not limited to, maintenance contracts and/or records of grease removal frequencies for Grease Handling Facilities.

g) At the discretion of the Utility, the Utility may outsource the Utility’s monitoring and inspection process as stipulated in these Standards.

h) Any food service establishment whose effluent is suspected or perceived by the Utility to contain a concentration of greater than 100 mg/l of oil and grease may be required to routinely sample and have analyzed by a certified testing laboratory, their Grease Trap effluent, and will furnish a copy of the analysis to the Utility.

i) All Grease Traps/Interceptors shall be designed, installed and located in accordance with these Standards in a location and in a manner that will allow for complete access for inspection, maintenance, cleaning and repair or replacement.

j) All Grease Traps/Interceptors must be installed by state and locally licensed plumbing contractors.

**3.0 CONSTRUCTION STANDARDS**

a) New Food Service Establishments

1) All newly constructed (or newly located or relocated) Food Service Establishments shall be required to install a Grease Interceptor, approved in advance by the Utility. Grease Handling Facilities shall be sized at 20 gallons per food service seat, with no Interceptor less than 1,000 gallons total capacity.

2) New food service establishments are to complete and submit to the Utility for approval and **prior to any Grease Handling Facility construction,** an initial Grease Handling System application to install a Grease Trap or Grease Interceptor. The application shall include, at a minimum, a description of the Food Service Establishment that documents the number of Food Service Seats, plans, specifications, piping diagrams, riser diagrams and calculations for review and approval by the Utility. The Application Form is provided as “Grease Interceptor/Trap Permit Application.

3) An approval letter from the Utility to connect a new, renovated, expanded or relocated Food Service Establishment must be obtained by the owner(s) of the proposed Grease Handling Facility prior to construction and/or installation of such facilities.

4) The construction and location criteria for Grease Interceptors shall be in accordance with Environmental Protection Agency (EPA) Guidance Document, *"On-site Wastewater Treatment and Disposal Systems, 1980"* Chapter 8.

Grease Interceptors should be sized as follows:

GI = SC x RT x SF x FF

Where:

GI = Grease Interceptor Volume in gallons

SC = Seating Capacity of Establishment, number of seats

RT = Retention Time must be minimum of 2.5 hours

SF = Storage Factor, must be 1.5

FF = Flow Factor Criteria in gallons/seat/hour determined as follows:

Deep frying and dishwashing machine FF = 3.0

No deep frying but with dishwashing machine FF = 2.5

Deep frying, disposable serving ware, no dishwashing machine FF = 2.5

No deep frying, reusable serving ware, no dishwasher FF = 2.0

No deep frying, disposable serving ware FF = 1.5

No cooking of any type, disposable serving ware FF = 0.5

5) All subsurface Grease Interceptors, whether singular or in series, must be directly accessible from the surface and must be fitted with an extended outlet sanitary tee that terminates 6 inches to 12 inches above the tank floor. The minimum access opening dimensions shall be 18 inches x 18 inches or a minimum of 24 inches in diameter. Two access openings (at the inlet and outlet) to underground Grease Interceptor are required and should be removable with ease by one person.

6) All subsurface Grease Interceptors 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 inches to 12 inches 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.

7) The design of Grease Handling Facilities must allow for ease of maintenance and must be designed to allow for thorough pump-out and/or cleaning as needed. **Dishwashers and Garbage Disposals shall not be tied into a Grease Trap or Grease Interceptor.**

8) Grease Traps or “Under the Counter” or “On the Floor” Trap/Interceptors”

For applications in which subsurface type Grease Traps or Grease Interceptors are not feasible to install, Food Service Establishments will be required to install "under the counter"/”on the floor” Grease Handling Facilities (Grease Traps) for use on individual fixtures, including pot sinks, mop sinks, pre-rinse sinks, wok ovens, and other potential grease-containing drains. In such cases, units will be considered acceptable only if approved flow control fittings are provided to the Grease Trap inlet to prevent overloading of the Grease Trap and to allow for proper Grease Trap operation. The Grease Handling Facility(s) retention capacity rating in pounds shall be at least two times the gallon per minute flow rate of the type plumbing fixtures that it serves. Sizing of “under the counter” Grease Trap units will be in accordance with these Standards and EPA recommended ratings for commercial Grease Traps. Approved manufacturers include [**enter Utility approved names here]** or equal as approved in advance by the Utility. Dishwashers and garbage grinders shall not be piped directly to “under the counter” or subsurface Grease Handling Facilities. Location of "under-the-counter" units must be as close to the source of the wastewater as physically possible, while remaining accessible for maintenance.

Sizing of “under the counter” or “on the floor” Traps/Interceptors (Grease Traps) will be as follows:

The flow capacity of the Trap must be at least equal to the total flow of the units discharging to the Trap. This will also apply to the Trap’s minimum volume. The grease retention capacity, in pounds, before the trap’s efficiency drops below 90%, will equal at least twice the sum of the fixture flow rates in GPM. Additionally, the maximum grease mat plus settled out solids is not to exceed 1/3 the volume of the Trap. Both flow and grease retention conditions must be met for the “under the counter” or “on the floor” Traps/Interceptors to be considered in compliance.

**Example Calculation:**

*Condition 1: Flow*

Fixture 1: 20 GPM

Fixture 2: 30 GPM

Total Flow: 50 GPM

Required Trap size (flow): 50 GPM

Required Trap size (volume): 50 Gal

*Condition 2: Grease Retention*

Minimum required grease retention (weight): 100 lbs (50 gal x 2)

Minimum required grease retention (volume): 12.98 gal (100 lbs / 7.7 lbs per gal.)

Maximum grease retention allowed (volume): 16.6 gal (50 gal X 1/3)

Maximum grease retention allowed (weight): 127.8 lbs (16.6 gal x 7.7 lbs per gal.)

9) Schools

The minimum Grease Trap size for all schools shall be 2000 gallon capacity.

10) Flow Control

Fluid flow through the Grease Interceptor is to be controlled by a flow restrictor. Actual flow (GPM) through the Trap is to be restricted to 50% of the gross volume or initial flow of the Grease Trap.

11) Solids Separator

The volume of the solids separator is to be 5% the volume of the Grease Trap.

**Example Calculation:**

Grease Trap size: 500 gallons

Solids separator size: 25 gallons (5% x 500 gallons)

*Not required when multiple Interceptors are installed in series.*

**b) Existing Food Service Establishments**

1) All existing Food Service Establishments whether existing as is, renovated, relocated or expanded, shall have Grease Handling Facilities installed that meet these Standards. All Standards stipulated in Section 3*. CONSTRUCTION STANDARDS- A.**New Food Service Establishments*above will be applicable to all existing Food Service Establishments.

2) Food Service Establishments without any Grease Handling Facilities will be considered in violation of these Standards and will be subject to enforcement.

**4.0 GREASE HANDLING FACILITY MAINTENANCE AND OPERATION:**

Grease Handling Facility maintenance is critical to proper separation of fats, oils and grease. Consequently, maintenance of Grease Handling Facilities is critical to prevent the discharge of excessive amounts of grease into the Utility wastewater collection system.

a) All Grease Handling Facilities must be thoroughly pumped-out and cleaned at a minimum frequency of four (4) times per year, or more frequently if so determined by the Utility. The owner(s) shall be responsible for the proper removal and disposal, by appropriate means, of the captured material and cleanouts are to be kept and recorded on Maintenance Log form (Attachment “ B”) for each Grease Trap and/or Grease Interceptor.

b) A Maintenance Log form shall be submitted to the Utility at the beginning of each quarter of the calendar year. Failure to maintain and submit a Maintenance Log form or perform the required thorough pump-out and cleaning will subject the owner(s) to possible discontinuation of wastewater service. The Utility reserves the right to have an outside contractor monitor and manage the maintenance requirements. Any Food Service Establishment will be required to report maintenance activities through such a contractor should the Utility elect to use such a contractor.

c) Any removal and hauling of the collected materials not performed by the owner(s) personnel must be performed by a currently licensed waste disposal firm. In addition, if so requested by the Utility, maintenance contracts for the removal of captured materials will be provided to the Utility.

d) The owner(s) is ultimately responsible for the proper maintenance of the Grease Handling Facility(s).

e) The Grease Handling Facilities shall be considered out of compliance and in need of pump-out and cleaning of any of the following exist:

1) The captured material layer in the top section of the Grease Trap or Grease Interceptor exceeds 6 inches in depth, or;

2) The captured material layer in the bottom of the Grease Trap or Grease Interceptor exceeds 8 inches in depth, or;

3) The total volume of captured material of the Grease Trap or Grease Interceptor displaces more than 20% of the internal volume of the Grease Trap or Grease Interceptor, or;

4) The removal efficiency of the Grease Handling Facility is less than 80% as determined by sampling and analysis for COD and TSS.

f) The owner(s) is ultimately responsible for the proper maintenance and operation of the Grease Handling Facility. The owner(s) shall correct any defects or damage or cleaning of any Grease Handling Facilities or will be considered in violation of these Standards.

g) Grease-consuming bacteria may be considered only for interim use for Grease Handling Facilities maintenance, provided approval is obtained in advance of its use by the Utility. Use of bacteria, enzymes, or other grease solvents, emulsifiers, etc. (in lieu of physical cleaning), is not sufficient and not approved for long-term Grease Handling Facilities maintenance.

h) If it is found, as determined solely by the Utility, that an existing Food Service Establishment's Grease Handling Facilities are either under-designed, substandard, or poorly operated, the Utility will notify the owner(s) in writing of the required improvements needed. The owner(s) will be given three months to comply with the requirements of these Standards.

**5.0 DISCHARGE STANDARDS**

The Utility prohibits the discharge to its wastewater collection system of "any wastewater containing fats, wax, grease or oils, of animal or vegetable origin (whether emulsified or not), in excess of a concentration of 100 mg/l, or containing substances which may solidify or become viscous at temperatures between 32°F and 150°F. The Maximum temperature of discharged wastewater into passive type Grease Handling Facilities must not exceed 105° F. The chart below indicates the melting points and densities of commonly used cooking products.

|  |  |  |
| --- | --- | --- |
| Substance | Melting Point in °F | Density in Lbs./gal |
| Tallow | 108 | 7.88 |
| Palm Oil | 95 | 7.63 |
| Cocoa Butter | 93 | 8.04 |
| Coconut Oil | 77 | 7.67 |
| Palm Kernel Oil | 75 | 7.70 |
| Peanut Oil | 37 | 7.62 |
| Cotton Seed Oil | 30 | 7.65 |
| Olive Oil | 21 | 7.66 |
| Poppy Seed Oil | 5 | 7.71 |
| Sesame Oil | 3 | 7.66 |
| Soybean Oil | 3 | 7.73 |
| Corn Oil | -4 | 7.69 |

**6.0 ENFORCEMENT**

a) Grease Handling Facilities that do not comply with these Standards will be considered in violation of these Standards and subject to enforcement actions if:

1) Any Food Service Establishment connects to the Utility wastewater collection system without first installing a Utility approved Grease Handling System, or;

2) The owner(s) does not comply with written directives related to the installation, improper operation of an existing Grease Handling Facility, cleaning of a Grease Handling Facility or any other written directive issued by the Utility related to a Grease Handling Facility, or;

3) Any operational Grease Handling Facility receiving three consecutive unsatisfactory evaluations by the Utility shall be considered in violation of these Standards, or;

4) It is found that the owner(s) is improperly disposing of Captured Materials removed or pumped from a Grease Handling Facility, or:

5) Plans and specifications for a Grease Handling Facility are not submitted to the Utility, are incomplete or are not approved prior to the installation of the Grease Handling Facility, or;

6) It is found that the removal of grease in the effluent being discharged to the Utility wastewater collection system is less than 80% as determined by sampling and analysis for COD and TSS, or;

7) Any other directive related to these Standards issued in writing by the Utility is not complied with.

b) Notices

* 1. Violations of these Standards will be provided to the owner(s) in writing by the Utility.
  2. All violations will be corrected within three months of the date of a written Notice of Violation issued to the owner by the Utility

c) The Utility may undertake enforcement actions as follows:

1) Discontinuation of wastewater service to the Food Service Establishment.

2) Monetary fines and penalties to the maximum extent allowed by law.

* 1. Suspension of any building permit or withholding of any Certificate of Occupancy that the Utility may issue for the Food Service Establishment.

d) Appeals

1) Notice of Violation or of Enforcement Action by the Utility may be appealed to the Utility DIrector. The Utility Director will have the full authority to make the final determination as to the extent and validity of any violation or enforcement action.

Attachment “A”

Wastewater System Grease Interceptor / Grease Trap Permit Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant (Owner) Name:** | | | |  | | | | | | | | | | | | |
| **Facility Name:** | | | |  | | | | | | | **Telephone:** | |  | | | |
| **Facility Address:** | | | |  | | | | | | | | | | | | |
| **Facility Type:**  **(Circle all that apply):** | | | | Dine in | | | | | | Carry out | | | Drive through | | | |
| **Maximum Seating Capacity:** | | | |  | | | | | | **Maximimum Hours of Operation Each Day:** | | |  | | | |
| **Type of Development:**  **(Circle one)** | | | | New Construction | | | | | | | Redevelopment | | | | | |
| **Food Preparation & Practice** | | | | Yes | No | **Equipment Type & Capacity** | | | | | | | L | W | D |
|  | Deep Frying | | |  |  |  | 3-Compartment Sink 1 (in): | | | | | |  |  |  |
|  | Pan Frying | | |  |  |  | 3-Compartment Sink 2 (in): | | | | | |  |  |  |
|  | Grilling | | |  |  |  | Hand Sink 1 (in): | | | | | |  |  |  |
|  | Heating / baking | | |  |  |  | Hand Sink 2 (in): | | | | | |  |  |  |
|  | Pre-prepared food assembly | | |  |  |  | Dishwasher 1 Flow Rate (gpm): | | | | | |  | | |
|  | Garbage Disposal | | |  |  |  | Dishwasher 2 Flow Rate (gpm): | | | | | |  | | |
|  |  | | |  |  |  |  | | | | | |  | | |
| I hereby certify that the above information is correct. I am also aware that changes in any of the above information will require a re-application and possible increase in the size or type of grease interceptor/trap required. I also agree to have the grease interceptor/trap pumped out a minimum of once every three months by a certified grease interceptor / grease trap cleaning company, or more frequently if needed, to maintain the grease interceptor/trap in a proper operating condition. This permit is valid only for the specific facility, ownership, processes and operations indicated above. As such, it cannot be sold, transferred or reassigned. | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | |  | | | | |
| Print Name | | | | Signature | | | | | | | Date | | | | |
| **Grease Interceptor & Grease Trap Sizing Requirements**  (To Be Completed By Uitlity) | | | | | | | | | | | | | | | |
| **Grease Interceptor Sizing** | | | | | | | | **Grease Trap Sizing** | | | | | | | |
| Number of Seats (SC): | | | |  | | | | Sum of Sink Volume (SV): | | | |  | | | |
| Retention Time, hours (RT): | | | |  | | | |  | | | |  | | | |
| Storage Factor, gal per seat-hour (SF): | | | |  | | | |  | | | |  | | | |
| Required Grease Interceptor Size, gallon ( SC x RT x SF x FF ): | | | |  | | | | Required Grease Trap Size:  ( 0.40 x SV ) | | | |  | | | |
|  | | | | | | | | | | | | | | | |
| Special Requirements: | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print Name | Signature | Date |

Attachment “B”

**GREASE TRAP AND/OR INTERCEPTOR MAINTENANCE LOG**

Food Service Establishment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Telephone (\_\_\_\_\_) \_\_\_-\_\_\_\_

Trap Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Telephone (\_\_\_) \_\_\_-\_\_\_\_

Tank Number: \_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Cleaned** | **Name of Vendor/Employee Performing Clean Out** | **Signature of Vendor/Employee** | **Method of Disposal** | **Approximate Quantity Removed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **A copy of this form must be provided to the Utility (or to its designated contractor) at the beginning of each quarter of the calendar year.**
2. **This form should be posted in a conspicuous location near the trap/interceptor for review by the Utility.**
3. **Use one log sheet per trap/interceptor system.**

# Appendix D : Collection System Action Plan Annual Report Format





1. http://www.dep.state.fl.us/legal/Rules/wastewater/62-604.pdf [↑](#footnote-ref-2)