

**Permit Application & Renewal**  
 City of Lebanon Authority (CoLA)  
 Wastewater Treatment Facility & Collection System  
 Fats, Oils & Grease Control Program



Please complete and return to CoLA at:

Compliance, Lebanon Authority; 2321 Ridgeview Road; Lebanon, PA 17042

Or [compliance@lebanonauthority.org](mailto:compliance@lebanonauthority.org)

*Digital Word Version of form available to complete. Permit is nontransferable to new owners. New application must be submitted prior to opening under new ownership.*

*All Code references refer to City of Lebanon Authority - Rates, Rules and Regulations Governing the Sewer System.*

1. FSE Name, Address, site phone
  
2. Owner Name, Address, phone, email
  
3. Manager Name, Address, phone, email
  
4. List and describe all FOG interceptors and/or separators. Include location, size of unit, manufacturer (if known).

| ID/name | size | manufacturer | location |
|---------|------|--------------|----------|
|         |      |              |          |
|         |      |              |          |
|         |      |              |          |
|         |      |              |          |

5. If known or this is a new unit; include design details used to size the unit. This information may just be included with submission.(Section 5.03)

## Facility Information

1. Enclose a plan of plumbing fixture units connected to the grease trap/interceptor or separator showing the unit(s) and:

- a. wash sinks
- b. dishwashers
- c. floor drains
- d. other required fixture connections
- e. piping materials and sizes

Plan is included. Plan does not have to be professionally prepared. It should include dimensions and give an accurate portrayal of the piping connections and equipment

## Facility Operation

**1. All facilities shall be operated so that the wastewater flow into a grease trap/interceptor or separator shall be within the manufacturer's guidelines for the installed unit. (5.04.02.A)**

Briefly describe the manufacturer's guidelines for operation (or general guidelines if manufacturer

**2. The manager of the facility shall train all employees to use Best Management Practices to limit the introduction of Fats, Oils, Grease, Sediment and other substances into the interceptors. Record of this training shall be kept on site. (5.04.02.B)**

Describe employee training, records being kept and list the person(s) responsible for the training and record keeping.

**3. The manager of the facility shall ensure interceptors and separators are cleaned at the required intervals. The manager shall train at least one other employee to complete this task in his absence. (5.04.02.C)**

\*Describe how the manager is guaranteeing the interceptors and separators are cleaned at the required intervals. List an alternate who is trained in their absence.

**4. The manager shall not allow the quantity of settled solids or sediment and floating fats, oils and grease in the separators to exceed 25% of the volume of the trap/interceptor. The manager shall train at least one other employee to complete this task in his absence.**

- a. *TWENTY-FIVE-PERCENT RULE (25% Rule)– A widely accepted Best Management Practice which requires that a grease interceptor must be pumped out if the depth of scum and solids in the interceptor exceeds 25% of the usable volume. (5.04.02.D)*

\*List the alternate(s) to the manager. Describe the training and the record keeping procedure.

5. ***The managers shall ensure that all parts of the grease trap/interceptor are in proper operating condition and immediately repair any item that prevents the grease trap/interceptor or separator from treating the wastewater properly. The manager shall train at least one other employee to complete this task in his absence. (5.04.2.E)***

Please describe the method to ensure the unit is in proper operating condition. Also list the alternate employee who completes the task in their absence.

6. ***Manager shall enter in the operating log the date and time of all cleaning activities and maintenance activities on the grease trap/interceptor or separator. The manager shall train at least one other employee to complete this task in his absence. (5.04.2.F)***

Describe the procedure for cleaning and recording of the preceding. List the alternate responsible employee.

7. ***Manager shall ensure that a hauler licensed by the Pennsylvania Department of Environmental Protection disposes all grease and other materials removed from the grease trap/interceptor. The manager shall train at least one other employee to complete this task in his absence. (5.04.2.G)***

Describe how the manager will acquire confirmation of the preceding. List the alternate responsible employee.

**8. The site manager shall receive a signed residual grease hauled waste manifest from the hauler indicating the disposal location of the waste. The site manager shall train at least one other employee to complete this task in his absence.**

**The residual grease manifest documenting proper disposal of the FOGS waste shall contain the following information and be retained on file at the site by the User and made available upon request to the Authority or its designated representative:**

- a. Part I: Waste hauler information.**
  - i. Transporter/permittee name.**
  - ii. Permit number.**
  - iii. Name of driver and signature.**
  - iv. Truck license number.**
- b. Part II: Waste generator information.**
  - i. Name of generator.**
  - ii. Permit number (if applicable)**
  - iii. Address.**
  - iv. Phone number.**
  - v. Time pumped.**
- vi. Size of grease interceptor.**
- vii. Gallon pumped.**
- viii. Signature of generator.**
- ix. Date.**
- c. Part III: Waste disposal site information.**
  - i. Name of permitted disposal site PaDEP.**
  - ii. PaDEP permit number.**
  - iii. Address.**
  - iv. Phone number.**
  - v. Signature of disposer**

Describe your maintenance of the above information for review on site by CoLA.

**Right of Entry:** As per *The City of Lebanon Authority - Rates, Rules and Regulations Governing the Sewer System (5.06.1)*

- F. It shall be unlawful for a generator/user, to refuse to allow the Authority or its designated agents to enter their premises during reasonable hours to determine whether the generator is complying with all of the requirements of this Section V or order issued hereunder. A generator shall allow the authorized agent access to all parts of the premises for purpose of inspection, sampling, records examination and copying, and the performance of additional duties. The Authority, or its designated representative, will make reasonable efforts to arrange for access to the premises with appropriate advanced notice. Failure to provide advanced notice, however, shall not be considered a legitimate reason to refuse admittance to the premises.
- G. In cases where an existing facility includes private living quarters, the right of access shall extend to all common areas and any other area or areas an employee, including the manager and/or owner, may enter without expressed permission of the residents.
- H. If the Authority has been refused access to a building, structure or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this Section V or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the Authority designed to verify compliance with this Section V or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then the Authority may seek issuance of a search warrant from any court of competent jurisdiction.

The appropriate fee will be charged to your facility.

Permit Fees are:

- ~~\$175.00~~ 2 year Commercial Food Service Establishment; **initial fee waived**
- ~~\$50.00~~ 2 year Low Impact Commercial Food Service Establishment

Additional fees for repeated follow-up inspections, investigations, sampling and laboratory analysis as per Schedule D of section 5.

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

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

Title: