

TOWN OF BILLERICA, MASSACHUSETTS

SANITARY SEWER

RULES AND REGULATIONS

January 6, 2020



TOWN OF BILLERICA, MASSACHUSETTS SANITARY SEWER RULES AND REGULATIONS

In accordance with Chapter 83, Section 10 of the General Laws of the Commonwealth, the following rules and regulations have been adopted by the Department of Public Works for obtaining permits to enter the Town sewer system; regulation of the design, construction, and use of public and private sewers; installation and connection of building sewers; discharge of waters and wastes into the public sewer system; and providing penalties for violations thereof.

These rules and regulations will become effective January 6, 2020.

1. The Director of Public Works or his/her designee shall be the designated official for approving applications to tie into or discharge into the Town sewer system.
2. Permit Applications can be obtained from the office of the Department of Public Works or the Wastewater Treatment Facility, properly filled out by the owner or agent, and returned to the same office for processing.
3. Applicants from residential, industrial establishments, commercial business and subdivisions shall submit plans, specifications, waste and flow data to the Superintendent of Wastewater for review. After review, if approved, a certificate for entry into the sewerage system will be forwarded to the Building Commissioner before he/she issues a building permit for construction of a subdivision, industrial building or complex, or the alteration of any large business, industrial building or residence.
4. No occupancy permit shall be issued until such time as the sewer system has been properly inspected and approved, and notice of such approval is forwarded to the Building Commissioner.
5. The Town reserves the right to accept or deny sewer extensions or sewer connection permits or limit discharges based on available capacity in the Town's wastewater facilities.

Approved as to Form

Town Counsel

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**TOWN OF BILLERICA, MASSACHUSETTS
RULES AND REGULATIONS FOR THE INSTALLATION
AND CONNECTION OF BUILDING SEWERS AND
FOR THE USE OF PUBLIC SEWERS**

**ARTICLE I
DEFINITIONS**

(Arranged in Alphabetical Order)

Unless the context specifically indicates otherwise, the meanings of terms used in this ordinance shall be as follows:

Section 1. "Act" or "the Act" shall mean the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 United States Code (U.S.C.) 1251, et. seq.

Section 2. Actual Sewer Bill – Is based upon the quantity of water used, measured in Centum Cubic Feet, CCF, over a defined period of time.

Section 3. "Bedroom" shall mean any portion of a dwelling which is so designed as to furnish the minimum isolation necessary for use as a sleeping area. Such area shall not include kitchen, bathroom, dining room, halls, or unfinished cellar. Shall be constant with the Town of Billerica's assessor's office number of bedrooms.

Section 4. Best Management Practices or BMPs shall mean schedules of activities, prohibitions of practice, maintenance procedures, and other management practices to implement the prohibitions identified in Article IV of these regulations. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

Section 5. "BOD" (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20° C, expressed in milligrams per liter (mg/l).

Section 6. "Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building, and conveys it to the building sewer, beginning ten (10) feet outside the inner face of the building wall.

Section 7. "Building Sewer" or "Sewer Service Connection" shall mean the extension from the building drain to the public sewer or other place of disposal.

Section 8. "Certificate of Compliance" shall be a Certificate issued by the Town of Billerica Public Works Department stating that such real property has been inspected and found to be in compliance with these Rules and Regulations and with any pertinent Town by laws.

Section 9. "COD" (denoting Chemical Oxygen Demand) shall mean the quantity of oxygen utilized in the chemical oxidation of organic matter under standard laboratory procedure, expressed in terms of milligrams per liter (mg/l).

Section 10. "Combined Sewer" shall mean a sewer receiving both wastewater and stormwater or surface runoff and groundwater.

Section 11. "Commercial Wastewater" shall mean wastewater from commercial establishments such as retail businesses, restaurants, banks and other businesses which discharge only domestic or sanitary wastewater.

Section 12. "Composite Sample" shall mean a sample consisting of a minimum of one grab sample per hour collected during a 24-hour period (or lesser period as specified in the permit; however, a minimum of eight [8] grab samples) combined proportionally to flow, if possible, over that same time period and refrigerated to 4°C at all times prior to analysis.

Section 13. "Cooling Water" shall mean the water discharged from any system of condensation, air conditioning, cooling, refrigeration, or other system of heat transfer.

Section 14. "Daily" shall mean every calendar day that there is an industrial discharge to the Town's wastewater collection system.

Section 15. "Daily Maximum Limit" shall mean the highest allowable daily concentration for any Pollutant in a wastestream.

Section 16. "DEP" shall mean the Massachusetts Department of Environmental Protection.

Section 17. "Department of Public Works" or "DPW" shall mean the Town of Billerica Department of Public Works, acting by its Director or other authorized deputy, agent or representative who has been appointed by the Director and approved by the Town Manager.

Section 18. "Director" shall mean the Director of the Billerica Department of Public Works or his/her authorized deputy, agent or representative.

Section 19. "Discharge" or "Discharge Pollutants" shall mean any addition of any pollutant or combination of pollutants to waters of the Commonwealth from any source, including but not limited to, discharges from

surface runoff which are collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person, which do not lead to a POTW; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharger.

Section 20. "Discharge Measurement" shall mean the determination of the quantity of wastewater flowing per unit of time in the sewer system at a given point by means of a current meter, rod float, weir, Pitot tube or other measuring device or method.

Section 21. "Division" shall mean the Billerica Department of Public Works, Wastewater Division.

Section 22. "Domestic Waste" shall mean sanitary wastewater that does not contain industrial wastes, infiltration or inflow.

Section 23. "Drain Layer" shall mean any person or contractor constructing, installing or repairing a sewer service connection on private property.

Section 24. "Easement" shall mean an acquired legal right for the specific use of land owned by others.

Section 25. "Effluent" shall mean a discharge of pollutants into the environment, whether treated or not treated.

Section 26. "Effluent Limitation" or "Effluent Limit" shall mean any requirement, restriction, or standard imposed by the Department on quantities, discharge rates, and concentrations of pollutants which are discharged from point sources into waters of the Commonwealth or to publicly owned treatment works.

Section 27. "EPA" shall mean the United States Environmental Protection Agency.

Section 28. Estimated Sewer Bill The Town will charge for the sewer used based on an average of the amount of water registered over at least 2 similar periods, preceding, or subsequent thereto. This provision does not apply to Auxiliary or Secondary meters.

Section 29. "Federal Act" shall mean the Federal Clean Water Act, as amended, 33 U.S.C. 1251 et seq.

Section 30. "Floating solids" are only those solids that float on top of the liquids, such as oil, grease, fats, etc.

Section 31. "Flow Recorder" shall mean a weir, meter, flume or other device that will measure and record the volume of wastewater discharged.

Section 32. "Garbage" shall mean solid wastes from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage, and sale of produce.

Section 33. "Grab Sample" shall mean an individual sample collected in a period of less than fifteen (15) minutes and refrigerated at 4°C at all times prior to analysis.

Section 34. "Grease Trap" shall mean a watertight structure located on a building sewer before discharge to the sanitary sewer system in which fats, oils and grease are separated from other solid and liquid constituents of sewage and accumulated. "Grease trap" can also refer to a plumbing appurtenance or appliance that is installed to intercept fats, oils and grease before discharge to a building sewer.

Section 35. "Grease Interceptor" shall mean an exterior grease trap.

Section 36. "Grease Removal Device/Grease Recovery System" shall mean any grease trap/interceptor that automatically removes fats, oils and grease from the grease trap, the control of which may be automatically or manually initiated.

Section 37. "Hazardous Waste" shall mean a hazardous waste pursuant to the Massachusetts Hazardous Waste Regulations, 310 CMR 30.000.

Section 38. "Hauler" shall mean any person who contracts for the pumping, transport, and disposal of septage and has obtained a license from the Billerica Board of Health.

Section 39. "Illegal Connection" shall mean any condition on any real property which permits the introduction into the public wastewater treatment system of any surface water or groundwater not otherwise required by law to be treated as wastewater. This definition includes, but is not limited to, downspouts, roof drains, sump pumps and surface water drains or pipes.

Section 40. "Improperly Shredded Garbage" shall mean wastes from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce, excluding rubbish and trash, which has particles greater than one-half (1/2) inch or 1.27 centimeters in any dimension so as to prevent the particles from being carried freely under normal flow conditions in the sewer system.

Section 41. "Industrial User" shall mean the discharge of pollutants into a POTW from any non-domestic source regulated under section 307 (b), (c) or (d) of the Act.

Section 42. "Industrial Discharge Permit" shall mean a non-transferable written and duly signed document by the Town issued to all Industrial Users (IU) for a period not to exceed five (5) years. This document shall contain, as a minimum, operational parameters, sampling requirements and schedules, discharge limitations and statements of violation penalties.

Section 43. "Industrial Wastes" shall mean any solid, liquid or gaseous waste or wastewater, or combination thereof, resulting from an industrial or manufacturing process, or from a commercial, governmental or institutional activity or from the development, recovery or processing of natural resources. Industrial wastes do not include, and are distinct from, sanitary sewage, uncontaminated cooling water, non-contact cooling water and non-contact industrial process water.

Section 44. "Industrial Wastewater" shall mean the liquid wastes resulting from industrial manufacturing process, trade or business, as distinct from sanitary wastewater. Waste in liquid form consisting of only sewage is not considered industrial wastewater.

Section 45. "Infiltration" shall mean groundwater entering the sewer system from a water body through such means as defective building drains and sewers, pipes, pipe joints, connections, or manhole walls.

Section 46. "Inflow" shall mean the discharge of water into the sewer system, including service connections, from such sources as, but not limited to, roof drains, cellar drains, yard drains, area drains, foundation drains, sump pumps, cooling water discharges, drains from springs and swampy areas, manhole covers, cross connections from storm sewers, catch basins, surface stormwater runoff, or street wash water.

Section 47. "Interference" shall mean an inhibition or disruption of the wastewater works, its treatment processes or operations, or its sludge processes, use or disposal which is a cause in whole or in part of a violation of any requirement of the wastewater treatment facility's National Pollutant Discharge Elimination System (NPDES) permit (including an increase in the magnitude or duration of a violation) or to the prevention of sludge use or disposal by the wastewater treatment facility in accordance with the following statutory provisions and regulations or permits issued thereunder (or more stringent State or Local regulations): Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA) (including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in any State sludge management plan prepared pursuant

to Subtitle D of the SWDA), the Clean Air Act and the Toxic Substance Control Act.

Section 48. "Massachusetts Water Quality Standards" shall mean the Massachusetts Surface Water Quality Standards (314 CMR 4.00) and the Massachusetts Ground Water Quality Standards (314 CMR 6.00).

Section 49. "MGD" shall mean million gallons per day.

Section 50. "mg/l shall mean milligrams per liter.

Section 51. "Maximum Daily Flow" shall mean the highest daily rate of wastewater flow occurring during a single day.

Section 52. "Maximum Daily Loading" shall mean the highest loading allowed in one 24-hour period and shall be calculated by using the data collected during the period in question.

Section 53. "Maximum Weekly Loading" shall mean the highest total loading allowed for any seven consecutive days, and shall be calculated by using the total flow and the average concentration of the pollutant for the period in question.

Section 54. "Measuring Device" shall mean an instrument determining concentration, flow, etc.

Section 55. "Meter" shall mean an instrument for measuring the amount and rate of flow of liquids.

Section 56. "Minimum Daily Flow" shall mean the smallest rate of wastewater flow occurring over a normal day of the industry's operation.

Section 57. "Monitoring Device" shall mean any equipment that specifically measures and/or samples wastewater.

Section 58. "National Categorical Pretreatment Standard" shall mean any regulation containing pollutant discharge limits promulgated by the U.S. Environmental Protection Agency in accordance with Section 307(b) and (c) of the Act (33 U.S.C. 1317) which applies to a specific category of Industrial Users.

Section 59. "National Pollutant Discharge Elimination System Permit" or "NPDES Permit" shall mean a permit issued pursuant to Section 402 of the Act (33 U.S.C. 1342).

Section 60. "Natural Outlet" shall mean any outlet into a water course, pond, ditch, lake or other body of surface or groundwater.

Section 61. "New Source" shall mean any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under Section 307 (c) of the Act which will be applicable to such source if such Standards are thereafter promulgated in accordance with that section. A new source shall be construed as any that meet any of the three (3) conditions at 40 CFR 403.3(m) (1-3).

Section 62. "Pass Through" shall mean the discharge of pollutants through the wastewater treatment facility into navigable water in quantities or concentrations which are a cause in whole or in part of a violation of any requirement of the wastewater treatment facility's NPDES permit (including an increase in the magnitude or duration of a violation).

Section 63. "Permit" shall mean an authorization issued pursuant to M.G.L. c. 43 and 314 CMR 2.00 and 3.00, 5.00, or 7.00, to implement the requirements of the State and Federal Acts and regulations adopted thereunder.

Section 64. "Permittee" shall mean any person issued a Sewer Connection Permit under these regulations.

Section 65. "Person" shall mean any individual, firm, company, association, society, corporation or government entity.

Section 66. "pH" shall mean the logarithm of the reciprocal of the concentration of hydrogen ions. The concentration is the weight of hydrogen ions, in grams, per liter of solution.

Section 67. "Plumbing" shall mean piping falling under the jurisdiction of the Commonwealth of Massachusetts Plumbing Code, generally piping within a building and extending outside the building ten feet from the building wall.

Section 68. "Plumbing Code" shall mean the existing rules and regulations enforced through the Billerica plumbing inspector. Such rules and regulations shall conform to the latest edition of the Commonwealth of Massachusetts Regulations (248 CMR) concerning Fuel Gas and Plumbing Codes.

Section 69. "Pollutant" shall mean any element or property of wastewater, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter, in whatever form and whether originating at a point or major non-point source, which is or may be discharged, drained or otherwise introduced into any sewerage system, treatment works or waters of the Commonwealth.

Section 70. "Pollution" shall mean the presence of pollutants in the environment in quantities or characteristics which are or may be injurious to human, plant or animal life or to property or which unreasonably interfere with the comfortable enjoyment of life and property throughout such areas as may be affected thereby.

Section 71. "Pretreatment" shall mean the reduction in the amount of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into a wastewater treatment facility. The reduction or alteration can be obtained by physical, chemical or biological processes, process changes or by other means acceptable and agreed upon with the Town but not including dilution.

Section 72. "Pretreatment Coordinator" shall mean the individual designated by the Town to oversee the day to day implementation of the Industrial Pretreatment Program.

Section 73. "Pretreatment Facilities" shall mean the structures, equipment and process required to treat wastewater prior to sewer system discharge.

Section 74. "Pretreatment Requirement" shall mean any substantive or procedural pretreatment requirement, other than a National pretreatment standard, applicable to Industrial Users.

Section 75. "Pretreatment Standard" shall mean any regulation containing pollutant discharge limits promulgated by EPA in accordance with Section 307 (b) and (c) of the Clean Water Act, which applies to Industrial Users, including the prohibitions found in 40 CFR 403.5. Pretreatment standards shall include National Categorical Pretreatment Standards, prohibited discharges and local limits.

Section 76. "Properly Shredded Garbage" shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

Section 77. "Public Sewer" shall mean a sewer in which all owners of abutting properties have equal rights, and which is controlled by public authority.

Section 78. "Publicly Owned Treatment Works" shall mean a treatment works as defined by Section 212 of the Federal Water Pollution Control Act, also known as the Clean Water Act (33 U.S.C. 1292), which is owned in this instance by the Town. This definition includes any sewers that convey wastewater to the POTW treatment plant, but does not include pipes, sewers or other conveyances

not connected to a facility providing treatment. For the purposes of this permit, "POTW" shall also include any sewers that convey wastewaters to the POTW from persons outside the Town of Billerica who are, by contract or agreement with Billerica, users of Billerica's POTW.

Section 79. "Real Property" shall mean any real property on which is situated any building which has been improved with a connection to the public wastewater collection and treatment system operated by the Town.

Section 80. "Receiving Waters" shall mean any watercourse, river, pond, wetland, ditch, lake, aquifer, ocean, or other body of surface or groundwater receiving discharge of wastewater or effluent.

Section 81. "Regulations" shall mean these sewer rules and regulations.

Section 82. "Sample" shall mean a portion of the wastewater obtained for analytical purposes. This portion may be a single sample (grab) or composite sample.

- a. SAMPLER shall mean a device used with or without flow measurement to obtain an aliquot portion of water or wastewater for analytical purposes; may be designed for taking a single sample (grab), composite sample, continuous sample, or periodic sample.
- b. SAMPLING STATION shall mean a specified site where monitoring takes place on a regular basis.

Section 83. "Sanitary Sewer" shall mean a sewer which carries wastewater and to which storm, surface and groundwater are not intentionally admitted.

Section 84. "Separator" shall mean a device designed and installed to separate deleterious or undesirable matter from normal wastes and to retain such deleterious or undesirable matter while permitting normal wastewater to discharge into the sanitary sewer system by gravity.

Section 85. "Septage" shall mean liquid and solid sanitary wastewater removed from a cesspool, septic tank, chemical toilet, holding tank or similar receptacle.

Section 86. "Service Connection" shall mean the pipe connecting a building's plumbing system to the sewer main that carries sanitary wastewater to the wastewater treatment facility. A Service Connection may also be called a building sewer, house sewer or house connection.

Section 87. Sewer Commissioners see mass general law

Section 88. "Sewage" see "Wastewater"

Section 89. "Sewer" shall mean a pipe or conduit for carrying wastewater.

Section 90. "Sewer Connection Permit" shall mean a permit given by the Division to connect to the sewer system.

Section 91. "Sewer Extension" shall mean the addition to a sewer system of a sewer pipe, together with appurtenant works, which when connected to the sewer system becomes the property of, and is operated and maintained by, the person owning the sewer system.

Section 92. "Shall" is mandatory; "May" is permissive.

Section 93. "Significant Industrial User" shall mean any Industrial User discharging to the wastewater collection system that meets any of the following criteria:

- a. The Industrial User is regulated by National Categorical Pretreatment Standards.
- b. The Industrial User discharges an average of twenty-five thousand (25,000) gallons or more per operational day of process wastewater.
- c. The Industrial User has a reasonable potential for upsetting the operational process at the Wastewater Treatment Facility or violating any Pretreatment standard.
- d. The Industrial User discharges a process wastewater stream that makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the Wastewater Treatment Facility.

Section 94. "Significant Noncompliance" shall mean a Significant Industrial User (or any Industrial User which violates paragraphs c., d., or h. of this section) is in significant noncompliance if its violation meets one or more of the following criteria:

- a. Chronic violations of wastewater Discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter during a 6-month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including instantaneous limits, as defined by 40 CFR 403.3(l);

- b. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of all of the measurements taken for the same pollutant parameter during a 6-month period equal or exceed the product of the numeric Pretreatment Standard or Requirement including instantaneous limits, as defined by 40 CFR 403.3(l) multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil, and grease, and 1.2 for all other pollutants except pH);
- c. Any other violation of a Pretreatment Standard or Requirement as defined by 40 CFR 403.3(l) (daily maximum, long-term average, instantaneous limit, or narrative Standard) that the POTW determines has caused, alone or in combination with other Discharges, Interference or Pass Through (including endangering the health of POTW personnel or the general public);
- d. Any discharge of a pollutant that has caused imminent endangerment to human health, welfare or to the environment or has resulted in the POTW's exercise of its emergency authority under paragraph (f) (1) (vi)(B) of 40 CFR 403.8 to halt or prevent such a discharge;
- e. Failure to meet, within 90 days after the schedule date, a compliance schedule milestone contained in a local control mechanism or enforcement order for starting construction, completing construction, or attaining final compliance;
- f. Failure to provide, within 45 days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- g. Failure to accurately report noncompliance;
- h. Any other violation or group of violations, which may include a violation of Best Management Practices, which the POTW determines will adversely affect the operation or implementation of the local Pretreatment program.

Section 95. "Sludge" shall mean the solid, semi-solid, and liquid residue removed from water, sanitary wastewater, wastewater, or industrial wastes by a treatment process, including removal by a wastewater treatment process or drinking water treatment process.

Section 96. "Slug" shall mean any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass

Through, or in any other way violate the POTW's regulations, Local Limits or permit conditions.

Section 97. "Solid waste" shall mean any unwanted or discarded solid material, consisting of putrescible or non-putrescible solid waste material, including garbage and rubbish.

Section 98. "Split Sample" shall mean a portion of a thoroughly mixed grab or composite sample of sufficient volume, in a proper container that is properly preserved for the analysis(es) for which it is intended.

Section 99. "Standard Methods" shall mean an assembly of analytical techniques and descriptions commonly accepted in water and wastewater treatment as found in the most recent edition of "Standard Methods for the Examination of Water and Wastewater," published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

Section 100. "State" shall mean the Commonwealth of Massachusetts.

Section 101. "Storm Drain" (sometimes termed "storm sewer") shall mean a sewer which carries stormwater and drainage, but excludes wastewater and industrial wastes, other than unpolluted cooling waste.

Section 102. "Superintendent" shall mean the Superintendent of Billerica Department of Public Works, Wastewater Division, or his/her or her designees.

Section 103. "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in, water, wastewater, or other liquids, and which are removable by laboratory filtering.

Section 104. "Total Toxic Organic" (TTO) shall be defined as the summation of all quantifiable values greater than 0.010 mg/l for the organic parameters measured by EPA Methods 624, 625 and 608, and all purgeable organics. It is noted that TTO limits are established for certain categorical industries such as those regulated by the Metal Finishing Regulations, Electroplating Regulations, etc., and that the categorical TTO limits are separate and distinct from the TTO limit defined in these regulations.

Section 105. "Town" shall mean the Town of Billerica and all its duly authorized representatives and agents.

Section 106. "Toxic Pollutants" shall mean those pollutants identified in 314 CMR 3.16, or any other pollutants, or combination of pollutants, including disease-causing agents, which after discharge and upon exposure, ingestion, inhalation or assimilation into any organism, either directly from the environment

or indirectly through food chains, may, on the basis of information available to the Division, cause death, disease, behavioral abnormalities, cancer, mutations, physiological malfunctions, biochemical abnormalities, including malfunctions in reproduction, or physical deformations, in such organisms or their offspring.

Section 107. "Transfer" shall mean the conveyance of any interest in real property, with or without consideration, whether by deed, lease, assignment or any other form of transition and whether or not the transfer is to a person related by blood or marriage to the transferor, but including neither a mortgage nor a change in the form of ownership among the same owners (such as placing real property within a family trust of which the owners are the beneficiaries).

Section 108. "Treatment" or "Treat" shall mean a process to which wastewater is subjected in order to remove or alter its objectionable constituents and thus render it less offensive or dangerous.

Section 109. "Treatment System" or "Pretreatment System" shall mean any and all devices, equipment, or works used in the pumping, storing, treating, recycling, and reclaiming of wastewater and/or industrial waste.

Section 110. "Unpolluted Water" is water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

Section 111. "User" shall mean any person, inside or outside of the Town of Billerica, who contributes, causes or permits the contribution of wastewater into the Town's wastewater treatment works. An industrial user is a user who contributes, causes or permits the contribution of other than sanitary wastewater to the Town's POTW.

Section 112. "Waste" shall mean wastewater and all garbage, refuse, sludge, and discarded material, whether in liquid, solid, or gaseous form.

Section 113. "Wastewater or Sewage" shall mean a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such ground, surface and stormwaters as may be present.

Section 114. "Wastewater Collection System" shall mean the structures, pipes, and equipment required to collect and carry away wastewater.

Section 115. "Wastewater facilities" shall mean the structures, equipment, and processes required to collect, carry away, and treat domestic and industrial wastes and dispose of the effluent.

Section 116. "Wastewater treatment works" shall mean an arrangement of devices and structures for treating wastewater, industrial wastes, and sludge. Sometimes used as synonymous with "publicly owned treatment works (POTW)" or "wastewater treatment facility (WWTF)" or "water pollution control facility (WPCF)".

Section 117. Water Commissioners are the sole governing body with the responsibility for ensuring that the water system has all the required technical, managerial and financial resources for complying with 310 CMR 22.00. Under MGL Chapter 41, Section 69A, the Board of Selectmen are empowered as the Water Commissioners

Section 118. "Watercourse" shall mean a channel in which a flow of water occurs, either continuously or intermittently.

Section 119. "Weekly" shall mean any seven (7) consecutive calendar days.

ARTICLE II REQUIREMENTS FOR CONNECTING TO PUBLIC SEWERS

Section 1. The owner of any house, building or property used for human occupancy, employment, recreation or other purposes, situated within the Town and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the Town, is hereby required at his/her expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of these Rules and Regulations, within one (1) year after date of official notice to do so.

NEW DEVELOPMENTS OR SUBDIVISIONS

Section 2. The developer of any property which is within a reasonable distance from an existing sanitary sewer shall connect the property into the proper public sewer. The cost of sewer connection to the existing sewer shall be borne by the developer. Determination by the Superintendent of what constitutes a reasonable distance shall take account of the size, nature and location of the development.

Section 3. When a developer installs sewers in new streets or right-of-ways in anticipation of the extension of an existing sewer, the cost of installing sewer service connections shall be borne by the developer.

Section 4. The design of any proposed sewer extension must be approved by the Director prior to issuance of permit for construction. Sewer Extensions shall be designed in accordance with New England Interstate Water Pollution Control Commission's "Guides for the Design of Wastewater Treatment Works" (TR-16), latest edition. Wastewater collection system construction must be inspected and approved by authorized agents of the Director, and the cost for engineering inspection of the construction shall be borne by the developer or other sponsoring parties or agencies.

Section 5. Any and all proposed contributions of non-domestic wastewater to the Town's wastewater collection system shall be reviewed prior to any such discharge by the Director and/or the Pretreatment Coordinator who may, at their discretion, confer with the Town's Consultant Engineering Firm.

Connection to the Town's wastewater system shall be subject to the availability of capacity in the system as determined by the Town. The Director may not issue a permit for any connection to Billerica's wastewater facilities unless there is sufficient capacity not legally committed to other users in the sewers and treatment facilities to convey and adequately treat the quantity of wastewater that the requested connection will add to the system. Connections shall be made in

compliance with all Town rules, regulations and specifications and at the permit applicant's expense.

All such proposals shall be submitted in writing and shall include all relevant laboratory data and analysis.

The Town reserves the right to backcharge the applying Industry for all reviews, meetings, consultations, follow-ups and related activities relevant to the resolution and disposition of the proposed discharges. The most current market value, plus overhead, shall be made billable for the services of the Town's Consultant Engineering Firm. The method of payment for these services shall be in the form of a check made payable to the Town of Billerica prior to the introduction of these wastes into the collection system.

ARTICLE III BUILDING SEWERS AND CONNECTIONS

GENERAL REQUIREMENTS

Section 1. No person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof which belongs or discharges to the Town of Billerica's wastewater system, whether within or outside of the Town, without first obtaining a written permit from the Department of Public Works.

Section 2. All costs and expenses incidental to the installation and connection of the building sewer, except where originally installed by the Town, shall be borne by the owner. The owner shall indemnify the Town of Billerica from any loss or damage that may directly or indirectly be occasioned by his/her installation of the building sewer.

Section 3. Sewer service connection charges shall be reviewed periodically by the Selectmen and revised as needed.

Section 4. A separate and independent building sewer shall generally be provided for every building or unit as required.

Section 5. Old building sewers may be used to connect buildings only if they meet all requirements of these Rules and Regulations. Proof of structural integrity may be required.

Section 6. The Property Owner is responsible for the maintaining and repairing of the building sewer from the inside foundation wall to the end of the service connection at the sewer main line.

Section 7. Building sewer connections for new or substantially rehabilitated buildings shall not be made directly to public sewer manholes unless expressly authorized by the Director in writing.

Section 8. All existing or new building sewers connected to plumbing fixtures liable to backflow from the public sewer are installed at the building owner's risk. The Town will not assume any responsibility for back-ups or flooding of fixtures or basements as a result of the installation of these fixtures. Any plumbing fixture located at an elevation lower than the top of the public sewer manhole immediately downstream of the private sewer connection serving the fixture shall be considered to be liable to backflow.

Plumbing fixtures subject to backflow from the public sewer shall have backwater valves installed at the owner's expense. A backwater valve is a device installed in a building drain or building sewer to prevent the discharge from the building, or

flows originating outside the building, from flowing back into the building. Backwater valves shall be installed in accordance with the Uniform State Plumbing Code, 248 CMR, Section 2.09:(4) and DPW requirements. The backwater valve shall be installed and maintained at the owner's expense.

Section 9. Oil traps shall be required on sewers directly or indirectly tributary to the public wastewater system from existing or new garages, service stations, enclosed parking areas, and other establishments capable of discharging petroleum-based oil or grease, flammable wastes, sand, or other harmful substances.

All oil traps shall be of a type, capacity, location and construction approved by the DPW and shall be located so as to be readily accessible for maintenance and inspection. Oil traps shall conform to the regulations of the Uniform State Plumbing Code, 248 CMR 2.00, and all other applicable laws.

Oil traps shall be installed and maintained continuously in satisfactory and effective operation by and at the expense of the owner or user. Both the owner of the premises where an oil trap is required and the owner or operator of the establishment or business conducted on the premises shall be jointly and severally responsible for installing an oil trap and for properly servicing and maintaining the oil trap.

The owner or operator of the establishment or business conducted on the premises where the oil trap is located shall maintain a log describing the date and type of all service and maintenance performed in connection with the oil trap, the identity of the person who performed the service or maintenance, the amount of residue removed from the oil trap on each date, and the method of disposal of the residue. The log entries shall be maintained for six years and shall be made available for inspection and copying by the DPW. The schedule for service and maintenance of an oil trap shall be subject to approval by the DPW.

CONTRACTOR

Section 10. Licenses to install building sewers and make connections to the public sewers will be issued to experienced and competent contractors. Licenses must be renewed for each calendar year. An annual fee will be required as well as proof of insurance. Municipal references will be required of all new applicants. Licenses required are as follows:

Annual Drain Layer License for Pipe Work and Street Opening and Curb Cut Permits

Annual Approved Contractor License for Street Opening and Curb Cut Permits

One time project Drain Layers License for single project only

Section 11. Contractors doing work hereunder shall maintain minimum insurance coverage as follows:

Bodily Injury Coverage	\$300,000
Aggregate Coverage	\$600,000
Property Damage	\$100,000
XCU & Perf Coverage Bond	\$500,000

Contractors shall file a current certificate of same with the Department of Public Works.

Section 12. Contractors shall post a bond in the amount of \$10,000 to assure the satisfactory completion of work. The bond shall remain in full effect for a period of one year after satisfactory completion of the most recent work performed by the contractor. The contractor shall make good without cost to the property owner or Town defects in the work or parts of the work furnished or built by him, and any damage due to faulty workmanship on his/her part, or due to faulty or imperfect material or equipment furnished by him, which defects or damage may appear within one year from the date of completion of the work.

Section 13. Violation of the requirements of these Rules and Regulations shall be cause for revocation of license.

CONNECTION PERMITS

Section 14. There shall be two (2) classes of building sewer connection permits: (a) for residential and commercial service; and (b) for service to establishments producing industrial wastes. The owner or his/her agent shall make application on a special form furnished by the Town. The connection permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Superintendent. Residential applications shall be accompanied by a fee. Commercial applications shall be accompanied by a fee. Industrial applications shall be accompanied by a fee and shall also submit an industrial wastewater discharge permit application accompanied by a separate fee. All fees shall be payable upon issuance of the permit. Drain layers must present a trench permit before obtaining a sewer connection permit.

Residential, Commercial, and Industrial connection permit applications shall also be accompanied by a plant expansion (PE) fee and an infiltration / inflow (I/I) fee calculated per gallon of projected wastewater flow. Projected wastewater shall be calculated using the Massachusetts State Environmental Code (Title 5), 310 CMR 15. These fees shall apply to new construction, additions, and change in use of existing buildings as well as all other changes in flow or wastewater characteristics as may be deemed appropriate by the Director to offset the additional impacts to the wastewater facilities. PE and I/I fees for the addition of bedrooms to an existing residence shall be assessed for the additional bedrooms only. All fees shall be payable upon issuance of the sewer permit. All fees shall be reviewed and revised annually by the Board of Selectmen.

A permit shall be valid only for the use and quantity of flow described in the application. Any change in use of the building or any increase in the quantity of wastewater discharged from the building or any change in the character of the wastewater discharge from the building shall be considered a change of use. The owner or the owner's agent shall make application for a new permit for any change of use and shall pay the appropriate fee.

The DPW may not issue a permit for a connection to Billerica's wastewater facilities unless the connection has been shown to not exacerbate any existing operation and maintenance deficiencies. Deficiencies may include, but are not limited to: pump station O&M, odors and corrosion, conformance with sewer master plan, and collection system efficiency. The DPW may require the permittee to mitigate the effects of the proposed sewer connection/extension as well as mitigate existing system deficiencies.

Section 15. Connection permits for construction of building sewers and for connection to public sewers may be obtained weekdays at the Wastewater Treatment Facility, 70 Letchworth Avenue between the hours of 7:30 a.m. and 3:30 p.m.

Section 16. Connection permits will only be issued to contractors licensed to lay drains in the Town of Billerica. Connection permits are not transferable.

Section 17. Connection permits shall be subject to revocation when any of the Rules and Regulations contained herein are not being followed.

Section 18. If the work under the connection permit is not completed within one year of date issued, renewal of the connection permit must be obtained. A renewal fee equal to the original permit fee shall be payable upon re-application.

Section 19. Connection permits will not be issued until the applicant has filed a layout plan showing the location of existing service connection, house location and route of sewer service, and said layout has been approved by the Director.

Section 20. Connection permits must be obtained for repair work to existing sewer service connections, and a fee for residential repair work and for commercial/industrial repair work will be charged, payable upon issuance of the permit. The property owner shall be responsible and liable for all repair work and all above requirements shall apply.

Section 21. No connection permit shall be issued, except in cases of emergency, to dig up or make an excavation in a public way until the applicant files with the Department of Public Works copies of the notices to public utility companies as required by General Laws Chapter 82, Section 40.

Section 22. When sewer service has been discontinued for a period of one year or more and no commitment has been provided by the owner as to possible future use, the DPW may, at its sole discretion, consider the sewer service to be abandoned and may disconnect the sewer service pipe from the public sewer main at the owner's expense. A building sewer may be terminated upon notice from the property owner.

Section 23. If any building is razed, the owner, at their expense, must disconnect the sewer service from the public sewer main and all work must be done in accordance with these regulations. Prior to demolition of any building or termination of a building sewer, the owner shall cut and cap all building sewers at the connection to the sewer, and have the DPW inspect all building sewers to ensure that they are properly cut and capped prior to backfilling.

MATERIALS AND METHODS OF CONSTRUCTION

The following sections outline the key requirements that shall be used in the construction of new or repair of existing sewer connections. Refer to the Town's Standard Details for additional information located in Appendix B of these Rules and Regulations.

Section 24. Pipe and fittings to be used in the work shall either be extra strength, ductile iron pipe or PVC pipe, six (6) inches or more in diameter. Ductile iron pipe shall conform to AWWA C151; thickness Class 53 AWWA C150; double cement lined, AWWA C104; push-on joints (for gravity pipes) or mechanical joints (for pressure pipes) with rubber gaskets, AWWA C111; fittings, AWWA C110 with 250 psi minimum pressure rating. PVC pipe shall conform to ASTM Standards D 1784 and D 3034-SDR 35.

Section 25. In general, sewer services will not be allowed to have more than two (2) angle points, or a total angular deviation of one hundred eighty (180) degrees, unless granted variance by the Department of Public Works. Cleanouts, handholes or manholes shall be installed at one hundred (100) foot intervals as approved by the Superintendent or his/her authorized agent.

Section 26. All services shall be laid in an envelope of washed screen gravel with not less than six (6) inches of said material all around the barrel of the pipe. Maximum stone size shall be three-fourths (3/4) inch.

Section 27. All pipe and fittings shall be laid to a minimum slope of one-fourth (1/4) inch per foot unless otherwise approved by the Department of Public Works.

Section 28. Line and grade of pipe and fittings shall be controlled by the use of transit and rod or by laser.

Section 29. The trenches shall be excavated from the common sewer or from the end of the existing sewer service, whichever is applicable, to the point of connection with the building plumbing outlet. Pipe and fittings laid in trench shall not be backfilled until the work is inspected by the Department of Public Works.

Section 30. Whenever possible, the building sewer should be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, wastewater carried by such building drain may be lifted by an approved means and discharged to the building sewer. All sanitary waste lines in the building to be served by a proposed sewer connection shall be connected to the building sewer prior to the connection to the sanitary sewer system. Plumbing shall be constructed in accordance with the State Plumbing Code, 248 CMR 2.00.

Section 31. Where practicable, when the common sewer is sufficiently deep, service connections shall be laid directly, without horizontal or vertical deflections from the building drain to the connection at the common sewer.

Section 32. Tunneling will not be allowed unless special permission for same is granted.

Section 33. Connection made to the building plumbing system shall be upstream of any septic tanks or cesspools.

Section 34. Upon connection of the building plumbing system to the common sewers, existing septic tanks and cesspools shall be removed or crushed and completely filled with suitable material, to the satisfaction of the Board of Health.

Section 35. Connections shall not be cut into common sewers without permission.

Section 36. All pipe joint connections shall be watertight. All pipe other than building service connection shall be tested as follows:

- a. Gravity pipe:

1. Air pressure test-leakage;
 2. Mandrel test for deflection;
 3. Video test for defects and cleanliness.
- b. Pressure Pipe:
1. Hydrostatic test;
 2. Strength test-100 psi for 10 minutes;
 3. Leakage test-50 psi for 1 hour.
- c. Manholes:
1. Vacuum test.

Section 37. Installation and/or construction of all low pressure sewer systems shall be at the direction and approval of the Director of Public Works.

WORK IN PUBLIC AND PRIVATE WAYS

Section 38. It shall be the contractor's responsibility to make sure that all excavations and obstructions are adequately barricaded and lighted at all times to protect the public from harm. Trenching and Excavation shall comply with Massachusetts General Laws Chapter 80 Sections 40 through 40D and Chapter 82A Sections 1 through 5.

Section 39. Trenches shall be backfilled and compacted, and the street surface repaired in accordance with requirements of the Department of Public Works.

Section 40. Bulldozers, loaders, trucks, excavators, backhoes and other equipment shall not be operated on or across sidewalks, berms, curbing, etc., until they have been properly protected from damage by planking or other approved means. All damage resulting from the contractors' operations shall be reported to the Director and repaired by the contractor.

Section 41. When making a sewer connection in a State Highway, the necessary permit from the Massachusetts Highway Department must be obtained prior to the issuance of a sewer connection permit by the Town. All work shall then be done in accordance with the requirements set forth in the permit from the Massachusetts Highway Department. Any costs in connection therewith shall be borne by the applicant.

ROCK EXCAVATION

Section 42. When ledge is encountered in the excavations and must be blasted, a permit must be obtained from the Fire Chief for the use of explosives.

Section 43. All blasting shall be done in accordance with the requirements of the Massachusetts Department of Public Safety and such requirements as imposed by the Fire Chief.

Section 44. All blasting must be done by a person licensed by the Department of Public Safety for this purpose and approved by the Billerica Fire Department.

Section 45. Blasting operations shall be conducted only by persons who have posted a \$10,000 bond for a single operation or if the officer granting the permit determines it appropriate, a \$15,000 blanket bond for all blasting operations, with the Treasurer of the Commonwealth of Massachusetts, or who have posted a bond with the Billerica Town Clerk in accordance with Massachusetts General Laws Chapter 148, Section 19.

INSPECTIONS

Section 46. No work shall begin before obtaining a signed permit from the Department of Public works and paying all required fees.

Section 47. A minimum of 24 hours notice is required to schedule an inspection.

Section 48. Inspections will normally be scheduled between the hours of 8 AM and 3 PM, Monday through Friday. Contractors are responsible for requesting an inspection. No inspection will be scheduled until the abandoned septic tank is removed or crushed and filled.

Section 49. The applicant will be charged all costs for inspections made outside normal working hours. Charges will reflect prevailing wage rate of personnel performing the inspection with a four hour minimum charge.

Section 50. Trenches may not be backfilled until they are inspected.

Section 51. Tank pumping slip must be submitted with as-built drawing record by the contractor at the time of inspection.

Section 52. Residential as-built drawings shall be drawn by the installing contractor clearly showing ties and depth at street connection, house connection and any change in pipe direction.

ARTICLE IV USE OF PUBLIC SEWERS

Section 1. All applicable State and Federal laws required by the Clean Water Act of 1977 and the General Pretreatment Regulations (40 Code of Federal Regulations (CFR), Part 403) shall be fully incorporated and made enforceable by reference in these Rules and Regulations.

Section 2. Use of the municipal wastewater facilities will be prohibited if in the opinion of the Director such use may result in physical damage to structures or equipment, interference with operation or processing, or unreasonable maintenance attention and expense.

PROHIBITED DISCHARGE STANDARDS

Section 3. No person shall allow inflow or excessive infiltration to be discharged to any sanitary sewer. A NPDES permit shall be required for certain discharges which are not allowed in the sanitary sewer.

- a. The owner shall be responsible for the proper maintenance and operation of the building sewer. Maintenance shall include keeping the building sewer in satisfactory condition and in a good state of repair. Excessive infiltration shall be defined as greater than 2,000 gpd/inch-mile of sewer. The owner shall be responsible for reducing infiltration to below the limit within a reasonable time frame following notification from the DPW.
- b. Downspouts, roof drains and footing drains shall not be connected to any Wastewater Facilities. Sump pumps installed to receive groundwater or other storm water shall be permanently connected to the drainage system or discharge onto the ground and shall not include any valving or other connections that can be used to alter the discharge path.
- c. The Department of Public Works may perform periodic inspections of properties to identify illegal connections. Such inspections shall be performed visually from the outside unless the property owner or occupant has been notified and permission has been granted to enter the premises for performing additional inspections to confirm compliance with these regulations. If any illegal connections are observed, the property owner will be promptly notified.

Section 4. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

- a. Pollutants which create a fire or explosion hazard at the wastewater treatment facility, including, but not limited to, gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas, or any wastestream with a closed cup flashpoint less than one hundred forty (140) degrees F.
- b. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters or the wastewater treatment facility.
- c. Any waters or wastes having a pH outside of the range set forth in the Town's Local Limits, defined in Section 7 of this Article and Appendix D, or having any other corrosive property capable of causing damage or hazard to structures or equipment, or injury to personnel of the Department of Public Works.
- d. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of wastewater works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, and paper or plastic dishes, cups, milk containers, etc., whether whole or ground by garbage grinders.
- e. Any liquid or vapor having a temperature higher than 150°F (65°C) at the point of discharge, or higher than 104°F (40°C) at the introduction into the treatment plant, or any wastewater that will increase the temperature of the wastewater treatment facility's influent to exceed 104°F (40°C).
- f. Non-biodegradable cutting oils, materials of mineral oil origin or petroleum oil in amounts that will cause interference or pass through.

- g. Any trucked or hauled wastes discharged at a non-approved discharge point. This shall include wastes from recreational vehicles, campers, trailers and mobile homes.
- h. Any waters or wastes which exceed the limits established by the Department of Public Works, the State or the National Categorical Pretreatment Standards.
- i. Pollutants, including oxygen demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration that will cause interference at the wastewater treatment facility.
- j. Any waters or wastes designated as prohibited discharges in the General Pretreatment Regulations (40 CFR, Section 403.5).
- k. Any septage wastes from cesspools, privies, tight tanks, septic tanks, distribution boxes, or holding tanks.
- l. Any other materials or substances that will cause pass through or interference at the wastewater treatment facility.

Section 5. No person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the Department of Public Works that such wastes can harm either the sewers, wastewater treatment process or equipment; pass through the wastewater treatment facility or interfere with the operation or performance of the works; have an adverse effect on the receiving stream; or can otherwise endanger life, limb, public property, or constitute a nuisance.

Any user of the wastewater collection system, permitted or otherwise, shall notify the Director of Public Works of any increased flow and/or flow with different characteristics to the wastewater system. Such notification must occur prior to the introduction of such wastes.

In forming an opinion as to the acceptability of these wastes, if not specifically addressed by the Town's most recent Local Limits, and will not create interference or pass through, the Director will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the wastewater treatment process, capacity of the wastewater treatment facility, degree of treatability of the wastes in the wastewater treatment facility and other pertinent factors. The substances include:

- a. Any waters or wastes containing fats, wax, grease or oils, emulsified or not, in excess of the concentration limit set forth in the Town's Local Limits, defined in Section 7 of this Article and Appendix D..
- b. Any garbage that has not been properly shredded. The installation and operation of any garbage grinder with a motor of three-fourths (3/4) horsepower or greater shall be subject to the review and approval of the Department of Public Works.
- c. Any waters or wastes containing strong acid, iron pickling wastes, or concentrated plating solutions, whether neutralized or not.
- d. Any waters or wastes containing phenols or other taste or odor-producing substances, in such concentrations exceeding limits which may be established by the Department of Public Works as necessary, after treatment of composite wastewater, to meet the requirements of the State, Federal or other public agencies having jurisdiction over such discharge to the receiving waters.
- e. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Department of Public Works in compliance with applicable State and/or Federal regulations.
- f. Materials which exert or cause:
 - 1. Unusual concentrations of inert suspended solids (such as, but not limited to, Fuller's earth, lime slurries and lime residues), or of dissolved solids (such as, but not limited to, sodium chloride and sodium thiosulfate).
 - 2. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
 - 3. Unusual BOD, chemical oxygen demand or chlorination requirements in such quantities as to constitute a significant load on the wastewater treatment facility.
 - 4. Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.
- g. Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment facility effluent cannot meet the

requirements of other agencies having jurisdiction over discharge to the receiving waters.

LOCAL LIMITS

Section 6. No discharger shall or cause to be introduced directly or indirectly into the Town's collection system or wastewater facilities, a quantity or quality of wastewater which exceeds any Local Limit established by the Town.

Section 7. In accordance with the 40 CFR 403.5(c) and (d), Local Limits have been established by the Town and have been approved by the United States Environmental Protection Agency, as shown in Appendix D. These Local Limits will be periodically reviewed and may, based upon sufficient technical criteria, be revised. These limits shall not be exceeded under any circumstances.

Section 8. The Town reserves the right to establish by regulation additional or more stringent limitations or requirements on discharges to the wastewater disposal system if deemed necessary.

Section 9. In accordance with the National Categorical Pretreatment Standards, located at 40 CFR Chapter I, Subpart N, Parts 405-471, all Industrial Users in a particular industrial subcategory are subject to any additional limitations established by the National Categorical Pretreatment Standards for that subcategory which are not imposed under these Rules and Regulations. Upon the promulgation of the National Categorical Pretreatment Standards for a particular industrial subcategory, the Federal Standard, if more stringent than limitations imposed under these Rules and Regulations for sources in that subcategory, shall, within the time frame established by E.P.A., generally three (3) years following the promulgation of the National Categorical Pretreatment Standards, supersede the limitations imposed under these Rules and Regulations. The Superintendent shall notify all affected users of the applicable reporting requirements under 40 CFR, Section 403.12.

DILUTION

Section 10. No user shall ever increase the use of process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the National Categorical Pretreatment Standards, or with any other pollutant-specific limitation developed by the Town or State.

INDUSTRIAL DISCHARGES

Section 11. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Sections 4 and/or 5 of this Article,

and which in the judgment of the Department of Public Works may have a deleterious effect upon the wastewater works, processes, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Department of Public Works may:

- a. Reject the wastes;
- b. Require pretreatment to an acceptable condition for discharge to the public sewers;
- c. Require control over the quantities and rates of discharge, when such controls shall bring the discharge into compliance with applicable standards.

Section 12. If the Department of Public Works permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Director, and subject to the requirements of all applicable codes, by-laws and laws.

Section 13. The Town may suspend the wastewater treatment service and/or a wastewater discharge permit when such suspension is necessary, in the opinion of the Director, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons, or to the environment, causes interference to the wastewater treatment facility or causes the Town to violate any condition of its NPDES permit.

Section 134 Any person notified of a suspension of the wastewater treatment service and/or the wastewater discharge permit shall immediately stop or eliminate the contribution. In the event of a failure of the person to comply voluntarily with the suspension order, the Town shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the wastewater treatment facility or endangerment to any individuals. The Town shall reinstate the wastewater discharge permit and/or the wastewater treatment service upon proof of the elimination of the non-complying discharge. A detailed written statement submitted by the user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the Town within three (3) days of the date of occurrence.

Section 15. Any user is subject to having his/her permit revoked if he/she violates the following conditions of these Rules and Regulations, or applicable State and Federal regulations:

- a. Failure of a user to factually report the wastewater constituents and characteristics of his/her discharge;
- b. Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;

- c. Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or,
- d. Violation of conditions of the wastewater discharge permit.

Section 16. Users shall inform their employees of the existence of these Regulations, and if applicable, of the permittee's Wastewater Discharge Permit. At least one copy of these Regulations and the Permit shall be permanently and conspicuously posted by each such user. Such user shall also permanently post a notice identifying the employee who has been designated as the individual responsible for compliance with, and who should be notified of any violation of, these Regulations or a permit. Every such user shall provide a copy of its Sewer Use Discharge Permit to each employee working in its pretreatment operations.

Section 17. Where pretreatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his/her expense.

Section 18. When required by the Director of Public Works, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters and other appurtenances in the building sewer as to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Department of Public Works. The manhole shall be installed and maintained by the owner so as to be safe and accessible at all times.

Section 19. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in the Rules and Regulations shall be determined in accordance with procedures established by the U.S. Environmental Protection Agency (EPA) Regional Administrator pursuant to Section 304(g) of the Act and contained in 40 CFR, Part 136 and amendments thereto, or with any other test procedures approved by the Administrator, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole.

In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out in accordance with techniques approved by the Department of Public Works to reflect the effect of constituents upon the wastewater works, to determine the existence of hazards to life, limb and property and to determine compliance with local, State and National Pretreatment Standards.

Section 20. All sampling of Industrial Discharges shall be undertaken by a laboratory certified by the Commonwealth of Massachusetts to perform the designated analysis. The cost of any and all such sampling shall be the sole

responsibility of the user. The Town reserves the right to backcharge any user for sampling required under the provisions of its NPDES permit. This shall include the mandated periodic sampling of Significant Industrial Users.

Section 21. The Pretreatment Coordinator shall evaluate whether each SIU needs an accidental discharge/slug discharge control plan or other action to control Slug Discharges. The Pretreatment Coordinator may require any User to develop, submit for approval, and implement such a plan or take such other action that may be necessary to control Slug Discharges. Alternatively, the Pretreatment Coordinator may develop such a plan for any User. An accidental discharge/slug discharge control plan shall address, at a minimum, the requirements set forth in 40 CFR 403.8(f) (2) (vi).

Significant Industrial Users are required to notify the Pretreatment Coordinator immediately of any changes at its facility affecting the potential for a Slug Discharge.

In accordance with 40 CFR 403.12(f), any person who causes any discharge that could cause problems, including slug discharges and/or accidental discharges/spills shall:

- a. Immediately notify the Pretreatment Coordinator and/or the Wastewater Treatment Facility.
- b. Submit a written notice of the incident to the Wastewater Treatment Facility within five (5) days of the incident.

Section 22. All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.

Section 23. Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

- a. Except as indicated in b. and c. below, the User must collect wastewater samples using 24-hour flow-proportioned composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the Pretreatment Coordinator. Where time-proportional composite sampling or grab sampling is authorized, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40

CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the Pretreatment Coordinator, as appropriate. In addition, grab samples may be required to show compliance with Instantaneous Limits

- b. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
- c. For sampling required in support of baseline monitoring and 90-day compliance reports [40 CFR 403.12(b) and (d)], a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the Pretreatment Coordinator may authorize a lower minimum. For the Periodic Compliance reports, the Industrial User is required to collect the number of grab samples necessary to assess and assure compliance by with applicable pretreatment Standards and Requirements.

Section 24. Any person connected to the Town's wastewater collection system shall be in compliance with the Hazardous Waste Regulations as referenced in 40 CFR 403.12(p).

Section 25. No statement contained in this article shall be constructed as preventing any special agreement or arrangement between the Town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment, subject to an agreed arrangement for payment by the industrial concern to the Town, provided that such agreements do not contravene requirements of existing Federal and State laws and regulations.

FATS, OIL AND GREASE PROGRAM

In an effort to curb sanitary sewer overflows (SSOs) as a result of grease accumulation in its sanitary sewer mains, the Town has instituted a Fats, Oil and Grease (FOG) Control Program. Any non-residential facility connected to the sanitary sewer collection and treatment system involved in the preparation of foods, otherwise known as Food Service Establishments (FSE), will be subject to the conditions of this program.

A FOG Control Program Guidance Manual, included in Appendix E, is available on the Town's website and provides municipal pretreatment staff as well as FSEs (i.e., restaurant and fast food businesses, and any other FOG producing businesses) with information about animal and vegetable-based oil and grease pollution prevention and best management practices. The program was developed to reduce sewer maintenance by reducing oil and grease discharges into the sewer system and to prevent sanitary sewer overflows due to FOG.

All FSEs are discharging wastewater to the Town wastewater facilities are subject to the following requirements:

Section 26. For discharges that may contain FOG, grease traps shall be provided when, in the opinion of the Department of Public Works or the Board of Health, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such grease traps shall not be required for private living quarters or dwelling units.

Section 27. All FSE owners shall apply for and maintain an annual permit to operate a food establishment, as required by the Board of Health. Refer to the Board of Health Regulations for details on permit renewal requirements. Permit applications can be downloaded from the Town's website and are included in the FOG Control Program Guidance Manual, located in Appendix E, of these Rules and Regulations. All outside grease traps must obtain an annual grease discharge permit. The charge for this annual permit is included in Appendix A.

Section 28. No User shall allow wastewater discharge to the sewer line leaving the property to exceed the Oil and Grease limitation set forth in the Local Limits, Section 7 of this Article and Appendix D.

Grease Trap Requirements

Section 29. The Board of Health requires exterior grease traps at all food service establishments (FSEs), which generate grease at any phase of its operation. Nonconforming systems must be compliant with these regulations within two (2) years after the effective date of these Rules and Regulations.

Section 30. All grease traps shall be of a type and capacity approved by the Board of Health and shall be located so as to be readily and easily accessible for cleaning and inspection. Specifically, grease traps shall:

- d. Be of a type, design, and capacity specified by the Massachusetts State Environmental Code, Title 5, 310 CMR 15 (inclusive), Water Pollution Control Regulations, 314 CMR 12.08, Uniform State Plumbing Code 248 CMR 10.00 or any other applicable Federal,

State, County, or Local Laws, By-Laws, and Rules and Regulations, or as otherwise approved by the Board of Health or Department of Public Works.

- e. Be industrial type grease traps for all newly constructed facilities.
- f. Be installed on a separate building sewer serving kitchen flows/food service operations into which the grease will be discharged. No sanitary facilities shall be connected to the grease trap. The discharge from the grease trap must flow to a properly designed manhole prior to connection to the sanitary sewer system.
- g. Be provided within an access manhole, with a minimum diameter of 24 inches, over each grease trap inlet and outlet and sanitary tee. The access manhole shall extend at least to finished grade and be designed and maintained to prevent water inflow and infiltration. The manhole shall also have readily removable manhole type access to facilitate inspection, grease removal, and wastewater sampling activities.
- h. Be connected to alarms and/or remote monitoring devices , as required by the Department of Public Works and/or the Board of Health. (what are the standards to require installation)

Section 31. Grease traps containing automatic grease skimmers shall not be acceptable unless authorized by the Board of Health.

Section 32. Garbage grinders are prohibited in FSEs.

Grease Trap Operation and Maintenance Requirements

Section 33. FSEs shall be responsible for regular grease trap inspection and cleaning. Inspections shall be conducted on a bi-weekly (two week) basis. Grease traps shall be cleaned by a septage/offensive substances hauler licensed by the Board of Health as often as necessary to ensure that sediment and floating materials do not accumulate to impair the efficiency of the grease trap; to ensure the discharge is in compliance with local discharge limits; and to ensure no visible grease is observed in discharge. At a minimum, grease traps shall be cleaned whenever the level of grease is 25% of the effective depth of the trap or at least every three (3) months, whichever is sooner. If a remote monitoring device is used to measure grease and water levels in the grease trap, inspections may be made at a reduced frequency as approved by the Board of Health. This activity shall be noted on a monthly pumping reporter submitted to the Board of Health.

A list of septage/offensive substances haulers licensed by the Board of Health is located on the Town's Website and included in the FOG Control Program Guidance Manual.

Section 34. Waste grease and oil shall not be discharged to the sanitary sewer. All waste grease and oil must be collected in an appropriate container provided by a Town approved vendor and stored in a location approved by the town on the premise. The container must be stored on an impervious surface. Containers must be capable of being sealed or be stored in a sheltered area to prevent entry of precipitation and vermin. The removal, transport and disposal of fats, oils and grease shall be performed by a septage/offensive substances hauler licensed by the Board of Health.

Section 35. The User shall maintain a written record, using forms developed by the Town, of grease trap inspection and maintenance for no less than three years and such records must be available for inspection by the Town at all times. These written records shall also include documentation of the proper removal and disposal of fats, oils and grease. Upon request by a Town Official, an owner or operator shall furnish these records.

Section 36. Users who are required to install Grease Traps are expected to employ best management practices in food preparation and cleanup. Refer to the FOG Control Program Guidance Manual, located in Appendix E of these Rules and Regulations.

Violations

Section 37. The following violations relating to grease trap maintenance have such serious consequences that no warning will be given prior to the first offense.

- a. Failure to pump at 25% capacity.
- b. Discharge of grease into the sewer in excess of 100 mg/l. The Owner shall be liable for the fine plus the cost of all associated damages for each Offense.
- c. Should there be an indication, through either physical inspection or monitoring results, that grease is entering the sewer system in excess of 100 mg/l, testing will be required of the grease interceptor effluent at the owner's expense.
- d. Failure to pay any fine within thirty (30) days.

ARTICLE V INDUSTRIAL WASTEWATER DISCHARGE PERMITS

PERMIT PROCESSING PROCEDURES

Section 1. All users discharging other than domestic waste, and proposing to connect to or to contribute to the wastewater treatment facility shall obtain a wastewater discharge permit before connecting to or contributing to the wastewater treatment facility. All existing significant users connected to or contributing to the wastewater treatment facility shall obtain a wastewater discharge permit within one hundred eighty (180) days after the effective date of these Rules and Regulations.

Section 2. Users required to obtain a wastewater discharge permit shall complete and file with the Town an application in the form prescribed by the Town, and accompanied by a fee payable upon issuance of the permit. This fee is in addition to the industrial sewer connection permit fee. This fee shall be reviewed annually by the Selectmen and revised as needed. Existing users shall apply for a wastewater discharge permit within thirty (30) days after the effective date of these Rules and Regulations, and proposed new users shall apply at least ninety (90) days prior to connecting to or contributing to the wastewater treatment facility. In support of the application, the user shall submit, in units and terms appropriate for evaluation, the following information:

- a. Name, address and location of facility;
- b. Standard Industrial Classification number according to the Standard Industrial Classification Manual, Bureau of the Budget, 1987, as amended;
- c. Wastewater constituents and characteristics, including but not limited to those mentioned in Article IV, Section 4, 5 and 6 of these Rules and Regulations, as determined by a certified analytical laboratory; sampling and analysis shall be performed as detailed at 40 CFR 403.12(b)(5) and shall be analyzed in accordance with procedures established by the EPA pursuant to Section 304 (g) of the Act and contained in 40 CFR, Part 136, as amended. If this is to serve as a baseline report, all provisions of 40 CFR 403.12(b)(4-6) shall be properly and completely addressed;
- d. Time and duration of contribution;

- e. Average daily and thirty (30) minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
- f. Site plans, floor plans, mechanical and plumbing plans and details to show all sewers, sewer connections, and appurtenances by the size, location and elevation;
- g. Description of activities, facilities and plant processes on the premises including all materials which are or could be discharged;
- h. Where known, the nature and concentration of any pollutants in the discharge which are limited by any Town, State, or National Pretreatment Standards, and a statement reviewed by an authorized representative of the Industrial User and certified by a qualified professional, indicating whether or not the Pretreatment Standards are being met on a consistent basis, and if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required for the user to meet applicable Pretreatment Standards;
- i. If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards, the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. The following conditions shall apply to this schedule:
 - 1. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment facilities required for the user to meet the applicable Pretreatment Standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing a contract for major components, commencing construction, completing construction, etc.). None of these increments of progress shall exceed nine (9) months.
 - 2. Not later than fourteen (14) days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the

Superintendent including, as a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine (9) months elapse between such progress reports to the Superintendent;

- j. Each product produced by type, amount, process or processes and rate or production;
- k. Type and amount of raw materials processed (average and maximum per day);
- l. Number and type of employees, hours of operation of plant and proposed or actual hours of operation of pretreatment system;
- m. All appropriate MSDS sheets or those requested by the Pretreatment Coordinator;
- n. An in-depth Accidental Discharge Plan to be approved by the Pretreatment Coordinator;
- o. A listing of all environmental permits held by the applicant;
- p. A listing of all personnel associated with the Industrial User's Pretreatment Facility including the grade level of certification obtained by each individual. The Industrial User shall be required to comply with the certification requirements of all regulatory agencies; and
- q. Any other information as may be deemed by the Town to be necessary to evaluate the permit application.

The Town will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the Town may issue a wastewater discharge permit subject to terms and conditions provided herein.

Section 3. Within ninety (90) days of the promulgation of a National Categorical Pretreatment Standard, the wastewater discharge permit of users subject to such standards shall be revised to require compliance with such standards within the time frame prescribed by such standard.

PERMIT CONDITIONS

Section 4. Wastewater discharge permits shall be expressly subject to all provisions of this chapter and all other applicable regulations, user charges and fees established by the Town. Permits shall contain the following:

- a. The unit charge or schedule of user charges and fees for the wastewater to be discharged to a community sewer;
- b. Limits on the average and maximum wastewater constituents and characteristics;
- c. Limits on average and maximum rate and time of discharge, or requirements for flow regulation and equalization;
- d. Requirements for installation and maintenance of inspection and sampling facilities;
- e. Specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types and standards for tests and reporting schedule;
- f. Compliance schedules;
- g. Requirements for submission of technical reports or discharge reports;
- h. Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the Town, and affording the Town access thereto;
- i. Requirements for notification of the Town of any new introduction of wastewater constituents, or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater treatment system;
- j. Requirements for notification of all discharges that could cause problems including slug discharges and/or accidental discharges/spills:
 - 1. Immediate notification to the Pretreatment Coordinator or the Wastewater Treatment Facility; and

2. Written notification of incident, submitted within five (5) days of the incident;
- k. Requirements for the development of a slug control plan as stated in 40 CFR 403.8(f) (2) (vi), if determined by the Pretreatment Coordinator to be necessary;
 - l. Requirements for the re-sampling of any parameter found to be in violation of the User's Discharge Permit. If sampling performed by a User indicates a violation, the User must notify the Pretreatment Coordinator within twenty-four hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Pretreatment Coordinator within thirty 30 days after becoming aware of the violation. Re-sampling by the Industrial User is not required if the Town performs sampling at the User's facility at least once a month, or if the Town performs sampling at the Users between the time when the initial sampling was conducted and the time when the User or the Pretreatment Coordinator receives the results of this sampling, or if the Pretreatment Coordinator has performed the sampling and analysis in lieu of the Industrial User. In the latter case, the Pretreatment Coordinator shall be responsible for re-sampling within thirty (30) days of the violation;
 - m. Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
 - n. Requirements for the User to comply with the hazardous waste requirements as referenced in 40 CFR 403.12(p); and
 - o. Other conditions as deemed appropriate by the Town to ensure compliance with these Rules and Regulations.

Section 5. Permits shall be issued for a specified time period, not to exceed three (3) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The user shall apply for permit re-issuance a minimum of ninety (90) days prior to the expiration of the user's existing permit. The terms and conditions of the permit may be subject to modification by the Town during the terms of the permit as limitations or requirements as identified in Sections 1 through 5 of Article IV are modified, or other just cause exists. The user shall be informed of any proposed changes in his/her permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule

for compliance, not to exceed applicable federal deadlines for National Categorical Pretreatment Standards.

PERMIT TRANSFER

Section 6. Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation without the approval of the Director.

PRETREATMENT REQUIREMENTS

Section 7. Under the provisions of 40 CFR 403.12(b)(6), the Town shall require that the Industrial User secure proper certification of its pretreatment facility with all appropriate regulatory agencies. It shall be the responsibility of the User to secure and maintain an adequate number of certified personnel to remain in compliance with regulatory agency staffing level requirements.

Section 8. In accordance with the requirements of 40 CFR 403.12(o), Industrial Users must keep records of monitoring activities for not less than three (3) years. Users subject to Pretreatment requirements shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by these regulations, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with Best Management Practices. Records involved in cases of unresolved litigation can not be destroyed until final resolution of litigation is achieved. It is strongly recommended by the Town that monitoring records be maintained for a minimum of ten (10) years regardless of any incidental circumstances.

Section 9. In accordance with the requirements of 40 CFR 403.12(l), all baseline monitoring reports, compliance schedule reports and periodic reports must be signed by an appropriate official and include the certification statement included in 40 CFR 403.6(a)(2)(ii).

FEES AND CHARGES

Section 10. Industrial Users shall be subject to the following additional costs or fees as described hereinafter.

a. Connection Costs - The entire cost of connecting a user's wastewater pretreatment facilities to the Billerica wastewater collection system shall be paid by the user.

b. If the user wishes to expand its facility or increase its average daily flow it must secure any and all appropriate DEP permits, and must obtain prior

permission for such facility expansion or flow increase from the Director. The Town will assess the user an impact fee for additional flow if any of the following occur:

1. The additional flow is from a process that will change the user's EPA categorical status;
2. The additional flow is from a process that will change the user's Significant Industrial User (SIU) status; or
3. The additional average daily flow is in excess of one hundred (100) gallons per day.

A user required to pay an impact fee shall pay the most current PE and I/I fee approved by the Town of Billerica Board of Selectmen. The current fee is set forth in Appendix A of these regulations. This is a "one-time" fee that the Board of Selectmen may revise annually. The user shall pay the impact fee prior to the introduction of any additional flows into the Town sewer unless the Director of Public Works approves other arrangements.

c. Sampling to determine the volume and characteristics of the user's wastewater shall be conducted by the user and/or the Town's personnel. The resulting data, after review by the Town, shall be used in conjunction with the Town's records of the user's water consumption to compute the charges. All costs associated with monitoring, sampling and analysis, whether performed by the user or the Town's personnel, shall be the sole responsibility of the user. The Town also reserves the right to backcharge the user for all costs incurred for monitoring, sampling and analysis. The Town is currently sampling the user on an annual basis, as mandated by its National Pollutant Discharge Elimination System permit. This sampling frequency is a minimum requirement, and may be increased at any time.

d. For billing purposes, the annual charges to the user shall be the greater of either the most current Town billing rates, or the rates established in accordance with the most recent federally approved method of industrial billing. In the event that the Town billing rate is utilized, the Town will issue a separate billing for excess BOD₅ on an annual basis. If a separate billing is required, the basis for it shall be the most current federally approved method of industrial billing.

e. Industrial Discharge Permit Fee Structure - The fee structure for Industrial Discharge Permits is contained in Appendix A. Fees shall be composed of a base permit fee plus charges based on points as explained below:

Less than 100 Gallons per Day	0
Less than 1,000 Gallons per Day	1
Less than 10,000 Gallons per Day	2
Over 10,000 Gallons per Day	3
Notice of Violation (Within 3 Years)	1/Notice
Fines Issued (Within 5 Years)	2/Fine
Permit Modifications (Requested by Permitted Industry)	
First Revision	0
Each Additional Revision	1/Revision
Permit Modifications (Required by EPA/DEP)	0
Point Value (Added to Base Permit Renewal Fee)	
3 or less	0
4	+\$200
5	+\$600
6	+\$1000
Each Additional Point	+\$800

PERMIT REVOCATION

Section 11. The DPW may revoke, suspend, modify, deny, or refuse to renew a permit issued under these regulations whenever, on the basis of available information, the DPW finds that the permittee:

- a. Provided false or misleading information to the DPW, or failed to provide relevant information to the DPW, as part of the permitting process;
- b. Intentionally falsified or misrepresented, rendered inaccurate or tampered with any meter, monitoring device or method used or required by the DPW;
- c. Manipulated sampling, inspecting, or other monitoring to hide actual or potential violations of these regulations;
- d. Has a history of noncompliance that has not abated after receiving a notice of noncompliance, order, or penalty from the DPW;
- e. Has failed to comply with a notice of non-compliance, order, or ruling issued by the DPW or a court after having a reasonable opportunity to comply;
- f. Intentionally violated a notice of non-compliance, order or ruling issued by the DPW or a court;
- g. Does not have the ability to comply with DPW requirement within a reasonable period of time;
- h. Maintains a condition which can reasonably be expected to result in significant harm to health, safety, the environment, the public water system; or

- i. Has failed to pay a penalty or fee due the DPW after receiving notice to do so.

A permit action shall be initiated by a notice to the permittee that:

- a) Identifies the basis for the DPW action and the facts and circumstances upon which the DPW relies;
- b) Indicates whether such action is of limited, indefinite, or permanent duration; and
- c) Informs the permittee of its right to request reconsideration of the permit action and that timely filing of such request will stay the permit action pending the resolution of such request.

A permit action may be taken to prevent further violations, as a means to help ensure compliance, as part of a process escalating enforcement to gain compliance, and/or as a deterrent to future violations by the permittee subject to the action.

ARTICLE VI
REPORTING REQUIREMENTS FOR
WASTEWATER DISCHARGE PERMITEES

Section 1. Within ninety (90) days following the date for final compliance with applicable Pretreatment Standards or, in the case of a New Source, following commencement of the introduction of wastewater into the wastewater treatment works, any user subject to National Categorical Pretreatment Standards shall submit to the Superintendent, the information detailed in Article V, Section 2.a, c, d, e, and h, to fulfill the requirements of 40 CFR 403.12(d). This report shall indicate the nature and concentration of all pollutants in the discharge from the regulated process which are limited by Pretreatment Standards and Requirements, and the average maximum daily flow for these process units in the user facility which are limited by such Pretreatment Standards or Requirements.

Section 2. Any user subject to a Pretreatment Standard, after the compliance date of such Pretreatment Standard, or, in the case of a New Source, after commencement of the discharge into the wastewater treatment works, shall submit to the Director during the months of June and December, unless required more frequently in the Pretreatment Standard or by the Director, a report indicating the nature and concentration of pollutants in the discharge which are limited by Pretreatment Standards and the measured or estimated average and daily flows for the reporting period including a record of all daily flows which during the reporting period which exceeded the average daily flow reported in Section 4, Article V. In cases where the Pretreatment Standard requires compliance with a Best Management Practice (BMP) or pollution prevention alternative, the User must submit documentation required by the Pretreatment Coordinator or the Pretreatment Standard necessary to determine the compliance status of the User. At the discretion of the Director and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the Director may agree to alter the months during which the above reports are to be submitted.

Section 3. Any existing user subject to a National Categorical Pretreatment Standard shall submit a wastewater discharge permit application, as described in Section 2 of this Article, within one hundred and eighty (180) days after the promulgation of the applicable standards, in order to fulfill the requirements of the Baseline Monitoring Report [40 CFR 403.12(b)]. Any new user subject to a National Categorical Pretreatment Standard shall submit a wastewater discharge permit application, as described in Section 2 of this Article, at least ninety (90) days prior to discharging to the Town, in order to fulfill the requirements of the Baseline Monitoring Report [40 CFR 403.12(b)].

Section 4. The Director may impose mass limitations on users who are using dilution to meet applicable Pretreatment Standards or Requirements, or in other cases where the imposition of mass limitations is appropriate. In such cases, the report required by Section 2 of this Article shall indicate the mass of pollutants regulated by Pretreatment Standards in the effluent of the user. These reports shall contain the results of sampling and analysis of the discharge, including the flow, nature and concentration, or production and mass where requested by the Superintendent, of pollutants contained therein which are limited by the applicable Pretreatment Standards. The frequency of monitoring shall be prescribed in the applicable Pretreatment Standard. All analyses shall be performed in accordance with procedures established by the EPA Regional Administrator pursuant to Section 304(g) of the Act and contained in 40 CFR, Part 136 and amendments thereto, or with any other test procedures approved by the Administrator. Sampling shall be performed in accordance with the techniques approved by the Director.

ARTICLE VII
ANNUAL CHARGES FOR USE OF SEWER SYSTEM

Section 1. Wastewater rates and related fees charged by the Town for discharge to the Town's waste water system and payable by the customer shall be determined by the Board of Selectmen acting as the Water Commissioners under MGL Chapter 41 section 69A for the Town of Billerica, Ma,. These rates and fees shall be reviewed annually at the first Selectmen's meeting in March by the Board of Selectmen with recommendations by the Director of Public Works.

ARTICLE VIII
PROTECTION FROM DAMAGE

Section 1. No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the wastewater works. Any person violating this provision shall be subject to immediate arrest and prosecution under the charge of malicious destruction to property, Chapter 266, Section 127 of the General Laws of the Commonwealth, or any other law, ordinance or by-law that may be applicable.

ARTICLE IX POWERS AND AUTHORITY OF INSPECTORS

Section 1. Duly authorized employees of the Town or their representatives, bearing proper credentials and identification, shall be permitted to enter all properties for the purpose of inspection, observation, measurement, sampling, testing and examination and copying of records pertaining to their discharges, in accordance with the provisions of these Rules and Regulations. The Town, State and EPA shall have the right to set up on the user's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and/or metering operations. Any person entering a user's property for the purpose stated in this section shall comply with the confidentiality requirements set forth on 40 CFR 403.14 in order to protect the user's interests.

Section 2. While performing the necessary work on private properties referred to in Section 1 of this Article, the duly authorized employees of the Town shall observe all safety rules applicable to the premises established by the company, and the company shall be held harmless for injury or death to the Town employees, and the Town shall indemnify the company against loss or for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions as required in Article IV, Section 16.

ARTICLE X CONFIDENTIAL INFORMATION

Section 1. Information and data on a user obtained from reports, questionnaires, permit applications, permits, monitoring programs and inspections shall be available to the public or other governmental agency without restriction unless the user claims that the information is confidential and submits it in accordance with the requirements of Section 403.14 of the General Pretreatment Regulations. If a claim is asserted, all information will be treated in accordance with 40 CFR Part 2. However, effluent data shall be available to the public without restriction.

Section 2. Governmental agencies must be allowed immediate access to confidential information upon request. Governmental agencies shall be subject to the requirements of 40 CFR 2.

Section 3. In accordance with the provisions of 40 CFR 403.8 (f) (2) (vii), the Town of Billerica shall publish annually a list of all Industrial Users who, during the preceding twelve month period, met the definition of significant noncompliance as defined in Article I of these regulations.

ARTICLE XI PENALTIES

Section 1. The Town of Billerica may seek injunctive relief for noncompliance with Pretreatment Standards and Requirements. Any person violating any provision of these Rules and Regulations may be punished by the maximum monetary amount permitted under the existing laws of the Commonwealth of Massachusetts. The current maximum monetary amount is listed in Appendix A. Each day of a continued violation shall constitute a separate violation.

Section 2. Monetary penalties shall be issued from the office of the Director of Public Works. Civil penalties, when applicable, will be issued under the provisions of Massachusetts General Law.

Section 3. The minimum monetary penalty for any violation of the Town of Billerica Sewer Use Rules and Regulations is listed in Appendix A.

Section 4. Payment for monetary penalties issued by the Director shall be due within thirty (30) days by check, drawn payable to the Town of Billerica.

Section 5. In addition to or in lieu of the assessed monetary penalties referenced in Sections 1 and 3 of this Article, the Town of Billerica may elect to assess cost recovery measures upon any establishment or individual violating the most current Sewer Use Rules and Regulations. Cost recovery measures may also be imposed upon any establishment or individual directly responsible for damage to and/or interference with the Town's wastewater works.

Cost recovery measures may include, but shall not be limited to personnel costs, police details and repair and/or replacement costs. Said costs shall be documented by the Wastewater Division and approved by the Director of Public Works.

ARTICLE XII VALIDITY

Section 1. All prior Rules and Regulations or parts of prior Rules and Regulations in conflict herewith are hereby repealed.

Section 2. The invalidity of any section, clause, sentence or provision of these Rules and Regulations shall not affect the validity of any other part of these Rules and Regulations which can be given effect without such invalid part or parts.

Approved as to Form

Town Counsel

APPENDIX A: SUMMARY OF COSTS & FEES
Approved BOS January 6, 2020



Sewer Rates	
0-2,000 Cubic Feet (rate per 100 cubic feet)	refer to water billing website for current rates
2,001-10,000 Cubic Feet (rate per 100 cubic feet)	refer to water billing website for current rates
10,001 and up Cubic Feet (rate per 100 cubic feet)	refer to water billing website for current rates
Out of Town Sewer Rates	
0-2,000 Cubic Feet (rate per 100 cubic feet)	refer to water billing website for current rates
2,001-10,000 Cubic Feet (rate per 100 cubic feet)	refer to water billing website for current rates
10,001 and up Cubic Feet (rate per 100 cubic feet)	refer to water billing website for current rates
No Town Water Only Sewer	
1 bedroom	refer to water billing website for current rates
2 bedrooms	refer to water billing website for current rates
3 bedrooms	refer to water billing website for current rates
4 bedrooms	refer to water billing website for current rates
Article III, Section 10	
Sewer Repair Permit (Residential)	\$75
Sewer Repair Permit (Commercial/Industrial)	\$75
Annual Drain Layer License for Pipe Work and Street Opening and Curb Cut Permits	\$300
Annual Approved Contractor License for Street Opening and Curb Cut Permits	\$100
One time project Drain Layers License-single project	\$100
Drain Layer's Performance Bond	\$10,000
Single Project Blasting Bond	\$10,000

Blanket Blasting Bond	\$15,000
Drain Layer's Bodily Injury Coverage	\$250,000
Drain Layer's Aggregate Coverage Insurance	\$500,000
Drain Layer's Property Damage Insurance	\$50,000
Drain Layer's XCU	\$500,000
Article III, Section 14	
Residential Sewer Connection Permit	\$150
Commercial Sewer Connection Permit	\$600
Industrial Sewer Connection Permit	\$2000
Plant Expansion Fee, per gallon	\$9.00
Infiltration/Inflow Fee, per gallon	\$3.99
Water Conservation Fee	\$5.78
DPW Fee (for new residential) per gallon\	\$1.97
Article IV, Section 16	
Grease Interceptor Permit	\$100
Article V, Section 2**	
Industrial Wastewater Discharge Permit Fee	\$2000
Industrial Wastewater Discharge Permit Renewal Fee	
Categorical Industry	\$1000
Non-Categorical Industry	\$800
Additional Points:	
3 or less	\$0
4	+\$200
5	+\$600
6	+\$1000
Each additional point	+\$800
Article XI	
Maximum Penalty (per occurrence)	\$10000
Minimum Penalty (per occurrence)	\$1000

APPENDIX B: CONSTRUCTION STANDARD DETAILS

APPENDIX C: APPLICATION FORMS

1. Sewer Connection Permit Application
2. Industrial Pretreatment Permit Application
3. Illegal Connection Inspection at Time of Property Sale or Transfer Application
4. Food Establishment Permit Application

APPENDIX D: TOWN OF BILLERICA LOCAL LIMITS

Pollutant of Concern	Local Limit (mg/L)	Pollutant of Concern	Local Limit (mg/L)
Acetone	19	Nickel	2.08
Arsenic	0.72	Oil & Grease	100
BOD	750	pH (standard units)	6-9.5
Cadmium	0.21	Silver	0.26
Chloroform	0.41	Trichloroethylene	0.71
Chromium (Total)	1.23	1,1,1 Trichloroethane	1.55
Copper	0.64	Toluene	1.36
Cyanide (Total)	0.26	Total Toxic Organics (TTO)*	5.0
Lead	0.14	Total Suspended Solids	750
Methylene Chloride	2.06	Zinc	1.40
Mercury	0.001		

* Industrial users may also be subject to a TTO limitation established by the National Categorical Pretreatment Standards for a particular industrial subcategory, which differs from the above limitation in terms of its numerical value and the individual organics comprising TTO. Where there is both a categorical and a local limitation for TTO, the more restrictive limitation shall govern, depending on the summation of the individual organics comprising TTO. The above local limits also include limitations for specific organics that comprise a portion of the TTO local limitation (methylene chloride, trichloroethylene, chloroform and 1,1,1 trichloroethane). Industrial users shall not exceed the limitations for these specific organics, the TTO local limitation of 5.0 mg/l, or the TTO categorical limitation established for particular industrial subcategories.

APPENDIX E: FOG CONTROL PROGRAM GUIDANCE MANUAL

**TOWN OF BILLERICA DEPARTMENT OF PUBLIC WORKS
WASTEWATER DIVISION**

BILLERICA HEALTH DEPARTMENT

FATS, OILS AND GREASE (FOG) CONTROL PROGRAM GUIDANCE MANUAL



MARCH 2014



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1. INTRODUCTION

This document provides municipal pretreatment staff, restaurant and fast food businesses, and any other FOG producing businesses with information about animal and vegetable-based oil and grease pollution prevention, sewer use regulations and best management practices. This program was developed to reduce sewer maintenance by reducing oil and grease discharges into the sewer system and to prevent sanitary sewer overflows due to FOG. In addition to this document, a brochure was prepared as part of the program to communicate and educate the public and commercial sewer users. A copy of this brochure as well as the water/sewer bill insert flyer is attached in Appendix A.

1.1 WHAT IS FOG?

FOG refers to **F**ats, **O**il and **G**rease found in most residential and commercial kitchens and food service establishments. Waste FOG is a semisolid, viscous liquid that is generated during the food cooking process or during cleaning, maintenance, and sanitizing processes. Many foods that are processed and served contain FOG, including meats, sauces, gravy, dressings, deep-fried foods, baked goods, cheeses, butter and others. Residential users and many different businesses generate FOG wastes by processing or serving food, including; eating and drinking establishments, caterers, hospitals, nursing homes, day care centers, schools and grocery stores.

1.2 WHAT IS THE PROBLEM WITH FOG?

FOG that is dumped down the sewer can coagulate and congeal into a hardened layer on the inside of building sewers, within the sewers under roadways, and can accumulate within pumping stations. This causes a reduction in the effectiveness of these collection lines to transport wastewater away from residences and businesses to the wastewater treatment plant. Wastes containing FOG can accumulate on the inside of these pipes and collection lines to such an extent that the building sewers and wastewater collection lines become blocked with FOG. When building sewers and wastewater collection lines become blocked, the flow of wastewater is obstructed, causing wastewater to back up into your business and possibly into residences and/or businesses within the vicinity of the blockage. These blockages can result in significant public health hazards as well as physical and property damages.

If the FOG causing the wastewater collection line blockage originates from your business, you may likely be the first one affected. When wastewater backs up into a business, a significant public health hazard is present for the owner, employees and customers, the business becomes disrupted, and physical damages to the business property and assets can result. When sewers become blocked with FOG, untreated wastewater may also overflow out of the sewers into streets, parking lots, storm sewers, and ultimately to the environment.

1.3 WHAT CAN BE DONE?

The Town of Billerica has revised the Sanitary Sewer Rules & Regulations and the Board of Health Rules & Regulations that set in place regulations pertaining to FOG for cooking establishments and other facilities from which quantities of grease can be expected to be discharged. The Regulations

require that these FOG producing establishments install and maintain grease traps and other preventative measures in order to prevent FOG from entering into the sanitary sewer.

2. REGULATIONS

Regulations including the Uniform State Plumbing Code, the Plumbing and Discharge Institute Standards, as well as local town regulations incorporate requirements for FOG capture, removal and best management practices. FSE's shall comply with the most stringent of all applicable State and Town regulations, which are further described in the sub-sections below. The Director of Public Health reserves the right to develop and implement more stringent requirements in the Board of Health Bylaws or to require additional procedures on a case-by-case basis.

2.1 STATE REGULATIONS

The Uniform State Plumbing Code (248 CMR 10.00) references *Grease Traps & Interceptors when Installed Inside of Buildings* and *Grease Interceptors Installed Outside of the Buildings* in Section 10.09 (2) and (3), respectively. The code defines a grease trap as a passive interceptor designed for less than 50 gpm, which is typically located inside a building; and a grease interceptor as a passive interceptor designed for greater than 50 gpm, typically located outside of a building. The code describes the requirements for grease trap installation, maintenance, approval, sizing, testing, rating, as well as other regulations regarding grease traps when installed inside of buildings and outside of buildings. The state plumbing code further references the Plumbing and Drainage Institute (PDI) Standard G101, and mandates that all devices conform to the requirements outlined in the PDI Standard. Plumbing and Drainage Institute Standard G101 establishes the detailed requirements for grease traps, including criteria to properly size the traps, installer requirements, and management requirements. These requirements are enforceable by the Uniform State Plumbing Code.

2.2 TOWN REGULATIONS

In addition to the relevant state codes, the sanitary sewer system in Billerica is also governed by the Town of Billerica Sanitary Sewer Rules and Regulations. The Billerica Sanitary Sewer Rules and Regulations, recently updated, are more stringent than the general regulatory requirements, including the Massachusetts State Environmental Code, Title 5, 310 CMR 15, and Water Pollution Control Regulations, 314 CMR 12.08. Fats, oils, and grease discharge requirements must be in compliance with all applicable regulations, including those listed in Section 16 of the Town of Billerica Sanitary Sewer Rules and Regulations.

Grease trap installation and maintenance is also governed by the Board of Health (BOH) Department. The BOH is responsible for the protection of the public health, welfare, and environment of the Town. The BOH's Rules and Regulations were developed to supplement those of the Massachusetts General Laws. The Town's BOH regulations include Chapter 2: Food Service Establishments, which describes general requirements for food service establishments, including regulations on sanitary waste and grease disposal. Chapter 5: Environmental & Miscellaneous Regulations also includes pertinent information regarding grease haulers and grease trap maintenance.

2.2.1 Permissions for Inspection

The Billerica Sanitary Sewer Rules & Regulations grant employees or agents of the Town permission to enter all properties for the purposes of inspection, observation, measurement, sampling, testing, and determining whether the user is complying with all requirements of the regulations, the Wastewater Treatment Plant wastewater discharge permit, or any order issued hereunder without any prior notification. This includes inspection of any records required by the Sewer Use Rules & Regulations. Records for the previous three years should be available to inspectors.

3. GREASE TRAPS

The installation and maintenance of a grease trap is an important measure in ensuring that a food service establishment does not contribute to problems with the wastewater treatment system.

The Uniform State Plumbing Code (248 CMR 10.00) defines a grease trap as a passive interceptor designed for ≤ 50 gallons per minute (gpm), and a grease interceptor as a passive interceptor designed for > 50 gpm. The Town's Regulations indirectly define grease traps as an interior device and a grease interceptor as an exterior grease trap. For the purposes of simplicity, this document will use grease trap as a general term where interior grease traps are located inside the building and exterior grease traps are grease interceptors located in the ground outside the building.

All grease traps and interceptors in Massachusetts must have an approval by the Board of Plumbers and Gas in order to be installed in Massachusetts. An online database of the Board's accepted plumbing products can be found here: http://license.reg.state.ma.us/pubLic/pl_products/pb_pre_form.asp.

4. BEST MANAGEMENT PRACTICES

4.1 INTRODUCTION

Best Management Practices (BMPs) are schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters. For purposes of this manual, best management practices include procedures and practices that reduce the discharge of Fats, Oil and Grease (FOG) to the building drain and ultimately to the Wastewater System.

The following BMPs are provided for municipal pretreatment staff, along with restaurant, fast food, and other food preparation businesses with information about animal and vegetable-based oil and grease pollution prevention techniques focused on their businesses. Following these BMPs will prove to be effective in both reducing maintenance costs for business owners, and preventing oil and grease discharges into the sewer system.

Some of the following BMPs are sourced from the following:

- Massachusetts Department of Environmental Protection (www.mass.gov/dep)
- New Hampshire Department of Environmental Services (www.des.state.nh.us)
- Oregon Association of Clean Water Agencies (www.oracwa.org/Pages/bmp.htm)
- Georgia Pollution Prevention Assistance Division, Department of Natural Resources, Atlanta, Georgia (www.dnr.state.ga.us/p2ad/dl/definitions.pdf)
- Colorado Springs Utilities Industrial Pretreatment Program (www.csu.org/files/general/2770.pdf).

4.2 PREVENT BLOCKAGES IN THE SANITARY SEWER SYSTEM

4.2.1 Commercial Cooking Exhaust System Cleaning

Grease and oily sludge removed from hoods, grease removal devices, fans, ducts, and other appurtenances shall be prevented from entering the sewer system. The Massachusetts Board of Fire Prevention Regulations includes cleaning frequency standards (<http://www.mass.gov/eopss/docs/dfs/osfm/cmr/cmr-secured/527011.pdf>.) Hood cleaners must be approved and certified by the State Fire Marshall's Office. A list of the companies that are currently certified can be found here: http://elicense.chs.state.ma.us/DFS_Verification/Search.aspx. All waste grease and oily waters resulting from said cleaning shall be collected in appropriate containers and removed by an approved Septage and Offensive Substances Hauler approved by the Billerica Health Department.

4.2.2 Training of Staff

It is important to train kitchen staff and other employees who may encounter or dispose of FOG so that they can help ensure that BMPs are being implemented. Managers and owners will not always be present, so proper training for employees is necessary in order to fully achieve the

benefits of the BMPs. Inspectors can talk to the establishment manager about the training program that they have implemented and offer suggestions.

4.2.3 “No Grease” Signs

Post "No Grease" signs above sinks and on the front of dishwashers. These signs will serve as a constant reminder for staff working in kitchens and help to minimize grease discharge to the traps and reduce the cost of cleaning and disposal. Inspectors should check appropriate locations of "No Grease" signs.

Per the Uniform State Plumbing Code 10.09(1)(m)3:

*A laminated sign shall be stenciled on or in the immediate area of the grease trap or interceptor in letters one-inch high. The sign shall state the following in exact language: **“IMPORTANT: This grease trap/interceptor shall be inspected and thoroughly cleaned on a regular and frequent basis. Failure to do so could result in damage to the piping system, and the municipal or private drainage system(s).”***

4.2.4 Dry Wipe

"Dry wipe" pots, pans, and dishware prior to dishwashing. By "dry wiping" the grease out of pots, pans, and dishware and disposing in garbage receptacles, the grease and other materials will not be sent to the grease traps. This will reduce the amount of material going to the grease traps, reduce the frequency of cleaning, and reduce the amount of maintenance costs.

The following are some tips that can be used for dry wipe clean up:

- Use rubber scrapers to remove fats, oils, and grease from cookware, utensils, chafing dishes, and serving ware.
- Use food grade paper to soak up oil and grease under fryer baskets.
- Use paper towels to wipe down work areas. Cloth towels will accumulate grease that will eventually end up in your drain from towel washing.
- Use kitty litter to absorb liquid spills. Sweep and dispose of the litter in the trash, as long as the spilled material is not hazardous.

4.2.5 Dishwashing and Equipment Cleaning

Proper dishwashing and cleaning methods can reduce the entry of solids and FOG into the Wastewater System. These methods include:

- Pre-washing dishes and cookware with hot water and no soap, prior to use of the dishwasher or three-compartment sink, can reduce the discharge of FOG discharge by 25 percent. Pre-wash sinks used for this purpose must be connected to a Grease Trap.

- Prior to washing deep fat fryers, use a rubber spatula to squeegee down the sides, while grease and oil are still warm, and then wipe the fryer with paper towels. Dispose of the paper towels in the garbage.
- Before washing grill and roaster/broiler drip pans, empty their contents into a waste grease container and then wipe them with paper towels. Dispose of the paper towels in the garbage.
- Pour all liquid grease and oil from pots and pans into a waste grease container that is stored at the pot-washing sink, and then scrape out the solidified grease, if present. Capture accumulated oil, during the cleaning of stoves and ventilation/exhaust hoods, and dispose of it in the garbage, after absorbing all free liquid.

4.2.6 Spill Prevention and Clean-up

Preventing spills reduces the amount of waste on food preparation and serving areas that will require clean up. In addition, a dry workplace is safer for employees in avoiding slips, trips, and falls. For spill prevention:

- Empty containers, before they are full, to avoid spills.
- Use a cover when transporting spillable materials, particularly liquid wastes containing fats, oils, and grease.
- Provide employees with proper tools (e.g., ladles, ample containers, etc.) to transport materials without spilling.

Practice effective spill containment and clean up. Spills of dry ingredients should be swept-up or vacuumed to prevent washing them into sinks or floor drains. For FOG spills:

- Block off all sinks and floor drains near the spill.
- Cover the spill with absorbent material (e.g., sand, saw dust, kitty litter, salt, paper towels, etc.).
- Remove spilled material and place it in the garbage.
- Use wet clean-up methods only to remove trace residues.
- Food Service or Cooking Establishments that use large amounts of cooking fats (e.g., deep fat fryers) should develop and post their spill response procedure and maintain spill containment and absorbent supplies.

4.2.7 Extend Oil Life

Skim/filter fryer grease daily and change oil when necessary. Use a test kit provided by your grocery distributor rather than simply “guess” to determine when to change the oil. This extends the life of both the fryer and the oil. Build-up of carbon deposits on the bottom of the

fryer act as an insulator that forces the fryer to heat longer, thus causing the oil to break down sooner. Also, develop a rotation system if multiple fryers are in use. Designate a single fryer for products that are particularly high in deposits, and change that one more often.

4.2.8 Recycling

Think of oil and grease as a valuable commodity. When using deep fat fryers or any process that requires or produces large amounts of plant or animal byproducts, collect the oils and fats. Recycle the oils and fats through one of the area's recycling companies if feasible. This is the preferred method of disposal for food service establishments that produce any volume of food waste. To practice recycling:

- Never dispose of fryer-vat, waste oils and fats down the drain, as this material is usually clean enough to be recycled.
- Collect and store fryer-vat waste in a rendering tank. Most recycling companies will provide outside receptacles for storage until pickup. Some companies will offer services free-of-charge, and others will give a rebate on the materials collected.

4.3 PROPERLY MAINTAIN GREASE TRAP

The Billerica Sanitary Sewer Rules & Regulations and Board of Health Regulations state specific requirements for grease trap maintenance and cleaning. To ensure compliance with all requirements or for specifics, please refer to the Billerica Sanitary Sewer Rules & Regulations.

All grease traps should be installed so that they are accessible for cleaning and inspection. Grease traps should be inspected regularly and cleaned by a licensed waste grease hauler whenever the level of grease (including both bottom solids and floating grease and solids) exceeds 25% of the effective depth of the trap, or at least every three (3) months, whichever is sooner. If a remote monitoring device is used to measure grease and water levels in the grease trap, inspections may be made at a reduced frequency as approved by the Health Department. This activity shall be noted on a monthly pumping report submitted to the Board of Health.

4.3.1 Procedure for Trap Cleaning

Grease trap maintenance, which is usually performed by permitted haulers or recyclers, consists of removing the entire volume (liquids and solids) from the trap and properly disposing of the material in accordance with all Federal, State, and/or local laws. When performed properly and at the appropriate frequency, grease trap maintenance can greatly reduce the discharge of FOG into the wastewater collection system. For reference, the typical procedure for trap cleaning is outlined below.

1. Pump out any water in the trap to facilitate cleaning. The water should be discharged to the sanitary sewer system. Ensure that the water being pumped out is not over 100 mg/L FOG.
2. Remove baffles if possible.

3. Dip the accumulated grease out of the trap and deposit in a watertight container.
4. Scrape or hose down the sides, the lid, and the baffles with a putty knife or scraper to remove as much of the grease as possible, and deposit the grease into a watertight container
5. Contact an approved hauler or recycler for grease pick-up, if one is not performing the cleaning.
6. Refill the trap with water.
7. Replace the baffle and the lid.
8. Record the volume of grease removed in the grease trap cleaning and disposal log provided in the Appendix of this manual.

WARNING: Do not use hot water, acids, caustics, solvents, or emulsifying agents when cleaning grease traps.

Any other maintenance that may need to be performed to the grease trap other than cleaning and disposal should also be recorded using the grease trap maintenance log provided in Appendix D of this manual.

4.3.2 Witness Trap Cleanings

Witness all grease trap cleaning and maintenance activities to ensure that the device is properly operating. Grease trap maintenance and cleaning personnel may take shortcuts and not perform the job properly. If the establishment manager inspects the operation and ensures it is consistent with the maintenance procedures provided in this document, they are more assured of getting full value for their money and having a properly operating and clean grease trap.

NOTE: The establishment is liable for the condition of their pretreatment devices.

4.3.3 Keep a Maintenance Log

It is required by the Town Regulations to ensure that grease trap maintenance is performed on a regular basis. Keeping a maintenance log serves as a record of the frequency and volume of cleaning the trap. The maintenance log can also serve as a tool for the establishment manager to use in order to optimize cleaning frequencies and reduce costs (see Appendix B for a cleaning and disposal log).

Maintenance logs are required by the Town Regulations to be kept on record for three years for inspection by the Town at all times.

Pump out schedules should be properly established and strictly followed to prevent excessive oil and grease loading to wastewater. It is important that these pump outs are complete, i.e.,

the grease caps are removed, the sides are scraped or hosed down, and the trap refilled with water.

4.3.4 Waste Grease Haulers

Appendix C contains a current list of waste grease haulers, as provided by the Billerica Health Department. These businesses will come and pick up grease and transport it to a grease processing facility.

4.4 GREASE MONITORING SYSTEMS

Grease monitoring systems use transducers similar to that of a fish finder and an embedded microprocessor to continuously sense the positions of the floating solids, bottom solids and the liquid level within the tank. This data is then digitally transmitted to a monitoring or control unit. Monitoring systems must comply with PDI G-102.

Once a monitoring system is installed by a qualified professional, it typically provides continuous monitoring of the sludge, scum and liquid levels in the grease trap. Systems provide real-time information on actual changes as a percent of permissible floating solids, bottom solids and total solids and can also provide the immediate status of the liquid level within the tank in inches.

The Town of Billerica encourages FSE owners to purchase and install a grease trap monitoring system to continuously monitor sludge, scum and liquid levels in grease traps. If FSE owners chose to purchase and install a remote monitoring device, manual inspections may be made at a reduced frequency as approved by the Health Department.

The GREASEwatch™, and Drain-Net monitor are two examples of grease monitoring systems. These monitors control units can be easily programmed to alert the owner when it is time to pump the tank. It also warns of emergency conditions in the tank before failure due to overflow occurs. And because the control unit's memory keeps an ongoing record of tank measurements, these monitoring systems are a valuable management tool over time. For more information, see <http://greasewatch.com>, and <http://www.greasemonitor.com>.

APPENDIX A: FOG FLYER AND FSE BROCHURE

KEEP THE GREASE OUT!

PROTECT OUR SEWER SYSTEM

FATS, OILS AND GREASE

cause blockages in our drainage pipes, sewer systems, and private septic tanks. Large quantities often build up and cause costly issues with our local sewer system.

The Town of Billerica encourages you to follow these basic guidelines for handling grease and to prevent problems, saving yourself and the town money. Small changes in how fats, oils, and grease are handled at home can make a big difference in common sewer issues.

**NO FATS,
OILS or
GREASE
DOWN the
DRAIN!**

Here's how you can help:

- Use less oil when cooking.
- Dry wipe all dishes, pots, and pans before putting them in the dishwasher or washing them in the sink.
- Scrape all food and grease from dishes into the garbage prior to washing.
- Never dump excess grease down the drain. Instead, dump excess grease into a container, allow it to congeal, and then dispose of it in the trash.
- Collect and dispose of large quantities of oil through a town-licensed grease hauler. Frying oils can often be recycled.
- Never dispose of non-biodegradable items such as plastics, dental floss, wipes, etc. down the toilet or drain.
- Ensure that all drains such as kitchen sink drains, shower/tub drains, etc. have properly operating screens. Dispose of the items collected by the drains into the trash rather than flushing them down the drain or toilet.

FOR MORE INFORMATION PERTAINING TO THIS PROGRAM AND ASSOCIATED REGULATIONS, PLEASE FEEL FREE TO CONTACT THE FOLLOWING:



**Billerica Wastewater
Treatment Facility**
(978) 671-0956



**Billerica Health
Department**
(978) 671-0931



APPROVED GREASE TRAP PUMPERS/HAULERS

List available at www.town.billerica.ma.us/
Boards & Commissions > Board of Health > Documents

HELP PREVENT THE PROBLEM!



BILLERICA DEPARTMENT OF PUBLIC WORKS
WASTEWATER DIVISION
BILLERICA HEALTH DEPARTMENT

FOG

Fats, Oils, and Grease Control Program

Guidance Brochure for
Restaurants and Kitchens



CONTACT INFORMATION

For more information pertaining to the FOG Program, BMPs, and associated regulations, please feel free to contact the following:

Billerica Health Department

<http://www.town.billerica.ma.us>
(978) 671-0931

Billerica Wastewater Treatment Facility

http://www.billericadpw.org/divisions_wastewater.asp
(978) 671-0956



RESTAURANTS & KITCHENS

INTRODUCTION

Fats, oils, and grease (FOG), have become a significant problem for wastewater collection and treatment systems. FOG can coat, congeal, accumulate and cause problematic backups and blockages in the sewer pipes on your property and in public sewers. These blockages may result in costly repairs and may render your restaurant inoperable. Therefore, the Town of Billerica has updated its Sanitary Sewer Rules & Regulations and the Board of Health Regulations accordingly to regulate FOG discharge and to establish minimum pretreatment requirements. A FOG discharge permit, a new component of your food service establishment (FSE) permit is required for all grease traps.

Recent grease clogs in the sewer have resulted in responsible parties incurring fines in excess of **\$10,000** to cover clog removal and cleanup costs incurred by the Town. Properly maintaining grease traps and implementing the recommended FOG best management practices will prevent your facility from being assessed fines and cleanup fees associated with grease clogs.

For further information regarding FOG discharge requirements and recommendations, refer to the FOG Control Program Guidance Manual, which is available on the Town's web site.

SEWER USE RULES & REGULATIONS & BOARD OF HEALTH REGULATIONS OVERVIEW

A portion of the requirements of the regulations are listed below:

- Grease traps shall be required at all food preparation areas, restaurants, kitchens, hospitals, bars, cafeterias, clubs, and all other facilities found to discharge FOG.
- All grease traps shall be of a type, design, and capacity specified by the Uniform State Plumbing Code.
- All grease traps shall be readily and easily accessible for user cleaning and Town inspection.

- All grease traps shall be cleaned by a licensed grease hauler when the level of grease reaches 25% of the effective depth of the trap, or at least every three (3) months, whichever is sooner.
- The user shall maintain a written record of grease trap maintenance for three (3) years and such records shall be available for inspection by the Town at all times.
- The user is encouraged to install a grease trap monitoring system to continuously monitor grease levels.
- Best management practices (BMPs) in food preparation and cleanup are expected to be employed.

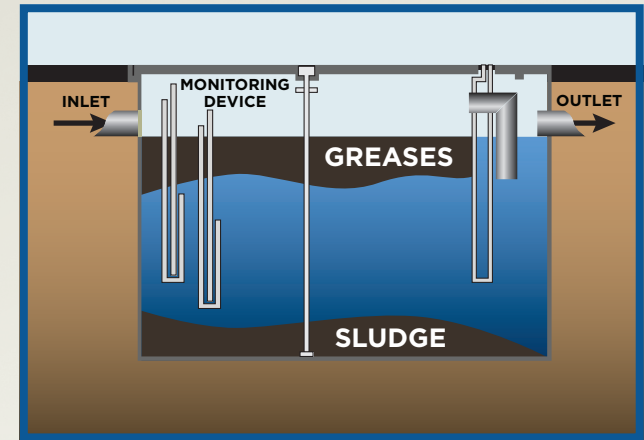
BEST MANAGEMENT PRACTICES

Best management practices (BMPs) are a series of activities that effectively reduce the amount of waste generated in a business. In the case of FOG control, BMPs include:

- **DO** use less oil and liquid oil instead of solid grease or lard
- **DO** post "NO GREASE" signs above sinks and on the front of dishwashers.
- **DO** dry wipe all dishes, pots, and pans before putting them in the dishwasher
- **DO** collect and dispose used oil through a licensed grease hauler instead of pouring it down the drain.
- **DO** capture the oil accumulated in ventilation and exhaust hoods
- **DO** clean grease traps and exhaust hoods regularly.
- **DO** keep grease traps well maintained and properly operating.
- **DON'T** dump excess oil or grease down the drain.
- **DON'T** dispose of waste oil or paint thinner into the sewer.

GREASE TRAPS

A grease trap (sometimes referred to as a grease interceptor when located outside the facility) is a tank that is installed on the drain line to collect and remove oil and grease. These grease traps prevent grease from entering into the waste-



water collection system and thus reduce the amount of maintenance due to FOG. Baffles are placed within the tank to increase the retention time of the water in order to allow the oils and grease to congeal and rise to the surface. The grease can then be removed and disposed of properly.

Grease traps can be located inside a building and might only serve specific drains or outside the building in the ground and serve the entire kitchen. The schematic shown above displays a typical outside grease trap.

RIGHT OF ENTRY FOR INSPECTION & SAMPLING

Authorized agents of the Town are permitted to enter all properties for the purpose of inspection, observation, measurement, sampling, testing, and determining whether the user is complying with all requirements of the Sanitary Sewer Rules & Regulations.

Users shall allow authorized representatives of the Town full access to all parts of the premises for the purpose of inspection, photographing, video recording, sampling, records examination, and the performance of any additional duties. A user may be required to install monitoring equipment as determined by the Department of Public Works and/or Health Department.

APPENDIX B: GREASE TRAP CLEANING AND DISPOSAL LOG

Facility Name: _____

Address: _____

Service Company used: _____

DATE	CLEANED BY	WITNESSED BY	GALLONS PUMPED	GREASE DISPOSAL SITE	REMARKS

APPENDIX C: LICENSED SEPTAGE AND GREASE HAULERS



BILLERICA HEALTH DEPARTMENT

TOWN HALL
365 BOSTON ROAD
BILLERICA, MA 01821
Telephone (978) 671-0931
Web Site www.town.billerica.ma.us

2013 LICENSED SEPTAGE HAULERS

A Community Sanitation Service

17 Flagg Road
Westford, MA 01886
978-692-0021

* Action King Services, Inc.

26 Livingston Street
Lowell, MA 01852
978-452-7750

*** Envirotek USA, Inc.**

75 Industrial Avenue
Tewksbury, MA 01876
603-508-0445

John's Septic Solution

6 Carmel Street
Wilmington, MA 01887
978-587-1192

John's Sewer & Pipe Cleaning, Inc.

323 New Boston Street, Suite 2
Woburn, MA 01801
781-569-6695

*** Howland Disposal Services**

20 Roberts Road
Plymouth, MA 02360
508-746-9600

*** RM Ratta Corporation**

81A Westford Road
Ayer, MA 01432
978-772-1600

*** Raggs Septic Service, Inc.**

577 Main Street
Concord, MA 01742
978-562-4500

*** Rooter-Man, Inc.**

P.O. Box 293
Billerica, MA 01821
978-671-0101

*** Soucy's Sewer Service, Inc.**

78 North Broadway, Rte. 28
Salem, NH 03079-2102
603-898-9339

*** Stewart/Andover Septic Service**

58 South Kimball Street
Bradford, MA 01835
978-372-7471

*** Tewksbury Sewer Service, Inc.**

95 Helvetia Street
Tewksbury, MA 01876
978-851-9084

* United Site Services

239 Neck Road
Haverhill, MA 01835
508-406-5064

*** Wayne's Drains, Inc.**

P.O. Box 298
Wilmington, MA 01887
781-272-3100

*** Wind River Environmental, LLC**

577 Main Street
Hudson, MA 01749
978-562-4500

*** Pumps Grease Traps and Sewage**
Provides Portable Toilets

APPENDIX D: GREASE TRAP INSPECTION CHECKLIST & MAINTENANCE FORM

Billerica Grease Trap Maintenance Form

Date:

Facility Name:

Address:

Phone:

Contact Person:

Maintenance Log: ☐ Yes ☐ No ☐ Up to Date

Cover Condition

☐ Accessible

☐ Obstructed

Tank Condition

☐ Needs Pumping

☐ Clean

☐ Faulty Condition

Monitor Condition

☐ Operating Normally

☐ Damaged

Signed: _____

Inspector: _____
Establishment: _____
Address: _____
Contact Name: _____
Phone: _____

Date: _____
Time Started: _____
Time Completed: _____

Inspection Checklist			
No.	Item Description	Field Data (where appropriate)	Compliance Status
1	The establishment has implemented a training program to ensure that the BMPs are followed.		
2	"No Grease" signs are posted in appropriate locations.		
3	The establishment recycles waste cooking oil and can provide records of this.		
4	The establishment "dry wipes" pots, pans, and dishware prior to rinsing and washing.		
5	Food waste is disposed of by recycling or solid waste removal and is not discharged to the grease traps.		
6	Grease trap(s) is cleaned regularly. Note and record the frequency of cleaning.		
7	Grease trap cleaning frequency is documented on a maintenance log.		
8	Grease trap does not contain greater than 1/4 the depth in grease accumulation. Estimate and record amount of grease in trap.		
9	Outdoor grease and oil storage containers are covered and do not show signs of overflowing.		
10	Grease and oil storage containers are protected from discharge to storm drains.		
11	Absorbent pads or other materials (not free flowing material such as cat litter) are used to clean up any spills or leakages that could reach the storm drain.		
12	Storm drain catch basins show no signs of grease or oil.		
13	The roof shows no signs of grease and oil from the exhaust system.		
14	Exhaust system filters are cleaned regularly, which is documented by cleaning records. Note and record frequency of cleaning.		

An entry should be made for each item using the following codes:

- "C" – Compliance with the item
- "V" – Violation of the item (provide explanation in the Notes)
- "NA" – Not applicable (provide explanation in the Notes)
- "NC" – Not checked (provide explanation in the Notes)

Notes:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature: _____

Date: _____

APPENDIX E: APPLICATION FOR PERMIT TO OPERATE A FOOD ESTABLISHMENT



BILLERICA HEALTH DEPARTMENT

365 BOSTON ROAD
BILLERICA, MA 01821
Telephone (978) 671-0931
Web Site www.town.billerica.ma.us

Application for Permit to Operate a Food Establishment

Name of Establishment _____ Date _____
Business Address _____ Telephone # _____
e-mail _____
Mailing Address (if different) _____
Name & Title of Applicant _____ Telephone # _____
Address of Applicant _____
Name of Owner (if different from applicant) _____
If corporation or partnership, give name, title & home address of officers or partners
Name Title Home Address

State of _____ Name & Address
Incorporation _____ of Local Agent _____
Emergency Person: Name _____ Home # _____ Cell # _____
e-mail _____

Type of Establishment	Check all that apply	Duration of Permit	Amount To Be Paid
Retail Food	_____	Annual _____	_____
Food Service	_____		_____
Caterer	_____	Temporary _____	_____
Residential	_____		_____
Limited Retail Prepackage	_____	Seasonal _____	_____
Mobile *	_____		_____
TOTAL FEE			_____

Dates of Operation if not Annual _____ **PAYMENT IS DUE WITH APPLICATION**

- **Applications for mobile food units or pushcarts must include a list of the hand wash and toilet facilities available on each route. Attach a separate sheet.**

Water Source _____ Sewage Disposal _____
Days & Hours of Operation _____
If Restaurant: Number of seats _____
Person trained in Anti-Choking Procedures (if 25 seats or more) Yes _____ No _____ Date of Training _____
Name of Certified Food Protection Manager _____ Date of Certification _____

LATE RENEWALS WILL BE ASSESSED A LATE FEE IN ACCORDANCE WITH THE MOST CURRENT BOARD OF HEALTH FEE SCHEDULE. LATE FEES ARE EQUAL TO THE ORIGINAL PERMIT FEE. FAILURE TO TAKE APPROPRIATE ACTION TO RENEW PERMITS MAY RESULT IN ADDITIONAL FEES OR FINES TO BE IMPOSED OR OTHER ADMINISTRATIVE ACTION.

Pursuant to M.G.L. Ch 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Federal Identification Number

Print Name of Individual or Corporate Name

Signature of Individual or Corporate Name

by _____
Corporate Officer (if applicable)

RECEIVED

FATS, OILS AND GREASE (FOG)

FACILITY OPERATIONAL CHARACTERISTICS

1. Please indicate the quantity of each item that you currently have in your facility or will install.

_____ Grill	_____ Deep Fryer	_____ 3 Bay Pot Sink
_____ Oven	_____ Floor Drains	_____ 2 Bay Pot Sink
_____ Dishwasher	_____ Hand Sink	_____ Single Bay Sink
_____ Pre Rinse Sink	_____ Tilt Kettle/Crock Pot	_____ Other Equipment
_____ Mop Sink	_____ Garbage Disposal	

DISCHARGE INFORMATION

2. Fill in the following information about your current wastewater flow.

_____ Maximum Daily Flow (gpd)	_____ Average Daily Flow (gpd)
_____ No. of hours per day discharge occurs	_____ Start Date of Discharge

3. Identify the Best Management Practices (BMPs) to be implemented by the permittee to minimize the adverse environmental effects of activities authorized under this permit. (See FOG Control Program Guidance Manual for BMPs)

- | | |
|--|---|
| ☐ Train Kitchen Staff | ☐ Post "No Grease" signs |
| ☐ Recycle waste cooking oil | ☐ Clean grease traps routinely |
| ☐ Cover outdoor grease & oil storage containers | ☐ Keep a maintenance log |
| ☐ Dispose of used oil through a licensed grease hauler | ☐ Dry wipe pots, pans, and dishware prior to dishwashing |
| ☐ Use absorbent pads or other material to clean up spilled material | ☐ Witness all grease trap cleaning and maintenance |
| ☐ Routinely clean kitchen exhaust system filters | ☐ Utilize grease trap monitoring system |
| ☐ Received BMP's List | ☐ Received Guidance Manual |

GREASE TRAP INFORMATION

ID #	Location	Make, Model & Size	New or Existing

Licensed Grease Recycler Information

Name of Recycler _____ Phone _____

Licensed Grease Disposal / Hauler Information

Name of Hauler _____ Phone _____

Monitoring System

Type of Monitoring System (ultrasonic, etc.) _____
Manufacturer _____ Phone _____
Model/Serial No. _____ Date of installation: _____

Note: Monitoring Systems must comply with PDI G-102.

APPENDIX F: INSTALLATION CHECKLIST

Installation Checklist		
No.	Item Description	Compliance Status
1	Each grease trap serves not more than four single compartment sinks of the same depth. Grease trap is sized based upon the number of fixtures discharging to it.	
2	No food waste disposal unit is connected to or discharges into any grease trap.	
3	Waste from toilets and urinals does not discharge to the exterior grease traps.	
4	The vertical distance between the fixtures outlets and grease trap weirs is as short as practical.	
5	Each fixture connected to a grease trap is provided with an approved type flow control or restricting device installed in a readily accessible and visible location. Devices shall be designed so that the flow through the device or devices at no time exceeds the rated capacity of the grease trap.	
6	Each fixture discharging into a grease trap is individually trapped and vented in an approved manner.	
7	Each grease trap is properly vented to allow air circulation throughout the entire drain system.	
8	Grease trap is easily accessible for inspection and cleaning and access does not require the use of ladders or the removal of bulky equipment.	
9	There is a minimum of one access point into each compartment of the exterior trap and no access points are greater than 10 feet apart. Each access opening is leak-resistant and cannot slide, rotate, or flip.	
10	Location of exterior grease traps are shown on approved building plans. Drawings of traps are complete and show all dimensions, capacities, reinforcing and structural design calculations.	
11	The grease trap should be sized so that its rated capacity is never less than 40% of the individual fixture capacity in gallons.	
12	Installed grease traps shall have a grease retention capacity of not less than 2 lbs of grease for each gallon per minute (gpm) of flow.	
13	All waste enters the trap through the inlet pipe.	
14	Exterior grease trap cover is gastight and has a minimum opening of 20 inches in diameter.	
15	A sample box is provided on the outlet side of exterior grease traps. This is recommended and may be required for periodic sampling of the effluent quality.	
16	Exterior grease trap is permanently and legibly marked with the manufacturer's name or trademark, model number, and certification seal of the Plumbing & Drainage Institute (PDI) or AMSE.	

An entry should be made for each item using the following codes:

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Signature:_____

Date: _____

APPENDIX G: POSTERS FOR FSE'S

Managing FATS, OILS, and GREASE

DON'T...



1

DO NOT pour cooking residue directly into the drain.



2

DO NOT dispose of food waste into the garbage disposal.



3

DO NOT pour waste oil directly into the drain.



4

DO NOT wash floor mats where water will run off directly into the storm drain.

DO...



1

Wipe pots, pans, and work areas prior to washing.



2

Dispose of food waste directly into the trash.



3

Collect waste oil and store for recycling.



4

Clean mats inside over a utility sink.

Gloucester County
Public Utilities Department

804-693-1230
www.gloucesterva.info/util



NO GREASE



Gloucester County
Public Utilities Department

804-693-1230
www.gloucesterva.info/util

CAPTURE KITCHEN GREASE

* **N**_o kitchen waste
down toilets

* **N**_o Grease down
the sink

* **N**_o food waste
down the sink

* **N**_o Grease down
floor drains

* **Y**_{es} scrape
dishes to waste
containers

* **Y**_{es} Dry wipe
pots, pans,
grease trays

* **Y**_{es} Dry wipe
all grease spills

* **Y**_{es} use grease
collection
containers

Courtesy of PDI
WWW.PDIONLINE.ORG



Get the Grease out of the Kitchen!



Yes...



**Scrape
all dishes to
waste
containers**



**Dry wipe
all pots,
pans, and
grease
collection
pans**



**Dry wipe
any grease
spills**



No...



**No kitchen
waste down
toilets**



**No grease
down sink**



**No food
waste
down sink**



**No grease
down floor
drain**

PROPER DISPOSAL OF FATS, OILS AND GREASE

TOP BEST MANAGEMENT PRACTICES (BMPS) ILLUSTRATED



PLACE USED OIL AND GREASE IN A GREASE RE-CYCLING BIN

Photos courtesy of the Sacramento Regional County Sanitation District.

www.roseville.ca.us/foodfats

PROPER DISPOSAL OF FATS, OILS AND GREASE

TOP BEST MANAGEMENT PRACTICES (BMPS) ILLUSTRATED



**DRY WIPE ALL
FOOD WASTE
FROM DISHWARE,
COOKWARE AND
WORK AREAS INTO
THE GARBAGE.**



**KEEP ALL SPILLED GREASE
OR OIL FROM GOING
DOWN DRAINS BY USING
ABSORBENT MATERIALS
TO BLOCK AND CLEAN UP
SPILLS.**

Photos courtesy of the Sacramento
Regional County Sanitation District.

APPENDIX H: COMMERCIAL COOKING EXHAUST SYSTEM CLEANING FLYER

IMPORTANT

**FOOD SERVICE
ESTABLISHMENT PERMIT
HOLDERS & CERTIFIED HOOD &
DUCT CLEANERS TAKE NOTICE!**



THIS NOTICE APPLIES TO:

ALL COMMERCIAL COOKING EXHAUST SYSTEM CLEANING WORK

Grease and oily sludge removed from hoods, grease removal devices, fans, ducts and other appurtenances shall be prevented from entering the sewer system.

All waste grease and oily waters resulting from cleaning activities shall be collected in appropriate containers and removed by a Septage and Offensive Substances Hauler approved by the Billerica Health Department.

For More Information Contact:

Billerica Wastewater
Treatment Facility
(978) 671-0956

Billerica Health
Department
(978) 671-0931

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ESTABLISHMENT PERMIT
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