



## **FOOD SERVICE ESTABLISHMENT ( FSE )** **WASTEWATER DISCHARGE PERMIT APPLICATION**

Dear Food Service Establishment Proprietor;

In accordance with City of St. Charles Code of Ordinance, section 710.660 through 710.750, your establishment has been identified to require a FSE discharge permit for the 2015/2016 permit cycle. To comply, please submit this completed application (page 2) and the sum of \$150, by check or money order, for the yearly permit fee.

Please retain pages 3-9 for your facility's records.

Please feel free to contact us with any questions or concerns.

Sincerely,

Robert Nichols | FOG Specialist  
Woodard & Curran  
636.255.8439 | [Rnichols@woodardcurran.com](mailto:Rnichols@woodardcurran.com)

Wendy Dalton | Environmental Compliance Specialist  
Woodard & Curran  
636.250.4603 | [Wdalton@woodardcurran.com](mailto:Wdalton@woodardcurran.com)



## Application

### FSE Permittee Information:

DBA (Doing Business As): \_\_\_\_\_

Physical Location Address: \_\_\_\_\_

Physical Location Zip Code: \_\_\_\_\_

Corp. Name (If applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing City/State/Zip: \_\_\_\_\_

Person Of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Annual Permit Fees is \$150, payable to "City of St. Charles."

Note: Nonprofit educational, religious, and charitable organizations are exempt for the annual fee but still required to complete the application and comply with permit requirements.

Please submit payment and completed application page to:

St. Charles Mississippi River WWTF  
Attn: FOG Program  
4933 Dwyer Road  
St. Charles, MO 63301

## FSE Fats, Oil, and Grease Discharge Permit Restrictions

### PART 1 - APPLICABLE EFFLUENT LIMITATIONS

#### SECTION 1 - EFFLUENT DISCHARGE LIMITS

A. During the period of July 1, 2015 to June 30, 2016, the permittee is authorized to discharge process and preparation of food and sanitation process wastewaters to the City of St. Charles sewer system. Permitted discharges flow through the grease reduction vessel or vessels. Spent fryer oils are cooled, stored, and collected in oil recycling bins and shall not be discharged to the City of St. Charles sewer system.

B. During the period of July 1, 2015 to June 30, 2016, the discharge shall comply with all other applicable regulations and standards contained in Section 710.660 through 710.750 of the Code of Ordinances.

### PART 2 - MONITORING AND REPORTING REQUIREMENTS

#### SECTION 1 - MONITORING REQUIREMENTS

##### A. Effluent Monitoring Requirements

1. At the discretion of the Director of Public Works, sampling may be required to show compliance with permit requirements. At the time of permit issuance, no regular sampling of discharge is required. Samples may be obtained at a designated monitoring location based upon the discretion of the Director of Public Works.

2. The City of St. Charles may, at any time, change the monitoring requirements specified in this permit. Conditions that may result in the imposition of more frequent monitoring requirements include, but are not limited to, the following:

- a. Data gathered from inspections or samplings performed by City of St. Charles' personnel;
- b. An increase in the seating capacity of the facility;
- c. An increase in flow to the indoor passive/automatic grease trap;
- d. Discovery of additional information unavailable to the City of St. Charles at the time this permit was prepared;
- e. Improper maintenance of the passive indoor/outdoor / automatic grease reduction vessel(s); or
- f. Reasons that would be disclosed to the permittee both written and verbally, at the discretion of the City of St. Charles' personnel.

B. All handling and preservation of collected samples and laboratory analyses of samples shall be performed in accordance with 40 CFR, Part 136 and amendments thereto unless specified otherwise in the monitoring conditions of this permit.

SECTION 2 - REPORTING REQUIREMENTS

A. Monitoring Reports: If the permittee is required to sample, the monitoring report shall be provided by the Director of Public Works. Monitoring results obtained shall be summarized and submitted according to the schedule. The report should indicate the nature and concentration of all pollutants in the process wastewater discharges which are regulated by the standards set forth in Part 1 Section 1. B.

B. If the permittee monitors any pollutant more frequently than required by this permit, using test procedures identified in Part 2 Section 1. B., the results of this monitoring shall be included in the permittee's self-monitoring reports. These reports shall be submitted to the City of St. Charles, unless such submittals are waived by the City of St. Charles.

C. Accidental Report

1. The permittee shall notify the City of St. Charles immediately upon the occurrence of an accidental discharge of substance prohibited by Section 710.660 through 710.750 of the Code of Ordinances. This would include incidental and accidental oil and grease spills. During normal business hours the City of St. Charles should be notified by telephone at 949-3237. At all other times, the City of St. Charles - Elm Point Water Plant should be notified by telephone at 949-3366. The notification shall include location of discharge, date and time thereof, type of waste, including concentration and volume, and corrective actions taken.

Within five days following an accidental discharge, the permittee shall submit to the City of St. Charles a detailed written report. The report shall specify:

- a. Description and cause of the upset, slug or accidental discharge, the cause thereof, and the impact on the permittee's compliance status. The description should also include location of discharge type, concentration and volume of waste.
- b. Duration of noncompliance, including exact dates and times of noncompliance, and if the noncompliance continues, the time by which compliance is reasonably expected to occur.
- c. All steps taken or to be taken to reduce, eliminate, and prevent recurrence of such an upset, slug, accidental discharge, or other conditions of noncompliance.

2. Routine Notification of Grease Trap Equipment Malfunctions

In the event of grease trap equipment failure or malfunction, the permittee shall notify the City of St. Charles of the incident by the close of the next full business day. Grease trap equipment failure includes, but is not limited to the following:

- a. Automatic/grease removal unit heating element failure;
- b. Automatic grease removal unit timing unit failure;
- c. Automatic grease removal unit wiper blade failure;
- d. Any leak or overflow of wastewater from the passive/automatic grease trap;
- e. Lack of maintenance, causing trap to malfunction.

Any equipment failure or malfunction which results in a spill and/or accidental discharge shall be reported immediately in accordance with the City of St. Charles Accidental Report emergency spill notification procedure in Part 2 Section 2. C. of this permit. Should a grease trap equipment failure or malfunction occur, the permittee is strictly responsible for complying with all other permit conditions, including, but not limited to, maintaining full compliance with effluent limitations and monitoring requirements.

## FSE Fats, Oil, and Grease Discharge Permit Restrictions

The report must also demonstrate that the treatment facility was being operated in a prudent and workmanlike manner.

### D. Planned Changes

1. The permittee shall give notice to the City of St. Charles 90 days prior to any facility expansion, production increase, modifications, in pretreatment or industrial processes which results in new or substantially increased discharges or a change in the nature of the discharge. Such notice shall include the listed or characteristic hazardous wastes for which initial notification was submitted under 40 CFR 403.12 (p).

### 2. Routine Notification of Operational Changes

The permittee must notify the City of St. Charles in writing at least sixty (60) days prior to instituting any significant changes in operations that may affect the quality or quantity of the process wastestream discharged into the sewer system. Operational changes that may affect the quality or quantity of the process wastestream include, but are not limited to, the following:

- a. Major change in restaurant menu;
- b. Restaurant expansion;
- c. Removal of equipment or installation of additional equipment;
- d. Changes in food preparation methods; or
- e. Changes to oil and grease containment area.

Should the permittee be unsure as to whether an operational change requires written notification, it is strongly recommended that the permittee contact the City of St. Charles by telephone prior to instituting the proposed change in operations. This will ensure that the proper notification is provided to the City of St. Charles. With respect to the 90 day written notification requirement, should the permittee require immediate approval to make an operational change in order to accommodate business, the City of St. Charles will make every effort to accommodate the permittee so as to not impede operations at the facility. The discretion used by the City of St. Charles with respect to this issue is dependent on the magnitude of the proposed operational changes and the resulting effect on the characteristics of the wastestream and/or the spill control measures at the facility

The permittee may notify the City of St. Charles of changes in the hours of operation by telephone rather than in writing as required above.

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### E. Anticipated Noncompliance

The permittee shall give advance notice to the City of St. Charles of any planned changes in the permitted facility or activity in which may result in noncompliance with permit requirements.

### F. Automatic Noncompliance

If the results of the permittee's wastewater analysis indicate a violation has occurred, the permittee must:

1. Inform the City of St. Charles of the violation within 24 hours; and
2. Repeat the sampling and pollutant analysis and submit, in writing, the results of this second analysis within 30 days of the first violation.

### G. Duty to Provide Information

The permittee shall furnish to the City of St. Charles, within a reasonable time, any information which the City of St. Charles may request to determine whether causes exist for modifying, revoking and reissuing or terminating this permit, or to determine compliance with this permit. The permittee shall also furnish to the City of St. Charles, upon request copies of records required to be kept by this permit.

The City shall inspect the facilities of any user to ascertain whether the purpose of Sections 710.660 through 710.750 of the Code of Ordinances is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the City or their representative ready access at all reasonable times to all parts of the premises for the purpose of inspection, sampling, records examination or in the performance of any of their duties. The City, approval authority 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.

Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the City, approval authority and EPA will be permitted to enter, without delay, for the purposes of performing their specific responsibilities.

Users shall provide necessary wastewater treatment as required to comply with Sections 710.660 through 710.750 of the Code of Ordinances and shall achieve compliance with all federal categorical pretreatment standards within the time limitations as specified by the federal pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to the City shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the City for review, and shall be acceptable to the City before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the City under the provisions of Sections 710.660 through 710.750. Any subsequent changes in the pretreatment facility or method of operation shall be reported to and be acceptable to the City prior to the user's initiation of the changes.

The City shall annually publish in the St. Charles Post-Dispatch newspaper a list of the users which were in significant noncompliance with applicable pretreatment requirements during the twelve (12) previous months. The notifications shall also summarize any enforcement actions taken against the user(s) during the same twelve (12) months.

## FSE Fats, Oil, and Grease Discharge Permit Restrictions

### G. Duty to Provide Information, ( Cont.d )

All records relating to compliance with pretreatment standards shall be made available to officials of the EPA or approval authority upon request. Information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agency without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the City that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available upon written request to governmental agencies for uses related to Sections 710.660 through 710.750 of the Code of Ordinances, the National Pollutant Discharge Elimination System (NPDES) permit, State Disposal System permit and/or the pretreatment programs; provided, however, that such portions of a report shall be available for use by the State or any State agency in judicial review of enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

H. All reports required by this permit shall be submitted to the City of St. Charles at the following address:

City of St. Charles  
Attn. : Director of Public Works  
200 North Second Street  
St. Charles, MO 63301

## PART 3 - SPECIAL CONDITIONS

### SECTION 1 – ADDITIONAL PRETREATMENT/SPECIAL MONITORING REQUIREMENTS

#### A. Pretreatment Requirements

1. The permittee has installed a grease interceptor, separator, or a grease trap in conformance with the plans approved by the City of St. Charles. The grease reduction vessel shall be fully operational at all times, whenever kitchen operations are being conducted.
2. The permittee is not required to change the present status of their current grease reduction vessel at this time. The City of St. Charles may require at their discretion, the installation of a new grease reduction vessel for the following reasons:
  - a. The current grease reduction vessel is too small;
  - b. The current grease reduction vessel is not being maintained at the frequency required;
  - c. Not all of the required kitchen fixtures disposing of grease are tied into a grease reduction vessel; or
  - d. Renovation of the kitchen area has required the need for an additional grease reduction vessel(s).

## FSE Fats, Oil, and Grease Discharge Permit Restrictions

### A. Pretreatment Requirements, ( Cont.d )

3. The permittee is responsible for operating and maintaining each grease reduction vessel at their place of business, so that the effluent limitations are met at all times. The permittee shall also be responsible for maintaining all records pertaining to the operation of the grease reduction vessel, including but not limited to the following:

#### For indoor grease traps

- a. The passive/automatic grease trap(s) must be inspected every workday to determine whether the system is functioning normally or in need of cleaning, grease disposal or any corrective measures;
- b. A grease vessel maintenance log must be maintained at the permittee's facility and must be located near the unit. The maintenance log must include such information as outlined under Part 3 Section 1. B. on page eight (8) of this permit, Record Keeping Requirements. The maintenance log must be kept on the premises at all times and available to the City of St. Charles' personnel for their review;
- c. Only kitchen wastewater from pot sinks, dinnerware/utensil pre-rinsing operations, tilt kettle and any other fixture or drain, discharging grease and oil shall be discharged into the grease trap. Sanitary waste, garbage grinder waste, dishwasher wastewater and other wastewater specified by the City of St. Charles may not be discharged to any indoor grease trap; and
- d. The permittee is prohibited from discharging any solution(s) or additives such as bacteria, enzymes and/or chemical(s), which might interfere with the proper operation of the grease trap or may cause a violation of the City of St. Charles' Code of Ordinances.

#### For outdoor grease interceptors

- a. The outdoor in-ground grease interceptor must be inspected once a week to determine whether the system is functioning normally or in need of a pump out, cleaning, or any corrective measures;
- b. An outdoor grease interceptor maintenance log must be maintained at the permittee's facility and must be located on the premise. The maintenance log must include such information as outlined under Part 3 Section 1. B. on page eight (8) of this permit, Record Keeping Requirements. The maintenance log must be kept on the premises at all times and available to City of St. Charles' personnel for their review;
- c. Only kitchen wastewater from pot sinks, dinnerware/utensil pre-rinsing operations, tilt kettle and floor drains or any fixture or drain-discharging grease and oil may be discharged into the grease interceptor. Sanitary waste may not be discharged to the outdoor in- ground grease interceptor; and
- d. The permittee is prohibited from discharging any solution(s) or additives such as bacteria, enzymes and/or chemical(s), which might interfere with the proper operation of the grease interceptor or may cause a violation of the City of St. Charles' Code of Ordinances.



## FSE Fats, Oil, and Grease Discharge Permit Restrictions

### Record Keeping Requirements

#### For indoor passive / automatic grease traps

1. The permittee must inspect and maintain the grease removal unit at least once per day and record in a maintenance log the date (month, day, and year) and time of the inspection, each grease trap maintenance activity, and the name of the individual conducting the activity. Maintenance activities that must be documented in the enclosed maintenance log must include the following:
  - a. When the grease trap is cleaned and wet vacuumed dry;
  - b. The estimated amount of grease removed each week;
  - c. Cleaning and emptying of the solids basket each day, (if applicable);
  - d. The layer of grease thickness found at the time of inspection;
  - e. Cleaning of the wiper blades each day, (if applicable); and
  - e. Cleaning of the trough each day, (if applicable).
2. Records which substantiate any information supplied in permit applications, Self-Monitoring Compliance Reports and any other informational requirements of the City of St. Charles' Code of Ordinances or any applicable state or federal law are to be kept by the permittee for a period of at least three (3) years unless a dispute or litigation involving the subject of those records is pending in which case these records are to be kept by the permittee for a period of at least three (3) years following resolution of such litigation or dispute.

#### For outdoor grease interceptor

1. The permittee must inspect and maintain the grease interceptor at least once per week and record in a maintenance log the date (month, day, and year) and time of the inspection, the maintenance activity, and the name of the individual conducting the activity. Maintenance activities that must be documented in the enclosed maintenance log must include the following:
  - a. When the grease trap is inspected;
  - b. Grease layer thickness found in each chamber, at the time of inspection; and
  - c. The date of the pump out and by whom.
2. Records which substantiate any information supplied in permit applications, Self-Monitoring Compliance Reports and any other informational requirements of the City of St. Charles' Code of Ordinances or any applicable state or federal law are to be kept by the permittee for a period of at least three (3) years unless a dispute or litigation involving the subject of those records is pending in which case these records are to be kept by the permittee for a period of at least three (3) years following resolution of such litigation or dispute.

### SECTION 2 - COMPLIANCE SCHEDULE

PART 4 - STANDARD CONDITIONS, SECTIONS 1-4 are omitted and available upon request.

### SECTION 5 - ENFORCEMENT

#### Recovery of Costs Incurred

The permittee violating any of the provisions of this permit, or causing a discharge producing a deposit or obstruction, or causing damage to or otherwise inhibiting the City of St. Charles wastewater disposal system shall be liable to the City of St. Charles for any expense, loss, or damage caused by such violation or discharge. Refusal to pay the assessed costs shall constitute a separate violation of this permit.