

Ordinance

No. 8-2025

AN ORDINANCE OF THE BOROUGH OF WESTVILLE ADOPTING A FATS, OILS, GREASE (FOG) CONTROL PROGRAM MANUAL FOR THE BOROUGH OF WESTVILLE AND FOR THE SEWER DEPARTMENT

WHEREAS, a Fats, Oils and Grease (FOG) Control Program Manual has been developed by the Borough of Westville to prevent FOG-related sanitary sewer overflows (SSO's) as required by the State of New Jersey, Division of Environmental Protection, Bureau of Water Pollution Control; and

WHEREAS, the FOG Control Manual Program's goal is to eliminate all FOG-related SSO's which are generally attributable to cooking grease and waste water discharge from food service establishments (FSE's) that create FOG (or grease) blockages in sanitary sewer collection systems; and

WHEREAS, to achieve this goal of preventing FOG-related SSO's, the following key elements for a FOG Control Manual Program include limiting grease discharges that may cause blockages; prohibit FOG discharges that may cause sewer overflows; requiring installation and maintenance of grease removal equipment, as necessary; and to allow for the inspection of FSE's; and

WHEREAS, the Borough of Westville, with the assistance of the Water Resource Management, prepared a Fats, Oils and Grease (FOG) Control Program Manual dated June 23, 2025; and

WHEREAS, the Borough Council is in agreement to adopt said control program manual.

NOW, THEREFORE, BE IT ORDAINED by the of the Borough of Westville, County of Gloucester and State of New Jersey that the Borough Council does hereby approve and adopt the attached Borough of Westville Fats, Oils & Grease (FOG) Control Program Manual (dated June 23, 2025) prepared by the Borough of Westville and the Sewer Department.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication as required by law.

Introduced: June 23, 2025

Adopted: July 28, 2025

BOROUGH OF WESTVILLE

**Fritz H. Sims, Jr.
MAYOR**

ATTEST:

**Kathleen Carroll
DEPUTY MUNICIPAL CLERK**



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

**Date Prepared:
June 23, 2025**

Table of Contents

1.0 INTRODUCTION.....	1
2.0 FOG CONTROL PROGRAM BACKGROUND AND OVERVIEW.....	2
2.1 Service Area.....	2
2.2 Existing FOG Control Provisions.....	2
2.3 Overview of FOG Control Program.....	2
3.0 FSE FOG CONTROL PROGRAM.....	2
3.1 Legal Authority.....	2
3.2 Food Service Establishments (FSEs).....	3
3.3 Wastewater Discharge Requirements.....	3
3.3.1 GENERAL PERMIT REQUIREMENTS.....	3
3.3.1.1 Effluent Limitations and Discharge Requirements.....	3
3.3.1.2 Requirements for FOG Control.....	3
3.3.1.3 Record-Keeping, Notification and Reporting Requirements.....	4
3.3.1.4 Standard Conditions.....	4
3.3.2 SPECIFIC PERMIT CONDITIONS.....	4
3.4 Grease Interceptors.....	6
3.4.1 OPERATION.....	6
3.4.2 SIZING.....	6
3.5 Waste Hauling Requirement.....	7
3.6 FSE Education.....	8
3.7 FSE Inspections.....	8
3.8 FSE Enforcement.....	9
3.8.1 BMP NON-COMPLIANCE	9
3.8.2 GRE NON-COMPLIANCE.....	10
3.8.3 FOG SOURCE SEWER LINE NON-COMPLIANCE.....	10
3.9 FSE FOG Program and Data Management	11

Figures:

Figure 1: Grease Interceptor Installation Evaluation Process Flow Chart.....	5
Figure 2: Typical Conceptual Grease Interceptor Design – Side View	6
Figure 3: FOG Control Program General Enforcement Response Plan	9

Appendices

Appendix A: Service Area Map	
Appendix B: Waste Hauling Documentation Requirements	
Appendix C: FSE Record Keeping Logs	
Appendix D: Sewer Fee for Borough of Westville	

1.0 INTRODUCTION

The Borough of Westville Fats, Oils, and Grease (FOG) Control Program has been developed to prevent FOG-related sanitary sewer overflows (SSOs) as required by the State of New Jersey, Division of Environmental Protection, Bureau of Water Pollution Control (NJ).

The FOG Control Program's goal is to eliminate all FOG-related SSOs. These SSOs are generally attributable to cooking grease in wastewater discharged from Food Service Establishments (FSEs) that create FOG (or grease) blockages in sanitary sewer collection systems. These grease blockages, located in either the property owner's sewer lateral or the sanitary sewerage system, lead to SSOs, which can cause untreated sewage to flow onto streets and travel to storm drains, creeks, and other surface waters. Untreated sewage on private property or in the street is a nuisance and poses an obvious human health risk.

To achieve this goal of preventing FOG-related SSOs, the following key elements for a FOG Control Program include:

- Limit grease discharges that may cause blockages;
- Prohibit FOG discharges that may cause sewer overflows;
- Require installation and maintenance of grease removal equipment, as necessary;
- Inspect FSEs

These requirements are the key issues that were addressed in the development of the Borough of Westville FOG Control Program.

2.0 FOG CONTROL PROGRAM BACKGROUND AND OVERVIEW

2.1 Service Area

Borough of Westville provides sewer service to the Borough of Westville through approximately 368 miles of gravity main, 4,844 manholes, 50 pump stations, and 13 miles of force mains. Borough of Westville's service area includes approximately 24 square miles. See Appendix A for a map of the Borough of Westville Service Area.

2.2 Existing FOG Control Provisions

The Current Sewer Fee includes a Wastewater Discharge Permit that identifies the specific discharge prohibitions for users of the Borough of Westville sewer system (reference Chapter 51. Fees). Included in this permit is the prohibition of solid or viscous substances that may obstruct flow of wastewater through the sanitary sewer system and a requirement for grease interceptors.

2.3 Overview of FOG Control Program

The Borough of Westville FOG Control Program is based on national FOG programs and characterization studies and the requirements of the State. The key elements of the program are:

- Limit grease discharges that may cause blockages;
- Prohibit FOG discharges that may cause sewer overflows;
- Require installation and maintenance of grease removal equipment, as necessary
- Inspect FSEs

3.0 FSE FOG CONTROL PROGRAM

3.1 Legal Authority

The Sewer Fee includes a Wastewater Discharge Permit (Appendix D) that identifies the specific discharge prohibitions for the Borough of Westville sewer system. Included in this permit is the prohibition of solid or viscous substances that may obstruct flow of wastewater through the sanitary sewer system as well as the requirement for grease traps/grease interceptors. The Permit also contains right of entry and enforcement requirements. The key elements of these regulations are the requirement of FSEs to:

- Obtain a Wastewater Discharge Permit to discharge wastewater to the sanitary sewer system; and
- Install, operate, and maintain an approved type and adequately sized grease interceptor.

3.2 Food Service Establishments (FSEs)

These regulations are applicable to all Food Service Establishments (FSEs) and any commercial entities within the boundaries of the Borough of Westville service area, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by a Type I or Type II hood.

The FSEs identified within the Borough of Westville service area are establishments ranging from sandwich shops to full-service restaurants, including major kitchens in casinos, retirement homes and hospital facilities.

3.3 Wastewater Discharge Requirements

The current Sewer Fee for Borough of Westville contains a Wastewater Discharge Permit (Permit). Each FSE is issued a Permit that identifies the facilities requirement.

3.3.1 GENERAL PERMIT REQUIREMENTS

General Permit Conditions identify the core requirements of the Fee, which the FSEs are required to comply with. These conditions are summarized as follows:

3.3.1.1 Effluent Limitations and Discharge Requirements

- Discharge of solid or viscous materials, such as FOG, into the sewer system that may obstruct the flow of wastewater through the sanitary sewer system is prohibited.
- General Prohibitions
 - No food grinders (garbage disposal units) for new or existing FSE's – 180 days to retrofit
 - No emulsifying additives, no use as a supplement to interceptor maintenance
 - No disposal of waste cooking oil into drains
 - No discharge of wastewater in excess of 140 degrees Fahrenheit into grease removal equipment
 - No discharge of wastewater from commercial dishwashers into a grease trap or interceptor
 - No toilet discharge into grease interceptor
 - No waste removed from the interceptor shall be discharged into the sewer system

3.3.1.2 Requirements for FOG Control

- Best Management Practices (BMP's)
 - Installation of drain screens
 - Segregation and collection of waste cooking oils (use of rendering cans)
 - Disposal of food waste into trash or garbage, and not into sinks

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- Employee Training
 - Kitchen signage
 - FOG Pretreatment
 - Requirement for the installation of a grease interceptor
 - Requirement for grease interceptor maintenance (FOG and/or solids cannot exceed 25% of the capacity of the interceptor)
 - Frequency of grease interceptor maintenance (minimum quarterly [once every 3 months])

3.3.1.3 Record-Keeping, Notification and Reporting Requirements

- Logbook of employee training
- Records of spills and/or cleaning of the lateral or sewer system
- Logbook of grease control equipment cleaning activities
- Copies of grease control equipment records or waste hauling manifests
- Records of sampling data and height monitoring of FOG and solid accumulation in the interceptor

3.3.1.4 Standard Conditions

- Notification Requirements
 - Notification of a spill
- Right of Entry
- Enforcement, termination/restoration of service

3.3.2 SPECIFIC PERMIT CONDITIONS

The requirement for the installation of a grease interceptor is a key requirement of Borough of Westville FOG Regulations. However, this requirement has options for FSEs that may delay or potentially override this requirement. The attached flow chart generally describes the evaluation process that will be utilized for the grease interceptor installation requirement.

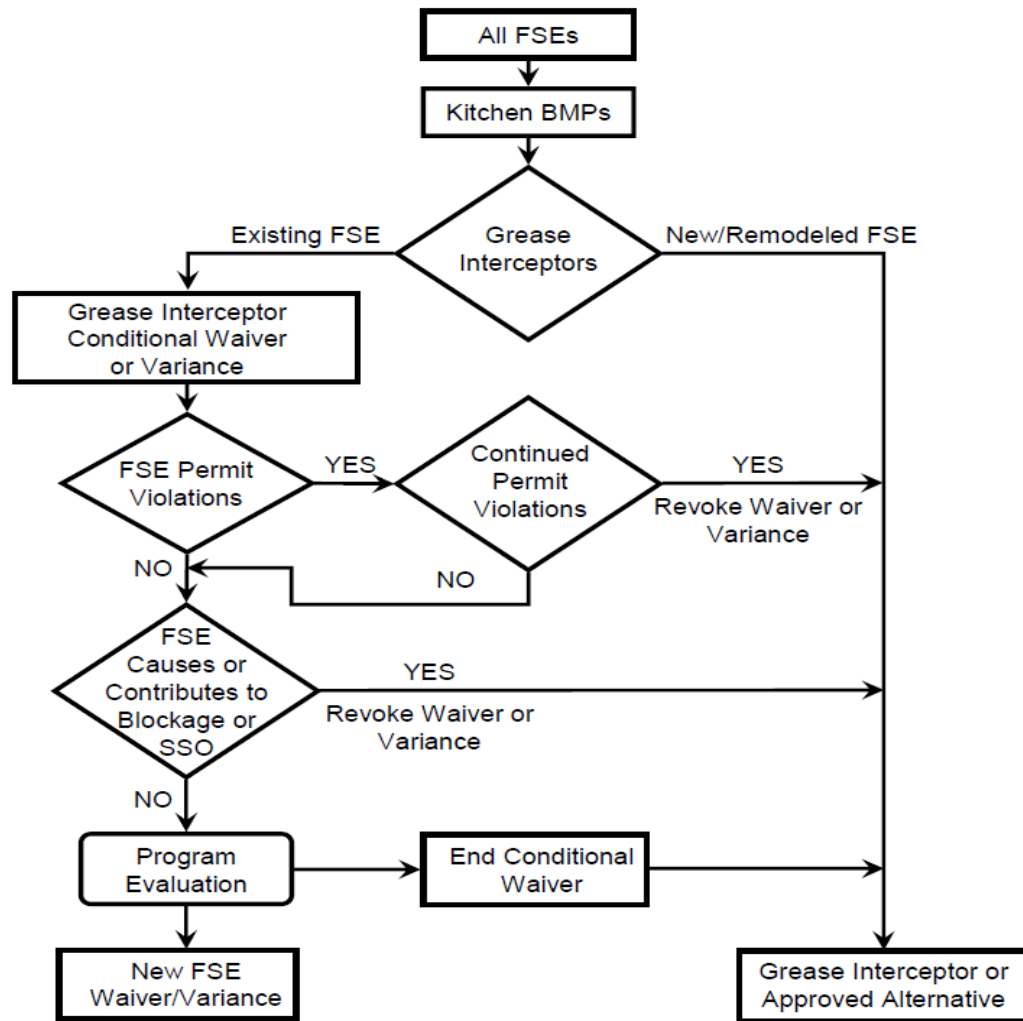


Figure 1: Grease Interceptor Installation Evaluation Process Flow Chart

Based on the process flow chart, existing FSEs that do not have grease interceptors installed will be issued a “Conditional Waiver” from the requirement to install a grease interceptor. However, if the FSE has continued program violations or if the FSE is identified as a significant contributor of FOG to the sewer system, the “Conditional Waiver” may be revoked requiring the installation of a grease interceptor.

There are other situations where specific permit conditions will be required or approved by the FOG Control Program Manager. A few of the common “other” specific conditions are as follows:

- Authorization for the utilization of an additive

- Requirement for increased maintenance frequency of the grease interceptor
- Authorization to extend the period between grease interceptor pumping services
- Requirement to submit records (grease interceptor maintenance log and waste hauling receipts and other logs) to Borough of Westville on a scheduled basis

3.4.1 OPERATION

Grease interceptors are underground or in-ground grease collection devices that separate FOG (or grease), solids, and water based on the principle of Stoke's Law. Stoke's Law describes the rising or settling of a particle in a fluid (water in this case). Simply put, under non-turbulent conditions in an interceptor given enough time, particles that are lighter than water (grease) will rise to the surface and particles that are heavier than water (solids) will settle to the bottom. A typical conceptual interceptor design is illustrated in Figure 2.

The proper plumbing and placement of baffles will provide the non-turbulent conditions. The proper dimensions and volume of the interceptor will provide sufficient retention time to allow the particles to fully rise or settle before they pass-through to the outlet of the interceptor. Over time, the grease and solids layers thicken and will eventually fill the first chamber if they are not removed. If the grease and solids are not removed regularly, the interceptor no longer functions for its intended purpose, and grease will be carried into the sewer system. Emulsified or partially emulsified particles will rise or settle slower, which is why soaps and other emulsifiers may cause some grease or solids to pass-through an interceptor and collect downstream of the interceptor.

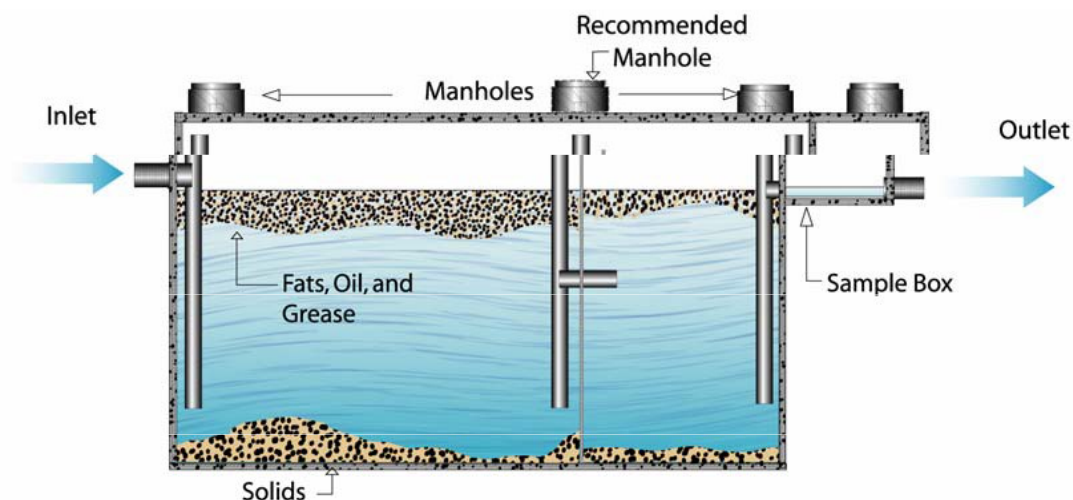


Figure 2: Typical Conceptual Grease Interceptor Design – Side View

Since an interceptor is not self-cleaning or free of maintenance, it is critical that an interceptor be suitably designed with manholes in the right locations to facilitate maintenance and that it be cleaned and pumped at a frequency that maintains its design removal efficiency.

3.4.2 SIZING

The Borough of Westville FOG Control Program Manager will review and approve the sizing and installation of grease interceptors. The FOG Control Manager will base the design and sizing of the grease interceptors on the current version of the Uniform Plumbing Code (UPC). The FOG Control Program Manager will also consider the potential for large grease interceptors to become septic (which may create nuisance odors and corrosive conditions) due to excessively long retention times. Thus, the UPC will be utilized with the following general considerations:

- 1) If the UPC sizing calculation exceeds 1,500 gallons, the calculation should be compared against formulas such as the Honolulu Formula¹ to ensure that the interceptor is not over-sized. If the results are dramatically different, the FOG Control Program Manager will use his/her best judgment based on other factors at the FSE (e.g., cooking equipment, menu, frequency of use of the drainage fixture units) to determine the final size of the interceptor.
- 2) The floor of the interceptor should not be too deep to allow for proper cleaning and/or the individual interceptor should not be larger than 3,000 gallons for most installations. Multiple interceptors may be installed to satisfy very large flows.
- 3) An FSE calculation of 375 to 750 gallons should require an interceptor of 750 gallons.

3.5 Waste Hauling Requirements

Proper disposal of waste grease collected either from grease traps and interceptors or through kitchen practices is essential to a successful FOG control program. To ensure that FSEs properly dispose of their waste FOG and that haulers and disposal/recycling sites are properly operated, Borough of Westville requires that all hauler documentation be completed and that the hauler provide the FSE a copy prior to departing the FSE. The minimum information requirements to be documented in the hauler's records are:

- Name of hauling company
- Name and signature of operator performing the pumpout
- Documentation of full pumpout with volume of water and FOG removed (e.g., 1500 gallons)
- Documentation of the level of floating FOG and Settable Solids (to determine if volume exceeds 25% capacity of the grease removal equipment)
- Documentation if repairs to the grease interceptor are required
- Identification of the facility where the hauler is planning to dispose of or has disposed the waste.

The FSE shall also be provided with a copy of the waste disposal manifest/receipt (issued by the waste receiving facility) from the hauler. The hauler and the FSE are required to maintain records/copies of the hauling documentation for a minimum of 2 years.

¹ Many cities in the US have developed their own interceptor sizing criteria (e.g., Honolulu, Hawaii and Cary, North Carolina) based primarily on retention time and flow rate. Honolulu has developed a relatively simple interceptor sizing formula based on a retention time of 30 minutes, a storage factor of 1.25, and the maximum flow rate of the influent.

3.6 FSE Education

Borough of Westville has developed FSE FOG Control educational material for the FSEs. The education materials provided to each FSE includes the General Requirements, a Kitchen Best Management Practices (BMP) Poster, Record Keeping Logs and other Educational Material.

3.7 FSE Inspections

To ensure compliance with the FOG Control Program requirements, Borough of Westville has developed a few types of FSE Inspections. These inspections and their purpose are as follows:

Initial Inspections	These inspections are conducted to identify and classify each FSE's potential to generate FOG and its potential to discharge the FOG to the sanitary sewer system. If not adequately controlled, this FOG can lead to sewer blockages and, potentially, SSOs. The inspection identifies the type of food, equipment, and kitchen practices that contribute to FOG discharges and the equipment (e.g., grease interceptors, grease traps) that may reduce the discharge of FOG to the sewer. These initial inspections also provides the opportunity to educate the FSEs on the impact of their grease discharges, what they can do to minimize grease discharges, and how the regulation could potentially impact them.
BMP Inspections	These inspections are conducted to evaluate compliance with the facility's Best Management Practices (BMP) requirements.
GRE Inspections	These inspections are conducted to evaluate compliance with the facility's Grease Removal Equipment (GRE) requirements.
Compliance Inspections	These inspections are conducted where it is determined by the FOG Control Program Manager that a follow-up inspection is required for a Non-Compliance issue that has been identified in previous BMP, GRE or FOG Source Sewer Line Inspections.

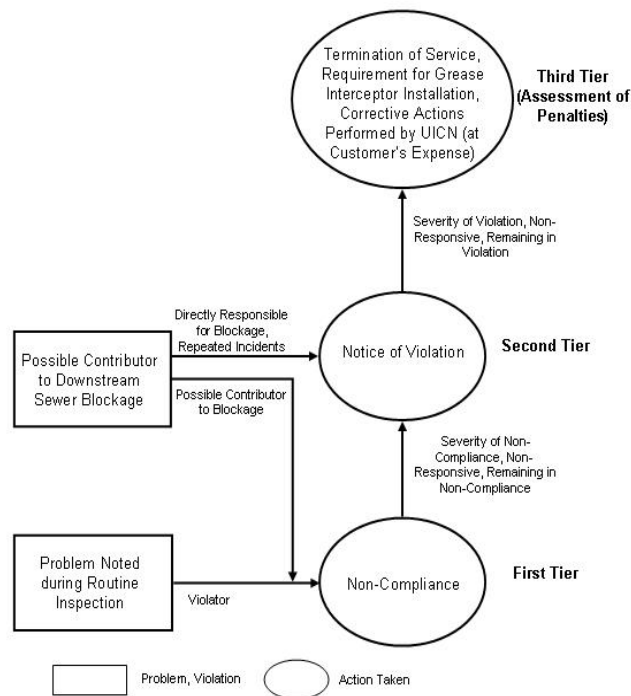
Enforcement Inspections

These inspections are conducted when elevated enforcement of the Permit requirements are required or when the revocation of the FSE's grease interceptor installation Conditional Waiver, Waiver or Variance is required.

The inspection strategy is to focus Borough of Westville resources on FSEs in the vicinity and upstream of Sewer Hot Spots and on FSEs that have been identified with a greater potential to generate FOG and discharge FOG to the sanitary sewer system. Generally, FSE inspections will be conducted on an annual basis.

3.8 FSE Enforcement

Borough of Westville has developed an enforcement response plan to respond to Non-Compliance issues identified during the inspection processes. The enforcement response will be based on the severity of the non-compliance and the history of non-compliance at the FSE. The general approach utilized is displayed below in Figure 3.



3.8.1 BMP NON-COMPLIANCE

Issues identified as deficient during the BMP inspection process will be documented and the FSE will be issued a Notice of Non-Compliance. The Notice will identify the area of non-compliance and the required action. Issues identified as deficient during the inspection will compromise the effectiveness of the FOG BMP Program, which will increase the FSEs potential to discharge FOG into the sanitary sewer. Therefore, the overall impact of each of the deficient issues will need to be evaluated individually and in relationship to the other reported deficiencies to determine the projected impact and severity of the combined deficient issues. Generally, for a single deficient issue (not considered as a serious non-compliance individually), no further enforcement action will be taken after correction of the deficiency. For multiple deficient issues, a Notice of Violation may be issued.

For repeated issues identified as non-compliant, the enforcement process may be elevated by: issuance of a Notice of Violation; revocation of the FSE's Conditional Waiver requiring installation of a grease interceptor (if applicable); and the potential for termination of service.

3.8.2 GRE NON-COMPLIANCE

Issues identified as deficient during the GRE inspection process will be documented and the FSE will be issued a Notice of Non-Compliance. The Notice will identify the area of non-compliance and the required action. The majority of the issues on the GRE inspection form, if identified as deficient, will compromise the effectiveness of the GRE and would likely have resulted in a direct discharge of FOG into the sanitary sewer. Therefore, for these items it is considered a serious non-compliance issue and a Notice of Violation may be issued.

For repeated issues identified as non-compliant, the enforcement process may be elevated with the potential for termination of service.

3.8.3 FOG SOURCE SEWER LINE NON-COMPLIANCE

FSE's identified as sources of FOG to the sewer system during FOG Source Sewer Line inspections will be issued Notices of Non-Compliance. This Notice will inform the FSE that FOG discharging from their lateral has impacted the Borough of Westville sewer line. This is considered a serious non-compliance issue and a Notice of Violation may be issued.

- If the FSE does not have a grease interceptor, the FSE will be informed that they have been identified as a significant FOG discharger, that their BMP practices do not appear to be effective and that stringent adherence to BMPs is required. Additionally, they will be informed that if their facility is identified as a source of FOG to the sewer during any future FOG Source Sewer Line inspections, the FSE's grease interceptor "Conditional Waiver" may be revoked requiring the installation of a grease interceptor.

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- If the FSE has a grease interceptor, the FSE will be informed that they have been identified as a significant FOG discharger, and that the maintenance of their grease interceptor has not been effective. The FSE may be required to: 1) pump their grease interceptor on a more frequent basis; 2) conduct a functional integrity test of their grease interceptor; and/or 3) have their kitchen drain lines dye tested to ensure that the appropriate drains are connected to the interceptor.

For repeated non-compliance, the enforcement process may be elevated with the potential for termination of service.

3.9 FSE FOG Program and Data Management

The FOG Control Program is managed by the FOG Control Program Manager and the inspection and enforcement activities are conducted by Borough of Westville staff or by outside contractors under his/her supervision. The program is integrated with the collection system maintenance program, specifically the hot spot sewer cleaning and video inspection activities.

The FSE data management process consists of a database that is utilized to identify the FSEs in the FOG Control Program and the specific details and inspection history of each facility.

APPENDIX A

Borough of Westville Service Area Map



APPENDIX B

Waste Hauling Documentation Requirements

WASTE HAULER RECEIPT DOCUMENTATION REQUIREMENTS

The minimum information requirements to be documented on the hauler's receipt are:

- Name of hauling company
- Name and signature of operator performing the pumpout
- Documentation of full pumpout with volume of water and FOG removed (e.g., 1500 gallons)
- Documentation of the level of floating FOG and Settled Solids (to determine if volume exceeds 25% capacity of the grease removal equipment)
- Documentation if repairs to the grease interceptor are required
- Identification of the facility where the hauler is planning to dispose of the waste

APPENDIX C

FSE Record Keeping Logs

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GREASE TRAP / INTERCEPTOR MAINTENANCE LOG

FACILITY NAME:	LOCATION:
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FACILITY NAME:	LOCATION:
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[illegible]

EMPLOYEE BMP TRAINING LOG

FACILITY NAME:	LOCATION:
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FACILITY NAME:	LOCATION:
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