



FROG Program Requirements

Food Service Establishment Management & Maintenance

I. Best Management Practices

A. Cooking Oil

1. Cooking oil should not be poured down any facility drain.
2. Cooking oil should be collected and recycled.
3. Containers used to collect cooking oil should be emptied before they become full and remain covered at all times, especially when being carried, moved, or stored outside in order to prevent spills and leaks.
4. Cooking oil containers kept outside must be stored in a manner that will not allow spills or leaks to enter the sanitary or storm sewer.
5. Cooking oil spills must be dry cleaned and kept away from floor drains or outdoor sewer drains.
6. All staff must be trained on proper disposal and cleaning of cooking oil.

B. Grease

1. All sinks must have drain screens in place and maintained in order to keep larger particles from going down the drain.
2. Signs must be posted at all sinks to remind employees that oil, grease, and food particles are not to be put down the drain.
3. All dishes, cookware, utensils, cutlery, and floor areas should be scraped into trash containers and wiped prior to rinsing and washing.
4. Grease should not be dissolved by hot water, chemicals, enzymes, or emulsifying agents and put down the drain. The grease will re-solidify in the sewer line and cause harmful effects.
5. All staff must be trained on the best management practices that pertain to grease and the cleaning of kitchen items that are in contact with grease.

II. Grease Interceptor Maintenance

A. Exterior Grease Interceptor Devices

1. The minimum cleaning frequency for an exterior grease interceptor device is 90 days. More frequent cleaning is required if that frequency is not sufficient to prevent grease pass through to the sewer system.
2. The total amount of combined grease and solids may not exceed 25% of the total volume of the device. This amount is calculated by obtaining a core sample of the contents of the device and measuring the amount of solids, water, and grease each in inches and using the following calculation:

$$\frac{g + s}{t} \times 100 = \% \text{ of grease and solids}$$

Where:

g= inches of grease measured

s= inches of solids measured

t= total number of inches in core sample

3. Exterior grease interceptor devices must be pumped out by a transporter that is approved by the Bedford Regional Water Authority.



4. Exterior grease interceptor devices must be completely emptied when cleaned. Decanting and/or stacking by transporters are not allowed, and reports of either practice must be reported to the Bedford Regional Water Authority.
 5. Contents of the exterior grease interceptor device must be transported and discharged at a facility authorized to receive the wastewater.
 6. All cleaning and maintenance is to be observed by a representative from the FSE.
 7. The Required Maintenance File must be maintained and kept onsite with copies of all maintenance invoices and manifests for the past 3 years.
 8. The Quarterly Grease Interceptor Device Report must be received by the Bedford Regional Water Authority by the 10th day of the following months: January, April, July, and October.
- B. Interior Grease Interceptor Devices**
1. The minimum cleaning frequency for an interior grease interceptor device is every 30 days. More frequent cleaning is required if that frequency is not sufficient to prevent grease pass through to the sewer system.
 2. Interior grease interceptors may be cleaned by the FSE management. Wastewater removed from the interceptor must be placed in a sealed container and recycled or thrown away. Contents are not to be disposed of in any other manner and should not be dumped on the ground or in the sanitary or storm sewer.
 3. If cleaning is done by a third party, all cleaning and maintenance is to be observed by a representative from the FSE and all contents of the interior grease interceptor device must be transported and discharged at a facility authorized to receive the wastewater.
 4. The Required Maintenance File must be maintained and kept onsite with copies of all maintenance invoices and manifests for the past 3 years.
 5. The Quarterly Grease Interceptor Device Report must be received by the Bedford Regional Water Authority by the 10th day of the following months: January, April, July, and October.

Regulation

I. Record Keeping and Reporting

A. Inspection Logs

1. **Exterior Grease Interceptor Devices** are to be inspected no less than **once a month**. The Bedford Regional Water Authority FROG Program **Exterior Grease Interceptor Monthly Inspection Log** must be filled out and signed monthly by a member of the FSE management. This log is a part of the Required Maintenance File.
2. **Interior Grease Interceptor Devices** are to be inspected no less than **once a week**. The Bedford Regional Water Authority FROG Program **Interior Grease Interceptor Weekly Inspection Log** must be filled out and signed weekly by a member of the FSE management. This log is a part of the Required Maintenance File.
3. **Automatic Grease Removal Devices** are to be inspected no less than **once a day**. The Bedford Regional Water Authority FROG Program **Automatic Grease Removal Device Daily Inspection Log** must be filled out and signed daily by a member of the FSE management. This log is a part of the Required Maintenance File.
4. **Oil/ Water Separator Devices** are to be inspected no less than **once a month**. The Bedford Regional Water Authority FROG Program **Oil/ Water Separator Monthly**



Inspection Log must be filled out and signed monthly by a member of the petroleum using establishment management. This log is a part of the Required Maintenance File.

B. Cleaning Logs

1. **Exterior Grease Interceptor Devices** are to be cleaned no less than **every 90 days**. Cleaning is to be done by an approved transport company. The Bedford Regional Water Authority FROG Program Exterior Grease Interceptor Cleaning Log is to be filled out and signed by both a member of the FSE management and a representative from the transport company conducting the cleaning. All invoices and paperwork accompanying the cleaning event is to be kept on file with the cleaning log as part of the Required Maintenance File.
2. **Interior Grease Interceptor Devices** are to be cleaned no less than **every 30 days**. Cleaning may be done by FSE staff or an approved transport company. The Bedford Regional Water Authority FROG Program Interior Grease Interceptor Cleaning Log is to be filled out and signed by a member of the FSE management and a representative from the transport company conducting the cleaning, if one is used. All invoices and paperwork accompanying the cleaning event is to be kept on file with the cleaning log as part of the Required Maintenance File.
3. **Automatic Grease Removal Devices** are to be cleaned daily. The Bedford Regional Water Authority FROG Program Automatic Grease Removal Device Cleaning Log is to be filled out and signed by a member of the FSE management. This log is a part of the Required Maintenance File.
4. **Oil/ Water Separator Devices** are to be cleaned no less than **every 90 days**. Cleaning is to be done by an approved transport company. The Bedford Regional Water Authority FROG Program Oil/ Water Separator Cleaning Log is to be filled out and signed by both a member of the petroleum using establishment management and a representative from the transport company conducting the cleaning. All invoices and paperwork accompanying the cleaning event is to be kept on file with the cleaning log as part of the Required Maintenance File.

C. Required Maintenance File

1. The Required Maintenance File is a file required to be kept on site at each FSE or petroleum using establishment. It must contain the following required documents from the Bedford Regional Water Authority FROG Program specific to the installed device:
 - a) Device Registration Form accompanied by Bedford Regional Water Authority Approval Document
 - b) Weekly Inspection Log
 - c) Cleaning Log accompanied by supporting invoices and/or paperwork accompanying each cleaning event.
 - d) Quarterly Report
2. A record of all repairs and/or modifications made to the installed grease interceptor device or oil/ water separator must be kept in the Required Maintenance File.
3. The Required Maintenance File must contain records for the previous 36 months.

D. Reporting

1. The Quarterly Report must be completed and submitted to the Bedford Regional Water Authority by the 10th day of the following months: January, April, July, and October.



2. The Required Maintenance File must be kept onsite, up to date, and accessible for inspection.

II. Inspection and Sampling

- A. The Bedford Regional Water Authority Compliance Coordinator may conduct inspections of all FSE's or petroleum using establishments that discharge into the publicly owned sewer system.
- B. Owners or occupants must allow the Bedford Regional Water Authority access at all reasonable times to all areas of the facility that contribute to fats, rags, oil, and grease for the purpose of inspection, records review, and sampling.
- C. Denial of access and/or unreasonable delays in allowing inspections will be deemed a violation of this program.
- D. The Bedford Regional Water Authority must have the ability to set up sampling equipment on the property to verify the quality of the effluent.

III. Compliance

At a minimum, an establishment will be considered to be in non-compliance with the Bedford Regional Water Authority FROG Program based on any of the following:

- A. Failure to install an appropriate fats, oil, and grease control device.
- B. Failure to clean and/or maintain a fats, oil, and grease control device in a manner that prevents fats, oil, and grease from passing through to the sewer system.
- C. Exceeding 25% of the grease/solids depth in an exterior grease interceptor.
- D. Failure to maintain Required Maintenance File
- E. Failure to submit the Quarterly Report by the 10th of the following months: January, April, July, and October.
- F. Falsification of records.
- G. Denying access or causing unreasonable delays of inspection.
- H. Contributing to or being the source of a sewer line blockage and/or sanitary sewer overflow.

IV. Enforcement

- A. Non-compliance with the Bedford Regional Water Authority FROG Program will result in the issuance of a violation. Violations will result in charges and fees based on the Enforcement Matrix.
- B. If discharge from any establishment causes a deposit, obstruction, or damage to any publicly owned sewer line or treatment works, the Bedford Regional Water Authority will remove and/or repair it promptly. The cost for removal and/or repair will be charged to the establishment/s that contributed to the deposit, obstruction, or damage.

****The requirements listed above were taken directly from the Bedford Regional Water Authority's approved Fats, Rags, Oil, and Grease (FROG) program 3rd Edition, Revised April 2018. To access the complete program document, please visit the following link:**

<https://www.brwa.com/publicinformation/General%20Documents/FROG%20Program%20Revised.pdf>