

Oxford Water Works & Sewer Board

Food Service Establishment Permitting Guidelines

Listed below are the guidelines for food service establishments permitting with the Fats, Oils & Grease (FOG) Program with Oxford Water Works & Sewer Board.

Existing Food Service Establishments

1. Complete the Fats, Oils & Grease Permit Application and submit to Oxford Water Works & Sewer Board by April 15, 2016.
2. Pay the \$100 FOG permit application fee assessed on April 2016 bill.
3. Once approved, the food service establishment will receive a Fats, Oils & Grease Permit.
4. Regular inspections will continue to occur. During the inspection, the facility representative must be onsite to go over the results of the inspection and sign the inspection report.
5. A copy of the inspection report will be sent via mail and/or email to the facility.
6. If the grease interceptor/trap fails the inspection and cleaning or maintenance is requested, the facility will receive a letter stating the issues and a deadline for either cleaning or an action plan for maintenance or replacement.
7. When having the grease interceptor/trap pumped, the food service establishment must use a pumper who has a current permit with Oxford Water Works & Sewer Board.
8. The food service establishment must schedule to have an Oxford Water Works & Sewer Board representative onsite when the grease interceptor/trap is being pumped. Fines can be assessed for not scheduling to have a representative present. This helps protect the facility and ensure that they are meeting the FOG program guidelines. If extenuating situations arise and the grease trap is pumped after hours, the food service establishment must call the Oxford Water Works & Sewer Board (contact information below) upon opening in order to schedule the representative to inspect the grease trap.
9. Food service establishments must keep a copy of the most recent pump receipt on hand in order to show to the inspector during the time of inspection.
10. An annual permit and inspection fee of \$100 will be assessed each January.

New Food Service Establishments

1. Complete the Fats, Oils & Grease Permit Application and submit to Oxford Water Works & Sewer Board by April 15, 2016.
2. Pay the \$250 FOG permit application fee assessed.
3. Once approved, the food service establishment will receive a Fats, Oils & Grease Permit.
4. When grease interceptor/trap is installed, an Oxford Water Works & Sewer Board representative must be onsite to ensure correct installation.
5. Regular inspections will occur. During the inspection, the facility representative must be onsite to go over the results of the inspection and sign the inspection report.

6. A copy of the inspection report will be sent via mail and/or email to the facility.
7. If the grease interceptor/trap fails the inspection and cleaning or maintenance is requested, the facility will receive a letter stating the issues and a deadline for either cleaning or an action plan for maintenance or replacement.
8. When having the grease interceptor/trap pumped, the food service establishment must use a pumper who has a current permit with Oxford Water Works & Sewer Board.
9. The food service establishment must schedule to have an Oxford Water Works & Sewer Board representative onsite when the grease interceptor/trap is being pumped. Fines can be assessed for not scheduling to have a representative present. This helps protect the facility and ensure that they are meeting the FOG program guidelines. If extenuating situations arise and the grease trap is pumped after hours, the food service establishment must call the Oxford Water Works & Sewer Board (contact information below) upon opening in order to schedule the representative to inspect the grease trap.
10. Food service establishments must keep a copy of the most recent pump receipt on hand in order to show to the inspector during the time of inspection.
11. An annual permit and inspection fee of \$100 will be assessed each January.

If the food service establishment's grease trap needs to be pumped (as determined in the inspection), the facility has 2 weeks to have it pumped. An Oxford Water Works & Sewer Board representative must be present during the pumping of the grease trap. If the grease trap is not pumped within the 2 week time frame and prior arrangements have not been agreed upon, the food service establishment will be fined \$500. If the grease trap is not pumped after 1 more week, the water and sewer service to the food service establishment will be discontinued.

Failure to comply with the rules and regulations of the Oxford Water Works & Sewer Board's Fats, Oils & Grease Program will result in the food service establishment's business license and permit being revoked.

Contact Information for Grease Program
Oxford Water Works & Sewer Board
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