



Project Management & Construction Services

Standard Operating Procedures

I. Title: Grease Interceptor (Trap) / Pretreatment Device Design and Construction

II. Purpose

- The purpose of the grease interceptor process is to ensure compliance with UT Environmental Health and Safety (UT EHS) guidelines in order to meet City of Austin permit requirements.
- Adequate time shall be allowed for review and approval of the interceptor size prior to purchase and installation. UT EHS requires at least 10 business days to issue an approval after all required information is received.
- All contact with the Austin Water Utility Special Services Division staff shall be by UT EHS staff.
- Procurement and installation shall not commence until approval by UT EHS is received.

III. Actions

Identify Pretreatment Need:

1. The Project Manager (PM) develops a project scope of work that identifies requirements for waste water pretreatment; (Grease trap, acid neutralization device, oil water interceptor, etc.). Kitchen work and installation of two or three compartment sinks will normally trigger the need for a grease trap.

MEP Notice and Log:

2. The PM notifies the MEP Design Associate of the installation.
3. The MEP Design Associate logs the proposed device in the “Pretreatment Device Installation Log”.

Notify Other Departments and Submit Preliminary Design:

4. The PM notifies UT EHS by promptly submitting the Grease Interceptor Notification Form. Notify Utilities Management Department: Mechanical Distribution of his/her intent to install the device and submits the preliminary basis of design as developed from the scope of work which shall include a location site plan showing the project location, proposed device location, waste water utility connections, pipe routing, and access route of vehicle to trap for removal and pumping of grease via letter of transmittal.

Distribute DD Plans:

5. During the DD (60-90%) Phase, the Project Manager (PM) submits plans to EHS and Utilities Mechanical Distribution Department for review and commenting. EHS and Utilities will return comments for inclusion in Construction Documents.



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100% CD Notice:

6. At 100% CD phase, PM notifies Maintenance of planned grease trap installation. PM submits 100% documents to EHS for approval. PM must submit description of planned kitchen food preparation activities for the location, copies of drawings and plans for all food service areas that show all of the plumbing fixtures (sinks, floor drains, etc) that are to be plumbed from the area and if applicable/available, sizing calculations using City of Austin criteria and spec sheets on the proposed grease trap to be purchased/installed.
7. PM ensures that submittals from contractor resulting in significant change are forwarded for review to EHS.
8. PM receives Sizing and Design Approval Notification for installation of pretreatment devices from EHS Director or his/her designee. Installation of pretreatment devices shall not proceed until direct approval has been received.

Storm Water Notice Needed:

9. If the installation of any pretreatment device or its associated appurtenances will disturb soil or ground cover, the PM must complete and submit an EHS Storm Water Management Program Notification of Construction Activities form for approval. <http://www.utexas.edu/safety/ehs/water> .

Notifications:

10. After it is installed, but before grease trap is backfilled, PM notifies Utilities CAD Supervisor that grease trap is installed and all utility connections have been completed to allow CAD Supervisor to photograph grease trap for Utilities department records. Call 471-3757 to contact CAD Supervisor. PM notifies EHS at same time to allow site visit as needed.
11. PM notifies Consulting Engineer, PMCS project team engineer, and Construction Coordinator when grease trap is installed and all utility connections have been completed but not yet backfilled for final inspection and flow testing.
12. PM notifies Maintenance and EHS when construction is completed.
13. PM notifies client that food service operations may begin only after EHS performs final inspection and issues a Food Service Permit and when all compliance requirements have been completed. PM advises client that food service cannot begin without permit from UT EHS, as acquisition of permit may generate additional punch list items.
14. Construction contractor submits equipment Add-Delete-Modification log to Project Manager.



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Note:

Similar requirements and procedures apply to other wastewater pretreatment devices such as, but not limited to:

- oil/water interceptors
- pH neutralization systems
- plaster traps
- solids (e.g. grit) traps
- metals exchange units

For approval of any of these or similar devices contact UT EHS.

References

Texas Administrative Code Kitchen Requirements:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=229&sch=K&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=229&sch=K&rl=Y)

EHS Notification of Construction Activities:

<http://www.utexas.edu/safety/ehs/forms/notifconstruct.PDF>

EHS Wastewater Pretreatment Guideline 2003-01

<http://www.utexas.edu/safety/ehs/compliance/guidelines.html>

[Grease Trap / Pretreatment Device Tracking Log](#)

http://www.utexas.edu/safety/ehs/forms/grease_interceptor_checklist.pdf

Application to Operate a Food Service Establishment (will be placed at our website in the near future)

Grease Interceptor Approval Form