

APPENDIX I

FOG Outreach Documents

City of Glendale



CITY OF GLENDALE, CALIFORNIA
Public Works Department
MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive
Glendale, California 91204-1813
(818) 548-3950, FAX (818) 547-0637
www.ci.glendale.ca.us

January 22, 2015

Dear Owner or Manager:

In an effort to better serve your establishment as it relates to City main line sanitary sewer cleaning, we have an annual maintenance cleaning program. This cleaning program takes place each year, during the months of December and January. In conjunction with our annual cleaning program, we are offering some suggestions to help you control "grease discharge" into the sanitary sewer system. (Please refer to the attached sheet on grease control.)

Please be advised that the City of Glendale has a Fats, Oils and Grease "FOG" Ordinance and it is anticipated that you will make every effort to know and adhere to this Ordinance. The Glendale Municipal Code, Section 13.34.020, prohibits the discharge of FOG into the sanitary sewer system, and Section 13.34.060 requires maintenance receipts for all FOG related devices to be kept onsite for at least three (3) years. Also, Section 13.34.080 states that a restaurant owner may be charged a noncompliance charge if the City finds that the FOG Ordinance is being violated. Please make sure that you institute effective grease control procedures to assist the City in its effort to reduce FOG in the City's sanitary sewer system. If you have questions about how your business establishment can best comply with the new ordinance, please contact the Public Works Maintenance Services Division/Wastewater Section at 818-550-3411.

If you are presently using (or plan to use) a degreasing agent or solution in your grease trap or sewer lateral pipes, please contact this office. Some of these products contain caustic substances that we must be aware of in order to provide safety precautions for our workers when cleaning the City's main lines.

If you experience difficulty with your sewer line and call a plumber, please show him or her the attached "Plumber's Letter."

If you have any questions concerning this letter, please contact the Wastewater Section, at (818) 548-3950.

Sincerely,

A handwritten signature in black ink, appearing to read "John N. Hicks".

John N. Hicks
Wastewater Maintenance Superintendent

Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Environmental ♦ Parking Meters



CITY OF GLENDALE, CALIFORNIA
Public Works Department
MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive
Glendale, California 91204-1813
(818) 548-3950, Fax (818) 547-0637
www.ci.glendale.ca.us

PLUMBER'S LETTER

April 9, 2014

Dear Plumber:

We would appreciate your assistance in solving a problem, which could occur when private sewer laterals are cleared of obstructions.

On occasion, when a private sewer lateral (the line which runs from a structure to the City maintained main line) is rodded to remove obstructions, the obstruction is often pushed into the City's main sewer line. Periodically, the obstruction lodges in the City's main line causing a sewer blockage and sanitary sewer overflow.

We are requesting your assistance so we can eliminate this problem. **If either you or your employees clean or repair a private lateral, and encounter roots or any other large obstructions which you suspect may have entered the City's main line, please call:**

**City of Glendale
Public Works, Maintenance Services Section
(818) 548-3950**

This service will not be charged to you. This will give our crews the opportunity to check the main line and remove any possible obstruction before it becomes a problem.

Please be aware that the property owner is responsible for the maintenance and repair of the lateral from their structure up to and including the saddle at the main line.

Thank you for your cooperation. Your help in this matter is greatly appreciated.

Sincerely,

John N. Hicks
Wastewater Maintenance Superintendent

Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Street Sweeping ♦ Parking Meters

**CITY OF GLENDALE
Public Works Department
Maintenance Services Division
Wastewater Section
541 W. Chevy Chase Drive
Glendale, CA 91204-1813
(818) 548-3950**

GREASE CONTROL

- 1. Clean grease trap on a regular basis -- as often as twice a day if necessary.**
- 2. Scrape and wipe heavy grease from pots before pre-rinse or washing. Never pour grease down the sewer.**
- 3. Always use cold water for pre-rinse. Hot water will dissolve grease and transport it into the sewer where it will congeal on cold sewer pipes.**
- 4. Do not allow baffle plates in grease trap to be removed, and replace any missing baffle plates.**
- 5. When grease build-up causes a problem in the main sewer lines, the installation of grease traps may be required in food preparation areas not so equipped.**

