

METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI

DIVISION OF INDUSTRIAL WASTE

FOOD SERVICE OPERATION FORM

INSTRUCTION SHEET

All Food Service Operation facilities in Hamilton County must be registered for the Hamilton County Fats, Oils and Grease Program (FOG). The program aims to prevent sewer backups and overflows caused by poor FOG management practices and improper maintenance of equipment (i.e. grease traps and interceptors) by Food Service Operations. The purpose of this registration is to keep an accurate record of your contact information and kitchen practices so that we may know your facility's potential for contributing FOG to the sewer. Registration of your Food Service Operation is required, free of charge. The information will be used by the Metropolitan Sewer District's Division of Industrial Waste. Failure to comply with the registration process may be a violation of Article XV of the Metropolitan Sewer District Rules and Regulations and may subject the violator to enforcement action. Below you will find instructions for completing the registration form.

1. Please print or type the Food Service Operation (FSO) form. The FSO form can be found online at www.msdc.org under "Food Service Establishments and Restaurants".
2. The Sewer Use Customer Application must be filled out in conjunction with the Food Service Operation form. Answer all questions carefully. If there is doubt about the appropriate response to a question, write "unsure" or "information not available." In some cases, the questions may be answered by a simple check mark. This form may also be found under the "Industrial User Resources" heading.
3. The Facility Description section of the form asks about the nature of both your kitchen and business operations. Please check all types of food, the location, equipment, and fixtures that apply to your facility.
4. The Waste Management section of the form inquires about waste management at your facility. Take special note of Items 10 and 11, which ask about your grease trap service contractor and how often they clean your grease control device.
5. Please refer to the FAQ (Frequently Asked Questions) section online or contact the Division of Industrial Waste at (513) 557-7000 with questions.

6. Return the completed form to the Metropolitan Sewer District. Additional copies of the application form and Metropolitan Sewer District Rules and Regulations are available from the Metropolitan Sewer District. If you have questions concerning this application, please contact the Division of Industrial Waste at (513) 557-7000.

The completed application should be sent to :
Division of Industrial Waste
Metropolitan Sewer District
1600 Gest Street
Cincinnati, Ohio 45204

DEFINITIONS

- Commercial User - shall mean any and all users of the wastewater treatment system not otherwise classified.
- Industrial User - shall be any user which discharges industrial waste.
- Residential User - shall mean any single or two-family housing unit.
- Responsible Official / Duly Authorized Representative -
shall for a corporation be a responsible corporate officer, or the manager of facilities having more than 250 employees or gross annual sales or expenditures exceeding \$25 million in second-quarter 1980 dollars, provided signatory authority has been assigned to the manager; for a partnership, a general partner; for a sole proprietorship, the proprietor; or a duly authorized representative of the general partner or proprietor, provided that the authorization is in writing, the party authorized has overall responsibility for operations or environmental matters, and the written authorization has been submitted to the District.
- Sewer - shall mean any pipe or conduit for conveying wastewater or drainage water.
- User - shall mean any person that discharges, causes, or permits the discharge of wastewater into a public sewer.
- Wastewater - shall mean a combination of the liquid and water-carried wastes from premises together with any groundwater, surface water, or storm water that may be present.