

# Proposed Sequence for Non-Compliant Dischargers

## Grease Trap Installation

1. Identify Need for Grease trap at facility.
2. Send Letter to Business owners giving them 90 days to install grease trap.
3. Owner has option to ask for extension upon approval by the Sewerage Commission.
4. If trap is not installed in 90 days or at extended period, send second notice.
5. If, within 15 days no response, invitation to explain non-compliance at next Commission meeting.
6. If still non-complaint after commission meeting, deem facility non-compliant and send registered letter indicating forfeitures, if not remedied after 15 days.

## Grease Trap Cleanings

1. Identify Facility's that are past due on their scheduled cleanings
2. Send a reminder letter giving 15 day notice to clean trap or supply documentation of recent cleaning.
3. Visit the site personally, if written notice does not gain compliance.
4. Send letter inviting non-compliant user to next Commission meeting to explain reasons for non-compliance.
5. If still non-complaint after commission meeting, deem facility non-compliant and send registered letter indicating forfeitures, if not remedied after 15 days.

# EXAMPLE

Date

Notice of Non-Compliance  
Heart of the Valley Metropolitan Sewerage District  
Ordinance Section 5.10  
Grease and/or Grit Traps

To Whom It May Concern:

Your facility is currently, or has recently been, in violation of the Heart of the Valley Metropolitan Sewerage District Fats, Oils and Grease (FOG) Control Program as authorized by Resolution 164 and the District's Sewer Use and User Charge Ordinance.

You are in violation for your failure to install, or maintain, a grease trap or grease interceptor which has resulted in the unlawful discharge of FOG to the municipal sanitary sewer. If the violation is not remedied within the next 30 days, you will be subject to penalties, not to exceed fines of \$ 50.00 per day. Each day on which a violation continues to occur, shall be deemed a separate distinct violation.

Your cooperation in complying with the District's Sewer Use Ordinance is greatly appreciated. If you should have any questions, feel free to contact the District at 920-766-5731.

Sincerely,

Glen Geurts, District Director  
Heart of the Valley Metropolitan Sewerage District