



**Orange County Utilities
Water Reclamation Division**

407-254-7701

E-mail: Environmental.Compliance@ocfl.net

Website Address: www.ocfl.net/utilities/

**Oil & Grease Prevention Program
Facility Information Survey
Oil & Water Separators or Sand Trap Devices**

Please type or print. Complete this survey* in its entirety. Indicate "not applicable" where appropriate. Failure to provide necessary information may extend the registration process, delay the issuance of the Registration Certificate and subject the user to enforcement actions, which may include penalties and fines, as set forth in Orange County Code, Chapter 37, Article XX, Sections 37-749 thru 37-751.

1. General Facility Information

Name of Facility: _____

Contact Person: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

2. Ownership

Name of Owner: _____

Mailing Address: _____

Water/Sewer Utility Account Number: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

OC Building Permit Number (if applicable): _____

* Pursuant to Orange County Code, Chapter 37, Article XX, Section 37-754(g)(2).

3. Facility Type (Check all that apply)

Service/Repair [] Lube/Oil Changes [] Car Wash []

Other (specify type): _____

4. Hours of Operation

Business Hours: Weekdays _____ Weekends _____

5. Business Operation

Please describe on-site business operations: _____

6. Type of Structure

Existing Facility: [] Freestanding Facility: []

New Facility (Construction): [] Attached Facility: []

Remodeled Facility: [] Other: _____

7. Water Meters

Utility Water Meter? _____ Yes _____ No Meter Number: _____

Submeter? _____ Yes _____ No Meter Number: _____

8. Expansion Plans

Is future expansion planned? _____ Yes _____ No

If yes, please describe. Attach additional sheets, if necessary. _____

9. Number of Services (e.g., repair services, oil changes, car washes, etc.)

Approximate number of services performed daily: _____

Busiest days of the week: _____

Average number of services performed on busiest days: _____

Number of service bays (if applicable): _____

- c. Do you perform lab tests on wastes from the above device(s) for disposal purposes? _____ Yes _____ No
- d. What is the date of the last lab results? _____
- e. How often do you perform lab testing? _____
- f. Do you maintain these lab results on-site? _____ Yes _____ No
- g. Do you have the ability to control discharges to the above device(s) using isolation or flow control valves, gate valves, etc.? _____ Yes _____ No
- h. Do you share the above device(s) with other facilities? _____ Yes _____ No
- If yes, who do you share the device(s) with? _____
- Who owns the facility where the above device(s) is/are located? _____
- i. If you share device(s), who is responsible for the maintenance? _____

13. Other Equipment and Waste Management Practices

	<u>Yes</u>	<u>No</u>	<u>Number</u>	<u>Connected to Sewer?</u>
a. Automatic Vehicle Washers? (with water recycling)	_____	_____	_____	_____ Yes _____ No
b. Automatic Vehicle Washers? (without water recycling)	_____	_____	_____	_____ Yes _____ No
c. Engine or Transmission Washing?	_____	_____	_____	_____ Yes _____ No
d. Manually Hand Wash Vehicles?	_____	_____	_____	_____ Yes _____ No
e. Wash Dirty Rags On-site?	_____	_____	_____	_____ Yes _____ No
f. Wash Dirty Rags Off-site?	_____	_____	_____	
g. Other (specify): _____				

14. Vehicle and Floor Washing Procedures (If you answered yes to any item in Question 13, above, please complete Question 14, below. Otherwise, please skip to Question 15.)

- a. Do you:
1. Discharge untreated wash water to the sanitary sewer? _____ Yes _____ No
 2. Generate wastewater solids (sand debris)? _____ Yes _____ No
 3. Dispose of concentrated wastewater or solids off-site? _____ Yes _____ No
 4. Recycle wash water? _____ Yes _____ No

b. Do you use mechanical floor washers? _____ Yes _____ No

If yes, do you:

1. Discharge the wash water to a drain? _____ Yes _____ No

If yes, please describe the treatment provided to the wash water prior to discharging it to the drain (if applicable). Attach separate sheet(s) or an operating manual, if necessary.

2. Dispose of wash water off-site? _____ Yes _____ No

If yes, how do you collect the wash water? _____

c. Do you hand squeegee or mop the floors? _____ Yes _____ No

If yes, do you:

1. Discharge the wash water to a drain? _____ Yes _____ No

If yes, please describe the treatment provided to the wash water prior to discharging it to the drain (if applicable). Attach separate sheet(s) or an operating manual, if necessary.

2. Dispose of wash water off-site? _____ Yes _____ No

If yes, how do you collect the wash water? _____

d. Do you apply or use solvents prior to washing parts, vehicles or rags? _____ Yes _____ No

15. **Recycling**

a. Do you recycle spent/used oils and grease? _____ Yes _____ No

b. Do you recycle used oil filters? _____ Yes _____ No

c. Do you recycle hydraulic fluid? _____ Yes _____ No

d. Do you recycle other spent/used fluids? _____ Yes _____ No

If yes, briefly explain the recycling program and the associated disposal procedures, including the equipment used to recycle and contain the wastes.

16. **Oil and Water Separator/Sand Trap Pump-Out Frequency** (Check one)

I am currently on a **30-day** [] **60-day** [] **90-day** [] **Semi-Annual** [] **Annual** [] oil and water separator or sand trap device pump-out frequency schedule.

If none of the choices above apply, please specify frequency: _____

17. Construction Documents

(Applies to all facilities that have two [2] or more Oil and Water Separators or Sand Trap devices.)

If you have two (2) or more Oil and Water Separators or Sand Trap devices, please submit with this survey a copy of the "AS-BUILT" construction plumbing drawings, including the specifications, the facility layout (site plan) location and size of all Oil and Water Separators or Sand Trap devices and complete plumbing diagrams (schematics) showing the plumbing fixture(s) (sinks, water faucets, floor drains, etc.), vehicle and/or equipment washing plumbing details and wastewater piping (with the flow direction indicated). Please also attach operation and maintenance procedures for Oil and Water Separators or Sand Trap devices and installation instructions for all oil handling equipment.

18. Certification Statement

I, as an authorized facility representative, certify that the information provided for the "Oil & Grease Prevention Program Facility Information Survey," to the best of my knowledge, is accurate and complete. I understand that this survey will be reviewed by Orange County Utilities Department staff, and that if this facility falls within the guidelines of the Oil and Grease Prevention Program, the facility will be required to participate in the program. I further understand that at that time an initial one-time, start-up fee and a monthly fee will be applied to my Orange County Utilities account statement. As a required participant of the Oil and Grease Prevention Program, I agree to abide by all program rules established in the Orange County Code, Chapter 37, Article XX. I further understand that falsification of this information is a violation of the Orange County Code and, as such, is subject to enforcement actions and penalties as set forth in the Orange County Code.

Authorized Facility Representative's Signature: _____

Printed Name: _____

Title: _____

Date: _____

For Orange County Utilities Use Only
Environmental Compliance Inspector Name: _____
Date Completed: _____

Please mail completed survey to the following address:

**Environmental Compliance Section
Orange County Utilities Water Reclamation Division
4760 W. Sand Lake Rd.
Orlando, Florida 32819**

Para más información, por favor llame al Departamento de Servicios Públicos del Condado de Orange y pida hablar con un representante en español. El número de teléfono es 407-254-7701.