



WASHINGTON SUBURBAN SANITARY COMMISSION FATS, OILS AND GREASE PROGRAM INSTRUCTIONS TO PLUMBERS

Performing Work Related to Grease Violations

- Please read and follow the requirements of the Notice of Violation (NOV) that was issued to your Customer. **Note the deadline dates** specified for complying with the NOV and the specific items that must be corrected. **We will not issue you a copy of the NOV – that is your customer’s full responsibility.**
- Contact (email is preferred) the issuing FOG Investigator to discuss the requirements of the NOV.
- **IMPORTANT:** All plumbing plans related to grease violations MUST be reviewed and approved by the issuing Investigator and/or qualified FOG staff member. The WSSC Plans Review staff **does not** review plans for grease violation work unless the plumber is notified of a unique or temporary change to this procedure. Be sure your ePermit application notes “FOG Violation”.
- Prepare your written plan to correct the violation. All plan submittals shall consist of (at a minimum):
 - Copy of the NOV issued to your Customer;
 - Plumbing permit application with ALL key information submitted;
 - Sketch of the kitchen floor plan plumbing; fixture drain and pipe sizes labeled;
 - Make/Model and volume (static holding capacity in gallons) of the grease recovery device (grease trap or interceptor) and its cut sheet or manufacturer’s booklet;
 - Grease Abatement Device (GAD) Shop Drawing/Description; assure it meets WSSC standards first.
 - WSSC Code Waiver form (if applicable).
- **FOG Unit Plan Review process**
 - **There are a few GAD procedures that will only require a short form permit such as full flow-based GAD or Volume-based GAD inlet and outlet baffle replacement.** Contact the FOG Inv. for details.
 - Submit your ePermit plumbing application (Make sure that indicate that the permit has a FOG violation and be sure to include the FOG violation number). **Applicable paperwork such as plans, the NOV and cutsheets must be submitted through the E PlanReview program separate from ePermitting.**
 - Walk-ins: Rare and at the discretion of WSSC. You must be a first time plumber dealing with a FOG violation. (even if walking-in you will still need to submit your ePermit application).
 - The application and E PlanReview paperwork will be reviewed by the appropriate FOG staff
 - You may be requested to submit additional information. With prior FOG Section manager approval, you may also email your submittals to appropriate FOG Unit staff for a preliminary (non-official) review.
 - Once drawings and ePermit application have been approved you will then be sent a notice that your ePermit is ready for payment, once fees have been paid, the permit will be issued.
 - Please refer all questions concerning the status of your plans to the issuing Investigator or their designee.
- **IMPORTANT:** Contact the applicable FOG Supervisor to verify their availability to perform your final inspection. Unless specifically directed otherwise, schedule your long form permit inspections through the automated system. Short Form permit inspections can be scheduled by the FOG Supervisor once they have been notified by the master plumber that the **work is complete.**