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**Disposal Reports for Grease Traps and Associated Fees
Originally Released December 2017
Revised October 2021**

Dear Sir or Madam:

On behalf of the Fairlawn Sewer Authority (the "Authority"), I write regarding ongoing issues experienced with grease being discharged into the Authority's sewer system. As you are aware, as a commercial user discharging into the Authority's system, you are required to regularly clean out and maintain grease traps on your premises to prevent discharge of fats, oils, and grease into the public sewers. This is mandated not only by the Authority, but by Ordinance of the County of Pulaski.

You are also obligated to provide a report detailing the regular cleanout and maintenance of your grease trap (the "Disposal Report"). This reporting system was implemented after a large discharge of grease into the sewer system in December 2013, resulted in costly maintenance and rehabilitation work on the system. The Authority is doing all it can to avoid a recurrence of that kind of problem. On March 14, 2014, the Authority initially wrote to you as a commercial business concerning these requirements.

The Disposal Reports are **due** two times per year on February 1st and August 1st of each year. For those businesses which have been timely reporting, the Authority thanks you for your commitment to compliance. However, there are businesses which have not fully complied or have done so only after site visits by staff.

The Authority will not waive the late fees for untimely reports or make reminder visits. Effective February 1, 2018, the Authority will enforce the late fee for late for missing Disposal Reports. These fees double each month and are cumulative, due to the increased likelihood of unauthorized discharge into the system. Further, failure to file Disposal Reports on a timely basis will result in enforcement action, including without limitation disconnection of your establishment from the Fairlawn Sewer Authority's System.

Please find enclosed the section of Fairlawn Sewer Authority Rate Structure adopted in 2016, <http://www.fairlawnssewerauthority.org/rates/>. As you can see from the attached, commercial accounts with grease traps are **required** to complete the Disposal Report and send it to the Authority on or before February 1st and August 1st of each year. This letter is both a reminder of the requirement and notice of enforcement of the penalties for late filed reports, which double monthly until the report is filed. There is further information about grease traps on our website, <http://www.fairlawnssewerauthority.org/grease-trap/>.

WHAT YOU NEED TO DO:

If you are current on your reports that are filed as a Disposal Report on February 1st and on August 1st, you comply, and no action is needed.

If you have not filed both Disposal Reports, please take immediate action to avoid the additional penalties as defined.

For your convenience, we are attaching a Disposal Report form that must be used and that has the correct address for mailing on it.

Regards,
Fairlawn Sewer Authority Board of Directors

COMMERCIAL ACCOUNTS WITH GREASE TRAPS

Reports shall be submitted twice per year and are due **on February 1st and August 1st**.

Reports submitted after February 1st	\$25.00
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Each additional month that reports are late the late payment fee will be doubled.

For example:

March 1st	\$50.00
April 1st	\$100.00
May 1st	\$200.00
June 1st	\$400.00
July 1st	\$800.00

The late fee will continue to be doubled as shown until the reports have been correctly submitted. The late fees for previous reporting periods will be in addition to the late fee for the current submission period. All payments submitted for accounts that are subjected to the above fee structure will be credited against the accumulated late fees first in lieu of against the base bill.



GREASE TRAP MAINTENANCE PROGRAM CERTIFICATION

Source Identification - Business/Owner:

Name of business: _____

Name of owner: _____

Business address: _____

Telephone number: _____

Email address: _____

These are mandatory fields

Waste hauler information:

Company name: _____

Company contact: _____

Company address: _____

Telephone number: _____

Grease trap(s) maintenance performed on the following dates:

Signed: _____ Date: _____