



COMPLIANCE SERVICES DIVISION

FOOD SERVICE OPERATION FORM INSTRUCTION SHEET

All Food Service Operation facilities in Hamilton County must be registered for the Metropolitan Sewer District of Greater Cincinnati (MSD) 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, and free of charge. The information will be used by the Metropolitan Sewer District's Compliance Services Division. 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.
2. 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.
3. 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 control device service contractor and how often it is cleaned.
4. 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.
5. Please refer to the Food Service & Restaurant Resources page for additional information including copy of the forms, MSD SOP Requirements for Restaurants, Kitchen Best Management Practices, Illustrated FOG Posters available in English, Spanish, or Chinese, and a list of MSD Permitted Waste Haulers. The page can be located at www.msdbg.org, "**Customer Care**", "**Food Service & Restaurant Resources**", or use the QR code at the top of this page.
6. A link to a copy of the Metropolitan Sewer District Rules and Regulations can be found at www.msdbg.org under "**About MSD**".
7. Return the completed form to the Metropolitan Sewer District of Greater Cincinnati. If you have questions concerning this application, please contact the Compliance Services Division at (513) 557-7000.

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

DEFINITIONS

"Authorized" or "Duly Authorized Representative" of the User.

(1) If the User is a corporation:

- a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
- b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established. or actions taken to gather complete and accurate information for individual wastewater or general discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.

(3) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

(4) The individuals described in paragraphs 1 through 3, above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the District.

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