



# City of Carmel, Utilities

30 West Main Street, Carmel, IN 46032  
317-571-2477 Fax 317-571-2265

## F.O.G. Control & Pretreatment Program -Facility Inspection & Compliance Checklist-

Inspector: \_\_\_\_\_ Establishment: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
 Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Previous Inspection: \_\_\_\_\_ Signature: \_\_\_\_\_

Item Number	Item Description	Field Data (where appropriate)	Compliance Status*
1.	The establishment complies with proper BMPs.		
2.	The establishment recycles waste cooking oil, and can provide records (Where applicable).		
3.	The water temperatures at all sinks are less than 140F. (Measure and record)		
4.	Food waste is disposed of by solid waste removal.		
5.	Sinks and floor drains are properly protected with screens/grates and show no signs of F.O.G. buildup.		
6.	Grease trap(s) or interceptor is cleaned regularly. (Note and record frequency)		
7.	Cleaning frequency is properly documented on a maintenance log.		
8.	Contents of device do not exceed 25% rule. (Estimate or measure and record)		
9.	Structural integrity of device and connections is upheld. (Lid seals w/o caulk)		
10.	Storm drains, ditches, and retention ponds show no signs of F.O.G discharge.		
11.	Outdoor grease and oil storage containers show no signs of overflow.		
12.	Downstream sanitary sewers show no signs of excessive F.O.G. discharge.		

Notes	

\* An entry for compliance status should be made for each item using the following codes:

- “C” – Compliance with the item
- “V” – Violation of the item (provide explanation in the notes)
- “NA” – Not applicable (provide explanation in the notes)
- “NC” – Not checked (provide explanation in the notes)

Violations	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence
Inspection Hindrance	Tier I	Tier II	Tier III
Incomplete Records	Tier I	Tier II	Tier III
Violation of Proper BMP Activities	Tier II	Tier III	Tier IV
Failure to Clean Trap or Interceptor	Tier III	Tier IV	Tier V
Evidence of Illicit Discharge	Tier IV	Tier V	Tier VI
Source of Sewer Stoppage	Tier V	Tier VI	
Stoppage Resulting in SSO	Tier VI		

Levels	Enforcement Actions
Tier I	Notice of Deficiency / Notice to Correct – No Civil Penalty Assessed
Tier II*	Notice of Violation – Civil Penalty of \$50 in addition to Re-Inspection Fee
Tier III*	Notice of Violation – Civil Penalty of \$100 in addition to Re-Inspection Fee
Tier IV*	Notice of Violation – Civil Penalty of \$250 in addition to Re-Inspection Fee
Tier V*	Notice of Violation – Civil Penalty of \$500 in addition to Re-Inspection Fee
Tier VI*	Notice of Violation – Civil Penalty of \$1000 in addition to Reimbursement Costs

**\*Please note: Re-inspection Fees and Reimbursement Costs are considered in addition to these penalties. Reimbursement Costs are developed on a case-by-case basis.**