

Swift Comply Quick Access Guide

The City of Carmel requires a grease control device (GCDs) at any establishment that produces FOG material, per city ordinance. This FOG material can include grease from foods, milk from ice cream, and even oil from car service dealerships. For the city to maintain compliance, these establishments are required to upload GCD services timely and accurately on Swift Comply.

Access to City of Carmel's Sewer Ordinance can be found here:

https://carmelutilities.com/wp-content/uploads/2021/11/S-74-18_Updates_Sewer_Use_Ordinance.pdf

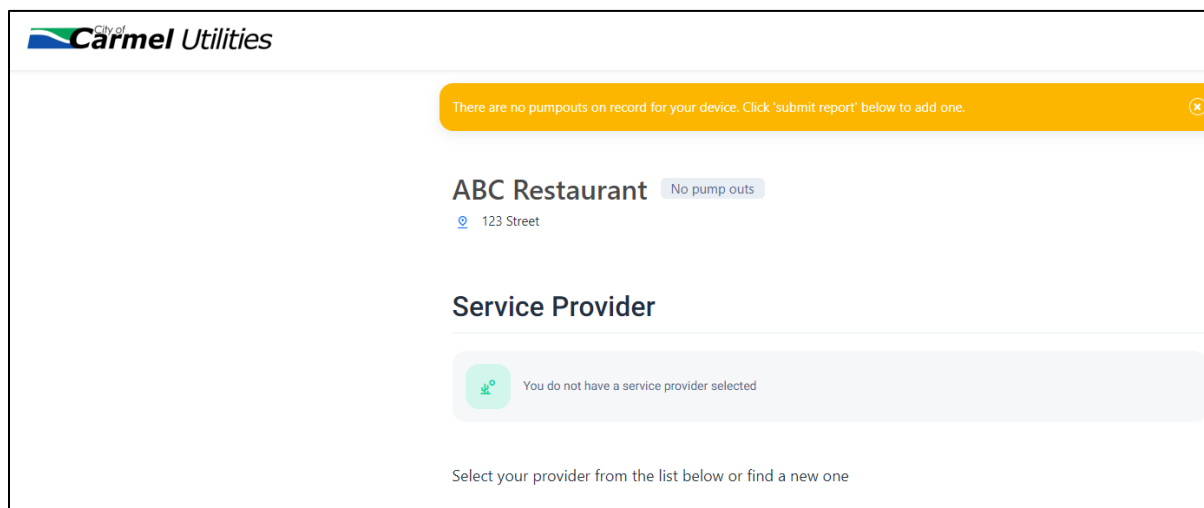
Contact Information:

- **To Request Registration in Swift Comply:**
 - <https://www.fogregister.com/carmel/>
 - You can also reach out to Samantha Butts at sbutts@carmel.in.gov for registration of any new establishments, changes in grease interceptor requirements, changes in contact information, etc
- **Technical Issues with Swift Comply?**
 - Please reach out to: hello@swiftcomply.com

How to Submit Grease Control Device (GCD) Services in Swift (grease interceptor, oil/water separator, or grinder sump pits):

- 1) A direct link will be provided to you directly from the city for your establishment profile. Once the link has been opened, the webpage will look like this (below).

If access to this link is still needed, please reach out to sbutts@carmel.in.gov



The screenshot shows the Swift Comply interface for a restaurant profile. At the top left is the City of Carmel Utilities logo. A yellow notification banner at the top states: "There are no pumpouts on record for your device. Click 'submit report' below to add one." Below this, the profile for "ABC Restaurant" is shown, with a location of "123 Street" and a status of "No pump outs". Under the "Service Provider" section, there is a message: "You do not have a service provider selected" with a trash icon. At the bottom, it says "Select your provider from the list below or find a new one".

- 2) Scroll down to the bottom of the screen and click “Submit Report” for the grease control decide that needs updated:

Reports

... Interior Grease Trap - Grease Trap

Capacity 50 GPM	Service frequency 12 weeks	Pumped on	Next pump out
--------------------	-------------------------------	-----------	---------------

Submit report

- 3) Choose from the dropdown menu of providers. If a professional hauler is being used, please choose them from the options provided. If this service is completed in-house, “Self-Cleaner” will be chosen.

NOTE: Alternatively, the providers listed in the dropdown list have access and able to upload this information in Swift Comply on the establishment’s behalf, if preferred.

If the hauler/provider is not listed, please reach out to sbutts@carmel.in.gov.

Add a pump out to ABC Restaurant

Report any new pump out to your regulator

Provider *

Search a provider

To select a new provider delete text, begin typing, and choose from the dropdown

Grease control device *

Interior Grease Trap - Grease Trap - 50 gpm

Serviced on *

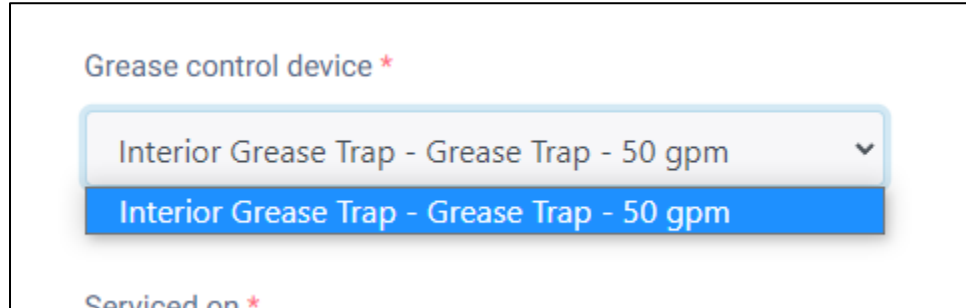
Pick a date

Volume

0

Gallons

4) A report will need to be submitted for each device:



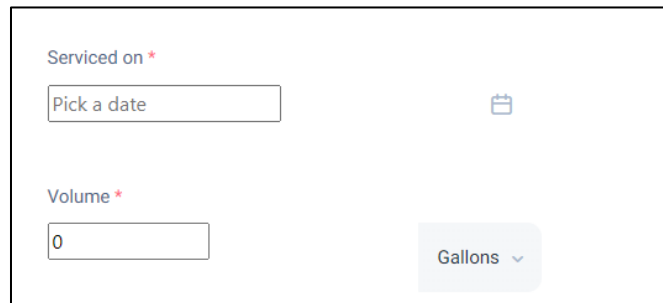
Grease control device *

Interior Grease Trap - Grease Trap - 50 gpm

Interior Grease Trap - Grease Trap - 50 gpm

Serviced on *

5) Choose the date the device was pumped out/serviced and enter the volume of liquid/solids removed from the device as shown below:



Serviced on *

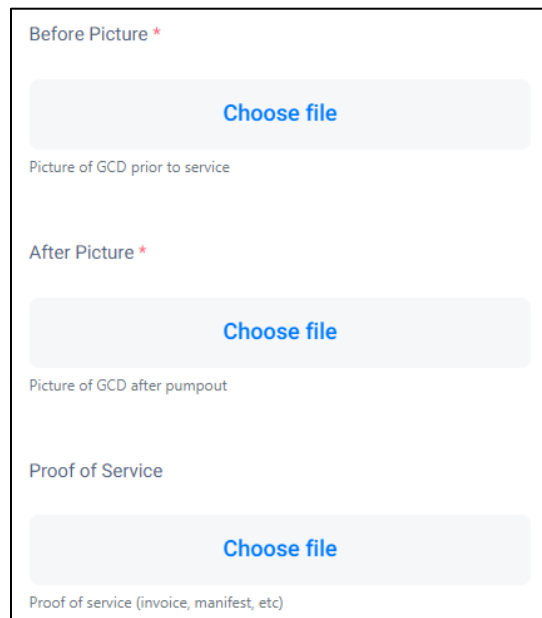
Pick a date

Volume *

0

Gallons

6) Finally – upload the pictures of the service (before device is cleaned and after device is cleaned) as well as the invoice. If the service is completed in-house, just the pictures will suffice.



Before Picture *

Choose file

Picture of GCD prior to service

After Picture *

Choose file

Picture of GCD after pumpout

Proof of Service

Choose file

Proof of service (invoice, manifest, etc)

7) Click “Save” and the status of the establishment should be listed as “Compliant” until the next service is due.