



July 10, 2020

**Re: Transition to New Forms: *Manifest / Trip Ticket for Hauled Liquid Wastes***

Dear Customer:

Austin Water is switching to a modified form for *Manifest / Trip Ticket for Hauled Liquid Wastes*. Continued use of the previous version of this form is acceptable until they are all used up.

The new form is very similar to the old form. The form is being modified in an effort to help the City of Austin improve compliance tracking efforts for grease trap waste (also known as grease interceptor waste) for all Austin Water customers related to City Code required minimum cleaning frequency rules. The form has also been modified to include an expanded list of different waste types (for example, there is now an option to check for: “wastewater from a mobile food vendor”).

A brief overview of the most important changes is provided below:

- Under item No. 1 of the Generator Info section of the new form, a new box has been added for the waste type: “wastewater from a mobile food vendor.” In years past, instructions for describing this type of waste had specified that it should be indicated as “other” or even “grease trap” or “grease interceptor waste.” On this new form, all wastewater loads from mobile food vendors should be indicated by checking this new box.
- Under Item No. 2a of the Generator Info section, the “Yes” box should be checked for any waste removed from a food service grease trap/interceptor that is located on a property that receives wastewater service from Austin Water. For any wastes removed from any device or tank that is not a food service grease trap or grease interceptor, the “No” box should be checked. Also, for grease traps or interceptors located in areas outside of Austin’s service area, the “No” box should also be checked. If the “No” box is checked, the rest of Item 2 can be skipped.
- Under Item No. 2b of the Generator Info section, the COA Pollution Control Device ID should be provided if known. If not known, check the “unknown” box. Similarly, if the GPS coordinates are known, they should be provided as requested. Austin Water is developing tools and resources to make it easy for our permitted haulers to include this requested information, and we understand that until those resources can be improved, most of the manifests returned will be missing the identifier for the Pollution Control Device ID.
- Items No. 2c and 2d of the Generator Info section include spaces to include an estimate of the percent solid/grease of the interceptor and to note observations of the interceptor’s condition.
- Items No. 2e and 2f of the Generator Info section are applicable to customers that may be under special enforcement or reporting requirements related to grease trap cleaning. Such customers would be made aware of these requirements if they were subject to them, and it would be their responsibility to communicate to their haulers if this reporting were in place. The City of Austin



intends to address non-compliance with grease trap cleaning requirements with added reporting responsibilities for those customers found to be in violation.

A document with detailed instructions covering how to provide each piece of requested information is attached to this notice. A copy of the new form's template and example manifests are also being attached for your reference.

We realize that these changes may present a challenge to you and your business operations, especially at the beginning. Please don't hesitate to e-mail us ([AWLWH@austintexas.gov](mailto:AWLWH@austintexas.gov)) or call us directly with any questions you may have regarding these changes. SSD staff is committed to providing guidance support and assistance to you in transitioning to this new form.

Thank you for the important service you provide to our community!

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Carolan".

Michael P. Carolan  
Pretreatment Compliance Program Manager