

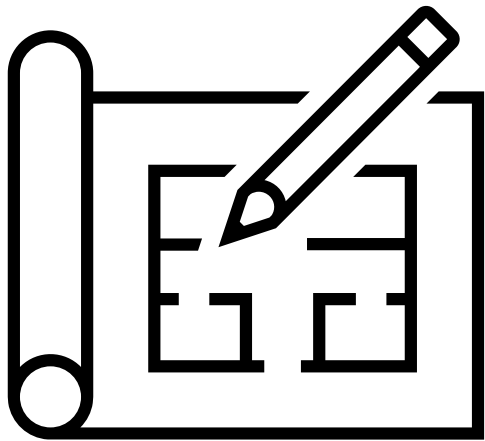
Industrial Waste Relief Available to Charitable Feeding Organizations (CFO)



May 9, 2022

Elizabeth Coy

What is the Industrial Waste Program?



Austin Water's Industrial Waste program reviews building plans for compliance with federal, state and local pretreatment regulations. Industrial Waste's goal is to ensure the wastewater quality discharged into the City's sanitary sewer system and wastewater treatment plant meet federal and state regulations.

Industrial Waste reviews building plans:

- Prior to new construction
- Prior to any plumbing or process change that alters the quality or quantity of industrial wastewater discharged to the City's sewer

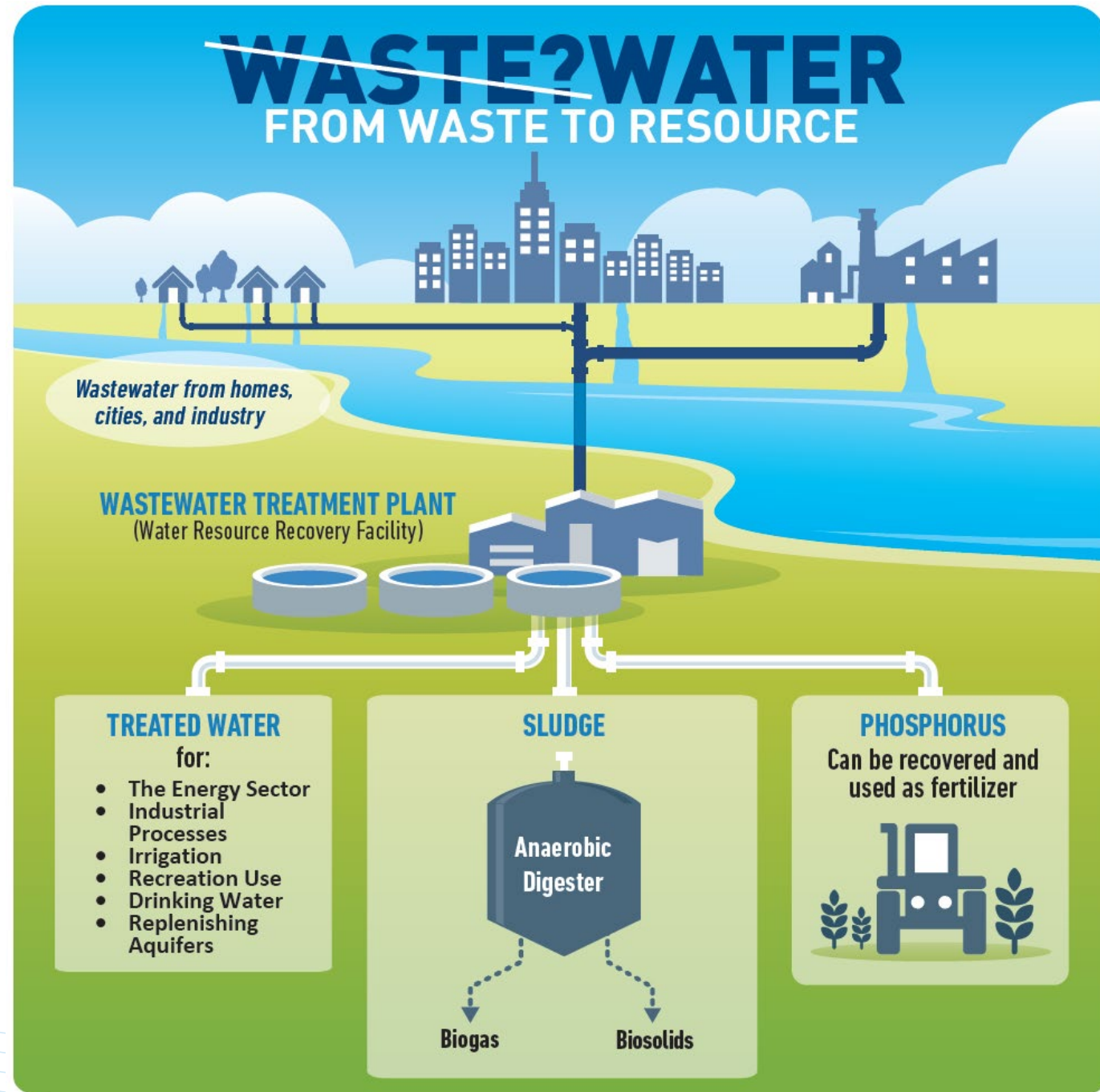
Wastewater: From Waste to Resource

Source:

<https://www.worldbank.org/en/topic/water/publication/wastewater-initiative>

Accessed:

8/17/2021



Relief to CFOs Available from Industrial Waste

- ◆ Coordinated review of plans
- ◆ Waived wastewater surcharge fees and discharge permit fees*
- ◆ Potentially waiving requirements for a Grease Trap (GT) or Grease Interceptor (GI)

**Standard monthly water/wastewater charges are still applicable.*



Conditions of CFO Relief from Industrial Waste

- ◆ After approval by Industrial Waste, if the food type or food service changes, the owner / operator must submit an updated written description of food practices on organizational letterhead. Industrial Waste staff will reassess whether a Grease Trap or Grease Interceptor is needed based on the change in operations.
- ◆ CFOs that have received a Grease Trap or Grease Interceptor waiver from Industrial Waste but subsequently cause a Sanitary Sewer Overflow or issues within the wastewater collection system will be required to install a grease trap or grease interceptor at a later date. However, the wastewater surcharge fees and discharge permit fees will still be waived.



What is the Wastewater Surcharge Fee?



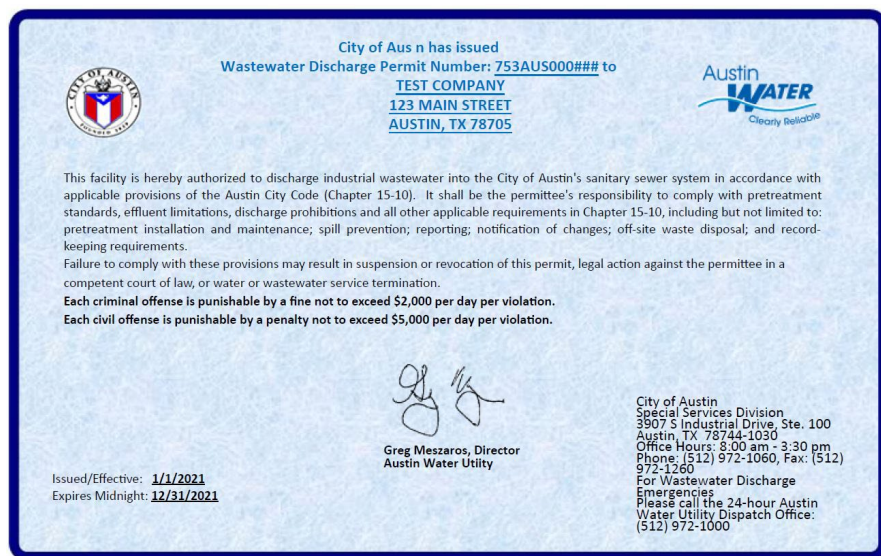
Business wastewater can be more heavily concentrated with solids and organic matter than residential wastewater, making it more expensive to treat. As result, wastewater surcharges are charged to businesses that discharge wastewater exceeding “normal” wastewater standards.

What is the Discharge Permit Fee?

A permit from the Austin Water Pretreatment Program is required to discharge any industrial wastewater into the City's wastewater collection system.

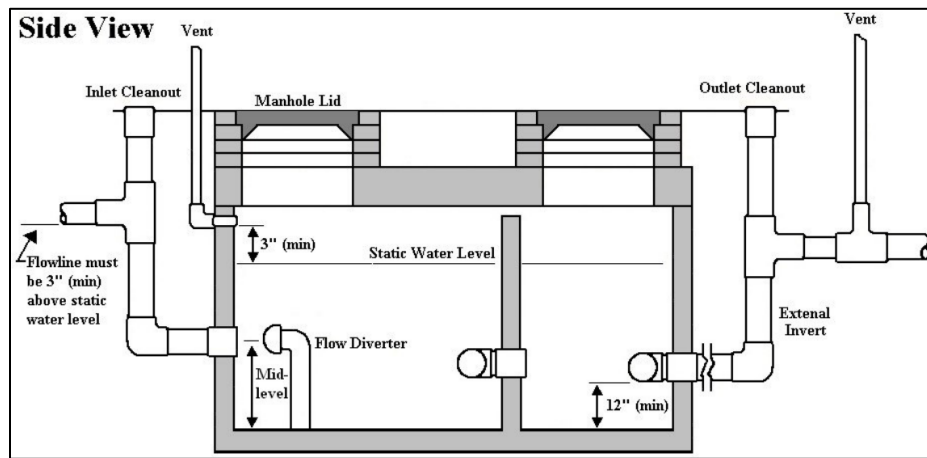
Different permits are issued, based on the nature of the business, the volume and characteristics of the wastewater to be discharged.

The current annual Discharge Permit fee for a General Industrial User is \$178.92 per year.



What is a Grease Trap or Grease Interceptor?

Grease Traps, also known as Grease Interceptors, are designed to separate the Fats, Oil and Grease (FOG) along with solids normally found in food preparation waste from being discharged as wastewater to the City's sanitary sewer system.



In the City of Austin, all commercial institutional food preparation businesses must have a grease interceptor approved by Austin Water.

Industrial Waste Reference Document

Relief Opportunity for Charitable Feeding Organizations

Revision Date: 9/21/2021

What Relief Is Available?

In May 2021, the Austin City Council voted to provide relief to Charitable Feeding Organizations (CFO). Austin Water Industrial Waste (IW), Austin Public Health (APH) and Development Services Department (DSD) Commercial Plan Review are working together to implement this relief. For IW, the relief includes a coordinated review of plans, waiving of wastewater surcharge and discharge permit fees* and potentially waiving requirements for a Grease Trap (GT) or Grease Interceptor (GI). CFOs that have received a GT or GI waiver from Austin Water IW and go on to cause a Sanitary Sewer Overflow or issues within the wastewater collection system will be required to install a GT or GI at a later date.

What is a Charitable Feeding Organization?

Per Austin City Code §10-3-100, a CFO is a food establishment that provides food without charge and is operated by a civic or fraternal organization, charity, lodge, association, proprietorship or corporation possessing a 501(C) exemption under the Internal Revenue Code or religious organization meeting the definition of "church" under the Internal Revenue Code, §170(b)(1)(A)(i). These food establishments solicit, warehouse and redistribute edible food to persons who feed needy individuals (within the City of Austin only). Examples of CFOs include (but are not limited to) food pantries, central food banks, soup kitchens, community kitchens and non-profit food delivery services.

The Austin Water IW program staff will work with individual CFOs to determine which category they fit into.

	Category 1	Category 2	Category 3	Category 4
Definition:	A CFO that distributes only shelf-stable food and uncut produce.	A CFO that distributes and may portion commercially prepared and packaged Time-Temperature-Controlled-for-Safety (TCS) foods.	A CFO that heats and/or portions commercially prepared foods that are TCS for same-day service or delivery.	A CFO that cooks, cools or warms TCS foods for same-day or future service or delivery. Includes soup kitchens & community kitchens.
Food Examples:	<ul style="list-style-type: none"> Pre-packaged non-TCS foods Whole fruits and vegetables 	<ul style="list-style-type: none"> All pre-packaged TCS foods 	<ul style="list-style-type: none"> All TCS foods allowed 	<ul style="list-style-type: none"> All TCS foods allowed
Service Type:	<ul style="list-style-type: none"> Limited - No open food handling. Storage of shelf stable foods and uncut produce only. 	<ul style="list-style-type: none"> Limited - Can minimally handle open foods. Portions commercially prepared and packaged TCS foods. 	<ul style="list-style-type: none"> Limited - Heats and/or portions commercially prepared TCS foods for same-day service only. 	<ul style="list-style-type: none"> Full-Service - Food preparation, cooking, packaging and/or distribution.
Submittal Requirements for IW:	<ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Completed Grease Interceptor Installation Variance Request (GIIVR) form. A written description of food practices on organization letterhead. Copy of APH CFO Application. 	<ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Completed Grease Interceptor Installation Variance Request (GIIVR) form. A written description of food practices on organization letterhead. Copy of APH CFO Application. 	<p>Existing Facilities:</p> <ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes. A written description of food practices on organization letterhead. <p>New Facility or New Use:</p> <ul style="list-style-type: none"> Follow DSD Commercial Plan Review standards & guidelines. <p>All Facilities:</p> <ul style="list-style-type: none"> Copy of APH CFO Application. 	<p>Existing Facilities:</p> <ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes. A written description of food practices on organization letterhead. <p>New Facility or New Use:</p> <ul style="list-style-type: none"> Follow DSD Commercial Plan Review standards & guidelines. <p>All Facilities:</p> <ul style="list-style-type: none"> Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* Exempt from the GT or GI installation requirement. 	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* Exempt from the GT or GI installation requirement. 	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* IW staff will assess whether a GT or GI will be required or waived on a case-by-case basis. 	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* GT or GI will be required, along with adherence to Austin City Code Chapter 15-10 requirements.

Notes: CFO facilities cannot have any commercial business operating on-site. If the use or type of food production changes at a later date, the owner / operator must submit an updated written description of food practices on organizational letterhead. IW staff will reassess whether a GT or GI is needed based on the change in operations.



For more information visit <https://www.austintexas.gov/page/charitable-feeding-organizations>
 Austin Water Industrial Waste • 512-972-1060 • <https://www.austintexas.gov/department/industrial-waste-control-pretreatment>
 Austin Public Health • 512-972-5000 • <https://www.austintexas.gov/department/health>
 Development Services Department Commercial Plan Review • 512-974-2000 • <https://www.austintexas.gov/page/commercial-plan-review>



*Standard monthly water/wastewater charges are still applicable.



CFOs - Category 1 & 2

Submittal Requirements for IW:	<ul style="list-style-type: none">• Proof of 501(C) status or meeting requirements of a church.• Completed Grease Interceptor Installation Variance Request (GIIVR) form.• A written description of food practices on organization letterhead.• Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none">• Exempt from wastewater surcharge and discharge permit fees.• Exempt from the GT or GI installation requirement.

Proof of 501(C) Status Example

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: JUL 03 2014	Employer Identification Number: [REDACTED]
THE HONOR GROUP INC [REDACTED] [REDACTED]	DLN: [REDACTED]
	Contact Person: CUSTOMER SERVICE ID# 31954
	Contact Telephone Number: (877) 829-5500
	Accounting Period Ending: December 31
	Public Charity Status: 509(a)(2)
	Form 990 Required: Yes
	Effective Date of Exemption: December 6, 2013
	Contribution Deductibility: Yes
	Addendum Applies: No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamara Rippanda

Director, Exempt Organizations

This letter is an example of a proof of 501(C) status from the IRS.

For more information on the requirements of a church, see Internal Revenue Code, §170(b)(1)(A)(I).



Grease Interceptor Installation Variance Request (GIIVR) Form

The GIIVR form requests approval for a food preparation business to operate without a Grease Interceptor.

Examples where a GIIVR Form are applicable could include:

- Service of pre-packaged foods served in the original unopened container
- Drinks only
- Cutting Fruit



Grease Interceptor Installation Variance Request (GIIVR) Form



Grease Interceptor Installation Variance Request

I am requesting approval for our business to operate without a grease interceptor.

Business Name _____
Business Address _____
Owner/Operator _____

Grease interceptors are required for all food preparation businesses. Chapter 15-10-52 of the COA code (wastewater regulations) requires that a person discharging wastewater containing prohibited waste to the Publicly Owned Treatment Works (POTW) "shall install, operate, and maintain wastewater pretreatment facilities approved by the director." In order to determine if you will need a grease interceptor, here is a list of operations your business will perform (check all that apply):

Examples of food preparation operations that DO require a grease interceptor:

Cooking, Baking, Making soup, Assembling food items, Heating (as in hot dogs or similar heating devices), Frying, Indoor grilling, Mixing (as in batters or sauces), Boiling, Steaming, or Cleaning food-bearing plates, pans, and serving dishes. Preparing foods that contain or are made with fats, oils, and/or greases requires a grease interceptor.

Food Preparation operations that do not require a grease interceptor, with Industrial Waste approval:

- | | |
|---|---|
| <input type="checkbox"/> Drinks only | <input type="checkbox"/> Fermenting |
| <input type="checkbox"/> Frozen Yogurt/Ice Cream only | <input type="checkbox"/> Pre-packaged foods served in the original unopened container |
| <input type="checkbox"/> Cutting fruit | |

Anything not on either list above is assumed to require a grease interceptor until determined otherwise.

Food will be prepared and provided only by an off-site caterer

This does not require an interceptor at this facility, but must meet the following requirements:

- All dishes and utensils used by customers must be the disposable variety.
- All food trays, food service equipment, pots, pans, serving utensils (with the exception of the random serving spoon that falls on the floor and needs to be cleaned), etc. brought in by the caterer shall not be washed on the premises. They must be removed for cleaning at the caterer's commissary kitchen.
- Hand sinks are not prep sinks or dump sinks. They are for hand washing only.
- There shall be no food preparation conducted in the proposed sink either by a caterer or any mobile food vendor allowed to be on the premises. This shall be communicated to these individuals.
- These requirements shall be prominently posted in the caterer staging area.

I understand that before changing operations to include food preparation, I must resubmit plans for approval by Industrial Waste, install proper treatment, and obtain an Industrial Waste Permit. Failure to provide required pretreatment is a Class C misdemeanor and is subject to a penalty of up to \$2,000 per day. I certify that the above is an accurate and comprehensive description of our operations.

Signed (Owner),

_____, Date _____

_____, Owner of _____
Printed Business Name

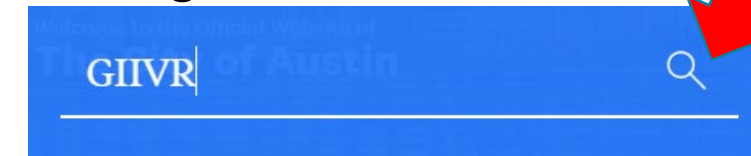
To access this form:

1. Go to AustinTexas.gov

2. Click the search icon (🔍) on the right.



3. Type "GIIVR" and click the search icon (🔍) on the right.



Written Description of Food Practices Example



My Townsville Food Bank
5432 Any Street West, Townsville, TX 54321
555.543.5432 ph 555.543.5433 fax

To Industrial Waste Plan Review Specialist:

I am the owner of My Townsville Food Bank. At the Food Bank, we store and distribute pre-packaged foods and drinks. We do not do any cooking, warming or other type of service.

Please see enclosed our completed Grease Interceptor Installation Variance Request form and proof of our 501(C) status. Should you require any further information, please call me at 555-543-5432.

Sincerely,

J. Smith



CFOs - Category 3

Submittal Requirements for IW:	Existing Facilities: <ul style="list-style-type: none">• Proof of 501(C) status or meeting requirements of a church.• Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes.• A written description of food practices on organization letterhead. New Facility or New Use: <ul style="list-style-type: none">• Follow DSD Commercial Plan Review standards & guidelines. All Facilities: <ul style="list-style-type: none">• Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none">• Exempt from wastewater surcharge and discharge permit fees.• IW staff will assess whether a GT or GI will be required or waived on a case-by-case basis.



CFOs - Category 4

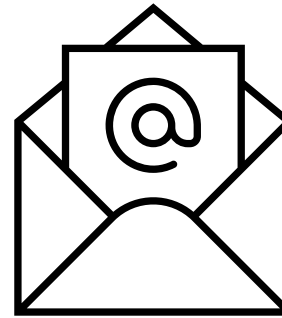
Submittal Requirements for IW:	Existing Facilities: <ul style="list-style-type: none">• Proof of 501(C) status or meeting requirements of a church.• Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes.• A written description of food practices on organization letterhead. New Facility or New Use: <ul style="list-style-type: none">• Follow DSD Commercial Plan Review standards & guidelines. All Facilities: <ul style="list-style-type: none">• Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none">• Exempt from wastewater surcharge and discharge permit fees.• GT or GI will be required, along with adherence to Austin City Code Chapter 15-10 requirements.



How should my CFO submit required documents to Industrial Waste?

Category 1 & 2:

- E-Mail all required documents to:
Elizabeth.Coy@AustinTexas.gov



Category 3 & 4:

- Submit to DSD Commercial Plan Review
- Website:
<https://www.austintexas.gov/page/commercial-plan-review>



Why should my CFO Participate?

Benefits include:

- Waived monthly wastewater surcharge fee.*
- Waived discharge permit fee.*
- Industrial Waste program staff as a resource for wastewater-related questions.
- Great opportunity to ensure compliance with City Code to avoid potential fines or violations at a later date.

**Standard monthly water/wastewater charges are still applicable.*



For More Information:

- Elizabeth Coy, Client Relationship Coordinator
- Email: Elizabeth.Coy@AustinTexas.gov
- Phone: 512-972-1079

- Website: <https://www.austintexas.gov/departments/industrial-waste-control-pretreatment>

