

D.9. FOG Hauler Manifest Form (2 pages)



City of Tuscaloosa, AL

FOG Management Program:
7. FOG Hauler Manifest Form

p.1

See instructions for completing this form on the back page.

TO BE COMPLETED BY FSE REPRESENTATIVE:

Facility Name: _____

Facility Address: _____

Date/Time of GRD Cleaning: _____

GRD Number Serviced: _____ Estimated Removed: _____ gallons.

Print Name: _____ Signature: _____

TO BE COMPLETED BY GREASE HAULER:

Business Name: _____

Street or P.O. Box: _____

City: _____ State: _____ Zip: _____

Access Pass Card #: _____

Driver's Name: _____ Driver's License #: _____

Print Name: _____ Signature: _____

At Disposal Site (Hilliard Fletcher Wastewater Treatment Plant):

Date/Time of Disposal: _____

Print Name: _____ Signature: _____

TO BE COMPLETED BY CITY OF TUSCALOOSA:

Date Form Processed: _____

Print Name: _____ Signature: _____

INSTRUCTIONS FOR COMPLETING FOG MANIFEST FORM

Instructions to FSE representative

- An authorized representative of the FSE shall fill out all of the requested information in the first (top) box of the form. The address shall be the physical address of the FSE. The FSE representative shall sign and date the form when the FOG is removed, specify the number of GRDs cleaned and estimate the quantity of FOG removed in gallons.

Important Notes

- The FSE shall retain the PINK copy of the FOG manifest form (after the FOG Hauler filled the middle box except for the part relating to the disposal at the WWTP) and keep it at the FSE.
- It is the responsibility of the FSE to retain the PINK copy of the manifest at the FSE. The manifests will be examined by the SSO/FOG Investigator as part of future FSE inspections.

Instructions to FOG Hauler

- The driver of the FOG hauler truck is considered an authorized representative of the FOG hauling company. The driver shall fill in all of the information requested in the second (middle) box of the manifest. The address shall be the mailing address of the business.
- The driver shall leave the PINK copy of the FOG manifest form with the FSE representative.
- The driver shall transport the waste collected from 1 or more FSEs (depending on the hauler's truck capacity) to the WWTP for discharge, bringing one FOG Manifest form for each FSE serviced.
- The driver shall date and sign again each form and leave the original WHITE copy in the drop box at the WWTP plant and retains the CANARY copy for company records.
- It is the FOG Hauler's responsibility to keep the CANARY copy of the manifest at the Hauler's place of business and make it available upon request.

Instructions to City of Tuscaloosa

- The WWTP representative shall collect the forms/envelopes from the drop box and forward to Database Specialists on regular basis.
- The Database Specialists shall enter details of FOG pickup and discharge into the database and finish paperwork related to each Manifest to assess the FOG haulers based on FOG quantities disposed (once a month or as needed).
- The Database Specialists shall date and sign the forms, and retain original copies of the manifests for a period of 1 year.