

TABLE 2 – CITY OF NEWARK FOG ENFORCEMENT RESPONSE GUIDE

I. REPORTING, PERMIT, RECORDKEEPING VIOLATIONS			
NONCOMPLIANCE	CIRCUMSTANCE	ENFORCEMENT RESPONSE	
1. Reporting Violation	Cleaning Form improperly signed/ certified	Phone call	
	Cleaning Form improperly signed/ certified after notice by POTW	NOV Show-Cause Order	
	Late submittal of cleaning form - less than 14 days	Phone call NOV requiring written explanation in two weeks	
	Late submittal of cleaning form - more than 14 days	Compliance Order with fine schedule	
	Chronic tardiness – Cleaning Forms	Show-Cause Order Monetary fine Revoke Permit	
	Incomplete submittal - infrequent	NOV requiring revision within one week	
	Falsification of documentation	\$500.00 fine Show-Cause Order	
	2. Payment Schedule – FOG permit fee	Late submittal - less than 5 days	Phone call
		Late submittal - more than 5 days	NOV requiring written explanation in two weeks Monetary fine
3. Record Keeping	Failure to maintain cleaning records - once	NOV requiring written explanation in two weeks	
	Failure to maintain cleaning records - chronic	Show-Cause Order Monetary fine	

I. REPORTING, PERMIT, RECORDKEEPING VIOLATIONS (Cont.)		
NONCOMPLIANCE	CIRCUMSTANCE	ENFORCEMENT RESPONSE
4. FOG Limit Exceeded	First Offense	NOV requiring written explanation in two weeks
	Second Offense	Show-Cause Order Monetary fine
	Chronic - Willful	Monetary fine Revoke Permit

Fog Compliance

Violations:

- Late payment of Permit fee
- Grease Trap or Interceptor cleaning report not received on time
- Record of cleaning schedule at establishment not complete.
- Not Cleaning Grease Trap or Interceptor after ordered by Inspector

Enforcement Action:

Formal warning for first offense (NOV) – With Written reply within two weeks.

Violation fees:

- According to Sewer Use Ordinance up to \$1000 per day.
- Most violations will be \$25.00 per day.