



Oil/Water Separator Inspection and Maintenance Guidance Procedures

The City of Charlotte Sewer Use Ordinance Chapter 23 Article III and the Oil Water Separator Policy requires facilities that have oil/water separators to ensure that they are properly maintained and kept in good working order. This procedure has been designed to ensure that the requirements are met and to provide guidance regarding the procedures to be followed.

Procedures

1. Employees who are performing the inspections must be properly trained.
2. At least every six months the oil/water separators must be inspected using the *Oil/Water Separator Inspection and Maintenance Checklist*.
3. If the accumulated sediment in an oil/water separator exceeds a 10-inch depth or if there is an oil layer a cleaning must occur.
4. The contents of the cleaning must be disposed of in accordance with Hazardous Waste Regulations
5. If there has been a spill to the oil/water separator cleaning must occur immediately.
6. All oil/water separators must be cleaned out at least annually and documentation of the cleanout should be maintained.
7. All records must be kept at the facility for at least three years.
8. Questions or comments should be directed to the Environmental Compliance Supervisor, Preston Whitley, by phone (704) 336-4783 or email pwhitley@charlottenc.gov.

Effective Date: 12/14/09





**Oil/Water Separator
Inspection and Maintenance Checklist**

Facility: _____ Inspected by: _____

Separator ID#: _____ Date: _____

Separator Location: _____

AREA	INSPECTION ITEMS			
OIL/WATER SEPARATORS	Distance from the rim of the access cover to the bottom of the structure			_____ (reference depth)
	Distance from the rim of the access cover to the top of the sediment/sludge			_____ (measured depth)
	Depth of accumulated sediment			_____ (total)
	Distance from the rim of the access cover to the oil/water interface			_____ (measured depth)
	Distance from the rim of the access cover to the top of the liquid surface			_____ (reference depth)
	Depth of accumulated oil			_____ (total)
	INSPECTION ITEM	Yes	No	Comments
GOOD HOUSEKEEPING	Are the areas near drains kept free of debris and sediment?			
	Are drip pans used under vehicles and spigots?			
	Are spill absorbent materials readily available?			
	Are floors kept clean and spill materials cleaned up in a timely manner?			
ACTION TAKEN/ TO BE TAKEN	Is oil/water separator cleaning required?			
	If yes, note: Who cleaned the separator: _____ The date the separator was cleaned: _____ The volume of liquid pumped: _____ The volume of sludge removed?: _____ The method of disposal: _____			
OTHER COMMENTS:				

Note: If a check mark is made in a shaded box, corrective action is necessary.

Completed checklists must be kept at the facility for at least 3 years.

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