



**2018**

**Fats, Oils and Grease  
Conference & Training**

James H.  
**RAINWATER**  
*conference center*

**Valdosta, Georgia**

# Southeastern F.O.G Alliance Certification Program

The Southeastern F.O.G Alliance Certification Program consists of multiple one-day (six hour) and half-day (three hour) courses designed to enhance the knowledge and skills of F.O.G personnel working for State and Local governments or private organizations.

## Program Objectives

The Southeastern F.O.G Alliance Certification Program is designed to establish minimum standards and professional goals for F.O.G personnel who work in city and county governments.

Specifically, the objectives of the program are to

- Increase knowledge of and skills necessary to carry out the primary functions of F.O.G personnel in city and county governments.
- Enable F.O.G personnel to become more efficient and effective in their positions.
- Develop and maintain high ethical standards for F.O.G personnel who work in city and county governments.
- Develop and maintain opportunities for robust professional development for F.O.G personnel who work in city and county governments.

## Who Should Participate

Those who should participate in the Southeastern F.O.G Alliance Certification Program include F.O.G Supervisors, Managers, and Inspectors; Water and Wastewater Operators and Supervisors; Commercial Transporters; Plumbing Inspectors; Code Enforcement Officers; Environmental Officers; Engineers; and Planners.

## Certification Program Requirements

The Southeastern F.O.G Alliance Certification Program consists of 72 hours of instruction divided into Level I and Level II. In order to receive a Certification for Level I, participants must complete 12 hours of required work and 24 hours of elective work. In order to receive a Certification for Level II, participants must complete an additional 12 hours of required and 24 hours of elective courses.

The curriculum may be modified as needed based on the changing educational needs of F.O.G personnel and the dictates of successful adult education practices. The decision to modify an existing curriculum will be made at the discretion of the Southeastern F.O.G Alliance Board.

## Continuing Education to Maintain Certification

Once a participant in the Southeastern F.O.G Alliance Certification Program has received his or her Certification, continuing education in the form of Annual Update classes will be required to maintain it. Annual Update classes will focus on topics pertinent to the duties and responsibilities of F.O.G personnel in city and county governments. Certification holders will be required to complete 12 hours of continuing education every two years. Records for the Southeastern F.O.G Alliance Certification Program are maintained by the Southeastern F.O.G Alliance.

## Courses Offered

Courses, including Annual Updates, will be offered on a rotating basis at Southeastern F.O.G Alliance conferences and meetings held at various locations around throughout the year and at conferences.

## Eligibility

In order to be eligible for the Certification program, an individual must

- Be a Southeastern F.O.G Alliance member throughout the entire program
- Be willing to uphold the by-laws of the organization

To become a members of the Southeastern F.O.G Alliance visit the website for a membership and/or renewal application.

# Southeastern F.O.G Alliance Curriculum

## *Program Overview*

The fundamental purpose of the F.O.G curriculum is to ensure F.O.G practitioners have the appropriate knowledge, skills, and tools to be effective in their positions. To achieve this aim, the program is designed with both required and elective course offerings. The required courses are based on shared competencies for any practitioner's success, regardless of local government position or title. The elective offerings allow for participants to select those courses that best suit the position they currently occupy or to which they might aspire.

## *Required Courses*

There are four six-hour required courses in the F.O.G curriculum. Each course primarily addresses one of four key competencies that are shared no matter what position the F.O.G practitioner holds. These competencies are:

- understanding the purpose, basics and science of F.O.G;
- ability to apply technology effectively and recognize its benefits;
- ability to communicate in written form effectively; and
- ability to serve and respond to a culturally diverse customer base.

The four courses, with descriptions and intended learning objectives, are listed below.

### **1. F.O.G 101: Why Managing Grease Matters (3 hours):**

*Food preparation creates fats, oils and grease (F.O.G), and excess F.O.G in a sewer system causes blockages and backups. F.O.G 101 will provide an introduction to the problems fats, oils, and grease cause for sewer systems and explain why managing F.O.G is important. Participants will leave class with a basic foundation in F.O.G in order to be able to discuss the need for F.O.G programs with government officials and stakeholders. Also, it will provide an introduction to F.O.G science, explain how managing F.O.G saves local governments money, and provide an overview of regulatory oversight including the EPA's SSO and CMOM Rules.*

OBJECTIVES: After completing this session, you should be able to:

- Describe why managing F.O.G. matters and why local government should have F.O.G programs
- Know how F.O.G. is created
- Understand basic F.O.G. chemistry
- Know how F.O.G. impacts the sewer system
- Provide a basic overview of how F.O.G. is regulated on the federal, state, and local levels

### **2. GEOGRAPHIC INFORMATION SYSTEMS & COMPUTER TECHNOLOGY: F.O.G Applications (3 hours):**

*This course is designed to introduce participants to the various computer programs and technologies that assist with effective F.O.G management. The class first will provide an overview of how different computer hardware – desktops, laptops, tablets, etc. – can be utilized to support a F.O.G program. It then will provide an overview of the most common computer software that F.O.G inspectors, supervisors, and managers use, including F.O.G management program software, Microsoft Office, etc. The course will discuss how geographic information systems (GIS) and global positioning systems (GPS) are tools to manage and track grease traps in the community.*

OBJECTIVES: After completing this session, you should be able to:

- Outline the pros and cons of different hardware options for F.O.G management
- Recognize how the most common software programs assist with F.O.G management
- Understand how GIS programs can assist F.O.G professionals with management and tracking
- Understand how to best utilize GPS

### **3. CUSTOMER SERVICE AND CULTURAL DIVERSITY (3 hours):**

*Every facility that falls under a F.O.G program is different, and the individuals who own or work at these facilities have different levels of understanding about why managing F.O.G matters and how compliance works. Further, cultural diversity issues can make dealing with these issues even more difficult. This class will focus on customer service in the context of educating facility owners about F.O.G and promoting compliance with F.O.G Programs. Special emphasis will be placed on cultural diversity issues and effectively communicating with people of diverse cultures.*

OBJECTIVE: After completing this session, you should be able to:

- Understand the importance of customer service
- Recognize the importance of communicating effectively about why F.O.G management is important and how compliance works
- Understand that people from diverse cultures must be given special consideration in explaining about F.O.G and communicating about compliance issues.

### **4. BUSINESS WRITING (3 hours):**

*Effective written communication is central to having a successful F.O.G program. Reports, memos, emails, letters and other documents such as non-compliance letters must be written in a professional and business-like style and format. Further, all items of written communications must transmit the mission and purpose of the local government, including the goals of its F.O.G program and not the personal bias of the person writing the letter.*

OBJECTIVE: After completing this session, you should be able to:

- The fundamentals of effective business writing
- Communicate more effectively in written form
- Communicate professionally without showing personal bias
- Understand the different types of business correspondence and the appropriate use of each type

## ***Elective Courses***

There are twelve (six-hour or three-hour) elective courses in the F.O.G curriculum. Participants select those electives that best suit their learning needs. Participants are encouraged to stretch their knowledge and abilities and look to the future by choosing courses that might go beyond their current duties and will benefit their organization. In order to be eligible to receive F.O.G Level I Certification, a minimum of 24 hours of electives must be successfully completed. Another 24 hours of electives must be successfully completed in order to receive a F.O.G Level II Certification. The available elective courses, with descriptions and intended learning objectives, are listed below.

### **1. CREATING, IMPLEMENTING, AND ENFORCING A F.O.G ORDINANCE: Understanding the Legal Foundation (3 hours):**

*Sewer Use Ordinance is a necessary component of a successful and enforceable F.O.G Program. This class will provide the legal foundation upon which creating and implementing a F.O.G ordinance rests. Participants will learn many of the legal parameters in which they must work including how ordinances and enforcement work generally, the role of EPA and EPD, the structure of regulatory requirements, the legal structure of local government, and common ordinance provisions relevant to F.O.G. This class will provide guidance in developing a Sewer Use Ordinance that incorporates and adopt new or revised provisions of local law and fulfills federal and state regulatory requirements. The course will then provide an overview of the basics of enforcement systems and how they work. The course will discuss standard procedures, proper documentation, public education concerning ordinance issues, non-regulatory enforcement techniques for accomplishing compliance policy goals, and ways to create opportunities for compliance. Enforcement ethics will also be discussed.*

OBJECTIVES: After completing this session, you should be able to:

- Know and define the most commonly used terms in F.O.G. ordinances
- Outline the major aspects of ordinance creation and implementation
- Understand the structure of local government in the context of state and federal regulatory requirements
- Know the components of compliance and enforcement
- Describe the legal authority underlying compliance and enforcement
- Understand that jurisdictions may vary (city, county, and authority) with respect to enforcement authority
- Outline the different levels of enforcement action -- verbal warnings, letters of violation, orders, etc.
- Recognize the importance of documentation
- Understand enforcement ethics

**2. EATING INTERNAL & EXTERNAL BUY-IN FOR A F.O.G PROGRAM (3 hours):**

*Getting a F.O.G ordinance passed and implementing a successful F.O.G program requires understanding of the inner workings of local government. It also requires understanding of how F.O.G supervisors and managers can work productively with both internal and external stakeholders, including elected officials. This class will include a look at the roles of city/county attorneys, councils, commissions, mayors, Commission Chairs, and others. It will explain the differences between cities, counties, and authorities and how these differences impact the implementation of F.O.G programs.*

OBJECTIVES: After completing this session, you should be able to:

- Better understand the internal workings of local government
- Recognize the roles and perspectives of elected officials
- Recognize the roles and perspectives of other local government employees and external stakeholders
- Have the ability to motivate others to share the goals of F.O.G programs, and
- Know the differences between cities, counties, and authorities impact the creation and implementation of F.O.G programs.

**3. PROGRAM ORGANIZATION & TIME MANAGEMENT (3 hours):**

*Managing a successful F.O.G program requires strong organizational and time management skills. This class will provide participants guidance on how to make F.O.G program management more productive through greater organization, tips for record keeping, streamlining paperwork, and prioritizing responsibilities.*

OBJECTIVE: After completing this session, you should be able to:

- Have a more organized program, including how to organize records,
- Streamline paperwork, and
- Prioritize responsibilities

**4. PRETREATMENT & DESIGN REQUIREMENTS FOR COLLECTION SYSTEMS & F.O.G FACILITIES: Understanding Both Sides (3 hours):**

*Implementing a successful F.O.G program involves understanding both the sewage pretreatment requirements imposed on collection systems as well as the building and design codes that impact how F.O.G facilities such as restaurants are built. This course will provide an overview of pretreatment requirements, technical controls, and practices imposed by EPA that control pollutants such as F.O.G that pass through publicly owned treatment works. Then, the course will focus on the average F.O.G-producing facility itself to help participants understand the technical and design requirements that impact the F.O.G source. It will provide an overview of current International Plumbing Code requirements, including general installation requirements, permitting, construction, inspections and connection requirements. It will also provide an overview of Southeastern building and construction requirements. Finally, it will provide information on locators to prevent F.O.G personnel from accidentally hitting underground utilities while working on digging projects which can cause harm to self and others, disrupt service, and the assessment of fines and repair costs.*

OBJECTIVES: After completing this session, you should be able to:

- Understand how pretreatment standards impact collection systems and F.O.G facilities
- Know the role of plumbing code standards
- Know the role of Southeastern construction requirements and building codes
- Understand how technical and design requirements impact both the F.O.G source and the collection system.
- Understand the need for locators in digging projects.

**5. MONITORING & INSPECTION (3 hours):**

Monitoring and inspecting facilities are key components to furthering compliance. The purpose of this course is to provide detailed instruction on how to inspect a grease trap, use inspection tools, and take samples. It will also cover how to complete all of the necessary documentation associated with monitoring and inspection, including, for example, filling out a chain of custody for samples. Scheduling and prioritizing inspections will be addressed. The course will also cover how to establish agreements with other jurisdictions to conduct truck inspections, as some jurisdictions may lack this authority. Inspection ethics also will be covered.

OBJECTIVES: After completing this session, you should be able to:

- Inspect a grease trap and use inspection tools
- Take and document samples
- Schedule and prioritize inspections
- Know when and how to establish inspection agreements with other jurisdictions
- Establish and implement an effective monitoring and inspection program.

**6. ELEMENTS OF A SUCCESSFUL CMOM (CAPACITY, MANAGEMENT, OPERATIONS AND MAINTENANCE) PROGRAM (3 hours):**

*Sanitary sewer collection systems are designed to remove wastewater from home, buildings, and industrial facilities and convey it to a wastewater treatment plant. Problems arise when “sanitary sewage overflows” (SSOs) occur, which are discharges of raw sewage into basements, streams, or onto streets before the sewage is conveyed to the treatment facility. Many local agencies are being mandated to develop Capacity, Management, Operations and Maintenance (CMOM) programs to address SSOs, addressing F.O.G as part of their CMOM program. This course therefore will provide an overview of the elements of a CMOM program and how it relates to F.O.G management. It also will address the problems that cause SSOs, which include blockages from roots or grease, too much rainfall, pipe failures, equipment failures, and deteriorating systems, and the elements of successful CMOM programs.*

OBJECTIVES: After completing this session, you should be able to:

- Describe the purpose of CMOM programs
- Outline CMOM program elements
- Investigate capacity strained areas of the collection system
- Proactively prevent SSOs
- Understand the CMOM planning framework, including operations and maintenance planning, capacity assessment, and capital improvement planning
- Know how to better manage, operate, and maintain collection systems.

**7. COMMERCIAL TRANSPORTER LAW & COMMERCIAL TRUCK INSPECTION (3 hours):**

*Commercial transporters play an essential role in F.O.G management because they pump out and haul away commercial grease. By law, Southeastern regulates commercial waste pumpers, transporters, and receiving facilities. These rules affect companies that service grease traps, grease interceptors, grit traps, sand traps, and oil/water separators. This course will provide an overview of Southeastern commercial transporter law and rules and explain how they are critical to comprehensive F.O.G managements. Participants will learn the elements of truck inspection and participate in a hands-on inspection demonstration.*

OBJECTIVES: After completing this session, you should be able to:

- Explain how Commercial Transporter Law and Regulations work
- Understand Environmental Protection Division's (EPD) process for registering commercial transporters
- Answer questions about registration and requirements from commercial transporters
- Outline commercial truck inspection training requirements
- Know database and reporting requirements
- Conduct a truck inspection

#### **8. HOW TO BUILD CITIZEN & INDUSTRY SUPPORT FOR F.O.G PROGRAMS (3 hours)**

*This course will focus on ideas and strategies for educating citizens and industry users of F.O.G about the importance of F.O.G Programs. Also, it will focus on developing support for F.O.G programs.*

OBJECTIVE: After completing this session, you should be able to:

- Know the importance of educating citizens and industry users about F.O.G and F.O.G programs
- Outline some ideas and strategies for educating citizens and industry users about F.O.G and F.O.G related programs, and
- Garner support for F.O.G programs.

#### **9. POWERFUL PRESENTATIONS (3 hours):**

*F.O.G inspectors, supervisors, and managers must know how to make presentations to supervisors, colleagues, and the public. This course will focus on how to make public presentations including information gathering, organization, and making actual presentations.*

OBJECTIVE: After completing this session, you should be able to:

- Gather important information which will be the subject of presentation,
- Organize information effectively, and
- Deliver an effective presentation.

#### **10. ACCOUNTING FOR REVENUES (3 hours):**

*F.O.G supervisors and managers need to understand billing and invoicing procedures, or Accounting for Revenues. This class will take a look at the basic tenets associated with revenues and receipts and the revenue recognition rules for a government's primary revenue streams. In addition, participants will learn how to record revenues and receipts in their systems, and will understand the importance of collections in the receivables process.*

OBJECTIVE: After completing this session, you should be able to:

- Recall the basic tenets associated with revenues and receipts
- Explain the revenue recognition rules for a government's primary revenue streams
- Demonstrate how to record revenues and receipts into your systems
- Recite the importance of collections in the receivable process

#### **11. SETTING UP A USED COOKING OIL RECYCLING PROGRAM (3 hours):**

*This course will help F.O.G inspectors, supervisors, and managers understand how to set up a local cooking oil recycling program. Recycling cooking oil is a good way to reduce F.O.G from residences. This course will provide an overview of how a cooking oil recycling program improves F.O.G management and how to conduct public outreach. It will provide instruction on how to select a collection method, process the oil, select commercial haulers, and select containers. Because cooking oil has become a valuable commodity, it will provide an overview of how communities can implement programs to capture and resell residential cooking oil.*

OBJECTIVES: After completing this session, you should be able to:

- Outline how a cooking oil recycling program serves F.O.G. management goals
- Create a used cooking oil recycling program

- Describe the facilities and materials needed to manage the recycling program
- Conduct outreach
- Manage the cooking oil that is collected
- Track program success and maintain the program

**12. BASIC SUPERVISORY SKILLS (3 hours):**

*Many of the F.O.G supervisors and managers are responsible for supervising and directing others. As such, proper supervision is important. In this class F.O.G supervisors and managers can gain fundamental tools and knowledge needed to provide effective supervision. Topics include: supervisory leadership; selecting, orienting, and training employees, elevating performance, mentoring, resolving grievances and complaints, and ethical considerations*

OBJECTIVE: After completing this session, you should be able to:

- Utilize the tools and knowledge needed for effective supervision, including ethical consideration
- Activate supervisory leadership
- Select, orient, and train employees
- Elevate performance
- Understand the value of mentoring
- Better resolve grievances and complaints.

### ***Additional Electives Courses***

Additional elective courses are courses that are instructionally done by organizations or third party speakers that have vital and or important information about Fats, Oils and Grease. The elective courses can range from one hour to six hour classes. These classes will be optional at the conferences or at annual meetings. These electives will count towards your requirements. These classes will be noted as each instructor provides information about their topic and it is approved by the Southeastern F.O.G Alliance Board.

### ***CEU or Points***

The Southeastern F.O.G Alliance works with the Georgia Professional Licensing Board to provide CEU points for Water and Wastewater Operator and Laboratory Analysts. In past conferences the board has allowed us to provide 12 CEU points. The Southeaster F.O.G Alliance is currently working with the Georgia Professional Licensing Board to obtain Fats, Oils and Grease Professional Licensing Level I and Level II. The courses outlined are the requirements given to us from the Licensing Board. We are currently working on getting legislation passed as required by the Licensing Board to make official and require testing of Level I and Level II F.O.G Professionals. The training you will receive will be the start of what is required to take the testing.

## General Conference Information

### Conference Location

James H. Rainwater Conference Center  
1 Meeting Place, Valdosta, Georgia 31601  
(229) 245-0513



### Conference Dates and Times

April 16 <sup>th</sup> , 2018	Vendor Setup	12:00 PM to 6:00 PM
	Student Registration Open	4:30 PM to 6:00 PM
April 17 <sup>th</sup> , 2018	Vendor Setup	5:30 AM to 7:00 AM
	Student Registration Open	6:30 AM to 7:00 AM
	Breakfast (Provided)	7:00 AM to 8:00 AM
	Instructional Classes	8:00 AM to 9:30 AM
	Break (Provided)	9:30 AM to 10:00 AM
	Instructional Classes	10:00 AM to 12:00 PM
	Lunch (Provided)	12:00 PM to 1:00 PM
	Instructional Classes	1:00 PM to 3:00 PM
	Break (Provided)	2:30 PM to 2:45 PM
	Instructional Classes	2:45 PM to 4:30 PM
April 18 <sup>th</sup> , 2018	<i>*Vendor access (all day)</i>	<b>8:00 AM to 6:00 PM</b>
	Breakfast (Provided)	7:00 AM to 8:00 AM
	Instructional Classes	8:00 AM to 9:30 AM
	Break (Provided)	9:30 AM to 10:00 AM
	Instructional Classes	10:00 AM to 12:00 PM
	Lunch (Provided)	12:00 PM to 1:00 PM
	Instructional Classes	1:00 PM to 3:00 PM
	Break (Provided)	2:30 PM to 2:45 PM
	Instructional Classes	2:45 PM to 4:30 PM
	<i>*Vendor access (all day)</i> <b>(New)</b> Dinner (Provided)	<b>8:00 AM to 6:00 PM</b> 5:00 PM to 8:00 PM
April 19 <sup>th</sup> , 2018	Breakfast (Provided)	7:00 AM to 8:00 AM
	Instructional Classes	8:00 AM to 9:30 AM
	Break (Provided)	9:30 AM to 10:00 AM
	Instructional Classes	10:00 AM to 12:00 PM
	Lunch (Provided)	12:00 PM to 1:00 PM
	Instructional Classes	1:00 PM to 3:00 PM
	Break (Provided)	2:30 PM to 2:45 PM
	Instructional Classes	2:45 PM to 4:30 PM
<i>*Vendor Take Down</i>	<b>3:00 PM to 5:00 PM</b>	

### Conference Cost

Student Registration (non-member)	\$300.00 per attendee
Student Registration (member)	\$285.00 per attendee
Vendor Registration (non-member)	\$675.00 covers cost of booth and food for two attendees
Vendor Registration (member)	\$595.00 covers cost of booth and food for two attendees

Additional attendees for vendors are \$120.00 each attendee.

Conference area has the ability to have 20 Vendor spots. Please see website for location and availability of vendor booths.

## Hotel Information

### Choice Hotel Conference

#### Hampton Inn and Suites



2 Meeting Place Drive, Valdosta Georgia	(229) 241-1234
Double Queen Suite	\$104.00 + tax and fees 40 room hold
Double Queen w/sitting area	\$94.00 + tax and fees 30 room hold
Double Queen Room	\$89.00 + tax and fees 30 room hold

### Additional Hotels Conference

#### Fairfield Inn & Suites by Marriott



2010 W. Hill Ave, Valdosta Georgia	(229) 242-1225
Double Queen Room	\$94.00 + tax and fees
King Room	\$99.00 + tax and fees

#### Holiday Inn



1805 W. Hill Ave, Valdosta Georgia	(229) 244-1111
Queen Room	\$114.00 + tax and fees
King Room	\$118.00 + tax and fees

*\*you must bring your own hotel/motel tax exempt forms\**

## Air Travel



Valdosta Regional Airport  
(229) 333-1833

1750 Airport Road, Valdosta Georgia

Valdosta Regional Airport is served by Delta Air Lines. Currently, Delta has three arrivals and three departures per day six days per week and two arrivals and two departures on Saturday.

All flights are to/from Atlanta Hartsfield-Jackson International Airport (ATL). From there, you can connect to hundreds of destinations worldwide. The airline terminal opens two hours prior to the first departure and remains open until after the last arrival. Since flight numbers and arrival/departure time's change periodically, please check the most current flight schedule at [www.delta.com](http://www.delta.com). You may also call Delta Reservations at 800-221-1212, or the local airline station at (229) 244-2298. If your baggage did not arrive on your flight, please check with the airline at the local number (229) 244-2298.

## Ground Transportation

The Valdosta Airport has two companies that you can get a rental car from if needed. The airport is only about a mile from the conference center and taxis are available in front of the terminal during flight arrivals.

Avis	<a href="http://www.avis.com">www.avis.com</a>	(229) 242-4242
Hertz	<a href="http://www.hertz.com">www.hertz.com</a>	(229) 242-7070

## Membership Information

If you are not a member and would like additional information on the benefits of membership, please contact our Membership Chairperson Angela Walker via email at [awalker@bgjwsc.org](mailto:awalker@bgjwsc.org). To obtain a membership application you can [click here](#) or visit the website.

**Conference Registration forms can be found on the website at  
[www.southeasternfogalliance.org](http://www.southeasternfogalliance.org)**