STORM WATER POLLUTION PREVENTION PLAN

for:

MASTER FIBERS, INC.

5109-B Edith Boulevard NE
Albuquerque, NM 87107
(505) 345-6413

SWPPP Contact(s):

Facility Operator: Master Fibers, Inc.
Contact Person: Hector J. Valverde
5109-B Edith Boulevard NE
Albuquerque, NM 87107
(505) 345-6413
hevalverde@masterfibers.com

SWPPP Preparation Date:

08/11/2015

Table of Contents

INTRODUCTION.

This Storm Water Pollution Prevention Plan (SWPPP) is written in accordance with the U.S. Environmental Protection Agency (EPA) Regulations effective June 4, 2015. It addresses the items required by Sector N (Scrap Recycling and Waste Recycling Facilities) of the general permit. A copy of the Notice of Intent, the EPA approval and the Multi-Sector General Permit are included.

The purpose of this SWPPP, which is required as part of the National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit, is:

- Identify of potential pollution sources affecting the quality of Storm Water discharges;
- Focus management attention on sources of potential Storm Water pollution;
- Eliminate or minimize the risk of Storm Water discharge associated with these sources;
- Describe practices that will minimize and control pollutants in Storm Water discharges associated with this facility activities; and
- Ensure implementation of these practices.

SCHEDULE OF REQUIRED ACTION ITEMS

Item No:	Description of required Action	Schedule:
1	Routine Inspection	Quarterly
2	Preventive and Corrective Maintenance	As needed
3	Visual Wet Assessment	Quarterly
4	Employee Training	Annually
5	Submit Annual Report to EPA	Annual by January 31st

SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION

1.1 Facility Information

Facility Information

Name of Facility: Master Fibers, Inc. Albuquerque

Street: 5109-B Edith Boulevard NE

City: Albuquerque State: NM ZIP Code: 87107

County or Similar Subdivision: Bernalillo

Permit Tracking Number: NMR053152 (if covered under a previous permit)

Primary Industrial Activity SIC code, and Sector and Subsector (2015) MSGP, Appendix D and Part8):

SIC Code **5093** / Sector **N** (Scrap Recycling Facilities) / Subsector **2** (Source Separated Recycling Facility)

Co-located Industrial Activity(s) SIC Code(s), Sector (s) and Subsector(s) (2015 MSGP, Appendix D):

Not Applicable

Latitude/Longitude

Latitude:
35.13 º N (decimal degrees)

Longitude:
106.63 º W (decimal degrees)

Method for determining latitude/longitude (check one):

☐ USGS topographic map (specify scale:_____) ☒ GPS

☐ Other (please specify): _____

Horizontal Reference Datum (check one):

☐ NAD27 ☐ NAD83 ☒ WGS84

Is the facility located in Indian Country? ☐ Yes ☒ No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." Not Applicable

Are you considered a "federal operator" of the facility?

Federal Operator – an entity that meets the definition of "operator" in this permit and is either any department, agency or instrumentality of the executive, legislative and judicial branches of the Federal government of the United States, or another entity, such as a private contractor, operating for any such department, agency, or instrumentality.

☐ Yes ☒ No

Estimated area of industrial activity at site exposed to Storm Water: 3.5 (acres)

Discharge Information

Does this facility discharge Storm Water into an MS4? ☐ Yes ☒ No

If yes, name of MS4 operator: _____.

Name(s) of water(s) that receive Storm Water from your facility 3 Stormwater retention ponds on site (directly) / The Rio Grande (indirectly).

Does this facility discharge industrial stormwater directly into any segment of an "impaired water" (see definition in 2015 MSGP, Appendix A)? ☐ Yes ☒ No

If Yes, identify name of the impaired water (and segment, if applicable): Not Applicable

Identify the pollutant(s) causing the impairment(s): Not Applicable

Which of the identified pollutants may be present in industrial stormwater discharges from this facility?

Not Applicable

Has a Total Maximum Daily Load (TMDL) been completed for any of the identified pollutants? If yes, please list the TMDL pollutants: Not Applicable

Does this facility discharge industrial stormwater into a receiving water designated as a Tier 2, Tier 2.5 or Tier 3 water (see definitions in 2015 MSGP, Appendix A? ☐ Yes ☒ No

Are any of your Storm Water discharges subject to effluent guidelines (ELGs) (2015 MSGP Table 1-1)?

☐ Yes ☒ No

If Yes, which guidelines apply? Not Applicable

1.2 Contact Information/Responsible Parties

Facility Operator (s):

Name: MASTER FIBERS, INC.
Address: 5109-B Edith Boulevard, NE
City, State, Zip Code: Albuquerque, NM 87107
Telephone Number: (505) 345-6413
Email address: hevalverde@copamex.com
Fax number: (505) 344-2658

Facility Owner (s):

Name: MASTER FIBERS, INC.
Address: 1710 E. Paisano Dr.
City, State, Zip Code: El Paso, TX 79901
Telephone Number: (915) 544-2299
Email address: hevalverde@copamex.com

SWPPP Contact:

Name: Hector J. Valverde
Telephone number: (505) 345-6413
Email address: hevalverde@copamex.com
Fax number: (505) 344-2658

1.3 Storm Water Pollution Prevention Team

Staff Names	Individual Responsibilities
Hector J. Valverde	Manager. Ensure implementation of plan; perform comprehensive site compliance evaluations; communicate with other team members as to required operational changes or prepare revisions to the SWPPP; alert other team members as to any problems, changes, spills, or leaks and address subsequent remediation.
Hector J. Valverde	SWPPP Contact
Ruben Pasillas	Operations Supervisor. Provide training to other team members; coordinate inspections; assist team manager as needed with environmentally and regulatory questions or issues.
Norberto Lozoya	Maintenance technician. Provide necessary management support and resources for implementation of BMP's together with other team members. Alert team leader of any observed spills, leaks, un-permitted/ unusual discharges, or damage to perimeter berming. Ensure equipment is maintained and fueled according to proper procedures.

1.4 Site Description.

Master Fibers, Inc. is a recycling operation situated on a 3.5 acre parcel of land in an industrially zoned area located West of Edith Blvd. on Rutherford Lane, which is approximately one quarter of a mile south of the intersection of Montano Road and Edith Boulevard. Rutherford Lane is owned by Master Fibers, Inc. To the East there is an industrial park which houses a drywall warehouse and a company that produces fire proofing products. To the West there is the BNSF railroad right of way. To the South there is the Friedman Recycling Facility, and to the North there is a lot which is being rented by Master Fibers Inc. to park employees' and company's vehicles.
Master Fibers accepts certain municipal, industrial, and private solid waste for recycling. Master Fibers, Inc. stockpiles, sorts (manually) and processes OCC, paper, carpet padding, some plastics, and metals both on-site and off-site for reclamation. MFI utilizes conveyors and balers to process the recyclable materials. No batteries, liquids, tires, or hazardous wastes are accepted at the facility. In addition, the facility does house recycling collection trucks, forklifts, loaders, bins, and containers.

A general location map and a site map are presented in Appendix D.

SECTION 2: POTENTIAL POLLUTANT SOURCES.

The primary risks for Storm Water impact from potential sources on the MFI site are summarized below. None of the problems listed below appear to be occurring at the present time, but these potential sources are the focus of the measures and controls to be implemented as part of this SWPPP.

A. Rainwater contact with the stockpiled recyclables may wash contaminants into the Storm Water detained on site.
B. Recyclables in uncovered and uncontained areas.
C. Sediment from erosion of berms and slopes.
D. Leaks from customers' vehicles entering the plant.
E. Equipment maintenance.
F. Equipment leaks of oil, hydraulic fluid, antifreeze due to broken or cracked parts; note that baler operates under covered area.

2.1 Potential Pollutants Associated with Industrial Activity.

Industrial Activity	Associated Pollutants
Loading and unloading of recyclable materials	Trash, paper, plastic, metals
Materials sorting	Trash, plastics, metals
Equipment Fueling	Diesel fuel
Vehicle maintenance	Oil, fuel, grease, hydraulic fluids, antifreeze
Vehicles delivering materials	Oil, fuel, hydraulic fluids, antifreeze
Recycling bins washing	Soil

2.2 Spills and Leaks.

Areas of Site Where Potential Spills/Leaks Could Occur

Location	Outfalls
Fueling Area	On-site pond (North-West)
Unloading Areas	On-site pond (South-East / SW Pond)
Baler Area (inside building)	None
Propane Storage Area	On-site pond (North-West)
Maintenance Area (inside building)	None
Baled Storage Areas	On-site ponds (all three)

Description of Past Spills/Leaks

Date	Description	Discharge Points
	None	

2.3 Non-Storm Water Discharges Documentation

We have an area where paper recycling bins are washed before they are delivered to our customers. The associated contaminant may be soil and some paper particles. This non-Storm Water discharge ends up in the South-East on-site retention pond located by the scale building. No water is discharged from the facility at any time.

• Description of the evaluation criteria used:

☒ Visual

☐ Other: _____

• List of the outfalls or onsite drainage points that were directly observed during the evaluation:

001 Main Entrance	002 Gate by RR tracks	003 SE Retention Pond	004 NW Retention Pond

Unauthorized Discharge(s) Eliminated

Source	Location	Action to Eliminate

It is hereby certified that the Master Fibers, Inc. Stormwater Discharge has been evaluated for the presence of non-stormwater discharges and that none were present at this time.

Inspector: _____ **Date of Evaluation:**

Signature: _____ _____

2.4 Salt Storage.

There is no salt storage at the MFI plant.

2.5.1 Sampling Data Summary.

According to Table 8.N-1 of the 2015 MSGP, no sampling is required for Sector N, Sub-Sector N2 (Scrap Recycling and Waste Recycling Facilities) for Source-Separated Recycling Facilities (SIC 5093). The MFI site falls under this category. In addition to this, MFI does not discharge storm waters off its site into any municipal Storm Water drainage or sewer or any other (surface) waters of the United States. The majority of the volume of any stormwater or snowmelt is discharged into on-site retention ponds and a small amount runs off the plant to the parking lot where water is absorbed into the ground. During a short period of time, MFI accepted and baled single stream recyclables, and per advice of representatives of the NMED, benchmark monitoring resumed on March, 2013. MFI no longer accepts single stream recyclables. The following table shows lab results from samples taken during that period of time:

PARAMETER	UNITS	RESULT	RESULT	2015 MSGP Benchmark:
Total SS	mg/L	87	100	100
Aluminum	mg/L	1.3		0.75
Copper	mg/L	ND		0.014
Iron	mg/L	1.1		1.0
Zinc	mg/L	0.25		0.12
COD	mg/L	110		120

SECTION 3: STORMWATER CONTROL MEASURES

3.1 Non-numeric Technology-based Effluent Limits (BPT/BAT/BCT)

This section describes the Stormwater management controls appropriate for the MFI facility, based on identified sources of potential pollutants and sector-specific non-numeric effluent limits as specified in Part 8 of the 2015 MSGP for Recycling Facilities of Source-Separated Materials. Good operational practices and housekeeping procedures are to be followed at the facility to keep the facility clean and orderly, thereby minimizing the potential for pollutants to enter Storm Water runoff. This includes:

3.1.1 Minimize Exposure

1	Whenever possible, minimize the amount of uncovered stockpiled recyclables.
2	Sort and process under covered areas when possible.
3	Utilize inside storage of maintenance fluids in a clean and orderly fashion.
4	Avoiding spills of fuel or other fluids and promptly cleanup dripage.
5	Keeping site equipment in good repair to eliminate chronic drips and leaks.
6	Regular cleanup of the maintenance area.
7	Fuel tank in fueling area is located under roof and has secondary containment.
8	Used Oil and hydraulic fluids should be kept in storage area under secondary containment.

3.1.2 Good Housekeeping

1	The plant should be swept on a regular basis. And any spills should be cleaned-up promptly without using large amounts of water. Avoid hosing down work areas.
2	Utilize inside storage of maintenance fluids in a clean and orderly fashion.
3	Spill cleaning supplies should be available all the time.
4	Minimize the number of containers with oil or other fluids in the storage area by taking containers to our oil supplier as soon as the containers are full.
5	Paper recycling bins should be completely emptied before they are washed.
6	Whenever possible, maintenance should be conducted inside the building.
7	Very limited fueling exists at the MFI site. Closely observe fuel transfers to prevent overfill.
8	Discourage topping off of fuel tanks by employee training.
9	Use dry clean-up methods in the fueling area. Do not hose down the fueling area of any petroleum spill or leak.

3.1.3 Maintenance

Storm Water Management Devices	Facility Equipment and Systems	Inspection Schedule
Perimeter grading that controls Stormwater discharge out of the facility		Check for erosion or damage Annually
Secondary containment berm around waste oil and fuel storage area		Periodically check to ensure that it is in good condition.
	Processing and sorting equipment (hoses, fuel tanks and fluid reservoirs that may leak fluids or deposit residuals onto the ground.	Periodically check for corrosion, cracks, or damage to the equipment and spillage onto the ground.
	Cans, pails or other containers of fluids used for maintenance.	Periodically check for tipped containers, leaking containers, corrosion, fluids in improper containers.
	Whenever possible, perform maintenance inside the building and limit outside maintenance to non-liquid operations, except when fueling.	
	Above ground storage tanks.	Periodically check for damaged protective guards, inspect tank foundations, connections, tank walls and piping for corrosion, leaks, straining, cracks or other physical damage.

3.1.4 Spill Prevention and Response

1	Containers with used fluids should be labeled and kept at secondary containment area.
2	Any release from the fueling area should be cleaned-up immediately.
3	Spills supplies (disposable absorbent materials) should be available and personnel trained to use it and dispose of it properly.
4	In the event of a large spill (primary and secondary containment fail, or if spill occurred at loading and unloading areas) report to Plant Manager immediately to discuss the need to call for help from the Fire Department or the NMED.

3.1.5 Erosion and Sediment Controls

There are currently no areas of the site where significant erosion is occurring. If erosion is observed to be occurring on site, grading or stabilization measures shall be implemented. These measures include, but are not limited to: geotextiles, cobbles, gravel, and erosion matting. In some cases, additional diversion berms may be appropriate solution to break-up long slopes.

3.1.6 Management of Runoff

Drainage from the MFI site in the processing areas is currently controlled by perimeter berming and site grading, which prevents significant off-site flow from the facility and prevents entry into active areas. There is only one area where Stormwater does visibly flow off from the site. It is located at the facility entrance in the northeast portion of the site. Another area where Stormwater may flow off from the site is located in the northwest portion of the site at the railroad access gate. During previous observations it has never been evident that Stormwater was flowing off-site as water is quickly absorbed into the ground before it leaves the property.

The perimeter berm is located immediately inside the property fence line along the east, west, and south property line. In addition, the property south of the railroad track is sloped from the perimeter berms inward to the Stormwater retention pond located in the southwest portion of the property. The area north of the railroad tracks is split in two with the eastern portion of the site, draining to the eastern Stormwater retention pond. The area at the main entrance gate slopes gently to the east and ponds just outside the gate into the parking lot where the water is absorbed into the ground before it can reach any stream leading to municipal or any other kind of storm drainage. This area has been designated as DP-1. The area in the extreme northwest portion at the railroad entrance may flow to the railroad right of way. This area has been designated as DP-2 and here again; the water is absorbed by the ground before it can reach any other streams. The drainage system is inspected and maintained to ensure that positive drainage exists and the perimeter berming is maintained.

3.1.7 Salt Storage Piles or Piles Containing Salt

No processes that require salt are done at the plant. No salt is piled or stored at the facility.

3.1.8 Dust Generation and Vehicle Tracking of Industrial Materials.

Most of the traffic areas at the MFI site are paved. However, there is no clear evidence that Stormwater contamination may occur from dust generated from the non-paved areas from the facility or paper debris tracked out of the plant by outgoing vehicles.
During windy days, unpaved areas and loose recycling materials (paper and cardboard) may be watered down to minimize dust and other materials being picked-up by the wind. A permit was obtained from the ABCWUA to be able to use one of the city's fire hydrants located in the plant for this purpose.

3.2 Sector-Specific Non-Numeric Effluent Limits

This MFI plant receives source-separated materials only, primarily from commercial, residential and some industrial customers.

Inbound Recyclable Material Control. Chances of accepting non-recyclable materials are to be minimized by:

a) Providing information to suppliers of recyclables about acceptable and non-acceptable materials.
b) Training drivers responsible for pickup of recyclable material.
c) Rejecting non-recyclable wastes or household hazardous wastes at the source.

Outdoor Storage. Exposure of recyclables to precipitation and runoff is to be minimized by:

a) Minimizing the amount of uncovered recyclables.
b) Sorting and storing recyclables undercover whenever possible.
c) Diverting surface water runoff away from outside material storage areas into retention ponds

Indoor Storage and Material Processing. Release of pollutants from indoor storage and processing areas is to be minimized by:

a) Regular cleaning and prompt clean-up of any spills in the processing area.
b) Keeping site equipment in good repair to eliminate chronic drips and leaks.
c) Maintaining stored fluids in a clean and orderly fashion.

Vehicle and Equipment Maintenance. The following are some control measures when vehicle and equipment maintenance should occur outdoors:

a) Whenever possible, maintenance should be conducted indoors.
b) Fueling should be done on designated areas only, and spill cleaning supplies should always be available.
c) Instruct machine operators to avoid topping off fuel tanks.

d) Use dry cleaning methods in the fueling area. Do not hose down the fueling area of any petroleum spill or leak.
e) Store lubricants and hydraulic fluids indoors or in the designated double containment, roofed area.

3.3 Numeric Effluent Limitations Based on Effluent Limitations Guidelines.

Does not apply.

3.4 Water Quality-based Effluent Limitations and Water Quality Standards.

Does not apply.

SECTION 4: SCHEDULES AND PROCEDURES.

4.1 Good Housekeeping.

Typically, once a product run is complete, all discarded waste material is removed from the baling area and is stored into designated areas until sufficient quantities have been piled to do a run of trash bales. When 10 bales of trash are made, they are hauled to a local permitted landfill utilizing a 30 yard container. The frequency of this operation is currently about twice a month, but could vary depending on seasonal changes and/or due to changes in suppliers of recyclable material.

4.2 Maintenance.

Forklifts and loaders used at the plant are inspected every day before the start of operations. In the event a leak is found, it should be reported to the supervisor and fixed as soon as possible.

Tractors and trucks are leased and maintenance is performed at the dealership. If a problem is detected, the vehicle should be taken immediately to the leasing company's mechanical shop.

4.3 Spill Prevention and Response Procedures.

a) Containers with used fluids should be labeled and kept at secondary containment area.

b) Any release from the fueling area should be cleaned-up immediately.

c) Spills supplies (disposable absorbent materials) should be available and personnel trained to use it and dispose of it properly.

d) In the event of a large spill (primary and secondary containment fail, or if spill occurred at loading and unloading areas) report to Plant Manager immediately to discuss the need to call for help from the Fire Department or the NMED.

4.4 Erosion and Sediment Control.

There are currently no areas of the site where significant erosion is occurring or may occur. If erosion is observed to be occurring on site, grading or stabilization measures shall be implemented. These measures include, but are not limited to: geotextiles, cobbles, gravel, and erosion matting.

4.5 Employee Training.

In accordance with USEPA requirements, employees shall be trained annually in the prevention of Storm Water pollutant discharge through familiarization with the procedures detailed in this SWPPP, as appropriate for each employee's position and function at the facility. The Team Leader and/or Team Member No 1 shall coordinate and conduct this training on a regular basis, typically in conjunction with training in other operational and safety procedures. The training should include a review of the purpose and goals of the SWPPP, identification and discussion of potential sources of Storm Water pollution at the site, the BMP's to be employed at the site, and the role the employees fill in Storm Water pollution prevention. Records of employee training shall be documented and retained in the facility files.

4.6 Inspections and Assessments.

4.6.1 Routine facility inspections.

Every quarter, formal visual inspections of the perimeter berm, site grading, containers wash area, vehicle parking areas and the recyclables stock piles, sorting and processing areas will be conducted by any member of the SWPPP Team. In addition, as part of routine operations, the waste recycling and vehicles/equipment will be checked by site operators as part of normal operating procedures. This informal observation will also check for potential soil and Stormwater contamination.
Records for all formal inspections shall be kept in the facility records.

4.6.2 Quarterly visual assessment of Storm Water discharges.

Visual examinations of Storm Water quality will be performed and documented once per quarter, during daylight hours. The criteria for the magnitude of the storm event and the interval from the previous measurable event will be as follows:

1. Sample shall be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours after the previous measurable storm event.
2. The 72 hours interval may be waived if there was no measurable discharge from the previous event.
3. If adverse climatic conditions (e.g. drought, dangerous electrical storms) preclude collection of a required quarter's discharge sample, a substitute sample shall be collected from a qualifying event in the next sampling period.

The samples for the visual examinations are to be collected within 30 minutes, but no more than 1 hour after discharge begins. Samples must be taken in a clean, colorless glass or plastic container. The report shall include the examination date and time, the nature of the discharge (runoff or snowmelt) and visual quality of the water. The Storm Water shall be visually examined for: color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other indicators of Stormwater pollution. The visual examination must be performed on a well-lit area. If possible, the same individual shall perform the visual examination of discharges for the entire permit term, as some visual observations can be subjective. Probable sources of any observed Stormwater contamination shall also be identified

if possible. Results shall be recorded in appropriate sections of the inspection form provided in the Inspections Appendix and kept with the SWPPP.
If adverse weather conditions preclude conducting the visual examination for a particular quarter, then appropriate justification and documentation shall be kept and placed with the SWPPP.

4.6.3 Exception to Routine Facility Inspections and Quarterly Visual Assessments for Inactive and Unstaffed Sites.

Does not apply at this time.

4.7 Monitoring

According to Table 8.N-1 of the 2015 MSGP, no sampling is required for Sector N, Sub-Sector N1 (Scrap Recycling and Waste Recycling Facilities) for Source-Separated Recycling Facilities (SIC 5093). The MFI site falls under this category.

SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS.

5.1 Documentation Regarding Endangered Species.

Master Fibers, Inc. is located in a zone in Bernalillo County, with 3 listed species of animals that are endangered and two that are threatened (Please see Appendix E)

+ Rio Grande Silvery Minnow (endangered)
+ Southwestern Willow Flycatcher (endangered)
+ New Mexico meadow jumping mouse (endangered)
+ Mexican Spotted Owl (threatened)
+ Yellow-Billed Cuckoo (threatened)

Based on review of habitat information for the species listed for Albuquerque, NM, there are no critical habitats located in the immediate proximity of the MFI site.

Some of the threats to these endangered species are toxic chemicals (heavy metals, pesticides, PCBs, etc) and other pollutants (oxygen demanding substances, suspended sediments). None of these pollutants were found or exceeded the benchmark values on samples taken under the previous permit. Due to the fact that Master Fibers does not discharge directly into any municipal stormwater system, it is unlikely that the amount or nature of any pollutants (if present) that may be carried away from the plant and end up in the city's discharges, would pose a threat to the endangered species listed above.

5.2 Documentation Regarding Historic Properties.

Based on review of the list of historic properties on the NRIS and coverage under the 2008 MSGP, it is unlikely that storm water discharged from the MFI site will have an impact on historic properties. In addition, there are no immediate plans to construct or install new stormwater control measures on the MFI site that may cause subsurface disturbance. Attached to this SWPPP is a list of historic properties in Bernalillo County.

SECTION 6: CORRECTIVE ACTIONS.

6.1 Conditions Requiring SWPPP Review and Revision to Ensure Effluent Limits are Met.

When any of the following conditions occur or are detected during an inspection, monitoring or other means, or EPA or the operator of the MS4 through which you discharge informs you that any of the following conditions have occurred, you must review and revise, as appropriate, your SWPPP (e.g., sources of pollution; spill and leak procedures; non-stormwater discharges; the selection, design, installation and implementation of your control measures) so that this permit's effluent limits are met and pollutant discharges are minimized:

• An unauthorized release or discharge (e.g., spill, leak, or discharge of non-stormwater not authorized by this or another NPDES permit to a water of the U.S.) occurs at your facility. **Does not apply.**

• A discharge violates a numeric effluent limit listed in Table 2-1 and in your Part 8 sector-specific requirements. **No sampling is required for Sector N1.**

• Your control measures are not stringent enough for the discharge to meet applicable water quality standards or the non-numeric effluent limits in this permit. **Review the condition and make necessary corrections.**

• A required control measure was never installed, was installed incorrectly, or not in accordance with Parts 2 and/or 8, or is not being properly operated or maintained. **Review the condition and make necessary corrections.**

• Whenever a visual assessment shows evidence of stormwater pollution (e.g., color, odor, floating solids, settled solids, suspended solids, foam, etc). **Increase cleaning at the plant as necessary to abate the problem.**

6.2 Conditions Requiring SWPPP Review to Determine if Modifications Are Necessary.

If any of the following conditions occur, this SWPPP will be reviewed (e.g., sources of pollution, spill and leak procedures, non-stormwater discharges, selection, design, installation and implementation of your control measures) to determine if modifications are necessary to meet the effluent limits in this permit:

• Construction or a change in design, operation, or maintenance at your facility that significantly changes the nature of pollutants discharged in stormwater from your facility, or significantly increases the quantity of pollutants discharged.

• The average of four quarterly sampling results exceeds an applicable benchmark. **No sampling is required for Sector N1.**

6.3 Corrective Actions and Deadlines.

6.3.1 Immediate Actions.

If corrective action is needed, all reasonable steps necessary to minimize or prevent the discharge of

pollutants will be taken until a permanent solution is installed and made operational, including cleaning up any contaminated surfaces so that the material will not discharge in subsequent storm events.
Note: In this context, the term "immediately" means that all reasonable steps to minimize or prevent the discharge of pollutants until a permanent solution is installed and made operational, are to be made on the same day a condition requiring corrective action is found,. However, if a problem is identified at a time in the work day when it is too late to initiate corrective action, the initiation of corrective action must begin no later than the following work day. "All reasonable steps" means that the plant has undertaken initial actions to assess and address the condition causing the corrective action, including, for example, cleaning up any exposed materials that may be discharged in a storm event (e.g., through sweeping, vacuuming) or making arrangements (i.e., scheduling) for a new BMP to be installed at a later date. "All reasonable steps" when concluded a corrective action is, in fact, not necessary, could include documenting why a corrective action is unnecessary.

6.3.2 Subsequent Actions.

If determined that additional actions are necessary beyond those implemented pursuant to Part 6.3.1, corrective actions must be completed (e.g., install a new or modified control and make it operational, complete the repair) before the next storm event if possible, and within 14 calendar days from the time of discovery of the corrective action condition. If it is infeasible to complete the corrective action within 14 calendar days, it will be documented why it is infeasible to complete the corrective action within the 14-day timeframe. A schedule for completing the work must identify which must be done as soon as practicable after the 14-day timeframe but no longer than 45 days after discovery. If the completion of corrective action will exceed the 45 day timeframe, the minimum additional time necessary will be taken to complete the corrective action, provided that notification to the EPA Regional Office is made of the necessity to exceed 45 days, the rationale for an extension, and a completion date, which will also include the corrective action documentation. Where any corrective actions result in changes to any of the controls or procedures documented in this SWPPP, this SWPPP will be modified within 14 calendar days of completing corrective action work.

6.4 Corrective Action Documentation.

Any of the conditions listed in Parts 6.1 or 6.2 should be documented within 24 hours of becoming aware of such condition. Corrective action documentation will not be submitted to EPA, unless specifically requested to do so. Any findings will be summarized in the annual report per Part 7.5. The following information will be included in the documentation:
• Description of the condition triggering the need for corrective action review. For any spills or leaks, the following information will be included: a description of the incident including material, date/time, amount, location, and reason for spill, and any leaks, spills or other releases that resulted in discharges of pollutants to waters of U.S., through stormwater or otherwise;
• Date the condition was identified;
• Description of immediate actions taken to minimize or prevent the discharge of pollutants. For any spills or leaks, response actions will be included, the date/time clean-up completed, notifications made, and staff involved. Any measures taken to prevent the reoccurrence of such releases will also be included; and if no corrective action is necessary, the basis for this determination will be documented. If

it is infeasible to complete the necessary installations or repairs within the 14 day time frame, the reason will be documented as well as the schedule for installing the controls and making them operational as soon as practicable after the 14-day timeframe. If EPA is notified regarding an extension of the 45 day timeframe, the rationale for the extension will be documented.

SECTION 7: SWPPP CERTIFICATION.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

Note: this certification must be re-signed in the event of a SWPPP modification in response to a Part 4.1 trigger for corrective action.

SECTION 8: SWPPP MODIFICATIONS

This SWPPP is a "living" document that may need to be updated following procedures set forth in this SWPPP. This SWPPP is required to be updated and revised whenever there is a change in design, construction, operation, or maintenance at the Site that may impact the potential for pollutants to be discharged to Storm Water runoff. In addition, if the SWPPP is found to be ineffective in controlling the discharge of pollutants, the SWPPP will be revised to correct the identified deficiencies, according to MSGP.

- If there is need to modify this SWPPP in response to a corrective action required by Part 4.1 or 4.2 of the 2015 MSGP, then the Certification Statement in Section 7 must be re-signed in accordance with 2015 MSGP Appendix B, Subsection 11.A.
- For any other SWPPP modification, a log with a description of the modification should be kept, along with the name of the person making it, and the date and signature of that person. See 2015 MSGP Appendix B, Subsection 11.C.

SECTION 9: Summary of Report Permit Submittals

Permit Section	Report/Submittal	Frequency	Due Date(s)	Where to Submit
Part 1.3	**Notice of Termination**	Once, if applicable	Within 30 days after: •a new operator takes over responsibility for the facility; or •operations and stormwater discharges have ceased; or •alternative permit coverage has been obtained	Electronically using the NPDES eReporting Tool (NeT) for MSGP
Part 3.1.2	**Routine Inspection Documentation**	At least quarterly	By the end of the quarter.	Reports are kept with SWPPP
Part 3.2.2	**Quarterly Visual Assessment Documentation**	At least quarterly	By the end of the quarter.	Reports are kept with SWPPP
Part 4.4	**Corrective Action Documentation**	• Document existence of corrective action condition within 24 hours of becoming aware of the condition • Document corrective actions taken or to be taken within 14 days from the time of discovery of the condition	As necessary	Reports are kept with SWPPP
Part 5 Part 7.3	**Stormwater Pollution Prevention Plan (SWPPP)**	• Provide URL for SWPPP or provide SWPPP information directly on the NOI form. • Update the on-site SWPPP as site conditions indicate. At minimum, the SWPPP must be modified based on corrective actions and deadlines required under Part 4.2.	Develop initial SWPPP prior to the submittal of NOI form. Update the SWPPP information included on URL or on NOI form, at a minimum, no later than 45 days after conducting the final routine facility inspection for the year.	Electronically using the NPDES eReporting Tool (NeT) for MSGP
Part 7.5	**Annual Report**	1/year	By January 30th	Electronically using the NPDES eReporting Tool (NeT) for MSGP
Part 7.7	**Additional Reporting (Non-compliance endangering health, reportable quantity spills, etc.)**	As necessary	Varies – see Part 7.7	

SECTION 10: Additional 2015 MSGP Documentation

The following inspection, corrective action, monitoring, and certification records should be kept along with this SWPPP:

- ☐ Appendix A.- Copy of the NOI submitted to EPA along with any correspondence exchanged between you and EPA specific to coverage under this permit (you should already have this);
- ☐ Appendix B. - Copy of the acknowledgment from the EPA assigning a NPDES ID;
- ☐ Appendix C. - Copy of 2015 MSGP;
- ☐ Appendix D. – General Location and Site Maps;
- ☐ Appendix E. - Documentation Regarding Endangered Species;
- ☐ Appendix F. - Documentation Regarding Historic Properties;
- ☐ Appendix G. – Annual Report Copies;
- ☐ Appendix H. - Employee training records;
- ☐ Appendix I. – Documentation of maintenance and repairs of control measures, including the date(s) of regular maintenance, date(s) of discovery of areas in need of repair/replacement, and for repairs, date(s) that the control measure(s) returned to full function, and the justification for any extended maintenance/repair schedules;
- ☐ Appendix J. - Routine Facility Inspection Reports and Quarterly Visual Assessment Reports;
- ☐ Appendix K. - Description of any deviations from the schedule for visual assessments and/or monitoring, and the reason for the deviations (e.g., adverse weather or it was impracticable to collect samples within the first 30 minutes of a measurable storm event);
- ☐ Appendix L. - Corrective action documentation;
- ☐ Appendix M. - Documentation to support change of status from active to inactive and unstaffed with respect to the requirements to conduct routine facility inspections and quarterly visual assessments;
- ☐ Appendix N. - SWPPP Amendment Log
- ☐ Appendix O. - Blank Forms

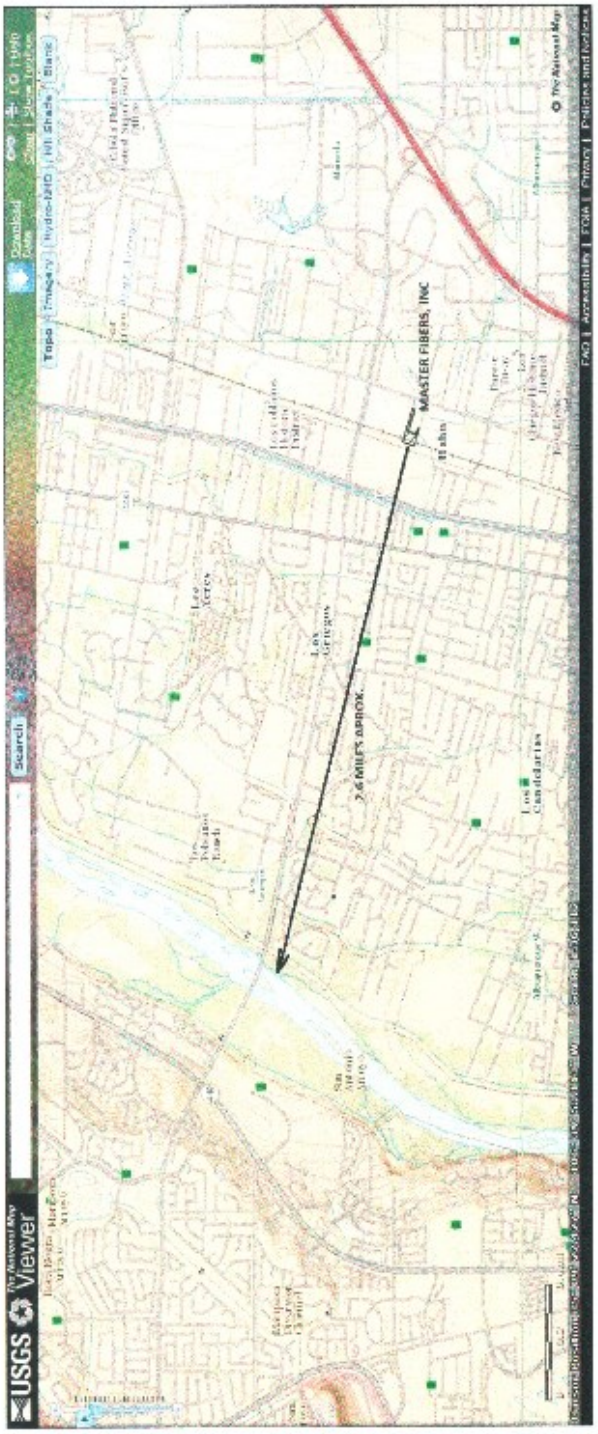
Note. - With the exception of the first 5 items, these are records that will be updated throughout the permit term.

Appendix C. PERMIT

Due to the size of the Permit file, please find the 2015 MSGP attached in a separate file holder.

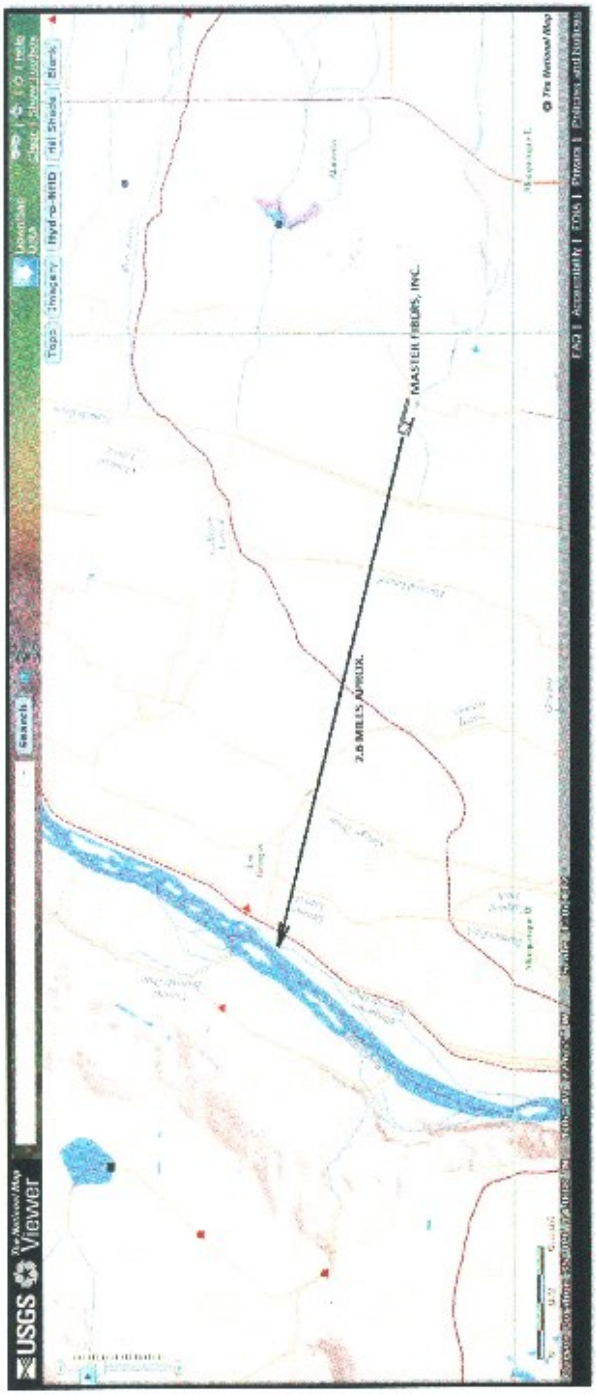
APPENDIX D.- General Location Map

MASTER FIBERS GENERAL LOCATION MAP

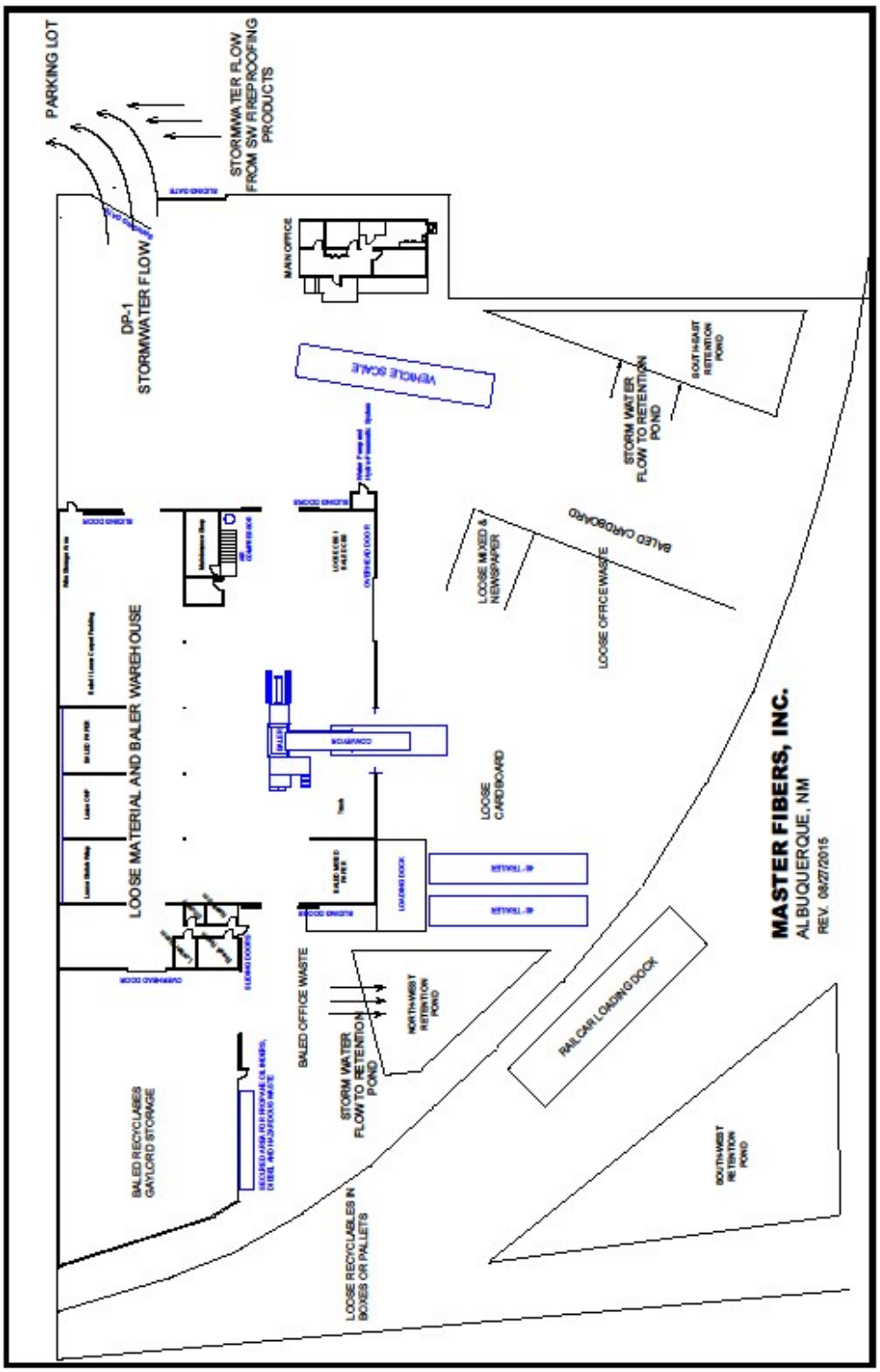


APPENDIX D.- General Location Map

MASTER FIBERS GENERAL LOCATION MAP



APPENDIX D.- Site Map



Appendix H. Employee Training

Instructions:

- Keep records of employee training; including the date of the training (see Parts 2.1.2.8 and 5.2.5.1 of the 2015 MSGP).
- For in-person training, use the form attached to document employee trainings.

TRAINING RECORD

STORMWATER POLLUTION PREVENTION PLAN EMPLOYEE TRAINING	Training conducted by: Facility Name: MASTER FIBERS, INC. ALBUQUERQUE Date:

Instructions: Stormwater Pollution Prevention Plan Personnel must be trained in the components and goals of the SWPPP, including spill response, good housekeeping, and materials management practices at least annually or as needed. Attach a completed roster to the SWPPP after each training session.

Attendees:	Brief Description of Training Topics:	Date of Training:	Attendee Signature:

Appendix I. Maintenance

Instructions:

- Include records documentation of maintenance and repairs of control measures and industrial equipment, including:
  - The control measure/equipment maintained,
  - Date(s) of regular maintenance,
  - Date(s) of discovery of areas in need of repair/replacement, and for repairs, date(s) that the control measure/equipment was returned to full function, and
  - The justification for any extended maintenance/repair schedules and the notification to your EPA Region that you need an extension past 45 days to complete repairs/maintenance.
- As a reminder:
  - Take all reasonable steps to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented.
  - Final repair/replacements of stormwater controls should be completed as soon as feasible, but no later than 14 days, or if that is infeasible within 45 days.
  - If the completion of stormwater control repairs/replacement will exceed the 45 day timeframe, take the minimum additional time necessary to complete the maintenance, provided the EPA Regional Office is notified and document the rationale in this SWPPP.
- Use the form attached, to document maintenance activities for each control measure and industrial equipment.

CONTROL MEASURE MAINTENANCE RECORDS

Control Measure: _____

Regular Maintenance Activities: _____

_____

_____

_____

Regular Maintenance Schedule: _____

_____

_____

Date of Maintenance Action: _____

Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**

If Problem,

- **Description of Action Required:** _____

_____

_____

- **Date Control Measure Returned to Full Function:** _____

- **Justification for Extended Schedule, if applicable:** _____

_____

_____

Notes:

_____

_____

_____

Appendix J. Routine Facility Inspection Reports and Quarterly Visual Assessment Reports

Instructions:

- Include in your records copies of all inspection reports completed for the facility.
- The sample inspection report is consistent with the requirements in Part 3.1.2 of the 2015 MSGP relating to routine facility inspections. **If your permitting authority provides you with an inspection report, use that form.**

Using the Sample Routine Facility Inspection Report

- This inspection report is designed to be customized according to the specific control measures and activities at your facility. For ease of use, you should take a copy of your site plan and number all of the stormwater control measures and areas of industrial activity that will be inspected. A brief description of the control measures and areas that were inspected should then be listed in the site-specific section of the inspection report.
- You can complete the items in the "General Information" section that will remain constant, such as the facility name, NPDES tracking number, and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.
- When conducting the inspection, walk the site by following your site map and numbered control measures/areas of industrial activity to be inspected. Also note whether the "Areas of Industrial Materials or Activities exposed to stormwater" have been addressed (customize this list according to the conditions at your facility). Note any required corrective actions and the date and responsible person for the correction.

Stormwater Industrial Routine Facility Inspection Report

General Information			
Facility Name	**MASTER FIBERS, INC.**		
NPDES Tracking No.			
Date of Inspection		**Start/End Time**	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Inspector's Qualifications			

Weather Information

Weather at time of this inspection?
❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds
❑ Other: _____ Temperature: _____

Have any previously unidentified discharges of pollutants occurred since the last inspection? ❑Yes ❑No
If yes, describe:

Are there any discharges occurring at the time of inspection? ❑Yes ❑No
If yes, describe:

CONTROL MEASURES:

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Maintenance or Corrective Action Needed and Notes
1	Security Devices in place and operable?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
2	Safety equipment and spill clean-up supplies in adequate supply, accessible and in working condition?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
3	Stored containers, drums, etc. not leaking and inside containment?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
4	Significant materials stored under cover and away from traffic?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
5	Site map correctly represents layout and stormwater flow path?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
6	Are materials stored near storm drains or on perimeter of property?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
7	Locks on tanks and pumps to ensure	❑Yes ❑No	❑ Maintenance ❑ Repair	

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Maintenance or Corrective Action Needed and Notes
	systems are closed?		❑ Replacement	
8	Secondary containment free of stains and in good condition?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
9	Above ground storage tanks in good condition? Free of corrosion, dents or weak spots?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
10	Auxiliary equipment (valves, piping and pumps) in good working condition and not leaking?	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

AREAS OF INDUSTRIAL MATERIALS OR ACITIVITIES EXPOSED TO STORMWATER

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective and operating)?	Maintenance or Corrective Action Needed and Notes -
1	Material loading/unloading and storage areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
2	Equipment operations and maintenance areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
3	Fueling areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
4	Waste handling and disposal areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
5	Erodible areas/construction	❑Yes ❑No ❑ N/A	❑Yes ❑No	
6	Dust generation and vehicle tracking	❑Yes ❑No ❑ N/A	❑Yes ❑No	
7	Processing areas	❑Yes ❑No ❑ N/A	❑Yes ❑No	
8	Immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility	❑Yes ❑No ❑ N/A	❑Yes ❑No	
9	(Other)	❑Yes ❑No ❑ N/A	❑Yes ❑No	

DISCHARGE POINTS

At discharge points, describe any evidence of, or the potential for, pollutants entering the drainage system. Also describe observations regarding the physical condition of and around all outfalls, including any flow dissipation devices, and evidence of pollutants in discharges and/or the receiving water. Identify if any corrective action is needed.

NON-COMPLIANCE

Describe any incidents of non-compliance observed and not described above:

ADDITIONAL CONTROL MEASURES

Describe any additional control measures needed to comply with the permit requirements:

NOTES

Use this space for any additional notes or observations from the inspection:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: _____

Signature: _____ **Date:_____**

master fibers
copamex recycling division

MSGP Quarterly Visual Assessment Form

(Complete a separate form for each outfall assessed)

Name of Facility: **MASTER FIBERS, INC.** NPDES Tracking No. _____

Outfall Name: _____

Person(s)/Title(s) collecting sample: _____

Person(s)/Title(s) examining sample: _____

Date & Time Discharge Began: _____

Date & Time Sample Collected: _____

Sample taken within first 30 minutes? ☐ Yes ☐ No

Date & Time Sample Examined: _____

Substitute Sample? ☐ No ☐ Yes (identify quarter/year when sample was originally scheduled to be collected):_____

Nature of Discharge: ☐ Rainfall ☐ Snowmelt

If rainfall: Rainfall Amount: _____ Previous Storm Ended > 72 hours Before Start of This Storm? ☐ Yes ☐ No* _____

Pollutants Observed

Color ☐ None ☐ Other (describe)_____

Odor ☐ None ☐ Musty ☐ Sewage ☐ Solvents ☐ Sour ☐ Petroleum/Gas ☐ Sulfur ☐ Other (describe): _____

Clarity ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other

Floating Solids ☐ No ☐ Yes (describe): _____

Settled Solids** ☐ No ☐ Yes (describe): _____

Suspended Solids ☐ No ☐ Yes (describe): _____

Foam (gently shake sample) ☐ No ☐ Yes (describe): _____

Oil Sheen ☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (describe): _____

Other Obvious Indicators of Stormwater Pollution ☐ No ☐ Yes (describe): _____

* The 72-hour interval can be waived when the previous storm did not yield a measurable discharge or if you are able to document (attach applicable documentation) that less than a 72-hour interval is representative of local storm events during the sampling period.

** Observe for settled solids after allowing the sample to sit for approximately one-half hour.

Identify probably sources of any observed stormwater contamination. Also, include any additional comments, descriptions of pictures taken, and any corrective actions necessary below (attach additional sheets as necessary).

_____

_____

Certification Statement (Refer to MSGP Subpart 11 Appendix B for Signatory Requirements)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

A. Name: B. Title:

C. Signature: D. Date Signed:

Appendix K. Deviations from assessment or monitoring schedule

Instructions:

Utilizing the attached form, include describe for the records:

- A description of any deviations from the schedule you provided in your SWPPP for visual assessments and/or monitoring (Part 5.5), and
- The reason for the deviations (e.g., adverse weather or it was impracticable to collect samples within the first 30 minutes of a measurable storm event) (Parts 3.2.3 and 6.1.5 of the 2015 MSGP).

QUARTERLY VISUAL STORMWATER DISCHARGE ASSESMENT
WAIVER

QUARTER (Circle One) **JAN-MAR** **APR-JUN** **JUL-SEP** **OCT-DEC** **YEAR:** _____

The quarterly visual stormwater discharge analysis required under Master Fibers, Inc. MSGP was not conducted for the following reasons:

1. There was no qualifying discharge during the period due to inadequate rainfall.

   Signature: _____ Date: _____

   Name Printed: _____

2. The following qualifying storm events occurred during this quarter, but were not sampled for the reason indicated:

Date:	Rainfall Amount:	Reason for not doing the Visual Assessment (Flooding, high winds, hurricane or tornado, electrical storm, other)

   Documentation of rainfall and discharge are on file at this site.

   Signature: _____ Date: _____

   Name Printed: _____

Appendix L. Corrective Action Documentation

Instructions:

Using the form attached, within 24 hours of becoming aware of a condition identified in Parts 4.1 or 4.2 of the 2015 MSGP, document the existence of the condition and subsequent actions. This information must be summarized in the annual report (as required in Part 7.5 of the 2015 MSGP).

CORRECTIVE ACTIONS FORM

Description of Condition: ☐ Spill ☐ Leak

Description of Incident: _____

Material: _____

Date/Time: _____

Amount: _____

Location: _____

Reason for Spill: _____

Discharge to Waters of U.S?: ☐ Yes ☐ No

Date Condition was identified: _____

Immediate Actions: _____

_____

Actions Taken within 14 Days: _____

_____

14 Day Infeasibility?: ☐ Yes ☐ No, Why? _____

45 Day Extension?: ☐ No ☐ Yes, Why? _____

Appendix M. Active/Inactive status change

Instructions:

If the facility changes its status from active to inactive and unstaffed (or from inactive/unstaffed to active), include documentation in this section to support the claim.

Date of Change in Status: _____

New Facility Status: ☐ **Inactive and Unstaffed** ☐ **Active**

Reason for change in status: _____

Appendix N. SWPPP Amendment Log

Instructions:

Fill in the appropriate columns of this table for each amendment to this SWPPP.

Amend. No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			