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APPENDICES

INTRODUCTION

Purpose

This Storm Water Pollution Prevention Plan ("the Plan") for the City of Aztec Waste Water Treatment Plant ("the WWTP") has been developed to satisfy the Permit requirements listed in the United States Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) Multi-Sector General Permit (MSGP) for Industrial Activities, updated in 2021. The 2021 MSGP, which is located in the Public Works Dept. at 610 Western Drive, Aztec, NM 87410; should be reviewed and consulted as needed for guidance and specific questions regarding compliance requirements. Under this permit, an operator is required to develop and implement a storm water pollution prevention plan that is designed to reduce storm water associated pollution at the source before it can cause environmental problems that cost the public and private sectors in terms of lost resources and expensive environmental restoration activities.

The industry specific requirements for Treatment Works are presented in Part 8 Subpart T Sector T of the 2021 MSGP. In addition to the development of a Plan, general permits for storm water discharges associated with industrial activity require the submission of a Notice of Intent (NOI) prior to the authorization of such discharges. A copy of the 2021 NOI, data used to prepare the NOI, and EPA correspondence are maintained in Appendix B. The 2021 SWPPP includes a Forms Template to allow required documentation of action or inspections to be completed electronically. The forms are shown in Appendix C.

The purpose of this plan is to:

- Identify potential sources of pollution, which may reasonably be expected to affect the quality of storm water discharges from the WWTP.
- Assure compliance with the terms and conditions of the 2021 MSGP for industrial activities
- Describe and ensure implementation of practices (i.e., inspections, monitoring, and reporting) which will be used to reduce the pollutants in storm water discharges from the WWTP.

CONSISTENCY WITH EXISTING ENVIRONMENTAL MANAGEMENT PLANS

Certain related environmental management plans may contain provisions for managing storm water. In some cases, it may be possible to build on elements of these plans that are relevant to storm water pollution prevention. The Pollution Prevention Team has the responsibility to incorporate these provisions into the Plan. Examples of compatible environmental management plans include, but are not limited to, the following:

- Preparedness, Prevention, and Contingency Plans
- Spill Prevention Control and Countermeasure (SPCC) Plan
- NPDES Toxic Organic Management Plan
- OSHA Emergency Action Plan
- Individual Co-committee Plans
- Emergency Response Plan (ERP)
- Risk and Resilience Assessment (RRA)

If any of these plans are required for the WWTP, their provisions must be compatible with the requirements of the 2021 MSGP and this Plan.

ACTIVE/INACTIVE STATUS

During the 2021 MSGP term, if the WWTP becomes inactive and/or unstaffed, and there are no industrial materials or activities that are exposed to storm water, then EPA must be notified of this change. A statement must be included in the SWPPP documenting this change in operational status and the NOI must be modified and re-certified. A copy of this certified form and The EPA's response must be retained in the Plan for a period of 3 years from the date the WWTP's coverage under the 2021 MSGP expires or is terminated. An active/unstaffed site is exempt from routine facility inspections (MSGP 3.1.5), quarterly visual inspections (MSGP 3.2.4.4), and benchmark monitoring (MSGP 4.2.2.5) and indicator monitoring (MSGP 4.2.1.3), and impaired water monitoring (MSGP 4.2.5.2).

When the site becomes active or staffed, the inactive exception no longer applies and the SWPPP activities and required inspections must be resumed immediately. A documentation form is located in Appendix C, Part J to support an active/inactive claim.

1.1 FACILITY INFORMATION

The City of Aztec Waste Water Treatment Plant is located in San Juan County, 900 S. Oliver Dr., Aztec, New Mexico 87410. The Entrance to the WWTP property is approximately .5 miles south of the intersection of Hwy. 516 and Oliver Dr. on approximately 7.7 acres of city owned land in the southwest quarter of the city limits. The WWTP discharges to the Animas River (San Juan River to Estes Arroyo) into a Municipal Separate Storm Sewer System (Farmington MS4).

A location map is shown in Attachment A. On the east border is City of Aztec owned property and on the north border is San Juan County owned property. It is buffered on the south by a strip of undeveloped land of about 150' from the Animas River. To the west is developing residential portions of land. Attachment B is a site map identifying the WWTP facility, buildings, paved areas and the storm water pollution prevention measures. Attachments A and B identify the receiving waters, surface water bodies, or wetlands near the WWTP.

The site map included as Attachment B identifies the following:

- Boundaries of the property and the size of the property in acres
- Location and extent of significant structures and impervious surfaces
- Directions of storm water flow (arrows)
- Locations of all storm water control measures
- Locations of all receiving waters and wetlands
- Locations of all storm water conveyances with a unique code for each
- Locations of potential pollution sources with a unique code for each
- Locations of where significant spills have occurred
- Locations of all storm water monitoring points
- Location of storm water inlets and discharge points with a unique code for each. All outfalls are being treated as substantially identical
- Location of discharge in the MS4
- Area of endangered species
- Locations of the following activities where such activities are exposed to precipitation:
  i) Fueling stations
  ii) Vehicle and equipment maintenance and/or cleaning areas
  iii) Loading/unloading areas

iv) Locations used for storing or disposal of waste
v) liquid storage tanks
vi) processing and storage areas
vii) immediate access roads used by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility
viii) transfer areas for substances in bulk
ix) machinery
x) locations and sources of run-on to the site from adjacent property that contains significant quantities of pollutants

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1.2 CONTACT INFORMATION/RESPONSIBLE PARTIES

Waste Water Treatment Plant Facility Operator

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Waste Water Treatment Plant Owner

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Public Works Director
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smorse@aztecnm.gov

1.3 STORMWATER POLLUTION PREVENTION TEAM

Team Purpose
The Pollution Prevention Team ("the Team") consists of members who are responsible for assisting in developing this Plan and aiding the WWTP operators in implementation. Maintenance, and revision of the Plan. Team responsibilities include, but are not limited to, assessment of:

- Potential pollutant sources
- Existing and planned best management practices (BMP's)
- Spill prevention and response procedures
- Employee training
- Annual Plan Evaluation

Team members will conduct inspections, perform necessary monitoring and sampling, respond to spill events, maintain existing BMP's, conduct employee training for new employees, and direct employee training at regular intervals (at least annually).

Each member of the team will have ready access to this Plan and is required to read the plan and understand their duties. Current Team members and their contact information are shown below.

Andrew Galloway Chief Operator 900 S. Oliver Dr. Aztec, NM 87410 505-334-7612 agalloway@aztecnm.gov	Laurie Martinez (Primary) Storm water Coordinator City of Aztec 610 Wester Drive Aztec, NM 87410 505-334-7663 lmartinez@aztecnm.gov	Steve Morse (Back up) Public Works Director City of Aztec 610 Western Drive Aztec, NM 87410 505-334-7661 smorse@aztecnm.gov

The team member list will be updated annually at a minimum, or more frequently based on the results of facility inspections and monitoring (Section 4).

This plan is an active and evolving document that must be kept current. Members will meet with the Coordinator annually at a minimum, and at additional intervals as needed, to evaluate and modify the Plan. Plan modifications may include, but are not limited to:

- A change in design, construction, operation or maintenance which has significant effect on the discharge potential for discharge of pollutants from the WWTP
- Correction of deficiencies identified during inspections by the Pollution Prevention Team or by federal, state, and local officials who determine that the Plan is ineffective in achieving the general objectives of controlling discharges of pollutants from the WWTP
- Relocation or alteration of material storage or handling areas
- BMP revisions
- Evaluation and alteration of drainage patterns
- Addition of structural and non-structural control measures
- Documentation of any significant spills
- Identification of potential spills and leaks

1.4 SITE DESCRIPTION

The City of Aztec Waste Water Treatment Plant is located in San Juan County, 900 S. Oliver Dr., Aztec, New Mexico 87410. The Entrance to the WWTP property is approximately .5 miles south of the intersection of Hwy. 516 and Oliver Dr. The industrial activities of the WWTP consist of the daily operations conducted by City Staff who are responsible for treating approximately 0.69 MGD of sewage for a design flow of 1.0 MGD.

Treatment is performed by a head works, two aeration basins, two clarifiers, two aerobic digesters, a UV disinfection system, and a belt press and sludge storage system. The final by-product (sludge) is deposited on a contained concrete storage pad. Following UV disinfection, the plant's effluent is discharged to the Animas River. See Attachment B.

Other activities include pipe storage for the Public Works Department, sand and de-icer storage for winter road deicing, road base, bagged asphalt, and chemical storage for the WWTP, emergency generator fueling and regular disposing of waste water from using the hydrovac truck.

Regular disposal of sludge is done on the contained concrete pad into waste containers that are removed by an independent contractor. Household waste is removed on a weekly basis by a waste contractor. All outdoor chemical storage is in an unused concrete drying bed as is the salt pile storage and unused pipe.

The following activities are not conducted at the site:

- Vehicle servicing
- Vehicle fueling
- Outdoor vehicle washing
- Material recycling
- Mag Chloride Storage

All ground support vehicles are parked outside on asphalt paving adjacent to the Operations office. There is sufficient grade to allow for drainage of storm water to a detention pond located onsite.

RECEIVING WATERS AND WETLANDS

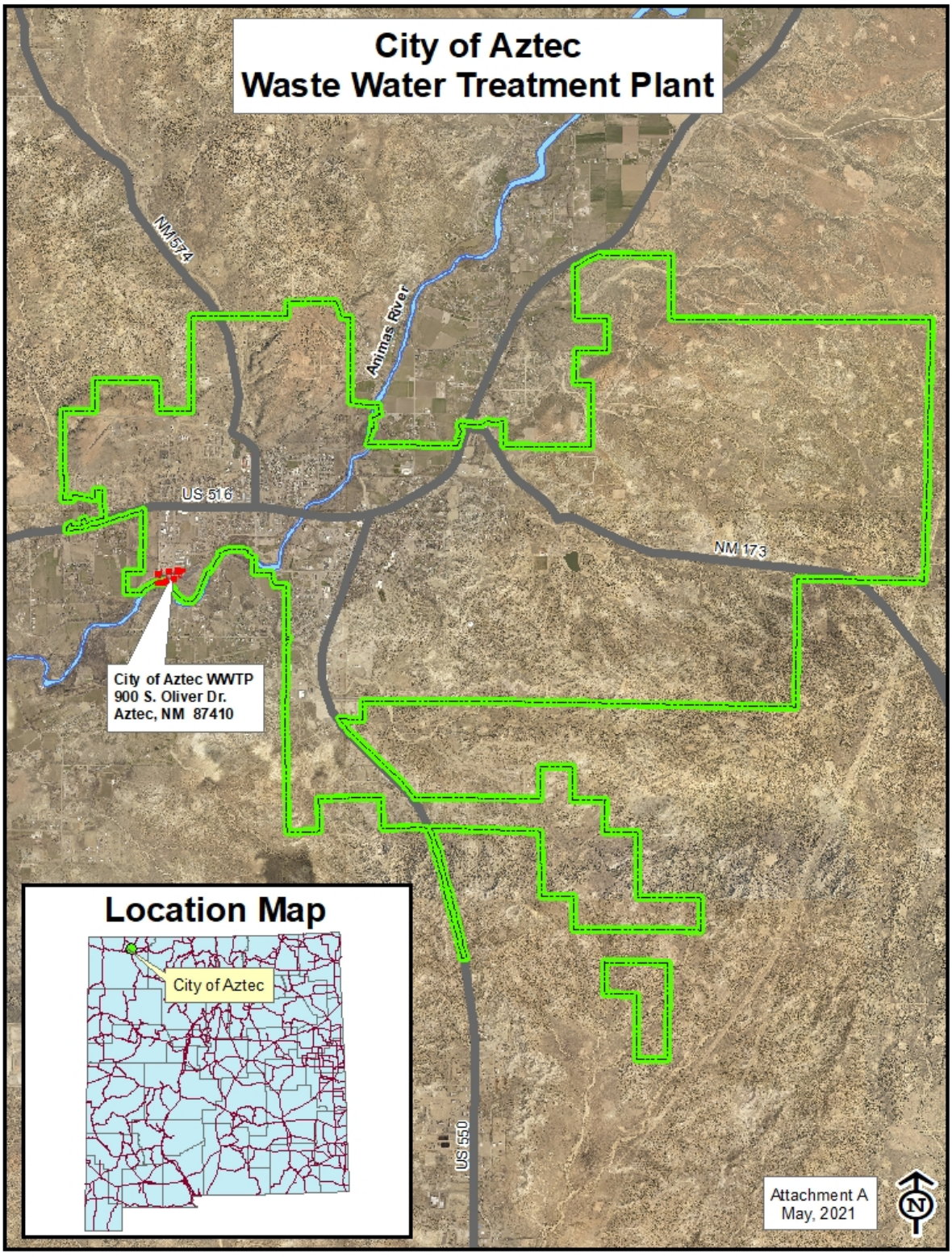
Attachment B shows the receiving water of storm water from the WWTP is the Animas River, located approximately 150' from the south boundary of the WWTP. Storm water is conveyed to the River via a detention pond with an underground overflow pipe that conveys the storm water to an open ditch in a wetlands area before reaching the river. The WWTP is designed to retain the majority of storm water and most of the storm water is run-on from the flow off of Oliver Dr. and adjacent San Juan County properties.

1.5 GENERAL LOCATION MAP

- See Attachment A

1.6 SITE MAP

- See Attachment B


City of Aztec
Waste Water Treatment Plant
NM 574
Animas River
US 516
NM 173
City of Aztec WWTP
900 S. Oliver Dr.
Aztec, NM 87410
Location Map
City of Aztec
US 550
Attachment A
May, 2021
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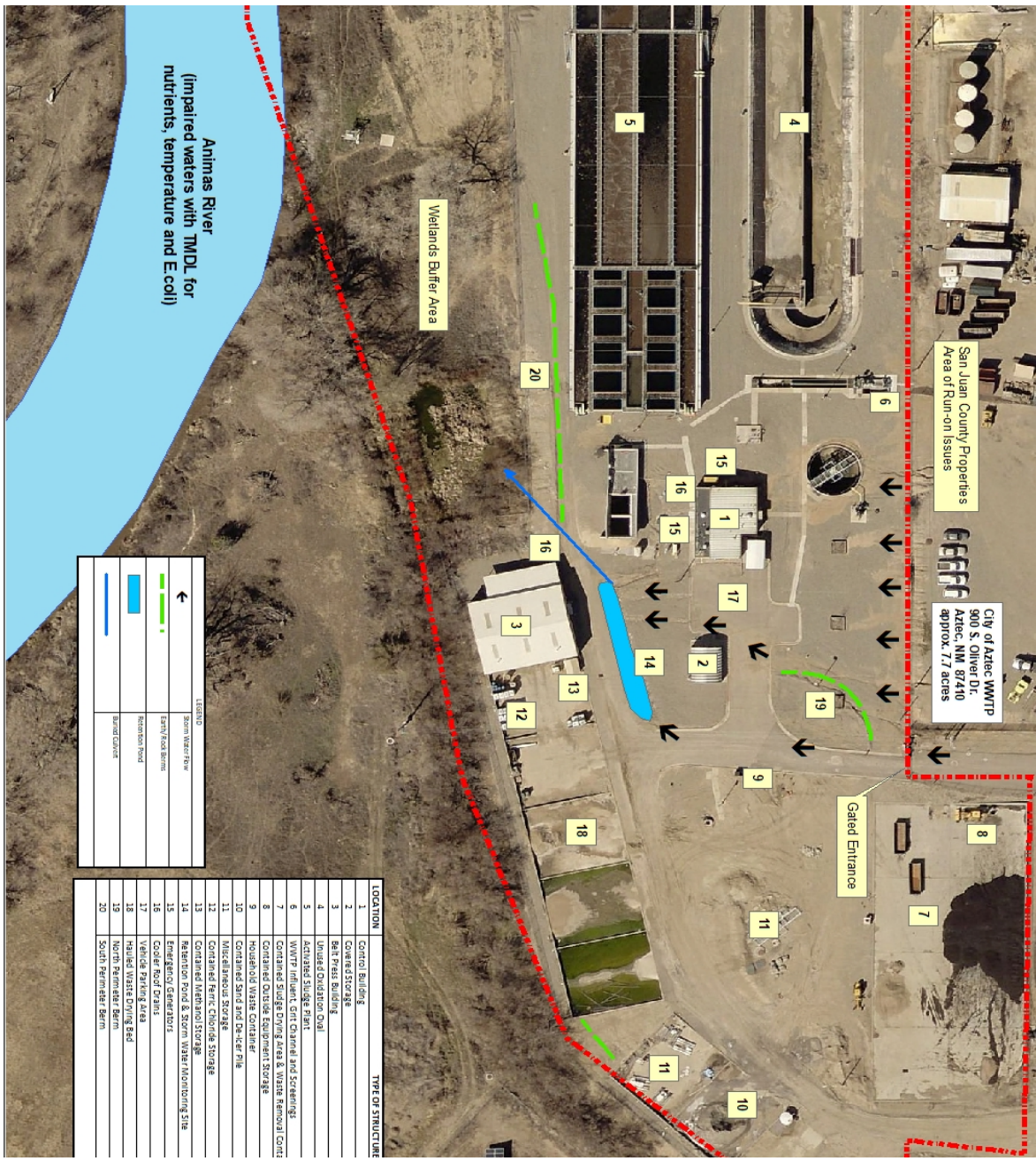

LOCATION	TYPE OF STRUCTURE
1	Control Building
2	Covered Storage
3	Belt Press Building
4	Unused Oxidation Oval
5	Activated Sludge Plant
6	WWTP Influent, Grit Channel and Screenings
7	Contained Sludge Drying Area & Waste Removal Conts
8	Contained Outside Equipment Storage
9	Household Waste Container
10	Contained Sand and De-Icer Pile
11	Miscellaneous Storage
12	Contained Ferric Chloride Storage
13	Contained Methanol Storage
14	Retention Pond & Storm Water Monitoring Site
15	Emergency Generators
16	Cooler Roof Drains
17	Vehicle Parking Area
18	Hauled Waste Drying Bed
19	North Perimeter Berm
20	South Perimeter Berm

SECTION 2 POTENTIAL POLLUTANT SOURCES

2.1 SUMMARY OF POTENTIAL POLLUTANT SOURCES

Descriptions of potential pollutant sources (i.e. industrial materials, significant materials, and industrial activities exposed to storm water), which may contribute pollutants to storm water discharges, are presented in the following table. The potential pollutant source materials and activities identified in the table will be updated as necessary based on the results of Facility Inspections and Monitoring (Section 4).

The 2021 MSGP requires an assessment of the risk potential that sources of pollution pose to storm water quality. This assessment points to activities, materials, and physical features that have a potential to contribute to significant amounts of pollutants to storm water. Potential pollutant sources specific to the WWTP facility operations are listed in the following table and can be used as a guide for completing the Quarterly Inspection Reports.

Activity and Location Number (Att. B)	Pollutant Source	Pollutant
Material Storage	Road Base, Sand, De-icer, Bagged Asphalt, Methanol, Ferric Chloride, PVC Pipe, Storage area leaking from containment failure, vehicle tracking	Silt, Oils, Heavy metals, Methanol, Ferric Chloride
Material By-product Storage and Disposal	Sludge, Storage area, Grit channel, Screenings and Hauled waste leaking from containment failure	Sludge contaminants (i.e. heavy metals, organic compounds, pathogens)
Cleaning and Lab Duties	Common Household Cleaners, Lab Chemicals	Chemicals used in the products for cleaning (i.e. bleach, ammonia, VOC's), lab chemicals (i.e. muriatic acid,
Equipment And Support Vehicle Parking, Loading and Unloading Areas	Spills and Leaks of Diesel, Gasoline, Hydraulic lines, Radiators, Storm water runoff from parking areas and loading areas	Oil, Hydraulic fluids, arsenic, heavy metals, organics, fuel
Waste Container	Leaking container, waste not covered.	Everyday household trash

2.2 SPILLS AND LEAKS

Areas of potential spills and leaks, which can contribute pollutants to storm water discharges and their accompanying drainage locations, are identified in the above table and shown on Attachment B. For areas that are exposed to precipitation or that otherwise drain to a storm water conveyance at the WWTP, any significant spills and leaks of toxic or hazardous pollutants from the WWTP will be documented on the form (Appendix C. Part G). This list will be updated if significant spills or leaks occur in exposed areas of the WWTP during the time the WWTP is covered under the MSGP. There was an incident in the beginning of 2018 where asbestos pipe was discovered in the storage area. The pipe was removed and the area mitigated by an independent contractor and was documented in the previous SWPPP. There have been no spills or leaks since this occurrence.

2.3 NON-STORMWATER DISCHARGE EVALUATION

The 2021 MSGP requires that all outfalls be inspected and documented by the end of the first permit year for the presence of unauthorized non-storm water discharges. Documentation must include:

- Date of evaluation
- Description of evaluation criteria
- List of discharge or onsite drainage points that were observed during the evaluation
- Control measures implemented to eliminate these discharges or seek an individual NPDES wastewater permit and document that a permit was obtained
- An explanation of everything that was done to eliminate the unauthorized discharge per Part 5 Corrective Actions.

AUTHORIZED NON-STORMWATER DISCHARGES

Certain authorized non-storm water discharges are allowed under this MSGP permit. The following is a list of the only non-storm water discharges allowed provided that they comply with the effluent limits set forth in 2021 MSGP 1.2.2.1.

- Discharges from emergency/unplanned firefighting activities
- Fire hydrant flushing
- Potable water, including uncontaminated water line flushing
- Uncontaminated condensate from air conditioners, coolers/chillers, and other compressors and from the outside storage of refrigerated gases or liquids
- Irrigation/landscape drainage, provided all pesticides, herbicides and fertilizers have been applied in accordance with the approved labeling
- Pavement wash waters, provided that detergents or hazardous cleaning products are not used (e.g., bleach, hydrofluoric acid, muriatic acid, sodium hydroxide, nonylphenols), and the wash waters do not come into contact with oil and grease deposits, sources of pollutants associated with industrial activities (see Part 6.2.3), or any other toxic or hazardous materials, unless residues are first cleaned up using dry clean-up methods (e.g., applying absorbent materials and sweeping, using hydrophobic mops/rags) and you have implemented appropriate control measures to minimize discharges of mobilized solids and other pollutants (e.g., filtration, detention, settlement)

- External building/structure wash down / power wash water that does not use detergents or hazardous cleaning products (e.g., those containing bleach, hydrofluoric acid, muriatic acid,

sodium hydroxide, nonylphenols) and you have implemented appropriate control measures to minimize discharges of mobilized solids and other pollutants (e.g., filtration, detention, settlement)
- Uncontaminated ground water or spring water
- Foundation or footing drains where flows are not contaminated with process materials
- Incidental windblown mist from cooling towers that collects on rooftops or adjacent portions of your facility, but not intentional discharges from the cooling tower (e.g., "piped" cooling tower blowdown; drains)
- Any authorized non-storm water discharge listed above in this Part 1.2.2 or any storm water discharge listed in Part 1.2.1 mixed with a discharge authorized by a different NPDES permit and/or a discharge that does not require NPDES permit authorization.

Prohibited non-storm water discharges under the 2021 MSGP consist of sanitary and industrial waste water and equipment and vehicle wash water. These discharges must be covered by a separate NPDES permit, if applicable. Note that a discharge resulting from snow melt is considered a storm water discharge and samples must be collected during a period with measurable discharge. (2021 MSGP 4.1.4)

2.4 SALT STORAGE

Sand and De-icer storage is located in an unused, contained drying bed (Location 10 Attachment B). All drains from the drying bed have been covered to prevent any discharge into the WWTP headworks. At the current time, tarps are used to cover the pile from exposure and the City of Aztec is currently working on funding for a more permanent cover. The loading area is regular swept during the season when using the sand/de-icer pile. Street sweeper waste is loaded and hauled to the area landfill.

2.5 SAMPLING DATA SUMMARY

Due to the design of the facility and the limited amount of rain or snowfall there are no existing storm water discharge sampling data during the 2008 MSGP or the 2015 MSGP other than the Quarterly Visual Assessments collected and recorded in the 2015 SWPPP.

SECTION 3 STORMWATER CONTROL MEASURES

Pollution Prevention measures, Best Conventional Pollutant Control Technology (BCT) and Best Available Technology (BAT) will be used for all areas of the WWTP to minimize exposure of processing and material storage areas to rain, snow, snowmelt and runoff. All personnel and other persons using the WWTP facilities will be encouraged to practice good housekeeping, and everyday practices designed to maintain a safe, clean and orderly WWTP environment. All WWTP personnel and others recognize that preventing storm water from coming into contact with polluting materials is much more effective than trying to remove pollutants from storm water.

Adhering to applicable OSHA and EPA regulations when working with hazardous materials will be beneficial to pollution prevention. Safe and careful handling of fuels and oils will greatly reduce the risks of accidental spills; and thus, runoff pollution.

Recommended non-structural and structural best management practices (BMP's) for industrial facilities are outlined in MSGP Part 2.1. These BMP's should be reviewed and consulted as needed for specific questions regarding evaluation of existing BMP's and implementation of planned BMP's to minimize the contamination of storm water discharges. Non-structural BMP's include good housekeeping, minimizing exposure, preventative maintenance, spill prevention and response procedures, routine facility inspections and employee training. Structural BMP's include sediment and erosion control and management of runoff. The type and location of existing non-structural and structural BMP's for each of the potential pollutant sources are listed in Table 3.1.

3.1.1 MINIMIZE EXPOSURE

Some activities within the WWTP are indoors or covered, such as the control building, covered storage and the belt press building, which limits industrial activities from storm water exposure and runoff. However, much of the facilities' activities are outdoors, which includes vehicle parking, activated sludge plant, sludge drying beds, waste haul station, salt storage pile and retention pond. To minimize industrial activities to storm water exposure, the following are practiced or implemented:

- Curbing of parking areas and other traffic flow
- Regular cleaning of retention pond
- Grading and berming of storm water flow areas
- Proper storage of chemicals, drums, or other materials
- Immediate cleanup of spills or leaks
- Good Housekeeping (3.1.2 of this SWPPP)

Table 3.1 EXISTING NON-STRUCTURAL AND STRUCTURAL BMP'S

Activity and Location Number (Att. B)	**Existing BMP's**
Household Cleaning Supplies and Lab Chemicals (Location #1)	All cleaning supplies and Lab chemicals are kept in the Control Building in monitored areas
Household Waste Dumpster (Location #9)	Lids are to be kept closed and inspected for leaks.
Sand/De-icer Storage (Location #10)	Sand/De-icer pile is stored on a concrete enclosed unused drying bed. The drains from the drying bed have been covered. A tarp is used to cover the stored pile. Area is inspected quarterly and swept regularly.
Sludge/Solid Waste Dumpsters (Location #7)	Sludge and Waste Dumpsters are located on a contained drying bed and removed from the property 1x per week.
Equipment and Fuel Storage(Location #2 & 3)	Bobcat and Dump Truck are parked in the enclosed belt press building. Fuel containers are stored in the enclosed storage bldg. The backhoe is parked on the enclosed drying bed nest to the sludge loading area.
Vac Truck Washout (Location #17) Hauled Waste Receiving Area	The Hydrovac truck/ Hauled waste is emptied onto an enclosed unused drying bed to dry and then removed when the load is full.
Emergency Generators (Location #15)	Drip pans have been installed and there is a spill kit located near the emergency generators in case of an accidental spill. Ensure that Storm Water Team and operational staff are trained on proper spill response procedures
Vehicle Parking Areas (Location #18)	Parking area is inspected quarterly for leaks and spills. Parking is on asphalt that is drained to a retention pond. (Location #14). Vehicles are repaired as soon as possible if leaks are detected.
Retention Pond (Location #14)	Retention pond is lined with cobble to slow drainage and inspected and cleaned regularly.
North Perimeter Berm (For Run-on) (Location #19)	Due to run-on issues with flow from Oliver Dr. and SJC properties a berm was built to direct flow to the Retention pond.
South Perimeter (For run-off)(Location #20)	South perimeter of WWTP is a semi vegetated hill side that has been cobbled to prevent erosion. Drains to a vegetated buffer strip.

3.1.2 GOOD HOUSEKEEPING

WWTP personnel and Public Works personnel regularly carry out routine good housekeeping measures by maintaining dumpster areas from loose trash and keeping the lids closed. Materials are kept in appropriate containers and containers are disposed of properly. Street sweeping of the parking area and vehicle entrance areas is done on a regular basis and as needed during snow removal season. There is regular maintenance of WWTP equipment that has any potential for spills or leaks. Fuel storage cans are stored in an enclosed equipment building and treatment chemicals are contained in an enclosed concrete drying bed that will drain to the plant influent if any spills or leaks occur.

3.1.3 MAINTENANCE

The preventative maintenance program for the WWTP includes timely inspections and maintenance of the storm water management devices (i.e. retention pond, berms). The program also includes inspecting, testing, maintaining, and repairing WWTP equipment and systems to avoid breakdowns or failures that may result in the discharge of any pollutants. Routine inspections will be done on a quarterly basis (once each calendar quarter) with at least one occurring during a storm water discharge. Any preventative maintenance and repairs of control measures (i.e. BMP's) must be documented on the form provided in Appendix C, Part B.

The BMP's identified in this plan will each be maintained in an effective operating condition. If site inspections and monitoring reveal that BMP's are not operating effectively, maintenance will be performed before the next anticipated storm event. If maintenance is impractical prior to the next storm event, maintenance will be scheduled and performed as soon as practicable. For non-structural BMP's, the effectiveness of the BMP's will be maintained by appropriate means (i.e., available spill response supplies and trained personnel).

3.1.4 SPILL PREVENTION AND RESPONSE PROCEDURES

The City of Aztec Public Works Department is located adjacent to the WWTP and can respond to any potential spills, leaks and cleanup. Areas that pose a risk to any spills or leaks include:

- Sludge loading area (Location 7)
- Sand/De-icer loading area (Location 10)
- Emergency Generator Fueling Area (Location 15)
- Stored Fuel Containers (Location 2)
- Outdoor Chemical Storage (Location 12 & 13)

The MSGP requires a list of significant spills or leaks of toxic or hazardous materials in excess of certain quantities that occurred in the 3 years prior to the date of the submission of an NOL. Significant spills include , but are not limited to, releases of oil or hazardous substances, within a 24 hour period, equal to or in excess of the quantities established under either 40 CFR 110, 40 CFR 117 or 40 CFR 302. Copies of these regulations are included in Appendix D. If a spill or leak is detected in excess of the quantities listed in the regulations, the National Response Center (NRC) must be contacted at (800) 424-8802. As part of the storm water pollution prevention process, after the NRC has been contacted the corrective action procedures must be outlined in MSGP Part 5 must be implemented. State or local requirements may necessitate reporting spills or discharges to local emergency response, public health, or drinking water supply agencies. Drip pans are installed at the generator fueling area and a spill kit is located nearby.

For sludge spills and/or sand spill near the loading areas regular street sweeping of the asphalt areas removes the dry materials. Employees and operators are trained in spill response. Hazardous material spill logs are kept at the Control building and also documented in the SWPPP in Appendix C, Part M.

More information can be found in the COA Storm Water SOP manual located in Appendix E.

3.1.5 EROSION AND SEDIMENT CONTROLS

Exposed areas have been landscaped with rock and gravel to minimize onsite erosion and discharge of sediment. A temporary berm has been added to the northern perimeter of help minimize the impact and direct the flow of on-site run-on from S. Oliver Dr. and the neighboring property. The flow is directed to the retention pond lined with cobble to prevent the velocity of runoff and allow for settling of sediment. The retention pond drains into a natural undisturbed wetlands area if it is to capacity, otherwise the water will eventually evaporate or dissipate into the soil. The wetland offers a buffer between the WWTP and the Animas River with natural vegetation to allow for filtration and settling of any sediment.

No polymers or other chemicals used for erosion and sediment control are used at the WWTP.

3.1.6 MANAGEMENT OF STORMWATER

The controls used at the WWTP are curb and gutter, earthen berms, retention pond and a wetlands buffer area.

3.1.7 SALT STORAGE PILES

All sand storage piles that may contain salt, or not; are stored in an enclosed unused drying bed. The beds are designed with a concrete knee wall and all internal drains have been blocked to prevent release into the WWTP's influent. When weather permits any spillage from the loading/unloading area is cleaned by routine sweeping.

3.1.8 DUST GENERATION AND VEHICLE TRACKING OF INDUSTRIAL MATERIALS

To prevent any off-site tracking of dried sludge it is loaded into solid waste containers inside of a contained concrete drying bed. The containers are emptied routinely by a waste removal contractor. The contained bed is drained into a drainage system that is pumped into the WWTP's influent to be treated. Any other material spilling from loading/unloading is cleaned by regular maintenance of paved areas with the street sweeper.

3.2 SECTOR SPECIFIC NON-NUMERIC EFFLUENT LIMITS

Additional Sector 8 technology-based effluent limits (2021 MSGP Part 8, Subpart T, Sector T) include:

- Control Measures: Storm water is routed using curb and gutters and berms, thereby controlling the flow and outfall locations. Facility operations contain all materials and liquids so no processes are integrated with storm water runoff. All storage containers are properly labelled, with secure lids, and stored properly.

- Employee training: Facility personnel are regularly trained on the SWPPP. Daily facility checks and routine maintenance ensure personnel are identifying potential sources of pollutant discharges through storm water. Personnel are also trained in proper handling and storage of chemicals and materials.
- Site Map: As shown in Attachment B, the WWTP has storage and disposal areas, sludge drying beds, hauled waste station and a retention pond
- Potential Pollutant Sources: See Section 2.1 of this SWPPP for potential pollutant sources
- Waste Water and Wash Water Requirements: Waste water and wash water is retained on site and treated through the facilities WWTP before it is discharged to the Animas River, as approved through the facility's NPDES discharge permit (NM0020168, effective May 1,2021-April 30, 2026).

3.3 NUMERIC EFFLUENT LIMITATIONS BASED ON EFFLUENT LIMITATIONS GUIDELINES

Numeric effluent limitations based on effluent limitations guidelines are not applicable.

3.4 WATER QUALITY-BASED EFFLUENT LIMITATIONS AND WATER QUALITY STANDARDS

Almost all of the storm water is kept on site by all the controls diverting the flow to the detention pond. Storm water that has been captured by the catch basin pond is sent to the detention pond where it is allowed to settle out solids, dilute pollutants and filter through wetlands before leaving the facility for the Animas River. The outfall water meets all NPDES requirements for the facility's NPDES discharge permit under NM0020168.

The outfall location is located on Attachment B.

BMP's including good housekeeping, spill cleanup, equipment maintenance, and diversion structures (curb and gutters, berms) keep storm water runoff directed towards the catch basin pond.

SECTION 4 SCHEDULES AND PROCEDURES

4.1 GOOD HOUSEKEEPING

Household waste material that does not require special handling is picked up once per week by the City's Solid Waste Contractor. Screenings from the WWTP influent are disposed of in the solid waste container and disposed of once weekly. Grit channels are cleaned once per month and with the waste material that requires some kind of special handling is picked up when needed by a certified company that handles that type of waste. Inspections are done daily during the morning routine.

See Section 3.1.2 of this SWPPP for additional details and scheduled housekeeping items.

4.2 MAINTENANCE

Preventative maintenance and repair are typically performed in late spring in the attempt to avoid rain events while the controls are not in use.

See Section 3.1.3 of this SWPPP for additional details and scheduled housekeeping items.

4.3 SPILL PREVENTION AND RESPONSE

The operator's daily routine is the best spill prevention, as they are able to determine the condition of the container before it becomes an issue. The larger containers are stored in an enclosed drying bed that drains to the influent of the WWTP. All other containers are stored in the equipment storage building. When spills occur, containment is the first priority with spill logs and absorbent pads. A spill kit is located on site and all personnel are educated to its location and use. Once containment is in place to avoid any storm water contamination, cleanup of the spill can begin.

See Section 3.1.4 of this SWPPP.

4.4 EROSION AND SEDIMENT CONTROL

There is no use of polymers and/or chemical treatment to control erosion and sediment.

See Section 3.1.5 of this SWPPP.

4.5 EMPLOYEE TRAINING

An employee awareness program will be implemented to inform the WWTP Pollution Prevention Team of components and goals of the SWPPP. At a minimum, training will be conducted annually. Training will be provided to all employees that work in areas where industrial materials or activities are exposed to storm water and for employees that are responsible for implementing activities identified in this plan. The program will address the issues of spill response procedures, good housekeeping and materials management practices. Employee training for the awareness program will be documented in the form provided in Appendix C, Part A.

4.6 INSPECTIONS AND ASSESSMENTS

4.6.1 ROUTINE FACILITY INSPECTIONS

Qualified personnel will conduct quarterly and annual facility inspections, as well as quarterly visual assessment monitoring. The inspections are to be scheduled quarterly (i.e., once each calendar quarter). At least once each calendar year and inspection will be conducted during a period when storm water discharge is occurring.

The inspectors must possess the knowledge and skills necessary to assess conditions at the WWTP that could impact the storm water quality and assess the effectiveness of the BMP's selected to control the quality of storm water. Qualified personnel should include WWTP employees, at least one member of the Pollution Prevention Team, or outside consultants.

INSPECTOR NAME	TITLE	
Andrew Galloway	Chief Operator	
Laurie Martinez	GIS Tech/ Storm Water Coordinator	

Areas to be inspected at the WWTP include:

- areas where industrial materials or activities are exposed to storm water,
- areas identified in the SWPPP and those that are potential pollutant sources,
- areas where spills and leaks have occurred in the last 3 years'
- discharge points
- control measures used to comply with the effluent limits contained in this permit.

INSPECTION REPORTS

Results of the routine inspection and any corrective actions taken in response to any deficiencies in opportunities for improvement that were identified will be documented on the Routine Facility Inspection Report provided in Appendix C, Part C. The completed reports will be maintained with this plan, but are not required to be submitted to the EPA, unless directed to do so. At a minimum, documentation of each quarterly inspection must include:

- The inspection date and time
- The names and signatures of the inspector
- Weather information and a description of any discharges occurring at the time of the inspection
- All observations relating to the implementation of control measures at the facility including:
    i. A description of any discharges occurring at the time of inspection
    ii. Any previously unidentified discharges occurring from and/or pollutants at the site
    iii. Any evidence of, or the potential for, pollutants entering the drainage system
    iv. Observations regarding the physical condition of and around outfalls, including any flow dissipations devices, and evidence of pollutants in discharges or the receiving waters
    v. Any storm water control measures (i.e., BMP's) needing maintenance, repairs, or replacement.
- Any additional control measures needed to comply with the permit requirements
- Any incidents of noncompliance observed
- A statement signed and certified in accordance with the MSGP Appendix B, Subsection 11.

4.6.2 QUARTERLY VISUAL ASSESSMENT MONITORING

Based on National Weather Service data (January 2007 – December 2019), the average total annual rain and snowfall for the Aztec, NM area are approximately 10.89 inches and 15 inches per year, respectively. The average maximum and minimum temperatures for this area are 68 degrees F and 36 degrees F, respectively. In addition, events of precipitation (rain or snowfall) are infrequent and of short duration. Precipitation quickly evaporates from the asphalt and concrete areas and is readily absorbed into the surrounding pervious soils. Quarterly Visual Inspection Forms can be found in Appendix E.

Based on New Mexico Drought Conditions Map (www.drought.gov), Aztec, NM is located in an exceptional drought area, as of May 11, 2021.

Monitoring Procedures

Consistent with the storm water monitoring criteria outlined in the MSGP Part 3.2, a storm water sample must be collected from a designated outfall on a quarterly basis, and a visual assessment conducted on each sample. Generally, site personnel will collect a grab sample of storm water discharge from each outfall during the first 30 minutes following a measurable storm event. A measurable storm event is a storm that creates storm water discharge from the site and occurs at least 72 hours from the previous measurable storm event. Appendix C, Part E contains the form necessary to document visual assessment monitoring procedures and results, and also provides the guidance necessary for sample collection.

Samples must be collected in a clean, colorless glass or plastic container and examined in a well-lit area. Visually inspect for the following water quality characteristics which may be indicators of storm water pollution:

- Color
- Odor
- Clarity
- Floating solids
- Settled solids
- Suspended solids
- Foam
- Oil sheen
- Other obvious indicators of storm water pollution

Results of quarterly visual monitoring will be documented using the form provided in Appendix C, Part D (Quarterly Visual Assessment Report). The completed reports will be maintained with this SWPPP, but are not required to be submitted to the EPA, unless directed to do so. At a minimum, documentation of each quarterly visual assessment monitoring event must include:

- Sample location
- Sample collection date and time, and visual assessment date and time for each sample
- Personnel collecting the sample and performing visual assessment, and their signatures
- Nature of the discharge (i.e., runoff or snow melt)
- Results of observations of the storm water discharge
- Probable sources of any observed contamination

4.6.3 EXCEPTIONS TO ROUTINE FACILITY INSPECTIONS AND QUARTERLY VISUAL ASSESSMENTS FOR INACTIVE AND UNSTAFFED SITES

As allowed by the MSGP Part 3.2.4 (Exceptions to Quarterly Visual Assessments), because the WWTP is located in an area where limited rainfall occurs during many parts of the year (i.e., arid or semi-arid climate), sample collection for the quarterly visual assessments may be distributed during seasons when runoff occurs. If for any reason quarterly visual assessment monitoring does not take place (i.e., adverse weather, restricted access, etc.) consistent with the quarterly monitoring schedule, the reason must be documented and maintained in Appendix C, Part F (Deviations from Assessment or Monitoring Schedule).

If the exception for inactive or unstaffed sites is invoked for routine facility inspections and/or quarterly visual assessment, a statement and information to support this clam must be documented with this SWPPP and the EPA notified per MSGP Parts 3.1.5 and 3.2.4.4.

4.7 MONITORING

Consistent with the storm water monitoring criteria outlined in the 2021 MSGP Part 4, a storm water sample must be collected from a designated outfall on a quarterly basis beginning the first full quarter from the date of discharge authorization of this permit. Generally, site personnel will collect a grab sample of storm water discharge from each outfall during the first 30 minutes following a measurable storm event. A measurable storm event is a storm that creates discharge from the site and occurs at least 72 hours from the previous measurable storm event. The following Table describes the types of monitoring where applicable to the WWTP:

WWTP FACILITY SECTOR T, SUBSECTOR T1				
TYPE	**SCHEDULE**	**PARAMETERS**	**SAMPLE LOCATION**	**LIMITS**
Indicator Monitoring	Quarterly	Ph's, TSS, COD's, PAH's	Discharge Point 1	Report only, no threshold or baseline values
Benchmark Monitoring	Quarterly for the 1st and 4th years		Discharge Point 1	Report only, no threshold or baseline values
Effluent Monitoring	N/A			
State or Tribal Monitoring	N/A			
Impaired Waters Monitoring	Annually for the 1st and 4th years	E.Coli. Temperature, Nutrients	Discharge Point 1	Continue to sample annually until below limit
Other	N/A			

There are no pollutants listed in the numeric limitations to be found on this facility. Parameter values only need to be reported in the monitoring reports. Sampling will be done by members of the SWPPP team. The sample will be sealed and preserved, then sent to the lab for analysis. A team member will check the samples and ready the sample for mailing to the lab.

Inactive or unstaffed site exception does not apply to this WWTP.

There is no substantially identical discharge point at this facility.

5 DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS

5.1 Documentation Regarding Endangered Species Act (ESA) Listed Species and Critical Habitat

To ensure compliance with the requirements of the Endangered Species Act (ESA), this plan includes documentation (see Appendix B) supporting the WWTP's determination on Permit eligibility with regard to endangered species. This information will be maintained in this plan for the life of the Permit and includes the following:

- Written communication with the U.S. Fish and Wildlife Service (FWS), requesting a listing of endangered or threatened species, or critical habitat that may be found in proximity to the WWTP.
- A determination whether such species are jeopardized by storm water discharges or storm water discharge related activities.
- A description of measures necessary to protect listed endangered or threatened species.

5.2 Documentation Regarding National Historic Preservation Act (NHPA) Protected Properties

To ensure compliance with the requirements of the National Historic Preservation Act (NHPA), this plan includes documentation (see Appendix B) supporting the WWTP's determination of Permit eligibility with regard to historic places. The WWTP is an existing facility and gained coverage under the 2015 MSGP, which required certification that historic properties are not affected. There has been no new construction or installing of any new storm water controls measures. This information will be maintained in this plan for the life of the Permit and will include the following:

- Written communications with the Archeological Records Management Section (ARMS) of the New Mexico Historic Preservation Division requesting a listing of archeological surveys in proximity to the WWTP.
- Information on whether storm water discharges or storm water discharge related activities would have an effect on such places (listed or eligible for listing on the National Register of Historic Places).
- A description of measures necessary to avoid or minimize adverse impacts on such locations

6 CORRECTIVE ACTIONS AND ADDITIONAL IMPLEMENTATION MEASURES (AIM)

When Corrective Action is Required

When any of the following conditions are identified during implementation of this plan, facility inspections, visual assessment of monitoring events, or any other means, the SWPPP must be reviewed and revised as appropriate to ensure that the permits effluent limits are met and pollutant discharges are minimized:

- Unauthorized release or discharge
- A discharge violates a numeric effluent limited listed in Table 2-1 or in Part 8, Sub-part T, Sector T, Treatment Works of the 2021 MSGP.
- Determination by the WWTP or EPA that control measures are not stringent enough to meet applicable water quality standards.
- Required control measure was never installed, was installed incorrectly, or is not being operated or maintained properly.
- Whenever a visual assessment shows evidence of storm water pollution (i.e. color, odor, floating solids, settled solids, suspended solids foam).

Construction or a change in design, operation, or maintenance that significantly changes the nature of the pollutants discharged in storm water releases; or significantly increases the quantity of pollutants the SWPPP must be reviewed to determine if modifications are necessary to meet the effluent limits of the permit.

Corrective Actions

Immediate Actions: If corrective actions are needed, immediate steps (the same day or if this is impossible, the next working day morning) must be taken to minimize discharge of pollutants until a permanent solution is implemented.

Subsequent Actions: If additional action is necessary beyond that carried out in the immediate condition (i.e. install new or modified control, site repairs), the action must be completed before the next storm event or within 14 calendar days from the time of discovery of the condition. If the corrective action cannot be completed within 14 calendar days but no longer than 45 days, documentation of why it is not feasible to complete within this time frame and a schedule of completion must be developed. If the corrective action cannot be completed within 45 days, the EPA Regional Office must be notified as outlined in 2021 MSGP 5.1.3.2.

These conditions are outlined in detail in the 2021 MSGP Part 5.1. Documentation of corrective actions must be completed within 24 hours of discovery. A Corrective Action Form is found in Appendix C, Part G

AIM Triggering Events: If the annual average exceeds an applicable benchmark threshold based on the following events, the AIM requirements have been triggered for that benchmark parameter:

- The four quarterly annual average for a parameter exceeds the benchmark threshold or

- Fewer than four quarterly samples are collected, but a single sample or the sum of any sample results within the sampling year exceeds the benchmark by more than four times for a parameter.

AIM LEVEL	RESPONSE	DEADLINE	MONITORING	STATUS UPDATE
Level 1	Review SWPPP. Implement additional measures to bring exceedances below benchmark	14 days of receipt of lab results. If infeasible, must document per MSGP 5.3 and implement modifications within 45 days	After compliance with AIM Level 1 responses continue with quarterly benchmark monitoring for the next four quarters beginning no later than next full quarter after compliance.	a.Return to baseline status if the AIM Level 1 responses have been met and quarterly benchmark monitoring Results indicate that an AIM triggering event has not occurred after four quarters of monitoring. You may discontinue benchmark monitoring until monitoring resumes in year 4. b. Advance to AIM Level 2 if monitoring results indicate an AIM triggering event has occurred
Level 2	Review SWPPP. Implement additional measures beyond AIM Level 1 response. Refer to MSGP Sector Specific Fact Sheet.	14 days of receipt of lab results. If infeasible, must document per MSGP 5.3 and implement modifications within 45 days. EPA may grant an extension if operator show appropriate demonstration.	After compliance with AIM Level 2, continue quarterly benchmark monitoring next four quarters at all discharge points, beginning no later than next full quarter after compliance.	a.Return to baseline status if the AIM Level 2 responses have been met and quarterly benchmark monitoring Results indicate that an AIM triggering event has not occurred after four quarters of monitoring. You may discontinue benchmark monitoring until monitoring resumes in year 4. b. Advance to AIM Level 3 if monitoring results indicate an AIM triggering event has occurred
Level 3	Install structural source controls and/or treatment controls appropriate for pollutants to bring exceedances below benchmark	Identify the schedule for installing appropriate structural source/treatment storm water control measures within 14 days and install within 60 days. If infeasible, may take up to 90 days, documenting SWPPP per Part 5.3. EPA may grant an extension.	After compliance with AIM Level 3, continue quarterly benchmark monitoring next four quarters at all discharge points, beginning no later than next full quarter after compliance.	a.Return to baseline status if the AIM Level 3 responses have been met and quarterly benchmark monitoring Results indicate that an AIM triggering event has not occurred after four quarters of monitoring. You may discontinue benchmark monitoring until monitoring resumes in year 4. b. Continue in AIM

				Level 3 if monitoring results indicate an AIM triggering event has occurred and continue monitoring for the next four quarters

These conditions are outlined in detail in the 2021 MSGP Part 5.2.

7 SWPPP CERTIFICATION

CERTIFICATION AND NOTIFICATION

"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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained 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: _____Paul Eckert_____ Title: _____City Manager

Signature: _ (see original signature on file) _____ Date: _____May 1, 2021

REVISION NUMBER	REVISION DATE	DESCRIPTION	AUTHOR	SIGNATURE OF AUTHORIZED REPRESENTATIVE
1				
2				
3				
4				
5				
6				

DELEGATION OF AUTHORITY

I, Paul Eckert (name), hereby designate the person or specifically described position below to be a duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the Multi-Sector General Permit, at the Waste Water Treatment Plant municipal facility. The designee is authorized to sign any reports, storm water pollutions prevention plans and all other documentation required by the permit.

___Laurie L Martinez_____ (Name of person or position)

___City of Aztec_____ (Company)

___201 W Chaco_____ (Address)

___Aztec, NM 87410_____ (City, State, Zip)

___505-334-7600_____ (Phone)

By signing this authorization, I confirm that I meet the requirements to make such a designations as set forth in Appendix B.11 of the EPA's Multi-Sector General Permit (MSGP), and that the designee above meets the definition of a "duly authorized representative" as set forth in Appendix B.

8 MODIFICATIONS TO SWPPP

The WWTP SWPPP is a living document and is required to be modified and updated, as necessary Based on any corrective actions and deadlines required under the 2021 MSGP Part 5. For a public agency the Certification must be signed by a principal executive officer or a ranking elected official per 2021 MSGP Appendix B.11.

A SWPPP Amendment Log is provided for all revisions and signatures of the authorized representative in Appendix C, Part K.

9 SWPPP AVAILABILITY

Plan Review and Availability

A copy of this plan will be maintained at the WWTP office located at 900 S. Oliver Dr., Aztec, NM 87410 and is required to be read and understood by the Pollution Prevention Team (Section 6.2.1). It will also be posted on the City of Aztec web page (www.aztecnm.gov/services.html). It will also be available upon request to the USEPA and/or their authorized representatives, and the state or local agency approving storm water management plans. The EPA may provide access to portions of the Plan to a member of the public upon request and the SWPPP will be available at the Public Works office located at 610 Western Dr., Aztec, NM 87410. In addition, this Plan or other information will be made available to the following upon request or at the time in an onsite inspection:

- U.S. Fish and Wildlife Service
- National Marine Fisheries Service

Copies of this Plan, all reports and certifications required by the 2021 MSGP, and supporting documentation will be retained at the WWTP for a period of 3 years from the date the WWTP's coverage under the 2021 MSGP expires or is terminated.

Additional MSGP Documentation
For
City of Aztec Waste Water Treatment Plant
900 S. Oliver
Aztec, NM 87410
(505) 334-7611

CONTENTS

A. EMPLOYEE TRAINING

All employees who work in areas where industrial activities or materials are exposed to stormwater, or are responsible for design, installation and maintenance of controls must be trained in an overview of the SWPPP, spill response procedures, good housekeeping, maintenance and material management practices, and emergency procedures. Records of training will be kept with the WWTP SWPPP.

Training Date:	
Training Description:	
Trainer:	
Employee Name	**Signature**

Training Date:	
Training Description:	
Trainer:	
Employee Name	**Signature**

Training Date:	
Training Description:	
Trainer:	
Employee Name	**Signature**

B. MAINTENANCE

Instructions:

- Include in your records documentation of maintenance and repairs of storm water control measures and industrial equipment and systems (see Part 2.1.2.3 and 6.5), including:
  - the control measure(s)/equipment/system(s) 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(s)/equipment/system(s) 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:
  - you are required to immediately take all reasonable steps to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented.
  - final repair/replacements of storm water 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 storm water control measure/equipment/system repairs/replacement will exceed the 45 day timeframe, you may take the minimum additional time necessary to complete the maintenance, provided that you notify the EPA Regional Office of your intention to exceed 45 days and document your rationale for your modified maintenance timeframe in your SWPPP.
- Provide information, as shown below, to document your maintenance activities for each storm water control measure and industrial equipment/system. Repeat as necessary by copying and pasting the information below for additional storm water control measures and industrial equipment/systems.

Note that maintenance documentation in this section is separate from corrective action and AIM documentation required in Part 5.3 of the 2021 MSGP. For any condition or event triggering the need for corrective action review and/or AIM response you must include documentation in section G of this SWPPP.

STORM WATER CONTROL MAINTENANCE RECORDS

Storm water Control Measure: Insert Name of Stormwater Control Measure
Regular Maintenance Activities: Describe Maintenance Activities
Regular Maintenance Schedule: Insert Maintenance Schedule

Date of Maintenance Action: Insert Date of Action
Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**
If Problem,
- **Description of Action Required:** Describe Actions Taken in Response to Problem
- **Date Control Measure Returned to Full Function:** Insert Date
- **Justification for Extended Schedule, if applicable:** Insert Justification (if applicable)

Notes: Insert Notes (if applicable)

Date of Maintenance Action: Insert Date of Action
Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**
If Problem,
- **Description of Action Required:** Describe Actions Taken in Response to Problem
- **Date Industrial Equipment Returned to Full Function:** Insert Date
- **Justification for Extended Schedule, if applicable:** Insert Justification (if applicable)

Notes: Insert Notes (if applicable)

Date of Maintenance Action: Insert Date of Action
Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**
If Problem,
- **Description of Action Required:** Describe Actions Taken in Response to Problem
- **Date Industrial Equipment Returned to Full Function:** Insert Date
- **Justification for Extended Schedule, if applicable:** Insert Justification (if applicable)

Notes: Insert Notes (if applicable)

Industrial Equipment and Systems Maintenance Records

Industrial Equipment/System: Insert Name of Industrial Equipment/System
Regular Maintenance Activities: Describe Maintenance Activities
Regular Maintenance Schedule: Insert Maintenance Schedule

Date of Maintenance Action: Insert Date of Action
Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**
If Problem,
- **Description of Action Required:** Describe Actions Taken in Response to Problem

- **Date Industrial Equipment Returned to Full Function:** Insert Date
- **Justification for Extended Schedule, if applicable:** Insert Justification (if applicable)

Notes: Insert Notes (if applicable)

Date of Maintenance Action: Insert Date of Action

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

If Problem,

- **Description of Action Required:** Describe Actions Taken in Response to Problem
- **Date Industrial Equipment Returned to Full Function:** Insert Date
- **Justification for Extended Schedule, if applicable:** Insert Justification (if applicable)

Notes: Insert Notes (if applicable)

Date of Maintenance Action: Insert Date of Action

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

If Problem,

- **Description of Action Required:** Describe Actions Taken in Response to Problem
- **Date Industrial Equipment Returned to Full Function:** Insert Date
- **Justification for Extended Schedule, if applicable:** Insert Justification (if applicable)

Notes: Insert Notes (if applicable)

Date of Maintenance Action: Insert Date of Action

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

If Problem,

- **Description of Action Required:** Describe Actions Taken in Response to Problem
- **Date Industrial Equipment Returned to Full Function:** Insert Date
- **Justification for Extended Schedule, if applicable:** Insert Justification (if applicable)

Notes: Insert Notes (if applicable)

C. ROUTINE FACILITY INSPECTION REPORTS

Instructions:

- Include in your records copies of all routine facility inspection reports completed for the facility.
- The sample inspection report is consistent with the requirements in Part 3.1.6 of the 2021 MSGP relating to routine facility inspections. Facilities subject to state industrial storm water permits may also find this form useful. 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 storm water control measures and areas of industrial activity that will be inspected. A brief description of the storm water 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 ID, 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 storm water" 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	Insert Name		
NPDES ID.	Insert NPDES ID		
Date of Inspection	Insert Date	**Start/End Time**	Insert Start/End Time
Inspector Name(s)	Insert Name(s)		
Inspector Title(s)	Insert Title(s)		
Inspector Contact Information	Insert Contact Information		
Inspector Qualifications	Insert Qualifications or Add Reference to the SWPPP		

Weather Information

Weather at time of this inspection?

☐ Clear ☐ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snow ☐ High Winds

☐ Other: Temperature:

Observations

Have any previously unidentified discharges of pollutants occurred since the last inspection? ☐ Yes ☐ No

If yes, describe: Describe

Are there any discharges occurring at the time of inspection? ❑Yes ❑No

If yes, describe: Describe

Stormwater Control Measures

- Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.
- Identify if maintenance or corrective action is needed.
  - If maintenance is needed, fill out section B of this template
  - If corrective action is needed, fill out section G of this template

	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	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
2	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
3	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
4	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
5	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
6	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
7	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
8	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed
9	Insert Control Measure Name	☐ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	Describe Maintenance and/or Corrective Actions Needed

Areas of Industrial Materials or Activities Exposed to Stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility that are potential pollutant sources. Identify if maintenance or corrective action is needed. If maintenance is needed, fill out section B of this template. If corrective action is needed, fill out section G of this template.

	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	Describe Maintenance and/or Corrective Actions Needed
2	**Equipment operations and maintenance areas**	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
3	**Fueling areas**	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
4	**Outdoor vehicle and equipment washing areas**	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
5	**Waste handling and disposal areas**	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
6	**Erodible areas/construction**	☒ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
7	**Non-stormwater/illicit connections**	☒ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
8	**Salt storage piles or pile containing salt**	☒ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
9	**Dust generation and vehicle tracking**	☒ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
10	**Processing areas**	☒ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
11	**Areas where industrial activity has taken place in the past and significant materials remain and are exposed to storm water**	☒ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed

12	**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	Describe Maintenance and/or Corrective Actions Needed
13	**(Other)**	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed
14	**(Other)**	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	Describe Maintenance and/or Corrective Actions Needed

Discharge Points

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

Discharges/Pollutants

Describe Discharges and/or Pollutants.

Non-Compliance

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

Additional Control Measures

Describe any additional control measures needed to comply with the permit requirements. Describe Additional Controls Needed.

Notes

Use this space for any additional notes or observations from the inspection. Additional Notes.

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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained 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 Signed:_____

D. VISUAL ASSESSMENT DOCUMENTATION

Instructions:

Include in your records all visual assessment documentation completed for the facility (Part 3.2.3). An example visual assessment form can be found on the following page.

MSGP Visual Assessment Form

(Complete a separate form for each discharge point you assess)

Name of Facility: Enter Name of Facility

NPDES ID. Insert NPDES ID

Sample Location: Enter Discharge Point ID

"Substantially Identical Discharge Point" (SIDP)?

☐ Yes (identify SIDPs):

☐ No

Person(s)/Title(s) Collecting Sample: Enter Name(s)/Title(s)

Signature(s) of Person(s) Collecting Sample:

Person(s)/Title(s) Examining Sample: Enter Name(s)/Title(s)

Signature(s) of Person(s) Examining Sample:

Date & Time Discharge Began: Enter Date and Time

Date & Time Sample Collected: Enter Date and Time. If sample not taken within first 30 minutes, explain why.

Date & Time Sample Examined: Enter Date and Time

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

Is this a substitute sample for quarterly visual assessments distributed during seasons when precipitation more regularly occurs? ☐ No ☐ Yes* (identify the quarter/year when the sample was originally scheduled to be collected): _____

Nature of Discharge: ☐ Rainfall ☐ Snowmelt

If Rainfall: Rainfall Amount: Number of inches

Previous Storm Ended > 72 hours (three days) Before Start of This Storm? ☐ Yes ☐ No**

(describe): _____

Pollutants Observed

Color ☐ None ☐ Other (describe): _____

Odor ☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petroleum/Gas

☐ Solvents ☐ 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): _____

* Your facility must be located in an area where limited rainfall occurs during many parts of the year (e.g., arid or semi-arid climate) or in an area where freezing conditions exist that prevent discharges from occurring for extended periods. Identify the quarter/year when the sample was originally scheduled to be collected.

** The 72-hour (three day) 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 (three day) 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.

Sampling not performed due to adverse conditions: ☐ No ☐ Yes (explain): _____

Sampling not performed due to no measurable storm event occurring that resulted in a discharge during the monitoring quarter:
☐ No ☐ Yes (explain): _____

Identify probable 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). Insert details

Certification Statement (Refer to MSGP Appendix B, Part B.11 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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained 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:

E. MONITORING RESULTS

Instructions:

Include in your records copies of all monitoring results (including analytical laboratory data, indicator monitoring, benchmark monitoring, annual effluent limitations guidelines monitoring, state- or tribal-specific monitoring, impaired waters monitoring, and any other monitoring required or conducted) for the facility. Also include copies of monitoring data submitted to EPA's Net-DMR reporting system or paper DMRs if EPA has granted your facility a waiver from electronic reporting (Part 4.1.9).

F. DEVIATIONS FROM VISUAL ASSESSMENT AND/OR MONITORING SCHEDULE

Instructions:

Include in your records:

- A description of any deviations from the schedule you provided in your SWPPP for visual assessments and/or monitoring (Part 6.5), and
- The reason for the deviations (e.g., it was impracticable to collect samples within the first 30 minutes of a measurable storm event or adverse weather) (Parts 3.2.4 and 4.1.5 of the 2021 MSGP).

Use the fields below to document the deviations. Repeat as necessary for any deviations.

Date: Insert Date
☐ Visual Assessments ☐ Monitoring
Describe Deviation from Schedule: Describe Deviation
Reason for deviation: Describe Reason

Date: Insert Date
☐ Visual Assessments ☐ Monitoring
Describe Deviation from Schedule: Describe Deviation
Reason for Deviation: Describe Reason

Date: Insert Date
☐ Visual Assessments ☐ Monitoring
Describe Deviation from Schedule: Describe Deviation
Reason for Deviation: Describe Reason

Date: Insert Date
☐ Visual Assessments ☐ Monitoring
Describe Deviation from Schedule: Describe Deviation
Reason for Deviation: Describe Reason

G. CORRECTIVE ACTIONS AND AIM DOCUMENTATION

Instructions:

Within 24 hours of becoming aware of a condition identified in Parts 5.1.1, 5.2.3, 5.2.4, or 5.2.5 of the 2021 MSGP, document the existence of the condition and subsequent actions. Note that this information must be summarized in the annual report (as required in Part 7.4 of the 2021 MSGP).

Description of Condition: Insert Description of Condition or Event Trigering Need for Corrective Action Review and/or AIM Response

For Spills and Leaks:

Description of Incident: Insert Description
Material: Insert Description of Material
Date/Time: Insert Date/Time
Amount: Insert Amount of Spill/Leak
Location: Insert Location of Spill/Leak
Reason for Spill: Insert Reason for Spill/Leak
Discharge to Waters of U.S.: Insert Whether Spill/Leak/Other Release Discharged to a Water of the U.S.

Date: Insert Date Condition/Triggering Event was Identified
Immediate Actions: Insert Description of Immediate Actions Taken
Actions Taken within 14 Days: Insert Description of Corrective Actions and/or AIM Responses Taken Within 14 days of Discovery of Condition/Triggering Event
14 Day Infeasibility: If Applicable, Document Why It Is Infeasible to Complete Necessary Corrective Actions and/or AIM Responses Within 14 Day Timeframe and Describe Schedule
45 Day Extension: If Applicable, Document Rationale Provided to EPA for Extension of 45 Day Timeframe

Description of Condition: Insert Description of Condition or Event Trigering Need for Corrective Action Review and/or AIM Response

For Spills and Leaks:

Description of Incident: Insert Description
Material: Insert Description of Material
Date/Time: Insert Date/Time
Amount: Insert Amount of Spill/Leak
Location: Insert Location of Spill/Leak
Reason for Spill: Insert Reason for Spill/Leak
Discharge to Waters of U.S.: Insert Whether Spill/Leak/Other Release Discharged to a Water of the U.S.

Date: Insert Date Condition/Triggering Event was Identified
Immediate Actions: Insert Description of Immediate Actions Taken
Actions Taken within 14 Days: Insert Description of Corrective Actions and/or AIM Responses Taken Within 14 days of Discovery of Condition/Triggering Event
14 Day Infeasibility: If Applicable, Document Why It Is Infeasible to Complete Necessary Corrective Actions and/or AIM Responses Within 14 Day Timeframe and Describe Schedule
45 Day Extension: If Applicable, Document Rationale Provided to EPA for Extension of 45 Day Timeframe

H. BENCHMARK THRESHOLD EXCEEDENCES

Instructions:

Include in your records documentation of any annual average benchmark threshold exceedances, which AIM Level triggering event the exceedances caused, and AIM response employed per Part 5.2,including:

- The AIM triggering event;
- The AIM response taken;
- Any rationale that SWPPP/SCM changes were unnecessary; or
- Any documentation required to meet any AIM exception per Part 5.2.6.

Note: an annual average exceedance for a parameter can occur if the four-quarterly annual average for a parameter exceeds the benchmark threshold, or fewer than four quarterly samples are collected, but a single sample, or the sum of any sample results within the sampling year exceeds the benchmark threshold by more than four times for a parameter (Part 5.2.2).

Date: Insert Date
Pollutant Exceeded and Results: Insert Pollutant Name
Sample 1 (Sample date: Insert Sample Date) Result: Insert Sample Result
Sample 2 (Sample date: Insert Sample Date) Result: Insert Sample Result
Sample 3 (Sample date: Insert Sample Date) Result: Insert Sample Result
Sample 4 (Sample date: Insert Sample Date) Result: Insert Sample Result
Average Result: Insert Value
Benchmark Value: Insert Benchmark Value from 2021 MSGP

AIM Level Triggered (select one)

☐ AIM Level 1 (quarterly benchmark monitoring results indicate that an AIM triggering event per Part 5.2.2 has occurred)

☐ AIM Level 2 (continued quarterly benchmark monitoring results indicate that an AIM triggering event per Part 5.2.2 has occurred)

☐ AIM Level 3 (continued quarterly benchmark monitoring results indicate that an AIM triggering event per Part 5.2.2 has occurred)

AIM Response Taken: Document AIM response taken in section G of this Template

Do You Qualify for an Exception from AIM Requirements and Continued Benchmark Monitoring?

☐ Yes (indicate the exception below) ☐ No

Exception(s): (if applicable)

☐ Solely Attributable to Natural Background Pollutant Levels
Pollutant(s): Insert Pollutant
Maintain supporting rationale and applicable data as required in Part 5.2.6.1

☐ Due to Run-On
Pollutant(s): Insert Pollutant

Attach documentation and concurrence from EPA Regional Office required in Part 5.2.6.2

☐ Due to An Abnormal Event

Pollutant(s): Insert Pollutant

Attach documentation required in Part 5.2.6.3

☐ Demonstrated to Not Result in An Exceedance of Facility-Specific Value Using National Recommended Water Quality Criteria in Lieu of Applicable MSGP Benchmark Threshold (For Aluminum and Copper Benchmark Parameters Only)

Pollutant(s): Insert Pollutant

Attach documentation and concurrence from EPA Regional Office required in Part 5.2.6.4

☐ Demonstrated Not to Result in Any Exceedance of Water Quality Standards

Pollutant(s): Insert Pollutant

Attach documentation and concurrence from EPA Regional Office required in Part 5.2.6.5

I. IMPAIRED WATERS MONITORING: DOCUMENTATION OF NATURAL BACKGROUND SOURCES OR NON-PRESENCE/ACCEPTABLE RANGE OF IMPAIRMENT POLLUTANT

Instructions:

This section applies only if your facility:

- Discharges directly to an impaired water without an EPA-approved or established total maximum daily load (TMDL); and
- Your first or fourth year annual impaired waters monitoring results indicate that the pollutant(s) for which the water is impaired is (1) not detected in your discharge, or is within the acceptable range for a given parameter for the waterbody to meet its designated use (e.g., pH or temperature) or (2) is detected in your discharge, but you have determined that its presence is caused solely by natural background sources. See Part 4.2.5.1 of the 2021 MSGP.

Date: Insert Date

Check one of the boxes below and complete the additional documentation:

☐ 1 – Pollutant(s) for which the water is impaired is not present in your discharge or is within the acceptable range for a given parameter for the waterbody to meet its designated use.

Attach documentation that the impairment pollutant(s) was not detected in your discharge sample(s) or was detected within an acceptable range.

☐ 2 – Pollutant(s) for which the water is impaired is present, but you have determined its presence is caused solely by natural background sources.

Attach the following documentation:

- An explanation of why you believe that the presence of the pollutant(s) causing the impairment in your discharge is not related to the activities at your facility; and
  Data and/or studies that tie the presence of the pollutant(s) causing the impairment in your discharge to natural background sources in the watershed.

J. ACTIVE/INACTIVE STATUS CHANGE

Instructions:

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

Date: Insert Date of Change in Status
New Facility Status: ☐ Inactive and Unstaffed ☐ Active
Reason for Change in Status: Describe Reason

K. SWPPP AMENDMENT LOG

Instructions:

Include in your records:

- A log of the date and description of any amendments to your SWPPP.

Fill in the appropriate columns of this table for each amendment to your SWPPP. Copy and paste additional rows into the table as necessary.

Amend. No.	Description of the Amendment	Date of Amend.	Amendment Prepared by: Name & Title
1	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
2	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
3	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
4	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
5	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
6	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
7	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
8	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
9	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)
10	Insert Description of Amendment	Insert Date	Insert Name(s)/Title(s)

L. MISCELLANEOUS DOCUMENTATION

Instructions:

Use this section to keep records of any additional documentation that relates to your compliance with the 2021 MSGP.

M. **HAZARDOUS SPILL LOG**

Use this section to keep records of any spills or incidents that relate to your compliance with the 2021 MSGP.

Spill or Incident Report Form

Site: _____ Primary Contractor: _____

Date: _____ Incident Date: _____

Complete for any type of petroleum product or hazardous waste/materials spill or incident.

Keep a copy of this report with the SWPPP Log.

Person Reporting Spill of Incident	
Name:	Address:
Organization:	
Title:	
Telephone:	
Fax:	Signature:

Type of Spill:			
Common Name of Spilled Substance:			
Estimated Quantity Spilled:			
Estimated Concentration:			
Date of Spill:			
Time Spill Started:	am/pm	Time Spill Ended:	am/pm

SPILL TO LAND	SPILL TO WATERBODY
Name of Site:	Name of Waterbody:
Street Address:	Location of Discharge:
City:	Description of Area from which spill material may reach:
County:	

Spill or Incident Report Form

If no spill, describe incident:

Actions Taken:

To contain spill or impact of incident:

To clean up spill or recover from incident:

To remove cleanup material:

To prevent reoccurrence:

Person responsible for managing spill response:	
Name:	Signature:
Phone:	Fax:

Spill Notification List

Agency	Phone
Check to insure that 911 service is available in work area	911
Local Emergency Contacts	
*Fire Department	
*Emergency Medical	
*Community Evacuation	
*Police Department	
*Hospital Local Emergency Treatment	
Spills to Water: *National Response Center *Washington Emergency Management Division	 800 424-8802 800 258-5990
Ecology: *Southwest Region	 360 407-6300
Emergency Spill Response Contractor	

Spill Reporting Information

Where is the spill?	
What spilled?	
How much spilled?	
How concentrated is the spilled material?	
Who spilled the material?	
Is anyone cleaning up the spill?	
Are there resource damages (i.e. dead fish or oiled birds)?	
Who is reporting the spill?	
Your Contact information:	