

Stormwater Pollution Prevention Plan

for:

Windham Transfer and Recycling
2 Ledge Road, Unit 1
Windham, NH, 03087
(603) 426-5102

SWPPP Contact(s):

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SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION.

1.1 Facility Information.

Instructions:

- You will need the information from this section to complete your NOI.
- For further instruction, refer to the 2015 MSGP NOI form and instructions – specifically sections C and D of the NOI. A copy of the 2015 MSGP NOI is available at www.epa.gov/npdes/stormwater/msgp (Appendix G of the permit)
- You must include a copy of the 2015 MSGP, or a reference or link to where a copy can be found, in Attachment C of your SWPPP.

Facility Information

Name of Facility: Windham Transfer and Recycling

Street: 2 Ledge Road, Unit 1

City: Windham State: NH ZIP Code: 03087

County or Similar Subdivision: Rockingham

NPDES ID (i.e., permit tracking number): NHR05S809 (if covered under a previous permit)

Primary Industrial Activity SIC code, and Sector and Subsector (2015 MSGP, Appendix D and Part 8):
SIC code 5093 Sector N2

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

Latitude/Longitude

Latitude:
42.801111 ° N (decimal degrees)

Longitude:
-71.314167 ° W (decimal degrees)

Method for determining latitude/longitude (check one):

USGS topographic map (specify scale: _____)

GPS

Other (please specify):
latlong.net

Horizontal Reference Datum (check one):

NAD 27 NAD 83 WGS 84

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 stormwater: <0.05 (acres)

Discharge Information

Does this facility discharge stormwater into a municipal separate storm sewer system (MS4)? Yes No

If yes, name of MS4 operator: _____

Name(s) of surface water(s) that receive stormwater from your facility: Tributary of Golden Brook, Golden Brook, Cobbetts Pond

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(s) (and segment(s), if applicable): Although there is no discharge directly into a segment of an "impaired water", discharge is to unnamed stream which discharges to Golden Brook

Identify the pollutant(s) causing the impairment(s): Mercury - Statewide (Golden Brook)

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

None are expected to be present.

Has a Total Maximum Daily Load (TMDL) been completed for any of the identified pollutants? If yes, please list the TMDL pollutants:

No.

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 stormwater discharges subject to effluent limitation guidelines (ELGs) (2015 MSGP Table 1-1)? Yes No

If Yes, which guidelines apply?

1.2 Contact Information/Responsible Parties.

Instructions:

- List the facility operator(s), facility owner and SWPPP contact(s). Indicate respective responsibilities, where appropriate.
- You will need the information from this section of the SWPPP Template for your NOI.
- Refer to Section B of the NOI instructions (available in Appendix G of the 2015 MSGP).

Facility Operator(s):

Name: Town of Windham

Address: [2 Ledge Road, Unit 1](#)

City, State, Zip Code: [Windham, NH, 03087](#)

Telephone Number: [\(603\) 426-5102](#)

Email address: DSenibaldi@WindhamNH.gov

Fax number: [\(603\) 965-1049](#)

(repeat for multiple operators by copying and pasting the above rows)

Facility Owner(s):

Name: Town of Windham

Address: [PO Box 120, 4 N. Lowell Road](#)

City, State, Zip Code: [Windham, NH, 03087](#)

Telephone Number: [\(603\) 432-7732](#)

Email address: TownAdmin@WindhamNH.gov

Fax number: [\(603\) 965-1233](#)

(repeat for multiple operators by copying and pasting the above rows)

SWPPP Contact(s):

SWPPP Contact Name (Primary): [Dennis Senibaldi](#)

Telephone number: [\(603\) 426-5102](#)

Email address: DSenibaldi@WindhamNH.gov

Fax number: [\(603\) 965-1049](#)

SWPPP Contact Name (Backup): [David Sullivan](#)

Telephone number: [\(603\)432-7732](#)

Email address: TownAdmin@WindhamNH.gov

Fax number: [\(603\)965-1234](#)

1.3 Stormwater Pollution Prevention Team.

Instructions (see 2015 MSGP Part 5.2.1):

The stormwater pollution prevention team is responsible for overseeing development of and any modifications to the SWPPP, implementing and maintaining control measures/BMPs, and taking corrective actions when required. Each member of the stormwater pollution prevention team must have ready access to the 2015 MSGP, the most updated copy of the facility SWPPP, and other relevant documents.

- Identify the staff members (by name and/or title) that comprise the facility’s stormwater pollution prevention team as well as their individual responsibilities.
- EPA recommends, but does not require, the stormwater pollution prevention team include at least one individual from each shift to ensure that there is always a stormwater pollution prevention team member on-site.

Staff Names	Individual Responsibilities
Dennis Senibaldi	General Services Director
David Sullivan	Town Administrator
Rex Norman	Community Development Director
Dick Gregory	Planning Director/Health Officer
Eric DeLong	IT/GIS Director

1.4 Site Description.

Instructions (see 2015 MSGP Part 5.2.2):

Provide a general description of the “industrial activities” conducted at your facility. For the MSGP industrial activities consist of: manufacturing and processing; material handling activities including storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product; and vehicle and equipment fueling, maintenance and cleaning.

Industrial activities may occur at any of the following areas (list not exhaustive): industrial plant yards; 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; material handling sites; refuse sites; sites used for the application or disposal of process waste waters sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and final products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater.

EPA recommends that you differentiate activities that occur indoors from those that occur outdoors and could be exposed to stormwater, or under cover but that could be exposed to run-on. Don’t overlook processes that are vented and may contribute pollutants to the roof.

The facility receives solid waste material and recyclables from Town of Windham residents. Materials are received by residents and commercial carriers. Materials are hauled off site by Town employees for disposal, recycling or reuse as appropriate.

1.5 General Location Map.

Instructions (see 2015 MSGP Part 5.2.2):

Provide a general location map (e.g., U.S. Geological Survey (USGS) quadrangle map or aerial image from the internet) with enough detail to identify the location of your facility and all receiving waters for your stormwater discharges (include as Attachment A of this SWPPP Template).

The general location map for this facility can be found in Attachment A.

1.6 Site Map.

Instructions (see 2015 MSGP Part 5.2.2):

Prepare a site map showing the following information. The site map will be included as Attachment B of the finished SWPPP.

- Boundaries of the property and the size of the property in acres;
- Location and extent of significant structures and impervious surfaces;
- Directions of stormwater flow (use arrows);
- Locations of all stormwater control measures;
- Locations of all receiving waters, including wetlands, in the immediate vicinity of your facility. Indicate which waterbodies are listed as impaired and which are identified by your state, tribe or EPA as Tier 2, Tier 2.5, or Tier 3 waters;
- Locations of all stormwater conveyances including ditches, pipes and swales;
- Locations of potential pollutant sources identified under Part 5.2.3.2;
- Locations where significant spills or leaks identified under Part 5.2.3.3 have occurred;
- Locations of all stormwater monitoring points;
- Locations of stormwater inlets and discharge points, with a unique identification code for each discharge point (e.g., Discharge points001, 002), indicating if you are treating one or more discharge points as “substantially identical” under Parts 3.2.3, 5.2.5.3, and 6.1.1, and an approximate outline of the areas draining to each discharge point;
- If applicable, MS4s and where your stormwater discharges to them;
- Areas of designated critical habitat for endangered or threatened species, if applicable.
- Locations of the following activities where such activities are exposed to precipitation:
 - fueling stations;
 - vehicle and equipment maintenance and/or cleaning areas;
 - loading/unloading areas;
 - locations used for the treatment, storage or disposal of wastes;
 - liquid storage tanks;
 - processing and storage areas;
 - 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;
 - transfer areas for substances in bulk;
 - machinery; and
 - locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants.

The site map for this facility can be found in Attachment B.

SECTION 2: POTENTIAL POLLUTANT SOURCES.

Section 2 will describe all areas at your facility where industrial materials or activities are exposed to stormwater or from which allowable non-stormwater discharges originate. Industrial materials or activities include, but are not limited to: material handling equipment or activities; industrial machinery; raw materials; industrial production and processes; and intermediate products, by-products, final products, and waste

products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, disposal or conveyance of any raw material, intermediate product, final product or waste product. For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper are leached from the structures as a result of acid rain.

For each area identified, the SWPPP must include industrial activities, potential pollutants, spills and leaks, unauthorized non-stormwater discharges, salt storage, stormwater sampling data and descriptions of control measures.

2.1 Potential Pollutants Associated with Industrial Activity.

Instructions (see 2015 MSGP Parts 5.2.3.1 and 5.2.3.2):
For the industrial activities identified in section 1.4 above, list the potential pollutants or pollutant constituents (e.g., motor oil, fuel, battery acid, and cleaning solvents).
In your list of pollutants associated with your industrial activities, include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the three years prior to the date you prepare your SWPPP.

Industrial Activity	Associated Pollutants
Fueling	Diesel Fuel
Recycling	Waste Oil
Maintenance	Paint and Solvents
Received for Recycling	Metal (variety), Plastic, Tires (Rubber), Paper/Cardboard, Glass
Received for Disposal	Household Trash
Received for Disposal	Construction & Demolition Waste

2.2 Spills and Leaks.

Instructions (See 2015 MSGP Part 5.2.3.3):
Include the following in this section:

- **Potential spills and leaks:** A description of where potential spills and leaks could occur at your site that could contribute pollutants to your stormwater discharge, and specify which discharge points are likely to be affected by such spills and leaks.
- **Past spills and leaks:** A description of significant spills and leaks in the past three years of oil or toxic or hazardous substances that actually occurred at exposed areas, or that drained to a stormwater conveyance.

Note: Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.

Areas of Site Where Potential Spills/Leaks Could Occur

Location	Discharge Points
Truck that receives demolition has no sealed bottom and water could go through the bottom and get into the adjacent brook	001

Description of Past Spills/Leaks

Date	Description	Discharge Points
None		

2.3 Unauthorized Non-stormwater Discharges Documentation.

Instructions (see 2015 MSGP Part 5.2.3.4):

Part 1.1.3 of the 2015 MSGP identifies allowable non-stormwater discharges. The questions below require you to provide documentation of the following:

- Evaluation for the presence of unauthorized non-stormwater discharges at your site; and
- Elimination of any unauthorized non-stormwater discharges.

Description of this facility's unauthorized non-stormwater discharge evaluation: No known non-stormwater discharges on site.

- Date of evaluation: 4/23/19
- Description of the evaluation criteria used: Visual inspection – looked for signs of discoloration in water; smelled for odor from water or in area of outfall; touch to see any sense of foreign substance in water
- List of the drainage points that were directly observed during the evaluation: pipe outlet on Route 111 side of driveway into Highway Department which comes from overflow from the detention basin located between the Transfer Station and Highway Garage. This basin is where the water from the transfer station is channeled through catch basins
- Action(s) taken, such as a list of control measures used to eliminate unauthorized discharge(s), or documentation that a separate NPDES permit was obtained. For example, a floor drain was sealed, a sink drain was re-routed to the sanitary sewer or an NPDES permit application was submitted for an unauthorized cooling water discharge: No actions needed due to no detection of any unauthorized discharges at the time of evaluation.

2.4 Salt Storage.

Instructions (see 2015 MSGP Part 5.2.3.5):

Document the location of any storage piles containing salt used for deicing or other commercial or industrial purposes.

Note: you will be asked additional questions concerning salt storage in Section 3.1.7 of this SWPPP template, below.

No material storage piles containing salt are stored on the transfer station site.

2.5 Sampling Data Summary.

Instructions (See 2015 MSGP Part 5.2.3.6):

Summarize all stormwater sampling data collected from your permitted discharge points during the previous permit term. Include a narrative description that summarizes the collected data to support identification of potential pollution sources. Note that data tables and/or figures may be used to aid the summary.

Samples were taken in 2004 and 2005. Inspection reports indicate there was consistently no runoff contamination and the samples were sent to the lab. Lab results are summarized in the table below and can also be found in Attachment D.

Material	4/6/2004	5/25/2004	3/31/2005
Aluminum	0.75 mg/L	< 0.05 mg/L	0.13 mg/L
Copper	< 0.01 mg/L	< 0.01 mg/L	< 0.01 mg/L
Iron	1.0 mg/L	0.09 mg/L	0.18 mg/L
Lead	< 0.01 mg/L	< 0.01 mg/L	< 0.01 mg/L
Zinc	0.015 mg/L	< 0.005 mg/L	< 0.005 mg/L
Solids Suspended	16 mg/L	< 5 mg/L	7 mg/L
COD	< 10 mg/L	< 10 mg/L	< 10 mg/L

SECTION 3: STORMWATER CONTROL MEASURES.

Instructions (See 2015 MSGP Parts 2.1.2, Part 8, and 5.2.4):

In Sections 3.1 - 3.11 of this SWPPP template, you are asked to describe the stormwater control measures that you have installed at your site to meet each of the permit's

- Non-numeric technology-based effluent limits in Part 2.1.2;
- Applicable numeric effluent limitations guidelines-based limits in Part 2.1.3 and Part 8;
- Water quality-based effluent limits in Part 2.2;
- Any additional measures that formed the basis of eligibility regarding threatened and endangered species, historic properties, and/or federal CERCLA site requirements in Part 2.3; and
- Applicable effluent limits in Parts 8 and 9.

In addition to your control measure descriptions, include explanations of how the controls fulfill the following requirements (see 2015 MSGP Part 2.1.1):

- The selection and design considerations; and
- How they address the pollutant sources identified in section 2.1 of the Template.

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

You must comply with the following non-numeric effluent limits (except where otherwise specified in Part 8) as well as any sector-specific non-numeric effluent limits in Part 8.

3.1.1 **Minimize Exposure.**

The community is evaluating the feasibility of covering the trailer where demolition materials are stored to minimize the likelihood of stormwater leaking from the bottom of the container.

3.1.2 **Good Housekeeping.**

- Updating written Operation and Maintenance (O&M) procedures including all requirements contained in 2.3.7.1 for buildings and facilities, and vehicles and equipment.
- Create an inventory of all buildings and facilities, and vehicles and equipment.
- Establish and record annually implementation of program activities for maintenance, repair and rehabilitation of MS4 infrastructure.
- Establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule, ensuring proper storage of basin cleanings.
- Sweep all streets and parking areas that are curbed or with catch basins in accordance with permit conditions.
- Minimize the use of road salt within facility parking areas and streets and evaluate opportunities for use of alternative materials.
- Establish and implement inspection and maintenance procedures and frequencies.

3.1.3 Maintenance.

The following procedures are and will be practiced at Station and will be revised as facility and/or operation changes occur.

- Recyclable items (i.e. appliances, scrap metal, propane tanks, etc.) are stored under covered to prevent exposure and stormwater contact.
- Site is and will be policed, and any solid waste residue will be removed to reduce surface water contact and impact to the offsite drainage/watershed area.
- Diesel fuel and waste oil vendors will be instructed on Regulation and Plan, including Spill Action Plan.
- Any defined leachate from Station washing activities will be contained on site for proper disposal.

3.1.4 Spill Prevention and Response.

Spill Action Plan

- All containers that could be susceptible to spillage or leakage shall be plainly labeled to encourage proper handling and to facilitate rapid response if spills or leaks occur.
- Materials shall be stored away from high traffic areas unless contained by a secondary containment barrier to contain spills and leaks should they occur.
- Identify and contain spill by using spill containment kits, absorbents, and other measures to prevent the migration of the spill.
- Notify management staff and/or supervision, ASAP.
- Depending on severity of spill, a hazardous waste clean-up firm may be notified to assist with containment, clean up, and removal of material.
- Depending on severity of spill, local Fire Department, including Hazardous Material Team, may be notified to assist with clean up activities. Phone 911 for emergency calls.
- Depending on severity of spill, New Hampshire DES may be notified to assist and provide guidance on any environmental impact. NHDES phone number is (603) 271-3644.
- Fill out an Incident Report Form and file at the appropriate locations.
- All appropriate vendors that utilize the site will be advised of Action Plan.
- Facility personnel will be instructed annually on the Action Plan to ensure proper response and any revisions.
- Where a leak, spill or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302 occurs during a 24-hour period, the Town will notify the National Response Center (NRC) at (800) 424-8802 or, in the Washington, DC, metropolitan area, call (202) 267-2675 in accordance with the requirements of 40 CFR Part 110, 40 CFR Part 117, and 40 CFR Part 302 as soon as knowledge of the discharge occurs. State or local requirements may necessitate reporting spills or discharges to local emergency response, public health, or drinking water supply agencies. Contact information is posted on-site and is readily accessible and available.

3.1.5 Erosion and Sediment Controls.

Onsite activities do not routinely disturb surface vegetation. If vegetation is disturbed, a variety of methods are to be used at this site, including but not limited to, filter fabric, sand bags, straw bales, vegetative cover, and dikes. As the need arises, one or a combination of these methods will be used to reduce and/or eliminate the sediments due to stormwater produced erosion. Staff will monitor and maintain the methods installed at the site.

3.1.6 Management of Runoff.

- Driveways are pitched to shed stormwater off site or to 4 driveway drains.
- Four driveway drains are connected by gravity piping to a common outfall, which is designated as a retention pond.
- Retention pond outfalls to an unnamed brook.

3.1.7 Salt Storage Piles or Piles Containing Salt.

There are no material piles stored on the transfer station site.

3.1.8 Dust Generation and Vehicle Tracking of Industrial Materials.

Instructions (see 2015 MSGP Part 2.1.2.10):

Describe controls and procedures that will be used at your site to minimize generation of dust and off-site tracking of raw, final or waste materials in order to minimize pollutant discharges.

- Activities on the site do not routinely generate dust. Site will be policed, and any solid waste residue will be removed to reduce tracking of materials off site.
- Site is paved which will minimize dust generation on site.

3.2 Sector-Specific Non-Numeric Effluent Limits.

- This facility accepts only materials from residential sources.
- The community is evaluating the feasibility of covering the trailer where demolition materials are stored to minimize the likelihood of stormwater leaking from the bottom of the container.
- . Inbound Recyclable Material Control per MSGP 2015 Section 8.N.3.3.1. compliance.

The site is monitored to prevent accepting materials that could be a significant source of pollutants. Education is provided by posting information regarding accepted and prohibited waste details on the website. Windham participates in the Household Hazardous Waste Program to provide an opportunity for residents to dispose of non-compatible materials in an acceptable manner.

- Tipping floor is not routinely washed. Sorbent materials (recycled as practical) are used to wipe up waste on the floor. The sorbent materials are disposed of with the residential waste.
- Training will regularly be provided for pollution and prevention practices.

3.3 Numeric Effluent Limitations Based on Effluent Limitations Guidelines.

Instructions (see 2015 MSGP Part 2.1.3):

If you are in an industrial category subject to one of the effluent limitations guidelines identified in the table below (Table 2-1 of the 2015 MSGP), describe controls or procedures that will be implemented at your site to meet these effluent limitations guidelines.

No effluent limits apply to this site.

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

Instructions (see 2015 MSGP Part 2.2.1):

Describe the measures that will be implemented at your site to control industrial stormwater discharge as necessary to meet applicable water quality standards of all affected states (i.e., your discharge must not cause or contribute to an exceedance of applicable water quality standards in any affected state).

EPA expects that compliance with the conditions in this permit will control discharges as necessary to meet applicable water quality standards. If at any time you become aware, or EPA determines, that your discharge does not meet applicable water quality standards, you must take corrective action(s) as required in Part 4.1 of the 2015 MSGP and document the corrective actions as required in Part 4.3 of the 2015 MSGP. You must also comply with any additional requirements required by your state or tribe.

EPA may also require that you undertake additional control measures (to meet the narrative water quality-based effluent limit above) on a site-specific basis, or require you to obtain coverage under an individual permit, if information in your NOI, required reports, or from other sources indicates that your discharges are not controlled as necessary to meet applicable water quality standards. You must implement all measures necessary to be consistent with an available wasteload allocation in an EPA-established or approved TMDL.

There are no water quality based effluent limits that currently apply to this site.

SECTION 4: SCHEDULES AND PROCEDURES.

4.1 Good Housekeeping.

Site inspections shall be in accordance to the Operations and Maintenance Procedures.

4.2 Maintenance.

The following procedures will be practiced at Station and will be revised as facility and/or operation changes occur.

- All exposed recyclable items (i.e. appliances, scrap metal, propane tanks, etc.) are and will be covered to prevent exposure and stormwater contact.
- Site will be policed, and any solid waste residue will be removed to reduce surface water contact and impact to the offsite drainage/watershed area.
- Diesel fuel and waste oil vendors will be instructed on Regulation and Plan, including Spill Action Plan.
- All defined leachate from Station washing activities will be contained on site for proper disposal.

Site inspections shall be in accordance to the Operations and Maintenance Manual.

4.3 Spill Prevention and Response Procedures.

See Section 3.1.4 above.

4.4 Erosion and Sediment Control.

No polymers or chemical treatments are used for erosion and sediment control at the facility.

4.5 Employee Training.

Instructions (see 2015 MSGP Part 2.1.2.8 and Part 5.2.5.1):

Instructions (see 2015 MSGP Part 2.1.2.8 and 5.2.5.1):

Provide the elements of your training plan, including:

- The content of the training;
- The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to stormwater, or who are responsible for implementing activities necessary to meet the conditions of the permit.

The following personnel, at a minimum, must receive training, and therefore should be listed out individually in the table below:

- Personnel who are responsible for the design, installation, maintenance, and/or repair of controls (including pollution prevention measures);
- Personnel responsible for the storage and handling of chemicals and materials that could become contaminants in stormwater discharges;
- Personnel who are responsible for conducting and documenting monitoring and inspections as required in Parts 3 and 6; and
- Personnel who are responsible for taking and documenting corrective actions as required in Part 4.

2015 MSGP Part 2.1.2.8 requires that the personnel who are required to be trained must also be trained to understand the following if related to the scope of their job duties (e.g., only personnel responsible for conducting inspections need to understand how to conduct inspections):

- An overview of what is in the SWPPP;
- Spill response procedures, good housekeeping, maintenance requirements, and material management practices;
- The location of all controls on the site required by this permit, and how they are to be maintained;

Employee training will be provided for all new employees and annually to refresh existing employees. Employee training includes the following:

- Review of the location of all controls on site and how they are maintained;
- Review of forms for documentation and inspections as applicable to each employee;
- Spill response procedures, good housekeeping, maintenance requirements, and material management practices; and
- An overview of the SWPPP and what it contains.

4.6 Inspections and Assessments.

Instructions (see 2015 MSGP Part 3):

Document procedures for performing the types of inspections specified by this permit, including:

- Routine facility inspections (see Part 3.1) and;
- Quarterly visual assessment of stormwater discharges (see Part 3.2).

Note: If you are invoking the exception for inactive and unstaffed sites proceed to 4.6.3 below.

4.6.1 Routine Facility Inspections.

Instructions (see 2015 MSGP Part 3.1):

Describe the procedures you will follow for conducting routine facility inspections in accordance with Part 3.1 of the 2015 MSGP. Document any findings of your facility inspections and maintain this report with your SWPPP as required in Part 5.5 of the 2015 MSGP. Summarize your findings in the annual report per Part 7.5 of the 2015 MSGP. Any corrective action required as a result of a routine facility inspection must be performed consistent with Part 4 of the 2015 MSGP.

Inspections will be done during normal facility operating hours, if possible. They will include inspection of areas where industrial materials or activities are exposed to stormwater, including the demolition trailer and the adjacent area. Additionally, inspection of the discharge point of the retention basin will occur. Inspections will be performed quarterly and will consist of a visual inspection with stormwater samples taken at the discharge point. At least one inspection per calendar year will be performed while there is a stormwater discharge.

For routine facility inspections to be performed at your site, your SWPPP must include a description of the following:

1. Person(s) or positions of person(s) responsible for inspection.

Dennis Senibaldi, General Services Director

Note: Inspections must be performed by qualified personnel with at least one member of your stormwater pollution prevention team participating. Inspectors must consider the results of visual and analytical monitoring (if any) for the past year when planning and conducting inspections. Qualified personnel are those who possess the knowledge and skills to assess conditions and activities that could impact stormwater quality at your facility, and who can also evaluate the effectiveness of control measures.

2. Schedules for conducting inspections.

Routine facility inspections will be conducted quarterly or more frequently if determined to be necessary.

Note: Inspections must be conducted at least quarterly (i.e., once each calendar quarter), or in some instances more frequently (e.g., monthly), as appropriate. Increased frequency may be appropriate for some types of equipment, processes and stormwater control measures, or areas of the facility with significant activities and materials exposed to stormwater. At least one of your routine inspections must be conducted during a period when a stormwater discharge is occurring.

3. List areas where industrial materials or activities are exposed to stormwater. One area of the transfer station, the demolition trailer, has materials exposed to stormwater.

4. List areas identified in the SWPPP (section 1 of the SWPPP Template) and any others that are potential pollutant sources (see Part 5.2.3). The demolition trailer is a potential pollutant source. A portion of the vehicle fueled at the transfer station is not covered and therefore a potential pollutant source if spills occur during rain events.

5. Areas where spills and leaks have occurred in the past 3 years. The demolition trailer has the potential for a leak to have occurred in the past 3 years, but no leaks have been noted.

6. Inspection information for discharge points. The discharge point is the culvert that runs beneath the driveway to the Highway Garage. The approximate Latitude and Longitude of the discharge point is 42.801579, -71.313814.

7. **List the control measures used to comply with the effluent limits contained in this permit.**
N/A
8. **Other site-specific inspection objectives.** None.

4.6.2 Quarterly Visual Assessment of Stormwater Discharges.

Instructions (see 2015 MSGP Part 3.2):

Describe the procedures you will follow for conducting quarterly visual assessments in accordance with Part 3.2 of the 2015 MSGP. The visual assessment must be made:

- Of a discharge sample contained in a clean, colorless glass or plastic container, and examined in a well-lit area;
- On samples collected within the first 30 minutes of an actual discharge from a storm event. If it is not possible to collect the sample within the first 30 minutes of discharge, the sample must be collected as soon as practicable after the first 30 minutes and you must document why it was not possible to take the sample within the first 30 minutes. In the case of snowmelt, samples must be taken during a period with a measurable discharge from your site; and
- For storm events, on discharges that occur at least 72 hours (3 days) from the previous discharge. The 72-hour (3-day) storm interval does not apply if you document that less than a 72-hour (3-day) interval is representative for local storm events during the sampling period.

Document the results of your visual assessments and maintain this documentation onsite with your SWPPP as required in Part 5.5 of the 2015 MSGP. Any corrective action required as a result of a quarterly visual assessment must be performed consistent with Part 4 of the 2015 MSGP.

For quarterly visual assessments to be performed at your site, your SWPPP must include a description of the following:

1. **Person(s) or positions of person(s) responsible for assessments.** Dennis Senibaldi, General Services Director.
2. **Schedules for conducting assessments.** Quarterly, as required by the permit.
3. **Specific assessment activities.** Once each quarter for the entire permit term, a stormwater sample will be collected from the discharge point and a visual assessment of each of these samples will occur. These samples will be collected in such a manner that the samples are representative of the stormwater discharge. The visual assessment will be made:
 - Of a sample in a clean, colorless glass or plastic container, and examined in a well-lit area;
 - On samples collected within the first 30 minutes of an actual discharge from a storm event. If it is not possible to collect the sample within the first 30 minutes of discharge, the sample will be collected as soon as practicable after the first 30 minutes and it will be documented why it was not possible to take the sample within the first 30 minutes. In the case of snowmelt, samples will be taken during a period with a measurable discharge from the site; and
 - For storm events, on discharges that occur at least 72 hours (three days) from the previous discharge. The 72-hour (three-day) storm interval does not apply if documented that less than a 72-hour (three-day) interval is representative for local storm events during the sampling period.

The sample will be visually inspected or observed for the following water quality characteristics:

- Color;
- Odor;
- Clarity (diminished);
- Floating solids;
- Settled solids;
- Suspended solids;
- Foam;
- Oil sheen; and
- Other obvious indicators of stormwater pollution.

If the visual assessment shows evidence of stormwater pollution, the corrective action procedures will be initiated.

The results of the visual assessments will be documented and maintained onsite with the SWPPP as required in Part 5.5 of the MSGP. Visual assessments will be submitted to EPA only upon request. The findings will, however, be summarized in the annual report per Part 7.5 of the MSGP. The documentation of the visual assessment will include, but not be limited to:

- Sample location(s);
- 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 snowmelt);
- Results of observations of the stormwater discharge;
- Probable sources of any observed stormwater contamination;
- If applicable, why it was not possible to take samples within the first 30 minutes; and
- A statement signed and certified in accordance with Appendix, B, Subsection 11 of the MSGP.

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

Instructions (see 2015 MSGP Parts 3.1.1 and 3.2.3):

If you are invoking the exception for inactive and unstaffed sites relating to routine facility inspections and/or quarterly visual assessments, you must include documentation to support your claim that your facility has changed its status from active to inactive and unstaffed.

To invoke this exception you must also include a statement in your SWPPP per Part 5.2.5.2 indicating that the site is inactive and unstaffed, and that there are no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii). The statement must be signed and certified in accordance with Appendix B, Subsection 11.

Note: If circumstances change and industrial materials or activities become exposed to stormwater or your facility becomes active and/or staffed, this exception no longer applies and you must immediately resume routine facility inspections. If you are not qualified for this exception at the time you become authorized under the 2015 MSGP, but during the permit term you become qualified because your facility becomes inactive and unstaffed, and there are no industrial materials or activities that are exposed to stormwater, you must include the same signed and certified statement as above and retain it with your records pursuant to Part 5.5.

Inactive and unstaffed facilities covered under Sectors G (Metal Mining), H (Coal Mines and Coal Mining-Related Facilities), and J (Non-Metallic Mineral Mining and Dressing) are not required to meet the “no industrial materials or activities exposed to stormwater” standard to be eligible for this exception from routine inspections, per Parts 8.G.8.4, 8.H.8.1, and 8.J.8.1.

This site is inactive and unstaffed, and has no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii) as signed and certified in Section 7 below.

If you are invoking the exception for inactive and unstaffed sites for your routine facility inspections and/or quarterly visual assessments, include information to support this claim.

N/A

4.7 Monitoring.

Instructions (see 2015 MSGP Part 5.2.5.3):

Describe your procedures for conducting the five types of analytical monitoring specified by the 2015 MSGP, where applicable to your facility, including:

- Benchmark monitoring (2015 MSGP Part 6.2.1 and relevant requirements in Part 8 and/or Part 9);
- Effluent limitations guidelines monitoring (2015 MSGP Part 6.2.2 and relevant requirements in Part 8);
- State- or tribal-specific monitoring (2015 MSGP Part 6.2.3 and relevant requirements in Part 9);
- Impaired waters monitoring (2015 MSGP Part 6.2.4);
- Other monitoring as required by EPA (2015 MSGP Part 6.2.5).

Depending on the type of facility you operate, and the monitoring requirements to which you are subject, you must collect and analyze stormwater samples and document monitoring activities consistent with the procedures described in 2015 MSGP Part 6 and Appendix B, Subsections 10 – 12, and any additional sector-specific or state/tribal-specific requirements in 2015 MSGP Parts 8 and 9, respectively. Refer to 2015 MSGP Part 7 for reporting and recordkeeping requirements. *Note: All monitoring must be conducted in accordance with the relevant sampling and analysis requirements at 40 CFR Part 136.* Include in your description procedures for ensuring compliance with these requirements.

If you are invoking the exception for inactive and unstaffed sites for benchmark monitoring, you must include in your SWPPP the information to support this claim as required by 2015 MSGP Part 6.2.1.3.

If you plan to use the substantially identical discharge point exception for your benchmark monitoring requirements, impaired waters monitoring requirements, and/or your quarterly visual assessment, you must include the following documentation:

- Location of each of the substantially identical discharge points;
- Description of the general industrial activities conducted in the drainage area of each discharge point;
- Description of the control measures implemented in the drainage area of each discharge point;
- Description of the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges;
- An estimate of the runoff coefficient of the drainage areas (low = under 40%; medium = 40 to 65%; high = above 65%);
- Why the discharge points are expected to discharge substantially identical effluents.

Check the following monitoring activities applicable to your facility:

- Quarterly benchmark monitoring
- Effluent limitations guidelines monitoring
- State- or tribal-specific monitoring
- Impaired waters monitoring
- Other monitoring required by EPA

None apply.

For each type of monitoring checked above, your SWPPP must include the following information:

[This section does not apply to the Windham transfer station site.](#)

Select type of monitoring activity from [drop-down list below](#) (if subject to more than one type of monitoring activity, you will need to copy and paste the items below for each monitoring activity):

[Click here to select monitoring activity type](#)

1. **Sample location(s).** Describe where samples will be collected, including any determination that two or more discharge points are substantially identical.
2. **Pollutants to be sampled.** Include a list of the pollutants that will be sampled and the frequency of sampling for each pollutant.
3. **Monitoring Schedules.** Include the schedule you will follow for monitoring your stormwater discharge, including where applicable any alternate monitoring periods to be used for facilities in climates with irregular stormwater runoff (2015 MSGP Part 6.1.6) or airport deicing monitoring.
4. **Numeric Limitations.** List here any pollutants subject to numeric limits (effluent limitations guidelines), and which discharge points are subject to such limits. Note that numeric limits are only included for Sectors A, C, D, E, J, K, L, and O.
5. **Procedures.** Describe procedures you will follow for collecting samples, including responsible staff who will be involved, logistics for taking and handling samples, laboratory to be used, etc.

Note: it may be helpful to create a table with columns corresponding to # 1 - 5 above for each type of monitoring you are required to conduct.

Inactive and unstaffed sites exception (if applicable)

This site is inactive and unstaffed, and has no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii) as signed and certified in Section 7 below.

Substantially identical discharge point (outfall) exception (if applicable) [N/A](#)

If you plan to use the substantially identical discharge point exception for your benchmark monitoring and/or quarterly visual assessment requirements, include the following information here to substantiate your claim that these discharge points are substantially identical (2015 MSGP Part 5.2.5.3):

- Location of each of the substantially identical discharge points: [N/A](#)
- List the general industrial activities conducted in the drainage area of each discharge point: [INSERT TEXT HERE](#)
- List the control measures implemented in the drainage area of each discharge point: [INSERT TEXT HERE](#)
- List the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges: [INSERT TEXT HERE](#)
- An estimate of the runoff coefficient of the drainage areas (low=under 40%; medium=40 to 65%; high =above 65%): [INSERT TEXT HERE](#)
- Why the discharge points are expected to discharge substantially identical effluents: [INSERT TEXT HERE](#)

4.8 Reporting.

The General Services Director will prepare a draft Annual Report for the Stormwater Team's review during the first week in January of each calendar year. The Town Administrator will submit the Annual Report to the EPA prior to the January 30, due date each year, or per any modified submittal date.

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

5.1 Documentation Regarding Endangered Species.

Instructions (see 2015 MSGP Part 5.2.6.1):

Include any documentation you have that supports your determination of eligibility consistent with 2015 MSGP, Part 1.1.4.5 (Endangered and Threatened Species and Critical Habitat Protection). Refer to Appendix E of the 2015 MSGP for specific instructions for establishing eligibility.

The Northern Long-eared Bat is a Statewide Threatened Species. Operation of the transfer station will not encroach into mines or caves or cut trees.

5.2 Documentation Regarding Historic Properties.

Instructions (see 2015 MSGP Part 5.2.6.2):

Include any documentation you have that supports your determination of eligibility consistent with 2015 MSGP Part 1.1.4.6 (Historic Properties Preservation). Refer to 2015 MSGP, Appendix F for specific instructions for establishing eligibility.

The Searles School and Chapel, Range and Searles Road is within the Community. No activities at the Transfer Station will affect this property.

SECTION 6: CORRECTIVE ACTIONS.

Instructions (see 2015 MSGP Part 4):

Describe the procedures for taking corrective action in compliance with Part 4 of the 2015 MSGP.

If corrective action is needed, all reasonable steps will be taken that day, or the next working day at the latest, to minimize or prevent the discharge of pollutants until a permanent solution is installed and made operational.

If subsequent actions are needed, they will be completed before the next storm event (if possible) and within 14 calendar days from the time of discovery of the corrective action condition. If actions cannot be completed with 14 calendar days, but can be completed within 45 days, the required action will be documented in this SWPPP along with a schedule for completing the work. If the actions cannot be completed with 45 calendar days, the EPA Regional Office will be notified with the intention to exceed 45

days along with the rationale for the extension and a completion date. The SWPPP will be updated as appropriate.

Corrective actions will be documented and included the SWPPP. They will also be included in the required annual report.

SECTION 7: SWPPP CERTIFICATION.

Instructions (see 2015 MSGP Part 5.2.7):

The following certification statement must be signed and dated by a person who meets the requirements of Appendix B, Subsection 11.A, of the 2015 MSGP.

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.

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: _____

SECTION 8: SWPPP MODIFICATIONS.

Instructions (see 2015 MSGP Part 5.3):

Your SWPPP is a “living” document and is required to be modified and updated, as necessary, in response to corrective actions. See Part 4 of the 2015 MSGP.

- If you need to modify the 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 of this SWPPP template must be re-signed in accordance with 2015 MSGP Appendix B, Subsection 11.A.
- For any other SWPPP modification, you should keep a log with a description of the modification, the name of the person making it, and the date and signature of that person. See 2015 MSGP Appendix B, Subsection 11.C.

SWPPP ATTACHMENTS

The following documentation is attached to the SWPPP:

Attachment A – General Location Map

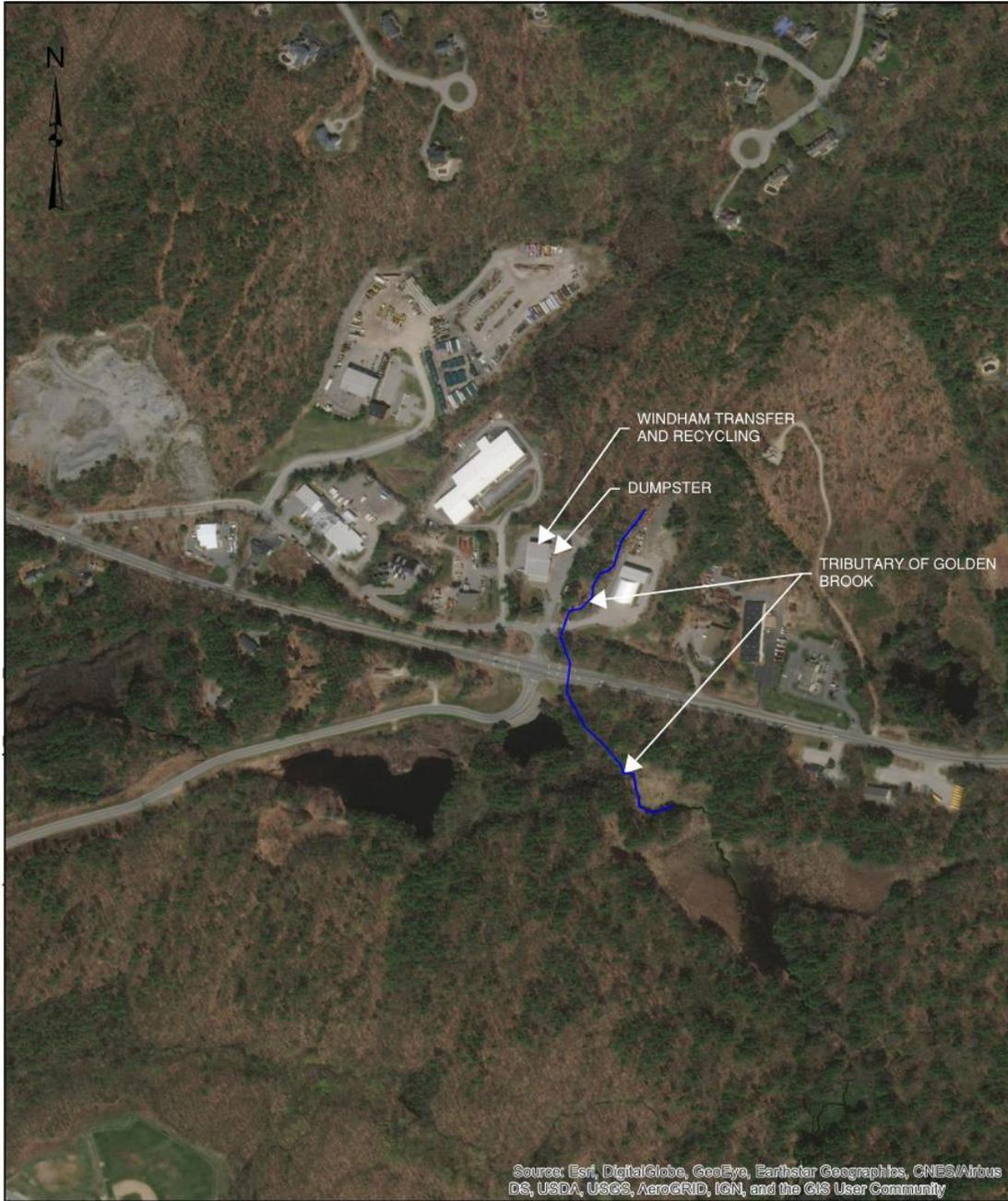
- *A copy of your general location map in Attachment A.*

Attachment B – Site Map

- *A copy of your site map(s) in Attachment B.*

Attachment C –2015 MSGP

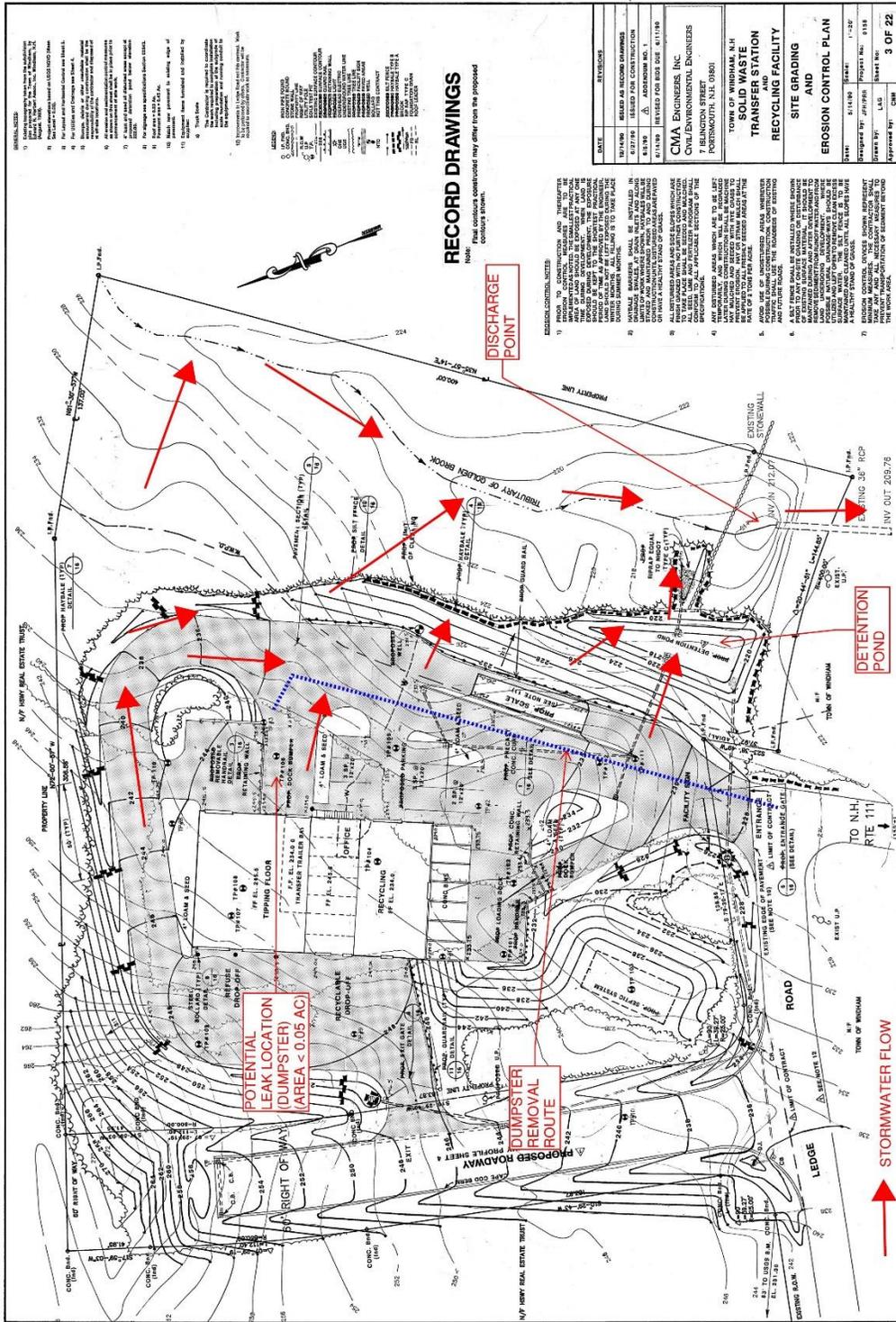
Attachment A – General Location Map



			WINDHAM TRANSFER AND RECYCLING WINDHAM, NH	A
			PROJECT LOCATION MAP	

Attachment B – Site Map

Include a copy of your site map(s) in Attachment B.



Attachment C –2015 MSGP

Note: it is helpful to keep a printed-out copy of the 2015 MSGP so that it is accessible to you for easy reference. However, you do not need to formally incorporate the entire 2015 MSGP into your SWPPP. As an alternative, you can include a reference to the permit and where it is kept at the site.

https://www.epa.gov/sites/production/files/2015-10/documents/msgp2015_finalpermit.pdf

Attachment D – Sampling Data Summary

Quarterly visual Sampling data is found in the hardcopy of the SWPPP located at the transfer station.