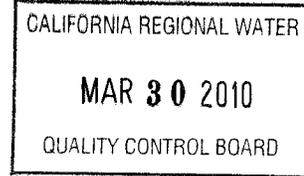




METRO POLY CORP.

1651 Aurora Dr. San Leandro, CA 94577
Tel: 1 (800) 339-6888 (510) 357-9898 Fax: (510) 357-8598

March 30, 2010



Subject: Violation corrections pertaining to Industrial Storm Water General Permit coverage; Corrective actions taken

Facility: Metro Poly Corp. 1651 Aurora Drive, San Leandro, CA 94577

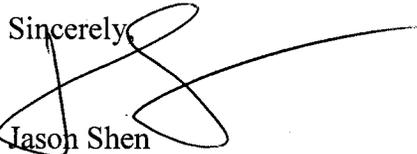
Dear Mr. Cecil Felix:

Corrective actions have been taken at this facility to come in compliance with the Storm Water Resources Control Board (State Water Board) and Regional Water Quality Control Board (Regional Water Board). An NOI has been submitted to the State Water Board, corrective actions have been taken to correct problems that were found during the time of inspection; before and after photographs have been included to show the necessary measures taken to become compliant. A Storm Water Pollution Prevention Plan is being drafted professionally by the Otis Institute and everything included in the SWPPP will be carried out at this facility. A new hopper system for extracting resins from the rail cars has been purchased and we are waiting on its arrival. Once tests are run and hopper system meets our specification of use we, subsequent units will be purchased. This letter along with everything enclosed shows that our company has done everything asked of us by the State Water Board to meet compliance requirements.

Enclosed:

1. Notice of Intent to apply for General Permit
2. Before and after pictures of corrections
3. Storm Water Pollution Prevention Plan status
4. Sanitation Program
5. Operation Clean Sweep Pledge
6. Receipts for new hopper system

Sincerely,



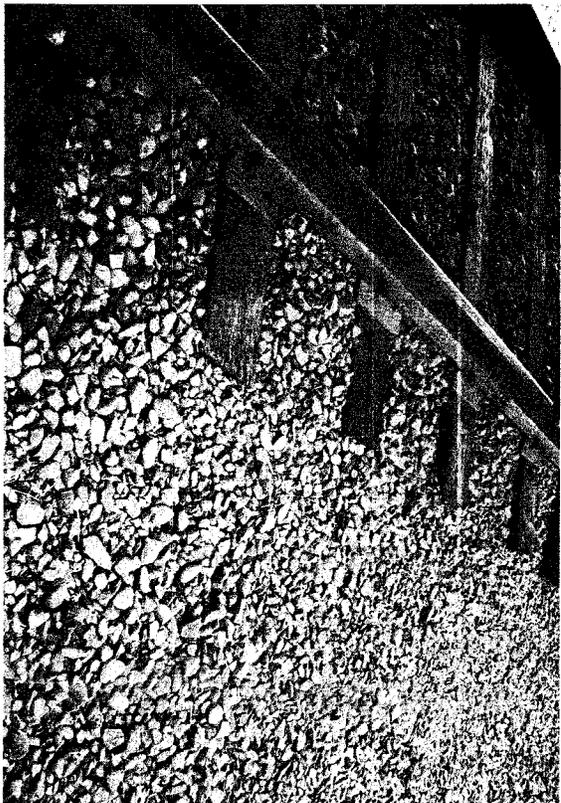
Jason Shen

Project Coordinator

BEFORE



AFTER



COMMENTS

Debris and plastic pellets cleaned and removed.

BEFORE



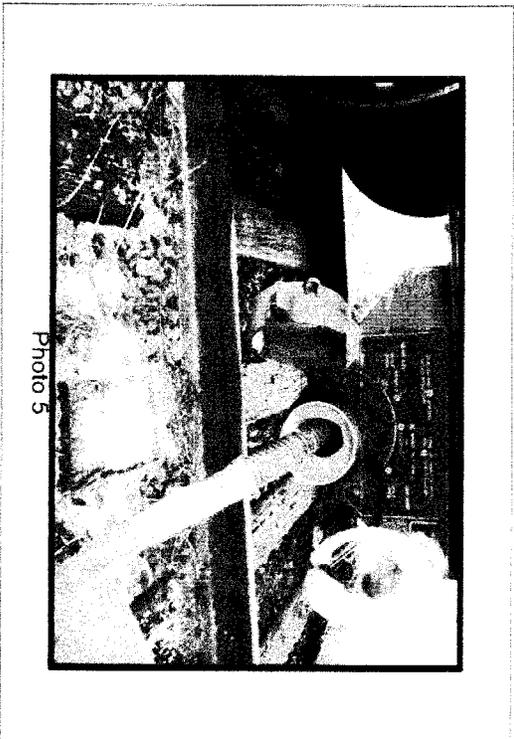
AFTER



COMMENTS

Debris and plastic pellets cleaned and removed.

BEFORE



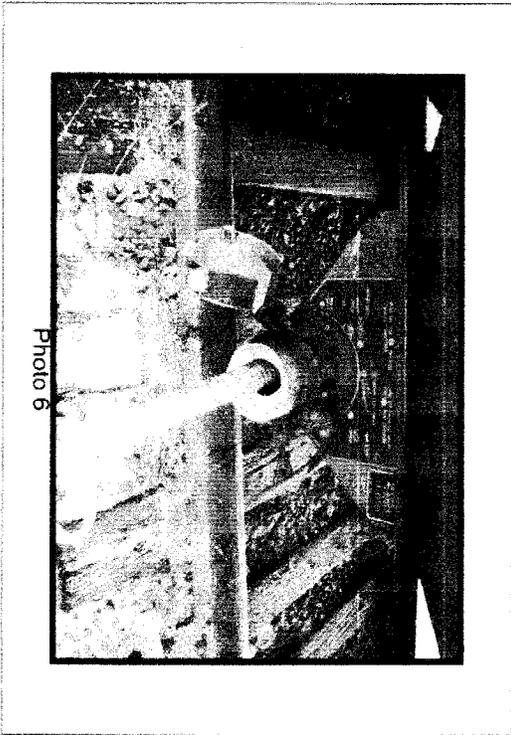
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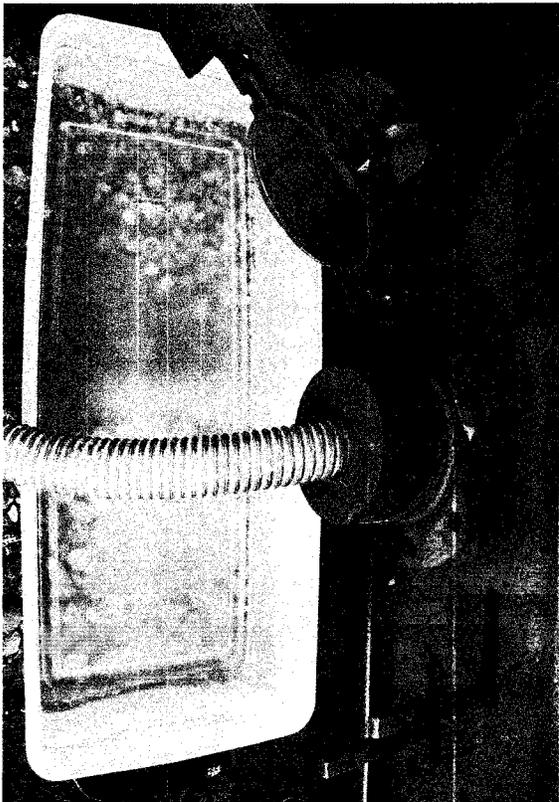
COMMENTS

System of extracting resin modified to prevent resin spillage. Hopper system from operation clean sweep guide purchased (currently waiting for its arrival) and once testing is complete, more units will be purchased.

BEFORE



AFTER

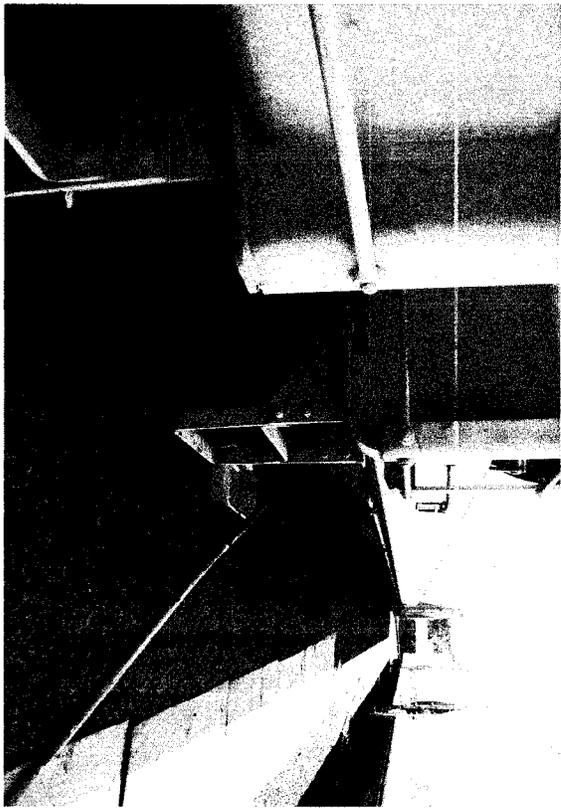


COMMENTS

BEFORE



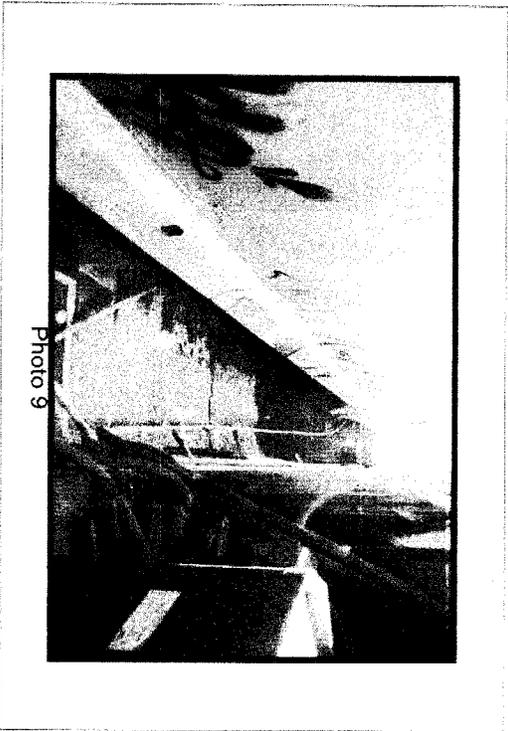
AFTER



COMMENTS

Debris and plastic pellets cleaned and removed.

BEFORE

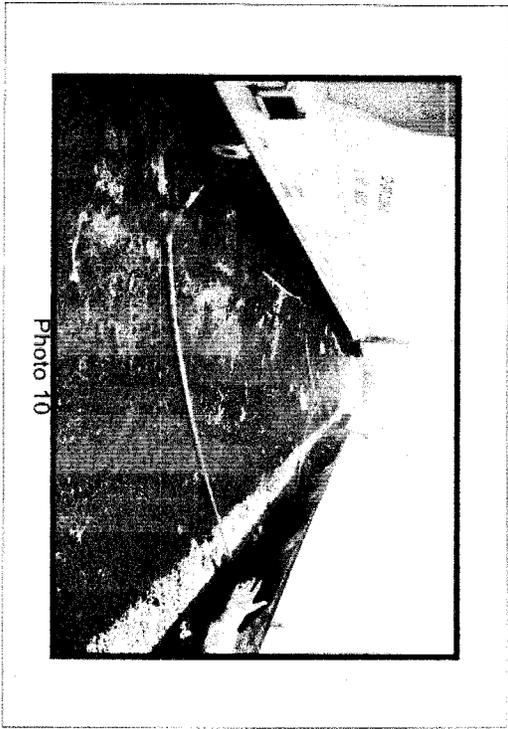


AFTER



COMMENTS

BEFORE

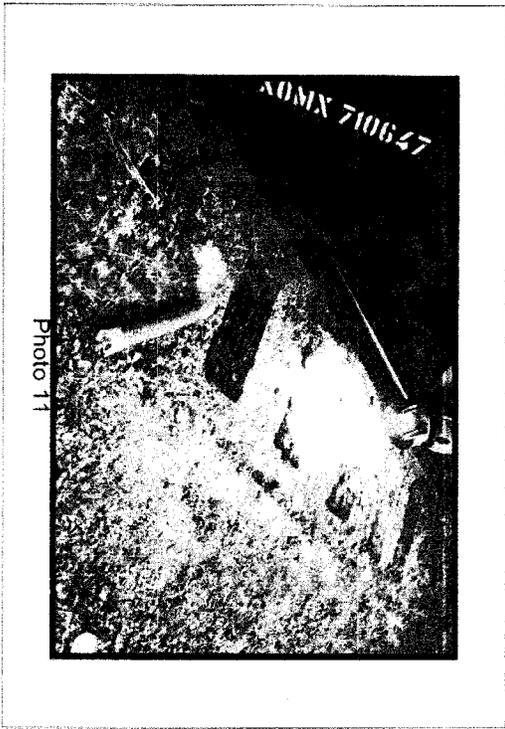


COMMENTS

AFTER



BEFORE



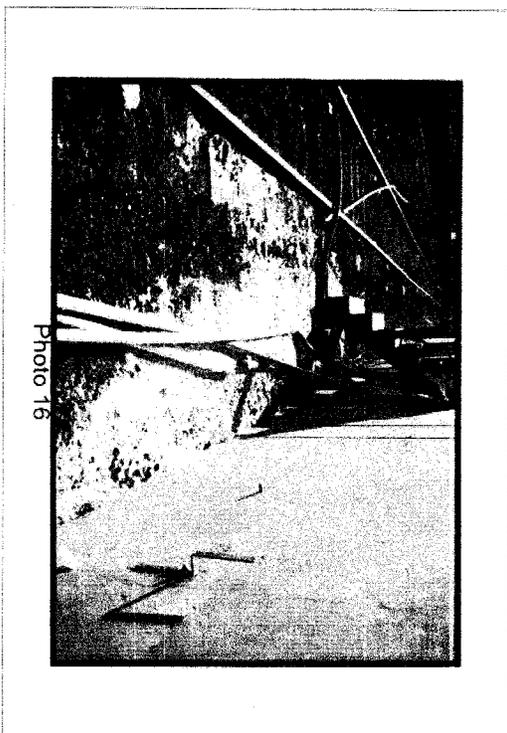
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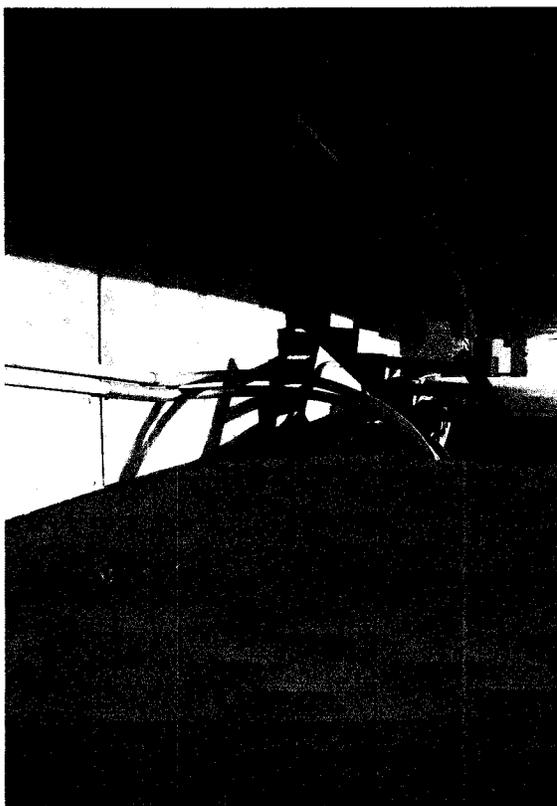
COMMENTS

Debris and plastic pellets cleaned and removed.

BEFORE



AFTER



COMMENTS

SECTION IV. ADDRESS FOR CORRESPONDENCE

Facility Operator Mailing Address (Section II) Facility Mailing Address (Section III, B.) Both

SECTION V. BILLING ADDRESS INFORMATION

SEND BILL TO: Facility Operator Mailing Address (Section II) Facility Mailing Address (Section III, B.) Other (enter information below)

Name: Metro Poly Corp Phone: 510-357-9898
Mailing Address: 1651 Aurora Drive
City: San Leandro State: CA Zip Code: 94577
Contact Person: Sally Law

SECTION VI. RECEIVING WATER INFORMATION

Your facility's storm water discharges flow: (check one) Directly OR Indirectly to waters of the United States.

Name of receiving water: San Francisco Bay Water
(river, lake, stream, ocean, etc.)

SECTION VII. IMPLEMENTATION OF PERMIT REQUIREMENTS

A. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) (check one)
 A SWPPP has been prepared for this facility and is available for review.
 A SWPPP will be prepared and ready for review by (enter date): 4/2/10.

B. MONITORING PROGRAM (check one)
 A Monitoring Program has been prepared for this facility and is available for review.
 A Monitoring Program will be prepared and ready for review by (enter date): 4/2/10.

C. PERMIT COMPLIANCE RESPONSIBILITY
Has a person been assigned responsibility for:

1. Inspecting the facility throughout the year to identify any potential pollution problems?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. Collecting storm water samples and having them analyzed?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. Preparing and submitting an annual report by July 1 of each year?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. Eliminating discharges other than storm water (such as equipment or vehicle wash-water) into the storm drain?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION VIII. SITE MAP

I HAVE ENCLOSED A SITE MAP YES A new NOI submitted without a site map will be rejected.

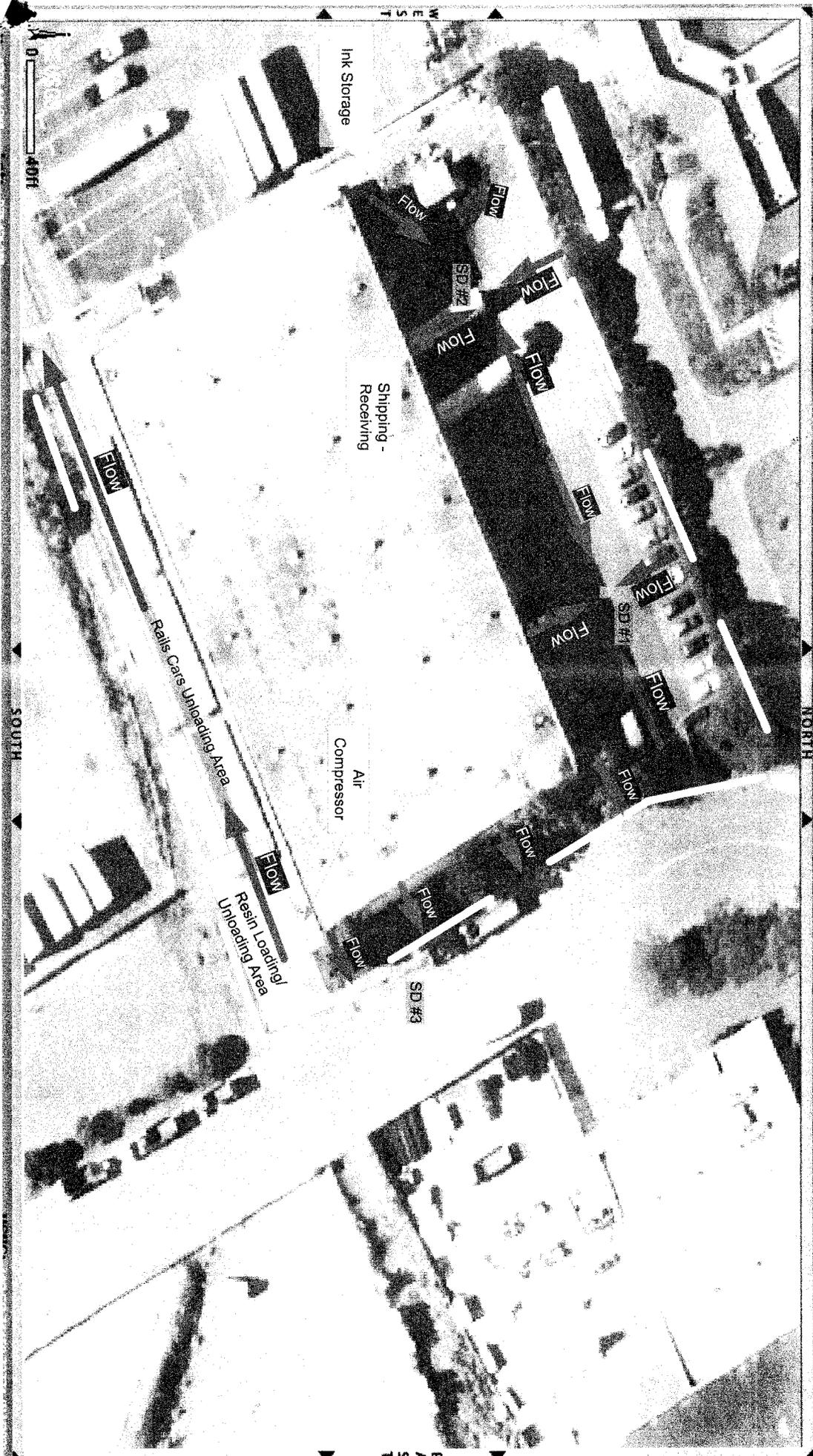
SECTION IX. CERTIFICATION

"I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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. In addition, I certify that I have read the entire General Permit, including all attachments, and agree to comply with and be bound by all of the provisions, requirements, and prohibitions of the permit, including the development and implementation of a Storm Water Pollution Prevention Plan and a Monitoring Program Plan will be complied with."

Printed Name: Tommy Law
Signature:  Date: 3/23/2010
Title: Vice-President

Note: Resin/Pallets are Unloaded From Rail Cars Along Entire Length of the Southeast Side of Building

MetroPoly Corporation.
1651 Aurora Drive
San Leandro, CA 94557
SWPPP Site Map
03/26/2010



Pledge To Prevent Resin Pellet Loss



Company Pledge to Prevent Resin Pellet Loss

Our company recognizes the importance of preventing the loss of resin pellets into the environment and we are committed to implementing the Operation Clean Sweep program.

We will be an OCS Program Partner, strive towards zero pellet loss and:

- Make changes wherever possible and practical to:
 - Improve our worksite set-up to prevent and address spills;
 - Create and publish internal procedures to achieve zero pellet loss goals;
 - Provide employee training and accountability for spill prevention, containment, cleanup and disposal;
- Audit our performance regularly; and
- Comply with all applicable state and local regulations governing pellet containment.

Company: Metro Poly Corporation

Address: 1651 Aurora Drive San Leandro, Ca 94577

Company Officer Name and Title: Sally Law, Manager

Signature: _____ Date: _____

Email Address: Sally.Law@Metropolybag.com Phone: 510-357-9898

Please do not include my company on the website listing of OCS partners.



APPLICATION FOR COMMERCIAL LETTER OF CREDIT

TO: WELLS FARGO BANK, NATIONAL ASSOCIATION

DATE	FOR ISSUER'S USE ONLY	LETTER OF CREDIT NO.	DOCUMENT TRACK NO.
------	-----------------------	----------------------	--------------------

APPLICANT SIGNING BELOW HEREBY REQUESTS THAT YOU, WELLS FARGO BANK, NATIONAL ASSOCIATION ("WELLS FARGO"), ISSUE IN YOUR NAME, OR AT YOUR OPTION THROUGH YOUR AGENT WELLS FARGO HSBC TRADE BANK, N. A. ("TRADE BANK") IN THE TRADE BANK'S NAME, AN IRREVOCABLE COMMERCIAL LETTER OF CREDIT (THE "CREDIT") ON SUBSTANTIALLY THE TERMS BELOW AND, UNLESS OTHERWISE SPECIFIED BELOW IN SPECIAL INSTRUCTIONS, FORWARD THE CREDIT BY THE FOLLOWING MEANS TO THE BENEFICIARY DIRECTLY OR THROUGH A BANK SELECTED BY WHICHEVER OF YOU OR YOUR AGENT IS NAMED ON THE CREDIT AS ITS ISSUER ("ISSUER"):

FULL CABLE/TELEX COURIER MAIL WITH BRIEF ADVICE BY CABLE/TELEX MAIL OTHER: _____

PARTY TO BE NAMED AS REQUESTING THE CREDIT: <i>(Name and Address)</i> Metro Poly Corporation 1651 Aurora St., San Leandro, Ca.	BENEFICIARY: <i>(Name and Address)</i> Lain Kawa Machinery Enterprise Co., LTD. 4 th FL, #963, Sec. 2, Chung San Road, Taishan Hsiang Taipei Hsien, Taewan R.O.C.
--	--

AMOUNT: <i>(In words)</i> Forty-seven thousand one hundred fifty and no/100 US dollars	<i>(In figures)</i> \$47,150.00	<i>(Currency)</i> USD
--	------------------------------------	--------------------------

PAYMENT OF ISSUER'S CHARGES: All Issuer's charges are to be paid by Applicant. All charges of other banks are to be paid by: <input type="checkbox"/> Applicant <input checked="" type="checkbox"/> Beneficiary	EXPIRATION DATE: 5/10/10 _____, and draft(s) must be presented no later than <u>21</u> days after date of shipment <i>(unless otherwise specified 21 days)</i> . Place of Expiration: Unless otherwise specified herein, the Credit is to expire in the country where Beneficiary is located or, at Issuer's option, at Issuer's issuing office.
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AVAILABILITY: Unless otherwise specified herein, the Credit is to be available with any bank(s) (or, at Issuer's option, with a bank nominated by Issuer, which may be Issuer) by negotiation (or, at Issuer's option, by payment or by acceptance) of draft(s) drawn on Issuer (or, at Issuer's option, on a bank nominated by Issuer).	DOCUMENT(S): <i>Draft(s) are to be accompanied by:</i> <input checked="" type="checkbox"/> Original and 2 _____ copies of signed Commercial Invoice. <input checked="" type="checkbox"/> 2 _____ <i>(unless otherwise specified, full set)</i> original clean on board Marine Bills of Lading issued to order of shipper, endorsed in blank. <input type="checkbox"/> Clean Air Waybill <input type="checkbox"/> Clean Truck Bill of Lading Consigned to: _____ <i>(Unless otherwise specified, consigned to Applicant)</i>
---	---

DRAFT(S): Draft(s) are to be drawn at <u>sight</u> sight for _____ % of invoice value (unless otherwise specified, 100%).	Transport document is to show: <input type="checkbox"/> Freight Collect <input type="checkbox"/> Freight Prepaid Notify: _____ <i>(Unless otherwise specified, notify Applicant)</i>
--	---

SHIPMENT INFORMATION: Partial shipment permitted: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Transshipment permitted: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Merchandise is to be shipped or dispatched from/taken in charge at: Not later than: <i>(Optional)</i> _____ For transportation to: _____	<input type="checkbox"/> Negotiable Insurance Policy or Certificate for at least _____ % of invoice value <i>(unless otherwise specified, 110%)</i> indicating loss payable in the United States and covering: <input type="checkbox"/> Marine Risks <input type="checkbox"/> Air Risks <input type="checkbox"/> War Risks <input type="checkbox"/> All Risks <input type="checkbox"/> Other Risks: <i>(specify)</i> _____ Additional Documents: <i>(if any)</i>
---	--

INSURANCE: <input checked="" type="checkbox"/> Insurance is to be arranged by Applicant. (If not checked, evidence of insurance which is to accompany draft(s) must be specified herein under "DOCUMENT(S)".)	TERMS: Terms to be shown on Commercial Invoice(s): <input checked="" type="checkbox"/> FOB _____ <input type="checkbox"/> C&F _____ <input type="checkbox"/> CIF _____ <input type="checkbox"/> Other: <i>(specify)</i> _____
---	--

TERMS: Terms to be shown on Commercial Invoice(s): <input checked="" type="checkbox"/> FOB _____ <input type="checkbox"/> C&F _____ <input type="checkbox"/> CIF _____ <input type="checkbox"/> Other: <i>(specify)</i> _____	Additional Documents: <i>(if any)</i>
--	--

MERCHANDISE DESCRIPTION: <i>(Brief description to be shown on Commercial Invoice(s).)</i> Auto loader system (see attached description)

SPECIAL INSTRUCTIONS: <i>(Attach additional signed sheet(s), if necessary and label as attachments to this Application.)</i>

TRANSFERABILITY: <i>(If not checked, the Credit will not be transferable.)</i> <input type="checkbox"/> The Credit is to be transferable, with transfer charges for:	<input type="checkbox"/> Applicant's account <input type="checkbox"/> Beneficiary's account
--	---

INQUIRIES: Direct to: _____	Telephone Number: _____	FOREIGN EXCHANGE CONTRACT NO: <i>(If Applicable)</i> _____
------------------------------------	-------------------------	---

APPLICANT'S AGREEMENT AND SIGNATURE: Applicant's signature here indicates agreement to all the terms and conditions on this Application and Applicant's agreement that the Credit and its issuance will be governed by (1) the terms and conditions of the Commercial Letter of Credit Agreement between Applicant and Wells Fargo and/or (2) any other agreement signed by Applicant pursuant to which the Credit is to be issued. This Application is signed by Applicant's duly authorized representative(s) on the date specified above.

Metro Poly Corp. APPLICANT	1651 Aurora Drive, San Leandro, CA 94577 ADDRESS
-------------------------------	---



LAIN KAWA MACHINERY ENTERPRISE CO., LTD.

4TH FL., NO. 963, CHUNG SAN RD., SEC. 2, TAI SHAN HSIANG, TAIPEI HSIEN, TAIWAN R.O.C.

TEL.: 886-2-29088160 FAX.: 886-2-29038877

PROFORMA INVOICE

Messrs.: METRO POLY COMPANY

NO: MA9901

Attn: Mr. Kung Perter

DATE: MARCH-08-2010

- 1 Time of Delivery : Within (45) Days after receipt of your L/C.
- 2 Place of Delivery : FOB KEELUNG
- 3 Term of Payment : By an Irrevocable L/C at sight in our favor.

Item	Product Name	Specification	Q'ty	Unit	Price(US)	Amount(US)
1	Root's Blower Conveying Unit		3	SETS	\$ 13,500	\$ 40,500

Conveying Material: PE Pellet
Conveying Capacity: Max 2,000 Kg/hr

1-1. Blower : SK-25RV

- 1-1-1. Type : Root's Blower
- 1-1-2. Material : FC-20
- 1-1-3. Blower Size : 125A(5")
- 1-1-4. Motor Size : 18.7Kwx480Vx50Hzx3 ♂
- 1-1-5. Air Rate : 15M³/min
- 1-1-6. Air Pressure : -4000mmAq
- 1-1-7. Accessories : Belt 、 Belt Wheel 、 Silence 、
Safety Valve 、
Belt Cover 、 Common Bed

1-2. Rotary Feeder : SK-RV-150

- 1-2-1. Material : Contact PE Pellet Should Be SUS304
- 1-2-2. Connection Flange : ANSI 6"-150LB
- 1-2-3. Rotor Volume : 4.9L/REV.
- 1-2-4. Rotor Speed : 20 r.p.m.
- 1-2-5. Motor Size : 0.75KWx480V/50HZx3 ♂
- 1-2-6. Drive Method : By Chain
- 1-2-7. Accessories : Chain Cover 、 Common Bed

1-3. Bag Filter: SK-DC-2

- 1-3-1. Material : Contact PE Pellet Should Be SUS304
- 1-3-2. Size : ♂ 600xH1800 m/m
- 1-3-3. Filter : Polyester+Coating PP x ♂ 120x1000Lx8Pcs
- 1-3-4. Purge Solenoid : AC220Vx1/2"PTx2Pcs
- 1-3-5. Controller : Mirco Computerx1PC
- 1-3-6. Open Cover : Easy Moving Design
- 1-3-7. Air Tank : SS400x6"x400Lx1SET



- 1-4. Load Hopper SK-400B
 - 1-4-1. Material : Contact PE Pellet Should Be SUS304
 - 1-4-2. Size : ϕ 800x600HxVH1220m/m
 - 1-4-3. Volume : Ture 400L
 - 1-4-4. Inlet Size:3" (ϕ 76.3mm)
 - 1-4-5. Vent Size:4" (ϕ 114.3mm)
 - 1-4-6. Outlet Size:6" (ϕ 165mm)
 - 1-4-7. Fix Base : SUS304/3Pcs
 - 1-4-8. Level Sensor : Rotor Type x1Pc
- 1-5. Feeding Valve SK-FS-80
 - 1-5-1. Material : Contact PE Pellet Should Be SUS304
 - 1-5-2. Size:3" (ϕ 76.3mm)
 - 1-5-3. Air Supply Valve:2"x2Pcs
 - 1-5-4. Material Feeding Valve:3"-1Pc
 - 1-5-5. Match Trian Outlet Connect
- 1-6. Control Box SK-LI-C
 - 1-6-1. Type: PLC Program Control
 - 1-6-2. Box Material : SS400+Coating
 - 1-6-3. Operator Face : Process & Lamp Show
 - 1-6-4. Control Auto Conveying System
 - 1-6-5. Auto Protect Blower Running



2	Piping Parts	3	SETS	\$ 1,550	\$ 4,650
	2-1. Material Pipe : SUS304/3" (ϕ 76.3mm)-50M				
	2-2. Material Pipe : PVC+Wire/3" (ϕ 76.3mm)-30M				
	2-3. Vaccum Pipe: PVC+Wire/4" (ϕ 114.3mm)-25M				
4	F.O.B. Charge Keelung	1	SET	\$ 2,000	\$ 2,000
	4-1. The size of wooden box : 2Mx2Mx1.8Mx3SETS				

 FOB KEELUNG US \$ 47,150

SAY TOTAL US DOLLARS FORTY SEVEN THOUSAND ONE HUNDRED AND FIFTY ONLY.

LAIN KAWA MACHINERY ENTERPRISE CO., LTD.

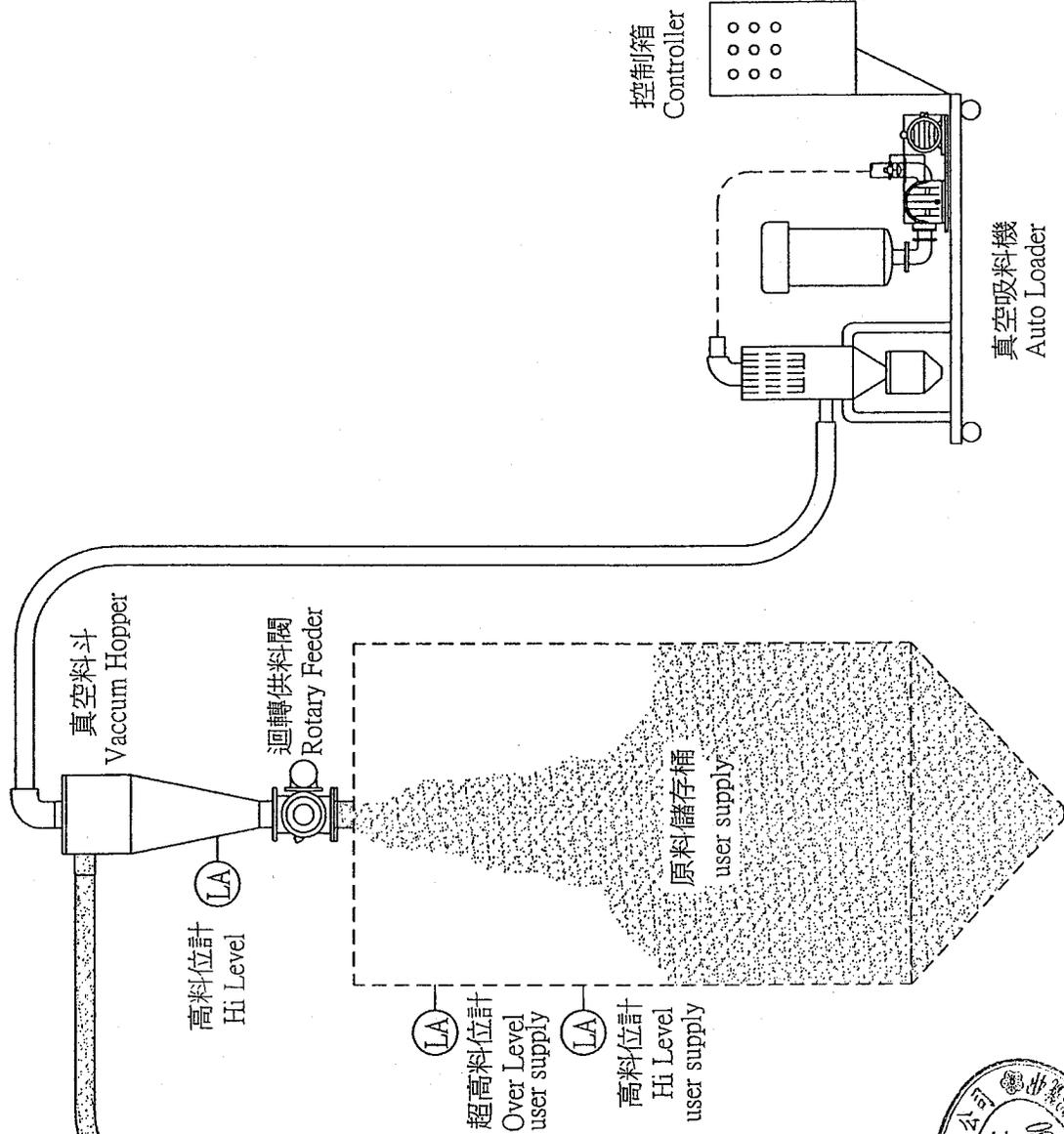
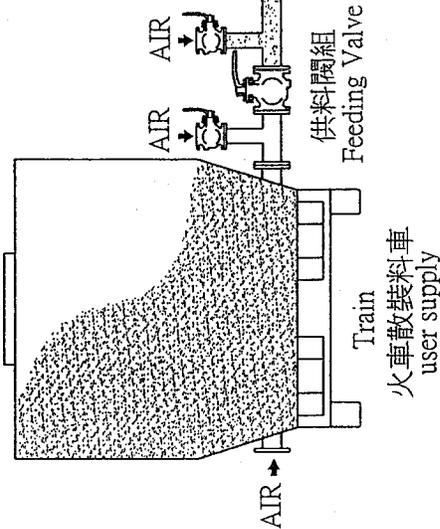
Jack Chen
 GENERAL MANAGER



Mr. Peter Kung

1. 此系統使用負壓輸送將原料由火車槽車將原料輸送至儲存桶內。
2. 此系統與一般吸料機系統不同,採用負壓連續輸送,輸送過程不中斷,提高輸送量。
3. 此系統採用密閉管路負壓輸送,不會有原料溢散的情況。

輸送量: 2000K/HR



FOR	METRO POLY Company	UNT.	mm	SIZE	A3	SCALE	A3 1:1.5
TITLE	Auto Loader Drawing	DWG	WGf	CHK		APP	
		DATE	10/02/09	DWG NO.	100127F04	PROJ.	
<p>聯川科技股份有限公司 LAIN KAWA MACHINERY ENTERPRISE CO., LTD</p>							
REV		DATE		REVISION			

SANITATION PROGRAM

METROPOLY CORP.

1651 AURORA DR.

SAN LEANDRO, CA 94577

PH # 510-357-9898

Cleaning Practices

- A. Cleaning operations **shall** be performed in a manner to prevent contamination of materials and products. Cleaning or replacing light fittings and glass **shall** be done in a manner to minimize the potential for product contamination.
- B. Only cleaning compounds and sanitizers authorized for the product contact surfaces **shall** be used for cleaning. Nontoxic general-purpose soaps should be used in a manner that prevents food contamination.
- C. When not in use, all cleaning compounds and sanitizers **shall** be properly labeled and stored in a locked compartment, away from production and product storage areas.
- D. Cleaning equipment and tools **shall** be supplied and be readily available for use. All cleaning equipment **shall** be maintained and stored in such a way as not to contaminate in-process, finished products or equipment with food-contact packaging contact surfaces.
- E. Cleaning Definitions:
 - 1. "Deep Cleaning"
 - a. "Deep cleaning" **shall** be assigned to the appropriate department(s) and **shall** be accomplished by and consistent with a Master Cleaning Schedule or its equivalent.
 - b. The use of air hoses for cleaning is permitted only for inaccessible equipment and in conjunction with deep cleaning operations.
 - c. All cleaning procedures **shall** be carried out in compliance with applicable safety laws and regulations and according to formally established equipment cleaning procedures. When undertaken safely and in compliance with local and national laws and regulations, all equipment guards, trims, and panels **shall** be removed for inspection and cleaning of the interior of all equipment according to the Master Cleaning schedule. All equipment guards, trims, panels **shall** be replaced after inspection and cleaning of the interior of equipment.
 - d. Equipment and structural "overheads" such as lights, pipes, beams, vent grids, etc. **shall** be scheduled for deep cleaning according to the Master Cleaning Schedule to prevent the development of insects or mold or accumulation of foreign matter.
 - 2. Daily "Housekeeping or Cosmetic Cleaning"

Daily "Housekeeping or Cosmetic Cleaning" **shall** be assigned to the appropriate departments and **shall** be undertaken to ensure work and support areas are maintained during normal working hours. All such operations should be undertaken in a manner to prevent contamination.

3. Maintenance Cleaning:

- a. Non-sealed electrical panels and boxes **shall** be cleaned and/or inspected every four weeks.
- b. Maintenance mess and debris created during repairs or alterations **shall** be promptly removed. Emphasis should be given to requiring a full accounting of nuts, bolts, washers, wire pieces, tape, welding rods, and other small items that could contaminate the product.
- c. Grease smears and excess lubricant **shall** be promptly removed from equipment.
- d. Only clean tools and wipers **shall** be used on product zones. Maintenance personnel **shall** observe proper hygienic practices when working on product zones or similar equipment. The use of cleaning utensils that can leave debris behind on product zones or areas **shall** be prohibited unless absolutely necessary, in which case inspection should occur after their use to ensure that no debris remains that could contaminate the product. This includes the use of wire brushes, sponges, scrub pads, etc.
- e. Forklifts, hand jacks, and similar equipment should be scheduled for preventative maintenance and cleaning.

4. Equipment and Utensil Cleaning:

- a. Product-contact surfaces and utensils **shall** be cleaned on a regular basis and as often as necessary to eliminate product residues and to maintain a good appearance. Product-contact surfaces and machinery that require sanitizing **shall** be cleaned, sanitized, and tested for adequate destruction of pathogenic microorganisms, as required. Non-product contact surfaces should also be cleaned on a regular basis and as often as necessary to eliminate product residue and maintain a good appearance.
- b. Where necessary to prevent microbial contamination, equipment and utensils **shall** be cleaned and sanitized on a predetermined schedule.
- c. Utensils and intermediate containers **shall** be washed between uses, if appropriate (or as needed), and be stored in an inverted position off the floor.
- d. Product zones **shall** be cleaned frequently enough to prevent product residue accumulations from being transferred to products.
- e. Separate and distinct cleaning utensils **shall** be utilized for cleaning product contact surfaces (product zones) and structural cleaning (product areas). At no time **shall** cleaning utensils utilized to clean restrooms, toilet fixtures, or drains be used for

any other cleaning purpose. Proper identification (by color coding) and segregation of each classification of cleaning utensil **shall** be maintained. All cleaning utensil **shall** be cleaned after use and properly stored.

MASTER CLEANING PROGRAM

TOOL USE	HAND BRUSHES, FLOOR SWEEPER, PUSH BROOMS, MINIDUSTER, ANGLE BROOMS, MOP BUCKETS, MOP
CHEMICAL USE	MICROBIAL GREASE DIGESTER, SIMPLE GREEN CLEANER, DEGREASERS. COMET BATHROOM CLEANER, WINDEX, FABULOSO BAKING SODA, COLOX
PERSONAL HYGENIC CHEMICAL USE	SOFT SOAP, ANTIBACTERIAL HAND SOAP, GOJO (NATURAL ORANGE)
DAILY CLEANING	IT IS ASSIGNED TO ALL OPERATORS TO CLEAN UP THE MACHINE AREA BEFORE THEIR SHIFT END. ALL CLEANING PROCEDURE SHALL BE CARRIED OUT IN COMPLIANCE WITH APPLICATION SAFETY LAWS AND REGULATIONS AND ACCORDING TO ESTABLISHED PROCEDURES. ALL SUCH OPERATIONS SHOULD BE UNDERTAKEN IN A MANNER TO PROTECT CONATAMINATION

Program Title:	SANITATION PROGRAM - Metro Poly
Person Responsible:	Guo You Zhang
Where Located:	Metro Poly- Production Area
Revision Approval Authority:	Jason Shen
Revision Timing:	Reviews occur biweekly and if there are any significant changes in equipment, cleaning chemicals or methods, or if there is a program failure.
Program Description:	
Goal:	Maintain a sanitary environment, necessary for the production of safe and legal products. Ensure sanitation activities do not pose a risk to product.
Scope:	All areas within production area, including all machines.
Content:	Daily cleaning of production facility. Master cleaning schedule.
Training:	

Metro Poly - Production Area

WEEKLY SANITATION CHECK LIST

WEEK OF: _____

	MON	WED	FRI	COMMENTS
Extruder 1-20				
Bottom Seal 1-13				
Printing Press 1-3				
Side Seal 1-5				
Wicketed 1-2				
Produce Bag 1-12				

WEEK OF: _____

	MON	WED	FRI	COMMENTS
Extruder 1-20				
Bottom Seal 1-13				
Printing Press 1-3				
Side Seal 1-5				
Wicketed 1-2				
Produce Bag 1-12				

Program Title:	SANITATION PROGRAM - Metro Poly
Person Responsible:	Yuping Wang
Where Located:	Metro Poly - Warehouse / Parking Lot / Rail Site
Revision Approval Authority:	Jason Shen
Revision Timing:	Reviews occur biweekly and if there are any significant changes in equipment, cleaning chemicals or methods, or if there is a program failure.
Program Description:	
Goal:	Maintain a sanitary environment, necessary for the production of safe and legal products. Ensure sanitation activities do not pose a risk to product and site is safe from hazards.
Scope:	All areas within facility including parking lots, rail site and loading dock.
Content:	Daily cleaning of production facility. Master cleaning schedule.
Training:	



Storm Water Monitoring Program

**MetroPoly Corporation
1651 Aurora Drive
San Leandro, CA 94577**

**Project Number: MPC-001-2
Revision: B**

Date Prepared: April 1, 2010

Prepared by:

Otis Institute, Inc.

1026 Folsom Street, Unit 10
San Francisco, CA 94103
(415) 992-7458

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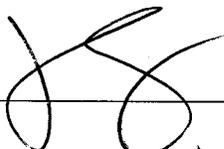
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Certification

SWMP Certification

I certify under penalty of the law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate 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.

Signature: 
Name: JASON SHEN

Date: 04-02-10
Title: CHAIRMAN

Record of Revisions

Revision Date	Revision Author	Notes

*Any markups to the text or figures of this document should be indicated in this table and incorporated in the next revision and reprint of this document. The document revision date should be indicated in the footer of each page of the document.

Section One

Introduction

Executive Summary

The purpose of this Storm Water Monitoring Plan (SWMP) is to provide the means to be used to evaluate the effectiveness of the Storm Water Pollution Prevention Program (SWPPP).

Visual monitoring of storm water and non-storm water discharges and storm water sampling and analysis are the main elements of the SWMP.

Background

This Storm Water Monitoring Program (SWMP) was prepared by Otis Institute, Inc. for the MetroPoly's San Leandro Facility located at 1651 Aurora Drive in San Leandro, California. The SWMP is a required element of the National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000001 ("General Permit") issued by the California State Water Resources Control Board (SWRCB) and is applicable to discharges of storm water associated with industrial activities.

This SWMP has been developed in accordance with the requirements of the General Permit. The SWMP references elements of MetroPoly's overall Storm Water Pollution Prevention Plan (SWPPP) and other MetroPoly programs that contain elements that affect storm water quality.

Objectives

The objectives of the SWMP are to:

- Ensure that storm water discharges are in compliance with discharge prohibitions, effluent limitations and receiving water limitations specified in the General Permit and by local sewer discharge regulations;
- Ensure that practices at the facility to reduce or prevent pollutants in storm water discharges and authorized non-storm water discharges are evaluated and revised to meet changing conditions;
- Aid in the implementation and revision of the Storm Water Pollution Prevention Plan for this site; and
- Measure the effectiveness of best management practices (BMPs) to prevent or reduce pollutants in storm water discharges and authorized non-storm water discharges.

The General Permit requires visual observations as well as sampling and analysis of storm water discharges from all drainage areas that represent the quality and quantity of storm water discharges.

The General Permit also requires submission of an annual report. The Annual Report shall include the items listed below and shall be submitted by July 1 of each year to the Executive Officer of the appropriate RWQCB.

- Summary of visual observations and sampling results
- Evaluation of the visual observations and sampling and analysis results
- Documentation that the BMPs in the SWPPP are being implemented and properly maintained as necessary

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- Laboratory reports (including detection limits for each analytical parameter)
- The Annual Comprehensive Site Compliance Evaluation Report (as described in the SWPPP)
- Documentation, including the justification, of any deviations from the General Permit requirements (if not already included in the Evaluation Report)
- Records
- Detection limits for each analytical parameter

Section Two

Roles and Responsibilities

Overall roles and responsibilities for implementation of MetroPoly's SWMP are presented in the following table:

TASK	Chairman	Health and Safety Manager	Spill Prevention Manager	Maintenance Manager
Chairman of the team.	X			
Maintain the SWPPP.	X			
Implement oversight, visual inspection, signature authority of the SWMP	X			
Maintain the SWMP		X		
Identify new potential pollutant sources as operations change	X	X	X	X
Implement oversight of the SWMP			X	
Perform required quarterly observations of all authorized and unauthorized storm water discharges				X
Perform required wet-season monthly storm event observations				X
Perform required storm water sampling				X
Ensure that personnel are trained for implementation of all aspects of this SWMP	X	X		
Maintain all records required for this SWMP	X	X		
Ensure that all facilities areas and parking lots are kept clean	X	X	X	X
Ensure that storm drains are kept clear of debris	X	X	X	X
Perform regular inspections for leaks and spills of equipment			X	X
Ensure that appropriate BMPs are employed so that no pollutants have the potential of entering storm drains as the result of facilities maintenance activities or construction activities.	X	X	X	X

Section Three

Visual Observations and Sampling

Non-Storm Water Discharge Visual Observations

MetroPoly's Maintenance Department will observe and, if necessary, test for the presence of authorized and unauthorized non-storm water discharges on a quarterly basis for all drainage areas. Authorized and unauthorized non-storm water discharges are described in the SWPPP.

Observations will occur during daylight hours, on days with no storm water discharges, and during facility operating hours. The observations will include inspection for the following details:

- Illicit discharges
- Discoloration
- Stains
- Odors
- Floating materials
- Sludge
- Turbidity
- Any other abnormal conditions

Quarterly visual observations of authorized and unauthorized discharges will be conducted in each of the following periods: January-March, April-June, July-September, and October-December. Observations will be conducted within 6-18 weeks of each other.

Authorized Non-Storm Water Discharges

Detailed records of visual observations of authorized discharges will be recorded on "Form 2 - Quarterly Visual Observations of Authorized Non-Storm Discharges (NSWDs)" or upon an equivalent form. Form 2 is provided in Appendix Two.

Unauthorized Non-Storm Water Discharges

Detailed records of visual observations of unauthorized discharges will be recorded on "Form 3 - Quarterly Visual Observations of Unauthorized Non-Storm Water Discharges (NSWDs)" or an equivalent form. Form 3 is provided in Appendix Three.

Side "A" of this form must be filled out for each quarterly observation.

Side "B" is to be filled out only if a storm water discharge is observed.

These records will include the following details:

- Name of the inspector(s)
- Date and time of the visual observations
- Locations observed
- Any test methods used
- Results
- Corrective actions or further investigation needed
- Schedule for completion of these corrective actions or investigations

Storm Event Visual Observations

Once per month during the wet season (October 1 through May 31), Maintenance Department personnel will visually observe storm water discharges during the first hour of discharge (first storm event) at the storm drains indicated on the facility site map. Visual observations will only be conducted when the storm water discharges occur during daylight hours that are preceded by at least three (3) working days without storm water discharges and that occur during scheduled facility operating hours.

Maintenance Department personnel will visually inspect for the presence of the following indicators of pollution:

- Floating and suspended materials
- Oil and grease
- Discoloration
- Turbidity
- Odor
- Any other anomalies

Visual inspection results are to be recorded on "Form 4 - Monthly Visual Observations of Storm Water Discharges" or an equivalent form. Form 4 is found in Appendix Four. Staff inspecting storm drains during storm events will also record

- The name of the inspector(s);
- The date and time that the storm event began; and
- The times when storm drains were inspected.

Sampling and Analysis

Frequency and Timing

During each wet season (October 1-May 31,) samples of storm water discharge from the first storm event and at least one other storm event ("second storm event") will be collected and analyzed. While samples are only required to be taken only during storms that occur during scheduled facility hours, MetroPoly Maintenance Department will make good faith efforts to sample the very first storm event during any reasonable hour. Sampling events will be preceded by three working days of dry weather. Samples will be taken during the first hour of storm water discharge unless justifications can be made for taking them at a later time. Staff will note the date and time when the storm event began, and will indicate in writing that the storm event was preceded by three working days of dry weather. (Note: Any reasons for delaying the sampling will be explained in the Annual Report as described in this Section.) For the storm event sampled, the volume of storm water discharge from each outfall sampled will be estimated.

The General Permit does not require samples to be taken of non-storm water discharges. Where practical, MetroPoly Maintenance Department staff members will use their best judgment to decide whether or not to sample non-storm water discharges.

Sampling Procedure

Sampling will be accomplished by collecting grab samples from each of the monitoring storm locations identified in the SWMP. Note: The site does not contain storm drains, therefore in their absence samples are taken at the fence line per the site map.

Sampling and sample preservation will be in accordance with the current edition of "Standard Methods for the Examination of Water and Wastewater" (American Public

Health Association). A contract laboratory certified by the California Department of Health Services will perform the analyses using equipment calibrated and maintained in accordance with manufacturers' specifications. The analyses will be conducted using standard, approved methods.

A detailed procedure is attached as Appendix Five.

Analysis

As required by the General Permit, samples will be collected and analyzed for the following constituents:

- pH
- Total suspended solids (TSS)
- Specific conductance (SC)
- Total organic carbon (TOC) and
- Oil and Grease (O&G)

Additional Sampling Parameters

For facilities with SIC Code 2673 – Plastics Bag Manufacturing there are no other analytical parameters specifically required.

(According to the definitions section of the General Permit, "significant quantities" is defined as the volume, concentration, or mass of a pollutant that can cause or threaten to cause pollution, contamination, or nuisance; adversely impact human health or the environment; and/or cause or contribute to a violation of any applicable water quality standards for the receiving water.)

Laboratory Analysis Results

Laboratory sampling results are required to be summarized. "Form 1 – Storm Event Sampling & Analysis Results" or an equivalent form will be used to record the results of the laboratory analysis for the Annual Report. Form 1 is attached as Appendix One.

Sample Storm Water Discharge Locations

See the site map in the SWPPP for sampling locations.

Storm Monitoring Locations

Sample ID#	Location/Area
SD#2-1, -2, -3, etc.	NW Employee Parking Lot
SD#3-1, -2, -3, etc.	East of Building – Water sampled is to be taken as it flows over curb – not from sample drain.
SCP#4-1, -2, -3, etc.	SWS Corner of Building at rail road tracks, if water level is such that sample can be grabbed, if not document this on form.

Exceptions to Sampling and Visual Observations

The following considerations will be applied to sampling and visual observations:

- Visual observations are to be performed only during daylight hours.
- Storm event visual observations and sampling are required only during scheduled facility operating hours.

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- Scheduled facility operating hours are defined as the time periods when the facility is staffed to conduct any function related to industrial activity, including routine maintenance, but excluding time periods where only emergency response, security, and/or janitorial services are performed. MetroPoly Maintenance Department will make a good faith effort to collect samples from the first storm event of the season during any reasonable hour.
- If the collection of the samples is not performed during any wet season month due to these exceptions or adverse climatic conditions (e.g., drought, dangerous weather conditions), Maintenance Department personnel will explain this in the Annual Report, along with documentation of all significant storm water discharge events.
- MetroPoly may conduct visual observations and sample collection more than one hour after discharge begins if MetroPoly Maintenance Department determines that the objectives of this SWMP will be better satisfied. MetroPoly will include an explanation in the Annual Report why the visual observations and sample collection should be conducted after the first hour of discharge.

Alternative Monitoring Procedures

MetroPoly does not choose to propose an alternative monitoring program.

Sampling and Analysis Exemptions and Reductions

MetroPoly does not choose to pursue sampling and analysis exemption or reduction at this time.

No Exposure Certification

MetroPoly does not choose to pursue No Exposure Certification (NEC) at this time.

Group Monitoring

MetroPoly does not choose to participate in group monitoring.

Watershed Monitoring Option

MetroPoly does not choose to pursue the watershed monitoring option.

Substantially Identical Drainage Areas

MetroPoly has two drainage areas that are substantially identical to each other. These are for SD#1 and SD#2. The industrial activities and storage activities meet the criteria. Based on the evaluation Samples will be collected at SD#2. This will be documented in the annual report.

Section Four

Recordkeeping

Records of all storm water monitoring information and copies of all reports required by this permit must be retained for at least five years. These records will include:

- The date, place, and time of site inspections, sampling, visual observations, and measurements;
- The individual(s) who performed site inspections, sampling, visual observations, and/or measurements;
- The date(s) analyses were performed and the time(s) analyses were initiated;
- The individual(s) who performed the analyses;
- The analytical results, method detection limits, and the analytical techniques or methods used;
- Quality assurance and quality control results;
- Non-storm water discharge inspections, visual observations and storm water discharge visual observation records;
- Visual observation and sample collection exception records;
- Calibration and maintenance records of on-site instruments used;
- Original strip chart recordings for continuous monitoring instrumentation; and
- The records of any corrective actions and follow-up activities that resulted from the visual observations.

Appendix One

Form 1 – Storm Event Sampling & Analysis Results

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FORM 1-SAMPLING & ANALYSIS RESULTS

FIRST STORM EVENT

- If analytical results are less than the detection limit (or non detectable), show the value as less than the numerical value of the detection limit (example: <.05)
- If you did not analyze for a required parameter, do not report "0". Instead, leave the appropriate box blank
- When analysis is done using portable analysis (such as portable pH meters, SC meters, etc.), indicate "PA" in the appropriate test method used box.
- Make additional copies of this form as necessary.

NAME OF PERSON COLLECTING SAMPLE(S): _____ TITLE: _____ SIGNATURE: _____

DESCRIBE DISCHARGE LOCATION Example: NW Out Fall	DATE/TIME OF SAMPLE COLLECTION / / : : AM PM	TIME DISCHARGE STARTED : : AM PM	ANALYTICAL RESULTS For First Storm Event							
			BASIC PARAMETERS			OTHER PARAMETERS				
			PH	TSS	SC		O&G	TOC		
	/ / : : AM PM	: : AM PM								
	/ / : : AM PM	: : AM PM								
	/ / : : AM PM	: : AM PM								
	/ / : : AM PM	: : AM PM								
TEST REPORTING UNITS:			mg/l	umho/cm	mg/l	mg/l				
TEST METHOD DETECTION LIMIT:										
TEST METHOD USED:										
ANALYZED BY (SELF/LAB):										

TSS - Total Suspended Solids

SC - Specific Conductance

O&G - Oil & Grease

TOC - Total Organic Carbon

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SIDE B

FORM 1-SAMPLING & ANALYSIS RESULTS

SECOND STORM EVENT

- If analytical results are less than the detection limit (or non detectable), show the value as less than the numerical value of the detection limit (example: <.05)
- If you did not analyze for a required parameter, do not report "0". Instead, leave the appropriate box blank
- When analysis is done using portable analysis (such as portable pH meters, SC meters, etc.), indicate "PA" in the appropriate test method used box.

NAME OF PERSON COLLECTING SAMPLE(S): _____ TITLE: _____ SIGNATURE: _____

DESCRIBE DISCHARGE LOCATION Example: NW Out Fall	DATE/TIME OF SAMPLE COLLECTION / / : : AM PM	TIME DISCHARGE STARTED : : AM PM	ANALYTICAL RESULTS For Second Storm Event							
			BASIC PARAMETERS			OTHER PARAMETERS				
			PH	TSS	SC		O&G	TOC		
	/ / : : AM PM	: : AM PM								
	/ / : : AM PM	: : AM PM								
	/ / : : AM PM	: : AM PM								
	/ / : : AM PM	: : AM PM								
TEST REPORTING UNITS:			mg/l	umho/cm	mg/l	mg/l				
TEST METHOD DETECTION LIMIT:										
TEST METHOD USED:										
ANALYZED BY (SELF/LAB):										

TSS - Total Suspended Solids SC - Specific Conductance O&G - Oil & Grease TOC - Total Organic Carbon

Appendix Two

Form 2 – Quarterly Visual Observations of Authorized Non-Storm Water Discharges (NSWDs)

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FORM 2-QUARTERLY VISUAL OBSERVATIONS OF AUTHORIZED
NON-STORM WATER DISCHARGES (NSWDs)

- * Quarterly dry weather visual observations are required of each authorized NSWD.
- Observe each authorized NSWD source, impacted drainage area, and discharge location.
- Authorized NSWDs must meet the conditions provided in Section D (pages 5-6), of the General Permit.
- Make additional copies of this form as necessary.

<p>QUARTER: JULY-SEPT. DATE: / /</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE ANY AUTHORIZED NSWDs DISCHARGED DURING THIS QUARTER? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, complete reverse side of this form.</p>
<p>QUARTER: OCT.-DEC. DATE: / /</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE ANY AUTHORIZED NSWDs DISCHARGED DURING THIS QUARTER? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, complete reverse side of this form.</p>
<p>QUARTER: JAN.-MARCH DATE: / /</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE ANY AUTHORIZED NSWDs DISCHARGED DURING THIS QUARTER? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, complete reverse side of this form.</p>
<p>QUARTER: APRIL-JUNE DATE: / /</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE ANY AUTHORIZED NSWDs DISCHARGED DURING THIS QUARTER? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, complete reverse side of this form.</p>

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**FORM 2-QUARTERLY VISUAL OBSERVATIONS OF AUTHORIZED
 NON-STORM WATER DISCHARGES (NSWDs)**

DATE / TIME OF OBSERVATION	SOURCE AND LOCATION OF AUTHORIZED NSWD <i>EXAMPLE:</i> Air conditioner Units on Building C	NAME OF AUTHORIZED NSWD <i>EXAMPLE:</i> Air conditioner condensate	DESCRIBE AUTHORIZED NSWD CHARACTERISTICS Indicate whether authorized NSWD is clear, cloudy, or discolored, causing staining, contains floating objects or an oil sheen, has odors, etc.		DESCRIBE ANY REVISED OR NEW BMPs AND PROVIDE THEIR IMPLEMENTATION DATE
			At the NSWD Source	At the NSWD Drainage Area and Discharge Location	
/ / : : <input type="checkbox"/> AM <input type="checkbox"/> PM					
/ / : : <input type="checkbox"/> AM <input type="checkbox"/> PM					
/ / : : <input type="checkbox"/> AM <input type="checkbox"/> PM					
/ / : : <input type="checkbox"/> AM <input type="checkbox"/> PM					
/ / : : <input type="checkbox"/> AM <input type="checkbox"/> PM					

Appendix Three

Form 3 – Quarterly Visual Observations of Unauthorized Non-Storm Water Discharges (NSWDs)

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FORM 3-QUARTERLY VISUAL OBSERVATIONS OF UNAUTHORIZED
NON-STORM WATER DISCHARGES (NSWDs)**

- Unauthorized NSWDs are discharges (such as wash or rinse waters) that do not meet the conditions provided in Section D (pages 5-6) of the General Permit.
- Quarterly visual observations are required to observe current and detect prior unauthorized NSWDs.
- Quarterly visual observations are required during dry weather and at all facility drainage areas.
- Each unauthorized NSWD source, impacted drainage area, and discharge location must be identified and observed.
- Unauthorized NSWDs that can not be eliminated within 90 days of observation must be reported to the Regional Board in accordance with Section A.10.e of the General Permit.
- Make additional copies of this form as necessary.

<p>QUARTER: JULY-SEPT. DATE/TIME OF OBSERVATIONS / / : : <input type="checkbox"/> AM <input type="checkbox"/> PM</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE UNAUTHORIZED NSWDs OBSERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>If YES to either question, complete reverse side.</p>
<p>QUARTER: OCT.-DEC. DATE/TIME OF OBSERVATIONS / / : : <input type="checkbox"/> AM <input type="checkbox"/> PM</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE UNAUTHORIZED NSWDs OBSERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>If YES to either question, complete reverse side.</p>
<p>QUARTER: JAN.-MARCH DATE/TIME OF OBSERVATIONS / / : : <input type="checkbox"/> AM <input type="checkbox"/> PM</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE UNAUTHORIZED NSWDs OBSERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>If YES to either question, complete reverse side.</p>
<p>QUARTER: APRIL-JUNE DATE/TIME OF OBSERVATIONS / / : : <input type="checkbox"/> AM <input type="checkbox"/> PM</p>	<p>Observers Name: _____ Title: _____ Signature: _____</p>	<p>WERE UNAUTHORIZED NSWDs OBSERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>If YES to either question, complete reverse side.</p>

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FORM 3 QUARTERLY VISUAL OBSERVATIONS OF UNAUTHORIZED NON-STORM WATER DISCHARGES (NSWDs)

OBSERVATION DATE (FROM REVERSE SIDE)	NAME OF UNAUTHORIZED NSWD EXAMPLE: Vehicle Wash Water	SOURCE AND LOCATION OF UNAUTHORIZED NSWD EXAMPLE: NW Corner of Parking Lot	DESCRIBE UNAUTHORIZED NSWD CHARACTERISTICS Indicate whether unauthorized NSWD is clear, cloudy, discolored, causing stains; contains floating objects or an oil sheen, has odors, etc.		DESCRIBE CORRECTIVE ACTIONS TO ELIMINATE UNAUTHORIZED NSWD AND TO CLEAN IMPACTED DRAINAGE AREAS. PROVIDE UNAUTHORIZED NSWD ELIMINATION DATE.
			AT THE UNAUTHORIZED NSWD SOURCE	AT THE UNAUTHORIZED NSWD AREA AND DISCHARGE LOCATION	
/ / — <input type="checkbox"/> AM <input type="checkbox"/> PM					
/ / — <input type="checkbox"/> AM <input type="checkbox"/> PM					
/ / — <input type="checkbox"/> AM <input type="checkbox"/> PM					
/ / — <input type="checkbox"/> AM <input type="checkbox"/> PM					

Appendix Four

Form 4 – Monthly Visual Observations of Storm Water Discharges

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SIDE B

FORM 4-MONTHLY VISUAL OBSERVATIONS OF
STORM WATER DISCHARGES

DATE/TIME OF OBSERVATION (From Reverse Side)	DRAINAGE AREA DESCRIPTION EXAMPLE: Discharge from material storage Area #2	DESCRIBE STORM WATER DISCHARGE CHARACTERISTICS Indicate whether storm water discharge is clear, cloudy, or discolored; causing staining; containing floating objects or an oil sheen, has odors, etc.	IDENTIFY AND DESCRIBE SOURCE(S) OF POLLUTANTS EXAMPLE: Oil sheen caused by oil dripped by trucks in vehicle maintenance area.	DESCRIBE ANY REVISED OR NEW BMPs AND THEIR DATE OF IMPLEMENTATION
/ / : <input type="checkbox"/> AM <input type="checkbox"/> PM				
/ / : <input type="checkbox"/> AM <input type="checkbox"/> PM				
/ / : <input type="checkbox"/> AM <input type="checkbox"/> PM				
/ / : <input type="checkbox"/> AM <input type="checkbox"/> PM				
/ / : <input type="checkbox"/> AM <input type="checkbox"/> PM				

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FORM 4 (Continued)-MONTHLY VISUAL OBSERVATIONS OF
STORM WATER DISCHARGES**

- Storm water discharge visual observations are required for at least one storm event per month between October 1 and May 31.
- Visual observations must be conducted during the first hour of discharge at all discharge locations.
- Discharges of temporarily stored or contained storm water must be observed at the time of discharge.
- Indicate "None" in the first column of this form if you did not conduct a monthly visual observation.
- Make additional copies of this form as necessary.
- Until a monthly visual observation is made, record any eligible storm events that do not result in a storm water discharge and note the date, time, name, and title of who observed there was no storm water discharge.

Observation Date: February _____ 2010 Observers Name: _____ Title: _____ Signature: _____		#1	#2	#3	#4
Drainage Location Description Observation Time Time Discharge Began Were Pollutants Observed (If yes, complete reverse side)		YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Observation Date: March _____ 2010 Observers Name: _____ Title: _____ Signature: _____		#1	#2	#3	#4
Drainage Location Description Observation Time Time Discharge Began Were Pollutants Observed (If yes, complete reverse side)		YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Observation Date: April _____ 2010 Observers Name: _____ Title: _____ Signature: _____		#1	#2	#3	#4
Drainage Location Description Observation Time Time Discharge Began Were Pollutants Observed (If yes, complete reverse side)		YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Observation Date: May _____ 2010 Observers Name: _____ Title: _____ Signature: _____		#1	#2	#3	#4
Drainage Location Description Observation Time Time Discharge Began Were Pollutants Observed (If yes, complete reverse side)		YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>

ANNUAL REPORT

FORM 4 (Continued)-MONTHLY VISUAL OBSERVATIONS OF STORM WATER DISCHARGES

DATE/TIME OF OBSERVATION (From Reverse Side)	DRAINAGE AREA DESCRIPTION EXAMPLE: Discharge from material storage Area #2	DESCRIBE STORM WATER DISCHARGE CHARACTERISTICS Indicate whether storm water discharge is clear, cloudy, or discolored; causing staining; containing floating objects or an oil sheen, has odors, etc.	IDENTIFY AND DESCRIBE SOURCE(S) OF POLLUTANTS EXAMPLE: Oil sheen caused by oil dripped by trucks in vehicle maintenance area.	DESCRIBE ANY REVISED OR NEW BMPs AND THEIR DATE OF IMPLEMENTATION
/ / : : AM : : PM				
/ / : : AM : : PM				
/ / : : AM : : PM				
/ / : : AM : : PM				
/ / : : AM : : PM				

Appendix Five

Sampling Procedure

Sample Requirements and Conditions

Storm water samples will be collected during the first hour of storm water discharge from the first storm event of the wet season, and at least one other storm event during the wet season. All storm water discharge locations identified in the SWMP shall be sampled (Refer to the SWMP, SWPPP and Sample Locations listed below.) Sample collection is only required of storm water discharges that occur during normally scheduled facility operating hours and that are preceded by at least three working days without storm water discharge. (Three working days may be separated by weekends or holidays provided there are no storm water discharges during that time.)

It is MetroPoly's policy to attempt to collect samples from the first storm event at any reasonable hour.

Safety considerations

Hazards associated with storm water sampling include the following:

Vehicle traffic

Moving vehicles have the potential to kill or cause seriously bodily injury. Sample locations are in areas of potential vehicle traffic. Vehicle drivers may not see sampling personnel due to poor visibility. During sampling and visual monitoring, poor visibility may result from darkness caused by cloudy conditions or time of day. Obscuring rain, especially on windshields, may also contribute to poor driver visibility.

Make yourself as highly visible as possible by wearing brightly colored rain gear. Brightly colored traffic cones and barricades may also increase visibility.

Slip hazards

Wet surfaces represent slip hazards while walking to or collecting the storm water samples.

Slipping has the potential to result in serious physical injury.

Wear rain-resistant foot wear that has good traction.

Hypothermia

Sampling may occur during adverse climate conditions. Exposure to cold weather temperatures and to rain may result in hypothermia.

Protect yourself from potential hypothermia by wearing appropriate personal protection such as storm resistant clothing. Wearing multiple layers of clothing beneath rain gear will provide thermal protection.

Have a change of dry personal clothes available in case the under-layers of clothing become wet.

Skin exposure to pollutants

Collecting storm water samples, handling wet sample bottles, and walking and standing in storm water may result in skin contact with storm water pollutants.

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Contact with unknown toxic pollutants may potentially result in a variety of unpredictable minor and serious acute and chronic health effects.

Wear water-resistant boots and gloves when sampling or handling wet sample bottles

Equipment

In the September timeframe of every year, MetroPoly will contact Torrent Laboratory, Inc. - 483 Sinclair Frontage Road, Milpitas, CA 95035 - (408)263-5258 or another California Certified Wastewater Testing Laboratories to order sample bottles and chain of custody forms.

Verify with the lab the number of samples and preservatives required for each sample location based on materials being analyzed for.

Analysis

As required by the General Permit, samples will be collected and analyzed for the following constituents:

- pH
- Total suspended solids (TSS)
- Specific conductance (SC)
- Total organic carbon (TOC) or Oil and Grease (O&G)

In addition the following additional supplies and equipment are required:

- Ultra Fine point Sharpie,
- Three clean glass bailers,
- Ice- or storage-chest,
- Ice,
- pH paper,
- Metal clipboard enclosure,
- Sampling maps,
- Form 4 – Monthly Visual Observation of Storm Water Discharges or equivalent, and
- Gloves - medical, non-powdered.

The following additional supplies and equipment are recommended:

- Two traffic cones or other barricade,
- Rain boots,
- Rain suit - bright color,
- Rain hat,
- Sweater, and
- Change of warm dry clothes.

Sample Locations and Identification Numbers

Add the Sample Bottle identification (ID) to the sample bottle labels prior to sample collection. Verify that sample bottles for each location contain the lab recommended preservative. There should be a minimum of two samples per location and possibly three or more to include toxic chemicals:

Sample ID#	Location/Area
SD#2-1, -2, -3, etc.	NW Employee Parking Lot
SD#3-1, -2, -3, etc.	East of Building – Water sampled is to be taken as it flows over curb – not from sample drain.
SCP#4-1, -2, -3, etc.	SWS Corner of Building at rail road tracks, if water level is such that sample can be grabbed, if not document this on form.

Sampling Collection Procedure

Samples shall be taken from free-flowing waters.

Take a decontaminated and clean sampling bailer and scoop (without dredging the bottom of pool) storm water at the bottom of the drain. If the bottom of the drain is not accessible, attempt to capture the run-off at the point closest to the entrance of the drain without contaminating the sample with soils or other surface materials.

Place bailer flush against the ground or storm drain grate and allow the run-off to collect in the bucket.

Pour collected storm water into sample bottles. Avoid overfilling bottles with preservatives: overfilling may flush out the preservatives.

Fill the bottle full to avoid spaces for air bubbles.

Tighten the caps on the bottles.

Inspect the bottles for air bubbles. If air bubbles are present, remove the cap and add more storm water. Repeat the process until there are no air bubbles present.

Sample Cross Contamination

Do not re-use glass bailers at different sampling locations unless the bailers are completely cleaned and decontaminated of previous sample residues.

Preservation

In addition to any acid preservative within the bottles, immediately store the bottles in a refrigerator or pack the bottles in a cooler with ice.

Do not place the bottles in a freezer.

Do not use dry ice.

Labeling

Label samples using labels with the following information:

- The sample identification number,
- The name of the person who collected the sample,
- The date and time of sample collection,
- The sample location,

MetroPoly Corporation - Storm Water Monitoring Program

- The preservation method used,
- The analysis required, and
- The name of MetroPoly as the client.

Use waterproof pens for all labeling and store the bottles in sealed plastic bags.

Complete Form 4 – Monthly Visual Observations of Storm Water Discharges

For each visual observation, use Form to record the following information:

- Floating and suspended materials
- Oil and grease
- Discoloration
- Turbidity
- Odor
- Any other anomalies

Be sure to include:

- The name of the inspector(s);
- The date and time that the storm event began; and
- The times when storm drains were inspected.

pH

If possible, use pH paper to take a pH reading. Record the results.

Complete Chain of Custody/Analysis Request Forms

Obtain a Chain of Custody form from the lab that will be testing your samples. Fill in all information including:

- The sample Identification number,
- The name of the person who collected the sample,
- The date and time of sample collection,
- The sample location,
- The preservation method used,
- The analysis required, and
- The name of the MetroPoly as the client.

Sign the Chain of Custody, and include the date and time the samples are delivered into the custody of lab.

Ensure that the lab representative signs the Chain of Custody to acknowledge receipt of the samples, including date and time.

Make a photocopy of the completed Chain of Custody and file.

Transfer Samples to Lab

Samples must be delivered to lab as soon as possible.

- Call lab for Bottle Orders/Deliveries as soon as possible and to arrange the pickup of the samples by lab, or
- Drop the samples off at the lab.

Sally Law

From: troy@otisinstitute.com
Sent: Tuesday, March 30, 2010 5:22 AM
To: Sally Law
Subject: Update SWPPP

Sally,
Tried to get this done last night, but am waiting for the City of San Leandro for some storm drainage data.

We will need an additional 24 hours. Thanks, Troy

Troy Christensen, PE
Founder

Otis Institute, Inc.
1026 Folsom Street Unit 10
San Francisco, CA 94103

Office: (415) 992-7458
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www.otisinstitute.com

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CALIFORNIA REGIONAL WATER

APR 6 2010

QUALITY CONTROL BOARD

Storm Water Pollution Prevention Plan

**MetroPoly Corporation
1651 Aurora Drive
San Leandro, CA 94577**

**Project Number: MPC-001-1
Revision: B**

Date Prepared: April 1, 2010

Prepared by:

Otis Institute, Inc.

1026 Folsom Street, Unit 10
San Francisco, CA 94103
(415) 992-7458

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Certification

SWPPP Certification

I certify under penalty of the law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate 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.

Signature: 
 Name: JASON SHEN

Date: 04-01-10
 Title: CHAIRMAN

Record of Revisions and Reprints

Revision Date	Revision Author	Notes

*Any markups to the text or figures of this document should be indicated in this table and incorporated in the next revision and reprint of this document. The document revision date should be indicated in the footer of each page of the document.

Section One

Introduction

Executive Summary

The purpose of this Storm Water Pollution Prevention Program (SWPPP) is to ensure MetroPoly Corporation (MetroPoly) employees and MetroPoly's service providers and contractors perform all work in such a manner as to minimize the potential for storm water pollution. It is MetroPoly's policy that MetroPoly's site operations and activities are conducted in such a manner as to meet or exceed MetroPoly's regulatory requirements regarding environmental protection and to meet or exceed MetroPoly's moral obligation to respect the environment and to protect the environment from both significant and insignificant sources of pollution.

This program is intended to protect storm water from potential pollutants by identifying potential sources of pollution and establishing methods for their control, regardless of their source. The training of employees, service providers, and contractors to identify potential pollution sources and to apply appropriate best management practices is a major element of the program.

Background

This Storm Water Pollution Prevention Plan was prepared by the Otis Institute, Inc. for the MetroPoly's San Leandro Facility located at 1651 Aurora Drive in San Leandro, California. The SWPPP is a required element of the National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000001 ("General Permit") issued by the California State Water Resources Control Board (SWRCB) under the Water Quality Order No. 97-03-DWQ and is applicable to discharges of storm water associated with industrial activities. The SWPPP is also used to meet the requirements of San Leandro Municipal Code titled "Storm Water Management and Discharge Control Ordinance".

The General Permit identifies distinct categories of storm water dischargers and identifies the types of facilities associated with each of the categories. For many of the categories, Standard Industrial Classification (SIC) Codes determine which facilities are included. Dischargers are required to determine all of the SIC Codes applicable to their site operations to determine if their site is covered by the General Permit.

MetroPoly's SIC code for the site is 2673 - Plastics Bag Manufacturing.

The underlying intent of the General Permit is the elimination of significant effects of industrial activities upon storm water. The intent was not to emphasize relatively insignificant effects from non-manufacturing activities and ancillary site activities. For example, the General Permit authorizes non-storm water discharges such as atmospheric condensates, landscape watering, testing of fire hydrant flushing, and so on. Authorized non-storm water discharges are authorized as long as the discharges do not contain significant quantities of pollutants. The General Permit requires that the SWPPP must include Best Management Practices (BMPs) that minimize contact of the non-storm water discharges with significant materials and equipment and BMPs that minimize, to extent practicable, the flow or volume of the non-storm water discharges. The General Permit requires that non-storm water discharges must also be in compliance with local requirements.

MetroPoly's SWPPP includes BMPs for industrial activities as well as for common site ancillary activities associated with storm water and non-storm water discharges, including those that may not be significant sources of pollution.

As a result, a Notice of Intent (NOI) was submitted to the SWRCB as notification of the facility's coverage under these requirements. A copy of the NOI is included in Appendix One of this Plan.

Objectives

In accordance with the General Permit and SLMC requirements the objectives of this SWPPP are to:

- Identify and evaluate sources of pollutants associated with industrial activities and ancillary activities that may affect the quality of storm water discharges and authorized non-storm water discharges from the facility, and
- Identify and implement Best Management Practices (BMPs) to reduce or prevent pollutants associated with industrial activities and ancillary activities in storm water discharges and authorized non-storm water discharges.

This SWPPP incorporates by reference certain elements of MetroPoly's Emergency Action / Contingency Plan (Hazardous Materials Business Plan), and Hazard Communication Program. This SWPPP, the associated Storm Water Monitoring Program (SWMP), and related storm water records are retained in the Health and Safety Manager files located at the MetroPoly office in San Leandro, California. A copy of the SWMP is included in Appendix Three of this Plan.

Amendments to this SWPPP or SWMP will be made whenever there is a change in design, construction, operation, or maintenance that potentially has significant effect on the potential for the discharge of pollutants to surface waters, ground waters, or the local storm water system. The date of each amendment will be included with this document (See Records of Revisions and Reprints on Certification page). All records required by this SWPPP will be retained for a minimum of five years.

San Leandro Municipal Code (SLMC) Requirements

The City of San Leandro has specific requirements that cover storm water and storm water collections systems for this site. The requirements are called the "Storm Water Management and Discharge Control Ordinance" which can be found in the San Leandro Municipal Code Title 3 Health and Safety; Chapter 3-15 Storm Water Management and Discharge Control.

The requirements are primarily about the reduction of pollutants with in storm water including the prohibition and elimination of litter/littering, the collection of sweeps and the prohibition of placing sweeping in street or gutter. Parking lot and fueling areas shall be cleaned in a manner that does not result in a discharge of pollutants to storm water and the implementation and compliance with Best Management Practices.

Section Two

Definitions

Best Management Practices (BMPs)

means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs also include treatment measures, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage. BMPs may include any type of pollution prevention and pollution control measure necessary to achieve compliance with this General Permit.

Clean Water Act (CWA)

means the Federal Water Pollution Control Act enacted by Public Law 92-500 as amended by Public Laws 95-217, 95-576, 96-483, and 97-117; 33 USC. 1251 et seq.

Facility

is a collection of industrial processes discharging storm water associated with industrial activity within the property boundary or operational unit.

Non-Storm Water Discharge

means any discharge to storm sewer systems that is not composed entirely of storm water.

Authorized Non-Storm Water Discharges

- a. The following non-storm water discharges are authorized by General Permit No. CAS000001 provided that they satisfy the conditions specified in Paragraph b. below: fire hydrant flushing; potable water sources, including potable water related to the operation, maintenance, or testing of potable water systems; drinking fountain water; atmospheric condensates including refrigeration, air conditioning, and compressor condensate; irrigation drainage; landscape watering; springs; ground water; foundation or footing drainage; and sea water infiltration where the sea waters are discharged back into the sea water source.
- b. The non-storm water discharges as provided in Paragraph a. above are authorized by this General Permit if all the following conditions are met:
 - i. The non-storm water discharges are in compliance with Regional Water Board requirements.
 - ii. The non-storm water discharges are in compliance with local agency ordinances and/or requirements.
 - iii. BMPs are specifically included in the SWPPP to (1) prevent or reduce the contact of non-storm water discharges with significant materials or equipment and (2) minimize, to the extent practicable, the flow or volume of non-storm water discharges.
 - iv. The non-storm water discharges do not contain significant quantities of pollutants.

- v. The monitoring program includes quarterly visual observations of each non-storm water discharge and its sources to ensure that BMPs are being implemented and are effective.
- vi. The non-storm water discharges are reported and described annually as part of the annual report.

Unauthorized Non-Storm Water Discharges

- a. Any non-storm water discharge that does not meet the definition for an "Authorized Non-Storm Water Discharges" above.

Significant Materials

includes, but is not limited to: raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Section 313 of Title III of Superfund Amendments and Reauthorization Act (SARA); fertilizers; pesticides; and waste products such as ashes, slag, and sludge that have the potential to be released with storm water discharges.

Significant Quantities

is the volume, concentrations, or mass of a pollutant that can cause or threaten to cause pollution, contamination, or nuisance; adversely impact human health or the environment; and/or cause or contribute to a violation of any applicable water quality standards for the receiving water.

Significant Spills

includes, but is not limited to: releases of oil or hazardous substances in excess of reportable quantities under Section 311 of the CWA (see 40 CFR 110.10 and 117.21) or Section 102 of CERCLA (see 40 CFR 302.4).

Storm water

means storm water runoff, snow melt runoff, and storm water surface runoff and drainage. It excludes infiltration and runoff from agricultural land.

Storm Water Associated with Industrial Activity

means the discharge from any conveyance which is used for collecting and conveying storm water and which is directly related to manufacturing, processing, or raw materials storage areas at an industrial plant. The term does not include discharges from facilities or activities excluded from the NPDES program. For the facilities identified in Categories 1 through 9 of Attachment 1 of this General Permit, the term includes, but is not limited to, storm water discharges from 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 wastewaters (as defined at 40 CFR Part 401); 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 finished products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to storm water.

For the facilities identified in Category 10 of Attachment 1 of this General Permit, the term only includes storm water discharges from all areas listed in the previous sentence where material handling equipment or activities, raw materials, intermediate products, final products, waste materials, by-products, or industrial machinery are exposed to storm water.

Material handling activities include the: storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, finished product, by-product, or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with storm water drained from the above described areas. Industrial facilities (including industrial facilities that are federally, State, or municipally owned or operated that meet the description of the facilities listed in this paragraph) include those facilities designated under 40 CFR 122.26(a)(1)(v).

Section Three

Planning and Organization

Pollution Prevention Team

MetroPoly Corporation's SWPPP Chairman will be responsible for MetroPoly's water compliance programs. Site implementation of this SWPPP and coordinating all monitoring activities as specified in the Storm Water Monitoring Program is the responsibility of the SWPPP Chairman identified to implement the site-specific SWPPP and SWMP requirements.

To form the Pollution Prevention Team, SWPPP Chairman will partner with the MetroPoly managers and employees who will also provide assistance with storm water compliance activities as required.

The Pollution Prevention Team will take into account all local, state, and federal requirements that impact, complement, or are consistent with the requirements of the General Permit. The Team will also identify any existing plans that contain storm water pollution control measures. Overall roles and responsibilities for implementation of MetroPoly's SWPPP Plan are presented in Table 1. The Pollution Prevention Team will complete Worksheet No. 7 "Checklist for consideration of minimum BMPs annual" A copy of Worksheet No. 7 is contained in Appendix Five.

The Health and Safety Manager will train all MetroPoly personnel responsible for implementation of this monitoring program in their duties pursuant to this plan. When contract services are utilized for implementation of SWPPP BMPs, the contractor will be responsible for providing necessary training. The Health and Safety Manager will maintain training records for MetroPoly personnel.

Table 1: Storm Water Pollution Prevention Plan (SWPPP) Roles and Responsibilities

TASK	Chairman	Health and Safety Manager	Spill Prevention Manager	Maintenance Manager
Chairman of the team.	X			
Maintain the SWPPP.	X			
Implement oversight, visual inspection, signature authority of the SWPPP	X			
Storm and erosion control, site map development, and maintenance		X		
Identify parties responsible for successful implementation of this Plan.	X			
Ensure that personnel are trained and documented for implementation of all aspects of this SWPPP.	X	X		
Spill Prevention and Response.			X	
Inspect areas of responsibility for leaks, spills, and other issues related to storm water discharge quality.		X	X	
Initiate appropriate corrective actions. Forward related documentation to Management.			X	X
Track inspection results for all storm water-related areas and ensure correction actions as needed are pursued and closed.	X	X		
Maintain all records required for the SWPPP.	X	X		
Conduct Annual Comprehensive Sit Compliance Evaluation and Revisions.	X		X	
Submit the Annual Report for Storm Water Discharges Associated with Industrial Activities.	X			
Report releases of pollutants to any storm drain or local waterway to appropriate agencies.	X	X	X	X
Identify all onsite storm drain inlets, piping and stream discharge locations.		X	X	
Verify that there are no illicit connections to the storm drains.			X	X
Undertake all maintenance operations in a manner that eliminates or minimizes potential pollution of all external facility areas, including facility pads, loading docks and parking lots.		X		X
Responsible for maintenance of exposed inventory				X

TASK	Chairman	Health and Safety Manager	Spill Prevention Manager	Maintenance Manager
<p>list, resin spill prevention and response, housekeeping of railroad track.</p> <p>Ensure that all facilities contractors are aware of MetroPoly's SWPPP requirements, and that their work meets the requirements of the Plan.</p> <p>Ensure that all contractor employees and their subcontractors are aware of MetroPoly's SWPPP requirements, and that their work meets the requirements of the Plan.</p> <p>Immediately report any spillage of pollutants to SWPPP Chairman (Phone # located in Attachment Two).</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>

Section Four

Facility Description

The MetroPoly San Leandro Facility is comprised of one main building (poly bag manufacturing and office), one truck loading and unloading area to north of building, rail car unloading area to south of building and employee parking.

Facility Location

The MetroPoly San Leandro Facility is located at 1651 Aurora Drive in San Leandro, California. The site currently occupies approximately 12K square feet, and the area surrounding the facility is primarily commercial and light industrial use. The facility is bounded on the south by the rail road tracks and a distribution center, on the north by light industrial buildings, on the west by a distribution center, and on the east by Aurora Drive.

Site Map

The MetroPoly San Leandro Facility maps are included in this document as Appendix Four. As required by the General Permit, these maps locate the features listed in the table below, unless otherwise indicated:

Permit Requirement	Comments
Facility boundaries	
Outline of storm water drainage areas within facility boundaries	
Portion of the drainage area impacted by run-on from surrounding areas	The drainage area is not impacted by run-on from surrounding areas.
Direction of flow of drainage areas	
On-site surface water bodies	No on-site surface water bodies observed.
Areas of soil erosion	Areas of soil erosion not observed.
Nearby water bodies and municipal storm drain inlets where the facility's storm water and potential non-storm water discharges may be received	
Location of the storm water collection and conveyance system, associated points of discharge, and direction of flow, including structural control measures that affect storm water discharges, authorized non-storm water discharges, and run-on	

Permit Requirement	Comments
Outline of impervious areas of the facility, including paved areas, building, covered storage areas, or other roofed structures	The entire site is paved or covered by a roof, except in front of the building and to the north of parking lot there is vegetation cover and trees.
Locations where materials are directly exposed to precipitation and the locations where significant spills or leaks have occurred	No significant spills or leaks have occurred.
Areas of industrial activity	

Surface Water Bodies and Wells

There are no surface water bodies on site nor are there any known wells. The nearest surface water body is the San Francisco Bay located approximately 1500 feet west of the site. It is our understanding that based on the City of San Leandro storm water drainage system that all storm water from this site will flow to the San Francisco Bay.

Regional Rainfall

Average rainfall for City of San Leandro is summarized in the following table:

	Jan	Feb	Mar	Apr	May	Jun
mm	122.6	94.2	99.8	48.2	9.6	4.3
inches	4.8	3.7	3.9	1.9	0.4	0.2
Jul	Aug	Sep	Oct	Nov	Dec	Year
1.5	2.2	9.3	47.4	98.5	98.0	636.2
0.1	0.1	0.4	1.9	3.9	3.9	25.0

(Source: Worldclimate.com)

Site Activities

The term "Storm Water Associated with Industrial Activity" is defined as the discharge from any conveyance that is used for collecting and conveying storm water and that is directly related to manufacturing, processing, or raw materials storage areas at an industrial site.

MetroPoly's site includes poly bag manufacturing, truck loading and unloading, and rail car unloading with these activities. Implementation of the following activities will prevent or reduce the discharge of pollutants to storm water from storage and loading and unloading activities.

At the MetroPoly San Leandro Facility, the majority of items permanently exposed to precipitation are roofs, employee parking areas, loading and unloading docks, rail car unloading area, and other non-industrial areas or activities.

Most chemicals, parts and supplies for the site arrive in shipping containers transported to the site within enclosed storm-resistant trailers. The containers are unloaded within

enclosures that prevent contact with storm water. These material handling activities are not likely sources of significant pollutants to storm water.

A waste collection container is also located to the north of the building and is exposed to storm water. These activities are subject to the requirements of the General Permit.

Site Paving

The majority of the San Leandro Facility consists of impervious surfaces, primarily truck and employee parking areas, and the manufacturing/office building. The unpaved portions of the site include vegetation cover and trees along the east side of the building and north of the parking lot.

Site Drainage

There are two storm drains located on the property and one at the street – See site map for locations. All storm drains located on the property have woven filters in place to capture solids.

Storm water run-off comes primarily from paved surfaces and roof drains and some run-off from the landscaped area. Storm water on the site flows to:

1. one of the two storm drains located within the property,
2. filters through the gravel and will flow along rail road to the southwest on the south side at the rail car unloading area, or
3. SD#3 to the east in the road from the landscaping area over the sidewalk and curb and flows down to the storm drain in the street.

Storm water ultimately drains to San Francisco Bay, which is approximately 1500 feet west of the facility.

Process Wastewater and Sanitary Sewer System

The San Leandro Facility is over 30 years old. MetroPoly has confirmed that there are no process wastewaters or sanitary water systems connected to the facility storm drains based on a review of facility.

The building has its own sanitary sewer system that connects toilets and wash sinks and the cooling towers directly to the sanitary sewer. No other discharges or process waters are connected to the sanitary sewer.

Underground and Aboveground Storage Tanks

- There are no underground or aboveground storage tanks on site. The site does have multiple bins that are used to store the poly resin/pellets. These bins are located inside the facility.

Section Five

Identification of Potential Contaminates

List of Significant Materials

The MetroPoly San Leandro Facility Hazardous Materials Business Plan (HMBP) includes a Hazardous Materials Inventory Statement (HMIS) for on-site hazardous materials that identifies chemical storage locations at the site. A copy of the chemical storage location map is contained in Appendix Four). The HMIS is located in the Hazardous Materials Business Plan (HMBP). The HMBP is located in the Health and Safety Managers Office.

The primary hazardous material in storage on site is ink. These materials are received in steel cans and transferred to ink (chemical) storage area. The chemical storage area is within secondary containment and is protected from rain water. Other significant potential containments include solids from the loading and unloading of poly resin/pellets outside.

The sites poly bags are shipped in containers/boxes and are not considered a significant source and are not exposed to storm water.

Based on the controls in-place and the procedures used to minimize o and that under normal conditions hazardous materials on site are not exposed to storm water and they are not likely to be potential sources of storm water pollution.

Significant Materials Inventory Table

Trade Name	Chemical/Physical Description	Potential Storm Water Pollutants
Lubricants – Motor Oil – Hydraulic Fluid	Black/brown oily liquid hydrocarbon	Oil & grease
Poly resin/pellets	Opaque material	Floating and suspended solids

History Spill and Leak Record

According to facility records, there have not been any spills in uncovered areas of the facility in the past three years.

Potential Areas/Activities for Storm Water Contamination

The following potential source areas of storm water contamination were identified and evaluated.

Truck Loading & Unloading

The loading and unloading of ink and poly resins/pellets at the docks on the north side of the facility are not expected to be in contact with storm water. Contaminates may included floating and suspended solids.

Rail Car Unloading

The unloading of poly resins/pellets at the rail car unloading area may be in contact with storm water. Contaminates may included floating and suspended solids.

Truck Loading and Unloading (Southeast corner of facility)

Periodically poly pellets/resin may be loaded or unloaded at the southeast corner of the facility. The unloading or loading of poly resins/pellets at this location be in contact with storm water. Contaminates may included floating and suspended solids.

Material and Waste (Hazardous, Industrial, and Refuse) Handling

MetroPoly receives materials and ships hazardous waste from the facility. All material handling personnel are trained in material and waste handling and in spill cleanup. Personnel are trained not to place materials in areas where they can be exposed to storm water. Spill cleanup supplies are stored in the Ink Storage Area and within the building.

A forklift is used for various material handling activities within the building and outside as well. The forklift is inspected regularly and adequately maintained so as not to leak contaminants. Lead-acid batteries are used in the forklift. When no longer functional, the waste lead-acid batteries are removed and recycled by the contracted maintenance company. Only trained MetroPoly personnel are permitted to drive the forklift.

Hazardous wastes when generated are stored within the building and are not normally exposed to storm water.

Refuse wastes are collected in a refuse dumpster that is located north of the building. It has a permanent cover and is keep closed at all times. Refuse may be lost in the act of loading and become exposed to storm water. Regular inspections and regular housekeeping of the refuse dumpster area minimizes the effects of refuse exposed to storm water.

Dust and Particulate Generating Activities

There are currently no routine activities generating dust or particulates at the facility from maintenance or ancillary activities. The unloading of poly resins/pellets is done using a vacuum system.

Significant Spills and Leaks

In the event of a significant spill or leak, MetroPoly trained personnel will either clean up the spill or leak and/or a third-party emergency response vendor may be contacted to provide subsequent spill mitigation and clean-up assistance. Specific emergency procedures are described in MetroPoly's Hazardous Material Business Plan (HMBP).

Building Repair, Remodeling and Small-Scale Construction

Building repair, remodeling, painting, concrete work, and small-scale construction activities by outside contractors may occur at the MetroPoly San Leandro Facility. When necessary for immediate availability, building materials and supplies are normally stored in the parking area under temporary tarpaulins or permanent storm resistant enclosures whenever practical. Activities that occur within the facility are not exposed to storm water. Whenever possible, outside activities are not scheduled to occur during storm events.

Pesticides, Fertilizers, and Herbicides

Pesticides and Fertilizers are not currently used at the site. Herbicides may be used to eliminate weeds that are growing in cracks along the fence line. Herbicides are only applied minimally and directly to the plan and not within 24-hours of a forecasted storm event. Current or future application of pesticides, fertilizers, and herbicides to building and grounds shall be performed in accordance with regulatory requirements and BMPs.

Storage and mixing of pesticides, fertilizers, herbicides and any other landscape chemicals are not permitted on-site, except for a bottle of herbicide that will be stored in the office when not in use. Only the Maintenance supervisor or trained individual will apply the herbicide to minimize impact on storm water.

Cleaning of Building Exterior and Walkways

Exterior cleaning of the building of light dirt may be performed on a non-routine basis to maintain appearances. Window washing runoff may contain mild detergent residue. Dry wiping and sweeping of walkways is the preferred method to clean off walkways and building walls on a non-routine basis. Steam cleaning or pressure cleaning to remove light dirt may be used on a non-routine basis. This water is collected and disposed of by the sanitary sewer.

Water Rinsing of Equipment and Vehicles

All vehicles are taken off-site to a carwash for cleaning. If on-site cleaning is required; dry wiping is preferred, water rinsing of light dirt from vehicles and equipment is to improve appearance and may be completed on a non-routine basis provided that soaps and detergents are not used. This water is collected and disposed of by the sanitary sewer.

A Summary of Available Storm Water Sampling Data

MetroPoly has no available sampling data; because sampling had not yet been conducted at this site.

Section Six

Best Management Practices

This section describes the best management practices (BMPs) and operating procedures employed to control potential pollutant sources and minimize their impacts to storm water. Where applicable, other MetroPoly Corporation documents are referenced rather than repeated in this SWPPP.

MetroPoly Corporation General Approach

MetroPoly Corporation minimizes exposure of equipment and materials areas to rain and runoff by using cover and containment. In and around these areas, we use good housekeeping to minimize the generation of pollutants. We are making storm water pollution prevention BMPs a part of standard operating procedures and the employee training program. Provide employee education materials in the first language of employees, as necessary.

The best management practices are listed by activity or area.

General Housekeeping

Good housekeeping practices minimize liability, reduce costs, and make it easier to detect spills and potential problems. The following housekeeping activities are performed regularly:

- Pads, floors, sidewalks, fence, parking areas and roofs exposed to storm water are dry swept or wet-mopped to be keep free of litter, landscape debris and dirt. The preferred method of clean is dry sweeping. Sweepings from these housekeeping activities are **not** placed in the street or gutter, but are to be disposed of in the proper waste receptacle.
- Waste is collected, separated, and disposed of properly (as recyclable materials, non-hazardous waste or hazardous wastes as appropriate), or accumulated in a designated area for pickup by an appropriate vendor.
- Hoses (sprayed water) are not used as a substitute for dry sweeping outside.
- Drip pans are placed under leaking vehicles to capture fluids.
- The manufacturing floor is cleaned throughout the day.
- Mop water is **never** poured into the parking lot, street, gutter, or storm drain.
- The usage of hoses (water) is discouraged to washing down outside paved areas. Dry sweep methods are preferred.
- Rags are reused, recycled, industrially laundered or properly disposed of. Rags contaminated with oil or other chemicals are never disposed of in the trash.
- All new and used parts that must be stored outside of the building are stored on pallets (off the ground) and covered with tarps to eliminate contact with storm water. Parts have been clean and contain no free liquids.

Vehicle Maintenance

Vehicle Maintenance is prohibited onsite except for the forklift. Forklift is maintained by an outside contractor. All trucks will be taken to a truck repair shop for maintenance.

Air Compressors

The air compressors are covered to protect them from rain water. The air compressors condensate is collected, oil removed and disposed of either to sanitary sewer or if visible oil sheen as a Hazardous Waste. The condensate collection container is provided with containment to minimize the potential for a leak. To minimize an oil leak from the compressor; the air compressor has oil absorbent booms placed around the compressor to capture any leaks. The air compressor area is inspected daily. In case a spill occurs, report to responsible team members to clean up and dispose of absorbed spill as with the appropriate waste vendor. Spill cleanup materials and equipment is stored in the middle section of the building, weekly maintenance and inventory is performed by Maintenance Manager or designee.

Action

A curb is to be placed around/within the air compressor enclosure to provide a barrier such that oil can not leak outside of the enclosure; until the curb is installed oil absorbent booms will be used to provide protection of the storm water.

Action Completed: 6401-10 Date Completed: 04-01-10

Verified by: JASON SHEN

Railroad Track

Employees are trained to use a tray/ container under rail discharge to contain any spills and the usages of the tray is check daily. Material is vacuumed from the rail cars to further minimize the potential for a spill of poly resin/pellets. In case a spill occurs, responsible team members will clean up and dispose of properly. Spill cleanup materials and equipment will be stored in the middle section of the building, weekly maintenance and inventory will be performed by.

Washing Trucks

MetroPoly requires that company owned and leased vehicles and trailers are regularly cleaned off site at appropriate cleaning facilities. Occasionally a truck will need to be washed on-site and we have implemented these BMP.

- All wash water is collected for proper disposal. Spray on acid-based wheel cleaner is never used on-site.

Cooling Towers

Cooling towers are inspected daily. The cooling towers only use city water and do not use treatment chemicals in the water. In case a spill occurs, report to responsible team members to clean up and dispose pollution correctly. Spill cleanup materials and equipment will be stored in the middle section of the building, weekly maintenance and inventory will be performed by.

Equipment Cleaning (Outside)

- Equipment is wiped down with dry wipes (whenever possible) or with wet wipes.
- Equipment cleaning with rinse water is only allowed provided that the rinse water is contained and allowed to evaporate or discharged to the sanitary sewer.

Ink Storage Area - Hazardous Materials and Hazardous Waste Handling and Storage

To minimize the potential for spills and storm water pollution, the following best management practices are followed:

- Only appropriately trained individuals handle hazardous materials and hazardous wastes.
- Materials and wastes are stored within the facility.
- Chemicals are segregated appropriately according to compatibility and stored in secure, compatible containers with appropriate secondary containment.
- Residues that accumulate on the exteriors of containers are removed with wipes.
- All hazardous waste containers must be labeled and handled carefully.
- All Containers and drums must be closed and cleaned before moving into storage area. Daily inspection of all drums, tanks and similar containers. All hazardous waste containers must be labeled and handled carefully.
- Hazardous materials and wastes are stored per local and state requirements and are inspected weekly. They are protected from storm water and most have containment.
- New and Used oil drums are inspected weekly.

The Ink Storage area outside is protected from storm water with a roof and the area is curbed to contain any spills.

- Daily inspection and cleaning onsite. In case a spill occurs, responsible team members will clean up and dispose of properly. Spill cleanup materials and equipment will be stored in the middle section of the building, weekly maintenance and inventory will be performed by Maintenance Manger.

Spill Control

Specific procedures for preventing and responding to spills are described in the Emergency Response / Contingency Plan within the HMBP, respectively requirements and employees are trained on the elements of the plan. Spills that occur on-site, whether within the building or outside, are responded to in a manner that minimizes the effects of the spill on storm water.

- Spills and drips are contained immediately with drip pans, spill absorbents, or other appropriate containment systems.
- Spills and drips are cleaned up with absorbent materials or wipes. Saturated absorbent materials and wipes are swept up and disposed of properly.
- Employees are trained to "Spot clean" leaks and drips immediately. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.

Spill equipment is stored at the facility in strategic locations to ensure its availability when needed. Spill equipment is inspected regularly, maintained as needed and replaced when required.

Records of reportable spills, including descriptions of the material, quantity, location, cause, clean-up measures, dates of occurrence, and other pertinent information, are to be maintained and archived by the Spill Prevention Manager. Records will be kept on file for a minimum of five years.

Spill cleanup materials and equipment will be stored in the middle section of the building, weekly maintenance and inventory will be performed by Maintenance Manager.

Outdoor Waste Receptacle Surrounding Areas

The site's waste dumpster is water tight and the lid is kept closed at all times. Liquids are prohibited from being disposed of in the waste dumpster. The area and the dumpster are inspected weekly and spot cleaned and swept regularly to minimize accumulation of debris lost in the act of loading.

Purchasing

Purchasing decisions have a direct and long-term impact on the products used and disposed of by our shop. The controller will continue to evaluate purchasing decisions to make pollution prevention easier and reduce costs and liability by controlling the types and amounts of products purchased. The controller will routinely ask suppliers for information on less toxic chemical cleaners, parts and products.

Inventory is minimized by purchasing only as much product as needed in the foreseeable future. This reduces storage space needs, inventory tracking costs, and liability for storing hazardous materials and waste.

Education and Training

Our success is dependent on an effective training program. All employees are trained upon hiring – and annually thereafter – on personal safety, chemical management, proper methods for handling and disposing of waste, general housekeeping, material management, spill prevention and response, and storm water management and monitoring. This training ensures that all employees understand storm water discharge prohibitions, wastewater discharge requirements, and these best management practices. Training is documented using a training log.

Additional specific topics or BMPs of training are:

- Implementing activities identified in the SWPPP and SWMP;
- Conducting inspections, sampling and visual observations; and
- Managing storm water.
- Train employees on proper fueling and cleanup procedures.
- Ensure that employees are familiar with the site's Emergency Response and Contingency Plan and/or proper spill cleanup procedures.

Training is documented, and the Maintenance Supervisor will maintain records of training received by employees and other affected personnel for at least 5 years.

Building Repair, Remodeling and Small-Scale Construction

Best management practices associated with these activities include:

- Covering storm drains or close drain valves during pressure washing of equipment, building, sidewalks, and plazas.
- Scraping sweeping and disposing of paint chips as waste.
- Cleaning water-based paint from brushes into sanitary sewer sinks.
- Recycling leftover paints.
- Collecting cutting oils and metal shavings on a daily basis.
- Storing concrete, grout, and mortar under cover.
- Washing concrete equipment, tools and trucks onto landscaped areas, and collecting hardened residues into waste bins.
- Using wash waters that do not contain soaps or detergents.
- Using wet vacuums (wet vacs) to collect sludge and waste water.

Pesticides, Fertilizers, and Herbicides

Best management practices include:

- Not applying pesticides, fertilizers, and herbicides within 24 hours of forecasted rain, especially when handling liquids and powders.
- Using the least hazardous product for the application, especially with regard to marine pollutants.
- Only applying the recommended amounts of pesticides, fertilizers, and herbicides.
- When using concentrates, mixing only the amount needed and using the entire product mixed.
- Disposing of excess chemicals as hazardous waste.
- Appropriately manage and dispose empty chemical containers and excess chemicals.

Recordkeeping and Internal Reporting

The SWPPP, the SWMP, and all documents incorporated by reference in the SWPPP and SWMP are maintained by the SWPPP Chairman, unless otherwise specified. Any and all records associated with SWPPP and SWMP requirements will be maintained on site for at least 5 years.

Erosion Control and Site Stabilization

The site is approximately 95% percent impervious. Given these conditions and the relative flatness of the site and landscape cover, there is little potential for erosion.

Preventive Maintenance and Repairs

Equipment inspection, maintenance and cleaning procedures are designed to ensure that equipment at the facility is functioning properly, and to prevent potential spills, leaks and upset conditions. The maintenance procedures, which are generally performed by the MetroPoly Maintenance Department and its contractors, minimize the potential contact between storm water, and materials and wastes associated with maintenance or cleaning activities.

The following preventive maintenance activities are performed:

- The Maintenance Department inspects equipment for leaks regularly. The Maintenance Department maintains records of scheduled maintenance activities. Specific areas included:
 - Cooling Towers
 - Air Compressors
 - Ink Storage Area
 - Hazardous Waste Storage Area
- Drip pans are used whenever maintenance operations may result in spills or drips.
- Any necessary corrective actions are scheduled for prompt completion.

Inspections

Regular inspections by maintenance and operations personnel of their areas for leaks and spills and housekeeping issues occur on a regular basis. All spills and leaks are immediately mitigated/contained to prevent liquids from entering storm water system.

In addition to the preventative maintenance and housekeeping inspections, potential pollutant sources will be inspected regularly (at least quarterly). Any corrective actions identified during these inspections will be addressed and completed promptly. If necessary, the SWPPP will be modified.

Storm water program inspections will be conducted in accordance with the Storm Water Monitoring Plan (SWMP), contained in Appendix Three, which indicates inspection-required parameters and schedules. The inspection forms will be maintained for at least three years from date of inspection. The results will be submitted as part of the required Annual Report that must be completed by **July 1 of each year** and submitted to the Regional Water Quality Control Board.

Quality Assurance

In order to assure that all elements of the monitoring program are conducted, the following quality assurance measures are included in the Plan.

- The MetroPoly SWPPP Chairman will annually review the effectiveness of the Plan to ensure that all of the required elements of the SWPPP and SWMP are adequately conducted.
- Whenever necessary, corrective actions will be initiated and tracked until completed.
- Whenever necessary, the SWPPP and SWMP will be revised appropriately.
- All documentation will be forwarded to the responsible site Health and Safety Manager who will review and maintain the documents.
- All monitoring and inspections will be limited to personnel who have been trained to implement specific elements of the SWMP.
- Initial and refresher training will be completed prior to the first storm event of the rainy season or for all inspectors by September 1 of every year or prior to being allowed to be a designated inspector.
- Annual refresher training will be conducted every calendar year, or as required.
- Training of the Monitoring Program will be documented. Records of the training will be retained by the SWPPP Chairman for a period of 5 years.

Treatment

The San Leandro Facility does not employ any treatment methods such as inlet controls, infiltration devices, oil/water separators, detention ponds or vegetative swales to reduce potential pollutants of storm water discharges or authorized non-storm water discharges.

Section Seven

Annual Monitoring and Reporting Requirements

Storm Water Monitoring Program

A copy of the Storm Water Monitoring Program is included in Appendix Three and includes inspection and sampling requirements that are to take place within the time period of July 1 – June 30 of each year. These requirements are to ensure that best management practices are adequate in eliminating potential pollutants from the storm water.

Annual Comprehensive Site Compliance Evaluation

As required in the General Permit, the MetroPoly SWPPP Chairman or designee will conduct one Annual Comprehensive Site Compliance Evaluation (ACSCE) in each reporting period (July 1–June 30). Evaluations are to be conducted within 8 to 16 months of each other. If necessary, this Program will be revised, as appropriate, and the revisions implemented within 90 days of the evaluation.

The ACSCE observations will be recorded on "Form 5 - Annual Comprehensive Site Compliance Evaluation Potential Pollutant Source/Industrial Activity Bmp Status" or an equivalent form. Form 5 is included as Appendix Six.

The evaluation will summarize and include the following:

1. Required observation records, inspection records, and sampling and analysis results.
2. Visual inspections of potential pollutant sources or evidence of pollutants entering the drainage system.
3. A review and evaluation of BMPs (both structural and non-structural) to determine whether the BMPs are sufficient and properly implemented, or whether additional BMPs are needed.
4. A visual inspection of equipment that is needed to implement the SWPPP, such as spill response equipment, will also be completed.
5. An evaluation report that includes:
 - Identification of personnel performing the evaluation,
 - The date(s) of the evaluation,
 - Necessary SWPPP revisions,
 - Schedule for implementing SWPPP Plan revisions,
 - Any incidents of non-compliance and the corrective actions taken, and
 - A certification that the facility operator is in compliance with the General Permit.

Annual Report for Storm Water Discharges Associated with Industrial Activities

MetroPoly is required to submit an Annual Report for Storm Water Discharges Associated with Industrial Activities (Annual Report) to the RWQCB, and other agencies as appropriate, **by July 1 each year**, which includes storm water discharge monitoring

information described in the SWMP. The SWMP will be kept onsite with the SWPPP. The Annual Report will be certified and signed by the appropriate official of MetroPoly or his/her designee. Copies of each Annual Report will be maintained on site for at least five years and maintained in Appendix Seven.

The Annual Report shall include the items listed below and shall be submitted by July 1 of each year to the Executive Officer of the appropriate RWQCB.

- Summary of visual observations and sampling results
- Evaluation of the visual observations and sampling and analysis results
- Documentation that the BMPs in the SWPPP are being implemented and properly maintained as necessary
- Laboratory reports (including detection limits for each analytical parameter)
- The Annual Comprehensive Site Compliance Evaluation Report (as described below)
- Documentation, including the justification, of any deviations from the General Permit requirements (if not already included in the Evaluation Report)
- Records
- Detection limits for each analytical parameter

Section Eight

SWPPP General Requirements

The SWPPP will be retained on site and made available upon request of a representative of the Regional Water Board and the local storm water management agency (local agency) that receives the storm water discharges.

The SWPPP is considered a report that will be available to the public by the Regional Water Board under Section 308(b) of the Clean Water Act, thus MetroPoly will provide the SWPPP, upon request, to the Regional Water Board.

SWPPP Revisions

If the Regional Water Board or local agency notifies MetroPoly that the SWPPP does not meet one or more of the minimum requirements of General Permit, MetroPoly will submit an SWPPP revision and implementation schedule that meets the minimum requirements of the Regional Water Board or local agency that requested the SWPPP revisions.

Within 14 days after implementing the required SWPPP revisions, MetroPoly will provide written certification to the Regional Water Board and/or local agency that the revisions have been implemented.

The SWPPP will be revised, as appropriate, and implemented prior to changes in industrial activities which

- May significantly increase the quantities of pollutants in storm water discharge,
- Cause a new area of industrial activity at the facility to be exposed to storm water, or
- Begin an industrial activity that would introduce a new pollutant source at the facility.

The SWPPP will be revised and implemented in a timely manner, but in no case more than 90 days after MetroPoly determines that the SWPPP is in violation of any requirement of the General Permit.

Implementation Reports

When any part of the SWPPP is infeasible to implement by the deadlines specified due to proposed significant structural changes, MetroPoly will submit a report to the Regional Water Board prior to the applicable deadline that

- Describes the portion of the SWPPP that is infeasible to implement by the deadline,
- Provides justification for a time extension,
- Provides a schedule for completing and implementing that portion of the SWPPP, and
- Describes the BMPs that will be implemented in the interim period to reduce or prevent pollutants in storm water discharges and authorized non-storm water discharges.

Such reports are subject to Regional Water Board approval and/or modifications. MetroPoly will provide written notification to the Regional Water Board within 14 days after the SWPPP revisions are implemented.

Signatory Requirements

NOI

All Notices of Intent (NOIs) submitted to the State Water Board will be signed by a responsible corporate officer. A responsible corporate officer is defined as

- A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
- The manager of the facility if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

Reports and Certifications

All reports, certifications, or other information required by the General Permit or requested by the Regional Water Board; State Water Board, U.S. EPA, or local storm water management agency will be signed by

- A responsible corporate officer or
- A duly authorized representative.

A person is a duly authorized representative only if:

- The authorization is made in writing by a person described above and retained as part of the SWPPP.
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of manager, operator, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)
- If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization must be attached to the SWPPP prior to submittal of any reports, certifications, or information signed by the authorized representative.

Certification

Any person signing documents shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate 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."

Reporting Requirements

Planned Changes

MetroPoly will give advance notice to the Regional Water Board and local storm water management agency of any planned physical alteration or additions to the general permitted facility when the alteration or addition could significantly change the nature or increase the quantity of pollutants discharged.

Anticipated Noncompliance

MetroPoly will give advance notice to the Regional Water Board and local storm water management agency of any planned changes at the permitted facility that may result in noncompliance with General Permit requirements.

Compliance Schedules

Reports of compliance or noncompliance with or any progress reports on interim and final requirements contained in any compliance schedule of this General Permit will be submitted no later than 14 days following each scheduled date.

Noncompliance Reporting

MetroPoly will report any noncompliance at the time monitoring reports are submitted. The written submission shall contain (1) a description of the noncompliance and its cause; (2) the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and (3) steps taken or planned to reduce and prevent recurrence of the noncompliance.

Appendix One

Notice of Intent

SECTION IV. ADDRESS FOR CORRESPONDENCE

Facility Operator Mailing Address (Section II) Facility Mailing Address (Section III, B.) Both

SECTION V. BILLING ADDRESS INFORMATION

SEND BILL TO: Facility Operator Mailing Address (Section II) Facility Mailing Address (Section III, B.) Other (enter information below)

Name: Metro Poly Corp Phone: 510-357-9898

Mailing Address: 1651 Aurora Drive

City: San Leandro State: CA Zip Code: 94577

Contact Person: Sally Law

SECTION VI. RECEIVING WATER INFORMATION

Your facility's storm water discharges flow: (check one) Directly OR Indirectly to waters of the United States.

Name of receiving water: San Francisco Bay Water

 (river, lake, stream, ocean, etc.)

SECTION VII. IMPLEMENTATION OF PERMIT REQUIREMENTS

A. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) (check one)
 A SWPPP has been prepared for this facility and is available for review.
 A SWPPP will be prepared and ready for review by (enter date): 4/2/10

B. MONITORING PROGRAM (check one)
 A Monitoring Program has been prepared for this facility and is available for review.
 A Monitoring Program will be prepared and ready for review by (enter date): 4/2/10

C. PERMIT COMPLIANCE RESPONSIBILITY
 Has a person been assigned responsibility for:

1. Inspecting the facility throughout the year to identify any potential pollution problems?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. Collecting storm water samples and having them analyzed?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. Preparing and submitting an annual report by July 1 of each year?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. Eliminating discharges other than storm water (such as equipment or vehicle wash-water) into the storm drain?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION VIII. SITE MAP

I HAVE ENCLOSED A SITE MAP YES A new NOI submitted without a site map will be rejected.

SECTION IX. CERTIFICATION

"I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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. In addition, I certify that I have read the entire General Permit, including all attachments, and agree to comply with and be bound by all of the provisions, requirements, and prohibitions of the permit, including the development and implementation of a Storm Water Pollution Prevention Plan and a Monitoring Program Plan will be complied with."

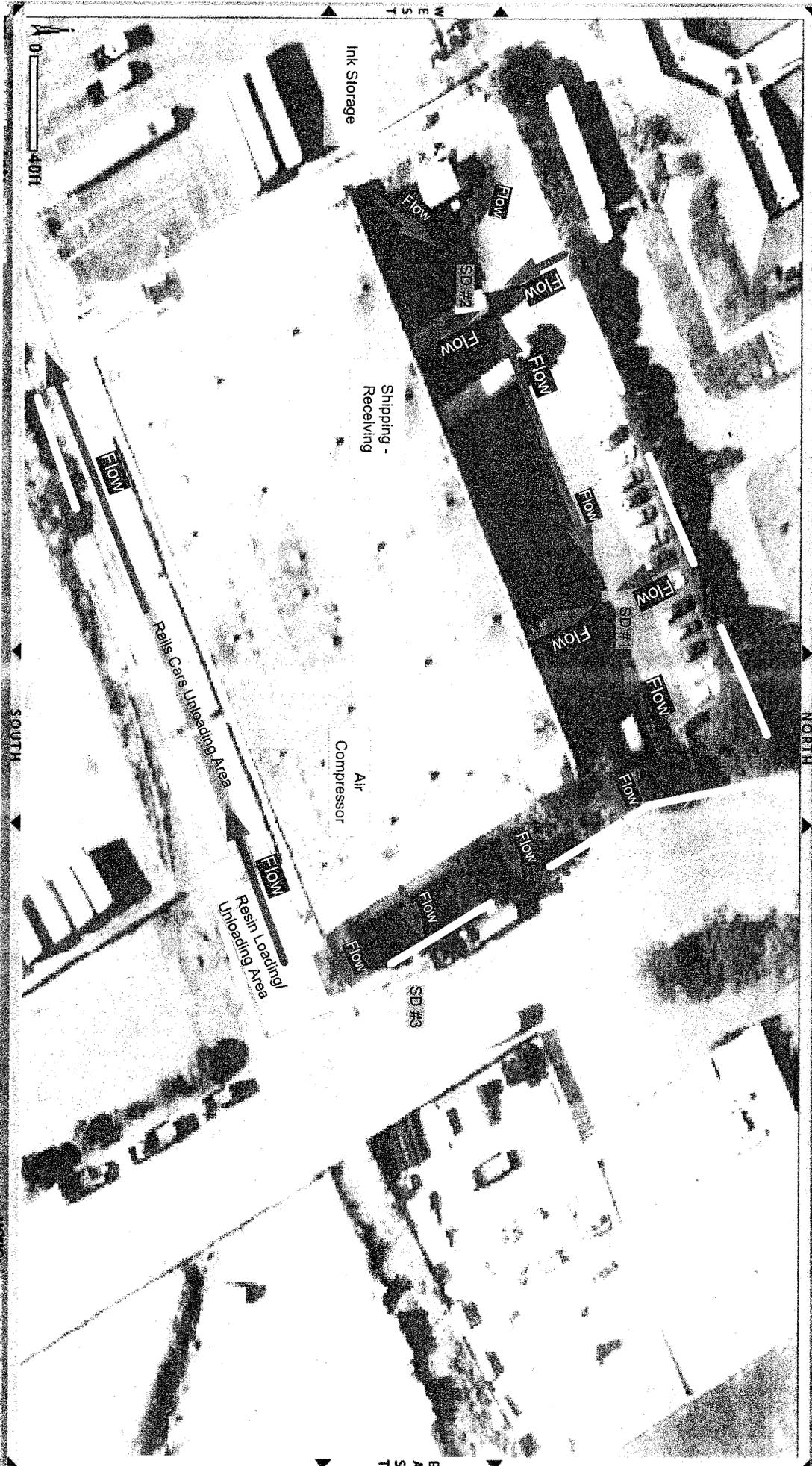
Printed Name: Tommy Law

Signature: _____ Date 3/23/2010

Title: Vice-President

Note: Resin/Pallets are Unloaded From Rail Cars Along Entire Length of the Southeast Side of Building

MetroPoly Corporation.
1651 Aurora Drive
San Leandro, CA 94557
SWPPP Site Map
03/26/2010



Appendix Two

Pollution Prevention Team Assignments

The following titles have been assigned to a person at MetroPoly Corporation:

SWPPP Chairman: JASON SHEN Phone # 510-357-9898

H & S Manager: GUO YOU ZHANG Phone # 510-357-9898

Spill Prevention Mgr: YUPING WANG Phone # 510-357-9898

Maintenance Mgr: GUO YOU ZHANG Phone # 510-357-9898

Appendix Three

Storm Water Monitoring Plan

Appendix Four

Site Maps

Appendix Five

Worksheet No. 7 Checklist for Consideration of Minimum BMPs

WORKSHEET No. 7		
CHECKLIST FOR CONSIDERATION OF MINIMUM BMPs		
Check which one of the following describe your facility.		
Name of Reviewer:	Date:	
Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outside areas kept neat and clean?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the facility orderly and neat?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the process debris removed regularly?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area clear of excessive dust from industrial operations?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there no evidence of leaks and drips from equipment and machinery?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees regularly informed of the importance of good housekeeping?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are catch basins, storm conveyance pipes, and storm water treatment facilities cleaned at the appropriate intervals (see Chapter 5)?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are good housekeeping procedures and reminders posted in appropriate locations?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicle maintenance activities kept indoors and do not tend to "creep" out the front door of the maintenance shop?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are containers for chemical substances and for temporary storage of wastes labeled?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vehicle and equipment washing done in a designated area so that the wash water can be discharged to the sanitary or process wastewater sewer?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are regular housekeeping practices carried out?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a spill prevention and response team?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate spill containment and cleanup materials kept on-site and in convenient locations?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleanup procedures for spills followed regularly and correctly?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are used absorbent materials removed and disposed of in a timely manner?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are personnel regularly trained in the use of spill control materials?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is exposed piping and process equipment regularly inspected and/or tested to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are drainage ditches or the areas around the outfall(s) free of erosion?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unpaved outdoor areas protected from water or wind erosion?		
Any items checked "No" require consideration in the selection of BMPs.		
N/A = Not Applicable.		

Appendix Six

Form 5 - Annual Comprehensive Site Compliance Evaluation Potential Pollutant Source/Industrial Activity BMP Status

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SIDE A

FORM 5-ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY BMP STATUS

EVALUATION DATE: / / INSPECTOR NAME: TITLE: SIGNATURE:

POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	Describe deficiencies in BMPs or BMP implementation	Describe additional/revISED BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	Describe deficiencies in BMPs or BMP implementation	Describe additional/revISED BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	Describe deficiencies in BMPs or BMP implementation	Describe additional/revISED BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	Describe deficiencies in BMPs or BMP implementation	Describe additional/revISED BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO		

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SIDE B

FORM 5 (Continued)-ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY BMP STATUS

EVALUATION DATE: ___ / ___ / ___ INSPECTOR NAME: _____ TITLE: _____ SIGNATURE: _____

POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO			

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POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revISED BMPs or corrective actions and their date(s) of implementation
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE ADDITIONAL/REVISED BMPs NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revISED BMPs or corrective actions and their date(s) of implementation

Appendix Seven

Annual Report for Storm Water Discharges Associated with Industrial Activities

State of California
STATE WATER RESOURCES CONTROL BOARD

2009-2010
ANNUAL REPORT
FOR
STORM WATER DISCHARGES ASSOCIATED
WITH INDUSTRIAL ACTIVITIES

Reporting Period July 1, 2009 through June 30, 2010

An annual report is required to be submitted to your local Regional Water Quality Control Board (Regional Board) by July 1 of each year. This document must be certified and signed, under penalty of perjury, by the appropriate official of your company. Many of the Annual Report questions require an explanation. Please provide explanations on a separate sheet as an attachment. **Retain a copy of the completed Annual Report for your records.**

Please circle or highlight any information contained in Items A, B, and C below that is new or revised so we can update our records. Please remember that a Notice of Termination and new Notice of Intent are required whenever a facility operation is relocated or changes ownership.

If you have any questions, please contact your Regional Board Industrial Storm Water Permit Contact. The names, telephone numbers and e-mail addresses of the Regional Board contacts, as well as the Regional Board office addresses can be found at <http://www.waterboards.ca.gov/stormwtr/contact.html>. To find your Regional Board information, match the first digit of your WDID number with the corresponding number that appears in parenthesis on the first line of each Regional Board office.

GENERAL INFORMATION:

A. Facility Information:

Facility Business Name: _____
Physical Address: _____
City: _____
Standard Industrial Classification (SIC) Code(s): _____

Facility WDID No: _____

Contact Person: _____
e-mail: _____
CA Zip: _____ Phone: _____

B. Facility Operator Information:

Operator Name: _____
Mailing Address: _____
City: _____

Contact Person: _____
e-mail: _____
State: _____ Zip: _____ Phone: _____

C. Facility Billing Information:

Operator Name: _____
Mailing Address: _____
City: _____

Contact Person: _____
e-mail: _____
State: _____ Zip: _____ Phone: _____

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SPECIFIC INFORMATION

MONITORING AND REPORTING PROGRAM

D. SAMPLING AND ANALYSIS EXEMPTIONS AND REDUCTIONS

1. For the reporting period, was your facility exempt from collecting and analyzing samples from **two** storm events in accordance with sections B.12 or 15 of the General Permit?

YES Go to Item D.2 **NO** Go to Section E

2. Indicate the reason your facility is exempt from collecting and analyzing samples from **two** storm events. Attach a copy of the first page of the appropriate certification if you check boxes ii, iii, iv, or v.

i. Participating in an Approved Group Monitoring Plan **Group Name:** _____

ii. Submitted **No Exposure Certification (NEC)** Date Submitted: ____ / ____ / ____

Re-evaluation Date: ____ / ____ / ____

Does facility continue to satisfy NEC conditions? YES NO

iii. Submitted **Sampling Reduction Certification (SRC)** Date Submitted: ____ / ____ / ____

Re-evaluation Date: ____ / ____ / ____

Does facility continue to satisfy SRC conditions? YES NO

iv. Received Regional Board Certification Certification Date: ____ / ____ / ____

v. Received Local Agency Certification Certification Date: ____ / ____ / ____

3. If you checked boxes i or iii above, were you scheduled to sample **one** storm event during the reporting year?

YES Go to Section E **NO** Go to Section F

4. If you checked boxes ii, iv, or v, go to Section F.

E. SAMPLING AND ANALYSIS RESULTS

1. How many storm events did you sample? _____

If less than 2, **attach explanation** (if you checked item D.2.i or iii. above, only attach explanation if you answer "0").

2. Did you collect storm water samples from the first storm of the wet season that produced a discharge during scheduled facility operating hours? (Section B.5 of the General Permit)

YES **NO** **attach explanation** (Please note that if you do not sample the first storm event, you are still required to sample 2 storm events)

3. How many storm water discharge locations are at your facility? _____

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4. For each storm event sampled, did you collect and analyze a sample from each of the facility's' storm water discharge locations? YES, go to Item E.6 NO
5. Was sample collection or analysis reduced in accordance with Section B.7.d of the General Permit? YES NO, **attach explanation**
If "YES", **attach documentation** supporting your determination that two or more drainage areas are substantially identical.
Date facility's drainage areas were last evaluated ____ / ____ / ____
6. Were all samples collected during the first hour of discharge? YES NO, **attach explanation**
7. Was all storm water sampling preceded by three (3) working days without a storm water discharge? YES NO, **attach explanation**
8. Were there any discharges of storm water that had been temporarily stored or contained? (such as from a pond) YES NO, go to Item E.10
9. Did you collect and analyze samples of temporarily stored or contained storm water discharges from two storm events? (or one storm event if you checked item D.2.i or iii. above) YES NO, **attach explanation**
10. Section B.5. of the General Permit requires you to analyze storm water samples for pH, Total Suspended Solids (TSS), Specific Conductance (SC), Total Organic Carbon (TOC) or Oil and Grease (O&G), other pollutants likely to be present in storm water discharges in significant quantities, and analytical parameters listed in Table D of the General Permit.
- a. Does Table D contain any additional parameters related to your facility's SIC code(s)? YES NO, Go to Item E.11
- b. Did you analyze all storm water samples for the applicable parameters listed in Table D? YES NO
- c. If you did not analyze all storm water samples for the applicable Table D parameters, check one of the following reasons:
- _____ In prior sampling years, the parameter(s) have not been detected in significant quantities from two consecutive sampling events. **Attach explanation**
- _____ The parameter(s) is not likely to be present in storm water discharges and authorized non-storm water discharges in significant quantities based upon the facility operator's evaluation. **Attach explanation**
- _____ Other. **Attach explanation**
11. For each storm event sampled, attach a copy of the laboratory analytical reports and report the sampling and analysis results using **Form 1** or its equivalent. The following must be provided for each sample collected:
- Date and time of sample collection
 - Name and title of sampler
 - Parameters tested
 - Name of analytical testing laboratory
 - Discharge location identification
 - Testing results
 - Test methods used
 - Test detection limits
 - Date of testing
 - Copies of the laboratory analytical results

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F. QUARTERLY VISUAL OBSERVATIONS

1. **Authorized Non-Storm Water Discharges**

Section B.3.b of the General Permit requires quarterly visual observations of all authorized non-storm water discharges and their sources.

a. Do authorized non-storm water discharges occur at your facility?

YES NO Go to Item F.2

b. Indicate whether you visually observed all authorized non-storm water discharges and their sources during the quarters when they were discharged. **Attach an explanation for any "NO" answers.** Indicate "N/A" for quarters without any authorized non-storm water discharges.

July-September YES NO N/A October-December YES NO N/A
January-March YES NO N/A April-June YES NO N/A

c. Use **Form 2** to report quarterly visual observations of authorized non-storm water discharges or provide the following information:

- i. name of each authorized non-storm water discharge
- ii. date and time of observation
- iii. source and location of each authorized non-storm water discharge
- iv. characteristics of the discharge at its source and impacted drainage area/discharge location
- v. name, title, and signature of observer
- vi. **any** new or revised BMPs necessary to reduce or prevent pollutants in authorized non-storm water discharges. Provide new or revised BMP implementation date.

2. **Unauthorized Non-Storm Water Discharges**

Section B.3.a of the General Permit requires quarterly visual observations of all drainage areas to detect the presence of unauthorized non-storm water discharges and their sources.

a. Indicate whether you visually observed all drainage areas to detect the presence of unauthorized non-storm water discharges and their sources. **Attach an explanation for any "NO" answers.**

July-September YES NO October-December YES NO
January-March YES NO April-June YES NO

b. Based upon the quarterly visual observations, were any unauthorized non-storm water discharges detected?

YES NO Go to Item F.2.d

c. Have each of the unauthorized non-storm water discharges been eliminated or permitted?

YES NO **Attach explanation**

d. Use **Form 3** to report quarterly unauthorized non-storm water discharge visual observations or provide the following information:

- i. name of each unauthorized non-storm water discharge
- ii. date and time of observation
- iii. source and location of each unauthorized non-storm water discharge
- iv. characteristics of the discharge at its source and impacted drainage area/discharge location
- v. name, title, and signature of observer
- vi. **any** corrective actions necessary to eliminate the source of each unauthorized non-storm water discharge and to clean impacted drainage areas. Provide date unauthorized non-storm water discharge(s) was eliminated or scheduled to be eliminated.

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G. MONTHLY WET SEASON VISUAL OBSERVATIONS

Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.

1. Indicate below whether monthly visual observations of storm water discharges occurred at all discharge locations. **Attach an explanation for any "NO" answers.** Include in this explanation whether any eligible storm events occurred during scheduled facility operating hours that did not result in a storm water discharge, and provide the date, time, name and title of the person who observed that there was no storm water discharge.

	YES	NO		YES	NO
October	<input type="checkbox"/>	<input type="checkbox"/>	February	<input type="checkbox"/>	<input type="checkbox"/>
November	<input type="checkbox"/>	<input type="checkbox"/>	March	<input type="checkbox"/>	<input type="checkbox"/>
December	<input type="checkbox"/>	<input type="checkbox"/>	April	<input type="checkbox"/>	<input type="checkbox"/>
January	<input type="checkbox"/>	<input type="checkbox"/>	May	<input type="checkbox"/>	<input type="checkbox"/>

2. Report monthly wet season visual observations using **Form 4** or provide the following information:
- date, time, and location of observation
 - name and title of observer
 - characteristics of the discharge (i.e., odor, color, etc.) and source of any pollutants observed
 - any** new or revised BMPs necessary to reduce or prevent pollutants in storm water discharges. Provide new or revised BMP implementation date.

ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION (ACSCE)

H. ACSCE CHECKLIST

Section A.9 of the General Permit requires the facility operator to conduct one ACSCE in each reporting period (July 1- June 30). Evaluations must be conducted within 8-16 months of each other. The SWPPP and monitoring program shall be revised and implemented, as necessary, within 90 days of the evaluation. The checklist below includes the minimum steps necessary to complete a ACSCE. Indicate whether you have performed each step below. **Attach an explanation for any "NO" answers.**

1. Have you inspected all potential pollutant sources and industrial activities areas? YES NO
The following areas should be inspected:
- | | |
|--|--|
| <ul style="list-style-type: none"> • areas where spills and leaks have occurred during the last year • outdoor wash and rinse areas • process/manufacturing areas • loading, unloading, and transfer areas • waste storage/disposal areas • dust/particulate generating areas • erosion areas | <ul style="list-style-type: none"> • building repair, remodeling, and construction • material storage areas • vehicle/equipment storage areas • truck parking and access areas • rooftop equipment areas • vehicle fueling/maintenance areas • non-storm water discharge generating areas |
|--|--|
2. Have you reviewed your SWPPP to assure that its BMPs address existing potential pollutant sources and industrial activities areas? YES NO
3. Have you inspected the entire facility to verify that the SWPPP's site map is up-to-date? The following site map items should be verified: YES NO
- | | |
|--|--|
| <ul style="list-style-type: none"> • facility boundaries • outline of all storm water drainage areas • areas impacted by run-on • storm water discharges locations | <ul style="list-style-type: none"> • storm water collection and conveyance system • structural control measures such as catch basins, berms, containment areas, oil/water separators, etc. |
|--|--|

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4. Have you reviewed all General Permit compliance records generated since the last annual evaluation?

YES NO

The following records should be reviewed:

- quarterly authorized non-storm water discharge visual observations
- monthly storm water discharge visual observation
- records of spills/leaks and associated clean-up/response activities
- quarterly unauthorized non-storm water discharge visual observations
- Sampling and Analysis records
- preventative maintenance inspection and maintenance records

5. Have you reviewed the major elements of the SWPPP to assure compliance with the General Permit?

YES NO

The following SWPPP items should be reviewed:

- pollution prevention team
- list of significant materials
- description of potential pollutant sources
- assessment of potential pollutant sources
- identification and description of the BMPs to be implemented for each potential pollutant source

6. Have you reviewed your SWPPP to assure that a) the BMPs are adequate in reducing or preventing pollutants in storm water discharges and authorized non-storm water discharges, and b) the BMPs are being implemented?

YES NO

The following BMP categories should be reviewed:

- good housekeeping practices
- spill response
- employee training
- erosion control
- quality assurance
- preventative maintenance
- material handling and storage practices
- waste handling/storage
- structural BMPs

7. Has all material handling equipment and equipment needed to implement the SWPPP been inspected?

YES NO

I. ACSCE EVALUATION REPORT

The facility operator is required to provide an evaluation report that includes:

- identification of personnel performing the evaluation
- the date(s) of the evaluation
- necessary SWPPP revisions
- schedule for implementing SWPPP revisions
- any incidents of non-compliance and the corrective actions taken

Use **Form 5** to report the results of your evaluation or develop an equivalent form.

J. ACSCE CERTIFICATION

The facility operator is required to certify compliance with the Industrial Activities Storm Water General Permit. To certify compliance, both the SWPPP and Monitoring Program must be up to date and be fully implemented.

Based upon your ACSCE, do you certify compliance with the Industrial Activities Storm Water General Permit?

YES NO

If you answered "NO" **attach an explanation** to the ACSCE Evaluation Report why you are not in compliance with the Industrial Activities Storm Water General Permit.

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ATTACHMENT SUMMARY

Answer the questions below to help you determine what should be attached to this annual report. Answer NA (Not Applicable) to questions 2-4 if you are not required to provide those attachments.

1. Have you attached Forms 1,2,3,4, and 5 or their equivalent? YES (Mandatory)
2. If you conducted sampling and analysis, have you attached the laboratory analytical reports? YES NO NA
3. If you checked box II, III, IV, or V in item D.2 of this Annual Report, have you attached the first page of the appropriate certifications? YES NO NA
4. Have you attached an explanation for each "NO" answer in items E.1, E.2, E.5-E.7, E.9, E.10.c, F.1.b, F.2.a, F.2.c, G.1, H.1-H.7, or J? YES NO NA

ANNUAL REPORT CERTIFICATION

I am duly authorized to sign reports required by the INDUSTRIAL ACTIVITIES STORM WATER GENERAL PERMIT (see Standard Provision C.9) and 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 ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those person 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.

Printed Name: _____

Signature: _____ Date: _____

Title: _____