

Supervisor Carolyn Price

Town of Windsor
124 Main Street
Windsor, New York 13865

November 11, 2015

Telephone number 607-655-2026
Facsimile 607-655-2027

Ms. Sandra Lizlovs, PE
Environmental Engineer II
New York State Department of
Environmental Conservation
Division of Water, Region 7
615 Erie Boulevard West
Syracuse, NY 13204-2400

By Email: Sandra.lizlovs@dec.ny.gov

Dear Sandy:

Re: Response to Letter of October 16, 2015

Attached is the Compliance Certification Form regarding the annual inspection at the Town of Windsor's West Windsor Sewer District treatment plant. The documentation requested was prepared by Donald Sherwood who manages the sewer district under my supervision.

Please contact me at 607-655-2026 or at windsorsupervisor@echoes.net should you have questions or need additional information.

We appreciate the time you spent on this annual inspection.

Sincerely,

A handwritten signature in blue ink that reads "Carolyn W. Price". The signature is written in a cursive style.

Carolyn W. Price
Supervisor

cc: Town Board
Donald Sherwood



Certification of Compliance

Facility Name: West Windsor SD

SPDES ID: NY 026-2676

Regional Inspector: Sandy Lizlovs

Complete and return this Certification of Compliance by: Nov. 13, 2015

Send to: Regional Water Engineer: Tim DiGiulio

Regional Address: NYSDEC Reg. 7 615 Erie Blvd. W.
Syracuse, NY 13204

1. Facility has corrected the violations specified in the inspection report cited or attached Notice of Violation; or certifying that permit or order schedule items are completed.
2. I am authorized as the permit holder to file this certification on behalf of the facility.
3. Submission of this certification does not limit enforcement or reinspection by the Department.

Please submit items checked	Description of compliance/corrective actions	DEC Use Only
		Received Date
Photos <input type="checkbox"/>		
Engineer's Certification <input type="checkbox"/>		
Letter describing corrections made <input checked="" type="checkbox"/>	1. Log preventive maintenance activities..2. Log when generator is exercised. 3. Log and trend plant process control parameters.	
As-builts <input type="checkbox"/>		
Other <input checked="" type="checkbox"/>	Plant process control strategy to ensure compliance with effluent ammonia, total nitrogen and total phosphorus limits.	

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

Carolyn W Price
Permittee (Print or Type)

Carolyn W Price
Signature

Town Supervisor
Title

11/11/15
Date signed

Updating preventive maintenance log book with more preformed activities , and more in-depth details of work preformed. As well as adding cleaning and proper house cleaning of equipment.

Added new generator log book with monthly run information detail run hours oil levels , fuel, block heater checks this will be performed on the first Friday of the month logged and stored next to door of generator .

Implemented new process control strategy , a weekly no3 ..nh4..and po4 check on each Monday of the week. A settlometer test will be performed and a microscopic exam will be done each Wednesday of the week . This should help trend the plants process

Finally we did cover and heat the influent sbr valve distribution box to help us continue running the plant in a sbr mode not a plug flow mode during cold season , with the temperature falling below 5 degrees Celsius from January to March we have had a hard time getting the plant to nitrify. Also will try to shorten up time the influent stands in e.q. basin.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Region 7

615 Erie Boulevard West, Syracuse, NY 13204-2400

P: (315) 426-7500 | F: (315) 426-7459

www.dec.ny.gov

October 16, 2015

Hon. Carolyn Price, Supervisor
Town of Windsor
124 Main Street
Windsor, NY 13865

Re: West Windsor Sewer District

Dear Supervisor Price:

On October 15, 2015, Department staff did an announced annual inspection at the Town of Windsor's West Windsor Sewer District treatment plant. Highlights of our inspection are noted below. Please see the attached report for greater detail.

1. The plant continues to exceed several permit limits. Since September 2014, the plant has reported violations for total suspended solids, total nitrogen, total phosphorus, and ammonia. A summary of the reported data From September 2014 thru August 31, 2015 is shown below:

Parameter	Month/Year	Permit Limit	Reported Result
Ammonia	January 2015	2.1 mg/l	5.5 mg/l
Ammonia	February 2015	2.1 mg/l	11.7 mg/l
Total Nitrogen	September 2014	8 mg/l	14.4 mg/l
Total Nitrogen	December 2014	8 mg/l	9.5 mg/l
Total Nitrogen	January 2015	8 mg/l	68.77 mg/l
Total Nitrogen	February 2015	8 mg/l	23.64 mg/l
Total Nitrogen	April 2015	8 mg/l	9.7 mg/l
Total Phosphorus	February 2015	1 mg/l	2.4 mg/l
Total Phosphorus	March 2015	1 mg/l	1.5 mg/l
Total Phosphorus	July 2015	1 mg/l	2.2 mg/l

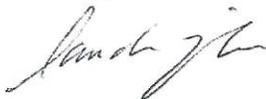
The plant is currently in non-compliance, and may be subject to enforcement action, including payable penalties. The Department requests that the Town's plant operators develop and implement a process control strategy to address these violations. If necessary, the Town may wish to retain an outside consultant to help the operators

develop and implement a strategy. The Department notes that the wintertime ammonia and total nitrogen violations were most likely due to the extreme cold affecting the plant biology.

2. The operator stated that he is doing several plant process control tests. However, no lab sheets could be found. Process control lab sheets must be kept at the site. We note that trending the data from the plant process control sheets may help the operators develop a sound strategy and avoid violations.
3. The plant equipment appeared to be well maintained, however the operator did not have up to date maintenance records. These records are important to maintain as they help the operator establish a plant maintenance budget and, should an outside consultant be necessary to repair the equipment, the operator will have records showing what maintenance has been done.
4. A log should be kept for when the plant's emergency generator is exercised.
5. The plant's final effluent appeared clear.

We have attached a Compliance Certification Form to address item #1-4. Please fill out the form, attach the requested documentation, and submit it to this office by November 13, 2015. Feel free to contact this office should there be any questions.

Sincerely,



Sandra Lizlovs, PE
Environmental Engineer II

cc: D. Sherwood



MUNICIPAL/PCI WASTEWATER FACILITY INSPECTION REPORT

Inspection Type: Comprehensive

SPDES Number: NY0262676
 County: BROOME DEC Region:7
 Fac. Insp. Rep.: Don Sherwood

Facility Name: WEST WINDSOR WASTEWATER TREATMENT PLAN
 Date: 10/14/2015 Time: 10:00 AM

Inspector: LIZLOVS, SANDRA M

DEC ID: 7 0350 00089
 Joint w/EPA: Sample Taken:

Facility Contact:

Inspection Purpose: annual inspection

Summary Rating: SATISFACTORY

Weather Conditions: cloudy, cool
 Completed Inspection: Add. Info. Attchd:

Items	Rating	Comments (Note units out of operation / outstanding operation, etc.)
GENERAL		
Buildings/Grounds/Housekeeping	SATISFACTORY	
Flow Metering	SATISFACTORY	Ultrasonic meter @ inf parshall. Calibrated 6/17/15
Stand-by Power	SATISFACTORY	Generator run 1/mo, no log - need to keep one.
Alarm Systems	SATISFACTORY	Alarm on SCADA system. Alarm works.
Odors/Odor Control	SATISFACTORY	None
Influent Impact On Operations	SATISFACTORY	No industry present.
Preventative Maintenance	SATISFACTORY	Equipment is maintained, but logs not up to date.
Other :		
PRELIMINARY/PRIMARY		
Influent Pumps	NOT INSPECTED	At pump stations
Bar Screen/Comminutor	SATISFACTORY	Screens raked.
Disposal Of Grit/Screenings	SATISFACTORY	
Grit Removal	SATISFACTORY	Manual grit chamber.
Settling Tanks	NOT APPLICABLE	
Scum/Sludge Removal	NOT APPLICABLE	
Effluent	NOT APPLICABLE	
Other : Equalization	SATISFACTORY	Air on, low water level in EQ.
SECONDARY/TERTIARY		
1. Sequential Batch Reactor	SATISFACTORY	good floc, air ok, choc brow, some grease.
2. Phosphorus Removal	MARGINAL	Several violations reported. Using alum.
3.		
4.		
5.		
6.		
7.		
8.		
EFFLUENT		
Disinfection	SATISFACTORY	UV system. One bank on. Met permit in past year.
Effluent Condition	SATISFACTORY	Effluent clear.

Part 1 (Continued)		
Items	Rating	Comments (Note units out of operation / outstanding operation, etc.)
Receiving Water Condition	SATISFACTORY	
Other :		
SLUDGE HANDLING/DISPOSAL		
Digesters	SATISFACTORY	Aerobic. Both full. air off on one (for decant).
Sludge Pumps	SATISFACTORY	Submersibles.
Sludge Dewatering	SATISFACTORY	Pump to reed beds.
Sludge Handling/Disposal	NOT APPLICABLE	Reed beds on site. Have not emptied yet.
Other :		
Signature of Inspector:	 Digitally signed by Sandra Lizovs, DN: cn=Sandra Lizovs, o=NYSDDEC, ou=Division of Water, email=smlizov@gw.dec.state.ny.us, c=US	Date:

MUNICIPAL/PCI WASTEWATER FACILITY INSPECTION REPORT

Inspection Type: Comprehensive

SPDES Number: NY0262676 Facility Name: WEST WINDSOR WASTEWATER TREATMENT PLANT
 Inspection Date: 10/14/2015 DEC ID: 7 0350 00089

A. Collection System	
(1) 100 % Separate 0 % Combined	
(2) Did sewer overflows occur upstream of the plant in the past year?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
(3) Reason for overflow(s):	
(4) Was overflow sewage chlorinated?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
(5) Were there any unpermitted overflows/bypasses?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
(6) Were appropriate agencies notified promptly, when required, of each overflow?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
(7) Is the capability for bypass designed into the plant?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
If so, list units which can be bypassed.	
Describe standard operating procedures.	
(8) Does sewage by-pass the plant?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Define conditions under which bypass occurs (e.g., what flow):	

Bypass frequency(times per year)	
Average duration of by-pass (hours)	
(9) Infiltration/Inflow problems, e.g., is sewerage ordinance enforced with respect to illegal stormwater connections? Explain as needed (include reference to corrective action, or lack thereof).	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
Some high wet weather flows reported. Town has investigated, found sump pumps.	
(10) Is there a BMP/Wet Weather Operations Plan?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
(11) Number of pump stations in system 6	
Number inspected this inspection 0	
Comments (consider access, ventilation, lighting, emergency power, safety, etc.):	

B. Industrial Waste

(1) Are industrial waste loadings causing problems at this facility? Yes No N/A

Explain as needed (describe nature of problem and extent and adequacy of measures to address the problem):

(2) Is there a sewer use ordinance? Yes No N/A

Date: Based on Model:

Is it being enforced to control industrial waste? Yes No N/A

(3) Does this facility accept septage? Yes No N/A

How much?

How is it introduced?

C. Laboratory Information

(1) Is the permittee using an ELAP certified laboratory? Yes No N/A

Details:

(2) Is a commercial laboratory used? Yes No N/A

Lab Name: **Microbac**

Lab Address:

(3) Pertaining to SPDES Self-Monitoring:

(a) Does the permittee have a written sampling plan? Yes No N/A

(a,2) If yes, are they following their plan? Yes No N/A

(b) Is testing done for all parameters at the required frequency and punctually reported? Yes No N/A

(c) Do sampling techniques meet requirements and intent of the permit? Yes No N/A

(d) Are EPA-approved procedures used? Yes No N/A

(e) Is calibration and maintenance of instrumentation and equipment satisfactory? Yes No N/A

(f) Is quality control used? (Spiked/duplicate samples) Yes No N/A

(g) Should sampling frequencies/types be modified? Yes No N/A

If yes, please explain:

(h) Are lab records satisfactory? Yes No N/A

(i) Is a minimum of 3 years data kept? Yes No N/A

(4) Pertaining to Process Control:

(a) Is testing performed for all necessary parameters? Yes No N/A

(b) Is testing performed at necessary frequencies? Yes No N/A

(c) Are the procedures technically sound? Yes No N/A

(d) Is sampling adequate? Yes No N/A

Activated Sludge Facility:

(e) Does the facility operator test for the following:

MLSS? Yes No N/A

Dissolved Oxygen? Yes No N/A

Settleability? Yes No N/A

Microscopic Analysis of Sludge? Yes No N/A

Final Clarifier Sludge Blanket Depth? Yes No N/A

Process Control "Target Values"? Yes No N/A

(f) Does the facility operator calculate the following process control parameters:

MCRT? Yes No N/A

Sludge Age? Yes No N/A

(g) Is the testing applied towards process control adjustments? Yes No N/A

(h) What approach (if any) is used to determine changes in:

Sludge Age?

Waste Sludge Flow? **constant MLSS**

5. Was laboratory information used to prepare the DMR and Monthly Operating Report properly? Yes No N/A

6. Explanation as needed for any of the above:

Operator states that settleometer and microscope are done, however no documentation since March. MLSS probe (on SCADA), DO probe (on SCADA)

D. Personnel Information

1. Is staffing and training adequate? (Consider all aspects, including management/supervision, operations, laboratory, maintenance, safety, availability of training, development of staff, etc.)

Yes No N/A

2. Certified Operators:

Chief Operator:

Name: **Don Sherwood**

Certificate Number: **13101**

Grade: **3A**

Renewal Date: **02/01/2016**

Assistant Operator

Name:

Certificate Number:

Grade:

Renewal Date:

3. Is operational staff certified at the appropriate level(s)?

Yes No N/A

Explain if needed:

2 other operators from the Binghamton JC JSTP work at the plant as well.

4. Do facility operators have renewal certification and/or training records? Yes No N/A

5. Plant Classification:

6. Plant Score:

7. Explain as needed for any of the above:

E. Additional Information

1. Is treatment facility properly operated and maintained? Yes No N/A

Details:

2. Check Adequate/Inadequate as appropriate:

(a) Preventative maintenance schedules exist and are followed?

Adequate Inadequate N/A

(b) Records are kept of maintenance, repairs and replacement?

Adequate Inadequate N/A

- (c) Spare parts inventory is maintained? Adequate Inadequate N/A
- (d) O&M Manual exists and is available? Adequate Inadequate N/A
- (e) O&M Manual kept up-to-date? Adequate Inadequate N/A
- (f) As-built plans and specifications exist and are available? Adequate Inadequate N/A
- (g) Manufacturers' O&M specifications exist and are available? Adequate Inadequate N/A
- (h) Other records kept as needed (e.g., flow recorder charts)? Adequate Inadequate N/A
- (i) Alarm system for power or equipment failures is properly maintained and tested? Adequate Inadequate N/A
- (j) Standby power system exists and is routinely tested? Adequate Inadequate N/A
- 3. Current copy of Part I and Part II of SPDES Permit on premises? Yes No N/A
- 4. Has facility been subject of complaints (odors, other)? Yes No N/A

If yes, describe:

- 5. Is sludge disposal satisfactory and are required permits in force? Yes No N/A

(a) Name and location of sludge disposal site.

And/or name and permit number of scavenger:

- (b) Is there an alternate sludge disposal site or contingency plan? Yes No N/A

If yes, please describe:

- 6. Does facility have effective administrative structure and adequate financial systems (e.g., Repair Reserve Fund, Uniform Accounting System)? Yes No N/A

- 7. Is progress on compliance schedule(s) (e.g., Upgrading, CSO, Pretreatment) satisfactory? Yes No N/A

8. Explanation as needed for any of the above:

Equipment appears maintained, however no recent records were available.

Inspector Comments

1. Plant has violated permit for ammonia, TN and TP several times in past year. Must be addressed. Extreme cold during Jan. and February probably affected ammonia and TN numbers. (too cold for biology.) 2. Operator must maintain plant process control sheets. Sheets for settleometer and microscope were not found. 3. PM logs not up to date. Must be updated. 4. No log for when generator is exercised.

Sampling Inspection Procedures and Observations

Additional information attached? Yes No

Sampling was for:

Conventional Toxic Other

- Grab samples obtained? Yes No
- Composite obtained? Yes No
- Flow proportioned sample? Yes No
- Automatic sampler used? Yes No
- Sample split with permittee? Yes No
- Chain of custody employed? Yes No
- Sample obtained from facility sampling device? Yes No
- Compositing Frequency:
Preservation:
- Sample refrigerated during compositing? Yes No
- Sample representative of volume and nature of discharge? Yes No

Signature of Inspector: 	Date:
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Digitally signed by Sandra Lidovs.
DN: cn=Sandra Lidovs, o=NYSDEC,
ou=Division of Water,
Date: 2015.10.16 14:36:44 -0400