Emissions Minimization Plan

Regulation 6, Particulate Matter, Rule 4

 Metal Recycling and Shredding Operations

Facility Name

District Site #

Address

Address

Date

[ ]  Public Copy

[ ]  Confidential Copy

Table of Contents

Responsible Manager Certification

6-4-404.1

*I, as the Responsible Manager of this facility, hereby certify that as of this date, this Emissions Minimization Plan contains all elements and information required of a complete EMP pursuant to District Regulation Section 6-4-403 and that the information contained in this EMP is accurate.*

*Certified by:        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name, Title

*Responsible Manager*

Designation of Confidential Business Information

Describe the information you designate as “CONFIDENTIAL” that is trade secret or otherwise exempt under law from public disclosure. Specify what is “CONFIDENTIAL” and include specific section(s) and corresponding page number(s).

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| --- | --- |
| **Name of Section / Page Number(s)** | **Description of Confidential Information** |
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Company Description

Company Organizational Chart and Schedule of Management Operators

6-4-403.1.3

1. *Company Organizational Chart -* Attach a copy of the organizational chart of the company, which describes the business structure and includes the name of the facility’s Responsible Official. Label the attachment with the corresponding Attachment #.

**Attachment #**

1. *Schedule of Management Operators -* Provide the names and contact information of the Onsite Responsible Manager(s) and Onsite Alternate Contact(s) and their duty schedule.

***Onsite Responsible Manager(s)***

Name:

Title:

Phone:

Email:

Schedule/Shift:

Name:

Title:

Phone:

Email:

Schedule/Shift:

***Onsite Alternate Contact(s)***

Name:

Title:

Phone:

Email:

Schedule/Shift:

Name:

Title:

Phone:

Email:

Schedule/Shift:

Operations Subject to EMP

6-4-402

The EMP shall address all of the following operations that are conducted at the metal recycling

and shredding facility per 6-4-402 to reduce fugitive emissions.

Please check all facility operations that apply.

|  |  |
| --- | --- |
| 402.1 Roadways and Other Trafficked Surfaces | [ ]  Yes [ ]  No |
| 402.2 Metal Management | [ ]  Yes [ ]  No |
| 402.3 Shredder Residue (SR) Management | [ ]  Yes [ ]  No |
| 402.4 Depollution Operations | [ ]  Yes [ ]  No |

Contents of the EMP

6-4-403

The owner or operator of the metal recycling and shredding facility subject to Regulation 6-4 shall prepare a complete and accurate EMP that details the management practices, measures, equipment and procedures that are employed or scheduled to be implemented to minimize fugitive emissions for the operations subject to the EMP.

1. **Metal Recycling and Shredding Operations**
2. Metal Management - List and provide a description of all process equipment, materials received, processed or stored, abatement and control equipment and monitoring parameters to reduce fugitive emissions. Include a comprehensive list of all abatement and control equipment for operations subject to 6-4*-*402 and specify the source(s) that it abates.
3. Shredder Residue (SR) Management - Identify the equipment or structures that are used in the management of shredder residue, including the treatment process used to reduce the leaching potential of residual soluble metals in the residue.
4. Depollution Operations - Describe policies and procedures pertaining to: 1) the safe removal of materials from major appliances and vehicles that require special handling prior to crushing or transferring to balers or shredders for recycling; and 2) special handling of these materials if discovered during the recycling process.
5. **Scrap Acceptance Policy (6-4-403.3)** - Provide and attach a copy of the facility’s scrap acceptance policy.
6. **Management Practices to Reduce Fugitive Emissions** - List and provide descriptions of all management practices conducted, including preventative maintenance activities, pollution prevention, housekeeping and source reduction measures to reduce fugitive emissions of particulates. Include the frequencies or circumstances when these measures and practices are undertaken (schedule of activity).
7. **Description of Onsite Management and Schedule of Facility Operations** - Describe the onsite management practices of metal recycling and shredding operations to reduce fugitive emissions, including those during business hours and after the close of business. Provide the approximate schedule of operations.

**Metal Recycling and Shredding Operations**

# Metal Management

**METAL MANAGEMENT**

Provide a description of metal management operations which include the receipt, on-site transport, collection, sorting, segregation, separation, compilation, crushing, shredding, and storage of metals, metal-containing materials, and non-metallic materials at the metal recycling and shredding facility. Include all abatement and monitoring parameters that are employed.

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| **Section #** | **Operation** | **District S#** | **Description of Operation** | **Source Abated** | **District****A#** | **Abatement Required by Permit** | **Type of Abatement** | **Abatement** **Monitored** | **Monitoring Parameters** |
|       | Receipt |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Transport |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Collection |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Sorting / Segregation |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Separation |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Compilation |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Crushing |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Shredding |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |
|       | Storage of metals |       |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |       |

**METAL MANAGEMENT**

Provide a list of the metals received and/or processed at facility.

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| **Section #** | **Name of Metal or Metal Alloy** |
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**METAL MANAGEMENT**

Identify the storage piles and the types of metal and metal-containing material being stored. Indicate whether any monitoring is conducted and detail the monitoring parameters and equipment used to minimize fugitive emissions.

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| **Section****#** | **Description of Material** | **MONITORING** |
| **Monitoring Conducted** | **Monitoring Parameters** | **Monitoring Equipment**  | **If Yes:****Identify Monitoring Equipment Used** |
| ***Storage of Delivered Scrap*** |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
| ***Storage of Unprocessed Material*** |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
| ***Storage of In-process Material*** |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
| ***Storage of Finished Product*** |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
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|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
| ***Storage of Shredder Residue*** |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |
|       |       | [ ]  YES [ ]  NO |       | [ ]  YES [ ]  NO |       |

**ABATEMENT AND CONTROL EQUIPMENT**

Provide a comprehensive list of all District-permitted abatement and control equipment to reduce emissions.

|  |  |  |  |
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| **Section #** | **Abatement Equipment** | **District A#** | **Name of Source(s) Abated** **and** **District Source #(s)** |
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**Metal Recycling and Shredding Operations**

# Shredder Residue (SR) Management

**SHREDDER RESIDUE (SR) MANAGEMENT**

Describe the equipment or structures used for conveyance, storage and treatment of shredder residue (SR) during the recycling process. Include measures to minimize fugitive emissions.

|  |  |  |  |  |  |
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| **Section #** | **Equipment or Structure for Processing SR** | **District S#** | **SR Stored in an Enclosed Area** | **MONITORING** | **SR ADDITIVE** |
| **Monitoring Conducted** | **Monitoring Parameters** | **SR Additive Used** | **Type and Purpose of Additive** |
|       |       |       | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |            |
|       |       |       | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |            |
|       |       |       | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |            |
|       |       |       | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |       | [ ]  Yes[ ]  No |            |

**Metal Recycling and Shredding Operations**

# Depollution Operations

**DEPOLLUTION OPERATIONS**

List all materials that require special handling and removal in depollution operations.

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| **Section #** | **Materials Requiring Special Handling or Removal** |
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**DEPOLLUTION OPERATIONS**

Describe the policies and procedures pertaining to the safe removal of materials from major appliances and vehicles that require special handling prior to crushing or transferring to balers or shredders for recycling. Include the measures that are implemented when these materials are discovered during the recycling process.

**Scrap Acceptance Policy**

**SCRAP ACCEPTANCE POLICY**

Attach a copy of facility’s Scrap Acceptance Policy. Label the attachment with the corresponding Attachment #.

**Attachment #**

**Management Practices**

**to**

**Reduce Fugitive Emissions**

**MANAGEMENT PRACTICES TO REDUCE FUGITIVE EMISSIONS - ROADWAYS AND OTHER TRAFFICKED SURFACES**

List and describe facility’s management practices to reduce fugitive emissions from roadways and other trafficked surfaces. Detail the schedule of activities conducted.

|  |  |  |  |
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| **ROADWAYS AND OTHER TRAFFICKED SURFACES** | **Section #** | **Management Practices to Reduce Fugitive Emissions** | **Schedule of Activity** |
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 **MANAGEMENT PRACTICES TO REDUCE FUGITIVE EMISSIONS – METAL MANAGEMENT**

List and describe facility’s management practices to reduce fugitive emissions. Include practices for receiving, processing and handling scrap and shredded materials to prevent fugitive emissions from these operations. Detail the schedule of activities conducted.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Section #** | **Management Practices to Reduce Fugitive Emissions** | **Schedule of Activity** |
| **TRANSPORT** |       |       |       |
| **RECEIPT** |       |       |       |
| **COLLECTION** |       |       |       |
| **SORTING** |       |       |       |
| **SEGREGATION** |       |       |       |
| **SEPARATION** |       |       |       |
| **COMPILATION** |       |       |       |
| **CRUSHING** |       |       |       |
| **SHREDDING** |       |       |       |
| **STORAGE OF METALS** | SEE STORAGE PILE MANAGEMENT SECTION |
| **STORAGE OF METAL-CONTAINING MATERIAL** | SEE STORAGE PILE MANAGEMENT SECTION |
| **STORAGE OF NON-METALLIC MATERIAL** | SEE STORAGE PILE MANAGEMENT SECTION |

**MANAGEMENT PRACTICES TO REDUCE FUGITIVE EMISSIONS – SHREDDER RESIDUE MANAGEMENT**

List and describe facility’s management practices to reduce fugitive emissions from processing and handling shredder residue. Detail the schedule of activities conducted.

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| **SHREDDER RESIDUE MANAGEMENT** | **Section #** | **Management Practices to Reduce Fugitive Emissions** | **Schedule of Activity** |
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**MANAGEMENT PRACTICES TO REDUCE FUGITIVE EMISSIONS – DEPOLLUTION ACTIVITIES**

List and describe facility’s management practices to reduce fugitive emissions from processing and handling materials during depollution activities. Detail the schedule of activities conducted.

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| **DEPOLLUTION ACTIVITIES** | **Section #** | **Management Practices to Reduce Fugitive Emissions** | **Schedule of Activity** |
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**METAL MANAGEMENT – STORAGE PILE MANAGEMENT**

List and describe the facility’s storage pile management practices to reduce fugitive emissions from stored materials. Detail the schedule of activities conducted.

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| --- | --- | --- | --- |
| **Types of Storage** | **Section #** | **Management Practices to Reduce Fugitive Emissions** | **Schedule of Activity** |
| ***Storage*** ***of*** ***Delivered Scrap*** |       |       |       |
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| ***Storage*** ***of*** ***Unprocessed Material*** |       |       |       |
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| ***Storage*** ***of*** ***In-process Material*** |       |       |       |
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| ***Storage*** ***of*** ***Finished Product*** |       |       |       |
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| ***Storage of Shredder Residue*** | SEE SHREDDER RESIDUE MANAGEMENT SECTION |

**METAL MANAGEMENT – STORAGE PILE MANAGEMENT**

Describe facility’s storage pile management practices to minimize and prevent emissions from stored materials (i.e. limiting size of piles, creating fire breaks, segregation of materials, etc.). Specifically include policies and measures to prevent and control combustion of storage pile materials.

**Description of Onsite Management**

**And**

**Schedule of Facility Operations**

**ONSITE MANAGEMENT PRACTICES**

Provide a description of the facility’s onsite management practices to reduce fugitive emissions.

**DESCRIPTION OF ONSITE MANAGEMENT**

Identify if staff are designated to observe visible emissions from metal shredding and recycling operations during business hours and after the close of business. Specify if staffing is Visible Emissions Evaluation (VEE) Certified. If onsite staffing is designated to observe visible emissions after the close of business, include a description of the duties to ensure visible emissions are minimized from storage piles of material.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section #** | **Operations** | **Onsite Personnel****DURING****Business Hours to Observe Visible Emissions**  | **Staffing to Observe Visible Emissions** |  | **Onsite Personnel****AFTER****Business Hours to Observe Visible Emissions** | **Staffing to Observe Visible Emissions** | **If onsite staffing is designated after the close of business** **to observe visible emissions, describe the specific duties** **to manage storage piles to prevent and minimize visible emissions.** |
|       | **Roadways and Other Trafficked Surfaces** | [ ]  Yes [ ]  No | Number of Staff      Visible Emissions Certified[ ]  Yes, #[ ]  No  | [ ]  Yes [ ]  No | Number of Staff      Visible Emissions Certified[ ]  Yes, #[ ]  No  |       |
|       | **Metal Management**  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Transport | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Receipt | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Collection | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Sorting | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Segregation | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Separation | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Compilation | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Crushing | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Shredding | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Storage of Metals | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Storage of Metal-Containing Material | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | Storage of Non-Metallic Material | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | **Shredder Residue Management** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|       | **Depollution Activities** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

**DESCRIPTION OF ONSITE MANAGEMENT**

Identify any employee training provided pertaining to management practices and work practice standards to minimize fugitive emissions from recycling and shredding operations.

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| **Section #** | **Employee Training** |
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**SCHEDULE OF FACILITY OPERATIONS**

Provide the facility’s schedule and hours of operation. Schedule of operations should include all shifts with specific operations identified.

Technical Data

6-4-403.1

1. Process Flow Diagram - Facilities must indicate all operations in Section 6-4-402, the flow of materials used, and identify all monitoring and the processes, abatement and controls to minimize emissions beginning from material receipt to achievement of final product. Identify all equipment by source numbers according to District Permit or as exempt from District Permit. Include the abatement and control devices. Label the attachment with the corresponding Attachment #.

**Attachment #**

1. Facility Layout / Floor Plan - Facilities must indicate all relative locations of processing equipment and monitoring and controls, all permitted and exempt sources identified in the process flow diagram per Section 6-4-403.1.1 and any other source(s) that may contribute to particulates. Include all building walls, partitions, doors, windows, vents and openings and indicate all areas that have abatement for particulates. Note roadways and other trafficked surfaces and indicate the types and locations of pervious and impervious surfaces. Identify all metal recycling and shredding equipment by the facility’s District Permit source number or as exempt from District permit requirements and include abatement and control devices. Label the attachment with the corresponding Attachment #.

**Attachment #**

Five-Year Review of the EMP: Schedule for Implementation of the EMP Elements and Fugitive Emissions Reductions

6-4-408

1. Provide a list of existing or current EMP elements in place during the 5-year review period (March 1, 2016 – February 28, 2021). Include a list of equipment, processes and procedures installed or implemented to reduce fugitive emissions and indicate the permit status if applicable. Specify the purpose for implementation and detail any employee training that was conducted. Any associated training materials shall be made available for Air District review upon request.
2. Provide a list of new or future EMP elements to be implemented following APCO approval of the EMP. Include a description, the purpose and schedule of the element(s) to be implemented.

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| 1. **6-4-408 SCHEDULE FOR IMPLEMENTATION OF THE EMP ELEMENTS AND FUGITIVE EMISSIONS REDUCTIONS REALIZED WITHIN THE LAST 5 YEARS (MARCH 1, 2016 – FEBRUARY 28, 2021)**
 |
| **Section #** | **Identify Type of Operation** **per Section 6-4-402** | **Description of Equipment, Processes or Procedures** **Implemented Between March 1, 2016 and February 28, 2021** | **Permit Status** | **Implementation Date** | **Purpose of Implementation**  | **Description of Employee Training**  |
|       |       |       | [ ]  A/C[ ]  P/O[ ]  N/A | Application # (if applicable):       |       |       |       |
|       |       |       | [ ]  A/C[ ]  P/O[ ]  N/A | Application # (if applicable):       |       |       |       |
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|       |       |       | [ ]  A/C[ ]  P/O[ ]  N/A | Application # (if applicable):       |       |       |       |
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|       |       |       | [ ]  A/C[ ]  P/O[ ]  N/A | Application # (if applicable):       |       |       |       |
|       |       |       | [ ]  A/C[ ]  P/O[ ]  N/A | Application # (if applicable):       |       |       |       |
|       |       |       | [ ]  A/C[ ]  P/O[ ]  N/A | Application # (if applicable):       |       |       |       |
|       |       |       | [ ]  A/C[ ]  P/O[ ]  N/A | Application # (if applicable):       |       |       |       |

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| 1. **6-4-408 NEW OR FUTURE EMP ELEMENTS TO BE IMPLEMENTED**
 |
| **Section #** | **Identify Type of Operation** **per Section 6-4-402** | **List Specific Elements to be Implemented Following APCO Approval of the Updated EMP** | **Projected Implementation Date** | **Description of Elements to be Implemented** | **Purpose of Implementation**  |
|       |       |       |       |       |       |
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Appendix

Insert any attachments and supplemental information within the corresponding sections of the EMP or at the end of this document. Label each attachment with the corresponding Attachment #.

In the table below, list each Attachment # and provide the Page # and Section # (if applicable) of the EMP where the material is referenced.

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| **Attachment #** | **Reference to Page # and Section # of EMP** |
|       | Page #     , Section #       |
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