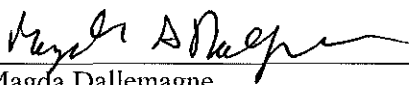
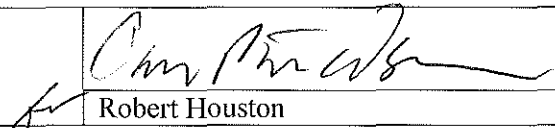


**Region 6 Compliance Assurance and Enforcement Division
INSPECTION REPORT**

Inspection Date(s):	October 18, 2017		
Media:	Water		
Regulatory Program(s)	NPDES		
Company Name:	Village of Jemez Springs		
Facility Name:	Village of Jemez Springs Wastewater Treatment Plant		
Facility Physical Location:	14609 Hwy 4		
(city, state, zip code)	Jemez Springs, NM 87025		
Mailing address:	14609 Hwy 4		
(city, state, zip code)	Jemez Springs, NM 87025		
County/Parish:	Sandoval County		
Facility Contact:	Karen Nalezny	Wastewater Treatment Plant Manager	
	Kn52cojo@gmail.com		
FRS Number:	110010655399		
Identification/Permit Number:	NM0028011		
Media Number:	None		
NAICS:	221320		
SIC:	4952		
Personnel participating in inspection:			
Magda Dallemagne	US EPA, 6EN-WS	Inspector	(214) 665-7396
David Esparza	US EPA, 6EN-WM	Inspector	(505) 366-8402
Karen Nalezny	Facility Representative	WWTP Manager	(575) 829-3988
Robert Wilson	Facility Representative	Mayor	(575) 829-3540
EPA Lead Inspector Signature/Date	 Magda Dallemagne		2-6-2018 Date
Supervisor Signature/Date	 Robert Houston		Date 2/4/18

Section I – INTRODUCTION

PURPOSE OF THE INSPECTION

EPA Region 6 inspectors Magda Dallemagne and David Esparza arrived at the Village of Jemez Springs Mayoral Office at 9:30am on October 18, 2017, for an unannounced inspection of the Wastewater Treatment Plant (WWTP). We met with Karen Nalezny, the Wastewater Treatment Manager, at the Opening Conference. I presented my credentials to her and informed her that this was an EPA inspection to determine compliance with the facility's National Pollution Discharge Elimination System (NPDES) permit, NM0028011. The scope of the inspection is to evaluate the compliance of the facility's laboratory and sampling with its NPDES operating permit.

FACILITY DESCRIPTION

The Village of Jemez Springs WWTP laboratory is not accredited under National or Private programs. There is one employee who is responsible for maintaining the WWTP as well as sampling and testing. The laboratory performs only pH testing under their NPDES operating permit, the remaining required testing is sampled on site and sent to a contract laboratory, Hall Environmental, to satisfy the permit requirements. The WWTP is preparing for the retirement of its current manager and the hiring of a replacement.

Section II - OBSERVATIONS

The inspectors discussed the operations and management of the laboratory and observed as the technician walked them through the processes for testing and sampling per the NPDES permit.

The following observations were made.

1. All standard operating procedures (SOPs) covering testing and sampling are understood and are not written. The SOPs therefore do not reference the EPA or Standard Methods and are not regularly updated.
2. The pH probe is not calibrated every day it is operational; it is only calibrated weekly.
3. There is no job description nor list of responsibilities for the single operator. This is highly encouraged considering the expected retirement of the current operator.
4. Bench sheets do not properly reference the EPA or standard methods.
5. The facility does not have an internal training program in place, and has no methods devised to track internal training
6. The laboratory's ambient temperature is not adequately controlled for the storage of pH buffer solutions used in the calibration of the pH probe.
7. The reagents were not properly labeled with the open and expiration dates. The expiration dates used did not meet the general one year after opening, or per manufacturer's expiration, rule.

Section III – AREAS OF CONCERN

At the conclusion of the inspection, the EPA inspectors met with the representatives from the Village of Jemez Springs for an exit interview at 2:15 pm October 18, 2017. At that time, the inspectors provided details of the inspection and reviewed areas of concern noted in the inspection that will require additional follow-up or correction. These areas of concern included:

1. Maintenance of SOPs and bench sheets
2. Regular calibration of instrumentation
3. Storage and handling of reagents
4. Internal training and tracking

Section IV – FOLLOW UP

Per the document request placed during the inspection by the inspector, documents were received by the EPA on October 24, 2017, after exiting the facility on October 18, 2017. A copy of this report will be sent to the Village of Jemez WWTP.

