

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY**

SUBJECT: Guidance Memo No. 21-2005 - Implementation Guidance for Reissuance of the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day

TO: Regional VPDES Water Permit Managers and Regional VPDES Compliance Managers

FROM: Melanie D. Davenport, Director, Water Permitting Division *Melanie D. Davenport*

DATE: May 27, 2021

COPIES: Drew Hammond, Manager, Division of Water Permitting; Allan Brockenbrough, Manager, Office of VPDES Permits; Debra Harris, Office of Regulatory Affairs

Summary:

The purpose of this guidance is to provide updated information for the implementation of the Domestic Sewage Discharges General Permit (VAG40) based on the amendment of 9VAC25-110 and the 2021 reissuance of the general permit. This guidance replaces GM11-2008.

Electronic Copy:

Once effective, an electronic copy of this guidance will be available on:

- The Virginia Regulatory Town Hall under the Department of Environmental Quality (<http://www.townhall.virginia.gov/L/gdocs.cfm?agencynumber=440>);

Contact Information:

Please contact Peter Sherman, Office of Water Permits and Compliance Assistance, at (804) 698-4044 or peter.sherman@deq.virginia.gov with any questions regarding the application of this guidance.

Certification:

As required by Subsection B of [§ 2.2-4002.1](#) of the APA, the agency certifies that this guidance document conforms to the definition of a guidance document in [§ 2.2-4101](#) of the Code of Virginia.

Disclaimer:

This document is provided as guidance and, as such, sets forth standard operating procedures for the agency. However, it does not mandate or prohibit any particular action not otherwise required or prohibited by law or regulation. If alternative proposals are made, such proposals will be reviewed and accepted or denied based on their technical adequacy and compliance with appropriate laws and regulations.

Effective Date: _____

Initials: _____

Implementation Guidance for Reissuance of the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day

1. Background

The State Water Control Board (board) adopted the amended Domestic Sewage Discharges General Permit Regulation, 9 VAC 25-110, on December 9, 2020, which reissued the VPDES General Permit for Domestic Sewage Discharges Less Than or Equal to 1,000 GPD (VAG40) for another five-year term beginning August 2, 2021. Copies of the final regulation, the general permit, the fact sheet, the registration statement with instructions, and associated permit forms are available to DEQ staff on [DEQNET](#). Public access to available documents is at the [DEQ VPDES surface water general permits webpage](#) and the [Legislative Information System webpage for Chapter 110](#), or through contacting DEQ. The general permit should be used to cover domestic sewage discharges of less than or equal to 1,000 gpd, consisting primarily of single-family residential treatment systems, and other small domestic sewage treatment systems, where central sewage treatment facilities are not available to serve the discharge, and onsite disposal is not feasible/possible. The purpose of this guidance is to identify changes that have been made to the Regulation (9 VAC 25-110) and General Permit (VAG40), and to provide DEQ staff with guidance on implementation of these changes. This guidance replaces GM11-2008.

2. Significant Changes to the Regulation and General Permit

The significant changes to the Regulation (9 VAC 25-110) and General Permit (VAG40) are as follows:

Section 10 - Definitions.

Revised the definition of “individual single family dwelling” to clarify that it includes flow from an accessory structure such as a garage or pool house. Added language to clarify when a second connection changes the status of an individual single family dwelling. The definitions now provides: “Individual single family dwelling” means a structure, including any accessory structure such as a garage or pool house, housing one family or household or one that is designed for one family only. When a treatment works serving an individual single family dwelling has additional unused connections, it remains a treatment works serving an individual single family dwelling until such time that an additional single family dwelling is connected to the treatment works.”

Section 20 - Purpose; delegation of authority; effective date of permit.

Updated the effective date to August 2, 2021 and the expiration date to July 31, 2026.

Section 60 - Authorization to discharge.

For an individual single family dwelling, revised language in A 1 so that the owner must submit a combined application in place of a registration statement (04/2014 version). Added language in D 1 to address continuation of coverage when coverage is based on automatic renewal.

Section 70 - Registration Statement.

For treatment works authorized under the existing general permit that do not qualify for automatic renewal, specify in A 2 c that a registration statement or, for a single family dwelling, a combined application, must be submitted at least 60 days prior to the expiration of the existing permit or a later submittal date established by the board.

For late registration statements, which are accepted but are not retroactive, in A 3 excluded automatic renewal and replaced “after August 1, 2016” with “after the expiration of the existing general permit.” Removed the second sentence in Section 70 A 3.

Added under B 3 a requirement to provide outfall latitude and longitude information.

For operation and maintenance requirements applicable to buildings or dwellings other than

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individual single family dwellings, under 9 b removed the requirement (and associated language) that the permittee must keep a maintenance contract in force for the permit term unless granted an exception that allowed for the implementation of an approved operation and maintenance plan. In its place, added a requirement that such permittees engage a licensed operator. As part of this change, removed the language addressing requesting an exception to the maintenance contract requirement and submitting an operation and maintenance plan for DEQ approval.

Added a requirement 10 that applicants other than individual single family dwellings must submit their State Corporation Commission entity identification number if required to obtain one by law.

Added in C that, like the registration statement, any combined application that is submitted must be signed in accordance with 9VAC25-31-110 A of the VPDES Permit Regulation.

Finally, clarified in D that the registration statement and the combined application shall be delivered to the DEQ regional office where the treatment works is located. In addition, added contingent e-reporting language for registration statements and combined applications. This language provides that following notification from the department of the start date for required electronic submission and a three-month period from such notification, such forms shall be electronically submitted to the department in compliance with 9VAC25-31-1020.

Section 80 - General Permit

Part I - Effluent Limitations, Monitoring Requirements and Special Conditions

Revised the discharge limits in I A 1, I B 1, and I C 1 for E. coli and enterococci to reflect revised water quality standards that became effective October 21, 2019.

Clarified in I C 1 that discharges subject to 9VAC25-415-40 (Potomac Embayment) may be subject to conditional exemptions in 9VAC25-415-30.

Part I D - Special Conditions

For operation and maintenance requirements applicable to buildings or dwellings other than individual single family dwellings (Part I D 2 b), removed the requirement (and associated language) that the permittee must keep a maintenance contract in force for the permit term unless granted an exception that allowed for the implementation of an approved operation and maintenance plan. In its place, added a requirement that such permittees must use a licensed operator to ensure proper operation, monitoring and reporting. This approach is consistent with VDH requirements applicable to individual single family dwellings. As part of this change, removed the language that addresses requesting an exception to the maintenance contract requirement and submitting an operation and maintenance plan for DEQ approval.

As part of the operation and maintenance requirements applicable to buildings or dwellings other than individual single family dwellings, added permittee requirements, including:

- Having the system operated and maintained by a licensed operator including the operator responsibilities specified in D 2 (b) 3;
- Having a licensed operator visit the system at least semi-annually;
- Having a licensed operator collect, analyze and submit to the department any samples required under Part I A, Part I B, or Part I C, as appropriate;
- Providing prompt maintenance and repair of the treatment works once notified by the operator that repair or maintenance is necessary;
- Maintaining a copy of the log provided by the operator on the property where the system is located in electronic or hard copy form, making the log available to the department upon request, and making a reasonable effort to transfer the log to any future owner;

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- Following the treatment works O&M manual (where available) and keeping a copy of the O&M manual in electronic or hard copy form on the property where the system is located, making the O&M manual available to the department upon request, and making a reasonable effort to transfer the O&M manual to any future owner.

As part of the operation and maintenance requirements applicable to buildings or dwellings other than individual single family dwellings, specified licensed operator responsibilities, including:

- Performing all monitoring required in accordance with either Part I A, Part I B, or Part I C, as appropriate, and periodic (at least semi-annual) inspections of the treatment works. Note: Discharges from the treatment works should to the maximum extent feasible be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that treatment works);
- During visits required by this subsection, fulfilling the operator responsibilities specified in this subsection through observing the system and through laboratory or field tests required by this permit or that the operator deems appropriate. In performing a required visit, the operator is responsible for the entire system and, where applicable, shall follow the approved O&M manual;
- Providing a written or electronic notification to the owner within 24 hours whenever the operator becomes aware that maintenance or repair of the owner's treatment works is necessary.
- Reporting monitoring results to DEQ as required in I A 2, I B 2, and I C 2, as applicable, as well as II C, and maintain at the treatment works and provide to the permittee a log of items (items omitted here – they are specified in the general permit);
- Conducting an inspection within 48 hours after notification by the owner that a problem may be occurring.

For buildings or dwellings other than individual single family dwellings, removed the provisions that provide an exception to the maintenance contract where a permittee submitted an operation and management plan for approval. Removed the provisions that specify the information required in an operation and management plan.

Added language in I D 3 that specifies that “[a]ll individuals who perform maintenance on discharging systems pursuant to this general permit are required to hold a valid Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals. Clarified that for purposes of this general permit, this requirement is satisfied where an individual is directly supervised by and under the direction of a licensed operator, who remains responsible for such maintenance.

Part II - Conditions Applicable To All VPDES Permits

With regard to reporting monitoring results, deleted language in II C that stated that monitoring results are not required to be submitted to the department. This appears to be a remnant from the permit before the current permit. Provide that monitoring results must be submitted consistent with the requirements in I A 2, I B 2, and I C 2, as applicable. Removed the language in 9VAC25-110-80 C 1 that stated that monitoring results must be submitted to the department’s regional office by the 10th day of the month after monitoring takes place since this is specified elsewhere in the permit. Clarified that monitoring results submitted to the department must be on a DMR, and added contingent e-reporting requirements, following notification from DEQ and a three-month period from such notice, for the submission of monitoring reports since such requirements may come into effect during this next permit term.

Under reports of noncompliance (II I), added language in a new item 4 that provides “[w]here the permittee becomes aware that it failed to submit any relevant facts in a permit registration statement,

or submitted incorrect information in a permit registration statement or in any report to the department, it shall promptly submit such facts or information.” Also changed the NOTE regarding 24-hour reporting to be item 3.

Under duty to reapply (II M), changed dates from August 2, 2016 to August 2, 2021 in two places.

Under inspection and entry (II W), clarified that an authorized representative can include an authorized contractor acting as a representative of the administrator.

A list of all the changes in the regulation and permit are included in the [Background Document](#).

3. Registration Statements, Automatic Permit Coverage Renewal, and Limitations on Coverage

a. Existing Permitted Facilities

For this reissuance of the Domestic Sewage Discharges General Permit (DSDGP), we are continuing to allow existing permittees to be automatically covered under the new permit if:

(1) the ownership of the treatment works has not changed since the registration statement or combined application for coverage under the expiring general permit was submitted, or, if the ownership has changed, a new registration statement or combined application, or a VPDES Change of Ownership form was submitted to the department at the time of the title transfer; and

(2) there has been no change in the design or operation or both of the treatment works since the registration statement or combined application for coverage under the expiring general permit was submitted; and

(3) for treatment works serving individual single family dwellings, the Virginia Department of Health (VDH) has no objection to the automatic permit coverage renewal for this treatment works based on system performance issues, enforcement issues, or other issues sufficient to the board. If the VDH objects to the automatic renewal for this treatment works, the owner will be notified by the board in writing and must submit a new combined application to reapply for permit coverage; and

(4) for treatment works serving buildings or dwellings other than individual single family dwellings, the board has no objection to the automatic permit coverage renewal for this treatment works based on system performance issues, enforcement issues, or other issues sufficient to the board. If the board objects to the automatic renewal for this treatment works, the owner will be notified in writing and must submit a new registration statement to reapply for permit coverage.

If a facility qualifies for automatic permit coverage renewal, the regional office should send a letter to the owner around the first of July 2021, notifying them that the permit coverage has been renewed for another five years, giving them a link to the electronic copy of the permit and change of ownership form on DEQ's web page, and telling them how to contact the regional office if they need a hard copy of the permit. A sample notification letter is included in Attachment B to this guidance.

All documents associated with providing permit coverage under this amendment of the regulation should be maintained in the DEQ Electronic Content Management (ECM) system. Existing paper files will be maintained according to the Library of Virginia file retention schedule.

b. Existing Permitted Facilities That Are Required To Reapply For Permit Coverage

Owners of existing permitted facilities that do not qualify for automatic permit coverage renewal due to a change in the facility ownership, a change in the design or operation of the treatment works, or the VDH or the board objection to the automatic coverage renewal based on performance issues, enforcement issues, or other issues sufficient to the board, must reapply for permit coverage by submitting new a registration statement or combined application to the department. The registration statement revisions and procedures are discussed in **Section 3.c.** below.

1) VDH Single Family Dwelling Treatment Works

By mid-May 2021 the regional offices should have coordinated with their respective local health district offices to obtain a list of permitted single family dwelling treatment works that the VDH has identified as requiring submittal of a combined application, and the reason the owner should reapply for permit coverage (i.e., change of ownership; design or operational change to the treatment works; performance or enforcement issues; other issues). Note that the general permit now specifies that owners of individual single family dwellings must submit the combined application form, not the registration statement form. The regional office should send a letter to each of these facilities by mid-June informing them that they need to reapply for permit coverage. A sample notification letter is included in Attachment A. While the DSDGP regulation states that the registration statement or combined application must be submitted to the department 60 days prior to the expiration of the existing general permit (or a later submittal date established by the board), timing issues may make that date impossible. Owners should submit the registration statement or combined application as soon as possible, and probably no later than the middle of July.

For owners that must reapply due to a change of ownership, or a change in the design or operation of the facility, the permit coverage may be provided once a complete application is received, and our review indicates that there are no other "issues" to address with respect to the treatment works (see **Section 3.c.** below for issues that can come up regarding the registration statements).

For owners that must reapply due to VDH issues, once a combined application is received from one of these facilities the regional office should notify the VDH that we have received the registration statement and then wait for the VDH to tell us when the issues have been resolved.

If the owner does not resolve the issues to the VDH's satisfaction prior to the permit effective date (August 2, 2021), then the regional office should send a warning letter to the owner. It will be up to the region (WPM / WCM decision) to decide who they want to send this, and who will track it.

Continued failure by the owner to resolve the VDH issues within a reasonable time period (30 to 45 days) should result in an NOV for the owner, unless there are mitigating circumstances, in which case the region can extend the time for the owner to resolve the issues with the VDH. DEQ can coordinate with VDH prior to issuing warnings letters or NOV's as VDH also has enforcement oversight.

2) DEQ Non-Single Family Dwelling Treatment Works

By mid-May 2021 the regional office should also have developed a list of buildings or dwellings other than individual single family dwellings (i.e., non-single family home) facilities that the region has identified as requiring submittal of a registration statement, and the reason the owner should have to reapply for permit coverage (i.e., change of ownership; design or operational change to the treatment works; performance or enforcement issues; other issues). The regional office should send a letter to each of these facilities by mid-June informing them that they need to reapply for permit coverage. A sample notification letter is included in Attachment A. While the DSDGP regulation states that the registration statement must be submitted to the department 60 days prior to the expiration of the existing general permit (or a later submittal date established by the board), timing issues may make that date impossible. Owners should submit the registration statement as soon as possible, and probably no later than the middle of July.

For owners that must reapply due to a change of ownership, or a change in the design or operation of the facility, the permit coverage may be provided once a complete application is received, and our review indicates that there are no other "issues" to address with respect to the treatment works (see **Section 3.c.** below for issues that can come up regarding the registration statements).

For owners that must reapply due to performance, enforcement or other issues, the regional offices will need to ensure that the issues have been resolved prior to granting permit coverage. If the

owner does not resolve the issues to the region's satisfaction prior to the permit effective date (August 2, 2021), then a warning letter should be sent to the owner. It will be up to the region (WPM / WCM decision) to decide who they want to send this, and who will track it.

Continued failure by the owner to resolve the issues within a reasonable time period (30 to 45 days) should result in a NOV for the owner, unless there are mitigating circumstances, in which case the region can extend the time for the owner to resolve the issues.

c. New Facilities and Facilities Not Previously Permitted Under The General Permit

The registration statement is to be used by owners of treatment works serving non-single family dwellings (i.e., those facilities that DEQ has responsibility for). The VDH Combined Application form is to be used by owners requesting coverage under the general permit for treatment works serving individual single family dwellings (i.e., those facilities that the VDH has responsibility for). There is no permit fee required for obtaining coverage under the DSDGP.

1) Registration Statement Changes and Items of Note

The registration statement (RS) has changed slightly for this reissuance. The RS changes and items of note under 9VAC25-110-70 are as follows:

Regulation Item B 3 (RS form #3) – Receiving water. Added outfall latitude and longitude.

Regulation Item B 8 c (RS form #10 c) - Information required for proposed or not previously permitted treatment works. Reworded provision to require “A copy of the notification from the Virginia Department of Health (VDH) that an onsite sewage disposal system permit was applied for and that the VDH has determined that an onsite system cannot be constructed to serve that parcel of land.” A copy of the notification letter that should have been received from VDH is included in Attachment H. If a copy of this letter is not received, DEQ staff should contact the relevant VDH office to request a copy of the Attachment H letter or the functional equivalent.

Regulation Item B 9 a (RS form #11) – Operation and maintenance requirements for individual single family dwellings. Changed the regulatory reference from 12VAC5-640-500 to 12VAC5-640.

Regulation Item B 9 b (RS form #12) – Operation and maintenance requirements for buildings or dwellings that are not individual single family dwellings. Removed question whether a valid maintenance contract has been obtained (yes/no). Replaced this with a requirement that “operation and maintenance must be consistent with Part I D 2 b, which requires that such owners engage a licensed operator.” Changed the contract information requests. Now require the name of the licensed operator, his or her phone number or email and, if a service agreement exists and the information is available, the start and end date of any agreement. Removed the question whether an exception to the maintenance contract has been applied for and granted.

Regulation Item B 10 (RS form #13). Removed the question about submittal of an operation and maintenance plan, along with follow-up questions. Replaced it with a requirement that owners or treatment works other than individual single family dwellings must provide their State Corporation Commission entity identification number, if the facility is required to obtain an entity identification number by law.

Regulation Item C – Signature requirements. Added language that, like the registration statement, the combined application must be signed in accordance with 9VAC25-31-110 A.

Regulation Item D – Clarified that the registration statement or combined application shall be delivered to the department's regional office serving the area where the treatment facility is located by either postal or electronic mail. Also added the following language regarding electronic submittal: Following notification from the department of the start date for the required electronic submission of Notices of Intent to discharge forms (i.e., registration

statements or combined applications), as provided for in 9VAC25-31-1020, such forms submitted after that date shall be electronically submitted to the department in compliance with this section and 9VAC25-31-1020. There shall be at least three months' notice provided between the notification from the department and the date after which such forms must be submitted electronically.

2) Limitations on Coverage

The department needs to notify an owner that his discharge is not eligible for coverage under this general permit in the event of any of the following:

a) The owner is required to obtain an individual VPDES permit in accordance with the VPDES Permit Regulation at 9VAC25-31-170 B 3;

b) The owner is proposing to discharge to surface waters specifically named in other board regulations that prohibit such discharges. Discharges into the following waters are not eligible for coverage under this general permit:

(1) Tier 3 waters, as designated under the Water Quality Standards at 9 VAC 25-260-30 A.3.c;

(2) James River between Bosher and Williams Island Dams (9VAC25-260-310 n);

(3) Tuckahoe Creek and its tributaries (no new discharges) (9VAC25-260-310 o);

(4) Chickahominy Watershed above Walker's Dam (9VAC25-260-310 m);

(5) The Dulles Watershed when the discharge would violate the board's policy on treatment plants in that watershed (9VAC25-401);

(6) The Occoquan Watershed when the discharge would violate the Board's policy on treatment plants in that watershed (9VAC25-410);

(7) Shellfish waters where the discharge will result in condemnation by VDH and the project will have an effect on shellfish use now or in the future (9VAC25-260-270).

c) The owner is proposing to discharge to surface waters in an area where there are central sewage facilities reasonably available, as determined by the Board. For coverage under this reissuance, this requirement applies only to proposed facilities. If a facility is already built and permitted, and subsequently central sewage facilities become available, the facility is still eligible for general permit coverage.

Determining what is "reasonably available" is somewhat subjective, and will be decided based on case-by-case determinations. Some factors to consider might include: (1) what is a reasonable distance to the nearest conveyance line; (2) will there be considerable financial burden to the applicant due to permit denial; (3) what if permit denial prevents the home construction.

Outside of this permit coverage, a locality may require an owner to hook up to a central sewage facility;

d) The owner of any proposed treatment works or any treatment works that has not previously been issued a VPDES permit has applied to the VDH for an onsite sewage disposal system permit, and the VDH has determined that an onsite system is available to serve that parcel of land.

e) The discharge would violate the Water Quality Standards antidegradation policy stated in 9VAC25-260-30; or

f) The discharge is not consistent with the assumptions and requirements of an approved TMDL.

d) Continuation of Permit Coverage

For this reissuance the regulation, in Section 60 D, continues the previous general permit limits and conditions temporarily for owners who submit a complete registration statement or combined application 60 days prior to the expiration date of the permit (or a later submittal date established by the board). This provision allows the owner to continue to be covered by a VPDES permit, while allowing the region additional time to work through issues that are holding up the permit coverage approval (e.g., the owner resolving performance or compliance issues with the VDH). The regulation condition is as follows:

- 1) Permit coverage shall expire at the end of the applicable permit term. However, expiring permit coverages are continued if the owner has submitted a complete registration statement or, for an individual single family dwelling, a combined application, at least 60 days prior to the expiration date of the permit, or a later submittal date established by the board, which cannot extend beyond the expiration date of the permit. Where the expiring permit coverage was originally based on automatic renewal as found in 9VAC25-110-70 A 2 b, such coverage is continued provided the owner continues to meet the automatic renewal criteria. The permittee is authorized to continue to discharge until such time as the board either:
 - a) Issues coverage to the owner under this general permit; or
 - b) Notifies the owner that the discharge is not eligible for coverage under this permit.
- 2) When the owner that was covered under the expiring or expired general permit has violated or is violating the conditions of that permit, the board may choose to do any or all of the following:
 - a) Initiate enforcement action based upon the general permit coverage that has been continued;
 - b) Issue a notice of intent to deny coverage under the reissued general permit. If the general permit coverage is denied, the owner would then be required to cease the activities authorized by the administratively continued coverage or be subject to enforcement action for operating without a permit;
 - c) Issue an individual permit with appropriate conditions; or
 - d) Take other actions authorized by the VPDES Permit Regulation (9VAC25-31).

e) Compliance With This General Permit

Section 60 C of the regulation states:

Compliance with this general permit constitutes compliance, for purposes of enforcement, with the federal Clean Water Act §§ 301, 302, 306, 307, 318, 403, and 405 (a) through (b), the State Water Control Law, and applicable regulations under either, with the exceptions stated in 9 VAC 25-31-60 of the VPDES Permit Regulation. Approval for coverage under this general VPDES permit does not relieve any owner of the responsibility to comply with any other applicable federal, state or local statute, ordinance or regulation, including, for owners of sewage treatment works that serve individual single family dwellings, the Alternative Discharging Sewage Treatment Regulations for Individual Single Family Dwellings (12 VAC 5-640) of the Virginia Department of Health adopted pursuant to §§ 32.1-12, 32.1-163, and 32.1-164 of the Code of Virginia and, for owners of sewage treatment works that serve buildings or dwellings other than individual single family dwellings , the Sewage Collection and Treatment Regulations (9 VAC 25-790) adopted by the State Water Control Board pursuant to § 62.1-44.19 of the Code of Virginia.

4. Operation and Maintenance Requirements

a. Individual Single Family Dwellings (VDH regulated facilities)

Part I D 2 a of the general permit provides that “Operation and maintenance requirements for treatment works serving individual single family dwellings are specified in the Virginia Department of Health

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regulations at 12VAC5-640.” The VDH regulations at 12 VAC 5-640-500 require routine operation and maintenance of discharging systems. Subsection A provides “In order to assure the treatment system is operated, maintained, monitored, and reported properly, the permit holder shall engage a licensed operator as defined in subsection E of this section.” This subsection indicates that reporting in accordance with 12VAC5-640-490 (Monitoring) and 12VAC5-640-510 (Information to be reported electronically) is sufficient evidence of an ongoing contract. The combined application also includes a certification by the applicant that the permitted wastewater treatment system will be maintained by a licensed operator in accordance with 12VAC5-640.

The VDH regulations specify responsibilities for both owners (subsection B) and operators (subsection C). Owners must do the following:

1. Have the system operated and maintained by a licensed operator;
2. Have an operator visit the system at the frequency required by this chapter (at least semiannually);
3. Have an operator collect and analyze any samples required by this chapter;
4. Provide prompt maintenance and repair of the treatment works. If an owner is notified by the operator of a repair or maintenance need pursuant to subdivision C 4 of this section [12VAC5-640-500] and the discharge does not comply with the effluent requirements of the General Permit, then the owner shall begin pump and haul of the sewage and take other actions as may be directed by the local health department until the treatment works returns to normal function;
5. Keep a copy of the log provided by the operator on the property where the system is located in electronic or hard copy form, make the log available to the department upon request, and make a reasonable effort to transfer the log to any future owner;
6. Follow the O&M manual (where available) and keep a copy of the O&M manual in electronic or hard copy form for the system on the property where the system is located, make the O&M manual available to the department upon request, and make a reasonable effort to transfer the O&M manual to any future owner; and
7. Comply with the VPDES permit requirements contained in 9VAC25-110.

Operators have the following responsibilities:

1. Perform all testing required in either Part I A or Part I B (9VAC25-110-80) of the General Permit, as appropriate, and in this chapter, unless the owner maintains a waiver in accordance with subsection A of this section. Note: The treatment works will be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that facility). The operator should not force a discharge in order to collect a formal sample, but the informal sampling should be used to identify any operational problems;
2. Whenever an operator performs a visit that is required by this chapter, he shall do so in such a manner as to accomplish the various responsibilities and assessments required by this chapter through visual or other observations and through laboratory and field tests that are required by this chapter or that he deems appropriate;
3. When performing activities pursuant to a visit that is required by this chapter, the operator is responsible for the entire system, and where applicable, the operator shall follow the approved O&M manual;
4. Provide a written or electronic notification to the owner within 24 hours whenever the operator becomes aware that maintenance or repair of the owner's treatment works is necessary; and
5. Document the results of each site visit in the log and report in accordance with 12VAC5-640-510. Each operator shall keep an electronic or hard copy log for each system for which he is responsible. The operator shall provide a copy of the log to the owner. In addition, the operator shall make the log available to the department upon request. At a minimum, the operator shall record the following items in the log:
 - a. Results of all testing and sampling;
 - b. A copy of the Discharge Monitoring Report required by the General Permit;
 - c. Maintenance, corrective actions, and repair activities that are performed;

- d. Recommendations for repair and replacement of system components;
- e. Sludge or solids removal; and
- f. The date reports were given to the owner.

b. Non-Single Family Dwellings (DEQ regulated facilities)

The 2016 DSDGP required that non-single family dwellings keep a maintenance contract in force during the permit term unless an exception had been granted, in which case the permittee was required to submit and gain approval of an operation and maintenance plan. The 2021 DSDGP no longer requires non-single family dwellings to have a maintenance contract or, alternatively, an operation and maintenance plan. Rather, the 2021 reissued general permit requires the permittees to engage a licensed operator to ensure the treatment works is operated, maintained, monitored and reported properly. This revised approach mirrors the approach used by VDH for individual single family dwellings.

The DSDGP specifies responsibilities for both the permittee (9VAC25-110-80 I D 2 b (2)) and the licensed operator (9VAC25-110-80 I D 2 b (3)). Owners must do the following:

- a. Have the system operated and maintained by a licensed operator, including the responsibilities specified in Part I D 2 b (3);
- b. Have a licensed operator visit the system at least semiannually;
- c. Have a licensed operator collect, analyze, and submit to the department any samples required under Part I A, Part I B, or Part I C, as appropriate, of this general permit;
- d. Provide prompt maintenance and repair of the treatment works once notified by the operator that repair or maintenance is necessary. The owner is responsible for all costs associated with the maintenance or repair. Immediately upon receipt of notice that repair or maintenance is required, the owner shall begin emergency pump and haul of all sewage generated from the building or dwelling or otherwise ensure that no discharge occurs if full and complete repairs cannot be accomplished within 48 hours;
- e. Maintain a copy of the log provided by the operator on the property where the system is located in electronic or hard copy form, make the log available to the department upon request, and make a reasonable effort to transfer the log to any future owner;
- f. Follow the treatment works operation and maintenance (O&M) manual (where available) and keep a copy of the O&M manual in electronic or hard copy form on the property where the system is located, make the O&M manual available to the department upon request, and make a reasonable effort to transfer the O&M manual to any future owner.

The licensed operator has the following responsibilities:

- a. Perform all monitoring required in accordance with either Part I A, Part I B, or Part I C, as appropriate, and periodic (at least semiannually) inspections of the treatment works. Note: Discharges from the treatment works should to the maximum extent feasible be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that treatment works);
- b. During visits required by this subsection, fulfill the operator responsibilities specified in this subsection through observing the system and through laboratory or field tests required by this permit or that the operator deems appropriate. In performing a required visit, the operator is responsible for the entire system and, where applicable, shall follow the O&M manual;
- c. Provide a written or electronic notification to the owner within 24 hours whenever the operator becomes aware that maintenance or repair of the owner's treatment works is necessary;
- d. Report monitoring results to DEQ as required in Part I A 2, Part I B 2, and Part I C 2, as applicable, as well as Part II C, and maintain at the treatment works and provide to the permittee a log of the following items:
 - i. Results of all tests and sampling. Note: If sampling is attempted, but no sample was taken or possible, the log shall show all sampling attempts and document and explain why no sample was taken or possible;
 - ii. Alarm activation incidents, including the date and time of equipment failure and return

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- to service;
- iii. Maintenance, including the date and amount of disinfection chemicals added to the chlorinator, the date and amount of dechlorination chemicals added if applicable, the date and approximate volume of sludge removed, and date receipts for chemicals and equipment purchased and maintenance performed;
- iv. Corrective or repair activities performed;
- v. Recommended repair or replacement items;
- vi. Copies of all reports prepared by the operator; and
- vii. Sludge or solids removal; and
- e. Conduct an inspection within 48 hours after notification by the owner that a problem may be occurring.

Subsection I D 3 further provides:

All individuals who perform maintenance on discharging systems pursuant to this general permit are required to hold a valid Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals. For purposes of this general permit, this requirement is satisfied where an individual is directly supervised by and under the direction of a licensed operator who remains responsible for such maintenance.

The registration statement (RS form #12) requires the owner to indicate the name of the licensed operator, as well as a phone number or email. If the start and end date of any agreement are available, this information also should be provided.

5. Discharge Categories, Flow Frequency Determination and Dechlorination

a. Discharge Categories and Flow Frequency Determination

There are three discharge categories with associated effluent limits and monitoring requirements for this general permit:

- Category I (permit Part I.A) is for discharges to receiving waters where the 7Q10 flows are less than 0.2 MGD;
- Category II (permit Part I.B) is for discharges to receiving waters where the 7Q10 flows are equal to or greater than 0.2 MGD; and
- Category III (permit Part I.C) is for discharges to receiving waters subject to the Policy for the Potomac River Embayments (9VAC25-415).

These effluent limits are summarized below.

	I.A - 7Q10 < 0.2 MGD	I.B - 7Q10 ≥ 0.2 MGD	I.C - Potomac River Embayments (9VAC25-415)
BOD5	30 mg/l	30 mg/l	NA
CBOD5	NA	NA	5 mg/l
TSS	30 mg/l	30 mg/l	6.0
TRC ¹ (instant minimum after contact tank)	1.0 mg/l	1.0 mg/l	1.0 mg/l
TRC ¹ (final effluent instant maximum)	0.016 mg/l Not applicable to ephemeral stream	2.0 mg/l	0.016 mg/l
E coli ² (instant maximum)	126 CFU/100 ml	126 CFU/100 ml	126 CFU/100 ml
enterococci ³ (instant maximum)	35 CFU/100 ml	35 CFU/100 ml	35 CFU/100 ml
Fecal ⁴	200 CFU/100 ml	200 CFU/100 ml	NA

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	I.A - 7Q10 < 0.2 MGD	I.B - 7Q10 ≥ 0.2 MGD	I.C - Potomac River Embayments (9VAC25-415)
pH	6.0-9.0 standard units	6.0-9.0 standard units	6.0-9.0 standard units
DO (instant minimum)	5.0 mg/l Not applicable to ephemeral stream	NA	6.0 mg/l
Ammonia N (Apr 1 – Oct 31)	NA	NA	1.0 mg/l
Ammonia N (Nov 1 – Mar 31)	NA	NA	3.1 mg/l
Total P	NA	NA	0.18 mg/l
Monitoring Interval	Annual	Annual	Quarterly

¹ When chlorine is used for disinfection and the discharge is to freshwater.

² When method other than chlorine is used for disinfection and the discharge is to freshwater. Requires continuous disinfection to maintain limit when discharging.

³ When discharge is to saltwater or transition zone. Requires continuous disinfection to maintain limit when discharging.

⁴ When discharge to shellfish waters only. Requires continuous disinfection to maintain limit when discharging.

Based on the receiving water information provided in the registration statement, the permit writer should determine the flow frequency in accordance with the flow determination memos for each region (see Attachment E). This will determine which of the two flow-based effluent limitation pages is applicable to the facility (I.A or I.B). The major difference between the two sets of effluent limits is the way disinfection is handled. Both limit sets require a 1.0 mg/l chlorine residual after the chlorine contact tank.

- If the discharge goes into a stream with a 7Q10 flow less than 0.2 MGD, or the discharge is to a dry ditch, the limits of Part I.A of the permit apply, and the discharge must be dechlorinated to 0.016 mg/l total residual chlorine. This limit also applies to discharges to the Potomac River Embayment.
- If the discharge goes into a stream with a 7Q10 flow greater than or equal to 0.2 MGD, the limits of Part I.B of the permit apply, and dechlorination is not required.
- Discharges to the Potomac River Embayment are subject to the limits in I.C. The Policy for the Potomac River Embayments (9VAC25-415) describes affected waters (section 20) and establishes specific effluent limits for CBOD5, TSS, total phosphorus, and ammonia.

b. Dechlorination and Bacteria Limits

The chlorine limitations in the permit vary according to discharge category. For discharges in Category I, they will be limited to moderate dilution of the wastewater from the treatment works and the limitations that deal with disinfection for human health protection are more stringent as a result. When chlorine is used for disinfection and the discharge is in freshwater, the total residual chlorine limitation for final effluents is 0.016 mg/l. This residual chlorine limit also applies to Category III. If the treatment works is currently covered by the expiring general permit and they have installed dechlorination equipment, then antibacksliding prevents them from discontinuing its use regardless of the 7Q10 of the receiving waters. The choice of dechlorination or not is only applicable to new facilities or to existing ones where the equipment has not been installed.

This reissuance includes revised discharge limits in sub-sections I A 1, I B 1, and I C 1 for E. coli and enterococci to reflect revised more stringent water quality standards that became effective October 21, 2019.

6. General Permit

a. Permit Numbers and Permit Pages

Permit numbers for existing facilities that are reissued general permit coverage will remain the same.

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CEDS will assign new permit numbers for newly permitted facilities, and for existing facilities that are applying for coverage under the general permit for the first time.

For permittees that are being sent either a hard copy or an electronic copy of the permit, individual permit numbers should be entered onto the cover page of the permit. No other changes to the language of the general permit are authorized.

The copy of the general permit that is sent to the permittee should only contain the applicable Part I effluent limitations page, either page Part I.A, page Part I.B, or page I.C.

b. Monitoring Requirement Scenarios

Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Except for the Potomac Embayment, the monitoring period is September 1 through August 31, and DMRs must be submitted no later than the 10th of September following the monitoring period. Potomac Embayment monitoring is required quarterly. Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640.

Depending on the information submitted with the registration statement, there are 11 possible monitoring requirement scenarios, but only one will apply to each discharge:

- (1) the receiving stream has a 7Q10 flow < 0.2 MGD, is a freshwater, is not a shellfish water; and the method of disinfection is chlorination
- (2) the receiving stream has a 7Q10 flow < 0.2 MGD, is a fresh water, is not a shellfish water; and the method of disinfection is other than chlorination
- (3) the receiving stream has a 7Q10 flow < 0.2 MGD, is a salt water or transition zone, and is not a shellfish water
- (4) the receiving stream has a 7Q10 flow < 0.2 MGD, is a salt water or transition zone, and is a shellfish water
- (5) the receiving stream has a 7Q10 flow ≥ 0.2 MGD, is a freshwater, is not a shellfish water; and the method of disinfection is chlorination
- (6) the receiving stream has a 7Q10 flow ≥ 0.2 MGD, is a fresh water, is not a shellfish water; and the method of disinfection is other than chlorination
- (7) the receiving stream has a 7Q10 flow ≥ 0.2 MGD, is a salt water or transition zone, and is not a shellfish water
- (8) the receiving stream has a 7Q10 flow ≥ 0.2 MGD, is a salt water or transition zone, and is a shellfish water
- (9) the receiving stream consists of waters subject to the Policy for the Potomac River Embayments (9VAC25-415), is a freshwater, and the method of disinfection is chlorination
- (10) the receiving stream consists of waters subject to the Policy for the Potomac River Embayments, is a fresh water, and the method of disinfection is other than chlorination
- (11) the receiving stream consists of waters subject to the Policy for the Potomac River Embayments and is a salt water or transition zone.

Attachment F contains a decision tree that can be used by the permit writer to determine the correct monitoring requirements for most discharges. Attachment F also contains monitoring requirements pages for each of the 11 scenarios listed above. While the intent of the monitoring requirement pages is to clarify the monitoring requirements for the permittee, these pages are not part of the permit. Use of these pages will be at the discretion of the regional office. However, the pages should not be inserted

into the permit, nor should they be indicated to the permittee as part of the permit. For new issuances, and for permittees that request a copy of the general permit, the permit writer can select the appropriate monitoring requirement page to send to the permittee with the general permit.

c. DSDGP Effective Date

The DSDGP regulation was adopted by the SWCB on December 9, 2020, and the regulation effective date is August 2, 2021. Regional offices will need to coordinate with the local VDH District offices on a list of facilities they would like Registration Statements or Combined Applications from, send automatic coverage letters and coverage renewal reminder letters to appropriate permittees (see Attachment A), process the Registration Statements, and issue/reissue general permits. Coverage under the new general permit will not begin until August 2, 2011.

7. Relationship to Other Regulations

There are two source categories of dischargers covered under this general permit: (1) treatment works serving individual single family dwellings, and (2) treatment works serving non-single family dwellings. Discharges from individual single family dwelling treatment works are also regulated by the VDH under the Alternative Discharging Sewage Treatment Regulations for Individual Single Family Dwellings (12VAC5-640). Consequently, DEQ permits discharges from these facilities, and the local health district inspects them. Discharges from non-single family dwelling treatment works are also regulated under the DEQ Sewage Collection and Treatment (SCAT) Regulations (9VAC25-790). Inspection, as well as permitting, of these facilities is performed only by DEQ.

Both the Alternative Discharging Regulations at 12VAC5-640-420 J and the SCAT Regulations at 9VAC25-790-450 B contain language requiring a 500-foot separation distance between effluent discharge points of separate treatment systems. VDH regulations allow the separation distance to be reduced to 250 feet under specified circumstances. VDH is responsible for enforcing the separation distance requirement for discharges from individual single family dwelling treatment works, and DEQ for discharges from non-single family dwelling treatment works. Note that the distance between discharge points is measured at the point where the effluent enters state waters - at the stream, at a defined natural channel, or at the point where it leaves the owner's property.

Because the DSDGP regulation does not specify a minimum separation distance between discharges, and most permittees are not familiar with the requirements of the other regulations discussed above, a question has been added to the registration statement form requesting the registrant to verify the presence of another VPDES permitted discharge within 500 feet of the discharge identified in the registration statement. This information is not required by the DSDGP regulation. Therefore, the registration statement may be deemed complete without it. However, for non-single family dwelling treatment works, should the registrant confirm that there is another VPDES permitted discharge within 500 feet of the registrant's discharge, regional water permit staff should inspect the existing or proposed facility location before issuing permit coverage. For individual single family dwelling treatment works, the regional permit writer should alert the VDH of the registrant's response so that the VDH can inspect the facility for the minimum separation distance if they so choose.

8. CTC and CTO Requirements

The DEQ SCAT Regulations at 9VAC25-790-50 B (CTCs and CTOs) state:

B. Discharges of 1,000 gpd or less. On-site (located within owners property) residential sewage treatment works having a design capacity of 1,000 gallons per day or less may not be governed by this chapter and standards contained in this chapter if the performance reliability of such technology has been established by an approved testing program (9VAC25-790-210). These treatment works are regulated by other applicable regulations of the board (9VAC25-110) and of the Virginia Department of Health (12VAC5-610 and 12VAC5-640). Owners of such treatment works shall make application in accordance with and obtain the necessary permits from the board or the Virginia Department of Health as appropriate via the application procedures established for such

treatment works.

This section of the SCAT Regulation requires that non-single family dwelling treatment works <1000 gpd only need to apply to DEQ for a CTC/CTO if the treatment technology is new or nonconventional. The following links lead to a list of [VDH Generally Approved](#) systems and a complete list of [NSF/ANSI Approved Systems](#) which would not require a CTC/CTO in accordance with 9VAC25-790-210. All other systems would require the owner to follow the requirements of the SCAT Regulations at 9VAC25-790-210 to obtain a CTC and a CTO.

The VDH is responsible for issuing CTCs and CTOs for individual single family dwelling treatment works in accordance with the Alternative Discharging Regulations at 12VAC5-640-220. The VDH has indicated that they would prefer not to receive copies of the CTCs and CTOs issued by DEQ for non-single family dwelling treatment works.

9. Coordination with VDH and VMRC

a. Local Health Districts and VDH-ODW Coordination

In addition to the registration coordination with the local health districts discussed in Section 3.b.1, the DEQ regional offices will also have contact with the VDH Office of Drinking Water (VDH-ODW) in some cases. The VDH-ODW needs information from DEQ when permits are initially issued for sewage discharges from treatment works other than individual single family dwellings in order to determine public health impacts. Initial permit issuances to individual single family dwellings will be coordinated internally within VDH. All correspondence with the VDH-ODW will be with the VDH-ODW field offices, not with the central office. The VDH-ODW field offices contact information is provided under Attachment G.

A copy of the letter granting coverage for the general permit should be sent to the local health district so they know when an individual single family dwelling treatment works has been covered. The transmittal letter for general permit coverage (Attachment B) has been modified to specify characteristics of the receiving stream, including 7Q10, freshwater or salt/transition zone, and shellfish or non-shellfish water, to indicate what limits apply to the discharge. It is suggested that a copy of the monitoring requirements page discussed under Section 6.b above be attached to the copy of the transmittal letter sent to the local health district to further clarify the limits for each discharge.

b. VDH-DSS and VMRC Coordination – Shellfish Waters

For all proposed domestic sewage discharges to, or in near proximity to, shellfish growing areas below the fall zone (except the Chowan Basin), the regional office should send copies of the DSDGP registration statements to the VDH-Division of Shellfish Safety (VDH-DSS). The VDH-DSS has provided the following to define the areas of the major river basins below which they would like to see registration statements:

- Potomac River tributaries - US 301 bridge.
- Rappahannock River - Tappahannock Bridge (US 360).
- York River - upstream border of the Town of West Point.
- James River - line due north from Hog Point in Surry County to the northern shore of the James River in James City County.
- Both the eastern and western shore of the Chesapeake Bay including Tangier Island.
- The Atlantic shore of the Virginia eastern shore and Virginia Beach south to the North Carolina state line.

Correspondence with the VDH-DSS should only be with their office in Richmond. Contact information is provided under Attachment G.

VMRC review is necessary for discharges into shellfish waters if the registration is for a new issuance, or a reissuance that increases the discharge. VMRC contact information is provided under Attachment

G.

If the VDH-DSS intends to condemn shellfish beds and VMRC says that the condemned area contains an actual or potential shellfish resource, then the treatment works is not eligible for coverage under the DSDGP. Example transmittal letters to VDH-DSS and VMRC are in Attachment B.

10. Inspection and Compliance

The general permit requires annual monitoring under I.A and I.B, and quarterly monitoring under I.C. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). The annual monitoring period is September 1 through August 31, with the DMR due no later than the 10th of September following the monitoring period. The quarterly monitoring periods are January through March, April through June, July through September, and October through December for discharges to the Potomac Embayments, with the DMR due no later than the 10th day of the month following the monitoring period. Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640.

As discussed in Section 7 above, the local health district is responsible for inspections and compliance of individual single family dwelling treatment works, while DEQ is responsible for inspections and compliance of non-single family dwelling treatment works. These facilities should be inspected by the region at least once every five years.

11. CEDS Tracking and DSDGP Changes to CEDS

Each facility covered under the general permit will continue to be tracked in CEDS. Currently there are about 2800 facilities with coverage under the DSDGP.

To implement the automatic permit coverage provision for this reissuance, all of the existing permits will be copied from Active to Application, OIS will attach the following dates:

- Permit Effective Date (DTEFF) = 08/02/2021
- Permit Expiration Date (FLED) = 07/31/2026
- Date Permit Signed (DTSIGN) = 08/02/2021

Based on these dates the permits will become active provided there are no issues or concerns regarding the criteria for automatic reissuance (i.e., same ownership, same design or operation, and no DEQ or VDH objections). If available information indicates concerns, the permit writer should delete the signed date so the permit remains in Application until the issue is addressed.

All other event code "completed dates" will be deleted where they exist, and the permit "Activity" type will be changed to "Reissuance". All other CEDS information for that facility will remain unchanged.

For facilities that are NOT required to reapply for general permit coverage, no further action is required by the regional permit writer for this reissuance. Any changes to the permit should be done using a permit authorized change (PAC).

ATTACHMENTS

- A Coverage Renewal Reminder Letters
- B Transmittal Letters
- C Change of Ownership Agreement Form
- D Model Operation and Maintenance Plan Manuals and Maintenance Logs
- E Flow Determination Memos

Guidance Memo No. 21-2005

- F. Monitoring Requirements - Decision Tree and 11 Monitoring Pages
- G. Contact Information for VDH-ODW Field Offices, VDH-DSS, and VMRC
- H. VDH Denial of Onsite Sewage Disposal System Example Letter

ATTACHMENT A

- (1) Coverage Renewal Reminder Letter Combined Application Required – VDH Individual Single Family Dwellings**
- (2) Coverage Renewal Reminder Letter Registration Statement Required – DEQ Non-Single Family Dwellings**

Guidance Memo No. 21-2005
Attachment A

(1) Coverage Renewal Reminder Letter Combined Application Required – VDH Individual Single Family Dwellings

Regional DEQ Letterhead
Date

Owner's Name
Owner's Address

Re: Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Domestic Sewage Discharges \leq 1,000 GPD
Permit No. VAG40 [*insert facility specific GP coverage number*]
Facility Name
Facility Address

Dear Permittee:

This letter is to remind you that your VPDES General permit coverage will expire on August 1, 2021. If you wish to continue discharging, you must receive coverage under the reissued general permit. The Virginia Department of Health (VDH) has notified DEQ that there are issues associated with the facility that make the facility ineligible for automatic permit coverage and that coverage cannot be reissued until a complete VDH Combined Application is submitted and approved by the Department of Environmental Quality. The VPDES General Permit Regulation requires that a complete VDH Combined Application be filed prior to June 3, 2021; however, the board has granted a waiver to the submittal date. Your new due date is 30 days from the date of this letter *or insert due date 30 days from expected signature date*. The VDH Combined Application is enclosed.

The VDH regulations at [12VAC5-640-500](#) specify operation and maintenance (O&M) requirements for treatment works serving individual single family dwellings. No O&M information is needed by DEQ for these facilities. However, the VDH requires testing and O&M as described in [12VAC5-640-490 and 500](#), repairs, modifications, alterations, and expansions be reported electronically to VDH by the 15th of the month following the month in which the activity occurred. When formal testing indicates that a discharge limit established in the General Permit is being exceeded or when informal testing indicates a discharging system may be in violation of the General Permit requirements, the owner shall notify the maintenance provider and the VDH within 24 hours. The VDH regulations require that a licensed operator (a valid Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operations and Onsite Sewage System Professionals) be engaged to ensure monitoring (unless a monitoring waiver has been granted prior to December 16, 2015) and operations and maintenance is occurring. Reporting in accordance with [12VAC5-640-510](#) is sufficient evidence that an owner has engaged a licensed operator.

Please contact [*insert contact information*] if you have any questions.

Sincerely,

Water Permit Manager

Enclosure:
VDH Combined Application

DEQ Web Site for General Permits: <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

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Attachment A

VDH Alternative Sewage Treatment Regulations for Individual Single Family Dwellings:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter640/>

Guidance Memo No. 21-2005

Attachment A

(2) Coverage Renewal Reminder Letter Registration Statement Required – DEQ Non-Single Family Building or Dwellings

Regional DEQ Letterhead

Date

Owner's Name

Owner's Address

Re: Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Domestic Sewage Discharges \leq 1,000 GPD (VAG40)

Permit No. VAG40 [*insert facility specific GP coverage number*]

Facility Name

Facility Address

Dear Permittee:

This letter is to remind you that your VPDES General Permit coverage will expire on August 1, 2021. If you wish to continue discharging, you must receive coverage under the reissued general permit. The VPDES General Permit Regulation requires that a complete Registration Statement be filed with the Department of Environmental Quality prior to June 3, 2021; however, the board has granted a waiver to the submittal date. Your new due date is 30 days from the date of this letter [*for insert due date 30 days from expected signature date*]. The revised Registration Statement and instructions are enclosed.

Please note that if you are approved for coverage you will be required to submit discharge monitoring reports (DMRs) and maintenance logs to the Department of Environmental Quality on an annual basis (quarterly basis for discharges subject to the Policy for the Potomac River Embayments). More information will be provided if coverage is approved. Under the reissued general permit, you are required to engage a licensed operator (holding a Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals) for the maintenance and operation responsibilities specified in the general permit.

Please contact [*insert contact information*] if you have any questions.

Sincerely,

Water Permit Manager

Enclosure: Registration Statement with instructions

DEQ Web Site for General Permits:

<https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

Department of Professional and Occupational Regulation:

<https://www.dpor.virginia.gov/LicenseLookup>

ATTACHMENT B

- (1) Automatic Permit Coverage Renewal Letter– VDH Individual Single Family Dwellings**
- (2) Automatic Permit Coverage Renewal Letter – DEQ Non-Single Family Building or Dwellings**
- (3) Transmittal Letter for GP Coverage – VDH Single Family Dwelling Treatment Works**
- (4) Transmittal Letter for GP Coverage – DEQ Non-Single family Dwelling Treatment Works**
- (5) Transmittal Letter to VDH-DSS**
- (6) Transmittal Letter to VMRC**

Guidance Memo No. 21-2005

Attachment B

(1) Automatic Permit Coverage Renewal Letter – VDH Individual Single Family Dwellings

Regional DEQ Letterhead

Date

Owner's Name

Owner's Address

Re: Automatic Renewal of the Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Domestic Sewage Discharges \leq 1,000 GPD

Permit No. VAG40 [*insert facility specific GP coverage number*]

Facility Name

Facility Address

Dear Permittee:

The State Water Control Board recently reissued the VPDES general permit for the waste water treatment facility located at this address. According to Department records and Virginia Department of Health records your treatment works qualifies for automatic permit coverage renewal as described in the registration requirements of the general permit regulation ([9VAC25-110-70 A.2.b](#)). Your new permit coverage becomes effective on August 2, 2021.

Your 2021 general permit can be found at: <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

The 2021 reissued general permit regulation and transfer of ownership form (if needed) can be found on DEQ's web page below. If you do not have web access, or would like paper copies of any of these documents, please contact this office. This reissuance includes revised discharge limits for E. coli and enterococci that reflect updated more stringent state water quality standards.

The DEQ monitoring requirements are attached. The Virginia Department of Health regulations at 12VAC5-640-500 specify operation and maintenance (O&M) requirements for treatment works serving **individual single family dwellings**. No O&M information is needed by DEQ for these facilities. However, the VDH requires testing and O&M as described in [12VAC5-640-490 and 500](#). Under 12VAC5-640-510, testing, repairs, modifications, alterations, and expansions be reported electronically VDH by the 15th of the month following the month in which the activity occurred. In addition, when formal testing indicates that a discharge limit established in the General Permit is being exceeded or when informal testing indicates a discharging system may be in violation of the General Permit requirements, the owner shall notify the maintenance provider and the VDH within 24 hours. The VDH regulations require that a licensed operator (a valid Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operations and Onsite Sewage System Professionals) be engaged to ensure monitoring (unless a monitoring waiver has been granted prior to December 16, 2015) and operations and maintenance is occurring. Reporting in accordance with [12VAC5-640-510](#) is sufficient evidence that an owner has engaged a licensed operator.

If you have any questions concerning this matter, please contact [*insert contact information*].

Sincerely,

Water Permit Manager

Enclosure: Monitoring Requirements

DEQ Web Site for General Permits:

<https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

Guidance Memo No. 21-2005
Attachment B

VDH Alternative Sewage Treatment Regulations for Individual Single Family Dwellings:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter640/>

Guidance Memo No. 21-2005

Attachment B

(2) Automatic Permit Coverage Renewal Letter – DEQ Non-Single Family Building or Dwellings

Regional DEQ Letterhead

Date

Owner's Name

Owner's Address

Re: Automatic Renewal of the General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Domestic Sewage Discharges \leq 1,000 GPD

Permit No. VAG40 [*insert facility specific GP coverage number*]

Facility Name

Facility Address

Dear Permittee:

The State Water Control Board recently reissued the general VPDES permit for the waste water treatment facility located at this address. According to Department records your treatment works qualifies for automatic permit coverage renewal as described in the registration requirements of the general permit regulation ([9VAC25-110-70 A.2.b](#)). Your new permit coverage becomes effective on August 2, 2021.

Please note that you are required to submit discharge monitoring reports (DMRs) and maintenance logs to the Department of Environmental Quality on an annual basis (quarterly basis for discharges subject to the Policy for the Potomac River Embayments). The DMR and instructions for filling it out are enclosed. The first annual DMR and maintenance log are **due on September 10, 2022** and each year thereafter. The annual monitoring period is September 1 through August 31 of each year. You must make additional copies of the blank DMR to fill in your monitoring results for the subsequent years.

This reissuance includes revised discharge limits for E. coli and enterococci that reflect updated more stringent state water quality standards.

The 2021 DSD general permit no longer specifies that non-single family dwellings must have a maintenance contract or, alternatively, an operation and maintenance plan. Rather, the 2021 DSD general permit requires the permittees to engage a licensed operator to ensure the treatment works is operated, maintained, monitored and reported properly. The general permit specifies responsibilities for both the permittee (9VAC25-110-80 I D 2 b (2)) and the licensed operator (9VAC25-110-80 I D 2 b (3)).

Your 2021 general permit can be found at: <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

The 2021 reissued general permit regulation, an example maintenance log format and change of ownership form (if needed) also can be found at the link above. If you do not have web access, or would like a paper copies of any of these documents, or have any questions please contact [*insert contact information*].

Sincerely,

Water Permit Manager

Enclosure: DMR and Instructions

Guidance Memo No. 21-2005

Attachment B

(3) Transmittal Letter for GP Coverage – VDH Individual Single Family Dwelling

Regional DEQ Letterhead

Date

Owner's Name

Owner's Address

RE: General VPDES Permit for Domestic Sewage Discharges $\leq 1,000$ GPD

Permit No. VAG40 [*insert facility specific GP coverage number*]

[**Facility Name**]

[**Facility Address**]

[**Receiving Stream**]; 7Q10 [**0.2 MGD or ≥ 0.2 MGD**]; [**freshwater or salt/transition zone water**]; [**shellfish or non-shellfish water**]

Dear Permittee:

We have reviewed your Combined Application and determined that this domestic sewage treatment facility is hereby covered under the referenced General VPDES Permit. The permit is enclosed. **OR** The permit can be found at: <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>.

Please read it carefully, because you are responsible for assuring that the treatment facility is operated and maintained in accordance with the limitations and conditions of the General Permit. This reissuance includes revised discharge limits for E. coli and enterococci that reflect updated more stringent state water quality standards. Also enclosed is a form which may be used to request an ownership transfer for the General VPDES permit. This form can also be found on DEQ's web page at the link provided above. If you wish to have the permit ownership transferred, please complete the form and return it to this office accordingly.

Approval for coverage under this general VPDES permit does not relieve any owner of the responsibility to comply with any other applicable federal, state or local statute, ordinance or regulation, including the Alternative Discharging Sewage Treatment Regulations for Individual Single Family Dwellings (12VAC5-640) of the Virginia Department of Health. The DEQ monitoring requirements are attached. The Virginia Department of Health regulations at [12VAC5-640-500](#) specify operation and maintenance (O&M) requirements for treatment works serving **individual single family dwellings**. No O&M information is needed by DEQ for these facilities. However, the VDH requires testing and O&M as described in [12VAC5-640-490 and 500](#). Under 12VAC5-640-510, testing, repairs, modifications, alterations, and expansions be reported electronically VDH by the 15th of the month following the month in which the activity occurred. In addition, when formal testing indicates that a discharge limit established in the General Permit is being exceeded or when informal testing indicates a discharging system may be in violation of the General Permit requirements, the owner shall notify the maintenance provider and the VDH within 24 hours. The VDH regulations require that a licensed operator (a valid Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operations and Onsite Sewage System Professionals) be engaged to ensure monitoring (unless a monitoring waiver has been granted prior to December 16, 2015) and operations and maintenance is occurring. Reporting in accordance with [12VAC5-640-510](#) is sufficient evidence that an owner has engaged a licensed operator.

If you have any questions, please contact [*insert contact information*].

Sincerely,

Water Permit Manager

Guidance Memo No. 21-2005

Attachment B

Enclosures: Permit No. VAG40 *[insert permit no.]*
Transfer of Ownership Agreement Form
Monitoring Requirements for the Discharge from Your Facility

DEQ Web Site for General Permits:

<https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

VDH Alternative Sewage Treatment Regulations for Individual Single Family Dwellings:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter640/>

Guidance Memo No. 21-2005

Attachment B

(4) Transmittal Letter for GP Coverage – DEQ Non-Single family Dwelling Treatment Works

Regional DEQ Letterhead

Date

Owner's Name

Owner's Address

RE: General VPDES Permit for Domestic Sewage Discharges \leq 1,000 GPD (VAG40)
Permit No. VAG40 [*insert facility specific GP coverage number*]
[Facility Name]
[Facility Address]
[Receiving Stream]; 7Q10 [0.2 MGD or \geq 0.2 MGD]; [freshwater or salt/transition zone water]; [shellfish or non-shellfish water]

Dear Permittee:

We have reviewed your Registration Statement and determined that this domestic sewage treatment works is hereby covered under the referenced General VPDES Permit. The permit is enclosed. **OR** The permit can be found at: <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

Please read it carefully, because you are responsible for assuring that the treatment facility is operated and maintained in accordance with the limitations and conditions of the General Permit. This reissuance includes revised discharge limits for E. coli and enterococci that reflect updated more stringent state water quality standards. Also enclosed is a form which may be used to request an ownership transfer for the General VPDES permit. This form can also be found on DEQ's VPDES web page at the above link. If you wish to have the permit ownership transferred, please complete the form and return it to this office.

Please note that you are now required to submit discharge monitoring reports (DMRs) and maintenance logs to the Department of Environmental Quality on an annual basis (quarterly basis for discharges subject to the Policy for the Potomac River Embayments). The DMR and instructions for filling it out are enclosed. The first annual DMR and maintenance log are **due on September 10, 2022** and each year thereafter. The annual monitoring period is September 1 through August 31 of each year. You must make additional copies of the blank DMR to fill in your monitoring results for the subsequent years (or quarters, as applicable).

The 2021 DSD general permit no longer specifies that non-single family dwellings must have a maintenance contract or, alternatively, an operation and maintenance plan. Rather, the 2021 DSD general permit requires the permittees to engage a licensed operator to ensure the treatment works is operated, maintained, monitored and reported properly. The general permit specifies responsibilities for both the permittee (9VAC25-110-80 I D 2 b (2)) and the licensed operator (9VAC25-110-80 I D 2 b (3)).

A copy of the 2021 reissued general permit regulation, an example maintenance log format and change of ownership form (if needed) can be found on DEQ's web page at: <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>

If you do not have web access, or would like a paper copies of any of these documents, or have any questions please contact [*insert contact information*].

Sincerely,

Water Permit Manager

Guidance Memo No. 21-2005

Attachment B

Enclosures: Permit No. VAG40
Change of Ownership Agreement Form
Discharge Monitoring Report and Instructions

Guidance Memo No. 21-2005

Attachment B

(5) Transmittal Letter to VDH-DSS

Regional DEQ Letterhead

Date

Division of Shellfish Safety
Virginia Department of Health
109 Governor Street, 6th Floor
Richmond, VA 23219

RE: Issuance/Reissuance of VPDES Permit No. VAG40 [*insert facility specific GP coverage number*]

Dear Sir or Madam:

Enclosed is a copy of a VPDES permit application for your review. A copy has also been sent to the Virginia Marine Resources Commission. Please review this application and provide your comments within 14 calendar days to DEQ identifying the location of any shellfish growing areas that would have to be condemned pursuant to Va. Code § 28.2-807 (i.e., reclassified as restricted or prohibited as defined by the National Shellfish Sanitation Program) as a result of the proposed discharge of pollutants described in the application.

Alternatively, you may respond to DEQ within 14 calendar days of receipt of the application that DSS intends to conduct a further evaluation of the proposed discharge site. If DSS intends to conduct a further evaluation, please provide your comments to DEQ within 30 calendar days after receipt of the application. In the event that DSS anticipates that, due to the complexity of a proposal or the scope of an evaluation, it will not be able to make a determination within 30 calendar days after receipt of the application, please, within 14 days of receipt, inform DEQ of the anticipated time required to further evaluate the application. These deadlines are specified in the agreement between the Director of DEQ and the Commissioner of the Virginia Department of Health to ensure that DEQ can process the permit in a timely manner.

Please also provide a copy of any correspondence relative to this application to the Virginia Marine Resources Commission at the following address:

Virginia Marine Resources Commission
Building 96, 380 Fenwick Rd.
Ft. Monroe, VA 23651

If you have any questions, please do not hesitate to contact me at _____.

Sincerely,

Water Permit Manager

Enclosure: VPDES Permit Application

cc: Virginia Marine Resource Commission

Guidance Memo No. 21-2005

Attachment B

(6) Transmittal Letter to VMRC

Regional DEQ Letterhead

Date

Virginia Marine Resources Commission
Building 96, 380 Fenwick Rd.
Ft. Monroe, VA 23651
Telephone: (757) 247-2200

RE: Issuance/Reissuance of VPDES Permit No. VAG40 [*insert facility specific GP coverage number*]

Dear Sir or Madam:

Enclosed for your review is a copy of a VPDES permit application for a proposed discharge of pollutants from a point source to state waters adjacent to, or in near proximity to, shellfish growing areas. A copy of this application has also been sent to the Virginia Department of Health Division of Shellfish Safety (DSS), and DSS has been requested to copy VMRC on correspondence relative to this application.

Please review the application and DSS correspondence. If DSS notifies you that no condemnation of shellfish growing areas would be necessary as a result of the proposed discharge, then VMRC is not required to take any further action.

If DSS indicates in its correspondence that shellfish growing areas will have to be condemned (i.e., reclassified as restricted or prohibited as defined by the National Shellfish Sanitation Program) as a result of the proposed discharge, please fill out the attached certification form and send it to DEQ within 21 days of receipt of the DSS comments.

Alternatively, VMRC may respond to DEQ that more information is needed and that VMRC either intends to or does not intend to perform a field evaluation. If VMRC notifies DEQ that more information is needed and that it intends to perform a field evaluation, VMRC agrees to certify to DEQ within 30 calendar days after receipt of the notice that the condemnation will or will not have an effect on shellfish use now and in the foreseeable future. If VMRC certifies to DEQ that more information is needed and that it does not intend to perform a field evaluation, DEQ will contact the permit applicant to allow the applicant the option of obtaining a field evaluation of the areas proposed for condemnation. If VMRC receives a field evaluation from the applicant, please review the evaluation and fill out the attached certification form and send it to DEQ within 21 days of receipt of the evaluation.

These deadlines are specified in an agreement between the Director of DEQ and the

Commissioner of VMRC to ensure that DEQ can process the permit in a timely manner. If you have any questions, please do not hesitate to contact me at _____.

Sincerely,

Water Permit Manager

Enclosure: VPDES Permit Application
VMRC Form

Guidance Memo No. 21-2005

Attachment B

VMRC Form

Virginia Marine Resources Commission

Evaluation and Certification on the Effects of Proposed Shellfish Condemnation

VPDES Permit Number:

Facility Name:

Facility Location:

Description of the designated area:

Presence or Absence of Shellfish; Identification of Species; Results of Survey:

Commercial Harvest Rates:

Private Oyster Ground Leases/Public Ground Designations:

Physical Parameters:

In accordance with 9 VAC 25-260-270, MRC has reviewed the above information for the VPDES application referenced above, and DSS information on shellfish growing areas that will be condemned (i.e. reclassified as restricted or prohibited as defined by the National Shellfish Sanitation Program) if the VPDES permit is issued for this discharge, and concludes the proposed condemnation will have the following effects on the shellfish use now and in the foreseeable future:

Signed: _____

Title: _____

Date: _____

This certification is intended to provide factual information to DEQ required by 9 VAC 25-260-270. This is not a final determination or case decision under the Virginia Administrative Process Act applicable to the above-mentioned facility or VPDES permit application. The final decision to issue or deny the VPDES permit application is within the discretion of the State Water Control Board.

ATTACHMENT C

Change of Ownership Agreement Form

Change of Ownership Agreement Form

Note to Permittee: Please submit a completed copy of this form to your local Health Department and to the DEQ Regional Office so that it is received within 30 days of the transfer of the title to the facility or property.

RE: Change of Ownership – General VPDES Permit VAG40 _____
For Domestic Sewage Discharges ≤ 1,000 Gallons Per Day
Name of permitted facility: _____
County: _____

TO: Virginia Department of Environmental Quality
Regional Office Address

We, the undersigned, do hereby agree to the transfer of coverage, responsibility, and liability under the General VPDES Permit identified above, to be effective as of _____
Date

Current Owner(s): I (We) hereby agree to the transfer of ownership modification to the referenced General VPDES Permit.

Printed Name: _____	Printed Name: _____
Address: _____ _____	Address: _____ _____
Telephone # () _____	Telephone # () _____
Signature: _____	Signature: _____
Date: _____	Date: _____

New Owner(s): I (We) hereby agree to the transfer of ownership modification to the referenced General VPDES Permit.

Printed Name: _____	Printed Name: _____
Address: _____ _____	Address: _____ _____
Telephone # () _____	Telephone # () _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Email: _____	Email: _____

ATTACHMENT D

**Model Operation and Maintenance Plan Manuals
and Maintenance Logs**

Operation and Maintenance Plan Manual for Aerobic Treatment Units

_____ **Facility Name**

1. Maintain treatment unit according to the manufacturer's instructions and document all repairs and maintenance on the attached log. A copy of this owner's manual for all units will be maintained by the owner for reference.
2. Inspect unit sludge levels once per 5 years. Pump out sludge when necessary.

Dates of sludge pumping _____, _____, _____

Volume of sludge pumped _____, _____, _____

3. Once per week, check chlorine and dechlorination tablets and add tablets as necessary. Shake down tubes at least weekly, discard and replace disintegrated tablets as needed.
4. Once per week, check all electrical equipment, and document problems, repairs and maintenance on the Maintenance Log.
5. Immediately repair the unit when any alarms are activated and document the problem and repairs on the Maintenance Log.
6. Sample for permit listed parameters once per year in accordance with the instruction from the commercial laboratory to ensure that the sampling and holding requirements are consistent with Part I of the permit. Maintain results of sampling data, including date and time of sampling with the Maintenance Log.
7. Maintain dated receipts for all chemical or equipment purchased, and maintenance performed.
8. Maintain file with name and contact information for mechanical and electrical maintenance contractors, sampling and testing contractors.

Owner Signature

Date

Operation and Maintenance Plan Manual for Septic Tank Sand Filters

_____ **Facility Name**

1. Maintain all manufacturer's instructions and document all repairs and maintenance on the attached log. A copy the owner's manuals will be maintained for all treatment units by the owner for reference.
2. Inspect septic tank sludge levels once per 5 years. Pump septic tank sludge when necessary.

Dates of septic tank inspection _____, _____, _____

Dates of septic tank pumping _____, _____, _____

Volume of septic tank pumping _____, _____, _____
3. Once per week, check chlorine and dechlorination tablets and document on Maintenance Log. Shake down tablets, discard and replace disintegrated tablets as needed.
4. Rake sand, as needed, if the sand filter is open to the atmosphere.
5. Once per week, check all electrical equipment and document problems, repairs and maintenance on the Maintenance Log.
6. Once per year, sample for permit listed parameters in accordance with the instruction from the commercial laboratory to ensure that the sampling and holding requirements are consistent with Part I of the permit. Maintain results of sampling data, including date and time of sampling with the Maintenance Log.
7. Maintain dated receipts for all chemical or equipment purchased, and maintenance performed.
8. Maintain file with name and contact information for mechanical and electrical maintenance contractors, sampling and testing contractors

_____ , _____
Owner Signature

Date

ATTACHMENT E
Flow Determination Memos

MEMORANDUM

DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIVISION
Water Quality Assessments and Planning
629 E. Main Street P.O. Box 10009 Richmond, Virginia 23240

SUBJECT: General Permit Development
Critical Drainage Area and Runoff Rate - PRO

TO: Lily Choi, OWPP

FROM: Paul E. Herman, P.E., WQAP

DATE: March 30, 2001

COPIES: Durwood Willis, File

When reviewing the vast number of VPDES General Permits to be reissued and stream flows are needed in order to establish effluent limits, the following procedures should be considered prior to assigning flow frequencies to the receiving stream.

1. Locate the discharge point(s) on the topo map(s) and determine whether the receiving stream is perennial (solid blue line), tidal (evidence of tidal flats on the topo), intermittent (dotted/dashed blue line), or a dry ditch (no blue line).
2. If the discharge is to an intermittent stream or a dry ditch the flow frequencies are 0.0 cfs for the 1Q10, 7Q10, 30Q5, high flow 1Q10, high flow 7Q10, and harmonic mean. Use dilution ratios for tidal waters.
3. If the discharge enters a perennial stream, determine the major river basin to which the stream drains. The rivers considered as such for PRO are the Potomac, Rappahannock, Chesapeake Bay, York, Middle James/Appomattox, Lower James, Nottoway/Meherrin, Blackwater, and Roanoke.
4. Once the river basin has been identified, determine the drainage area above the discharge point and multiply it by the runoff rate established for the basin. Basin runoff rates are listed below:

<u>River Basin</u>	<u>7Q10 Runoff Rate (cfs/mi²)</u>
Potomac	0.0499
Rappahannock	0.0324
Chesapeake Bay	0.0433
York	0.0220
Middle James/Appomattox	0.0064
Lower James	0.0771
Nottoway/Meherrin	0.0049
Blackwater	0.0
Roanoke	0.0823

5. Using the established runoff rates provides an estimate of the receiving streams **7Q10**.
6. For a critical flow of 0.2 MGD (0.31 cfs) a critical drainage area has been established for each basin and is listed below:

Guidance Memo No. 21-2005
(1) PRO Flow Determination Memo

<u>River Basin</u>	<u>Critical Drainage Area (mi²)</u>
Potomac	6.21
Rappahannock	9.57
Chesapeake Bay	7.16
York	14.09
Middle James/Appomattox	48.44
Lower James	4.02
Nottoway/Meherrin	62.96
Blackwater	-----
Roanoke	3.76

The runoff rates for each basin were determined using data published in the USGS Water Supply Paper 2374 entitled "Low-Flow Characteristics of Streams in Virginia". The publication lists the low flow measurement sites in each basin and provides the sites drainage area and 2Q10 and 7Q10, and provides the continuous record gage used during the correlation.

The drainage area and 7Q10 for each low flow site in the portion of the basin encompassed by PRO's borders was used in establishing the runoff rates for the basin. For example, there are 24 low flow sites listed in the publication where a 7Q10 value was provided for a stream in the Nottoway/Meherrin River Basin. Of the 24, 11 lie within the PRO's borders. The runoff rates were determined for each of the 11 sites in PRO and an average runoff rate was calculated for the Nottoway/Meherrin Basin. The same procedure was used to establish the runoff rates for the remaining basins in PRO with one exception. A very small portion of the Roanoke Basin is within PRO's borders and there were no sites in this portion. Therefore, the runoff rates and critical drainage area calculated for the sites in the Roanoke Basin within SCRO's borders were used for PRO.

The runoff rates listed above for the basins lying wholly or partially within PRO may be used for estimating 7Q10 flows for VPDES General Permits whose receiving stream(s) lie within the specific basin. The material provided herein shall not be used for any purpose other than screening acceptability of VPDES General Permits for discharge flows less than or equal to 1000 gallons per day.

MEMORANDUM

DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIVISION
Water Quality Assessments and Planning
629 E. Main Street P.O. Box 10009 Richmond, Virginia 23240

SUBJECT: General Permit Development
Critical Drainage Area and Runoff Rate - SCRO

TO: Lily Choi, OWPP

FROM: Paul E. Herman, P.E., WQAP

DATE: April 2, 2001

COPIES: Durwood Willis, File

When reviewing the vast number of VPDES General Permits to be reissued and stream flows are needed in order to establish effluent limits, the following procedures should be considered prior to assigning flow frequencies to the receiving stream.

1. Locate the discharge point(s) on the topo map(s) and determine whether the receiving stream is perennial (solid blue line), intermittent (dotted/dashed blue line), or a dry ditch (no blue line).
2. If the discharge is to an intermittent stream or a dry ditch the flow frequencies are 0.0 cfs for the 1Q10, 7Q10, 30Q5, high flow 1Q10, high flow 7Q10, and harmonic mean.
3. If the discharge enters a perennial stream, determine the major river basin to which the stream drains. The rivers considered as such for SCRO are the James, Appomattox, Nottoway/Meherrin, Roanoke, and Smith/Dan.
4. Once the river basin has been identified, determine the drainage area above the discharge point and multiply it by the runoff rate established for the basin. Basin runoff rates are listed below:

<u>River Basin</u>	<u>7Q10 Runoff Rate (cfs/mi²)</u>
James	0.0562
Appomattox	0.0341
Nottoway/Meherrin	0.0142
Roanoke	0.0823
Smith/Dan	0.0745

5. Using the established runoff rates provides an estimate of the receiving streams **7Q10**.
6. For a critical flow of 0.2 MGD (0.31 cfs) a critical drainage area has been established for each basin and is listed below:

<u>River Basin</u>	<u>Critical Drainage Area (mi²)</u>
James	5.52
Appomattox	9.09
Nottoway/Meherrin	21.83
Roanoke	3.77
Smith/Dan	4.16

The runoff rates for each basin were determined using data published in the USGS Water Supply Paper 2374 entitled "Low-Flow Characteristics of Streams in Virginia". The publication lists the low flow measurement sites in each basin and provides the sites drainage area and 2Q10 and 7Q10, and provides the continuous record gage used during the correlation.

The drainage area and 7Q10 for each low flow site in the portion of the basin encompassed by SCRO's borders was used in establishing the runoff rates for the basin. For example, there are 24 low flow sites

Guidance Memo No. 21-2005
(2) BRRO-L (SCRO) Flow Determination Memo

listed in the publication where a 7Q10 value was provided for a stream in the Nottoway/Meherrin River Basin. Of the 24, 7 lie within the SCRO's borders. The runoff rates were determined for each of the 7 sites in SCRO and an average runoff rate was calculated for the Nottoway/Meherrin Basin. The same procedure was used to establish the runoff rates for the remaining basins in SCRO.

The runoff rates listed above for the basins lying wholly or partially within SCRO may be used for estimating 7Q10 flows for VPDES General Permits whose receiving stream(s) lie within the specific basin. The material provided herein shall not be used for any purpose other than screening acceptability of VPDES General Permits for discharge flows less than or equal to 1000 gallons per day.

MEMORANDUM

DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIVISION
Water Quality Assessments and Planning
629 E. Main Street P.O. Box 10009 Richmond, Virginia 23240

SUBJECT: General Permit Development
Critical Drainage Area and Runoff Rate - SWRO

TO: Lily Choi, OWPP

FROM: Paul E. Herman, P.E., WQAP

DATE: March 30, 2001

COPIES: Durwood Willis, File

When reviewing the vast number of VPDES General Permits to be reissued and stream flows are needed in order to establish effluent limits, the following procedures should be considered prior to assigning flow frequencies to the receiving stream.

1. Locate the discharge point(s) on the topo map(s) and determine whether the receiving stream is perennial (solid blue line), intermittent (dotted/dashed blue line), or a dry ditch (no blue line).
2. If the discharge is to an intermittent stream or a dry ditch the flow frequencies are 0.0 cfs for the 1Q10, 7Q10, 30Q5, high flow 1Q10, high flow 7Q10, and harmonic mean.
3. If the discharge enters a perennial stream, determine the major river basin to which the stream drains. The rivers considered as such for SWRO are the Yadkin, New, Clinch, Powell, Holston, and Big Sandy.
4. Once the river basin has been identified, determine the drainage area above the discharge point and multiply it by the runoff rate established for the basin. Basin runoff rates are listed below:

<u>River Basin</u>	<u>7Q10 Runoff Rate (cfs/mi²)</u>
Yadkin	0.1567
New	0.2094
Holston	0.1453
Clinch	0.0462
Powell	0.0660
Big Sandy	0.0133

5. Using the established runoff rates provides an estimate of the receiving streams **7Q10**.
6. For a critical flow of 0.2 MGD (0.31 cfs) a critical drainage area has been established for each basin and is listed below:

<u>River Basin</u>	<u>Critical Drainage Area (mi²)</u>
Yadkin	1.98
New	1.48
Holston	2.13
Clinch	6.71
Powell	4.70
Big Sandy	23.31

The runoff rates for each basin (except the Holston) were determined using data published in the USGS Water Supply Paper 2374 entitled "Low-Flow Characteristics of Streams in Virginia". This publication lists the low flow measurement sites in each basin and provides the sites drainage area and 2Q10 and 7Q10, and provides the continuous record gage used during the correlation. The publication listed only two sites for the entire Holston basin. Therefore, site specific measurement data collected at VPDES

Guidance Memo No. 21-2005
(3) SWRO Flow Determination Memo

permit sites in the basin were used in addition to the available data from the publication. The site specific measurements were correlated with continuous record gages in the basin and the 7Q10 for each site was determined from the regression line.

The drainage area and 7Q10 for each low flow site in the portion of the basin encompassed by SWRO's borders was used in establishing the runoff rates for the basin. For example, there are 15 low flow sites listed for the New River Basin in the publication. Of the 15, 10 lie within the SWRO's borders. The runoff rates were determined for each of the 10 sites in SWRO and an average runoff rate was calculated for the New Basin. The same procedure was used to establish the runoff rates for the remaining basins in SWRO with two exceptions. The first is the Holston Basin which was addressed above. The second is the Yadkin Basin which is based on only one site due to the size of its watershed in Virginia.

The runoff rates listed above for the basins lying wholly or partially within SWRO may be used for estimating 7Q10 flows for VPDES General Permits whose receiving stream(s) lie within the specific basin. The material provided herein shall not be used for any purpose other than screening acceptability of VPDES General Permits for discharge flows less than or equal to 1000 gallons per day.

MEMORANDUM

DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIVISION
Water Quality Assessments and Planning
629 E. Main Street P.O. Box 10009 Richmond, Virginia 23240

SUBJECT: General Permit Development
Critical Drainage Area and Runoff Rate - TRO

TO: Lily Choi, OWPP

FROM: Paul E. Herman, P.E., WQAP

DATE: April 2, 2001

COPIES: Durwood Willis, File

When reviewing the vast number of VPDES General Permits to be reissued and stream flows are needed in order to establish effluent limits, the following procedures should be considered prior to assigning flow frequencies to the receiving stream.

1. Locate the discharge point(s) on the topo map(s) and determine whether the receiving stream is perennial (solid blue line), tidal (evidence of tidal flats on topo), intermittent (dotted/dashed blue line), or a dry ditch (no blue line).
2. If the discharge is to an intermittent stream or a dry ditch the flow frequencies are 0.0 cfs for the 1Q10, 7Q10, 30Q5, high flow 1Q10, high flow 7Q10, and harmonic mean. Use dilution ratios if the stream is tidal.
3. If the discharge enters a perennial stream, determine the major river basin to which the stream drains. The rivers considered as such for TRO are the Lower James, Nottoway/Meherrin, Blackwater, Dismal Swamp and points south and east, Chesapeake Bay, and Eastern Shore.
4. Once the river basin has been identified, determine the drainage area above the discharge point and multiply it by the runoff rate established for the basin. Basin runoff rates are listed below:

<u>River Basin</u>	<u>7Q10 Runoff Rate (cfs/mi²)</u>
Lower James	0.0626
Nottoway/Meherrin	0.000132
Blackwater	0.0
Dismal Swamp	0.0
Chesapeake Bay	0.0
Eastern Shore	0.0758

5. Using the established runoff rates provides an estimate of the receiving streams **7Q10**.
6. For a critical flow of 0.2 MGD (0.31 cfs) a critical drainage area has been established for each basin and is listed below:

<u>River Basin</u>	<u>Critical Drainage Area (mi²)</u>
Lower James	4.95
Nottoway/Meherrin	2,348
Blackwater	----
Dismal Swamp	----
Chesapeake Bay	----
Eastern Shore	4.09

The runoff rates for each basin were determined using data published in the USGS Water Supply Paper 2374 entitled "Low-Flow Characteristics of Streams in Virginia". The publication lists the low flow measurement sites in each basin and provides the sites drainage area and 2Q10 and 7Q10, and provides

Guidance Memo No. 21-2005
(4) TRO Flow Determination Memo

the continuous record gage used during the correlation.

The drainage area and 7Q10 for each low flow site in the portion of the basin encompassed by TRO's borders was used in establishing the runoff rates for the basin. For example, there are 24 low flow sites listed in the publication where a 7Q10 value was provided for a stream in the Nottoway/Meherrin River Basin. Of the 24, 6 lie within the TRO's borders. The runoff rates were determined for each of the 6 sites in TRO and an average runoff rate was calculated for the Nottoway/Meherrin Basin. The same procedure was used to establish the runoff rates for the remaining basins in TRO with one exception. The Dismal Swamp Basin and the area south and east did not have any sites listed in the publication. Due to the swampy and/or tidal nature of this portion of the State, the runoff rate was set to 0.0 cfs/mi².

The runoff rates listed above for the basins lying wholly or partially within TRO may be used for estimating 7Q10 flows for VPDES General Permits whose receiving stream(s) lie within the specific basin. The material provided herein shall not be used for any purpose other than screening acceptability of VPDES General Permits for discharge flows less than or equal to 1000 gallons per day.

MEMORANDUM

DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIVISION
Water Quality Assessments and Planning
629 E. Main Street P.O. Box 10009 Richmond, Virginia 23240

SUBJECT: General Permit Development
Critical Drainage Area and Runoff Rate - VRO

TO: Lily Choi, OWPP

FROM: Paul E. Herman, P.E., WQAP

DATE: April 2, 2001

COPIES: Durwood Willis, File

When reviewing the vast number of VPDES General Permits to be reissued and stream flows are needed in order to establish effluent limits, the following procedures should be considered prior to assigning flow frequencies to the receiving stream.

1. Locate the discharge point(s) on the topo map(s) and determine whether the receiving stream is perennial (solid blue line), intermittent (dotted/dashed blue line), or a dry ditch (no blue line).
2. If the discharge is to an intermittent stream or a dry ditch the flow frequencies are 0.0 cfs for the 1Q10, 7Q10, 30Q5, high flow 1Q10, high flow 7Q10, and harmonic mean.
3. If the discharge enters a perennial stream, determine the major river basin to which the stream drains. The rivers considered as such for VRO are the North Fork Shenandoah, South Fork Shenandoah, Shenandoah, Rappahannock, and James. Discharges to the Upper Potomac should be included in the North Fork Shenandoah.
4. Once the river basin has been identified, determine the drainage area above the discharge point and multiply it by the runoff rate established for the basin. Basin runoff rates are listed below:
5. Using the established runoff rates provides an estimate of the receiving streams **7Q10**.

<u>River Basin</u>	<u>7Q10 Runoff Rate (cfs/mi²)</u>
N.F. Shenandoah	0.0861
S.F. Shenandoah	0.0255
Shenandoah	0.1404
Rappahannock	0.0183
James	0.0661

6. For a critical flow of 0.2 MGD (0.31 cfs) a critical drainage area has been established for each basin and is listed below:

<u>River Basin</u>	<u>Critical Drainage Area (mi²)</u>
N.F. Shenandoah	3.60
S.F. Shenandoah	12.2
Shenandoah	2.21
Rappahannock	16.9
James	4.69

The runoff rates for each basin were determined using data published in the USGS Water Supply Paper 2374 entitled "Low-Flow Characteristics of Streams in Virginia". This publication lists the low flow measurement sites in each basin and provides the sites drainage area and 2Q10 and 7Q10, and provides the continuous record gage used during the correlation.

The drainage area and 7Q10 for each low flow site in the portion of the basin encompassed by VRO's

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(5) VRO Flow Determination Memo

borders was used in establishing the runoff rates for the basin. For example, there are 69 low flow sites listed in the publication where a 7Q10 value was provided for a stream in the James Basin. Of the 69, 15 lie within the VRO's borders. The runoff rates were determined for each of the 15 sites in VRO and an average runoff rate was calculated for the James Basin. The same procedure was used to establish the runoff rates for the remaining basins in VRO. Discharges to streams in a basin not listed above will be handled on a case-by-case basis.

The runoff rates listed above for the basins lying wholly or partially within VRO may be used for estimating 7Q10 flows for VPDES General Permits whose receiving stream(s) lie within the specific basin. The material provided herein shall not be used for any purpose other than screening acceptability of VPDES General Permits for discharge flows less than or equal to 1000 gallons per day.

MEMORANDUM

DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIVISION
Water Quality Assessments and Planning
629 E. Main Street P.O. Box 10009 Richmond, Virginia 23240

SUBJECT: General Permit Development
Critical Drainage Area and Runoff Rate - WCRO

TO: Lily Choi, OWPP

FROM: Paul E. Herman, P.E., WQAP

DATE: March 30, 2001

COPIES: Durwood Willis, File

When reviewing the vast number of VPDES General Permits to be reissued and stream flows are needed in order to establish effluent limits, the following procedures should be considered prior to assigning flow frequencies to the receiving stream.

1. Locate the discharge point(s) on the topo map(s) and determine whether the receiving stream is perennial (solid blue line), intermittent (dotted/dashed blue line), or a dry ditch (no blue line).
2. If the discharge is to an intermittent stream or a dry ditch the flow frequencies are 0.0 cfs for the 1Q10, 7Q10, 30Q5, high flow 1Q10, high flow 7Q10, and harmonic mean.
3. If the discharge enters a perennial stream, determine the major river basin to which the stream drains. The rivers considered as such for WCRO are the Yadkin, New, James, Roanoke, and Smith/Dan.
4. Once the river basin has been identified, determine the drainage area above the discharge point and multiply it by the runoff rate established for the basin. Basin runoff rates are listed below:

<u>River Basin</u>	<u>7Q10 Runoff Rate (cfs/mi²)</u>
Yadkin	0.1567
New	0.1542
James	0.0736
Roanoke	0.0822
Smith/Dan	0.2557

5. Using the established runoff rates provides an estimate of the receiving streams **7Q10**.
6. For a critical flow of 0.2 MGD (0.31 cfs) a critical drainage area has been established for each basin and is listed below:

<u>River Basin</u>	<u>Critical Drainage Area (mi²)</u>
Yadkin	1.98
New	2.01
James	4.21
Roanoke	3.77
Smith/Dan	1.21

The runoff rates for each basin were determined using data published in the USGS Water Supply Paper 2374 entitled "Low-Flow Characteristics of Streams in Virginia". This publication lists the low flow measurement sites in each basin and provides the sites drainage area and 2Q10 and 7Q10, and provides the continuous record gage used during the correlation.

The drainage area and 7Q10 for each low flow site in the portion of the basin encompassed by WCRO's borders was used in establishing the runoff rates for the basin. For example, there are 15 low flow sites

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(6) BRRO-R (WCRO) Flow Determination Memo

listed for the New River Basin in the publication. Of the 15, 5 lie within the WCRO's borders. The runoff rates were determined for each of the 5 sites in WCRO and an average runoff rate was calculated for the New Basin. The same procedure was used to establish the runoff rates for the remaining basins in WCRO with one exception. The Yadkin Basin is based on only one site due to the size of its watershed in Virginia.

The runoff rates listed above for the basins lying wholly or partially within WCRO may be used for estimating 7Q10 flows for VPDES General Permits whose receiving stream(s) lie within the specific basin. The material provided herein shall not be used for any purpose other than screening acceptability of VPDES General Permits for discharge flows less than or equal to 1000 gallons per day.

MEMORANDUM

DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIVISION
Water Quality Assessments and Planning
629 E. Main Street P.O. Box 10009 Richmond, Virginia 23240

SUBJECT: General Permit Development
Critical Drainage Area and Runoff Rate - NRO

TO: Lily Choi, OWPP

FROM: Paul E. Herman, P.E., WQAP

DATE: April 2, 2001

COPIES: Durwood Willis, File

When reviewing the vast number of VPDES General Permits to be reissued and stream flows are needed in order to establish effluent limits, the following procedures should be considered prior to assigning flow frequencies to the receiving stream.

1. Locate the discharge point(s) on the topo map(s) and determine whether the receiving stream is perennial (solid blue line), tidal (evidence of tidal flats on the topo), intermittent (dotted/dashed blue line), or a dry ditch (no blue line).
2. If the discharge is to an intermittent stream or a dry ditch the flow frequencies are 0.0 cfs for the 1Q10, 7Q10, 30Q5, high flow 1Q10, high flow 7Q10, and harmonic mean. Use dilution ratios for discharges to tidal waters.
3. If the discharge enters a perennial stream, determine the major river basin to which the stream drains. The rivers considered as such for NRO are the Upper Potomac (HUC 02070008), Lower Potomac (HUC 02070010, 02070011), Upper Rappahannock, York, and James.
4. Once the river basin has been identified, determine the drainage area above the discharge point and multiply it by the runoff rate established for the basin. Basin runoff rates are listed below:

<u>River Basin</u>	<u>7Q10 Runoff Rate (cfs/mi²)</u>
Upper Potomac	0.0134
Lower Potomac	0.0061
Rappahannock	0.015426
York	0.015434
James	0.0131

5. Using the established runoff rates provides an estimate of the receiving streams **7Q10**.
6. For a critical flow of 0.2 MGD (0.31 cfs) a critical drainage area has been established for each basin and is listed below:

<u>River Basin</u>	<u>Critical Drainage Area (mi²)</u>
Upper Potomac	23.13
Lower Potomac	50.82
Rappahannock	20.096
York	20.086
James	23.66

The runoff rates for each basin were determined using data published in the USGS Water Supply Paper 2374 entitled "Low-Flow Characteristics of Streams in Virginia". The publication lists the low flow measurement sites in each basin and provides the sites drainage area and 2Q10 and 7Q10, and provides the continuous record gage used during the correlation.

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(7) NVRO Flow Determination Memo

The drainage area and 7Q10 for each low flow site in the portion of the basin encompassed by NRO's borders was used in establishing the runoff rates for the basin. For example, there are 25 low flow sites listed for the York River Basin in the publication. Of the 25, 14 lie within the NRO's borders. The runoff rates were determined for each of the 14 sites in NRO and an average runoff rate was calculated for the York Basin.

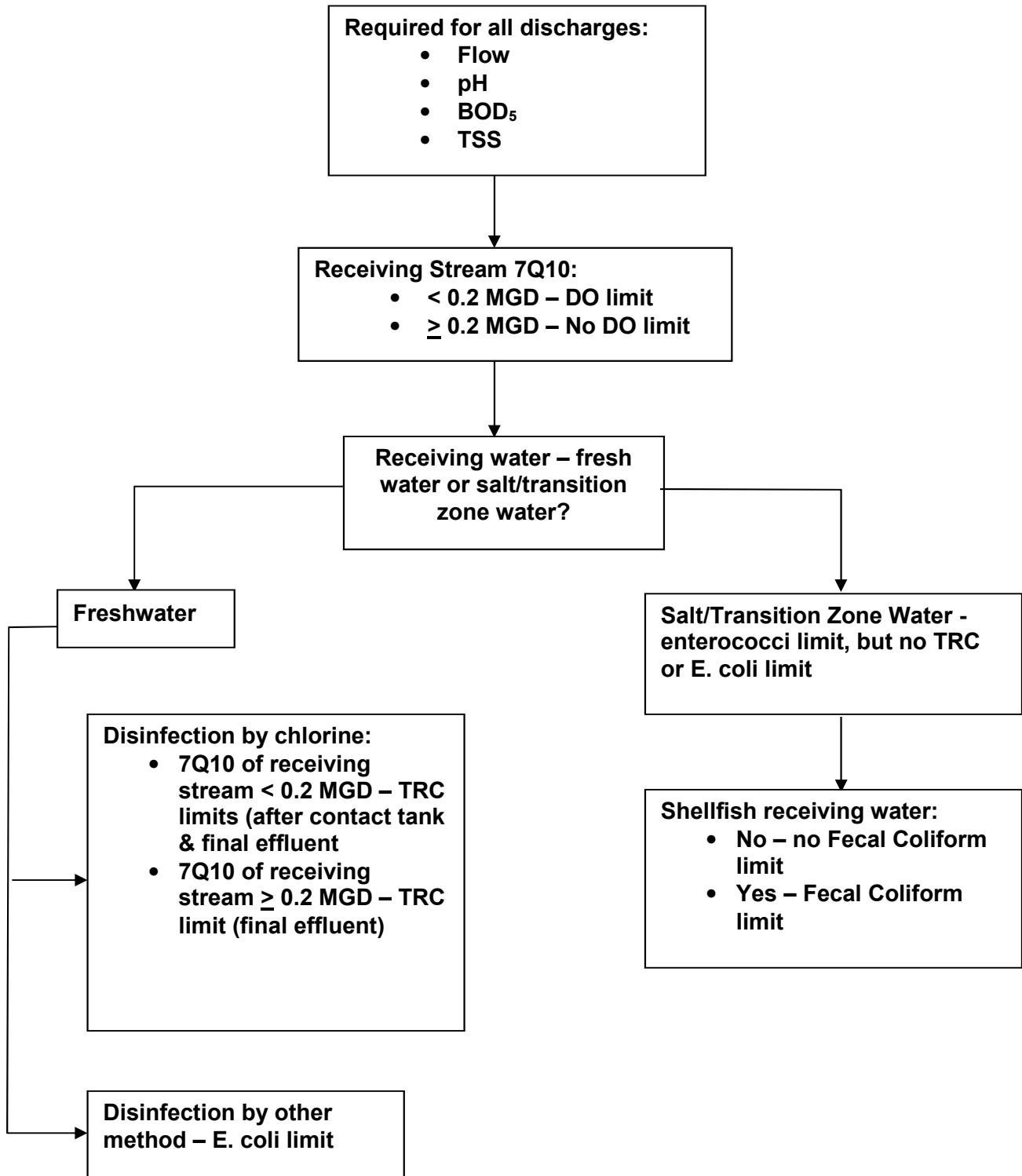
The runoff rates listed above for the basins lying wholly or partially within NRO may be used for estimating 7Q10 flows for VPDES General Permits whose receiving stream(s) lie within the specific basin. The material provided herein shall not be used for any purpose other than screening acceptability of VPDES General Permits for discharge flows less than or equal to 1000 gallons per day.

ATTACHMENT F
Monitoring Requirements – Decision Tree
and 11
Monitoring Pages

VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD

Monitoring Requirements

(Potomac Embayment omitted in flow chart; see H-10 through H-12)



Guidance Memo No. 21-2005
Attachment F

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.A.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow < 0.2 MGD, is a freshwater and is not a shellfish water; and the method of disinfection is chlorination.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
Dissolved Oxygen	5.0**	NA	1/year	Grab
Total Residual Chlorine - After Contact Tank	1.0 mg/l	NA	1/year	Grab
Total Residual Chlorine - Final Effluent	NA	0.016 mg/l	1/year	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

** Does not apply when the receiving stream is an ephemeral stream. An ephemeral stream is defined as drainage ways, ditches, hollows, or swales that contain only (i) flowing water during or immediately following periods of rainfall or (ii) water supplied by the discharger. These waterways would normally have no active aquatic community.

**Guidance Memo No. 21-2005
Attachment F**

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.A.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow < 0.2 MGD, is a fresh water and is not a shellfish water; and the method of disinfection is other than chlorination.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
Dissolved Oxygen	5.0**	NA	1/year	Grab
E. coli	NA	126/100 ml	1/year	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

** Does not apply when the receiving stream is an ephemeral stream. An ephemeral stream is defined as drainage ways, ditches, hollows, or swales that contain only (i) flowing water during or immediately following periods of rainfall or (ii) water supplied by the discharger. These waterways would normally have no active aquatic community.

Guidance Memo No. 21-2005
Attachment F

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.A.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow < 0.2 MGD, is a salt water or transition zone, and is not a shellfish water.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
Dissolved Oxygen	5.0**	NA	1/year	Grab
enterococci	NA	35/100 ml	1/year	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

** Does not apply when the receiving stream is an ephemeral stream. An ephemeral stream is defined as drainage ways, ditches, hollows, or swales that contain only (i) flowing water during or immediately following periods of rainfall or (ii) water supplied by the discharger. These waterways would normally have no active aquatic community.

Guidance Memo No. 21-2005
Attachment F

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.A.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow < 0.2 MGD, is a salt water or transition zone, and is a shellfish water.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
Dissolved Oxygen	5.0**	NA	1/year	Grab
enterococci	NA	35/100 ml	1/year	Grab
Fecal coliform Bacteria	NA	200/100 ml	1/year	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

** Does not apply when the receiving stream is an ephemeral stream. An ephemeral stream is defined as drainage ways, ditches, hollows, or swales that contain only (i) flowing water during or immediately following periods of rainfall or (ii) water supplied by the discharger. These waterways would normally have no active aquatic community.

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The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.B.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow \geq 0.2 MGD, is a freshwater and is not a shellfish water; and the method of disinfection is chlorination.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
Total Residual Chlorine – After Contact Tank	1.0	NA	1/year	Grab
Total Residual Chlorine – Final Effluent	NA	2.0 mg/		

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

Guidance Memo No. 21-2005
Attachment F

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.B.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow \geq 0.2 MGD, is a fresh water and is not a shellfish water; and the method of disinfection is other than chlorination.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
E. coli	NA	126/100 ml	1/year	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

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Attachment F**

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.B.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow \geq 0.2 MGD, is a salt water or transition zone, and is not a shellfish water.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
enterococci	NA	35/100 ml	1/year	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

**Guidance Memo No. 21-2005
Attachment F**

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.B.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving stream has a 7Q10 flow \geq 0.2 MGD, is a salt water or transition zone, and is a shellfish water.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/year	Estimate
pH (Standard Units)	6.0	9.0	1/year	Grab
BOD₅	NA	30 mg/l	1/year	Grab
Total Suspended Solids	NA	30 mg/l	1/year	Grab
enterococci	NA	35/100 ml	1/year	Grab
Fecal coliform Bacteria	NA	200/100 ml	1/year	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day.

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The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.C.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving waters are subject to the Policy for the Potomac Embayment (9VAC25-415), is a freshwater, and the method of disinfection is chlorination.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/3 months	Estimate
pH (Standard Units)	6.0	9.0	1/3 months	Grab
cBOD₅	NA	5 mg/l	1/3 months	Grab
Total Suspended Solids	NA	6.0 mg/l	1/3 months	Grab
Dissolved Oxygen	6.0 mg/l	NA	1/3 months	Grab
Total Residual Chlorine - After Contact Tank	1.0 mg/l	NA	1/3 months	Grab
Total Residual Chlorine – Final Effluent	NA	0.016 mg/l	1/3 months	Grab
Ammonia as N (Apr 1 – Oct 31)	NA	1.0 mg/l	1/3 months	Grab
Ammonia as N (Nov 1 – Mar 31)	NA	3.1 mg/l	1/3 months	Grab
Total Phosphorus	NA	0.18 mg/l	1/3 months	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day

Guidance Memo No. 21-2005

Attachment F

The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.C.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving waters are subject to the Policy for the Potomac Embayment (9VAC25-415), is a fresh water, and the method of disinfection is other than chlorination.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/3 months	Estimate
pH (Standard Units)	6.0	9.0	1/3 months	Grab
cBOD₅	NA	5 mg/l	1/3 months	Grab
Total Suspended Solids	NA	6.0 mg/l	1/3 months	Grab
Dissolved Oxygen	6.0 mg/l	NA	1/3 months	Grab
E. coli	NA	126 CFU/100 ml	1/3 months	Grab
Ammonia as N (Apr 1 – Oct 31)	NA	1.0 mg/l	1/3 months	Grab
Ammonia as N (Nov 1 – Mar 31)	NA	3.1 mg/l	1/3 months	Grab
Total Phosphorus	NA	0.18 mg/l	1/3 months	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day

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The purpose of this page is to provide you the monitoring requirements specific to the discharge from your facility based on information provided in your registration statement for the VPDES General Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day. Monitoring results for treatment works serving buildings or dwellings other than individual single family dwellings shall be submitted to the department on a Discharge Monitoring Report (DMR). Monitoring results for treatment works serving individual single family dwellings are submitted to the Virginia Department of Health in accordance with 12VAC5-640. Refer to Part I.C.2 and D.2 of the general permit for more specific information regarding effluent monitoring requirements.

These monitoring requirements apply when the receiving waters are subject to the Policy for the Potomac Embayment (9VAC25-415), and is a salt water or transition zone.

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	Instantaneous Minimum	Instantaneous Maximum	Frequency	Sample Type
Flow *	NA	NL	1/3 months	Estimate
pH (Standard Units)	6.0	9.0	1/3 months	Grab
cBOD₅	NA	5 mg/l	1/3 months	Grab
Total Suspended Solids	NA	6.0 mg/l	1/3 months	Grab
Dissolved Oxygen	6.0 mg/l	NA	1/3 months	Grab
enterococci	NA	35/100 ml	1/3 months	Grab
Ammonia as N (Apr 1 – Oct 31)	NA	1.0 mg/l	1/3 months	Grab
Ammonia as N (Nov 1 – Mar 31)	NA	3.1 mg/l	1/3 months	Grab
Total Phosphorus	NA	0.18 mg/l	1/3 months	Grab

* The design flow of your treatment facility is less than or equal to 1,000 gallons per day

ATTACHMENT G

**Contact Information for the VDH-ODW Field Offices,
the VDH-DSS, and the VMRC**

Contact Information for the VDH and the VMRC

VDH - Office of Drinking Water (ODW) Field Offices

Field Office

ABINGDON (AFO)
407 East Main Street, Ste. 2
Abingdon, VA 24210
Telephone: (276) 676-5650
Fax: (276) 676-5659

CULPEPER (CFO)
400 South Main St, 2nd Floor
Culpeper, VA 22701
Telephone: (540) 829-7340
Fax: (540) 829-7337

DANVILLE (DFO)
211 Nor Dan Drive, Ste 1040
Danville, VA 24540
Telephone: (434) 836-8416
Fax: (434) 836-8424

LEXINGTON (LFO)
131 Walker Street
Lexington, VA 24450-2431
Telephone: (540) 463-7136
Fax: (540) 463-3892

RICHMOND (RFO)
109 Governor St., Ste UB23
Richmond, VA 23219
Telephone: (804) 864-7409
Fax: (804) 864-7520

SOUTHEAST (SEVFO)
830 Southampton Ave., Rm. 2058
Norfolk, VA 23510
Telephone: (757) 683-2000
Fax: (757) 683-2007

Counties and Cities Served

Counties: Bland, Buchanan, Carroll, Dickinson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe

Cities: Bristol, Galax, Norton, Radford

Counties: Arlington, Caroline, Culpeper, Fairfax, Fauquier, Loudoun, Madison, Orange, Prince William, Rappahannock, Spotsylvania, Stafford

Cities: Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, Manassas Park

Counties: Amelia, Amherst, Appomattox, Bedford, Buckingham, Brunswick, Campbell, Charlotte, Cumberland, Franklin, Halifax, Henry, Lunenburg, Mecklenburg, Nottoway, Patrick, Pittsylvania, Prince Edward

Cities: Bedford, Danville, Lynchburg, Martinsville

Counties: Albemarle, Alleghany, Augusta, Bath, Botetourt, Clarke, Craig, Frederick, Fluvanna, Greene, Highland, Nelson, Page, Roanoke, Rockbridge, Rockingham, Shenandoah, Warren

Cities: Buena Vista, Charlottesville, Covington, Harrisonburg, Lexington, Roanoke, Salem, Staunton, Waynesboro, Winchester

Counties: Charles City, Chesterfield, Essex, Goochland, Hanover, Henrico, King and Queen, King George, King William, Lancaster, Louisa, Mathews, Middlesex, New Kent, Northumberland, Powhatan, Richmond, Westmoreland

Cities: Richmond

Counties: Accomack, Dinwiddie, Greensville, Isle of Wight, James City, Northampton, Prince George, Southampton, Surry, Sussex, York

Cities: Chesapeake, Colonial Heights, Emporia, Franklin, Gloucester, Hampton, Hopewell, Newport News, Norfolk, Petersburg, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg

VDH - Office of Environmental Health Services

Division of Shellfish Safety
109 Governor Street, 6th Floor
Richmond, VA 23219
Telephone: (804) 864-7480
Fax: (804) 864-7475

Virginia Marine Resources Commission (VMRC)

Virginia Marine Resources Commission
Building 96, 380 Fenwick Rd.
Ft. Monroe, VA 23651
Telephone: (757) 247-2200

Guidance Memo No. 21-2005

VDH Denial of Onsite Sewage Disposal System Example Letter

Guidance Memo No. 21-2005
Attachment H

Date

DEQ Regional Contact
DEQ Address
DEQ town, VA Zip

RE: Property Id

Dear DEQ Regional Contact:

This letter is to confirm that VDH has been unable to locate an onsite sewage disposal system for <Applicant> on the above referenced property that meets the regulatory requirements under 12VAC5-640-30.D. The Department/Consultant reviewed <X> potential sites on the property. A copy of the Department/Consultant's report and findings is on file with the <Local> Health Department. The lot review considered conventional and alternative onsite sewage systems within the limits of 12VAC5-640-30.D. Furthermore, public sewerage system facilities are not available to this property.

A suitable site has been identified for a stream/dry ditch/intermittent stream/wetland type discharge point. A copy of the completed Combined Application is enclosed. VDH has no objections to the issuance of coverage under the General Permit 9VAC25-110 for <Applicant>.

Sincerely,

Environmental Health Specialist Sr.