

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**WATER PERMITTING DIVISION**

**P.O. Box 1105**

**Richmond, VA 23218**

**Subject: Guidance Memo No. 22-2010**

Implementation of the Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Vehicle Wash Facilities and Laundry Facilities (VAG 75)

**To:** Regional Directors

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



**Date:** June 14, 2022

**Copies:** Regional Water Compliance Managers, Regional Water Permit Managers

**Summary:**

This guidance replaces Guidance Memo No.17-2006, "Implementation of the Reissued Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Vehicle Wash Facilities and Laundry Facilities (VAG75). This guidance has been updated to reflect changes necessary as a result of the reissuance of the Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Vehicle Wash Facilities and Laundry Facilities (VAG75) that becomes effective January 1, 2023.

**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 Elleanore Daub, Office of VPDES Permits, at (804) 659-2655 or [elleanore.daub@deq.virginia.gov](mailto:elleanore.daub@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:** 8/4/2022      **Initials:** MDD

## Introduction

On March 25, 2022, the State Water Control Board approved amendments to the VPDES General Permit Regulation (9VAC25-194), allowing reissuance of the associated general permit for another five-year period. A copy of the transmittal letters, registration statement, amended regulation, permit pages, permit fact sheet and operations and maintenance template can be found on [DEQnet](#) in the VPDES general permits folder (DEQnet can be accessed by DEQ staff only). The same forms are included as attachments to this guidance). The effective date of the reissued general permit is January 1, 2023. The permit expires October 15, 2022; however, it is administratively continued through December 31, 2022. No new permit coverage may be issued between October 16, 2022 and December 31, 2022.

## 2022 Reissuance Changes

Substantive changes to the existing regulation include:

- Section 10 – New definitions added for golf cart equipment, inlet protection measures, lawn maintenance equipment per the request of the TAC. These definitions were added to clarify various requirements in the regulation and to exclude equipment used in fertilizer, pesticide, or herbicide application. Inlet protection measures include containment berms or weighted filters or socks designed to remove metals, oil and grease, solids and debris along with best management practices. Previously, suggestions for inlet protections measures were only in guidance.
- Sections 40 and 70 - Updated the effective dates to January 1, 2023 – December 31, 2027. Since the existing permit expires October 15, 2022, this new date effectively requires the permit to be administratively continued between October 15 and December 31, 2022. This is important so that the permit does not abruptly end before the end of a full year as this causes breaks in discharge monitoring report (DMR) record population for annual and semi-annual required monitoring reports. Moving to a calendar year makes e-DMR population seamless from year to year.
- Section 60 - Registration - Registration statement deadlines changed from 30 days to 60 days prior to expiration of permit, commencement of discharge or adding a new process. Latitude/longitude and State Corporation Commission entity number now required for a complete registration statement (effective January 1, 2023). Added that once the 9VAC25-31-1020 (Electronic Reporting) date is established for this industry, registration statements shall be submitted electronically. Three months' notice shall be given by the department about this requirement.
- Section 70 Part I A 1 – Replaced the monitoring requirement with a limit of 5,000 gallons per day (GPD) for vehicle wash facilities that discharge a monthly average flow rate less than or equal to 5,000. This reflects the maximum flow rate allowed by this Part I A limits page. This was discussed in the TAC meeting as a potential addition so it can be tracked more efficiently during the term of the permit.
- Section 70 Part I B 1 Added to the special condition which requires weekly visual monitoring that in addition to recording sheens, floating solids and visible foam, they must also record whether or not there is a discharge.
- Section 70 Part I B 6 – Added to the special condition that requires a solids management plan that this includes solids removed from oil/water separators and cleaning schedule must be in the operation and maintenance manual (O&M). It also now includes trash and other debris handling, storage and disposal.
- Section 70 Part I B 13 - Added to the special condition that requires an O&M manual, the O&M of inlet protection measures. Previously, the O&M manual only addressed the treatment works. Also added that the sludge management plan will include the schedule for settling basin or oil water separator cleaning and solids handling as required by Part I B 6 (solids management plan).
- Section 70 Part II A – Conditions Applicable to All Permits - Added under reporting, that once the 9VAC25-31-1020 (Electronic Reporting) date is established for this industry and 3 months' notice is given, discharge monitoring reports shall be submitted electronically.

All changes to the regulation may be viewed on the [Virginia Town Hall](#) web site.

### Registration Statements and Permit Coverage

Owners of facilities that are currently covered by VAG75 must resubmit a registration statement in order to continue coverage under the reissued permit. The registration statement is in [Attachment 1](#) and on DEQnet. It is also available on the Forms section of the Legislative Information System (LIS) for [9VAC25-194](#). According to the January 1, 2023 effective regulation, registrations for facilities seeking continuation of existing coverage should be received at least 60 days prior to the expiration date of the existing permit (August 15, 2022) or a later submittal established by the board, and no later than the expiration date (October 15, 2022) of the current general permit in order to avoid a lapse in coverage. Registration statements that are submitted late will be accepted and processed but coverage will not be retroactive. Registration statements should be mailed out by Friday, July 15, 2022 in order to give the owners about 30 days to fill out and submit the registration statement. Transmittal letters are on DEQnet and [Attachment 1](#). As with the current general permit, the reissued general permit should also be used to provide VPDES coverage to any qualified dischargers whose individual VPDES permits have expired or are expiring, as well as to owners of any new facilities that qualify. Coverage under the reissued general permit begins on January 1, 2023, which is the effective date of the amended permit regulation. The registration statement should be considered complete by the permit writer before coverage is granted to the owner of the facility (e.g., fees have been paid). The registration statement requires notification to the owner of the MS4 of facility discharges at the time of registration. A copy of an email or letter from the permittee to the MS4 owner will suffice as documentation of notification. A response from the MS4 is not required. The date of the MS4 notification may be anytime during the previous reissuance.

Owners of facilities which will commence discharging (issuances) during the permit term must turn in a registration statement at least 60 days prior to the date planned for commencement of the discharge or a later submittal as determined by the board. The permit writer may determine a later due date as 60 days may not always be possible.

Vehicle Wash Facilities are industrial establishments or businesses that are fixed (stationary) or mobile facilities where the manual, automatic, or self-service exterior washing of vehicles is conducted. It includes automobiles, trucks, motor homes, buses, motorcycles, ambulances, fire trucks, tractor trailers, and other vehicles that convey passengers or goods on streets or highways. This definition also includes golf course and lawn maintenance equipment, maintenance and construction equipment, street sweepers, catch basin cleaner trucks (Vactor trucks or vacuum trucks (not for sewage)), recreational boats less than 8.6' beam and 25' in length towed by a vehicle and incidental floor cleaning wash waters associated with facilities that wash vehicles where the floor wash water also passes through the vehicle wash water treatment system. Vehicle wash does not mean engine cleaning or degreasing, cleaning of floors in vehicle maintenance areas, cleaning the interior of tanks or trailers carrying bulk or raw material, cleaning of equipment used in the paving industry, cleaning of chemical, fertilizer or pesticide spreading equipment, cleaning of tanker trucks, garbage trucks, livestock trailers, trains, boats larger than 8.6' beam and 25' in length, aircraft, or the use of acid caustic metal brightener or steam heated water washing. The small boat allowance was added so that car washes may allow customers to rinse off their boats carried on a trailer and towed by passenger cars and trucks or SUVs. The size 8.6' beam and 25' in length was found to cover most recreational boats that fit in that category. This can include jet skis on trailers. Boats larger than this are still excluded to ensure that boats normally cleaned in boat yards and marinas where scraping, cleaning, treating and painting hulls would take place, would **not** be eligible for coverage. The permit is not designed or protective enough to cover the types of pollutants from boat yards and marinas that do this type of maintenance.

Owners of mobile car washes may also get coverage under the general permit. However, each discharge location must be covered under a different permit number (separately). We have not had any mobile operators apply for coverage and our preferred method is to advise owners of mobile vehicle washes to operate so they do not discharge to surface waters and do not need coverage. There are technologies and best management practices (BMPs) available to prevent discharge to the storm sewer or surface waters for this industry. Some examples are provided in [Attachment 6](#). The regulation states: *Mobile vehicle wash owners shall operate such that there is no discharge to surface waters and storm sewers unless they have coverage under this permit.*

The regulation also covers any self-service laundry facility where the washing of clothes is conducted as designated by Standard Industrial Classification (SIC) 7215. However, it does not include facilities that engage in dry cleaning.

In cases where owners of facilities contract out vehicle fleet washing, normally the general permit coverage should be issued to the facility owner. In that case, it is the facility owner's responsibility to ensure the contractor's accountability for operating the treatment system in compliance with the permit. However, if the contractor is a mobile owner, and they decide they want responsibility for complying with the permitting requirements, the agency will allow them to submit a registration statement and determine if they qualify for coverage. One or the other must apply for coverage if the fleet washing operations discharge to surface water or a storm sewer. Any vehicle wash water discharging to a storm sewer must provide inlet protection measures in addition to meeting all other requirements of the permit per Part I B 11 of the permit.

Coverage should be denied if the discharge is into waters where an individual permit is required, other Board regulations prohibit such discharges, if the discharge violates the antidegradation policy, if the discharge is not consistent with the assumptions and requirements of an approved TMDL or there are central wastewater treatment facilities reasonably available.

If the registrant previously held an individual permit, backsliding must be considered prior to granting the coverage under this general permit. Backsliding should be evaluated on a case-by-case basis in accordance with the VPDES Permit Regulation.

Regarding antidegradation, the agency has determined that new or increased discharges from car washes covered by the general permit will generally not result in significant effects to the receiving waters. Permit writers do not have to conduct a case-by-case antidegradation review for any new or increased discharges unless there appears to be a large wash water flow into a high quality stream.

The discharge must also be consistent with the assumptions and requirements of an approved total maximum daily load (TMDL). DEQ planning staff will track all the general permit discharges and regional procedures for planning staff review should be followed to ensure the assumptions and requirements of the approved TMDL are met. As of this date, most vehicle wash and laundry facilities are considered insignificant loads in TMDLs or the limits set forth in the general permit meet the requirements of the TMDL. The TMDL in question means approved prior to the term of the general permit.

The availability of central sewer to the permittee is the more difficult authorization factor to assess. If the locality does not require connection to central sewer by ordinance then the Department must determine if denial of coverage is appropriate because central sewer is "reasonably available." One example of a case where central sewer is not reasonably available would be if the county has a central sewage system but in order to connect to the central sewer system the registrant would need to build expensive infrastructure (e.g., a pump station). An example of a case where central sewer is reasonably available would be if the facility is already connected to the central sewer system for domestic waste discharges and the locality can accept the additional flow. It is also reasonable to require a registrant to connect if a sewer line runs right next to the facility. The permittee is instructed in the registration statement to provide information to help DEQ make an informed decision of whether they can be provided coverage under the permit (e.g. cost of connecting and using central sewer, how connecting will affect their business, the quality of the receiving stream, how often do they discharge per month, are they currently connected to central sewer for their domestic waste). While not required by the regulation, it is reasonable to suggest to a potential permittee that has only a few vehicles to wash infrequently, be taken to an existing car wash or apply technologies so there is "no discharge" as an option (see [Attachment 6](#)).

However, all situations will have to be analyzed case by case. The registration statement asks registrants to evaluate the ability to connect if central sewage is available. An example letter to require connection to central sewer is in [Attachment 1](#).

There are some general costs available online for sewer connections. For example, [Home Advisor](#) provides a sewer connection calculator that may give a business owner some indication as to costs. While it seems like \$5,000 is reasonable to include in the cost of starting up a new business, a small existing rural owner may not be able to adsorb that cost. It is the responsibility of the owner to convince DEQ that connecting to central sewer is cost prohibitive or alternatives are not available but it is the responsibility of DEQ to ensure the permittee has tried to provide information indicating whether or not the connection is reasonable or not.

Note that this general permit does not authorize discharges of sewage. If sewage is being discharged, a VPDES individual permit or domestic sewage  $\leq 1,000$  GPD permit is required.

For the purpose of screening for qualification, owners of facilities that qualify for coverage need to meet the following conditions:

1. The owner of the facility has submitted a complete registration statement (including \$600 fee). Please note that while the agency is asking for latitude and longitude and State Corporation Commission entity number, that requirement is not effective until January 1, 2023. Therefore, a registration statement can be deemed complete without this information;
2. The facility has the correct SIC code (7542) for laundry or falls into one or more of the listed vehicle washing activities in the definition;
3. Discharge is not to prohibited waters (e.g., new discharge to Tier 3 “exceptional” [9VAC25-260-30](#) A 3 waters);
4. No reasonably available central sewer connection;
5. No sewage discharges;
6. The owner of the facility has not been required to obtain an individual permit as per the VPDES Permit Regulation in [9VAC25-31-170 B 3](#);
7. An individual permit holder wishes to apply for this general permit and backsliding is not an issue; and
8. The owner of the facility can comply with the limits and special conditions of the permit (the treatment system described in the registration statement should be evaluated to determine if the discharge will meet the permit limits). This means that the facility should have one or more of the following: grit chamber, settling basin, sediment tank, sand filter, field bed, oil water separator or proper stormwater inlet protection measures and best management practices (see examples in [Attachment 7](#)).

As described above, TMDL and antidegradation are generally not issues at this point in time that you need to consider in issuing coverage under this permit. The planning staff should be consulted regarding TMDL questions.

### Preparation of Permit Package

Once the permit writer reviews the registration statement and determines that the owner of the facility qualifies for coverage, the general permit pages can be prepared. The first page (cover page, printed on agency letterhead), Part I effluent limits pages, special conditions and boilerplate should be assembled with the general permit registration number for the facility, the page numbers entered in the header and the outfall number(s) added at the end of the first sentence on each effluent limitations page. You may format the permit pages any way you like and add headers as desired. **All the part I A pages on DEQnet have the subsection number removed (all four processes are Part I A instead of Part I A 1, 2, 3 or 4) to avoid confusion.** But the published regulation will still have this **Part I A 1, 2, 3 or 4** numbering system. Choose the part I A page that applies to your facility (vehicle  $< 5,000$  gallons per day (GPD),  $> 5,000$  GPD, laundry, vehicle and laundry combined) and delete those that do not apply to your facility. Almost all the facilities will require the first effluent limits page (vehicle  $\leq 5,000$  GPD). You may also change the word *outfalls* to *outfall* in the paragraph just before the limits table (e.g., Part I A 1) if there is only one outfall. No other changes to the language of the general permit are authorized.

Permit registration numbers will be assigned sequentially for issuances by the Comprehensive Environmental Data System (CEDS) when the application (registration) is initiated. All permit registration numbers will begin with the same five characters: VAG75. The remaining numbers are assigned by CEDS. The permit registration number has to be included on the permit pages (including the cover page) before the permit pages are mailed to the owner.

The general permit requires annual, semi-annual and quarterly monitoring and reporting depending on the type of washing facility. DMRs are necessary for reporting and compliance tracking. No paper DMRs will be prepared as part of this guidance in anticipation of electronic DMRs for this general permit. In the months April – August 2022, compliance will

be sending out e-DMR registrations for the general permits. The DMRs for each permit coverage will populate overnight after the permit becomes active in CEDS (date signed or effective date (January 1, 2023), whichever is later).

Almost all the VAG75 permittees use the Part I A 1 page. The regulation and the permit pages are on [DEQnet](#) and [Attachments 2](#) and [3](#).

Once the registration is approved, use the transmittal letter (DEQnet and [Attachment 1](#)) to transmit the permit to the permittee and keep a copy for the regional file (per ECM procedures). The Fact Sheet is included as a link on the transmittal letter but you may also attach a hard copy if needed. The Fact Sheet is on DEQnet and [Attachment 4](#). Do not copy DEQ central office or EPA on coverage under a general permit unless you have questions. DMRs for the 2023 reissuance are due on the tenth of January for the first full year of annual monitoring. For the 2023 reissuance, the first annual DMR is not due until January 10, 2024. The first semiannual DMR is due no later than July 10, 2023 for the January 1 - June 30, 2023 monitoring period. The first quarterly DMR (the quarterly monitoring part of laundry limits) is due by April 10, 2023 for the January 1 - March 31, 2023 monitoring period. If DMRs are submitted for incomplete monitoring periods (due to confusion that may come with the administrative continuance), the compliance auditors can add those manually to CEDS. Tracking of compliance with the limits and other requirements of the general permit should be done according to the Compliance Auditing System. Reporting requirements for noncompliance, unusual or extraordinary discharges, etc. are the same as for an individual permit.

The transmittal letter also contains a reminder that an operations and maintenance manual and annual review of the manual is required. An O&M example template is provided on [DEQnet](#) and [Attachment 5](#). The permittee is not required to use this template but may develop their own O&M manual as long as it contains all the permit requirements in Part I B 13 of the permit special conditions.

### Permit Inspection and Tracking

These facilities are subject to the inspection strategy in the industrial small category; i.e., facilities should be inspected at least once every five years. The inspectors should check the latest DMR submittal. The inspectors should check for overflows, bypasses, sediment filled settling basins and traps and other indications of a failed system. The inspector should also determine whether the facility has increased in size (additional bays/areas) from what was represented on the registration statement in order to determine whether or not the facility has a >5,000 GPD monthly average flow rate which would necessitate complying with Part I A 2 permit limit pages with semi-annual monitoring instead of annual monitoring. The DMR also now contains a limit of 5,000 GPD for the Part I A 1 facilities (<= 5,000 GPD). The inspector should check for stormwater inlet protection measures and best management practices in use (both are required). Stormwater inlet protection measures can range from the example in [Attachment 6](#), which eliminates the discharge, to a combination of inlet protection measures and BMPs in [Attachment 7](#) that will minimize the discharge (e.g., washing on sunny days, washing on permeable surfaces, use of plugs, seals or booms to block the drain, use of biodegradable, phosphate-free water based cleaners, use of hoses with automatic turn off, no strong cleaning agents [emulsifiers, degreasers, acids, caustics or metal brighteners], no steam cleaning, good sweeping of the area routinely). A treatment system should have one or more of the following: grit chamber, settling basin, sediment tank, sand filter, field bed, or oil water separator.

The O&M manual requires the directions for use and maintenance of the stormwater inlet protection measures and a description of the BMPs employed. The O&M manual requires a description of the treatment system operation, routine preventive maintenance of the units, critical spare parts inventory and recordkeeping. It also requires a sludge/solids management plan, including the schedule for settling basin or oil water separator cleaning and solids handling. Solids handling includes storage and disposal in addition to the schedule for cleaning. Solids include the solids from the settling basins and oil water separators and also trash or other debris. The manual also must contain the techniques used in the collection, preservation, and analysis of effluent samples and the procedures for performing the visual examination required by Part I B 1 (sheens, floating solids, visible foam and maintenance of the wastewater treatment facilities and inlet protection measures). Visuals are done once per week. A log must be kept and available upon request.

Templates for the visual examinations log and O&M manual are included as part of this guidance ([Attachment 5](#)). The templates do not have to be used but the information required by the regulation should be incorporated.

Tracking of coverage under this general permit for vehicle wash facilities will be done in CEDS. Tracking of laundry facilities or combined vehicle wash and laundry facilities can also be done in CEDS. CO staff is working with OIS to add the laundry limits and combined laundry and vehicle wash limits to CEDS. As of the date of this guidance, only three combined vehicle wash and laundry facilities are known (there are no known laundry only facilities).

ECM files should include a copy of the registration statement, general permit pages and DMRs sent to the owner (DMRs only if e-DMR is not available), the transmittal letter and any inspection reports as well as any correspondence. It is important that the CEDS database is kept updated with the list of permittees and contact information, their permit numbers, which effluent limits pages were assigned to the facility and outfall and facility GIS data. All this type of information is provided on the external web, included in reports or often part of Freedom of Information Act requests and sent to ICIS and [ECHO](#) as required by e-reporting. All general permit compliance data is also now being sent to ICIS and [ECHO](#).

### Termination of Coverage

If an owner requests termination of coverage under the general permit, the regional office may terminate coverage under regional letterhead. The information that must be submitted by the permittee for termination of coverage is contained in the permit special condition Part I B 17. See Termination forms in [Attachment 1](#).

### Change in Ownership

If there is a request for a change of ownership, the new owner assumes coverage under the general permit with the permit registration number unchanged. It is not necessary for the new owner to submit a new registration statement unless changes to the facility are proposed. Part II of the permit allows for automatic transfer if the current owner notifies DEQ within 30 days of the transfer of property with the required written agreement between the new and old owners. Any change of status should be noted in CEDS CORE and as an activity comment in the permit (even though there is no actual permit action). The VPDES change of ownership form on [DEQnet](#) for individual permits may be used to make this request.

### Renewal of Coverage

The permittee must submit a new registration statement 60 days before the expiration of this general permit if continued coverage is desired.

### Administrative Continuance

The permit allows for continuation of permit coverage as long as the complete registration statement is received by October 15, 2022. After October 15, 2022, late registration statements may be accepted but coverage is not retroactive.

### Permit Fee

The fee for coverage under this general permit is \$600.00. Fees submitted for this permit should be handled according to the same procedures that are followed for other permit fees. Refer to the forms section of the [fee regulation](#). The same fee form used for individual permits may be used for general permits.

### Attachments

1. Example Transmittal Letters, Registration and Termination Forms
2. Regulation
3. General permit pages
4. Fact Sheet
5. Template Operations and Maintenance Manual
6. Examples to Eliminate Discharge
7. Examples Stormwater Inlet Protection Measures

# **ATTACHMENT 1**

Example Transmittal Letter Registration Statement

Example Transmittal Letter for General Permit

Example Letter to Require Connection to Central Sewer

Termination Form and Letter



## Example Transmittal Letter - Registration Statement

### Regional Letterhead

*Owner*

*Facility Name*

*Address*

RE: Registration for the Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Vehicle Wash Facilities and Laundry Facilities VAG75XXXX

*Owner:*

This letter is to remind you that the current VPDES general permit (VAG75) for Vehicle Wash Facilities and Laundry Facilities will expire on October 15, 2022. If you wish to continue operating this facility after this date, you must reapply for coverage under the reissued general permit which will be effective January 1, 2023. Via this letter, you have been granted administrative authority to continue to discharge and report under the previous permit (effective October 16, 2018) through January 1, 2023 until the new permit becomes effective.

This general permit provides VPDES permit coverage to discharges from all qualified vehicle wash facilities (and laundry facilities where applicable) that submit a registration statement and are approved for coverage.

Current general permit holders must re-register in order to continue coverage under the reissued general permit. Please submit the enclosed registration statement on or before **August 16, 2022**.

Instructions for completing the registration form and an application fee form are included in this package. The application fee for this general permit is \$600.00. Please follow the instructions on the fee form or registration statement for submitting this fee.

If you have any questions, please contact me at *[insert phone and email]*.

Sincerely,

Water Permit Manager *[or Designee]*

Attachments: Registration Statement  
Fee Form

**REGISTRATION STATEMENT FOR THE GENERAL VIRGINIA POLLUTANT DISCHARGE  
ELIMINATION SYSTEM (VPDES) PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY  
FACILITIES 2022 REISSUANCE**

Revised June 9, 2022

**1. APPLICANT INFORMATION**

A. Name of Facility: \_\_\_\_\_

B. Facility Street Address: \_\_\_\_\_

C. Facility Phone Number: \_\_\_\_\_

D. Facility Owner: \_\_\_\_\_

E. Owner's Mailing Address

Street or P.O. Box \_\_\_\_\_

City or Town \_\_\_\_\_ c. State \_\_\_\_\_ d. Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Indicate if the applicant would like the permit to be transmitted electronically. Yes  No

F. Is the owner of the facility also the operator? Yes  No  If "No", complete G & H.

G. Name of Local Operator (Contact): \_\_\_\_\_

H. Operator's Mailing Address

Street or P.O. Box \_\_\_\_\_

City or Town \_\_\_\_\_ c. State \_\_\_\_\_ d. Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**2. FACILITY INFORMATION**

A. Name of receiving stream: \_\_\_\_\_

If no receiving stream, describe the discharge: \_\_\_\_\_

\_\_\_\_\_

B. Does the facility discharge to a Municipal Separate Storm Sewer System (MS4)? Yes  No

If yes, please provide the name of the MS4 owner: \_\_\_\_\_

*If "yes," the facility owner must notify the owner of the municipal separate storm sewer system of the existence of the discharge and provide the following information: the name of the facility, a contact person and phone number, the location of the discharge, the nature of the discharge, and the facility's VPDES general permit registration number. Provide that notification with this registration. See instructions.*

C. Does this facility currently have a VPDES permit? Yes  No

If yes, give permit number: \_\_\_\_\_

D. Does your locality require connection to central wastewater treatment facilities? Yes  No

E. Are central wastewater treatment facilities available to serve the site? Yes  No

If "yes," to any of the above, the option of discharging to the central wastewater facility must be evaluated and the result of that evaluation reported here (use additional sheets if necessary):

---

---

---

---

---

---

---

---

**3. MAP**

Attach a topographic map or computer generated map that shows the facility location and property boundaries, discharge locations (or outfalls), latitude/longitude of outfalls, surrounding area, including the receiving water body.

**4. WASHING ACTIVITY:**

Provide a brief description of the type of washing activity (vehicles, laundry or both). Include (as applicable) the type of vehicles washed, the number of vehicle washing bays and the number of laundry machines.

---

---

---

**5. FLOW RATE**

Provide the highest average monthly flow rate measured or estimated to be discharged. For existing facilities calculate this by adding the flows for each day during the month that the facility had a discharge divided by the number of days that the facility discharged. For new facilities estimate the flow rate based on similar facilities.

\_\_\_\_\_ Gallons per day

**6. FACILITY DRAWING AND TREATMENT SYSTEM**

Attach a line drawing of the facility showing the source of the water and its flow through the facility. Show all bays for vehicle washes. Provide dimensions or capacities for each unit in the treatment system. This can be hand drawn but must be legible.

Describe the treatment system and solids disposal methods or stormwater inlet protection measures (see instructions):

---

---

---

---

**7. CHEMICALS**

Provide the name of the chemical(s) used at the facility (including detergents, soaps, waxes and other chemicals).

---

---

---

**8. PHOSPHATE DETERGENT USE**

Will detergent used for washing vehicles contain more than 0.5% phosphorus by weight? Yes  No   
If yes, approximately how many gallons are used per month of this detergent?

\_\_\_\_\_Gallons per month

**9. STATE CORPORATION COMMISSION** entity identification number if the facility is required to obtain an entity identification number by law: \_\_\_\_\_

**10. CERTIFICATION (see Part II K of your permit to see who can sign the certification)**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person signing above: \_\_\_\_\_  
(printed or typed)

Title: \_\_\_\_\_

**REQUIRED ATTACHMENTS:**

1. Map (#3 of Registration Statement)
2. Facility Drawing (#6 of Registration Statement)

**For Department use only:**

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Basin \_\_\_\_\_ Stream Class \_\_\_\_\_ Section \_\_\_\_\_

Special Standards \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE REGISTRATION STATEMENT  
FOR THE GENERAL PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY FACILITIES**  
Revised June 9, 2022

---

**WHO MUST FILE THE REGISTRATION STATEMENT**

This registration statement must be completed and submitted by the owner of any vehicle wash facilities and/or laundry facilities requesting coverage under the above general permit for processing wastewater discharges.

**WHERE TO FILE THE REGISTRATION STATEMENT**

The completed registration statement should be sent to the Department of Environmental Quality Regional Office for your area. You may sign, scan and email the registration statement to the regional office but you must then maintain the original signed document for verification if needed. The Regional Office for your area depends on the county in which the facility is located. Regional office addresses can be obtained from our website at <https://www.deq.virginia.gov/get-involved/about-deq/contact-us>, or by calling the DEQ at (804) 698-4000. The fee form and your check or money order for \$600 (payable to "Treasurer of Virginia" and in the case of other state agencies, IAT's, as a credit to DEQ are acceptable forms of payment - no cash will be accepted) should be mailed to DEQ Receipts Control, P.O. Box 1104, Richmond, VA 23218. The fee form is available on DEQ's web site at (see Miscellaneous Forms/Resources): <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system> .

**COMPLETENESS**

Complete all items except where indicated, or enter NA for "not applicable" in order for your registration statement to be accepted. If you need more space than the form allows, write on and attach extra sheets of paper.

**DEFINITIONS**

Outfalls means a discharge pipe, drain or anyplace where wash water leaves or could leave the plant and discharge to surface waters.

Receiving Stream is the particular surface water, or stream, creek, or any other body of water, or a ditch or ground surface or storm sewer that runs off into such a body of water, into which the wastewater discharges.

Laundry Facilities means any self-service facility where the washing of clothes is conducted as designated by SIC 7215. However, it does not include facilities that engage in dry cleaning even though dry cleaning is included in SIC code 7215.

SIC Code means the "Standard Industrial Classification" codes listed in the Federal Office of Management and Budget (OMB) SIC Manual, 1987 and used as identifiers of industries with certain characteristics and can be found online here: <http://www.osha.gov/pls/imis/sicsearch.html>

Vehicle Wash Facilities are industrial establishments or businesses that are fixed (stationary) or mobile facilities where the manual, automatic, or self-service exterior washing of vehicles is conducted. It includes automobiles, trucks, motor homes, buses, motorcycles, ambulances, fire trucks, tractor trailers, and other devices that convey passengers or goods on streets or highways. This definition also includes golf course and lawn maintenance equipment, earth moving construction equipment, street sweepers, catch basin cleaner trucks (Vactor trucks), recreational boats less than 8.6' beam and 25' in length towed by a vehicle and incidental floor cleaning wash waters associated with facilities that wash vehicles where the floor wash water also passes through the vehicle wash water treatment system. Vehicle wash does not mean engine cleaning or degreasing, cleaning of floors in vehicle maintenance areas, cleaning the interior of tanks or trailers carrying bulk or raw material, cleaning of equipment used in the paving industry, cleaning of chemical spreading equipment, cleaning of tanker trucks, garbage trucks, livestock trailers, trains, boats larger than 8.6' beam and 25' in length, aircraft, the use of acid caustic metal brightener or steam heated water washing. Wastewater or process wastewater is water that was used in the washing that occurs in the facility definitions above, that is then discharged through an outfall to a receiving stream. Sewage discharges are wastewater, but not process wastewater, and are not covered by this general permit.

## **LINE BY LINE INSTRUCTIONS**

### **Part 1. APPLICANT INFORMATION**

Item A: Put the legal name of the business here (e.g., Joe's Car Wash).

Item B: Put the '911' street address of the facility.

Item C: Put the facility phone number if different from owner phone number.

Item D: Put the name of the person or corporation that owns the business. This does not have to be the owner of the building (e.g., if the business is on leased property) but who is responsible for the business and wants coverage under the general permit.

Item E: Put the mailing address, phone number and email of the owner here. Also indicate if you would like the permit to be transmitted via email.

Item F: If someone other than the owner listed in item D runs the facility and is the person who will be the onsite contact for DEQ, check **No**. Otherwise check **Yes**.

Item G: If **No** was checked above, indicate the name of the person other than the owner who operates the facility.

Item H: Put the address, phone number and email of the person other than the owner here.

### **Part 2. FACILITY INFORMATION**

Item A. Name the water way that receives the discharge from the facility. If there is a discharge from this facility that does not go to a public sewer system or septic tank drainfield system then it probably discharges to surface waters or a storm sewer. If so, indicate the name (or names, if more than one) of the receiving stream that the discharge goes into. This is the surface water, stream, creek or any other body of water that receives the wash water. It can also be a ditch, ground surface or storm sewer that runs off into such a body of water. If it discharges to an unnamed body of water, for name of receiving stream, put "Unnamed tributary to..." and then the name of the closest named body of water towards which water in the unnamed tributary or ditch, etc. would flow. If you don't know or don't believe there is a receiving stream describe the discharge scenario. DEQ may want to investigate the need for a permit.

Item B. Indicate if the facility discharges to a municipal separate storm sewer and the MS4 owner. If yes, provide the name of the MS4 owner. MS4 areas are listed on DEQ's MS4 web site under "Forms" here:

<https://www.deq.virginia.gov/permits-regulations/permits/water/stormwater-ms4>

Separate storm sewers are considered connected to surface waters and MS4 owners are required to know about your discharge. Please include an email or copy of a letter that you sent to the MS4 owner with your registration. The letter to the MS4 owner should contain the name of your facility, a contact person and phone number, the location of the discharge, the nature of the discharge and your existing VPDES general permit registration number.

MS4 discharges do not include actual streams that run through the MS4 area. Those are surface waters and would be identified under "Receiving Stream" which is Item 2.A on this registration. An MS4 entry point is typically a storm drain location in parking lots, streets and gutters and act as a conveyance that leads to a surface water.

Item C. If the facility has a current VPDES permit of any type (individual or general), indicate so here and provide the permit number(s).

Item D. Indicate if your locality has an ordinance which requires connection to central wastewater treatment facilities (sanitary sewer).

Item E. Indicate if these central wastewater treatment facilities are available to serve your location. If they are available, the option of discharging to the central wastewater facility must be evaluated and the result of that evaluation reported here. Please provide any information to help DEQ make an informed decision of whether you can be provided coverage under this permit (e.g. cost of connecting and using central sewer, how it will affect your business, quality of receiving stream, how often to you discharge to the stream per month, are you currently connected to a central sewer for your domestic waste?).

Before turning in this registration, consider whether "no discharge" is an option if central sewer is not available as technologies exist to capture discharge and no permit is needed. Also if the primary activity at your business is not washing vehicles and you have a small number of vehicles (e.g., less than 10), you could consider taking the vehicles to a central sewer connected car wash as an option instead of washing them on site.

### **Part 3. MAP**

Attach a topographic map or computer generated map that shows the facility location and property boundaries, discharge locations (or outfalls), latitude and longitude of the outfalls, surrounding area, including the receiving water body. Items not shown on the topographic map or computer generated map can be added by hand.

### **Part 4. WASHING ACTIVITY**

Describe the type of washing activity (vehicles, laundry or both). Include the number of vehicle wash bays and types of vehicles washed. For laundries, include the number of laundry machines.

### **Part 5. FLOW RATE**

Provide the highest average monthly flow rate (gallons per day) measured or estimated to be discharged. For existing facilities, calculate the average monthly flow by adding the flows for each day (gallons per day) during the month that the facility had a discharge divided by the number of days that the facility discharged. Once the average monthly flow rates are calculated, compare the flow rates to determine the highest average monthly flow rate. The month that had the highest average monthly

flow rate should be reported as the flow rate in the section below. For new facilities, estimate the flow rate based on similar facilities.

#### **Part 6. FACILITY LINE DRAWING AND TREATMENT SYSTEM**

The line drawing must show the source of the water and its flow through the facility. The line drawing can be a schematic representation, or basically a "map" of the building showing intake water, flow through the facility and where the discharges (outfalls) are. Show all bays for vehicle washes. This can be hand drawn but must be legible.

Also provide a description of the treatment system (oil water separator, sedimentation basin, etc.) and dimensions or capacities of these systems. Describe the solids disposal methods and frequency.

If you do not have a wastewater treatment system you must have some type of stormwater inlet protection measures and best management practices in place to avoid a discharge or minimize pollutants to the storm sewer or a receiving stream. Car wash equipment can be purchased online and typically include small submersible pumps (with appropriate electrical adapters and extension cords), rubber mats, storm drain insert tubs, booms designed to remove metals, oils, solids and debris. You must also exercise best management practices using methods such as vacuuming wastewater, shut off hose nozzles, using biodegradable, phosphate-free water based cleaners, washing cars on sunny days and on permeable surfaces that can absorb the wash water. You cannot discharge vehicle wash water directly to a storm drain without the stormwater inlet protection and best management practices to minimize or prevent discharge described above.

#### **Part 7. CHEMICALS**

List detergents, soaps, waxes and other chemicals used at the facility. You may attach Material Safety Data Sheets or labels in lieu of listing them in Item 7. If you plan to use such a product in the future you may want to list it here as no other chemical use will be authorized by the permit unless prior approval is obtained.

#### **Part 8. PHOSPATE DETERGENT USE**

Indicate whether phosphate detergents will be used and how much.

**Part 9. STATE CORPORATION COMMISSION** entity identification number if the facility is required to obtain an entity identification number by law. Generally, this is a business other than a sole proprietor. See SCC entity identification number or <https://www.scc.virginia.gov/pages/Businesses>

#### **Part 10. CERTIFICATION**

Read the certification paragraph and sign and date the statement accordingly. All registration statement shall be signed as follows:

For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or for a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a public agency includes: (i) The chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Please include your printed name and title or relationship to the business and attach the map from item 3, the facility drawing from item 6, and any additional sheets you want to add. Then submit to the regional DEQ office.

## Example Transmittal Letter - Vehicle Wash Facilities and Laundry Facilities General Permit

### Regional Letterhead

Facility Name

Address

ATTN: *[Insert Owner]*

RE: Coverage under the General Virginia Pollutant Discharge Elimination System (VPDES) Permit Vehicle Wash Facilities and Laundry Facilities VAG75, Permit Registration Number *[VAG75XXXX]*

Dear *[Insert Owner]*:

We have reviewed your Registration Statement received on *[insert date]*, and determined that this vehicle wash facility *[add and laundry facility if applicable]* activity is hereby covered under the referenced general VPDES permit. The effective date of your coverage under this general permit is January 1, 2023 or the date of this letter, whichever is later. The enclosed copy of the general permit contains applicable effluent limitations, monitoring requirements and other conditions of coverage. The fact sheet at the web site below *[or attached]* provides background information on the basis of the limits and other conditions.

In accordance with the permit you are required to submit discharge monitoring reports (DMR). DEQ requires electronic submittal of Discharge Monitoring Reports (e-DMR). If you have not already done so, please register for e-DMR participation now in order for the e-DMR application to be processed prior to the first DMR due date for this permit. The following website provides details, and our regional e-DMR administrator *[name, phone number and email]* can also assist you:

<https://www.deq.virginia.gov/permits-regulations/permits/water/surface-waters-vpdes/e-dmr-submissions>.

A DMR is to be completed for each permitted outfall. The sampling and reporting are on an annual basis. The first DMR under the 2023 permit term for annually monitoring parameters is due by January 10, 2024 for the January 1 - December 31, 2023 monitoring period. *[[OR for vehicle wash >5,000 GPD A DMR is to be completed for each permitted outfall. The sampling and reporting are on a calendar year semi-annual basis. The first DMR for semiannually monitoring parameters is due no later than July 10, 2023 for the January 1 - June 30, 2023 monitoring period. The second semiannual DMR is due no later than January 10, 2024 for the July 1 - December 31, 2023 monitoring period and so forth as per footnote 3 of Part I A of your permit limits page.]]OR for combined vehicle wash and laundry: The sampling and reporting are on a calendar year basis. The first DMR for quarterly monitored parameters is due by April 10, 2023 for the January 1 - March 31, 2023 monitoring period. The second quarterly DMR is due by July 10, 2023 for the April 1 - June 30, 2023 monitoring period and so forth as per footnote 3 of Part I A of your permit limits page. The first DMR for semiannually monitored parameters is due no later than July 10, 2023 for the January 1 - June 30, 2023 monitoring period. The second semiannual DMR is due no later than January 10, 2024 for samples collected for the July 1 - December 31, 2023 monitoring period and so forth as per footnote 3 of Part I A of your permit limits page.]*

Please note that a requirement of this permit is to develop and maintain an operations and maintenance (O&M) manual (see part I B 13 of the permit). An O&M manual template is available for your use at the website below. You are not required to use this template and may develop your own O&M manual per the permit requirements. The O&M manual must be reviewed and updated at least annually.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have thirty days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this



decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director of the Virginia Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period.

The general permit will expire on December 31, 2027. The conditions of the permit require that you submit a new registration statement no later than 60 days prior to that date if you wish continued coverage under the general permit.

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

Sincerely,

Water Permit Manager *[or Designee]*

Attachments: General Permit

Fact Sheet and O&M Template at

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

(Look for Vehicle Wash and Laundry Facilities (VAG75))

## Example Letter to Notify of the Potential to Require Connection to Central Sewer

### Regional Letterhead

Facility Name

Address

ATTN: *Owner*

RE: No Coverage Notification Due to Possible Sewer Connection; VPDES General Permit Authorization Number [VAG75XXXX; *Owner Name – Facility Name; Facility*] County

Dear *Owner*:

We have reviewed the registration statement you submitted on [date] and think you may not be authorized for coverage due to section [9VAC25-194-50.B.5](#) of the vehicle wash regulation which excludes authorization for coverage under the permit where central wastewater treatment facilities are reasonably available. If this is the case the Department cannot issue (*you/business entity name*) coverage under the permit. Continuation of the discharge of wastewater from this facility to surface waters without VPDES permit authorization would be a violation of Department of Environmental Quality the Regulation and the State Water Control Law, and could potentially have serious consequences. The Department would like to provide you the opportunity to discuss this matter prior to making a final decision regarding permit coverage. Please contact the (*DEQ staff member name and contact information*) to set up a meeting to discuss this matter prior to [date].

Please be advised the Department will make a decision in this matter whether or not (*you/business entity's name*) contacts the Department as requested. You will be notified of the decision in writing.

*(Note: In the letter informing the registrant of the decision be sure to include the italicized language below:*

*As provided by Rule 2A:2 of the Supreme Court of Virginia, you have thirty days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Virginia Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period.*

*Alternatively, any owner under §§ 62.1-44.16, 62.1-44.17 and 62.1-44.19 of the State Water Control Law aggrieved by any action of the State Water Control Board taken without a formal hearing, or by inaction of the Board, may demand in writing a formal hearing of such owner's grievance, provided a petition requesting such hearing is filed with the Board. Said request agreement must meet the requirements set forth in 9VAC25-230-130 (Procedural Rule No. 1 – Petition for formal hearing). In cases involving actions of the Board, such petition must be filed within 30 days after notice of such action is mailed to such owner by certified mail.)*

Sincerely,

Regional Water Permit Manager, Deputy or Director

**VPDES General Permit Coverage  
Notice of Termination**

(Please Type or Print All Information)

**1. Owner Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address (where available): \_\_\_\_\_

**2. Facility Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. VPDES General Registration Number:** \_\_\_\_\_

**4. Check the appropriate box indicating the reason for terminating coverage under the general permit.**

**A new owner has assumed responsibility for the facility. NOTE: This termination notice does not have to be submitted if a VPDES Change of Ownership Agreement Form has been submitted.**

**Operations have ceased at the facility and there are no longer discharges of process wastewater associated with industrial activity from the facility.**

**All process wastewater discharges associated with industrial activity have been covered by an individual VPDES permit.**

**Other (specify)** \_\_\_\_\_  
\_\_\_\_\_

**5. Certification:** "I certify under penalty of law that all process wastewater and stormwater (if applicable) discharges from the identified facility that are authorized by this VPDES general permit have been eliminated, or covered under a VPDES individual or alternative permit, or that I am no longer the owner of the facility, or permit coverage should be terminated for another reason listed above. I understand that by submitting this Notice of Termination that I am no longer authorized to discharge process wastewater or stormwater (if applicable) in accordance with the general permit, and that discharging pollutants to surface waters is unlawful where the discharge is not authorized by a VPDES permit. I also understand that the submittal of this notice of termination does not release an owner from liability for any violations of this permit or the Clean Water Act."

Print Name \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**For Department of Environmental Quality Use Only**

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE OF TERMINATION INSTRUCTIONS**  
**VPDES General Permit Coverage**

**WHEN SHOULD A NOTICE OF TERMINATION BE FILED?**

A VPDES General Permit Notice of Termination may be submitted when an owner no longer wishes to be covered under the VPDES General Permit.

**Section 1 Facility Owner Information**

Give the legal name of the person, firm, public organization, or other entity that owns the facility or site described in this Notice of Termination and was issued coverage under the general permit for the facility. The name of the owner may or may not be the same as the name of the facility. Do not use a colloquial name. Enter the complete address, phone number and email address (where available) of the owner.

**Section 2 Facility Location Information**

Enter the facility's or site's official name and complete street address, including city, state and ZIP code.

**Section 3 Permit Information**

Enter the existing VPDES General Permit registration number assigned to the owner of the facility or site identified in Section 2.

**Section 4 Reason for Termination**

Check the appropriate statement indicating the reason for submitting this Notice of Termination.

**Section 5 Certification**

State statutes provide for severe penalties for submitting false information on this Termination Notice. State regulations require this Notice of Termination to be signed as follows:

For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (1) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (2) the manager of one or more manufacturing, production, or operating facilities provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor; or

For a municipality, state, Federal, or other public facility: by either a principal executive officer or ranking elected official.

## Example Termination Letter - General Permit

### Regional Letterhead

Date

Permittee Name  
Facility Name  
Facility Address

RE: Termination of VPDES General Permit VAG75XXXX Coverage

Dear:

DEQ agrees to terminate your coverage under the General VPDES Permit *[insert permit type e.g., Seafood Processing]*, permit registration number VAG or VAR *[insert General Permit Number]* in response to your submittal received *[insert date]*. Termination will become effective 30 days from the date of this notification unless you provide an objection in accordance with one of the two paragraphs below.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have thirty days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Virginia Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period.

Alternatively, any owner under §§ 62.1-44.16, 62.1-44.17 and 62.1-44.19 of the State Water Control Law aggrieved by any action of the State Water Control Board taken without a formal hearing, or by inaction of the Board, may demand in writing a formal hearing of such owner's grievance, provided a petition requesting such hearing is filed with the Board. Said request agreement must meet the requirements set forth in 9VAC25-230-130 (Procedural Rule No. 1 – Petition for formal hearing). In cases involving actions of the Board, such petition must be filed within 30 days after notice of such action is mailed to such owner by certified mail.

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

Sincerely,

Water Permit Manager

cc: *[compliance auditor]*

# **ATTACHMENT 2**

Regulation VPDES General Permit for Vehicle Wash Facilities and Laundry Facilities  
9VAC25-194 Sections 10 through 60

**NOTE: SECTION 70 OF THE REGULATION FOLLOWS IN THE NEXT ATTACHMENT (PERMIT PAGES)**

**State Water Control Board**

**Amend and Reissue the Existing General Permit Regulation**

**9VAC25-194-10. Definitions.**

The words and terms used in this chapter shall have the meanings defined in the State Water Control Law and 9VAC25-31 (VPDES Permit Regulation) unless the context clearly indicates otherwise, except that for the purposes of this chapter:

"Construction equipment" means trenchers, backhoes, boring equipment, bulldozers, loaders, dump trucks, and any other piece of earth moving equipment.

"Golf course equipment" means carts, utility vehicles, bunker rakes, groomers, seeders, and other turf equipment but does not mean equipment used in fertilizer, pesticide, or herbicide application.

"Inlet protection measures" means equipment and best management practices to minimize pollution to state waters via the storm drain. Equipment includes containment berms, barriers, or seals designed to prevent water from entering the inlet, weighted filters, or socks designed to remove metals, oil and grease, solids, and debris combined with other measures, including vacuuming of wastewater, shut off hose nozzles, washing, or directing wastewater to grassy areas.

"Laundry" means any self-service facility where the washing of clothes is conducted as designated by NAICS Code 812310 and SIC 7215. It does not include facilities that engage in dry cleaning.

"Lawn maintenance equipment" means motorized or hand operated lawn care equipment, including mowers, hedgers, aerators, augers, blowers, brush clearers, brush cutters, dethatchers, edgers, pole saws, power rakes, and tillers, but does not mean equipment used in fertilizer, pesticide, or herbicide application.

"NAICS" means North American Industry Classification System from the U.S. Office of Management and Budget, 2017 edition.

"SIC" means the Standard Industrial Classification from the U.S. Office of Management and Budget Standard Industrial Classification Manual, 1987 edition.

"Total maximum daily load" or "TMDL" means a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards and an allocation of that amount to the pollutant's sources. A TMDL includes wasteload allocations (WLAs) for point source discharges, and load allocations (LAs) for nonpoint sources or natural background or both, and must include a margin of safety (MOS) and account for seasonal variations.

"Vehicle maintenance" means vehicle and equipment rehabilitation, mechanical repairs, painting, fueling, and lubrication.

"Vehicle wash" means any fixed or mobile facility where the manual, automatic, or self-service exterior washing of vehicles is conducted and includes the following:

1. Vehicles that convey passengers or goods on streets or highways, such as automobiles, trucks, motor homes, buses, motorcycles, ambulances, fire trucks, and tractor trailers. This industry primarily comprises establishments engaged in cleaning, washing, or waxing automotive vehicles, such as passenger cars, trucks, and vans, and trailers as designated by NAICS Code 811192 and Standard Industrial Classification (SIC) Code 7542;
2. Incidental floor cleaning wash waters associated with facilities that wash vehicles where the floor wash water also passes through the vehicle wash treatment system;
3. Golf course equipment and lawn maintenance equipment;
4. Maintenance and construction equipment;
5. Street sweepers and catch basin cleaner trucks; and
6. Recreational boats less than 8.6' beam and 25' in length towed by a vehicle.

"Vehicle wash" does not mean engine cleaning or degreasing; the cleaning of floors in vehicle maintenance areas, cleaning of the interior of tanks or trailers carrying bulk or raw material, cleaning of equipment used in the paving industry, cleaning of chemical, fertilizer, or pesticide spreading equipment, or cleaning of tanker trucks, garbage trucks, livestock trailers, trains, boats larger than 8.6' beam and 25' in length, or aircraft; or the use of acid caustic metal brighteners or steam heated water.

**9VAC25-194-15. Applicability of incorporated references based on the dates that they became effective.**

Except as noted, when a regulation of the U.S. Environmental Protection Agency (EPA) set forth in Title 40 of the Code of Federal Regulations is referenced or adopted in this chapter and incorporated by reference, that regulation shall be as it exists and has been published as of July 1, 2021.

**9VAC25-194-40. Effective date of the permit.**

This general permit will become effective on January 1, 2023. This general permit will expire on December 31, 2027. This general permit is effective for any covered owner upon compliance with all the provisions of 9VAC25-194-50.

**9VAC25-194-50. Authorization to discharge.**

A. Any owner governed by this general permit is hereby authorized to discharge wastewater as described in 9VAC25-194-20 to surface waters of the Commonwealth of Virginia provided that:

1. The owner files a registration statement in accordance with 9VAC25-194-60, and that registration statement is accepted by the board;
2. The owner submits the required permit fee;
3. The owner complies with the applicable effluent limitations and other requirements of 9VAC25-194-70; and
4. The owner has not been notified by the board that the discharge is not eligible for coverage under this permit in accordance with subsection B of this section.

B. The board will notify an owner that the discharge is not eligible for coverage under this general permit in the event of any of the following:

1. The owner is required to obtain an individual permit in accordance with 9VAC25-31-170 B 3 of the VPDES Permit Regulation;
2. The owner is proposing to discharge to state waters specifically named in other board regulations that prohibit such discharges;
3. The discharge would violate the antidegradation policy in the Water Quality Standards at 9VAC25-260-30;
4. The discharge is not consistent with the assumptions and requirements of an approved TMDL; or
5. The discharge is to surface waters where there are central wastewater treatment facilities reasonably available, as determined by the board.

C. Mobile vehicle wash owners shall operate such that there is no discharge to surface waters and storm sewers unless they have coverage under this permit.

D. Compliance with this general permit constitutes compliance, for purposes of enforcement, with §§ 301, 302, 306, 307, 318, 403, and 405(a) through (b) of the federal Clean Water Act and the State Water Control Law with the exceptions stated in 9VAC25-31-60 of the VPDES Permit Regulation. Approval for coverage under this general permit does not relieve any owner of the responsibility to comply with any other applicable federal, state, or local statute, ordinance, or regulation.

E. Continuation of permit coverage.

1. Permit coverage shall expire at the end of the applicable permit term. However, expiring permit coverages are automatically continued if the owner has submitted a complete registration statement 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. 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 amended general permit. If the general permit coverage is denied, the owner would then be required to cease the discharges authorized by the



continued general permit coverage or be subject to enforcement action for discharging without a permit;

c. Issue an individual permit with appropriate conditions; or

d. Take other actions authorized by the VPDES Permit Regulation (9VAC25-31).

**9VAC25-194-60. Registration statement.**

A. Deadlines for submitting registration statements. Any owner seeking coverage under this general permit shall submit a complete VPDES general permit registration statement in accordance with this chapter, which shall serve as a notice of intent for coverage under the VPDES general permit regulation for vehicle wash facilities and laundry facilities.

1. New facilities. Any owner proposing a new discharge shall submit a complete registration statement at least 60 days prior to the date planned for commencement of the discharge or a later submittal established by the board.

2. Existing facilities.

a. Any owner covered by an individual VPDES permit that is proposing to be covered by this general permit shall submit a complete registration statement at least 240 days prior to the expiration date of the individual VPDES permit or a later submittal established by the board.

b. Any owner that was authorized to discharge under an expiring or expired VPDES general permit for vehicle wash facilities and laundry facilities and that intends to continue coverage under this general permit shall submit a complete registration statement to the board at least 60 days prior to the expiration date of the existing permit or a later submittal established by the board.

c. Any owner of a vehicle wash facility covered under this permit that had a monthly average flow rate of less than 5,000 gallons per day, and the flow rate increases above a monthly average flow rate of 5,000 gallons per day, shall submit an amended registration statement within 60 days of the increased flow or a later submittal established by the board.

B. Late registration statements. Registration statements for existing facilities covered under subdivision A 2 b of this section will be accepted after the expiration date of the permit, but authorization to discharge will not be retroactive.

C. The required registration statement shall contain the following information:

1. Facility name and mailing address, owner name and mailing address, telephone number, and email address (if available);

2. Facility street address (if different from mailing address);

3. Facility operator (local contact) name, address, telephone number, and email address (if available) if different than owner;

4. Whether the facility discharges to surface waters. If "yes," name of receiving stream; if "no," describe the discharge;

5. Whether the facility discharges to a municipal separate storm sewer system (MS4). If "yes," the facility owner must provide the name of the MS4 and notify the owner of the municipal separate storm sewer system of the existence of the discharge at the time of registration under this permit and include that notification with the registration statement. The notice shall include the following information: the name of the facility, a contact person, phone number, email, the location of the discharge, the nature of the discharge, and the facility's VPDES general permit number;

6. Whether the facility has a current VPDES permit. If "yes," provide permit number;

7. Whether the locality requires connection to central wastewater treatment facilities;

8. Whether central wastewater treatment facilities are available to serve the site. If "yes," the option of discharging to the central wastewater facility must be evaluated and the result of that evaluation reported here;

9. A USGS 7.5 minute topographic map or equivalent computer generated map showing the facility discharge locations, latitude and longitude, and receiving stream;

10. Provide a brief description of the type of washing activity. Include (as applicable) the type of vehicles washed, number of vehicle washing bays, and the number of laundry machines;

11. Highest average monthly flow rate for each washing activity or combined washing activity, reported as gallons per day;
12. Facility line (water balance) drawing;
13. Description of wastewater treatment or stormwater inlet protection measures;
14. Information on use of chemicals at the facility. Include detergents, soaps, waxes, and other chemicals;
15. Whether detergent used for washing vehicles contains more than 0.5% phosphorus by weight;
16. State Corporation Commission entity identification number if the facility is required to obtain an entity identification number by law; and
17. The following certification:

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

The registration statement shall be signed in accordance with 9VAC25-31-110 of the VPDES Permit Regulation.

D. The registration statement shall be delivered by either postal or electronic mail to the DEQ regional office serving the area where the facility is located. 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) 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.

**9VAC25-194-70. General permit.**

Any owner whose registration statement is accepted by the board shall comply with the requirements of the general permit and be subject to all requirements of 9VAC25-31-170 of the VPDES Permit Regulation.

**NOTE: SECTION 70 OF THE REGULATION FOLLOWS IN THE NEXT ATTACHMENT (PERMIT PAGES)**



# ATTACHMENT 3

General Permit Pages for Vehicle Wash Facilities and Laundry Facilities  
9VAC25-194-70

See [DEQnet](#) for General Permit Pages for Each Limits Type (Vehicle Wash  $\leq$  5,000 GPD,  
Vehicle Wash  $>$  5,000 GPD, Combined Vehicle and Laundry and Laundry)



# *COMMONWEALTH of VIRGINIA*

*DEPARTMENT OF ENVIRONMENTAL QUALITY*

General Permit No.: VAG75

Effective Date: January 1, 2023

Expiration Date: December 31, 2027

## GENERAL PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY FACILITIES

### AUTHORIZATION TO DISCHARGE UNDER THE VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM AND THE VIRGINIA STATE WATER CONTROL LAW

In compliance with the provisions of the Clean Water Act, as amended, and pursuant to the State Water Control Law and regulations adopted pursuant thereto, owners of vehicle wash facilities and laundry facilities are authorized to discharge to surface waters within the boundaries of the Commonwealth of Virginia, except those specifically named in board regulations that prohibit such discharges.

The authorized discharge shall be in accordance with the information submitted with the registration statement, this cover page, Part I - Effluent Limitations, Monitoring Requirements, Special Conditions and Part II - Conditions Applicable to All VPDES Permits, as set forth in this general permit.

## Part I

## A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS.

1. During the period beginning with the permittee's coverage under this general permit and lasting until the permit's expiration date, the permittee is authorized to discharge wastewater originating from vehicle wash facilities that discharge a monthly average flow rate less than or equal to 5,000 gallons per day from outfalls:

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS		MONITORING REQUIREMENTS	
	Minimum	Maximum	Frequency <sup>(3)</sup>	Sample Type
Flow (GPD)	NA	5,000	1/Year	Estimate
pH (S.U.)	6.0 <sup>(1)</sup>	9.0 <sup>(1)</sup>	1/Year	Grab
TSS (mg/l)	NA	60 <sup>(2)</sup>	1/Year	Composite <sup>(4)</sup>
Oil and Grease (mg/l)	NA	15	1/Year	Grab

NL - No Limitation, monitoring requirement only  
 NA - Not applicable  
<sup>(1)</sup>Where the Water Quality Standards (9VAC25-260) establish alternate standards for pH in waters receiving the discharge, those standards shall be the maximum and minimum effluent limitations.  
<sup>(2)</sup>Limit given is expressed in two significant figures.  
<sup>(3)</sup>Discharge Monitoring Reports (DMRs) of yearly monitoring (January 1 to December 31) shall be submitted to the DEQ regional office no later than the 10th day of January of each year.  
<sup>(4)</sup>Five grab samples evenly spaced over an eight-hour period or five grab samples evenly spaced for the duration of the discharge if less than eight hours in length.

## Part I

## A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS.

2. During the period beginning with the permittee's coverage under this general permit and lasting until the permit's expiration date, the

permittee is authorized to discharge wastewater originating from vehicle wash facilities that discharge a monthly average flow rate greater than 5,000 gallons per day from outfalls:

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS		MONITORING REQUIREMENTS	
	Minimum	Maximum	Frequency <sup>(3)</sup>	Sample Type
Flow (GPD)	NA	NL	1/6 Months	Estimate
pH (S.U.)	6.0 <sup>(1)</sup>	9.0 <sup>(1)</sup>	1/6 Months	Grab
TSS (mg/l)	NA	60 <sup>(2)</sup>	1/6 Months	Composite <sup>(4)</sup>
Oil and Grease (mg/l)	NA	15	1/6 Months	Grab

NL - No Limitation, monitoring requirement only  
NA - Not applicable

<sup>(1)</sup>Where the Water Quality Standards (9VAC25-260) establish alternate standards for pH in waters receiving the discharge, those standards shall be the maximum and minimum effluent limitations.

<sup>(2)</sup>Limit given is expressed in two significant figures.

<sup>(3)</sup>Samples shall be collected by December 31 and June 30 of each year and reported on the facility's Discharge Monitoring Report (DMR). DMRs shall be submitted by January 10 and July 10 of each year.

<sup>(4)</sup>Five grab samples evenly spaced over an eight-hour period or five grab samples evenly spaced for the duration of the discharge if less than eight hours in length.

## Part I

## A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS.

3. During the period beginning with the permittee's coverage under this general permit and lasting until the permit's expiration date, the permittee is authorized to discharge wastewater originating from a laundry facility from outfalls:

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS		MONITORING REQUIREMENTS	
	Minimum	Maximum	Frequency <sup>(3)</sup>	Sample Type
Flow (GPD)	NA	NL	1/Quarter	Estimate
pH (S.U.)	6.0 <sup>(1)</sup>	9.0 <sup>(1)</sup>	1/Quarter	Grab
TSS (mg/l)	NA	60 <sup>(2)</sup>	1/Quarter	Grab
BOD <sub>5</sub> (mg/l)	NA	60 <sup>(1), (2)</sup>	1/Quarter	Grab
Dissolved Oxygen (mg/l)	6.0 <sup>(1)</sup>	NA	1/Quarter	Grab
Temperature °C	NA	32 <sup>(1), (4)</sup>	1/6 Months	Immersion Stabilization
Total Residual Chlorine (mg/l)	NA	.011 <sup>(1)</sup>	1/Quarter	Grab
E. Coli <sup>(5)</sup>	NA	235 CFU/100 ml	1/6 Months	Grab
Enterococci <sup>(6)</sup>	NA	104 CFU/100 ml	1/6 Months	Grab
Fecal Coliform <sup>(7)</sup>	NA	200 CFU/100 ml	1/6 Months	Grab

NL - No Limitation, monitoring requirement only

NA - Not applicable

CFU – Colony forming units

<sup>(1)</sup>Where the Water Quality Standards (9VAC25-260) establish alternate standards for pH, BOD<sub>5</sub>, DO, TRC and temperature in waters receiving the discharge, those standards shall be, as appropriate, the maximum and minimum effluent limitations.

<sup>(2)</sup>Limit given is expressed in two significant figures.

<sup>(3)</sup>Reports of quarterly monitoring shall be submitted to the DEQ regional office no later than the 10th day of April, July, October, and January. Reports of once per six months shall be submitted no later than the 10th day of January and the 10th day of July for samples collected by December 31 and June 30 of each year.

<sup>(4)</sup>The effluent temperature shall not exceed a maximum 32°C for discharges to nontidal coastal and piedmont waters, 31°C for mountain and upper piedmont waters, 21°C for put and take trout waters, or 20°C for natural trout waters. For estuarine waters, nontidal coastal and piedmont waters, mountain and upper piedmont waters, and put and take trout waters, the effluent shall not cause an increase in temperature of the receiving stream of more than 3°C above the natural water temperature. For natural trout waters, the temperature of the effluent



shall not cause an increase of 1°C above natural water temperature. The effluent shall not cause the temperature in the receiving stream to change more than 2°C per hour, except in the case of natural trout waters where the hourly temperature change shall not exceed 0.5°C.

<sup>(5)</sup>Applies only when the discharge is into freshwater (see 9VAC25-260-140 C for the classes of waters and boundary designations).

<sup>(6)</sup>Applies only when the discharge is into saltwater or the transition zone (see 9VAC25-260-140 C for the classes of waters and boundary designations).

<sup>(7)</sup>Applies only when the discharge is into shellfish waters (see 9VAC25-260-160 for the description of what are shellfish waters).

## Part I

## A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS.

4. During the period beginning with the permittee's coverage under this general permit and lasting until the permit's expiration date, the permittee is authorized to discharge wastewater originating from a combined vehicle wash and laundry facility from outfalls:

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS		MONITORING REQUIREMENTS	
	Minimum	Maximum	Frequency <sup>(3)</sup>	Sample Type
Flow (GPD)	NA	NL	1/Quarter	Estimate
pH (S.U.)	6.0 <sup>(1)</sup>	9.0 <sup>(1)</sup>	1/Quarter	Grab
TSS (mg/l)	NA	60 <sup>(2)</sup>	1/Quarter	5G/8HC
BOD <sub>5</sub> (mg/l)	NA	60 <sup>(1), (2)</sup>	1/Quarter	Grab
Oil and Grease	NA	15	1/6 Months	Grab
Dissolved Oxygen (mg/l)	6.0 <sup>(1)</sup>	NA	1/Quarter	Grab
Temperature °C	NA	32 <sup>(1), (4)</sup>	1/6 Months	Immersion Stabilization
Total Residual Chlorine (mg/l)	NA	.011 <sup>(1)</sup>	1/Quarter	Grab
E. Coli <sup>(5)</sup>	NA	235 CFU/100 ml	1/6 Months	Grab
Enterococci <sup>(6)</sup>	NA	104 CFU/100 ml	1/6 Months	Grab
Fecal Coliform <sup>(7)</sup>	NA	200 CFU/100 ml	1/6 Months	Grab

NL - No Limitation, monitoring requirement only

NA - Not applicable

CFU – Colony forming units

<sup>(1)</sup>Where the Water Quality Standards (9VAC25-260) establish alternate standards for pH, BOD<sub>5</sub>, DO, TRC and temperature in waters receiving the discharge, those standards shall be, as appropriate, the maximum and minimum effluent limitations.

<sup>(2)</sup>Limit given is expressed in two significant figures.

<sup>(3)</sup>Reports of quarterly monitoring shall be submitted to the DEQ regional office no later than the 10th day of April, July, October, and January. Reports of once per six months shall be submitted no later than the 10th day of January and the 10th day of July for samples collected by December 31 and June 30 of each year.

<sup>(4)</sup>The effluent temperature shall not exceed a maximum 32°C for discharges to nontidal coastal and piedmont waters, 31°C for mountain and upper piedmont waters, 21°C for put and take trout waters, or 20°C for natural trout waters. For estuarine waters, nontidal

coastal and piedmont waters, mountain and upper piedmont waters, and put and take trout waters, the effluent shall not cause an increase in temperature of the receiving stream of more than 3°C above the natural water temperature. For natural trout waters, the temperature of the effluent shall not cause an increase of 1°C above natural water temperature. The effluent shall not cause the temperature in the receiving stream to change more than 2°C per hour, except in the case of natural trout waters where the hourly temperature change shall not exceed 0.5°C.

<sup>(5)</sup>Applies only when the discharge is into freshwater (see 9VAC25-260-140 C for the classes of waters and boundary designations).

<sup>(6)</sup>Applies only when the discharge is into saltwater or the transition zone (see 9VAC25-260-140 C for the classes of waters and boundary designations).

<sup>(7)</sup>Applies only when the discharge is into shellfish waters (see 9VAC25-260-160 for the description of what are shellfish waters).

**B. Special conditions.**

1. The permittee of a vehicle wash facility shall perform visual examinations of the effluent including sheens, floating solids, or visible foam and maintenance of the wastewater treatment facilities and inlet protection measures, if applicable, at least once per week and document this visual examination and maintenance activities in the operational log. This operational log shall include the examination date and time, examination personnel, presence of a discharge, and the visual quality of the discharge. The operational log shall be made available for review by the department personnel upon request.
2. The effluent shall be free of sheens. There shall be no discharge of floating solids or visible foam in other than trace amounts.
3. No sewage shall be discharged from a point source to surface waters from this facility except under the provisions of another VPDES permit specifically issued for that purpose.
4. There shall be no chemicals added to the water or waste that may be discharged other than those listed on the owner's accepted registration statement, unless prior approval of the chemical is granted by the board.
5. Wastewater should be reused or recycled whenever feasible.
6. The permittee of a vehicle wash facility shall comply with the following solids management plan, where applicable:
  - a. Any settling basins or oil water separators shall be cleaned in accordance with the schedule outlined in the operation and maintenance (O&M) manual and at a frequent enough interval to achieve effective treatment.
  - b. Any solids from settling basins, oil water separators, trash, or other debris shall be handled, stored, and disposed of so as to prevent a discharge to state waters of such solids.
7. Washing of vehicles or containers bearing residue of animal manure or toxic chemicals (fertilizers, organic chemicals, etc.) is prohibited. If the facility is a self-service operation, the permittee shall post this prohibition on a sign prominently located and of sufficient size to be easily read by all patrons.
8. If the facility has a vehicle wash discharge with a monthly average flow rate of less than 5,000 gallons per day, and the flow rate increases above a monthly average flow rate of 5,000 gallons per day, an amended registration statement shall be filed within 30 days of the increased flow.
9. A permittee submitting a registration statement in accordance with Part II M and discharging into a municipal separate storm sewer shall notify the owner of the municipal separate storm sewer system of the existence of the discharge at the time of registration under this permit and include that notification with the registration statement. The notice shall include the following information: the name of the facility, a contact person and contact information (phone number and email), the location of the discharge, the nature of the discharge, and the facility's VPDES general permit number, if known or existing.
10. Approval for coverage under this general permit does not relieve any owner of the responsibility to comply with any other federal, state, or local statute, ordinance, or regulation.
11. The owner of a facility discharging vehicle wash water directly to a stormwater drain shall provide inlet protection measures in addition to meeting all other requirements of the permit.
12. The permittee shall notify the department as soon as the permittee knows or has reason to believe:
  - a. That any activity has occurred or will occur that would result in the discharge, on a routine or frequent basis, of any toxic pollutant that is not limited in this permit, if that discharge will exceed the highest of the following notification levels:
    - (1) One hundred micrograms per liter of the toxic pollutant;
    - (2) Two hundred micrograms per liter for acrolein and acrylonitrile; five hundred micrograms per liter for 2,4-dinitrophenol and for 2-methyl-4,6-dinitrophenol; and one milligram per liter for antimony;
    - (3) Five times the maximum concentration value reported for that pollutant in the permit application;or
  - (4) The level established by the board.

b. That any activity has occurred or will occur that would result in any discharge, on a nonroutine or infrequent basis, of a toxic pollutant that is not limited in this permit, if that discharge will exceed the highest of the following notification levels:

- (1) Five hundred micrograms per liter of the toxic pollutant;
- (2) One milligram per liter for antimony;
- (3) Ten times the maximum concentration value reported for that pollutant in the permit application;
- or
- (4) The level established by the board.

13. Operation and maintenance manual requirement. The permittee shall develop and maintain an accurate operation and maintenance (O&M) manual for the wastewater treatment works and applicable inlet protection measures. This manual shall detail the practices and procedures that will be followed to ensure compliance with the requirements of this permit. The permittee shall operate and maintain the treatment works and the inlet protection measures in accordance with the O&M manual. The O&M manual shall be reviewed and updated at least annually and shall be signed and certified in accordance with Part II K of this permit. The O&M manual shall be made available for review by the department personnel upon request. The O&M manual shall include the following items, as appropriate:

- a. Techniques to be employed in the collection, preservation, and analysis of effluent samples;
- b. Stormwater inlet protection measure directions for use and maintenance of equipment;
- c. Best management practices employed;
- d. Treatment system operation, routine preventive maintenance of units within the treatment system, critical spare parts inventory, and recordkeeping;
- e. A sludge/solids management plan, including the schedule for settling basin or oil water separator cleaning and solids handling as required by Part I B 6;
- f. Procedures for performing the visual examination and maintenance required by Part I B 1 including example log sheets and the location of the operational log; and
- g. Date when the O&M manual was updated or reviewed and any changes that were made.

14. Compliance reporting under Part I A 1 through 4.

a. The quantification levels (QL) shall be as follows:

Effluent Characteristic	Quantification Level
BOD <sub>5</sub>	2 mg/l
TSS	1.0 mg/l
Oil and Grease	5.0 mg/l
Chlorine	0.10 mg/l

The QL is defined as the lowest concentration used to calibrate a measurement system in accordance with the procedures published for the test method.

b. Reporting. Any single datum required shall be reported as "<QL" if it is less than the QL in subdivision 14 a of this subsection. Otherwise, the numerical value shall be reported. The QL must be less than or equal to the QL in subdivision 14 a of this subsection.

c. Monitoring results shall be reported using the same number of significant digits as listed in the permit. Regardless of the rounding convention used by the permittee (e.g., five always rounding up or to the nearest even number), the permittee shall use the convention consistently and shall ensure that consulting laboratories employed by the permittee use the same convention.

15. The discharges authorized by this permit shall be controlled as necessary to meet applicable water quality standards in 9VAC25-260.

16. Discharges to waters with an approved total maximum daily load (TMDL). Owners of facilities that are a source of the specified pollutant of concern to waters where an approved TMDL has been

established shall implement measures and controls that are consistent with the assumptions and requirements of the TMDL.

17. Notice of termination.

a. The owner may terminate coverage under this general permit by filing a complete notice of termination with the department. The notice of termination may be filed after one or more of the following conditions have been met:

(1) Operations have ceased at the facility and there are no longer wastewater discharges from vehicle wash or laundry activities from the facility;

(2) A new owner has assumed responsibility for the facility. A notice of termination does not have to be submitted if a VPDES Change of Ownership Agreement form has been submitted;

(3) All discharges associated with this facility have been covered by a VPDES individual permit or an alternative VPDES permit; or

(4) Termination of coverage is requested for another reason provided the board agrees that coverage under this general permit is no longer needed.

b. The notice of termination shall contain the following information:

(1) Owner's name, mailing address, telephone number, and email address (if available);

(2) Facility name and location;

(3) VPDES vehicle wash facilities and laundry facilities general permit number; and

(4) The basis for submitting the notice of termination, including:

(a) A statement indicating that a new owner has assumed responsibility for the facility;

(b) A statement indicating that operations have ceased at the facility and there are no longer wastewater discharges from vehicle wash or laundry activities from the facility;

(c) A statement indicating that all wastewater discharges from vehicle wash facilities and laundry facilities have been covered by an individual VPDES permit; or

(d) A statement indicating that termination of coverage is being requested for another reason (state the reason).

c. The following certification:

"I certify under penalty of law that all wastewater discharges from vehicle wash or laundry facilities from the identified facility that are authorized by this VPDES general permit have been eliminated, or covered under a VPDES individual or alternative permit, or that I am no longer the owner of the industrial activity, or permit coverage should be terminated for another reason listed above. I understand that by submitting this notice of termination, that I am no longer authorized to discharge wastewater from vehicle wash facilities or laundry facilities in accordance with the general permit, and that discharging pollutants in wastewater from vehicle wash facilities or laundry facilities to surface waters is unlawful where the discharge is not authorized by a VPDES permit. I also understand that the submittal of this notice of termination does not release an owner from liability for any violations of this permit or the Clean Water Act."

d. The notice of termination shall be signed in accordance with Part II K.

e. The notice of termination shall be submitted to the DEQ regional office serving the area where the vehicle wash or laundry facility is located.

Part II  
CONDITIONS APPLICABLE TO ALL VPDES PERMITS

A. Monitoring.

1. Samples and measurements taken as required by this permit shall be representative of the monitored activity.
2. Monitoring shall be conducted according to procedures approved under 40 CFR Part 136 or alternative methods approved by the U.S. Environmental Protection Agency unless other procedures have been specified in this permit.
3. The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will ensure accuracy of measurements.
4. Samples taken as required by this permit shall be analyzed in accordance with 1VAC30-45, Certification for Noncommercial Environmental Laboratories, or 1VAC30-46, Accreditation for Commercial Environmental Laboratories.

B. Records.

1. Records of monitoring information shall include:
  - a. The date, exact place, and time of sampling or measurements;
  - b. The individuals who performed the sampling or measurements;
  - c. The dates and times analyses were performed;
  - d. The individuals who performed the analyses;
  - e. The analytical techniques or methods used; and
  - f. The results of such analyses.
2. Except for records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities, which shall be retained for a period of at least five years, the permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the registration statement for this permit, for a period of at least three years from the date of the sample, measurement, report or request for coverage. This period of retention shall be extended automatically during the course of any unresolved litigation regarding the regulated activity or regarding control standards applicable to the permittee, or as requested by the board.

C. Reporting monitoring results.

1. The permittee shall submit the results of the monitoring required by this permit not later than the 10th day of the month after monitoring takes place, unless another reporting schedule is specified elsewhere in this permit. Monitoring results shall be submitted to the department's regional office.
2. Monitoring results shall be reported on a Discharge Monitoring Report (DMR) or on forms provided, approved or specified by the department. Following notification from the department of the start date for the required electronic submission of monitoring reports, as provided for in 9VAC25-31-1020, such forms and reports 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 and reports must be submitted electronically.
3. If the permittee monitors any pollutant specifically addressed by this permit more frequently than required by this permit using test procedures approved under 40 CFR Part 136 or using other test procedures approved by the U.S. Environmental Protection Agency or using procedures specified in this permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR or reporting form specified by the department.

4. Calculations for all limitations that require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in this permit.

D. Duty to provide information. The permittee shall furnish to the department, within a reasonable time, any information that the board may request to determine whether cause exists for terminating coverage under this permit or to determine compliance with this permit. The board may require the permittee to furnish, upon request, such plans, specifications, and other pertinent information as may be necessary to determine the effect of the wastes from the permittee's discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of the State Water Control Law. The permittee shall also furnish to the department upon request, copies of records required to be kept by this permit.

E. Compliance schedule reports. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.

F. Unauthorized discharges. Except in compliance with this permit or another permit issued by the board, it shall be unlawful for any person to:

1. Discharge into state waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances; or
2. Otherwise alter the physical, chemical or biological properties of such state waters and make them detrimental to the public health, or to animal or aquatic life, or to the use of such waters for domestic or industrial consumption, or for recreation, or for other uses.

G. Reports of unauthorized discharges. Any permittee who discharges or causes or allows a discharge of sewage, industrial waste, other wastes or any noxious or deleterious substance into or upon state waters in violation of Part II F, or who discharges or causes or allows a discharge that may reasonably be expected to enter state waters in violation of Part II F, shall notify the department of the discharge immediately (see Part II I 4) upon discovery of the discharge, but in no case later than 24 hours after said discovery. A written report of the unauthorized discharge shall be submitted to the department within five days of discovery of the discharge. The written report shall contain:

1. A description of the nature and location of the discharge;
2. The cause of the discharge;
3. The date on which the discharge occurred;
4. The length of time that the discharge continued;
5. The volume of the discharge;
6. If the discharge is continuing, how long it is expected to continue;
7. If the discharge is continuing, what the expected total volume of the discharge will be; and
8. Any steps planned or taken to reduce, eliminate and prevent a recurrence of the present discharge or any future discharges not authorized by this permit.

Discharges reportable to the department under the immediate reporting requirements of other regulations are exempted from this requirement.

H. Reports of unusual or extraordinary discharges. If any unusual or extraordinary discharge, including a bypass or upset, should occur from a treatment works, and the discharge enters or could be expected to enter state waters, the permittee shall promptly notify (see Part II I 4), in no case later than 24 hours, the department after the discovery of the discharge. This notification shall provide all available details of the incident, including any adverse effects on aquatic life and the known number of fish killed. The permittee shall submit the report to the department in writing within five days of discovery of the discharge in accordance with Part II I 2. Unusual and extraordinary discharges include any discharge resulting from:

1. Unusual spillage of materials resulting directly or indirectly from processing operations;
2. Breakdown of processing or accessory equipment;
3. Failure or taking out of service some or all of the treatment works; and
4. Flooding or other acts of nature.



I. Reports of noncompliance. The permittee shall report any noncompliance that may adversely affect state waters or may endanger public health.

1. An oral report shall be provided within 24 hours from the time the permittee becomes aware of the circumstances. The following shall be included as information that shall be reported within 24 hours under this subsection:

- a. Any unanticipated bypass; and
- b. Any upset which causes a discharge to surface waters.

2. A written report shall be submitted within five days and shall contain:

- a. A description of the noncompliance and its cause;
- b. The period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and
- c. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

The board may waive the written report on a case-by-case basis for reports of noncompliance under Part II I 1 or 2, in writing, at the time the next monitoring reports are submitted. The reports shall contain the information listed in Part II I 2.

3. The permittee shall report all instances of noncompliance not reported under Part II I 1 or 2, in writing, at the time the next monitoring reports are submitted. The reports shall contain the information listed in Part II I 2.

4. The immediate (within 24 hours) reports required in Part II G, H, and I may be made to the department's regional office. Reports may be made by telephone, FAX, or online at <https://www.deq.virginia.gov/get-involved/pollution-response>. For reports outside normal working hours, leave a message and this shall fulfill the immediate reporting requirement. For emergencies, the Virginia Department of Emergency Management maintains a 24-hour telephone service at 1-800-468-8892.

5. Where the permittee becomes aware that it failed to submit any relevant facts in a permit registration statement or in any report to the department, it shall promptly submit such facts or information.

J. Notice of planned changes.

1. The permittee shall give notice to the department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:

a. The permittee plans alteration or addition to any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced:

(1) After promulgation of standards of performance under § 306 of the Clean Water Act which are applicable to such source; or

(2) After proposal of standards of performance in accordance with § 306 of the Clean Water Act that are applicable to such source, but only if the standards are promulgated in accordance with § 306 within 120 days of their proposal;

b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants that are subject neither to effluent limitations nor to notification requirements specified in Part I B 12; or

c. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit registration process or not reported pursuant to an approved land application plan.

2. The permittee shall give advance notice to the department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

K. Signatory requirements.

1. Registration statement. All registration statements shall be signed as follows:

a. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit registration requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

c. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a public agency includes: (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

2. Reporting requirements. All reports required by permits and other information requested by the board shall be signed by a person described in Part II K 1 or by a duly authorized representative of that person. A person is a duly authorized representative only if:

a. The authorization is made in writing by a person described in Part II K 1;

b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and

c. The written authorization is submitted to the department.

3. Changes to authorization. If an authorization under Part II K 2 is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part II K 2 shall be submitted to the department prior to or together with any reports or information to be signed by an authorized representative.

4. Certification. Any person signing a document under Part II K 1 or 2 shall make the following certification:

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

L. Duty to comply. The permittee shall comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the State Water Control Law and the Clean Water Act, except that noncompliance with certain provisions of this permit may constitute a violation of the State Water Control Law but not the Clean Water Act. Permit noncompliance is grounds for enforcement action, for permit coverage termination, or for denial of a permit coverage renewal application.

The permittee shall comply with effluent standards or prohibitions established under § 307(a) of the Clean Water Act for toxic pollutants within the time provided in the regulations that establish these standards or prohibitions, even if this permit has not yet been modified to incorporate the requirement.

M. Duty to reapply. If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee shall submit a new registration statement at least 60 days before the expiration date of the existing permit, unless permission for a later date has been granted by the board. The board shall

not grant permission for registration statements to be submitted later than the expiration date of the existing permit.

N. Effect of a permit. This permit does not convey any property rights in either real or personal property or any exclusive privileges, nor does it authorize any injury to private property or invasion of personal rights, or any infringement of federal, state or local law or regulations.

O. State law. Nothing in this permit shall be construed to preclude the institution of any legal action under, or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any other state law or regulation or under authority preserved by § 510 of the Clean Water Act. Except as provided in permit conditions on "bypassing" (Part II U) and "upset" (Part II V), nothing in this permit shall be construed to relieve the permittee from civil and criminal penalties for noncompliance.

P. Oil and hazardous substance liability. Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under Article 11 (§ 62.1-44.34:14 et seq.) of the State Water Control Law.

Q. Proper operation and maintenance. The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes effective plant performance, adequate funding, adequate staffing, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by the permittee only when the operation is necessary to achieve compliance with the conditions of this permit.

R. Disposal of solids or sludges. Solids, sludges, or other pollutants removed in the course of treatment or management of pollutants shall be disposed of in a manner so as to prevent any pollutant from such materials from entering state waters.

S. Duty to mitigate. The permittee shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit that has a reasonable likelihood of adversely affecting human health or the environment.

T. Need to halt or reduce activity not a defense. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

#### U. Bypass.

1. The permittee may allow any bypass to occur that does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of Part II U 2 and U 3.

##### 2. Notice.

a. Anticipated bypass. If the permittee knows in advance of the need for a bypass, prior notice shall be submitted, if possible, at least 10 days before the date of the bypass.

b. Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in Part II I.

##### 3. Prohibition of bypass.

a. Bypass is prohibited, and the board may take enforcement action against a permittee for bypass, unless:

(1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

(2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass that occurred during normal periods of equipment downtime or preventive maintenance; and

(3) The permittee submitted notices as required under Part II U 2.

b. The board may approve an anticipated bypass, after considering its adverse effects, if the board determines that it will meet the three conditions listed in Part II U 3 a.

V. Upset.

1. An upset constitutes an affirmative defense to an action brought for noncompliance with technology based permit effluent limitations if the requirements of Part II V 2 are met. A determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is not a final administrative action subject to judicial review.
2. A permittee who wishes to establish the affirmative defense of upset shall demonstrate through properly signed, contemporaneous operating logs, or other relevant evidence that:
  - a. An upset occurred and that the permittee can identify the causes of the upset;
  - b. The permitted facility was at the time being properly operated;
  - c. The permittee submitted notice of the upset as required in Part II I; and
  - d. The permittee complied with any remedial measures required under Part II S.
3. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.

W. Inspection and entry. The permittee shall allow the director, or an authorized representative (including an authorized contractor acting as a representative of the administrator), upon presentation of credentials and other documents as may be required by law to:

1. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
4. Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the Clean Water Act and the State Water Control Law, any substances or parameters at any location.

For purposes of this section, the time for inspection shall be deemed reasonable during regular business hours, and whenever the facility is discharging. Nothing contained herein shall make an inspection unreasonable during an emergency.

X. Permit actions. Permit coverage may be terminated for cause. The filing of a request by the permittee for a permit coverage termination or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

Y. Transfer of permit coverage.

1. Permit coverage is not transferable to any person except after notice to the department.
2. Coverage under this permit may be automatically transferred to a new permittee if:
  - a. The current permittee notifies the department within 30 days of the transfer of the title to the facility or property;
  - b. The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and
  - c. The board does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement mentioned in Part II Y 2 b.

Z. Severability. The provisions of this permit are severable, and, if any provision of this permit or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

# **ATTACHMENT 4**

Fact Sheet

**FACT SHEET**  
**REISSUANCE OF A GENERAL VPDES PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY FACILITIES**  
**Permit Effective January 1, 2023**

The Virginia State Water Control Board has under consideration the reissuance of a VPDES general permit for point source discharges from facilities discharging vehicle wash and laundry wastewater to the surface waters of the Commonwealth of Virginia.

Permit Number: VAG75

Name of Permittee: Any owner of a qualifying vehicle wash facility or laundry facility with point source discharges to the surface waters of the Commonwealth of Virginia.

Facility Location: Commonwealth of Virginia

Receiving Waters: Surface waters within the boundaries of the Commonwealth of Virginia, except those specifically named in Board regulations which prohibit such discharges.

On the basis of preliminary review and application of lawful standards and regulations, the State Water Control Board proposes to reissue the general VPDES permit subject to certain conditions. The Board has determined that this category of discharges is appropriately controlled under a general permit. The category of discharges to be included involves facilities with the same or similar types of operations and the facilities discharge the same or similar types of wastes. The general permit requires that all covered facilities meet standardized effluent limitations, monitoring requirements and Water Quality Standards ([9VAC25-260](#)). This general permit will replace the general permit (VAG75) which expires on October 15, 2021 but will be administratively continued through December 31, 2022 at which time reissued permit coverage will begin on January 1, 2023. Owners covered under the expiring general permit who wish to continue to discharge under a general permit must register for coverage under the new permit.

A public hearing and comment period was scheduled for the draft permit. The public notice was mailed or emailed to all registered permittees, the regulatory development mailing list and the permit public notice mailing list. Notice of the public hearing was published in the Richmond Times Dispatch on November 8 and 15, 2021.

The staff contact at Central Office DEQ is:

Elleanore Daub  
Virginia Department of Environmental Quality  
P.O. Box 1105  
Richmond, Virginia 23218  
(804) 659-2655  
[elleanore.daub@deq.virginia.gov](mailto:elleanore.daub@deq.virginia.gov)

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

#### Activities Covered By This General Permit

This general permit will cover point source discharges of vehicle wash and/or laundry wastewater to surface waters of the Commonwealth of Virginia.

The type of systems for vehicle wash facilities to be covered includes wastewater generated from any fixed or mobile facility where the manual, automatic, or self-service exterior washing of vehicles is conducted. A manual type facility consists of manual washing, rinsing and/or waxing the vehicle by personnel. In a tunnel type facility the vehicle is driven or pulled by a conveyor through the length of a building where separate washing, rinsing, and waxing operations are performed. In a rollover type facility the vehicle remains stationary while the equipment passes over the vehicle using high pressure water streams and/or brushes to clean and wax it. The wand type facility uses high-pressure streams of water to clean the vehicle.

The "vehicle wash" definition includes, but is not limited to, automobiles, trucks (except below), motor homes, buses, motorcycles, ambulances, fire trucks, tractor trailers, and other devices that convey passengers or goods on streets or highways. This industry primarily comprises establishments engaged in cleaning, washing, or waxing automotive vehicles, such as passenger cars, trucks, and vans, and trailers as designated by NAICS Code 811192 and Standard Industrial Classification (SIC) Code 7542. This definition also includes incidental floor cleaning wash waters associated with facilities that wash vehicles where the floor wash water also passes through the vehicle wash water treatment system, golf course equipment, lawn maintenance equipment, maintenance and construction equipment and recreational boats less than 8.6' beam and 25' in length towed by a vehicle. Construction equipment, maintenance equipment and recreational boats were added as allowable vehicles in 2017. The recreational boats in the definition are generally fiberglass or aluminum and not coated with ablative paints. This does NOT include hull cleaning and scraping or any type of maintenance of hulls typically performed at marinas. Trailer-able recreational boats are often rinsed off in car washes, particularly in saltwater areas. The size chosen (8.6' beam and 25' length) reflects the maximum length and beam that are safely towed by cars, SUVs or pickup trucks.

The regulation in 9VAC25-194-10 contains definitions for "construction equipment," "golf course equipment" and "lawn maintenance equipment." The latter two definitions were added in 2022.

Vehicle wash does not mean engine cleaning or degreasing, the cleaning of floors in vehicle maintenance areas, cleaning of the interior of tanks or trailers carrying bulk or raw material, cleaning of equipment used in the paving industry, cleaning of chemical, fertilizer or pesticide spreading equipment, or cleaning of tanker trucks, garbage trucks, livestock trailers, trains, boats larger than 8.6' beam and 25' in length or aircraft or the use of acid caustic metal brighteners or steam heated water. In 2017, construction equipment was moved from an excluded activity to an allowed activity and defined because of public comment received.

Owners of mobile vehicle washes may apply for coverage under this permit; however the usual mode of operation for these operations is to prevent the discharge of wash waters to surface waters or the storm sewers. DEQ urges mobile car wash owners to avoid a discharge to state waters or storm drains by applying technologies to collect wash water and dispose of it properly, recycle it, or use best management practices (evaporation, blocking storm drain entrances, use of permeable surfaces, etc.). Many ideas to avoid a discharge are available online. Coverage as a mobile operator would require each discharge location to be covered separately and a registration statement submitted for each location.

Charity fundraising car washes are not covered under this general permit and are advised to conduct charity fund raising at permitted car wash facilities or avoid any surface water discharge via best management practices. As with mobile car washes, DEQ urges the charity car wash organizations to avoid a discharge to surface waters (see above). [Fundraising car wash guidelines](#) are available on the DEQ web site.

This permit also allows coverage for point source discharges of laundry wastewater to surface waters of the State. These are generally facilities that are located in rural areas and are not served by central sewage facilities. The type of systems to be

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

covered include wastewater generated from laundries designated by SIC 7215. These are establishments primarily engaged in the operation of coin-operated or similar self-service laundry equipment for use on the premises (e.g., laundromats), or in apartments, dormitories, and similar locations. However, this permit does not cover facilities that engage in dry cleaning, or commercial laundries of any type.

Any owner is authorized to discharge to surface waters of the Commonwealth of Virginia under this general permit if the owner submits and receives acceptance by the Board of the registration statement per 9VAC25-194-60, submits the required permit fee, complies with the effluent limitations and other requirements of 9VAC25-194-70, and provided that the Department has not notified the owner that the discharge is not eligible for coverage because of one of the following:

1. The owner is required to obtain an individual permit in accordance with [9VAC25-31-170 B 3](#) of the VPDES Permit Regulation;
2. Other board regulations prohibit such discharges;
3. The discharge violates or would violate the antidegradation policy in the Water Quality Standards at [9VAC25-260-30](#);
4. The discharge is not consistent with the assumptions and requirements of an approved TMDL; or
5. The discharge is to surface waters where there are central wastewater treatment facilities reasonably available, as determined by the board.

The regulation also contains section 9VAC25-194-50 E which allows for continuation of permit coverage when an owner authorized to discharge under the general permit submits a complete and timely registration statement and is not violating conditions under the expiring or expired general permit.

#### Effluent Limitations and Monitoring Requirements Parts 1 A 1 and 1 A 2 (Vehicle Wash)

<u>Parameter</u>	<u>Limitation</u>	<u>Monitoring</u> <sup>(3)</sup>
Flow	5,000	Estimate
pH	9.0 max., 6.0 min. <sup>(1)</sup>	Grab
Total Suspended Solids	60 <sup>(2)</sup> mg/l max.	Composite <sup>(4)</sup>
Oil and Grease	15 mg/l max.	Grab

Composite - Consisting of five grab samples collected at hourly intervals until the discharge ceases, or until a minimum of five grab samples have been collected.

- <sup>(1)</sup> Where the Water Quality Standards ([9VAC25-260](#)) establish alternate standards for pH, those standards shall be the maximum and minimum effluent limitations.
- <sup>(2)</sup> Limit given is expressed in two significant figures.
- <sup>(3)</sup> Annual samples shall be collected by December 31 of each year and reported on the facility's Discharge Monitoring Report (DMR). Annual DMRs shall be submitted by January 10 of each year. Semi-annual samples in parts I A 2 shall be collected by December 31 and June 30 of each year and reported on the facility's Discharge Monitoring Report (DMR) no later than January 10 and July 10 of each year.
- <sup>(4)</sup> 5 grab samples evenly spaced over an 8 hour period or 5 grab samples evenly spaced for the duration of the discharge, if less than 8 hours in length.

Two monitoring scenarios are proposed for vehicle wash facilities. Smaller facilities with average flow rates of less than or equal to 5,000 gallons per day are required to monitor once per year. All other facilities are required to monitor once per six months.

#### Effluent Limitations and Monitoring Requirements Part I A 3 (Laundry Wash)

<u>Parameter</u>	<u>Limitation</u>	<u>Monitoring</u> <sup>(3)</sup>
Flow	Monitoring	Estimate



## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

pH	9.0 max., 6.0 min. <sup>(1)</sup>	Grab
Total Suspended Solids	60 <sup>(2)</sup> mg/l max.	Grab
BOD5	60 mg/l max. <sup>(1), (2)</sup>	Grab
Dissolved Oxygen	6.0 <sup>(1)</sup> mg/l min.	Grab
Temperature °C	32 <sup>(1), (4)</sup>	Immersion Stabilization
Total Residual Chlorine	.011 <sup>(1)</sup> mg/l	Grab
E. coli <sup>(5)</sup>	235CFU/100ml	Grab
Enterococci <sup>(6)</sup>	104CFU/100ml	Grab
Fecal Coliform <sup>(7)</sup>	200CFU/100ml	Grab

(1) Where the Water Quality Standards ([9VAC25-260](#)) establish alternate standards for pH, BOD5, DO, TRC, and temperature in waters receiving the discharge, those standards shall be the maximum and/or minimum effluent limitations, as appropriate.

(2) Limit given is expressed in two significant figures.

(3) Reports of quarterly monitoring shall be submitted to the DEQ regional office no later than the tenth day of April, July, October, and January. Reports of once per six months shall be submitted no later than the tenth day of January and the tenth day of July for samples collected by December 31 and June 30 of each year.

(4) The effluent temperature shall not exceed a maximum 32°C for discharges to non-tidal coastal and piedmont waters, 31°C for mountain and upper piedmont waters, 21°C for put and take trout waters, or 20°C for natural trout waters. For estuarine waters, non-tidal coastal and piedmont waters, mountain and upper piedmont waters, and put and take trout waters, the effluent shall not cause an increase in temperature of the receiving stream of more than 3°C above the natural water temperature. For natural trout waters, the temperature of the effluent shall not cause an increase of 1°C above natural water temperature. The effluent shall not cause the temperature in the receiving stream to change more than 2°C per hour, except in the case of natural trout waters where the hourly temperature change shall not exceed 0.5°C.

(5) Applies only when the discharge is into freshwater (see [9VAC25-260-140 C](#) for the classes of waters and boundary designations).

(6) Applies only when the discharge is into saltwater or the transition zone (see [9VAC25-260-140 C](#) for the classes of waters and boundary designations).

(7) Applies only when the discharge is into shellfish waters (see [9VAC25-260-160](#) for the description of what are shellfish waters). DSS has provided the following to define the areas of the major river basins below as shellfish waters:

- Potomac River tributaries - Mathias Point upstream of the US 301 bridge
- Rappahannock River - Tappahannock Bridge (US 360)
- York River - upstream border of the Town of West Point
- James River - line connecting Swanns Point on the south bank to Glass House Point on the north bank (upper end of Jamestown Island).

Two monitoring frequencies are proposed. Flow, pH, TSS, BOD5, DO, TRC, are required to be monitored once per quarter. Temperature and bacteria (E. coli, enterococci or fecal coliform, as appropriate) are required to be monitored once per six months.

### Proposed Effluent Limitations and Monitoring Requirements Part I A 4 (Combined Vehicle and Laundry Wash)

<u>Parameter</u>	<u>Limitation</u>	<u>Monitoring</u> <sup>(3)</sup>
Flow	Monitoring	Estimate
pH	9.0 max., 6.0 min. <sup>(1)</sup>	Grab
Total Suspended Solids	60 <sup>(2)</sup> mg/l max.	Grab
BOD5	60 mg/l max. <sup>(1), (2)</sup>	Grab
Oil and Grease	15 mg/l max.	Grab

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

Dissolved Oxygen	6.0 <sup>(1)</sup> mg/l min.	Grab
Temperature °C	32 <sup>(1),4)</sup>	Immersion Stabilization
Total Residual Chlorine	.011 <sup>(1)</sup> mg/l	Grab
E. coli <sup>(5)</sup>	235CFU/100ml	Grab
Enterococci <sup>(6)</sup>	104CFU/100ml	Grab
Fecal Coliform <sup>(7)</sup>	200CFU/100ml	Grab

- (1) Where the Water Quality Standards ([9VAC 25-260](#)) establish alternate standards for pH, BOD5, DO, TRC, and temperature in waters receiving the discharge, those standards shall be the maximum and/or minimum effluent limitations, as appropriate.
- (2) Limit given is expressed in two significant figures.
- (3) Reports of quarterly monitoring shall be submitted to the DEQ regional office no later than the tenth day of April, July, October, and January. Reports of once per six months shall be submitted no later than the tenth day of January and the tenth day of July for samples collected by December 31 and June 30 of each year.
- (4) The effluent temperature shall not exceed a maximum 32°C for discharges to non-tidal coastal and piedmont waters, 31°C for mountain and upper piedmont waters, 21°C for put and take trout waters, or 20°C for natural trout waters. For estuarine waters, non-tidal coastal and piedmont waters, mountain and upper piedmont waters, and put and take trout waters, the effluent shall not cause an increase in temperature of the receiving stream of more than 3°C above the natural water temperature. For natural trout waters, the temperature of the effluent shall not cause an increase of 1°C above natural water temperature. The effluent shall not cause the temperature in the receiving stream to change more than 2°C per hour, except in the case of natural trout waters where the hourly temperature change shall not exceed 0.5°C.
- (5) Applies only when the discharge is into freshwater (see [9VAC25-260-140 C](#) for the classes of waters and boundary designations).
- (6) Applies only when the discharge is into saltwater or the transition zone (see [9VAC25-260-140 C](#) for the classes of waters and boundary designations).
- (7) Applies only when the discharge is into shellfish waters (see [9VAC25-260-160](#) for the description of what are shellfish waters). DSS has provided the following to define the areas of the major river basins below as shellfish waters:
  - Potomac River tributaries - Mathias Point upstream of the US 301 bridge
  - Rappahannock River - Tappahannock Bridge (US 360)
  - York River - upstream border of the Town of West Point
  - James River - line connecting Swanns Point on the south bank to Glass House Point on the north bank (upper end of Jamestown Island).

Two monitoring frequencies are proposed. Flow, pH, TSS, BOD5, DO, TRC, are required to be monitored once per quarter. Oil and grease, temperature and bacteria (E. coli, enterococci or fecal coliform, as appropriate) are required to be monitored once per six months.

### Basis For Effluent Limitations and Monitoring Requirements PART I A

The Environmental Protection Agency has reviewed these categories of dischargers and concluded, in their *Guidance Document for Effluent Discharges From the Auto and Other Laundries Point Source Category*, dated February 1982, that the amounts and toxicity of pollutants in the discharges from these facilities did not justify national regulations.

In developing the proposed effluent limitations and special conditions the following information was reviewed: permitting strategies, effluent limitations, treatment technologies and special conditions that are being employed by the Department of Environmental Quality and the surrounding states for individual and general VPDES permits issued to car wash facilities and the Environmental Protection Agency's *Guidance Document for Effluent Discharges from the Auto and Other Laundries*

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

*Point Source Category*, February 1982 and the *DRAFT Development Documents for Proposed Effluent Limitations Guidelines and New Sources Performance Standards for the Auto and Other Laundries Point Source Category*, April 1974.

Determined by the nature of the business, the parameters to be limited for vehicle wash are flow, pH, total suspended solids, and oil/grease. For laundries, the parameters are pH, total suspended solids, BOD<sub>5</sub>, dissolved oxygen, temperature, total residual chlorine and bacteria (E. coli, enterococci or fecal coliform as appropriate for each water body). The pH, temperature, dissolved oxygen, total residual chlorine and bacteria limitations are based upon Virginia's stream water quality standards ([9VAC25-260-50](#), [60](#), [70](#), [140](#), [160](#) and [170](#)). The enterococci and fecal coliform bacteria limits were added during the 2012 reissuance so that laundry discharges to salt water were clearly covered under this permit and have appropriate limitations. The total suspended solids, BOD<sub>5</sub> and oil/grease parameters are based on best judgment for the type of treatment employed by these systems. Complying with these parameters is an indication that the treatment system is being operated and maintained properly and is producing an acceptable quality effluent.

The basis for the reduced frequency of analysis for small vehicle wash dischargers with average flow rates of less than or equal to 5,000 gallons per day (GPD) (Part I A 1) is that their potential to affect water quality is minimal based on the small quantity of discharge. These are generally facilities that are located in rural areas and are not served by central sewerage facilities or car rental agencies that may discharge to municipal separate storm sewers (MS4) and may or may not have access to a central sewer that is feasible. The flow limit of 5,000 GPD was added in the 2022 reissuance at the request of a TAC (technical advisory committee) member to track when facilities need to be moved to the limits for a >5,000 GPD facility.

The treatment systems commonly utilized at vehicle wash facilities consist of sediment traps in the bays followed by a larger sedimentation basin baffled to contain any floating material, sand filtration and/or oil water separators. These treatment systems produce an acceptable quality effluent and operate well when maintained properly. Laundry facilities would have a sedimentation basin and depending on the size, would rarely discharge.

#### Basis and Rationale for Special Conditions PART I B

1. The permittee of a vehicle wash facility shall perform visual examinations of the effluent including sheens, floating solids, or visible foam and maintenance of the wastewater treatment facilities and inlet protection measures, if applicable, at least once per week and document this visual examination and maintenance activities in the operational log. This operational log shall include the examination date and time, examination personnel, presence of a discharge and the visual quality of the discharge. The operational log shall be made available for review by the department personnel upon request.

**Rationale:** 9VAC25-31-190 E and 40 CFR 122.41(e) require proper operation and maintenance of the permitted facility. The operational log is required so inspection staff can ensure the visual examinations have been taking place. Wastewater treatment facilities associated with vehicle wash facilities require more maintenance than at a laundry facility with a sedimentation basin so this condition does not apply to laundries.

2. The effluent shall be free of sheens. There shall be no discharge of floating solids or visible foam in other than trace amounts.

**Rationale:** This is a common condition for effluents that may have oil and grease. This special condition was taken from the footnotes of Tables 1A from both the 2006 car wash permit and the 2011 coin laundry permit. This is a standard requirement for all permits per the VPDES Permit Manual (2010) and conforms to the general water quality criteria at 9VAC25-260-20.

3. No sewage shall be discharged from a point source to surface waters from this facility except under the provisions of another VPDES permits specifically issued for that purpose.

**Rationale:** The effluent limitations do not address pollutants typical of treated sewage; therefore, no sewage discharge to surface waters are permitted under the general permit.

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

4. There shall be no chemicals added to the water or waste which may be discharged other than those listed on the owner's accepted registration statement, unless prior approval of the chemical is granted by the board.

**Rationale:** This special condition assures protection of water quality and beneficial uses of the waters receiving the discharge.

5. Wastewater should be reused or recycled whenever feasible.

**Rationale:** The permit encourages reuse or recycle of wastewater whenever feasible. This language is included in keeping with DEQ's pollution prevention philosophy.

6. The permittee of a vehicle wash facility shall comply with the following solids management plan, where applicable:

a. Any settling basins or oil water separators shall be cleaned in accordance with the schedule outlined in the O&M manual and at a frequent enough interval to achieve effective treatment.

b. Any solids from settling basins, oil water separators, trash or other debris shall be handled, stored, and disposed of so as to prevent a discharge to state waters of such solids.

**Rationale:** This is a best management practice to ensure solids in treatment equipment does not accumulate to the point of impairing the treatment system and/or getting into surface waters. Best management practices are an integral part of pollution control in [9VAC25-31-220 K](#). This is an expansion of the boilerplate language present in all VPDES permit in Part II R which requires that solids, sludges or other pollutants removed in the course of treatment or management of pollutants shall be disposed of in a manner so as to prevent any pollutant from such materials from entering state waters. This special condition is specific to the solids pollution that may be present at a vehicle wash facility.

7. Washing of vehicles or containers bearing residue of animal manure or toxic chemicals (fertilizers, organic chemicals, etc.) is prohibited. If the facility is a self-service operation, the permittee shall post this prohibition on a sign prominently located and of sufficient size to be easily read by all patrons.

**Rationale:** This prohibition will reduce the risk of toxics pollution and eliminate the need for a Toxic Management Program (Whole Effluent Toxicity Program) under [9VAC25-31-220 D 1 d](#).

8. If the facility has a vehicle wash discharge with a monthly average flow rate of less than 5,000 gallons per day, and the flow rate increases above a monthly average flow rate of 5,000 gallons per day, an amended registration statement shall be filed within 30 days of the increased flow.

**Rationale:** This requirement repeats the registration requirement from Section 60 A 2 d of regulation. It is important to repeat this in the permit itself so the owner will see the requirement in their permit.

9. A permittee submitting a registration statement in accordance with Part II M and discharging into a municipal separate storm sewer shall notify the owner of the municipal separate storm sewer system of the existence of the discharge at the time of registration under this permit and include that notification with the registration statement. The notice shall include the following information: the name of the facility, a contact person and contact information (phone number and email), the location of the discharge, the nature of the discharge, and the facility's VPDES general permit number, if known or existing.

**Rationale:** The general permit for MS4s ([9VAC25-890-40](#)) Part I 3 b and individual MS4 permits require the MS4 to prohibit unauthorized (illicit) nonstormwater discharges (i.e., non-permitted commercial vehicle wash or laundry facilities). A VPDES permitted vehicle or laundry facility discharging to the MS4 is not an illicit discharge but some MS4 localities have asked to be informed of all registrations under DEQ general permits. Furthermore, the locality can also advise DEQ on the feasibility of connecting to central wastewater treatment facilities per the registration requirement in [9VAC25-194-60 C 7](#).

10. Approval for coverage under this general permit does not relieve any owner of the responsibility to comply with any other federal, state or local statute, ordinance or regulation.

**Rationale:** This special condition repeats the requirement in [9VAC25-194-50](#) (Authorization to discharge). This is important so the owner will see the requirement in their permit.

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

11. The owner of a facility discharging vehicle wash water directly to a stormwater drain shall provide inlet protection measures in addition to meeting all other requirements of the permit.

**Rationale:** This addresses a compliance issue associated with some vehicle wash facilities that were discharging directly to storm drains (MS4s) with no wastewater treatment and appearing as illicit discharges or potential water quality concerns in some MS4 monitoring programs. The general permit for MS4s ([9VAC25-890-40](#)) Part I 3 b requires the MS4 to prohibit unauthorized (illicit) nonstormwater discharges.

12. The permittee shall notify the Department as soon as they know or have reason to believe:

a. That any activity has occurred or will occur which would result in the discharge, on a routine or frequent basis, of any toxic pollutant which is not limited in this permit, if that discharge will exceed the highest of the following notification levels:

- (1) One hundred micrograms per liter;
- (2) Two hundred micrograms per liter for acrolein and acrylonitrile; five hundred micrograms per liter for 2, 4-dinitrophenol and for 2-methyl-4, 6-dinitrophenol; and one milligram per liter for antimony;
- (3) Five times the maximum concentration value reported for that pollutant in the permit application; or
- (4) The level established by the Board.

b. That any activity has occurred or will occur which would result in any discharge, on a nonroutine or infrequent basis, of a toxic pollutant which is not limited in this permit, if that discharge will exceed the highest of the following notification levels:

- (1) Five hundred micrograms per liter;
- (2) One milligram per liter for antimony;
- (3) Ten times the maximum concentration value reported for that pollutant in the permit application; or
- (4) The level established by the Board.

**Rationale:** [9VAC25-31-200](#) A of the permit regulation requires these notifications for all manufacturing, commercial, mining, and silvicultural discharges.

13. Operation and maintenance manual requirement. The permittee shall develop and maintain an accurate operations and maintenance (O&M) manual for the treatment works and applicable inlet protection measures. This manual shall detail the practices and procedures that will be followed to ensure compliance with the requirements of this permit. The permittee shall operate and maintain the treatment works and the inlet protection measures in accordance with the O&M manual. The O&M manual shall be reviewed and updated at least annually and shall be signed and certified in accordance with Part II K of this permit. The O&M manual shall be made available for review by the department personnel upon request. The O&M manual shall include, but not necessarily be limited to, the following items, as appropriate:

- a. Techniques to be employed in the collection, preservation, and analysis of effluent samples;
- b. Stormwater inlet protection measure directions for use and maintenance of equipment;
- c. Best management practices employed;
- d. Treatment system operation, routine preventive maintenance of units within the treatment system, critical spare parts inventory, and recordkeeping;
- e. A sludge/solids management plan including the schedule for settling basin or oil water separator cleaning and solids handling as required by Part I B 6;
- f. Procedures for performing the visual examination and maintenance required by Part I B 1 and the location of the operational log; and
- g. Date(s) when the O&M manual was updated or reviewed and any changes that were made.

**Rationale:** Originally this special condition was taken from (with some changes) from the 2011 coin operated laundry general permit. The 2007 car wash general permit did not have an O&M manual requirement. It was added here but the need to submit and receive approval from DEQ on the O&M manual per the 2011 coin laundry general permit was eliminated. Also, the requirement to review and update the O&M manual annually was added during the 2012 reissuance. In addition, adherence to an O&M manual is a vital pollution management mechanism in all general permits and individual permits, especially those with less frequent monitoring requirements. Operations and maintenance of the facility is integral

**FACT SHEET**

**General Permit for Vehicle Wash or Laundry Facilities (VAG75)**

**Effective January 1, 2023**

to maintaining limits during the rest of the year when effluent monitoring may not be required. [See 9VAC25-194-70](#) Part II Q, [9VAC25-120-80](#) Part I B and Part II Q, [9VAC25-193-70](#) Part I B 8 and Part II Q, [9VAC25-196-70](#) Part I B5 and Part II Q and [9VAC25-860-70](#) Part I B 9 and Part II Q, 2010 VPDES Permit Manual Part IN-3. O&M manual is also required by the VPDES Permit Regulation [9VAC25-31-190](#) E, and [40 CFR 122.41\(e\)](#). These require proper operation and maintenance of the permitted facility.

14. Compliance Reporting under Part I A 1- 4.

a. The quantification levels (QL) shall be as follows:

Effluent Characteristic	Quantification Level
BOD <sub>5</sub>	2 mg/l
TSS	1.0 mg/l
Oil and Grease	5.0 mg/l
Chlorine	0.10 mg/l

The QL is defined as the lowest concentration used to calibrate a measurement system in accordance with the procedures published for the test method.

b. Reporting. Any single datum required shall be reported as "<QL" if it is less than the QL in subdivision a. Otherwise the numerical value shall be reported.

c. Monitoring results shall be reported using the same number of significant digits as listed in the permit. Regardless of the rounding convention used by the permittee (e.g., 5 always rounding up or to the nearest even number), the permittee shall use the convention consistently, and shall ensure that consulting laboratories employed by the permittee use the same convention.

**Rationale:** This matches similar language in compliance reporting special conditions going into other recent general and individual permits. This special condition helps to ensure consistent compliance reporting under the VPDES permit regulation [9VAC25-31-190](#) J 4 and [220](#) I. This condition is necessary when pollutants are monitored by the permittee and a maximum level of quantification and/or a specific analytical method is required in order to assess compliance with a permit limit or to compare effluent quality with a numeric criterion. The condition also establishes protocols for calculation of reported values.

15. The discharges authorized by this permit shall be controlled as necessary to meet applicable water quality standards in [9VAC25-260](#).

**Rationale:** Similar special conditions are in all VPDES general permits. This is consistent with the VPDES permit regulation in [9VAC25-31-220](#) D and EPA recommendations. [9VAC25-31-220](#) D requires VPDES permits to meet water quality standards. The Department does this by including water quality-based effluent limits (WQBELs) in permits where necessary. Unlike individual permits that include requirements tailored to site-specific considerations, general permits, while tailored to specific industrial processes or types of discharges often do not contain site-specific WQBELs. Instead, in general, a narrative statement is included that addresses WQBELs.

16. Discharges to waters with an approved "total maximum daily load" (TMDL). Owners of facilities that are a source of the specified pollutant of concern to waters where an approved TMDL has been established shall implement measures and controls that are consistent with the assumptions and requirements of the TMDL.

**Rationale:** This special condition is in all VPDES general permits. The condition was developed since general permit discharges are considered insignificant to the overall TMDL waste load allocation. This special condition allows staff more flexibility to allow permit coverage for discharges without requiring immediate modification of the TMDL and to enable the waste load allocation to be implemented in the general permit instead of requiring an individual permit. DEQ will track all the general permit discharges and once they become significant for purposes of the TMDL, the TMDL will be modified to include the load.

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

#### 17. Notice of Termination

a. The owner may terminate coverage under this general permit by filing a complete notice of termination. The notice of termination may be filed after one or more of the following conditions have been met:

- (1) Operations have ceased at the facility and there are no longer wastewater discharges from vehicle wash or laundry activities from the facility.
- (2) A new owner has assumed responsibility for the facility. A notice of termination does not have to be submitted if a VPDES Change of Ownership Agreement form has been submitted;
- (3) All discharges associated with this facility have been covered by an individual or an alternative VPDES permit; or
- (4) Notice of termination is requested for another reason provided the board agrees that coverage under this general permit is no longer needed.

b. The notice of termination shall contain the following information:

- (1) Owner's name, mailing address, telephone number, and email address (if available);
- (2) Facility name and location;
- (3) VPDES vehicle wash facilities and laundry facilities general permit number;
- (4) The basis for submitting the notice of termination, including:
  - i. A statement indicating that a new owner has assumed responsibility for the facility;
  - ii. A statement indicating that operations have ceased at the facility and there are no longer wastewater discharges from vehicle wash or laundry activities from the facility;
  - iii. A statement indicating that all wastewater discharges from vehicle wash facilities and laundry facilities have been covered by an individual VPDES permit; or
  - iv. A statement indicating that termination of coverage is being requested for another reason (state the reason).

c. The following certification: "I certify under penalty of law that all wastewater discharges from vehicle wash or laundry facilities from the identified facility that are authorized by this VPDES general permit have been eliminated, or covered under a VPDES individual or alternative permit, or that I am no longer the owner of the industrial activity, or permit coverage should be terminated for another reason listed above. I understand that by submitting this notice of termination, that I am no longer authorized to discharge wastewater from vehicle wash facilities or laundry facilities in accordance with the general permit, and that discharging pollutants in wastewater from vehicle wash facilities or laundry facilities to surface waters is unlawful where the discharge is not authorized by a VPDES permit. I also understand that the submittal of this notice of termination does not release an owner from liability for any violations of this permit or the Clean Water Act."

d. The notice of termination shall be signed in accordance with Part II K.

e. The notice of termination shall be submitted to the DEQ regional office serving the area where the vehicle wash or laundry facility is located.

**Rationale:** Notification requirement is usually in the regulation (e.g. [VAC9VAC25-194-10](#) – 60) but it is better served in the permit part of the regulation so the owner can see the requirement in their permit. Permits may be terminated upon the request of the permittee or upon initiative by the Board ([9VAC25-31-370](#) A). Permits may be terminated for the reasons specified in [9VAC25-31-410](#). The condition in 17 a (4) ("*Notice of termination is requested for another reason provided the board agrees that coverage under this general permit is no longer needed.*") is not specifically in the permit regulation ([9VAC25-31-410](#)) but the language is in many general permits (e.g., the Industrial Stormwater general permit [9VAC25-151-70](#) Part I B 14, Seafood Processing ([9VAC25-115-50](#) Part I B 10, Nonmetallic Mineral Mining ([9VAC25-190-70](#) Part I B 17, Concrete ([9VAC25-193](#) Part I B 18), Noncontact Cooling Water ([9VAC25-196-70](#) Part I B 10) and Potable Water Treatment Plants ([9VAC25-860-70](#) Part I B 12). The condition in 17 a (4) was added as a 'catch all' reason that an owner may request a termination as there may be other reasons an owner requests termination (e.g., connects to sanitary, goes to complete recycle and reuse) besides the other reasons that are listed (operations have ceased, new owner, covered by an individual permit).

#### Basis for Conditions Applicable to all VPDES Permits Part II

The entire Part II is based on [9VAC25-31-190](#) of the Permit Regulation. Several differences include:

## FACT SHEET

### General Permit for Vehicle Wash or Laundry Facilities (VAG75)

Effective January 1, 2023

- A requirement for electronic reporting of discharge monitoring reports (DMRs) in Part II C. e-DMRs are required after timely notification (3 months) from the department.
- The submittal of a new registration statement is 60 days before expiration instead of 180 days in Part II M. This matches the same new deadline for existing discharges in the regulation at 9VAC25-194-60 A 2 b (effective January 1, 2023).
- Automatic transfers to a new permittee may occur if the current permittee notifies the department within 30 days of the transfer of the title to the facility or property instead of at least 30 days in advance of the title in Part II Y. DEQ regional office staff has also stated this advance transfer notification is unnecessary and we should be able to accept a transfer notification at any time.

### Administrative

The general permit has a fixed term of five years. Every authorization under this general permit will expire at the same time and all authorizations will be renewed on the same date, provided a complete registration statement has been filed prior to the general permit's expiration date. The 2022 reissuance will be administratively continued per the VPDES permit regulation ([9VAC25-31-70](#)) until January 1, 2023 to correspond with a calendar year and facilitate e-DMR population.

All owners/operators desiring to be covered by this general permit must register with the Department by filing a registration statement and payment of applicable fees. The registration statement shall be submitted and a notification of coverage issued prior to any discharges or other activities for which this permit is required. Vehicle wash facilities or laundry facilities that are discharging to surface waters on the effective date of this general permit, and which have not been issued an individual VPDES permit, may submit the registration statement.

Existing operations with individual VPDES permits that wish to seek coverage under the proposed general permit would have to file a registration statement at least 240 days prior to the expiration date of the individual VPDES permit (currently there are no individual permits for vehicle wash or laundry facilities). This allows for 30 days to review the registration and then if denied, the permittee can still meet their individual permit requirement of 180 days to reapply for an individual permit. For all new dischargers that will begin activities after the effective date of this permit, the registration statement shall be filed at least 60 days prior to the commencement of operation of the facility or a later submittal established by the board.

This general permit does not cover activities or discharges covered by an individual VPDES permit until the individual permit has expired or has been revoked. Any person conducting an activity covered by an individual permit, which could be covered by this general permit, may request that the individual permit be terminated and register for coverage under this general permit. Any owner or operator not wishing to be covered or limited by this general permit may make application for an individual VPDES permit, in accordance with VPDES procedures, stating the reasons supporting the request.

This general permit does not apply to any new or increased discharge that will result in significant effects to the receiving waters. That determination is made in accordance with the State Water Control Board's Antidegradation Policy contained in the Virginia Water Quality Standards, [9VAC25-260-30](#). This general permit will maintain the Water Quality Standards adopted by the Board.

All facilities that the board determines are eligible for coverage under this general permit will be authorized to discharge under the terms and conditions of the permit after a complete registration statement is submitted, the applicable permit fee is paid, and the Department sends a copy of the general permit to the applicant. If this general permit is inappropriate, the applicant will be so notified.

Vehicle or laundry wash facilities with point source discharges that do not qualify for coverage under this general permit may apply for an individual VPDES permit.



# **ATTACHMENT 5**

Operations and Maintenance Manual Template

**VEHICLE WASH FACILITY  
OPERATIONS AND MAINTENANCE MANUAL  
TEMPLATE**

*(PERMITTEES DO NOT NEED TO USE THIS TEMPLATE. THEY MAY USE THEIR OWN  
FORMAT AS LONG AS ALL THE ITEMS IN PART I B 13 OF THE PERMIT ARE  
ADDRESSED)*

**INTRODUCTION**

The facility's Operations and Maintenance (O&M) Manual is intended to provide personnel with all the information necessary to ensure compliance with the VPDES permit. Therefore, the O&M Manual must be a self-sufficient document, not requiring reference to other documents to understand the Manual's contents. It is not intended that the preparation of an O&M Manual be a complicated task, nor that it require the services of an outside consultant. A Manual may be written by the operator or an individual that has "hands-on" knowledge of the operational and maintenance procedures conducted at the facility. Furthermore, the information in the Manual should be stated in a manner that all personnel at the facility can comprehend and use in their day-to-day work.

This document is a guideline that the writer can use in preparing the Manual to ensure that the minimum contents per the permit are included per the permit in Part I B 13.

The O&M Manual is a regulatory document that the DEQ can use to enforce compliance with the permit and must be made available to DEQ upon request.

If you have any questions or problems in preparing the Manual, the Regional Office of DEQ is available for assistance.

<https://www.deq.virginia.gov/get-involved/about-deq/contact-us>

A. Title Page

Include the name of the facility, date of Manual preparation,

**EXAMPLE**  
OPERATIONS AND MAINTENANCE MANUAL  
FOR  
COVERAGE UNDER THE VPDES GENERAL PERMIT FOR  
XXX CAR WASH  
ADDRESS  
DATE  
(INCLUDE REVISION DATES - MUST AT A MINIMUM BE REVIEWED ANNUALLY)

B. Table of Contents

List each chapter or section and the beginning page number of each.

C. Emergency Phone Numbers

List emergency phone numbers, including:

1. Va. Department of Environmental Quality (DEQ) - (varies by region - check here: <https://www.deq.virginia.gov/get-involved/about-deq/contact-us>)
2. Va. Dept. of Emergency Management - 24-hour (800)468-8892
3. Chemical Manufacturers
4. Medical
5. Sheriff
6. Other, as appropriate (include corporate personnel to be called in an emergency)

D. Introduction

Briefly describe the organization, location (note this can be a computer generated map or USGS topographic map with notes to indicate the building, treatment units, outfall location and receiving stream), the wastewater treatment and purpose of the Manual.

**EXAMPLE**

XXX Car Wash is located in XXX, VA. See Appendix # for location map identifying the property, the building(s), treatment units, outfall location and receiving stream. The facility serves as three stall self-service high pressure wand type car washes. Existing wastewater treatment consists of an oil water separator.

This manual is to provide procedures for efficient operation and maintenance of the car wash, wastewater treatment system and monitoring procedures of the effluent. Through the procedures in this manual, the requirement of the Virginia Pollutant Discharge Elimination System (VPDES) should be met. All facility personnel will be familiar with the contents of the Manual and trained upon hiring and thereafter on an annual basis. This manual shall be reviewed and updated annually or more often as needed to maintain permit limits and the health of the receiving stream.

E. Description of the Wastes and Treatment Facility

1. Describe the waste water
2. Describe the treatment units, operation and critical spare parts inventory (if treatment system is in use e.g., oil/water separator).
3. Describe the stormwater inlet protection measure directions (if stormwater inlet protection is in use).
4. Include water balance (flow sheet) as an attachment or appendix.
5. Show sample locations and outfall(s) as an attachment or appendix. Can be shown on a topographic, computer generated or hand drawn map.
6. Include photos and diagrams.
7. Include in this section a list of all chemicals used (trade names and chemical compositions). You may refer to Material Safety Data Sheets (MSDS) in an appendix.

#### **EXAMPLE FOR WASTEWATER TREATMENT SYSTEM**

Through the process of high pressure cleaning of automobiles and trucks in combination with a bio-degradable non-phosphate soap and cold water, a waste consisting of small amounts of solids (mud, sand, clay, and gravel) and oil is generated. Flow is provided by a high pressure (800-1500 psi) wand (nozzle) and pump system. Flow through the wand is less than 3 gallons per minute. Pre-soak, soap (wash and foam brush), rinse and wax functions are provided and will be incorporated in the waste water. There are no tire or engine cleaner options. A sign is placed in each bay to instruct washers not to use these products on the property or to rinse or wash off hazardous materials. Two vacuum stations are located on the edge of the property and do not usually add solids to the waste stream. Two large trashcans with lids are provided for customer use.

Approximately 100 cars are cleaned per week.

The waste water flows first through 1" grates, then through a 3/4" finer screen and via gravity into a down gradient oil/water separator. The first compartment is separated from the second compartment by a baffle which allows water from within the tank below the surface to flow into subsequent compartments of the separator. The X,000 gallon tank is large enough to hold water long enough for the particles to drop out. The oils on the surface are captured in the first compartment. This process is followed by water polishing as sand filtration removes fine suspended solids. Gravity flow is insured by changes in elevations of tanks and piping. See Appendix # for diagram. The water is discharged through a single 6" PVC pipe into X STREAM.

Monitoring occurs at the end of the PVC pipe for permit limit compliance.

See Appendix # for photos of the site, treatment system, outfall and receiving stream.

Chemicals used at the site include X soap, X wax, X conditioner, etc.... OR See Appendix # for MSDS sheets or list of chemicals.

Critical spare parts include: 5 gallons spill adsorbent, X lbs filter media, 1 spare pump???

### EXAMPLE FOR STORMWATER INLET PROTECTION MEASURES

A spray nozzle is kept on the water hose that immediately shuts water off when the handle is released. The washing area is swept before and after washing each day (morning and closing or 5 pm). All visible trash noted during washing is picked up immediately so as not to enter the storm drain. Biodegradable (or citrus based) soaps and cleaners are in use (see MSDS Appendix #), and directions on product are as follows:

Add X cups/tablespoons/ounces per X gallons water. Leftover wash water is disposed of in sink/toilet on grass. A storm drain rubber (describe product) is placed over storm drain each day of washing and removed at when washing is completed and wash water appears to have evaporated. The storm drain cover is removed at the threat of rain and vehicles are not washed during rain events. A filter sock (insert name and model) designed to adsorb oils, metals and deflect solids is also in use and may be left in place routinely and not removed during rain events.

The filter sock is observed daily for wear and tears to the sock and maintenance is recorded weekly in the log in Appendix #. The instructions for its maintenance and life span are included in Appendix # as well. A spare filter sock is kept in the maintenance closet of the business with the cleaning products and is replaced within a reasonable time period of the manufacturer's instructions depending on wear (punctures, loss of filter sock contents) due to weather and number of vehicles washed. The filter sock is typically used in addition to the storm drain cover depending on weather. The storm drain cover is not in use during predicted or actual rain events.

#### F. Maintenance

1. Include schedules for routine (preventative) maintenance tasks to be performed on a daily, weekly, or other periodic basis;
2. Other best management practices; and
3. Appropriate checklists should be developed and included as attachments or appendices.

### EXAMPLE

Trash cans are emptied daily into a dumpster. The fine grates are inspected daily and cleaned out as needed. Waste is put in dumpster. Dumpster is emptied once a month by NAME OF WASTE MANAGEMENT COMPANY located at ADDRESS.

Floors, walls and building exterior are cleaned when necessary and wash water goes through treatment system or is evaporated.

Grit, solids and oil buildup are inspected weekly by the manager. Grit and solids from the bottom of the separator are pumped out approximately X times per X, dewatered and delivered to the local landfill by NAME OF COMPANY who follows disposal practices under the Resource Conservation and Recovery Act (RCRA). Oil is removed by the same company approximately X times per X using reusable adsorbent materials (state material used). NAME OF COMPANY recycles the oil at LOCATION WHERE RECYCLING OCCURS. NAME OF COMPANY also notifies the manager when critical spare parts may need to be replaced. Critical spare parts include: coalescers, baffles, a pump and a X,000 gallon storage container in the event of a failure of the oil water separator. Contact information for NAME OF COMPANY is NAME AND CONTACT INFORMATION.

The manager is present on site during periods of grit and oil recovery by NAME OF COMPANY and once a day

to empty trash receptacles, make visual observations of the site and treatment equipment, fill out maintenance logs, refill product, and be present when effluent samples are taken (ONCE OR TWICE a year effluent sampling occurs).

In periods of heavy rain and potential flooding of the bays, the business is closed and floor drains are blocked with a rubber storm drain mat to avoid flooding the oil water separator.

The sand filter is controlled by monthly inspection of sand contamination and bed condition by the manager. The bed is inspected for hydraulic overloading (uneven sand distribution), sand contamination (visual or laboratory analytical if needed, puddling, and depth. Sand is replaced on an as needed frequency.

The recordkeeping log for solids and oil recovery is in Appendix # and is kept on site and maintained by the operator.

#### G. Visual Examinations of Effluent

1. Include weekly example schedule log for visual examination of the effluent for sheens, floating solids or visible foam in the effluent. Log should contain examination date, time, personnel doing examination, presence of a discharge and the visual quality results (see Appendix #).
2. Include location of actual log with written results.

#### H. Spill Management Procedures

1. Discuss step-by-step measures to be taken to contain and store liquid product in the event of a leak, rupture, or other spill. This section shall list procedures specific to the chemicals, which may be spilled at the site. The VA DEQ should be immediately notified of all chemical or wastewater spills that directly enter surface water or the separate storm sewer.
2. Material Handling & Storage (procedures to keep materials from exposure and from discharge to state waters).

#### **EXAMPLE**

Spills from fuel, coolant, solvent, oil, or paint spills are cleaned up as soon as they are noticed during twice daily inspections of the site with dry methods (LIST PRODUCTIONS USED TO CLEAN UP SPILLS – ADSORBENTS, ETC...) and disposed of such that no discharge to state waters except as authorized by VAG75XXXX (INSERT PERMIT NUMBER) occurs. All washing and waxing products used at the site are stored in a locked shed on the property and refilled as needed. All spills are cleaned up as much as possible with dry methods (LIST PRODUCTS USED TO CLEAN UP SPILLS OF WASHING AND WAXING PRODUCT). Any small remaining washing or waxing product will be washed with a hose or one of the high pressure washers into the treatment system.

#### I. Effluent Monitoring Requirements

1. Include name, address, and telephone number of firm(s) contracted to sample the outfall. Also include frequency of sampling and list of parameters to be monitored.
2. If any samples are to be collected by plant personnel, detail the procedures and materials used in obtaining and preserving samples, and the maximum holding times.
3. Note in the manual that copies of the lab analysis reports will be mailed to the DEQ, X Regional Office, with the corresponding signed monitoring report (Appendix # (blank DMR)).

### EXAMPLE

NAME OF LAB collects representative samples (normal discharge flow while vehicles are being washed ONCE OR TWICE a year at designated outfall). NAME OF LAB will collect pH sample and analyze within 15 minutes on site. Other samples collected for TSS and oil and grease are collected, preserved and analyzed in accordance with the Code of Federal Regulations (CFR) 40CFR136 methods. NAME OF LAB is certified in accordance with 1VAC30-46, Accreditation for Commercial Environmental Laboratories for the permit limit parameters as per Part II A 4 of VPDES permit VAG75XXXX. NAME OF LAB contact information is INSERT CONTACT INFORMATION.

Samples are collected once every six months during a calendar year. Samples shall be collected by December 31 and June 30 of each year and reported on the facility's Discharge Monitoring Report (DMR in Appendix #) and submitted to the DEQ at (INSERT DEQ REGIONAL ADDRESS). DMRs shall be submitted by January 10 and July 10 of each year. Oil and grease and pH are grab samples taken during a representative discharge event (vehicle washing waste water is being discharged from outfall). TSS is a composite consisting of five grab samples collected evenly spaced over an 8 hour period or 5 grab samples evenly spaced for the duration of the discharge, if less than 8 hours in length. Flow is estimated as gallons per day. If no discharges occur in the six month period, the DMR will have "No Discharge" written upon it.

#### J. Personnel

List facility personnel and their roles. Either the owner or the operator may sign the DMRs. If the operator is assigned the signatory authority you must attach a copy of the letter from the owner that the operator is duly authorized to sign DMRs per Part II K 2 of the permit. This letter should be sent to DEQ.

### EXAMPLE

All reports shall be signed and dated by a signatory authority per Part II K 2 of the permit. The following indicates the authorities of plant personnel:

NAME - Owner, financier and permit holder. Develops operations and maintenance (O&M) manual with input from operator. Reviews O&M manual annually with input from operator.

NAME – Operator or local contact - direct contact to DEQ, manager of day to day operations, monitoring coordinator (contact lab, observes sampling), fills out DMR, signs DMR (attach copy of letter from owner that operator is duly authorized to sign DMRs per Part II K 2 of the permit). Notifies owner if O&M manual needs to be revised. This is a self-service facility so no other personnel are present.

#### K. Records

Include a statement and ensure that all records for facility maintenance, sampling and testing shall be maintained for a minimum of three years and shall be available for inspection by the owner, manager and DEQ upon request.

#### L. SWCB Permits or Certificates

Include a copy of the VPDES permit in the Appendix # of the manual.

#### M. References (if any)

**EXAMPLE**

Water Effluent and Solid Waste Characteristics in the Professional Car Wash Industry, A Report for the International Carwash Association, Brown C., December, 2002



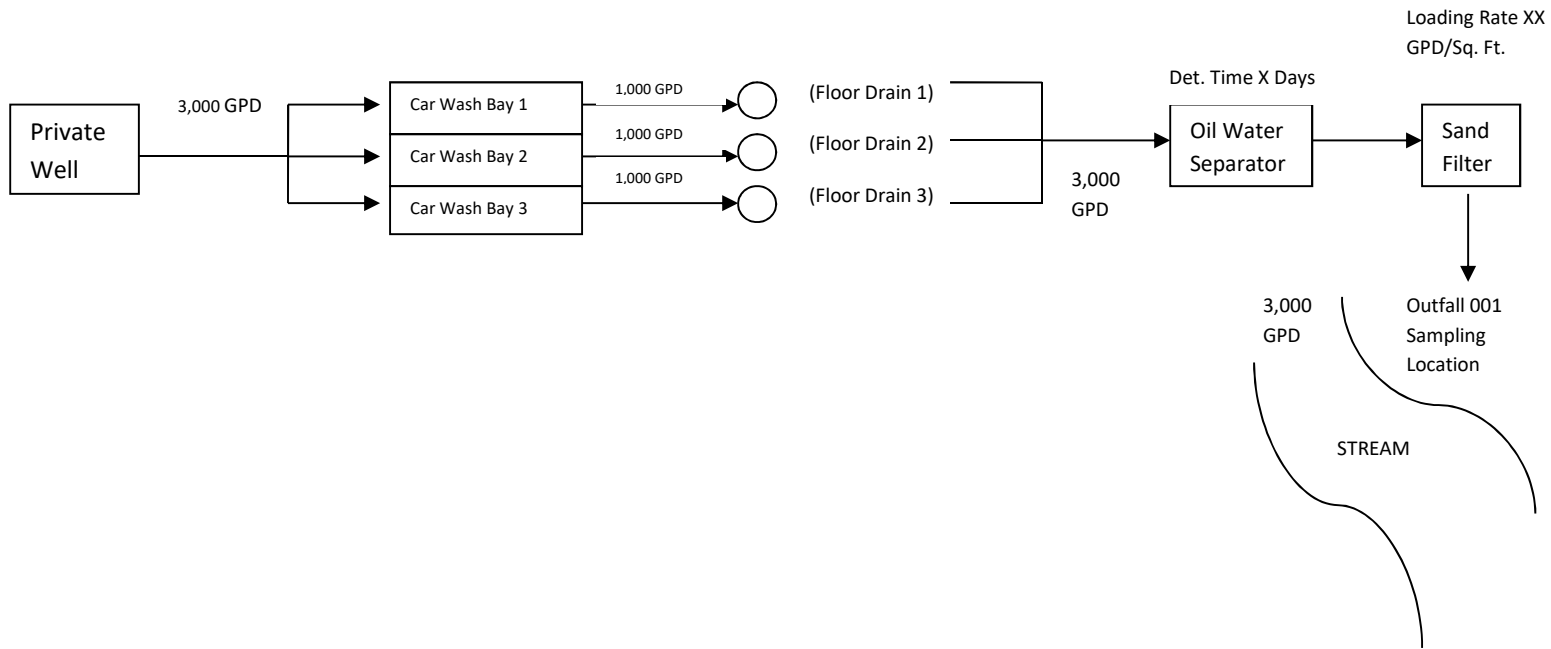
APPENDIX #

Location Map (topographic, computer generated or hand drawn) to show treatment unit, outfall locations and wastewater receiving stream

APPENDIX #

WASTEWATER TREATMENT DIAGRAM

**EXAMPLE**



APPENDIX #  
PHOTOS

1. Business Property
2. Treatment System
3. Outfall
4. Receiving Stream

APPENDIX #

Material Safety Data Sheet(s) or List of Chemicals







APPENDIX #

VPDES Permit



# **ATTACHMENT 6**

Mobile Vehicle Wash Owners  
Example to Eliminate Discharge

Stormwater inlet protection means diverting vehicle wash water from the storm sewer system. Otherwise it would flow untreated into the local rivers and streams. This example captures detergents, oils, and other pollutants that harm aquatic life and pumps them into a safer location.

**Step 1 - Equipment Needed:**

1. Suds catcher catch basin insert
2. Sump pump
3. 100 ' extension cord
4. Yellow GFCI shock protector
5. 100 ' hose (cut off spray nozzle best)
6. Grate lifting hook
7. Two safety cones
8. Instructions



**Step 2 -** Place safety cones out to prevent accidental falls when the grate is removed.



**Step 3 -** Set up the drain hose and extension cord next to the drain.





**Step 4** - Connect the hose to the sump pump. The hose will direct the water away from the catch basin.

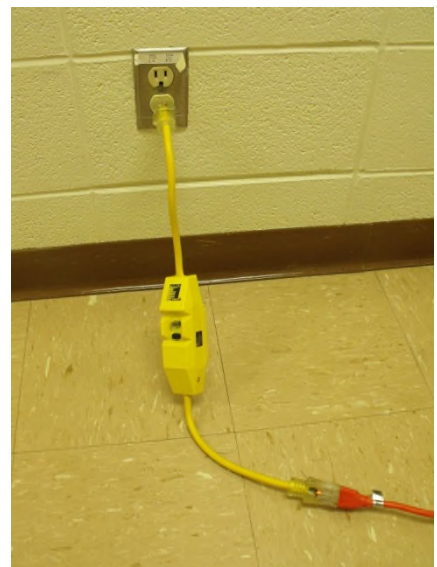
Place the other end of the hose into one of the following:



1. *sanitary* sewer manhole. Check with local sewer authority before disposal in to the sanitary sewer system.
2. sink inside a building
3. toilet inside a building

If the above are not available, a grassy area where the water can absorb into the ground is suitable. Ensure that any runoff does not enter another catch basin. If necessary, attach additional hoses.

**Step 5** - Connect the GFCI Surge Protector to the wall outlet, then to the extension cord. DO NOT connect the surge protector between the extension cord and the pump, as this may cause a shock hazard. Keep the extension cords out of the water as much as possible.





**Step 6** - Use the grate lifting hook to remove the catch basin grate. Catch basin grates are heavy, so use suitable footwear and proper lifting techniques. Get help if needed. Use caution to keep people and objects from falling into the open catch basin.

**Step 7** - Place the catch basin insert into the catch basin.



**Step 8**: Place the sump pump into the catch basin insert.

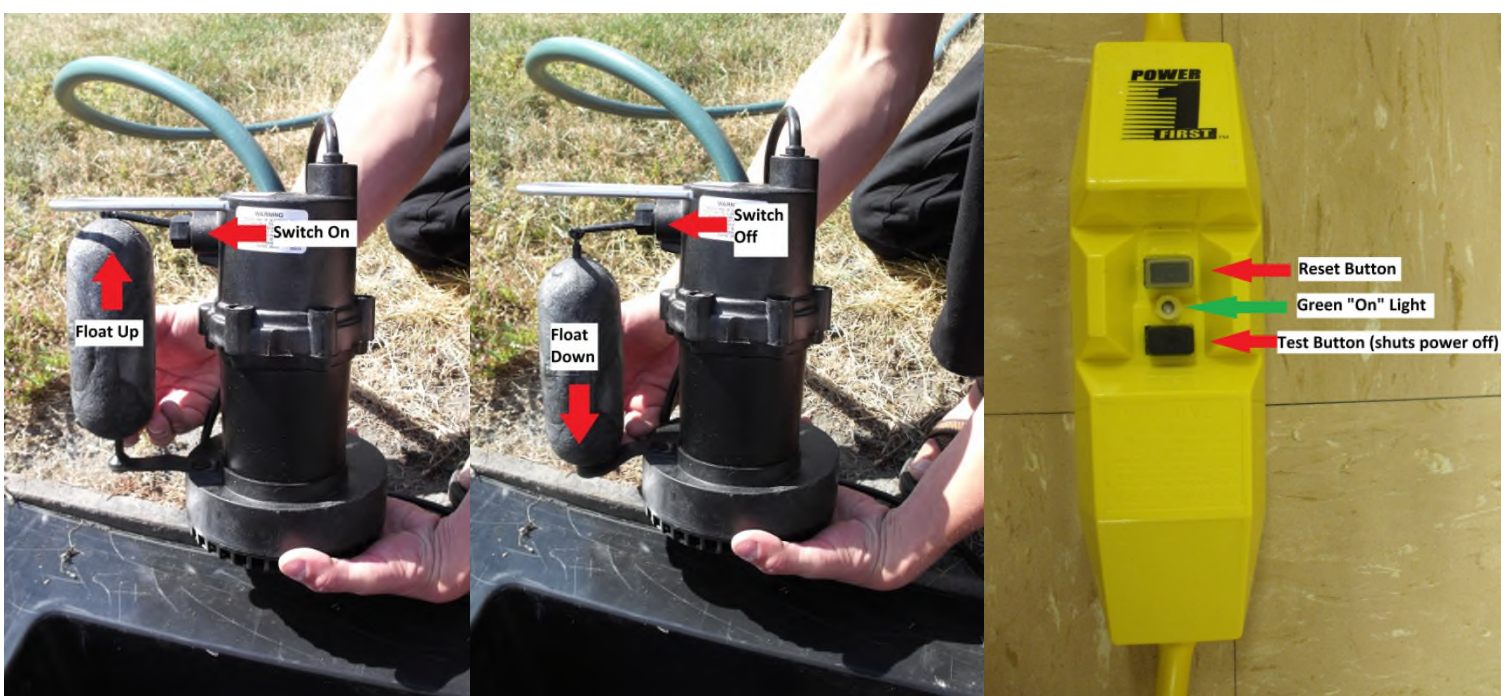
**Step 9** - The equipment is now ready for use. As water drains into the catch basin insert, it is pumped out into the safe location. As water fills the sump, the float switch on the pump will turn on and off automatically as needed. There will be some residual water in the catch basin when the pump shuts off.



**Step 10** - Sweep and remove trash before removing the insert.

## Troubleshooting:

If the pump is not working, first check and ensure the float switch is on by lifting the float and see if the pump begins working. If not, then ensure the extension cord has power and that the GFCI shock protector is reset by pushing the reset button. Use caution when working with electricity, and do so in a dry place to avoid electrocution.



Other ideas not illustrated in this attachment:

- Wash vehicles in a portable wash pool designed to catch the wash water and vacuum or pump the wash water away or to a holding container to dispose of properly.
- A combination of various best management practices may result in 'no discharge.'

# ATTACHMENT 7

## Stormwater Inlet Protection Measures

### Example Measures to Maintain Water Quality for Permitted Owners Discharging Vehicle Wash Water Directly to a Stormwater Drain (No Wastewater Treatment at Facility)

#### Always:

- Use a sprayer on your hose that shuts water off when unneeded.
- Sweep the area (before and after washing) where you will be washing cars on and pick up any trash, etc. that may enter the storm sewer.
- Use biodegradable soaps and cleaners, and use them sparingly. The safest cleaners are vegetable or citrus based. Do not use dishwashing detergent.
- Use a storm drain covers or seals, boom, catch basin filter or drop basin filter to block or deflect the wash water to a pervious surface
- Whenever possible, wash only on sunny days to promote evaporation.

#### Consider:

- Use of methods in [Attachment 6](#) may eliminate the need for permit coverage.
- If only washing a few vehicles a week or less, take them to a car wash instead to eliminate the need for permit coverage at your location.

