

VWP CMR Revision Procedures

- Permittees opting to use the new CMR system must still provide a 10 day notification prior to construction start and 30 day post construction notification.
- The modified CMR system does not apply to site-specific compensation site construction. We will still require compensation site construction monitoring (in addition to success criteria monitoring).
- IP's will require self monitoring and GP's will not. Self monitoring for GP's will require a regulatory change.
- To preserve any project specific monitoring under the new CMR system, the initial letter specifies that the new CMR system does not apply to monitoring related to T&E species or water quality issues. Review each requested CMR modification to ensure the preservation of any special monitoring requirements.
- When issuing the CMR Minor Modification for IP's do not delete the old Special Conditions. Leave the numbering structure intact and change the removed condition to read "This condition was removed per Minor Modification, dated x". Use the Minor Modification Transmittal Cover Letter to convey the revised Special Conditions.
- For new IP's and GP's, use the provided permit template conditions to replace the impact site construction monitoring conditions.

CEDS Entry

- Upon receipt of a permittee's request to use the new CMR system, permit writers will initiate a Notice Of Planned Change (NOPC) for GP's and will process as a Minor Modification for IP's.
- In the CEDS GP Module, on the "General Information/Project tab, check the "Admin/Other" box located under "Planned Change Information".
- Enter "CMR" into the comment field associated with the event code authorizing the modification (NOPC%AU for GP's and MIMOD%ISS for IP's). This will enable us to capture the CMR modifications in a Discoverer query.

Enforcement

- If a permittee fails to request the new CMR system and also fails to submit CMR's under the old system, as required by their permit, then we will only enforce the requirement to submit a CMR and not pursue the itemized components for extra points.



Attachment 2: VWP PERMIT CONSTRUCTION STATUS UPDATE FORM

Attached to **PERMIT NO: DATE AND TYPE OF PERMIT ACTION ISSUANCE**

Date (check one):

June____, _____

December _____, _____

VWP Permit No: _____

Project Name: _____

Status within each authorized surface water impact location, as identified on *MAP NAME*, dated **MM-DD-YYYY**, , and received **MM-DD-YYYY**: (check one of the following status options for each impact number/location. Attach additional sheet(s) if needed.)

Impact number	Construction activities started	Construction activities not started	Construction activities started but currently not active	Construction activities complete

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 violation.

Authorized Signature: _____

Print Name: _____

Title: _____

Phone: _____

Date: _____

Email: _____

Impact Construction Status Table Continued (if needed)



Attachment 1: MONTHLY VWP PERMIT INSPECTION CHECKLIST

An inspection of all permitted impact areas, avoided waters and wetlands, and permanently preserved waters, wetlands and upland areas must be conducted at least once every month during active construction activities. Maintain this record on-site and available for inspection by DEQ staff.

Project Name		VWP Permit #		Inspection Date	
Inspector Name & Affiliation		Phone # & Email Address			
Based on reading of VWP permit No. _____ including authorized impacts map entitled "Map Title" dated "DATE" and received "DATE", and my inspection on the date referenced above, to the best of my knowledge this project (___ is in compliance / ___ is not in compliance) with the VWP Permit.					
I certify that the information contained in this report 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 of Inspector			_____ Date		

REVIEWED DURING SITE INSPECTION	Yes	No	N/A	Notes & Corrective Action Taken / Date Completed (use back of page if necessary)
Unauthorized impacts to surface waters, including wetlands, or upland preservation areas have occurred .* <i>(This includes sedimentation impacts due to inadequate or failed erosion controls.)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
Non-impacted wetlands, streams and preservations areas within 50 feet of construction are clearly marked to prevent unpermitted impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary impacts are being restored to original contours, stabilized, and allowed to re-establish with wetland vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction activities are not substantially disrupting aquatic life movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E&S controls are present, properly maintained, and functioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In-stream work is being performed in the dry with the appropriate use of cofferdams, sheetpiling, etc., to minimize stream bottom disturbance and turbidity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pipes and/or culverts for road crossings at impact locations X, XX, XXX are countersunk to provide for the re-establishment of low flow fish passage and/or a natural stream bottom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time-of-year restrictions regarding impacts to surface waters are being adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water quality monitoring is being conducted during stream impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Streams and wetlands are free from any sheen or discoloration that may indicate a spill of oil, lubricants, concrete or other pollutants. **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy equipment is placed on mats or geotextile fabric when working in wetlands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exposed slopes/stream banks are stabilized immediately upon completion of work in each impact area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

* If unauthorized impacts have occurred, you **must** email or fax a copy of this report to DEQ within 24 hours of discovery. Email: [project manager]@deq.virginia.gov Fax: [xxx-xxx-xxxx]

** Any fish kills, or spills of fuels or oils must be reported **immediately upon discovery** to DEQ at 804-527-5020. If outside of normal business hours, contact Virginia Dept. of Emergency Management at 1-800-468-8892 or the National Response Center at 1-800-424-8802.

Notes

Boilerplate GP Notes:

- 1) A semi-annual construction status update shall be completed in June and December of every year during the term of this permit. The construction status update shall include reference to the VWP general permit authorization number and one of the following statements: a) Construction activity in authorized impact areas has not yet commenced; b) Construction activity within authorized impact areas has commenced; c) Construction activity within authorized impact areas has commenced but is currently suspended; or d) All authorized impacts are complete. The updates shall be submitted electronically to [project manager]@deq.virginia.gov or mailed to the appropriate DEQ office, and must be received by DEQ no later than January 10 and July 10 of every year. These updates fulfill the requirements of Part II.B.1 and II.E.3 of this authorization.
- 2) The permittee shall notify DEQ within 24 hours of discovering impacts to surface waters (including wetlands) that are not authorized by this permit. The notification shall include photographs, estimated acreage and/or linear footage of impacts, and a narrative description of the impacts.

Boilerplate IP Notes:

1. Final plans for the project construction activities authorized by this permit shall be submitted **thirty (30) calendar days** prior to initiating any land disturbance or construction in permitted impact areas. Construction shall be performed in accordance with the final construction plans submitted to DEQ, which shall be in compliance with the permit. Any changes to the final plans for permitted areas shall be submitted to DEQ immediately upon determination that changes are necessary. DEQ approval shall be required prior to implementing the changes.
2. The permittee shall submit written notification at least **ten (10) calendar days** prior to the initiation of land disturbance or construction activities in permitted areas. The notification shall include a projected schedule for initiating and completing work at each permitted impact area.
3. Site inspections shall be conducted **once every calendar month** and recorded on the *Monthly VWP Permit Inspection Checklist (Attachment 1)* by the permittee or the permittee's qualified designee during active construction within authorized surface water impact areas. Monthly inspections shall be conducted in the following areas: all authorized permanent and temporary impact areas; all avoided surface waters, including wetlands, stream channels, and open water; surface water areas within 50 feet of any land disturbing activity; and all on-site areas designated for permanent preservation. The

Monthly VWP Permit Inspection Checklist (Attachment 1) shall be completed in its entirety for each monthly inspection and shall be kept on-site and made available for review by DEQ staff upon request during normal business hours.

4. The *VWP Permit Construction Status Update Form (Attachment 2)* enclosed with this permit shall be completed in June and December of every year for the duration of this permit. The *VWP Permit Construction Status Update Form (Attachment 2)* shall include reference to the VWP permit authorization number and one of the following statements for each authorized surface water impact location:
 - a. Construction activities not yet started;
 - b. Construction activities started;
 - c. Construction activities started but are currently inactive, or;
 - d. Construction activities complete.
5. The *VWP Permit Construction Status Update Form (Attachment 2)* shall be submitted electronically to **[project manger]**@deq.virginia.gov or mailed to the [] Regional Office at **[address]** and must be received by DEQ no later than January 10 and July 10 of every year.
6. The permittee shall notify DEQ within 24 hours of discovering impacts to surface waters including wetlands, stream channels, and open water that are not authorized by this permit. The notification shall include photographs, estimated acreage and/or linear footage of impacts, and a description of the impacts.
7. The permittee shall submit written notification of completion within 30 calendar days after the completion of all activities in all permitted impact areas authorized under this permit.