Virginia's Community Colleges

Standards and Specifications

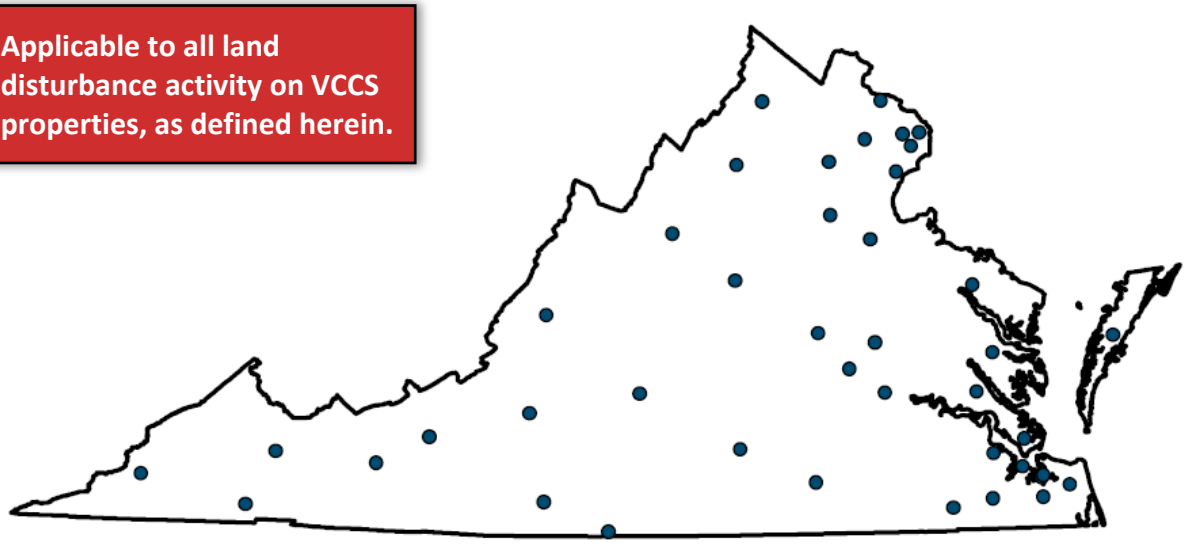
for

Erosion & Sediment Control

and

Stormwater Management

Applicable to all land disturbance activity on VCCS properties, as defined herein.



Effective Date: July 1, 2024

The VCCS Standards and Specifications for Erosion & Sediment Control and Stormwater Management are in accordance with 9VAC25-875-820 et seq. that allow for submission to DEQ standards and specifications for the VCCS to conduct land disturbance activities. These VCCS Standards and Specifications are consistent with the Virginia Erosion and Stormwater Management Act (§62.1-44.15:24 et seq.) and attendant regulations (9VAC25-875-10 et seq).

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Regulatory Consistency

The VCCS Standards and Specifications for ESC and SWM have been developed consistent with 9VAC25-875-830, including all information required to be obtained within by 9VAC25-875-830. E. The Virginia Stormwater Management Handbook, Appendix J, which provides a list of the required content for standards and specifications is referenced below to provide cross-reference for corresponding sections in Appendix J of the Handbook.

Appendix Section	Appendix Title	Reference in the VCCS Annual Standards and Specifications for ESC and SWM
J.1	Standards and Specifications Entity	Page ii
J.2	Standards and Specifications Entity Type	
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J.4	Certification	
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J.6	Regulated Land-Disturbing Activities	Section 2.0
J.7	Certified Personnel	Section 1.1 (General); Section 3.1 and Section 3.2 (Plan Review); Section 4.2.1 (Inspections)
J.8	Review and Approval of Plans	Section 3.1 (ESC), Section 3.2 (SWM)
J.9	Erosion and Sediment Control Plan – Contents of Plans	Section 3.1 and Appendix C (Plan Checklists)
J.10	Erosion and Sediment Control Variances and Exceptions	Section 3.1.3 (Variances) and Section 3.2.5 (Exceptions)
J.11	Stormwater Pollution Prevention Plan Contents	Section 3.3.1 and Appendix H (SWPPP Template)
J.12	Stormwater Management Plan Contents	Section 3.2 and Appendix C (Plan Checklists)
J.13	Pollution Prevention Plan Contents	Section 3.3.1 and Appendix H (see SWPPP Template, Section 3 and Appendix B)
J.14	Technical Criteria for Regulated Land-Disturbing Activities	Section 3.2.1
J.15	Long-Term Maintenance of Permanent Stormwater Facilities	Section 5
J.16	Project Tracking and Reporting	Section 4.2.6
J.17	Monitoring, Inspections, and Enforcement	Section 4.2 and Appendix E

ENTITY INFORMATION

Standards and Specifications Entity Information
Entity Name: Virginia Community College System
Entity Address: 300 Arboretum Place, Suite 200, Richmond, VA 23236
Contact: Shelley Bains, VCCO, Capital Outlay Program Manager
Phone: 804.683.5777; Email: sbains@vccs.edu
Alternate Contact: Steven J. L'Heureux, RA, VCCO, VCA
Phone: 804.819.3326; Email: slheureux@vccs.edu
Entity type: State Agency

Standards and Specifications Agreement Information
Agreement Date: July 1, 2024
Date of previously approved agreement: Understood to be previous DEQ-approved VCCS Standards and Specifications for Erosion and Sediment Control and Stormwater Management, dated March 10, 2021.
Updates since previous agreement: The VCCS Standards and Specifications for ESC and SWM have been updated for consistency with the Virginia Erosion and Stormwater Management Act (VESMA), attendant regulations and latest General VPDES Permit for Discharges of Stormwater from Construction Activities.

Certification
"I certify under penalty of law that this agreement 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."

Printed Name:	Shelley Bains, VCCO
Title:	Capital Outlay Program Manager, Virginia Community College System
Signature:	
Date:	July 1, 2024

Standards and Specifications Administration
The Virginia Community College System (VCCS), the "S&S Entity," is responsible for administering, implementing, and complying with the standards and specifications for Erosion and Sediment Control (ESC) and Stormwater Management (SWM) set out in this agreement by following the design criteria in the Virginia Stormwater Management Handbook, Version 1.0, for applicable land disturbance activities, as described herein.

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APPENDICES

ACRONYMS

BMP	Best management practice (synonymous with SWM facility)
CBPA	Chesapeake Bay Preservation Area
DEQ	Virginia Department of Environmental Quality
ESC	Erosion and Sediment Control
MS4	Municipal Separate Storm Sewer System
SWM	Stormwater Management
S&S	Standards and Specifications
SF	Square foot
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
VAC	Virginia Administrative Code
VAR10	General Permit for Discharges of Stormwater from Construction Activity
VCCS	Virginia Community College System
VESMA	Virginia Erosion and Stormwater Management Act
VPDES	Virginia Pollutant Discharge Elimination System

DEFINITIONS

The words and terms in the VCCS S&S shall have the meanings defined in the regulations listed in in 9VAC25-875-10 unless the context clearly indicates otherwise. The following definitions apply herein:

"Applicant" means licensed professional providing submissions to the Virginia Community College System (VCCS) to engage in a regulated land-disturbing activity.

"Contractor" means the company and individual responsible for implementation of the approved ESC Plan, SWM Plan, these S&S, and conditions of the General Permit for Discharges of Stormwater from Construction Activity (VAR10), as applicable. The company or individual meets either of the following two criteria: (i) direct operational control over construction plans and specifications, including the ability to make VCCS-approved modifications to those plans and specifications or (ii) day-to-day operational control of those activities at a land disturbance activity that are necessary to ensure compliance with a stormwater pollution prevention plan for the site.

"Land disturbance" or "land-disturbing activity" means a manmade change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land.

"Licensed professional" means a professional registered in the Commonwealth of Virginia pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia. For purposes of these Standards and Specifications a licensed professional is one that is certified by DPOR as an Architect, Professional Engineer, Land Surveyor, or Landscape Architects.

"Operator" means the same as Contractor.

"Permit" means the General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880) required for land disturbance activities ≥ 1-acre.

"Permittee" means the operator to whom the General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880) is issued (Contractor).

"Standards & Specifications (S&S)" means the VCCS's Standards and Specifications for Erosion & Sediment Control and Stormwater Management.

"VCCS S&S for ESC" means the requirements described in the VCCS S&S regarding erosion and sediment control requirements.

"VCCS S&S for SWM" means the requirements described in the VCCS S&S regarding stormwater management requirements.

"VCCS S&S Project Manager" means the individual managing the land disturbance activity for the VCCS or college.

1.0 OVERVIEW

The Virginia Community College System (VCCS), through authority of the Virginia Stormwater Management Act (§ 62.1-44.15:31), has developed and maintains the VCCS Standards and Specifications for Erosion and Sediment Control and Stormwater Management (VCCS S&S). The VCCS S&S are developed consistent with 9VAC25-875-830 and approved by the Virginia Department of Environmental Quality (DEQ). The VCCS S&S describe how land disturbance activities shall be conducted on VCCS properties and incorporate, by reference and for consistency, the following laws and attendant regulations, as amended:

- ✓ Virginia Erosion and Stormwater Management Act (VESMA) (§ 62.1-44.15:24 et. seq.)
- ✓ Virginia Erosion and Stormwater Management Regulations (9VAC25-875-10 et. seq.)
- ✓ VPDES General Permit for Discharges of Stormwater from Construction Activities (9VAC25-880-10 et. seq.); and the
- ✓ Chesapeake Bay Preservation Act (§62.1-44.15:67 et. seq.) and Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830).

These VCCS S&S shall be reviewed to determine applicability for proposed land disturbance, and implemented as applicable, for all land disturbance activities on VCCS college campuses.

1.1 Structure and Implementation

The VCCS S&S are structured to guide VCCS personnel and contractors through the process of land disturbance activities, including the planning phase and the plan development/approval and construction phases, to ensure consistency with the regulatory requirements referenced in Section 1.0. The VCCS S&S include four distinct sections:

- **Applicability** – Procedures to determine if a land disturbance project is subject to the requirements of the VCCS S&S, as described in Section 2;
- **Application and Permitting Process** – Procedures for applicable land disturbance activities prior to commencement of land disturbance, as described in Section 3;
- **Construction Phase** – Procedures required during construction through the completion and close-out of a project, as described in Section 4; and
- **Post-Construction** – Responsibilities and procedures to ensure long-term care and maintenance of stormwater management facilities, as described in Section 5.

The VCCS S&S shall apply to all applicable land disturbance activities, as described in Section 2. Administration and enforcement of the VCCS S&S will be performed by VCCS as described herein. Implementation of the VCCS S&S ensures responsible staff, and its

representatives, obtain the necessary certifications through DEQ in accordance with the Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-875-380 through 9VAC25-875-460). Certifications will be dependent on the individual's role in implementing the VCCS S&S and may include Program Administrator, Plan Reviewer, Inspector, or a combination of certifications.

1.2 Virginia DEQ Oversight Responsibilities

The VCCS S&S are submitted to DEQ for review and approval based on consistency with the law and regulations listed in Section 1.0. Approval requires VCCS to operate as a Virginia Erosion and Stormwater Management Program (VESMP) authority consistent with the VCCS S&S. However, DEQ serves as the VESMP authority for S&S holders, such as VCCS, providing oversight and enforcement to ensure compliance.

As the VESMP authority for VCCS, where applicable, and to ensure compliance in accordance with the laws and regulations listed in Section 1.0, DEQ shall:

- ✓ Provide review and subsequent approval of the VCCS S&S (§62.1-44.15:31.A). Requirements for periodic updates are according to a schedule established by DEQ.
- ✓ Provide technical assistance and training and general assistance in program administration (§62.1-44.15:27.F)
- ✓ Perform random site inspections or inspections in response to a complaint (§62.1-44.15:31.E); and
- ✓ Assess administrative charge to cover costs of services rendered, including standards and specifications review and approval, project inspections, and compliance (§62.1-44.15:31.F).

At DEQ's discretion, the following documentation and/or actions may be requested:

- Inspection reports resulting from inspections conducted by VCCS;
- Complaint logs and complaint responses;
- Reporting to the department's applicable regional office that may include:
  - ✓ Inspection reports;
  - ✓ Pictures;
  - ✓ Complaint logs and complaint responses; and

✓ Other compliance documents demonstrating implementation of the VCCS S&S.

2.0 APPLICABILITY

Land disturbance activity may be subject to the requirements of the VESMA and attendant regulations for erosion and sediment control (ESC) or the stormwater management (SWM), or both. Applicability may vary depending on the location and type of activity. For the purposes of applicability to the VCCS S&S, a land disturbance activity is defined as:

> ***"Land disturbance"*** *or "**land-disturbing activity**" means a manmade change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land.*

This section is intended to assist in determining applicability, as follows:

- Section 2.1 provides a list of activities exempt to the VCCS S&S;
- Section 2.2 provides instruction for determining if a proposed project is subject to the ESC regulatory requirements (9VAC25-875-540 through 9VAC25-875-560), and thus the *VCCS S&S for ESC*.
- Section 2.3 provides instruction for determining if a proposed project is subject to the SWM regulatory requirements, (9VAC25-875-570 through 9VAC25-875-660), and thus the *VCCS S&S for SWM*.
- Section 2.3.1 describes the requirements for *all* SWM facilities to be constructed on VCCS properties.

2.1 Exempt Activities

Per 9VAC25-875-90 of the VESMA regulations, the following activities that are potentially relevant to VCCS are exempt from compliance with the VCCS S&S:

- Minor land-disturbing activities, including gardens and landscaping, repairs, and maintenance work;
- Installation, maintenance, or repair of any individual service connection;
- Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;
- Clearing of lands specifically for bona fide agricultural purposes (see 9VAC25-875-90 for additional detail);
- Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;

- Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the VCCS Systems Office shall be advised of the disturbance within seven days of commencing the land-disturbing activity, and compliance with the applicable requirements of the VCCS S&S is required within 30 days of commencing the land-disturbing activity; and
- Discharges to a sanitary sewer or a combined sewer system that are not from a land-disturbing activity.

2.2 Erosion & Sediment Control Regulatory Requirements

The VCCS S&S for ESC are applicable on VCCS properties where a land disturbance activity disturbs an area equal to or greater than:

- 10,000 square feet; or
- 2,500 square feet if the project is within a Chesapeake Bay Preservation Area (CBPA); or
- A smaller area threshold established in a locality's ESC Program ordinance.

Figure 2.1 provides a process for determining applicability to the VCCS S&S for ESC. **Appendix A** provides planning level information for each VCCS community college campuses throughout the Commonwealth to assist in determining applicability.

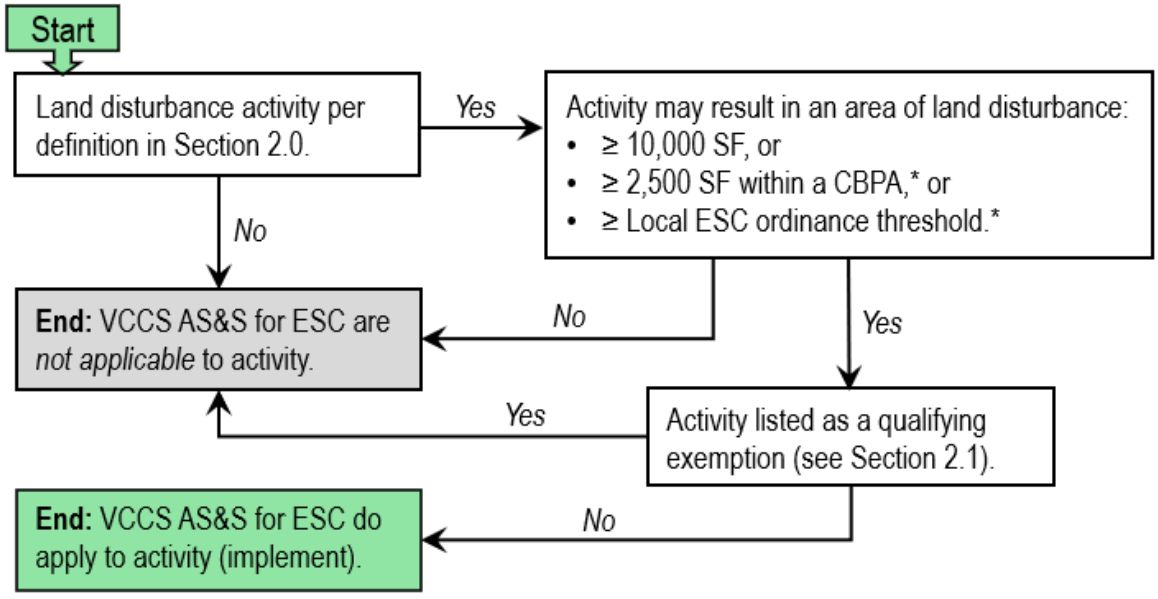


Figure 2.1 Process for determining applicability to the VCCS S&S for ESC.
Note: (1) SF = square feet; (2) * = refer to Appendix A for planning level determination.

2.3 Stormwater Management Regulatory Requirements

The VCCS S&S for SWM are applicable on VCCS properties where a land disturbance activity disturbs an area equal to or greater than:

- 1-acre; or
- 2,500 square feet if the project is within a CBPA; or
- A smaller area threshold established in the locality's SWM Program ordinance.

In addition to the exemptions from applicability to the VESMA regulations listed in Section 2.1, the following potentially relevant activities to the VCCS are also exempt for applicability to the VCCS S&S for SWM only:

- SWM Exemption: Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance; and
- SWM Exemption: Discharges from a land-disturbing activity to a sanitary sewer or a combined sewer system.

Figure 2.2 provides a process for determining applicability to the VCCS S&S for SWM. **Appendix A** provides planning level information for each VCCS community college campuses throughout the Commonwealth to assist in determining applicability.

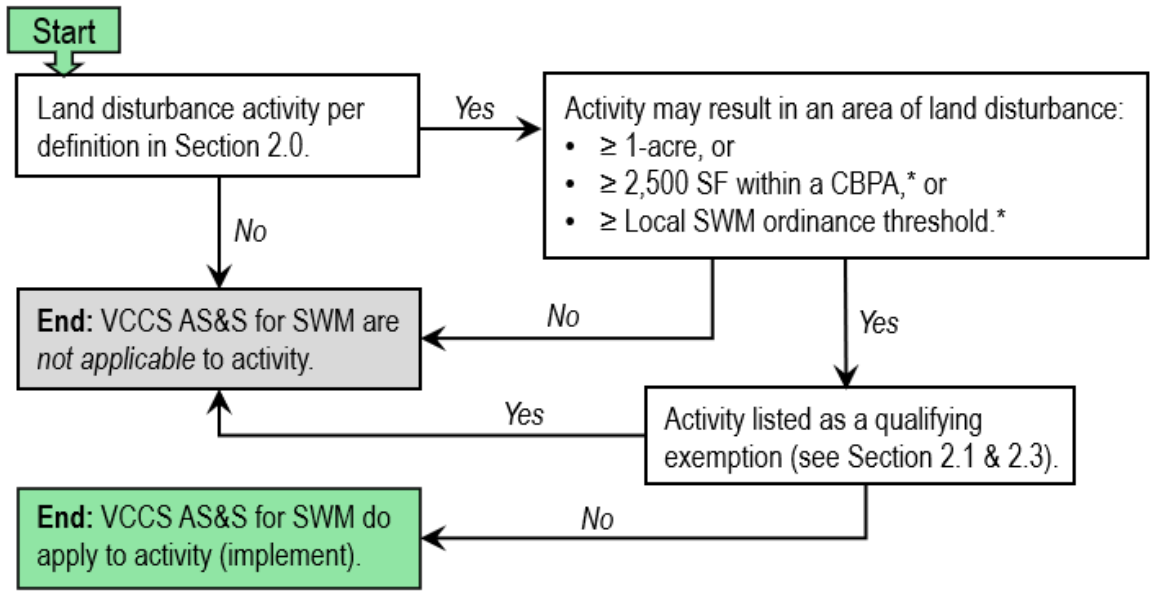


Figure 2.2 Process for determining applicability to the VCCS S&S for SWM.
Note: (1) SF = square feet; (2) * = refer to Appendix A for planning level determination.

2.3.1 Stormwater Management for Non-Applicable Projects

From time to time, development projects on VCCS properties may incorporate the construction of a SWM practice although the practice is not required by the VESMA laws and regulations. Examples of the installation of a SWM facility in these instances may instead occur as part of:

- A building project to assist in achieving credit towards environmental rating system certifications; or
- To address pollutant reduction requires to address a total maximum daily load (TMDL) waste load allocation assigned to a college.

Any stormwater management practice that does not otherwise qualify as subject to the VCCS S&S for SWM shall not be constructed prior to approval of a SWM Plan from VCCS as described in Section 3.2. A record drawing must also be completed per Section 4.2.4 and long-term inspections and maintenance conducted per Section 5.0. The practice shall be designed per the standards and specifications in the Virginia Stormwater Management Handbook.

3.0 APPLICATION AND PERMITTING PROCESS

Section 3 describes the development process once a land disturbance activity has been identified as applicable to the VCCS S&S. Once applicable, a Land Disturbance Application Form (**Appendix B**) must be submitted to the VCCS AS&S Project Manager. This form cannot be completed until the requirements of this section are implemented. This Section discusses the responsibilities of the VCCS, the VCCS S&S Project Manager, and the procured Contractor for the land disturbance activity prior to commencement of land disturbance. Depending on the project applicability determination made using the guidance in Section 2, a land disturbance activity may be subject to:

- Only the ESC requirements described in Section 3.1; or
- The ESC and SWM requirements described in Sections 3.1 and 3.2; or
- Only the SWM requirements described in Section 3.2 if a SWM facility is proposed, as described in Section 2.3.1, and the VCCS S&S are otherwise are not applicable.

If the land disturbance activity disturbs ≥1-acre, in addition to VCCS plan approval, the Contractor will also be required to obtain coverage under the General Permit for Discharges of Stormwater from Construction Activity from DEQ, as described in Section 3.3.

3.1 Erosion & Sediment Control Plan Review & Approval

Land disturbance activity subject to the *VCCS S&S for ESC* requires a VCCS-approved ESC Plan, with the plan submitted by a licensed design professional (Applicant). Upon receipt of a complete submission, the VCCS S&S Project Manager for the respective college will coordinate the review of the submission by an individual certified in accordance with the VESMA regulations (9VAC25-875-380 through 9VAC875-460).

The plan review, typically performed by a contracted third-party consultant, is to ensure consistency with the technical criteria described in Section 3.1.1 and the VCCS ESC Plan Preparer/Reviewer Checklist in **Appendix C1**. The ESC plan review will result in either:

- An approval letter from the reviewer to VCCS recommending plan approval, or
- A denial letter providing comments listing the reasons the ESC Plan could not be approved.

Review comments will be provided from VCCS to the submitting professional within 45 days of the acceptance of the submittal. The date of acceptance of a submittal is the date that VCCS acknowledges, in writing, that all of the submission materials described in Section 3.1.2 have been

provided for review. Acknowledgement from the VCCS Project Manager, or designee, of a complete submittal will be provided with form provided in **Appendix B**.

Re-submissions to address comments resulting from a plan review shall include a cover letter from the licensed professional that explicitly responds to each comment from the review. Each response shall describe how the comment was addressed with reference to the location(s) of the changes in the Plan and/or Narrative. Any other changes not specifically addressed in the response to comments from the previous review shall also be described in the Applicant's response with location of changes identified.

Upon approval, the DEQ-certified Plan Reviewer will sign the cover sheet of the submitted plans, providing their applicable and current DEQ certification number and the date of approval. Subsequently, plans are approved by the VCCS in the form of a signed approval stamp signed by a DEQ-certified ESC and SWM Dual Program Administrator designee of the VCCS Associate Vice Chancellor for Facilities Management Services. A land disturbance activity is prohibited from commencing prior to VCCS plan approval, completion of the preconstruction meeting described in Section 4.1, and Construction General Permit (VAR10) coverage, the latter where applicable for land disturbance activity ≥ 1-acre (see Section 3.3).

3.1.1 ESC Technical Criteria

The ESC Plan shall be consistent with the ESC requirements of the VESMA regulations (9VAC25-875-550 through 9VAC25-875-560), the latest edition of the Virginia Stormwater Management Handbook, and specifically address each applicable minimum standard described in 9VAC25-875-560. Where applicable, the ESC Plan shall also address more stringent ESC requirements in the Ordinance of the locality within the college is incorporated. For planning purposes, localities known to have more stringent requirements for ESC are identified in **Appendix A**. However, the appendix information is for planning purposes only and it is the responsibility of the ESC Plan Applicant to review the locality's ESC ordinance for more stringent requirements and incorporate them into the ESC Plan.

3.1.2 ESC Plan Submittals

The items listed below shall be included in the submission by the Applicant to VCCS when land disturbance activity is subject to the VCCS S&S for ESC. With an initial submission, each item shall be provided to the VCCS S&S Project Manager electronically in pdf format. Hardcopies

shall be provided once plans have reached their final version for approval (# of copies in parenthesis below). Submissions shall include the following completed documents:

- VCCS Land Disturbance Application Form (**Appendix B**)
  This form provides a summary of the applicability to the VCCS S&S, contact information, and documentation of VCCS acceptance of the submission. *(2 hard copies)*
- Completed VCCS ESC Plan Checklist (**Appendix C1**)
  The checklist is intended to assist the ESC Plan preparer and reviewer with ensuring compliance to the technical criteria described in Section 3.1.1. Each applicable item on the checklist shall be addressed on the ESC Plan or within the ESC Narrative. *(2 hard copies)*
- ESC Plan – The ESC plan shall be signed and sealed by a licensed professional and demonstrate compliance to the technical criteria described in Section 3.1.1. *(6 hard copies)*
- ESC Plan Narrative – The ESC Plan Narrative shall be signed and sealed by a licensed professional and is considered part of the ESC Plan. The narrative shall incorporate supporting information necessary to demonstrate compliance to the technical criteria described in Section 3.1.1. The ESC Narrative can be provided on the ESC Plans, if feasible and reasonable for the subject activity. *(6 hard copies)*

3.1.3 ESC Plan Variances

An Applicant may request a variance from the ESC technical criteria through VCCS. Requests for variances will be considered by the VCCS, and if deemed appropriate, the VCCS S&S Project Manager will direct the Applicant to submit the request to DEQ for consideration of approval. All variances must ultimately, first be approved by VCCS and subsequently by DEQ.

A variance request may be considered prior to plan approval, or during construction, under the following conditions:

- The Applicant requests, in writing to the VCCS S&S Project manager, a variance with explanation of the reasons for requesting the variance. Reasons must be specific to restrictive site conditions and the variance shall be the minimum necessary to mitigate for the site restriction.
- The request shall include alternative measures to address potential downstream transport of sediment that could result from the granting of the variance.
- The request shall describe how the alternative measure(s) meets the intent of the minimum standard (9VAC25-875-560) for which the variance is sought.
- A variance will not be granted in any case where the granting of the variance could cause damage to downstream property. It is the responsibility of the Applicant to demonstrate in

the request that downstream properties will be protected from erosion, sedimentation and flooding.

- Request for a variance to the Virginia Stormwater Management Handbook standards and specifications of an ESC measure (e.g. proprietary inlet protection device) will consider consistency with the intent of the standard and specification for the specific type of measure described in Chapter 7 of the handbook.
- Specific variances which are allowed shall be documented on the ESC Plan.

VCCS reserves the right to disallow the use of proprietary ESC measures based on findings or past experiences that demonstrate poor performance related to sedimentation control or maintenance. In the case of an approved variance, sufficient detail shall be provided on the ESC Plan for proprietary measures, including any necessary computations, installation instruction, and inspection and maintenance instructions. Installation and maintenance shall be per the manufacturer's recommendations.

3.2 Stormwater Management Plan Review & Approval

Land disturbance activity subject to the VCCS S&S for SWM requires a VCCS approved SWM Plan, with the plan submitted by a licensed design professional (Applicant). Upon receipt of a complete submission, the VCCS S&S Project Manager for the respective college will coordinate the review of the submission by an individual certified in accordance with VESMA regulations (9VAC25-875-380 through 9VAC875-460).

The plan review, typically performed by a contracted third-party consultant, is to ensure consistency with the technical criteria described in Section 3.2.1 and the VCCS SWM Plan Preparer/Reviewer Checklist in **Appendix C2**. The SWM plan review will result in either:

- An approval letter from the reviewer to VCCS recommending plan approval, or
- A denial letter providing comments listing the reasons the SWM Plan could not be approved.

Review comments will be provided from VCCS to the submitting professional within 45 days of the acceptance of the submittal. The date of acceptance of a submittal is the date that VCCS acknowledges, in writing, that all of the submission materials described in Section 3.2.4 have been provided for review. Acknowledgement from VCCS of a complete submittal will be provided with form provided in **Appendix B**.

Upon approval, the DEQ-certified Plan Reviewer will sign the cover sheet of the submitted plans, providing their applicable and current DEQ certification number and the date of approval. Subsequently, plans are approved by the VCCS in the form of a signed approval stamp signed by a DEQ-certified ESC and SWM Dual Program Administrator designee of the VCCS Associate Vice Chancellor for Facilities Management Services. A land disturbance activity is prohibited from commencing prior to VCCS plan approval, completion of the preconstruction meeting described in Section 4.1, and Construction General Permit (VAR10) coverage, the latter where applicable for land disturbance activity ≥ 1-acre (see Section 3.3).

3.2.1 SWM Technical Criteria

The SWM Plan shall be consistent with the SWM requirements of the VESMA regulations (9VAC25-875-510), the latest edition of the Virginia Stormwater Management Handbook, and explicit consideration of Sections 3.2.2 and 3.2.3 of these standards and specifications. When applicable, the SWM Plan shall also address more stringent local criteria for stormwater management adopted within a DEQ-approved local ordinance. For planning purposes, localities known to have more stringent local criteria for SWM, including area of disturbance thresholds to require a SWM plan, are identified for planning purposes in **Appendix A**. However, it is the responsibility of the SWM Plan Applicant to review the locality's SWM ordinance for more stringent requirements and incorporate them into the SWM Plan.

3.2.2 Supplemental Criteria for Conserved Forest/Open Space

In the case that a SWM Plan incorporates the designation of VCCS property as conserved forest or open space to achieve stormwater management technical criteria, approval must first be obtained by the VCCS Associate Vice Chancellor for Facilities Management Services through the VCCS S&S Project Manager. Approval should be sought during the planning period, well prior to the submission of a SWM Plan. If approved, and at a minimum, the following supplemental information shall be provided on the SWM Plan:

- ✓ Metes and bounds delineating the conserved forest or open space, with permanent markers required to be provided in the field delineating the conserved area; and
- ✓ Clear instruction on the plans and record drawings that the conserved area shall be maintained in a forest/open space condition consistent with the Virginia Stormwater Management Handbook until such time that an amended stormwater management plan is approved by VCCS that mitigates any loss of stormwater quantity and quality criteria controls achieved by the open space.

3.2.3 VCCS Supplemental BMP Selection Criteria

Successful performance of SWM practices is dependent on a successful long-term SWM maintenance program. Designers should consider maintenance concerns such as accessibility, frequency of maintenance, and costs of maintenance when selecting BMPs to achieve technical criteria. The maintenance requirements for SWM practices shall be clearly specified on the SWM Plan and, under no circumstance, shall a SWM practice be proposed that requires a maintenance contract with the manufacturer outside of the term of an initial establishment of the practice. VCCS reserves the right to grant exceptions to this requirement in accordance with Section 3.2.5.

During the planning phase of identifying appropriate SWM practices, as a first step, the designer should review the college's latest SWM Master Plan to determine if proposed practices in the master plan are appropriate for addressing SWM quantity and quality regulatory criteria. For proposed master plan SWM practices intended to address multiple future land disturbance activities, the designer should discuss alternatives with the VCCS S&S Project Manager, considering and comparing elements such as costs and maintenance of project specific and master plan alternatives.

3.2.4 SWM Plan Submittals

The items listed below shall be included in the submission by the Applicant to VCCS when land disturbance activity is subject to the VCCS S&S for SWM. With an initial submission, each item shall be provided to VCCS electronically in pdf format. Hardcopies shall be provided once plans have reached the final version for approval (# of copies as described below). Submissions shall include the following completed documents:

- VCCS Land Disturbance Application Form (**Appendix B**)
  This form provides a summary of the applicability to the VCCS S&S, contact information, and documentation of VCCS acceptance of the submission. *(2 hard copies)*
- Completed VCCS SWM Plan Checklist (**Appendix C2**)
  The checklist is intended to assist the SWM Plan preparer and reviewer with ensuring compliance to the technical criteria described in Section 3.2.1. Each applicable item on the checklist shall be addressed on the SWM Plan or within the SWM Narrative. *(2 hard copies)*
- SWM Plan – The SWM plan shall be signed and sealed by a licensed professional and demonstrate compliance to the technical criteria described in Section 3.2.1. *(6 hard copies)*
- SWM Plan Narrative – The SWM Plan Narrative shall be signed and sealed by a licensed professional and is considered part of the SWM Plan. The narrative shall incorporate supporting information necessary to demonstrate compliance to the technical criteria

described in Section 3.2.1 and address Sections 3.2.2 and 3.2.3, as applicable. *(6 hard copies)*

- **Note:** Land disturbance activity subject to both the ESC and SWM requirements of the VCCS S&S should be provided as a single submission. In these cases, ESC and SWM plan review will occur concurrently.

3.2.5 SWM Plan Exceptions

An Applicant may request an exception to the SWM technical criteria and design standards and specifications through VCCS. Requests for exceptions will be considered by the VCCS, and if deemed appropriate, the VCCS S&S Project Manager will direct the Applicant to submit the request to DEQ for consideration of approval. All exceptions must ultimately be approved by VCCS and the DEQ Central Office. An exception may be granted, provided that:

- ✓ The exception is the minimum necessary to afford relief;
- ✓ Reasonable and appropriate conditions are imposed as necessary upon any exception granted so that the intent of the VESMA and the technical criteria are preserved;
- ✓ Granting the exception will not confer any special privileges that are denied in other similar circumstances; and the
- ✓ Request is not based upon conditions or circumstances that are self-imposed or self-created.

Economic hardship alone is not a sufficient reason to grant an exception from the requirements of the technical criteria or design standards and specifications. The following exceptions will not be granted:

- The requirement that a land-disturbing activity obtain a state permit, when applicable.
- The use of a BMP not found through the Virginia Stormwater BMP Clearinghouse or the Virginia Stormwater Management Handbook.
- Requirements for phosphorus reductions unless off-site options have been considered and are not available (thorough documentation required and VCCS may procure a third party for verification).

3.3 Contractor Responsibility - Construction General Permit (VAR10)

Land disturbance activity requires a General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880-10 et. seq.), also known as General Permit No. VAR10 (VAR10), when a land disturbance activity disturbs:

- ✓ ≥ 1-acre or
- ✓ < 1-acre, but is part of a common plan of development that is ≥ 1 acre.

The VAR10 General Permit is issued by the Virginia DEQ and coverage is required throughout the duration of the land disturbance activity. The contractor is responsible submitting a registration statement to apply for permit coverage, and ultimately obtain coverage as the operator. A VAR10 General Permit coverage letter from DEQ is required at the preconstruction meeting, when applicable, described in Section 4.1. The coverage letter is required prior to the commencement of the land disturbance activity and shall be maintained in the project's Stormwater Pollution Prevention Plan described in Section 3.3.1. The Operator (Contractor) of the permit is responsible for compliance to the permit conditions throughout the course of the land disturbance activity. VCCS will provide oversight of permit compliance through site inspections, described in Section 4.2.1.

VAR10 General Permit coverage requires submission of a completed DEQ VAR10 Registration Statement. The Registration Statement can only be completed once the ESC and SWM Plans have been approved by VCCS and a project-specific SWPPP has been completed (see following Section). The submission of the Registration Statement must be accompanied by DEQ's "Standards & Specification Entity Information" form, provided in **Appendix D-1**. Information required to complete the "Standards & Specification Entity Information" form will be available on the approved plans, as required by **Appendix C** forms.

3.3.1 Stormwater Pollution Prevention Plans (SWPPP)

Prior to submission of a Registration Statement to DEQ for VAR10 General Permit coverage, the project is required to have a VCCS-approved ESC and SWM Plan included as part of a site-specific stormwater pollution prevention plan (SWPPP). The SWPPP shall be prepared and certified in accordance with the permit by the permittee (Contractor) or a duly authorized representative. The SWPPP shall be prepared using the VCCS VAR10 SWPPP Template provided in **Appendix H**. The permittee is responsible for implementation of the SWPPP and may delegate authority for certifications (e.g. SWPPP and inspection form certifications) using the "Delegation of Authority Form" in provided in the SWPPP template.

3.3.2 Off-site Land-Disturbance Activity

Offsite support facilities are defined as those facilities such as staging areas, equipment and material storage areas, unsuitable and surplus material disposal areas, borrow areas, etc., which are located outside of the limits of disturbance shown on an approved ESC and/or SWM Plan. Offsite support facilities may be located within or outside of VCCS property. In either scenario, it is the responsibility of the Contractor to ensure applicable plans are approved and applicable permits are obtained for support facilities prior to the commencement of the land disturbance activity. If outside of VCCS property, the Contractor is required to obtain appropriate permits from the applicable locality or DEQ. If within VCCS property, the Contractor shall coordinate with the VCCS S&S Project Manager for a separate plan or modifications to the existing plan.

4.0 CONSTRUCTION PHASE

Section 4 describes the responsibilities of the Contractor and VCCS after the application and permitting phase is complete, including the pre-construction meeting and responsibilities during the implementation of a land disturbance activity subject to the VCCS S&S.

4.1 Mandatory Pre-construction Meeting

A preconstruction meeting is required for all land disturbance activity subject to the VCCS S&S prior to the commencement of the activity. The VCCS S&S Project Manager is responsible for coordination of the meeting. The Contractor's DEQ-certified Responsible Land Disturber (RLD), as defined in 9VAC25-875-20, shall be identified on the plans at, or prior to, the preconstruction meeting. The VCCS S&S Project Manager shall ensure the individuals identified on the *VCCS S&S Preconstruction Meeting Form* (**Appendix D-2**) attend the meeting and the checklist items in Section 2 of the form are available at the meeting. At the conclusion of the preconstruction meeting, Section 3 of the form shall be signed by the Contractor and VCCS S&S Project Manager. A copy of the completed VCCS S&S Preconstruction Meeting Form shall be maintained by both the VCCS S&S Project Manager and the Contractor through completion of the activity; and by the VCCS S&S Project Manager for a minimum of 3-years after termination of the project. The form shall be available if requested by DEQ during these time periods.

The VCCS S&S Project Manager is responsible for electronic notification to DEQ's Central Office (StandardsandSpecs@deq.virginia.gov) and the appropriate regional office at least two weeks prior to the proposed pre-construction meeting time. The notification shall include the following information:

- ✓ Project name or project number (including any associated VAR10 General Permit for Discharges of Stormwater from Construction Activity number provided on the DEQ coverage letter);
- ✓ Project location (including nearest intersection, latitude and longitude, and access point);
- ✓ On-site project manager name and contact info (Contractor);
- ✓ RLD name and contact info (provided by Contractor);
- ✓ Project description;
- ✓ Acreage of disturbance for project;
- ✓ Project start and finish date; and
- ✓ A description of any variances/exceptions associated with this project.

4.2 VCCS Responsibilities

VCCS is responsible for ensuring implementation of the VCCS S&S throughout the development process. In addition to plan review and approvals, VCCS meets these responsibilities with oversight throughout the land disturbance activity that include inspections, enforcement actions, review and approval of plan modifications, acceptance of record drawings, and ensuring project-closeout and tracking.

4.2.1 Inspections

VCCS will perform inspections on all projects subject to the VCCS S&S. The individual performing inspections on behalf of the VCCS, typically a contracted consultant, shall be DEQ-certified as an ESC and SWM Inspector in accordance with the ESC and SWM Certification Regulations (9VAC25-875-380 through 9VAC25-875-460). Site inspections during the land disturbance activity performed by the VCCS or designee shall utilize one of the following forms, dependent on the area of disturbance:

- **Appendix E1** for land disturbance < 1-acre, or
- **Appendix E2** for land disturbance ≥ 1-acre.

After each VCCS inspection, a copy of the completed inspection form shall be provided to the Contractor, as identified on the Pre-construction Form, within 2 business days. At a minimum, VCCS shall conduct inspections at the following frequency:

- ✓ After the installation of initial ESC measures, as shown on the approved ESC Plan;
- ✓ At least once in every two-week period;
- ✓ Within 48 hours following any runoff producing storm event;
- ✓ At the start and completion of the project;
- ✓ Periodically as deemed necessary by VCCS; and
- ✓ Periodically during installation of stormwater management measures.

Inspection reports shall specify required corrective action(s) for each violation noted and specify a timeframe by which the corrective action must be completed. VCCS shall maintain a record of inspections and record of corrective actions through subsequent inspection reports in the VCCS project files. Inspection reports shall be maintained for availability to DEQ for a minimum of three years after project completion, if requested.

4.2.2 Enforcement

VCCS shall enforce the VCCS S&S upon discovery of noncompliance through inspection or through public reporting. Compliance status will be conveyed in writing using the "VCCS Land Disturbance Inspection Summary" included as part of the VCCS Construction Site Inspection Forms in **Appendix E1** and **Appendix E2**. The compliance summary will be completed with each inspection and may also be used if an issue of noncompliance is identified outside of an inspection. The compliance summary will:

- ✓ Summarize the item(s) of noncompliance identified on the inspection form;
- ✓ Provide an indication of severity of compliance status; and
- ✓ Provide a description of the necessary corrective action and a timeframe for completing the action.

Enforcement will be consistent with the color-coding system on the VCCS Land Disturbance Inspection Summary, included with each inspection, and characterized as follows:

Green flag – Site was in compliance with the VCCS S&S at the time of inspection.

Yellow flag – Items of noncompliance that have not resulted in observation of sediment or other pollutants being discharged from the land disturbance activity; but where controls may be in need of repair or maintenance. A yellow flag serves as a warning. If corrective action is not performed in the specified timeframe, the issue(s) could be elevated to a red flag after a subsequent inspection, especially if sediment or other pollutants have discharged off site.

Red flag – Items of noncompliance that have either been elevated from a yellow flag or resulted in observed, or perceived, offsite transport of sediment or other pollutants. A red flag serves as a Notice of Violation and if the item(s) are not addressed in the specified timeframe, can be elevated to a black flag by the VCCS S&S Inspector.

Black flag – Items of noncompliance that are either elevated from a red flag or are in significant conflict with the VCCS S&S. A notification with this flag requires a submission to the VCCS Associate Vice Chancellor (Vice Chancellor) for Facilities Management Services for determination if work on site must stop until the corrective action is completed to the satisfaction of the Vice Chancellor. All losses associated with a notification that stops work are the responsibility of the Contractor.

4.2.3 Modifications to Approved Plans

Modifications to an approved ESC and/or SWM Plan may be allowed by direction or approval by the VCCS in the following cases:

- Where inspection has revealed the plan is inadequate to satisfy applicable regulations; or
- Where the person responsible for carrying out the approved Plan finds that due to changing circumstances, or other reasons, the approved Plan cannot be effectively carried out. Proposed amendments to the Plan, consistent with the requirements of the VCCS S&S, are agreed upon by VCCS and the person responsible for carrying out the Plan.

Requested amendments to an approved ESC and SWM Plan shall be submitted in writing to the VCCS S&S Project Manager and shall not be considered approved until written approval is provided. The VCCS S&S Project Manager will consult with the design engineer prior to approving a modification. Requested amendments must be demonstrated to comply with the VCCS S&S for ESC and SWM. Modifications to approved plans and on-site changes shall be documented on the approved plans (redlines on field copies) and any supporting documentation maintained in the VCCS project file and project SWPPP, the latter when applicable.

4.2.4 Approval of SWM Facility Record Drawings

Certification of the construction of all SWM facilities shall be submitted to the VCCS S&S Project Manager for review and approval prior to VCCS certification of the completion of the land disturbance activity. The certification shall be submitted by the Applicant and signed and sealed by a licensed professional with the design firm that developed the SWM Plan. The submission shall include:

- A completed and certified copy of the VCCS Stormwater Management Facility Record Drawing and Certification Form (**Appendix F)**;
- As applicable, a signed and sealed copy of the certifying professional's inspection log, including incremental surveys (drawings), photographs, construction logs, inspection reports, geotechnical testing reports, soil reports, certification of materials, and all other applicable information necessary to support and ensure the SWM facility has been built in accordance with the approved Plan; and
- A record drawing (as-built) signed and sealed by the licensed professional that includes:
  - ✓ The long-term inspection and maintenance schedule for the SWM facility (typically taken from the SWM Plan or SWM Narrative);
  - ✓ The type of SWM facility;
  - ✓ Geographic coordinates (latitude and longitude);

- ✓ Total drainage area being treated by the SWM practice with the total impervious and pervious area within the drainage area; and
- ✓ The name of the surface waters into which the SWM facility discharges.

In the case that a SWM facility has not been constructed and installed in accordance with the approved SWM Plan, the licensed professional responsible for certifying the as-built shall immediately notify the VCCS S&S Project Manager. Generally, there are two options when a facility is not constructed in accordance with the approved Plan:

- Option 1: Re-construct the facility in accordance with the approved Plan. It will be necessary to repeat the inspections, surveys and documentation process such that the licensed professional can certify the facility is constructed in accordance with the approved Plan. Reconstruction would be at the cost of the Contractor.
- Option 2: Perform calculations and analysis, based on the licensed professional's surveys, data, inspections, and other applicable documentation necessary to verify the as-built conditions meet the applicable regulatory criteria of the VCCS S&S for SWM. The licensed professional shall certify the as-built condition of the facility meets the quantitative and qualitative controls, as prescribed by the approved VCCS S&S, and submit the final report as required in this section. The plans shall be revised and the revised plans reviewed and approved by the certified plan reviewer.

Record drawings, once approved, shall be provided to the VCCS S&S Project Manager and the college that will perpetually maintain the SWM facility per the long-term inspection and maintenance instruction of the approved plans. The college shall maintain the record drawing for the life of the SWM facility.

4.2.5 VCCS Termination of Land Disturbance

VCCS will provide to the Operator/Contractor a complete and approved Notification of Completion of Land Disturbance Activities For*m* (**Appendix G**) upon:

- ✓ The approval of the record drawing submittal described in Section 4.2.4; and
- ✓ Verification that the area of disturbance has been stabilized to the satisfaction of the VCCS S&S Project Manager.

The VAR10 General Permit Operator, when the permit is applicable, shall not terminate the permit with DEQ until receipt of the VCCS-certified Notification of Completion of Land Disturbance Activities Form. An approved Termination of VCCS Land Disturbance Form does not release the Contractor from any post-construction warranty.

4.2.6 Reporting and Record Keeping

Consistent with 9VAC25-875-180, by October 1 of each year in a format provided by the department, VCCS shall provide to DEQ the following reporting:

1. Information on each permanent SWM facility completed during the fiscal year to include type of stormwater management facility, geographic coordinates, acres treated, and the surface waters or karst features into which the stormwater management facility will discharge;
2. A listing of each land-disturbing activity for which a plan has been approved;
3. Number and type of enforcement actions during the fiscal year; and
4. Number of exceptions granted during the fiscal year.

VCCS will maintain records to be available by request from DEQ in accordance to the following:

1. Project records, including approved ESC and SWM plans, shall be kept for three years after permit termination or project completion;
2. Stormwater management facility inspection records shall be documented and retained for at least five years from the date of inspection;
3. Construction record drawings shall be maintained in perpetuity or until a stormwater management facility is removed; and
4. All registration statements submitted in accordance with 9VAC25-875-530 shall be documented and retained for at least three years from the date of project completion or permit termination.

4.3 Contractor (Operator) Responsibilities

The Contractor accepts responsibilities to adhere to the VCCS S&S via procurement contract documents and the VCCS S&S Preconstruction Meeting Form. The Contractor is responsible for:

- As site operator under the VAR10 General Permit, when applicable with ≥ 1-acre of disturbance, obtaining coverage under the permit and adhering to the permit conditions;
- Obtaining necessary permit coverage and plan approvals for applicable off-site activities (reference also Section 3.3.2).
- Adhering to the approved ESC and SWM plans, including any VCCS-approved modifications; and
- Addressing deficiencies from inspections.

4.3.1 DEQ Construction General Permit (VAR10)

The Contractor is responsible for obtaining coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10) for any land disturbance activity that disturbs ≥ 1-acre. Including, but not limited to, as Operator under VAR10 General Permit coverage, the Contractor shall:

- Comply with the conditions of the VAR10 General Permit, as applicable;
- Complete, implement, update and maintain the SWPPP per the VAR10 General Permit utilizing the VCCS VAR10 SWPPP Template provided in **Appendix H** (see also Section 3.3.1);
- Perform self-inspections per the VAR10 using the inspection form in **Appendix E2**, minus the inspection summary cover sheets. Inspections shall be performed by qualified personnel, as described in the permit. Completed inspection forms shall be maintained within the SWPPP and available to VCCS and DEQ inspectors.
- Reapply for coverage with submission of a new registration statement at least 60 days prior to the expiration date of the VAR10 General permit in cases where the land disturbance activity will continue after the expiration date of the permit (June 30, 2029).
- Terminate the permit with DEQ per 9VAC25-880-60 once completion of the land disturbance has been recognized by the VCCS with a signed copy of the VCCS Notification of Completion of Land Disturbance Activity Form (**Appendix G**). VAR10 termination documentation shall be provided to the VCCS S&S Project Manager within 30 days of termination.

4.3.2 Plan Implementation

The Contractor shall adhere to the approved plans, including inspection and maintenance schedules for ESC, and any modifications for specific items that have been approved in writing by VCCS, as described in Section 4.2.3. Approved plans should be maintained on site at all times and readily available to VCCS and DEQ inspectors.

The Contractor is also responsible for facilitating VCCS inspectors and responding to any corrective action(s) within specified timeframes identified as the result of a VCCS or DEQ inspection. The Contractor may offer alternative solutions to those identified by an inspector, granted the alternative is consistent with the intent of the approved plans. Any alternative solutions shall be documented on the plans and must be approved by the Licensed Professional of record, or designee, and the VCCS S&S Project Manager.

The Contractor is responsible for participating in coordination with the Licensed Professional, or designee, for scheduling of inspections for installation of critical SWM BMP components necessary for some BMPs and required in development of the SWM Facility Record Drawing (refer to Section 4.2.4). Critical inspection timeframes should be identified on the approved SWM plan and should be discussed at the pre-construction meeting.

5.0 POST-CONSTRUCTION

Section 5 describes post-construction requirements regarding long-term inspection and maintenance of SWM facilities, critical to continued intended function. The certified SWM facility record drawings approved by the VCCS S&S Project Manager shall be provided to the Director of Facilities, or equivalent, at the VCCS college at which the SWM facility was installed.

5.1 Inspection of SWM Facilities

The Director of Facilities, or equivalent, is responsible for ensuring inspections occur for SWM facilities constructed as a result of the VCCS S&S on their respective campus(es). Inspections should be performed per the frequency specified on the certified SWM facility record drawings, developed as described in Section 4.2.4. If no frequency is specified on the record drawings, inspections should occur, at a minimum of:

- ✓ Annually and
- ✓ After any storm which causes the capacity of the facility principal spillway to be exceeded, when applicable.

Inspections must be documented using an inspection form (based on BMP type) similar to those provided in Appendix H of the Virginia Stormwater Management Handbook. SWM facility inspection records shall be documented and retained by the VCCS college for at least five years from the date of inspection. For colleges also requiring coverage under a Municipal Separate Storm Sewer System General Permit, SWM facility inspections shall be performed by a SWM Inspector certified in accordance with the Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-875-380 through 9VAC25-875-460).

5.2 Maintenance of SWM Facilities

To ensure the intended continued function, the Director of Facilities, or equivalent, is responsible for providing for long-term maintenance of SWM facilities constructed as a result of the VCCS S&S on their respective campus(es). Typical maintenance shall be performed per the instruction provided on the certified SWM facility record drawings, developed as described in Section 4.2.4 (i.e. mowing, clearing of woody vegetation on embankments, and clearing of debris from low-flow orifices). In cases where a SWM facility appears to not function as intended after typical maintenance items are addressed and the cause is not apparent, the college

should procure a licensed professional to assess the conditions of facility to determine the needs to return the facility to the intended function.

5.3 Transfer of Property

In the case of portions of VCCS property is sold that incorporate a SWM facility, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall designate the new property owner to be permanently responsible for continued maintenance.

Appendix A

Local Regulatory ESC and SWM Planning
Information for VCCS Campuses
(For planning assistance only)

Table A-1. This Table is intended to assist with preliminary planning for determining project applicability and preliminary design. The information shown represents a "snap shot" in time and must be verified with the locality by the design professional. Threshold values include hyperlink to source.

Community College Campus	Locality	ESC Threshold (≥)	SWM Threshold (≥)
Blue Ridge	Augusta County	10,000 SF	1-acre
Central Virginia	City of Lynchburg	1,000 SF	1-acre
Mountain Gateway	Alleghany County	10,000 SF	1-acre
Danville	City of Danville	5,000 SF	1-acre
Eastern Shore	Accomack County	10,000 SF	1-acre
Germanna - Locust Grove Campus	Orange County	10,000 SF	1-acre
Germanna - Fredericksburg Area Campus	Spotsylvania County	2,500 SF*	2,500†
Brightpoint - Chester Campus	Chesterfield County	2,500 SF	2,500
Brightpoint - Midlothian Campus	Chesterfield County	2,500 SF	2,500
J. Sargeant Reynolds - Goochland Campus	Goochland County	10,000 SF*	1-acre
J. Sargeant Reynolds - Parham Road Campus	Henrico County	2,500 SF	2,500
Laurel Ridge - Middletown Campus	Frederick County	5,000 SF	5,000
Laurel Ridge - Fauquier Campus	Fauquier County	10,000 SF	1-acre
Lord Fairfax - Luray-Page County Center	Page County	10,000 SF	1-acre
Mountain Empire	Wise County	10,000 SF	1-acre
New River	Pulaski County	10,000 SF	1-acre
Northern Virginia - Annandale Campus	Fairfax County	2,500 SF	2,500 SF†
Northern Virginia - Alexandria Campus	City of Alexandria	2,500 SF	2,500 SF†
Northern Virginia - Loudon Campus	Loudoun County	5,000 SF*	1-acre†
Northern Virginia - Manassas Campus	Prince William County	2,500 SF*	1-acre or 2,500 SF (CBPA) †,‡

Table A-1. This Table is intended to assist with preliminary planning for determining project applicability and preliminary design. The information shown represents a "snap shot" in time and must be verified with the locality by the design professional. Threshold values include hyperlink to source.

Community College Campus	Locality	ESC Threshold (≥)	SWM Threshold (≥)
Northern Virginia - Medical Education Campus	Fairfax County	2,500 SF	2,500 SF†
Northern Virginia - Woodbridge Campus	Prince William County	2,500 SF*	1-acre†
Patrick & Henry	Henry County	10,000 SF	1-acre
Paul D. Camp - Franklin Campus	City of Franklin	5,000 SF	1-acre
Paul D. Camp - Hobbs Suffolk Campus	City of Suffolk	10,000 SF	1-acre
Paul D. Camp - Smithfield	Isle of Wight County	2,500 SF	2,500 SF
Piedmont Virginia	Albemarle County	10,000 SF*	1-acre†
Rappahannock - Glenns Campus	Gloucester County	2,500 SF	2,500 SF
Rappahannock - Warsaw Campus	Richmond County	2,500 SF	2,500 SF
Southside Virginia - Christanna Campus	Brunswick County	10,000 SF	1-acre
Southside Virginia - John H. Daniel Campus	Charlotte County	10,000 SF	1-acre
Southwest Virginia - Richlands Campus	Tazewell County	10,000 SF	1-acre
Virginia Peninsula - Hampton Campus	City of Hampton	10,000 SF	1-acre
Virginia Peninsula - Historic Triangle Campus	James City County	2,500 SF	2,500 SF†
Tidewater - Norfolk Campus	City of Norfolk	2,500 SF	2,500 SF
Tidewater - Chesapeake Campus	City of Chesapeake	2,500 SF	2,500 SF†
Tidewater - Portsmouth Campus	City of Portsmouth	2,500 SF	1-acre
Tidewater - Virginia Beach Campus	City of Virginia Beach	2,500 SF	1-acre or 2,500 SF (CBPA) ‡
Tidewater - Visual Arts Center	City of Portsmouth	2,500 SF	2,500 SF
Virginia Highlands	Washington County	10,000 SF	1-acre

Table A-1. This Table is intended to assist with preliminary planning for determining project applicability and preliminary design. The information shown represents a "snap shot" in time and must be verified with the locality by the design professional. Threshold values include hyperlink to source.

Community College Campus	Locality	ESC Threshold (≥)	SWM Threshold (≥)
Virginia Western	City of Roanoke	2,000 SF	10,000 SF
Wytheville	Town of Wytheville	10,000 SF	Varies[§]

* Review finds the locality's ESC ordinance potentially includes more stringent ESC requirements

† Review finds the locality's SWM ordinance potentially requires additional technical requirements.

‡ Project specific since there appears to be portions of campus both within, and outside of, the CBPA.

§ Dependent on area of impervious cover, with new, or the sum of new and existing, ≥ 5,000 sf. See ordinance.

Appendix B

Land Disturbance Application Form (LD-01)

VCCS Land Disturbance Application Form

Instruction: This form shall be completed by the Applicant submitting ESC and/or SWM Plans and included with the initial plan submission for land disturbance activities on VCCS-owned properties. Refer to Section 2 of the VCCS Standards and Specifications for ESC and SWM (AS&S) for assistance in completing the form.

Applicant	**VCCS AS&S Project Manager**
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Project Information

Project Title: _____

Submission Date: _____ Date on plans: _____

Project Location: _____ Disturbed Area (sf): _____

General description of the land disturbance activity: _____

_____

_____

Applicability to the VCCS Standards and Specifications for ESC and SWM

Does the land disturbance activity require an approved ESC Plan?	☐ Yes	☐ No
Does the land disturbance activity require an approved SWM Plan?	☐ Yes	☐ No

Submittal Items	**Included in Submission**		
ESC Plan and Narrative	☐ Yes	☐ No	☐ N/A
ESC Plan Preparer/Plan Reviewer Checklist	☐ Yes	☐ No	☐ N/A
SWM Plan and Narrative	☐ Yes	☐ No	☐ N/A
SWM Plan Preparer/Plan Reviewer Checklist	☐ Yes	☐ No	☐ N/A

Applicant acknowledgement

As the Applicant and a licensed professional, reviewed the VCCS S&S and the applicability determinations above and this submission are consistent with the requirements therein.

Applicant name (Print) _____ Applicant Signature _____

For VCCS Use Only: Received by: _____ Received on (date): _____

Response due to Applicant by (45 days from receipt): _____ Reviewer: _____

Appendix C1

VCCS ESC Plan Preparer/Plan Reviewer Checklist (LD-02A)

VCCS ESC Plan Preparer/Reviewer Checklist

Instruction: The checklist shall be completed and provided with submissions to VCCS if an ESC Plan is required per the VCCS Standards and Specifications for ESC and SWM. The Plan and narrative submitted for review shall be signed and sealed by a licensed professional. This checklist is intended to only be used as a guide. The licensed professional is responsible for ensuring plans address the ESC laws and regulations.

Project Information

Project Title: _____

Submission Date: _____ Date on plans: _____

Design Engineer: _____ Contact Email: _____

ESC Plan Components Provided

Yes	No	N/A	ESC Plan Requirements Description	Location (Sheet #)
			Vicinity map locating the site in relation to the surrounding area. Include any landmarks and road information that might assist in locating the site.	
			North arrow provided on all plan sheets.	
			Legend with a complete listing of all ESC measures used, including the uniform code symbol and the standard and specification number. Include any other items necessary to identify pertinent features in the plan.	
			Signature block for "DEQ-certified plan reviewer," including location for printed name, signature and DEQ certification number.	
			Location on cover sheet for identification of the Responsible Land Disturber (**RLD**).	
			Identification of **property and easement lines**. For each adjacent property, list the deed book and page number and the property owner's name and address.	
			Finished floor elevation of all buildings on site, including basements.	
			Identification of **critical areas** and appropriate protections.	
			Identification of any **off-site land disturbing activities** (e.g., borrow sites, disposal areas, etc.) and appropriate ESC controls.	
			Existing conditions including, but not limited to, existing contours, surface waters and other surface features, existing tree lines, grassed areas, and unique vegetation.	
			Where applicable, a **demolition plan** with identification of features to be demolished and measures to address ESC for the demolition.	
			Proposed conditions, including proposed contours and features.	
			Delineation of the **limits of disturbance**.	
			A description of any **variance** approved by the VCCS S&S Project Manager and DEQ described on the cover sheet of the ESC Plans.	

Yes	No	N/A	ESC Plan Requirements Description	Location (Sheet #)
			Existing and proposed **drainage patterns** including dividing lines and directions of flows with the total area for each drainage area.	
			The locations of erosion and sediment control and **stormwater management practices** used on the site. Use the standard symbols and abbreviations in the Virginia Stormwater Management Handbook, latest edition.	
			A **schedule of regular inspections, maintenance, and repair** of temporary erosion and sediment control structures and permanent stormwater management facilities.	
			Storm sewer profiles of all storm sewer except roof drains.	
			Site-specific **details for all ESC measures**. Where applicable, details shall include site-specific dimensions. Proprietary measures with an approved variance shall include site-specific details with dimensions and other information for construction per manufacturer's specifications.	
			Specifications for **stormwater and stormwater management structures** (i.e. pipe materials, pipe bedding, stormwater structures etc.).	
			Minimum Standards (MS) 1 through 19 provided on the plan with a description for each that describes how the minimum standard is addressed with the plan. (Refer to 9VAC25-875-560 for the minimum standards.	
			Permanent or temporary soil stabilization shown where required on plans using standard symbols and abbreviations in the Virginia Stormwater Management Handbook, latest edition. **(MS-1, MS-3, and MS-5)**	
			Stabilization and/or protection measures for soil stock piles and borrow areas. **(MS-2)**	
			Detailed sequence of construction, that includes the phasing of installation of ESC measures with sediment trapping measures as a first step prior to upslope land disturbance. **(MS-4)**	
			Drainage areas to sediment traps and sediment basins shown on plans. **(MS-6)**	
			Stabilization measures provided for slopes steeper than 3:1. **(MS-7)**	
			Measures to prevent concentrated flow from flowing down cut or fill slopes (i.e. slope drains). **(MS-8)**	
			Measures to address water seeping from a slope face been addressed. **(MS-9)**	
			Inlet protection provided for all operational storm drain and culvert inlets. **(MS-10)**	
			Outlet protection and/or channel linings provided for all stormwater conveyance channels and receiving channels prior to being made operational (see sequence of construction). **(MS-11)**	
			Measures to minimize encroachment and minimize sediment transport for work in a live watercourse. **(MS-12)**	
			Temporary stream crossings of non-erodible material where a live watercourse must be crossed by construction vehicles more than twice in any six-month period. **(MS-13**)	

Yes	No	N/A	ESC Plan Requirements Description	Location (Sheet #)
			Applicable federal, state and local regulations pertaining to working in or crossing live watercourses are addressed and summarized on the plan. **(MS-14)**	
			Stabilization measures for bed and banks of live watercourse subject to disturbance. **(MS-15)**	
			Measures shown on plan (i.e. Construction entrance) to minimize sediment transport onto public and otherwise paved roads. **(MS-17)**	
			MS-19 satisfied for each receiving channel per 9VAC25-875-560(19)	
			Increased volumes of sheet flows that may cause erosion or sedimentation on adjacent property are diverted to a stable outlet, adequate channel, pipe or pipe system, or to a detention facility.	
			If the project impacts any **wetlands or surface waters**, are all correspondence and permits concerning any proposed impacts to jurisdictional wetlands, stream and channels included (i.e. COE 404 permit). Note that the plan cannot be approved without proper documentation or necessary permits for jurisdictional impacts.	
			For disturbance ≥ 1-acre, provide on the plans a **list of surface waters to which the site discharges** that have either (1) been identified in the 2022 §305(b)/303(d) Water Quality Assessment Integrated Report or (2) had a TMDL wasteload allocation assigned and approved prior to July 1, 2024 for sediment (including TSS and turbidity), or nutrients (including all surface waters in the Chesapeake Bay Watershed), or PCBs. Also list the impairing pollutant(s) on the plan.	
			For disturbance ≥ 1-acre, provide on the plans a list of surface waters to which the site discharges that are identified as **exceptional waters** in 9VAC25-260-30 A 3 c of the VA Administrative Code.	
Yes	**No**	**N/A**	**ESC Narrative Requirements Description**	**Location** (Page #)
			Project description including the nature and purpose of the land-disturbing activity.	
			Description of the **existing site conditions**, including topography, ground cover, and drainage (include information for on-site and receiving channels).	
			Description of **adjacent areas** such as residential developments, agricultural areas, streams, lakes, roads, etc., that might be affected by the land disturbance.	
			Description of o**ff-site land disturbing activities** that may occur (borrow sites, disposal areas, easements, etc.). Identify the Owner of the off-site area and the locality responsible for plan review. Include a statement that the Contractor is responsible for obtaining any required approved plans and permits for the offsite activity, with documentation available upon request by VCCS.	
			Description of the **site soils conditions**, including hydrologic soils group, mapping unit, erodibility, permeability, surface runoff, and a brief description of depth, texture and soil structure. Mapping of soil variations should be provided in the narrative or on the plans.	

Yes	No	N/A	ESC Narrative Requirements Description	Location (Page #)
			Description of **critical areas** that have potentially serious erosion problems or that are sensitive to sediment impacts (e.g., steep slopes, channels, etc.).	
			Description of **critical areas** that have potentially serious erosion problems or that are sensitive to sediment impacts (e.g., steep slopes, channels, etc.).	
			Description of the **structural and vegetative ESC measures** that will be used to control erosion and sedimentation on the site. Controls should be consistent with the standards and specifications in the Virginia Stormwater Management Handbook, latest edition. Variations and proprietary measures require a variance (see Section 3.1.3 of the latest edition of the VCCS Standards and Specification for ESC and SWM). Approval from DEQ of variances shall be maintained in the narrative.	
			Detailed **sequence of construction**, that includes the phasing of installation of ESC measures.	
			Description of **permanent stabilization** for the entirety of the site, including specifications, of how the site will be stabilized after construction is completed (permanent stabilization).	
			Schedule of **maintenance requirements for ESC measures** including inspections frequency, maintenance concerns, and methods for repair or prevention of need for repair (i.e. removal of sediment build-up).	
			Description of **stormwater runoff considerations** that includes describing any increase in peak runoff rates and the effects on downstream erosion and flooding. The description shall include the strategy to control stormwater runoff.	
			Calculations for temporary sediment basins, diversions, channels, stormwater facilities to address MS-19, etc. Where applicable, include pre- and post-development runoff calculations, drainage area maps, time of concentration paths and computations, rainfall source and documentation, weighted runoff coefficients and computations, runoff and routed hydrographs or peak computations (as applicable), adequate onsite channel (MS-19) & culvert computations, etc.	

Appendix C2

VCCS SWM Plan Preparer/Plan Reviewer Checklist (LD-02B)

VCCS SWM Plan Preparer/Reviewer Checklist

Instruction: The checklist shall be completed and provided with submissions to VCCS if a SWM Plan is required per the VCCS Standards and Specifications for ESC and SWM. The Plan and narrative submitted for review shall be signed and sealed by a licensed professional. This checklist is intended to only be used as a guide. The licensed professional is responsible for ensuring plans address the SWM laws and regulations.

Project Information

Project Title: _____

Submission Date: _____ Date on plans: _____

Design Engineer: _____ Contact Email: _____

SWM Plan Components Provided

Yes	No	N/A	SWM Plan Requirements Description	Location (Sheet #)
			Vicinity map locating the site in relation to the surrounding area. Include any landmarks and road information that might assist in locating the site.	
			North arrow provided on all plan sheets.	
			Legend as applicable to define plan elements.	
			Signature block for "DEQ-certified plan reviewer," including location for printed name, signature and DEQ certification number.	
			Identification of **property and easement lines**. For each adjacent property, list the deed book and page number and the property owner's name and address.	
			Finished floor elevation of all buildings on site, including basements.	
			Existing and proposed **contours** (2' interval minimum).	
			Locations of **test borings**.	
			Earthwork specifications.	
			Compaction requirements specified.	
			Delineation of the **limits of disturbance**.	
			Existing and proposed **features** including buildings, roads, parking areas, utilities, stormwater management facilities and any other physical attributes.	
			SWM Facility Certification - Plans shall list all SWM facilities and **critical construction inspection timeframes** (i.e., liner, underdrain and outlet pipe installation) for which SWM BMP certification is required per Section 4.2.4 of the VCCS Standards and Specifications for ESC and SWM.	
			Specifications for construction/installation of any **proprietary BMPs** per the manufacturer's specifications.	

Yes	No	N/A	SWM Plan Requirements Description	Location (Sheet #)
			The following note is on the plan: "A certified construction **record drawing** for permanent SWM facilities shall be submitted to VCCS for approval per section 4.2.4 of the VCCS Standards and Specifications for ESC and SWM. Construction inspections and surveys, performed by a licensed professional, shall be required at each stage of installation (construction) as necessary to certify that the SWM facility has been built in accordance with the approved plan and design specifications. The Contractor shall provide a minimum of 2 business days' notice to the certifying professional to allow for critical inspections."	
			BMP **inspection schedule and maintenance plan** for each permanent SWM facilities. Inspection schedule and maintenance requirements shall be in accordance with the Virginia Stormwater Management Handbook, the MS4 permit (if applicable) and/or the manufacturer's specifications.	
			Provide a note on the plans that states: "The Director of Facilities or equivalent individual, is **responsible for long-term maintenance** of SWM facilities." After the statement list the facilities that are included as part of the plan.	
			Where applicable, **outlet protection** with dimensions at points of concentrated discharge.	
			Storm sewer profiles of all storm sewer except roof drains.	
Yes	**No**	**N/A**	**SWM Narrative Requirements Description**	**Location** (Page #)
			Description of existing and proposed **site conditions**.	
			Summary table with pre- and post-development **land cover conditions** (i.e. forest, managed turf, and impervious areas).	
			Discussion of the **stormwater management strategy** to address water quantity and quality criteria.	
			Information on the type and location of **stormwater discharges**, including information on the features to which stormwater is being discharged including surface waters or karst features if present.	
			If the **project impacts any wetlands or surface waters**, is all correspondence and permits concerning any proposed impacts to jurisdictional wetlands, stream and channels included (i.e. COE 404 permit). Note that the plan cannot be approved without proper documentation or necessary permits for jurisdictional impacts.	
			A general description of the **proposed stormwater management facilities** and the mechanism through which the facilities will be operated and maintained after construction is complete.	
			Information on the **proposed stormwater management facilities**, including (i) the type of facilities; (ii) location, (iii) impervious and pervious acres treated; and (iv) the surface waters or karst features into which the facility will discharge	
			All design items for the BMP type addressed per Chapter 8 of the Virginia Stormwater Management Handbook (latest edition) standards and specifications.	

Yes	No	N/A	SWM Narrative Requirements Description	Location (Page #)
			Discussion of possible **stormwater impacts on downstream properties**, including mapping with sufficient information on adjoining parcels to assess the impacts.	
			Geotechnical report when applicable (include infiltration rates when required for a BMP).	
			Boring locations: borrow area, basin pool area and embankment area (centerline principal spillway, emergency spillway, abutments).	
			Boring logs with Unified Soils Classifications, soil descriptions, depth to seasonal high groundwater table, etc.	
			Additional **geophysical investigation** and recommendations in Karst environment.	
			Description of inclusion of the **locality's additional SWM requirements** into the plan, if any, and how they were addressed to the maximum extent practicable.	
Yes	**No**	**N/A**	**SWM Narrative Requirements Description – Hydrologic Computations**	**Location** (Page #)
			Mapping that supports computations and includes, at a minimum the following: • Pre- and post-development development contours; • Existing streams, ponds, culverts, ditches, wetlands, and floodplains; • Current land use including existing structures, roads, and locations of known utilities and easements; • Limits of clearing and grading; • Proposed drainage patterns on the site; • Proposed buildings, roads, parking areas, utilities, and stormwater management facilities.	
			Pre-development drainage area mapping that includes all contributing drainage areas, CN labels, depiction of time of concentration flow paths, slopes and lengths used for runoff hydrographs.	
			Post-development drainage area mapping that includes all contributing drainage areas, CN labels, depiction of time of concentration flow paths, slopes and lengths used for runoff hydrographs.	
			Rainfall precipitation frequency data recommended by the U.S. National Oceanic and Atmospheric Administration (NOAA) Atlas 14. Partial duration time series shall be used for the precipitation data.	
			Summary table for determination of **runoff curve numbers**.	
			Time of concentration calculations with flow paths shown on mapping.	
			Predevelopment and post-development runoff hydrographs.	
Yes	**No**	**N/A**	**SWM Narrative Requirements Description – Hydraulic Computations**	**Location** (Page #)
			Routing computations for each proposed stormwater management facility for each applicable design.	

Yes	No	N/A	SWM Narrative Requirements Description – Hydraulic Computations	Location (Page #)
			Stage-storage data used in routing computations in the narrative.	
			Control structure information used in routing computations in the narrative.	
			Summary table of pre- and post-development **peak runoff rates** for each point of discharge from the site provided in narrative.	
			Maximum water surface elevations for design storms shown in sections or profiles on the plans for each stormwater management facility.	
			Impoundments designed to convey the 100-year storm as demonstrated in computations.	
			Adequate **freeboard** is provided for impoundments as shown on the plans based on computations.	
			Hydraulic grade line computations with indication of locations of surcharge or inadequacy.	
			Storm sewer design computations in the narrative.	
			Culvert calculations in the narrative.	
			Gutter spread calculations in the narrative.	
			Provide **profiles of all storm conveyances** (except roof drains) on plans. Profiles should include existing and proposed grade, structure types, pipe materials and sizes, slopes, inverts, etc.	
			Cross sections for stormwater conveyance channels with maximum water surface elevations for design storms.	
Yes	**No**	**N/A**	**SWM Narrative Requirements Description – Water Quality Computations**	**Location** (Page #)
			Provide **Runoff Reduction Method (RRM) spreadsheet** output including: Site loadings, required reductions, input for each BMP employed and reductions achieved by each BMP, compliance worksheet and adjusted CN worksheet.	
			Mapping that clearly depicts the types of **land cover** on site used in the RRM spreadsheet (i.e. hatching for each land cover), including labeling of acreage and cover type for each contiguous sub-area of cover type.	
			Land cover summary table.	
			Treatment volume calculations for sizing BMPs.	
			Stage-storage information indicating the **treatment volume required** and volume provided.	
			All proposed SWM design follows the **Virginia Stormwater Management Handbook** design specifications.	

Appendix D-1

DEQ Standards and Specifications Entity Information Form
(To be submitted to DEQ with the VAR 10 Registration Statement)

Annual Standards & Specification (AS&S) Entity Information Sheet

1. Annual Standards & Specifications Entity:		
2. AS&S Coverage Verification		
a. Operator:		
b. Project name:		
c. Estimated Area to be Disturbed (acres):		
3. Plan Approval Verification		
a. Erosion & Sediment Control (ESC) Plan:		
	i. ESC Plan Reviewer Name and Certification Number:	
	ii. ESC Plan Date:	
	iii. ESC Plan Approval Date:	
b. Stormwater Management (SWM) Plan:		
	i. Technical Criteria Used:	
	ii. SWM Plan Reviewer Name and Certification Number:	
	iii. SWM Plan Date:	
	iv. SWM Plan Approval Date:	
4. Comments:		

Printed Name:	**Title:**
Signature:	**Date:**

(Please sign in ink. This must be signed by an employee of the AS&S entity who has oversight of this project and is aware of its coverage under their AS&S.)

(Retain a copy of this form onsite and within project specific AS&S files.)

Instructions for completion:

1. AS&S Entity/Holder Name as it appears on the AS&S Approval Letter
2.a. Operator = Owner, operator, developer, person or general contractor that the AS&S holder is allowing to operate under their DEQ approved AS&S.
2.b. Project Name = Name of the construction activity as it appears on the Registration Statement.
2.c. Estimated Area to Be Disturbed = Provide the estimated area (to the nearest one-hundredth acre) to be disturbed by the construction activity. Include the estimated area of land disturbance that will occur at any off-site support activity to be covered under this general permit.
3.a. Erosion & Sediment Control (ESC) Plans **i.** = AS&S ESC plans are required to be reviewed and approved by DEQ-Certified ESC Plan Reviewers. Provide the name and certification number of the qualified individual. **ii.** = Provide the date of the ESC plan. **iii.** = Provide the date the ESC plan was approved.
3.b. Stormwater Management (SWM) Plans **i.** = The technical criteria used for this project will be either IIB or IIC per the SWM Regulations; 9VAC25-870. **ii.** = AS&S SWM plans are required to be reviewed and approved by DEQ-Certified SWM Plan Reviewers. Provide the name and certification number of the qualified individual. **iii.** = Provide the date of the SWM plan. **iv.** = Provide the date the SWM plan was approved.
4. Comments = Indicate whether the project package contains any requests (e.g. SWM plan waiver, Decline to Permit, Variance, Exception, Deviation…) DEQ is the VESCP and VSMP Authority for AS&S Entities. Approval for such requests must be issued by DEQ.

(Further questions can be directed to StandardsandSpecs@deq.virginia.gov**)**

Appendix D-2

VCCS S&S Preconstruction Meeting Form (LD-03)

VCCS Preconstruction Meeting Form

Instruction: This form shall be completed prior to the commencement of a land disturbance as described in the VCCS Standards and Specifications for ESC and SWM (S&S). The purpose of this form is to ensure required documents are in place and acknowledge responsibilities in accordance with the S&S. A copy of this completed form shall be maintained by the VCCS Project Manager and the Contractor and be readily available upon request. The following individuals are required to participate in the preconstruction meeting:

- VCCS S&S Project Manager;
- VAR10 General Permit Operator (or Duly Authorized Representative) or primary Contractor for projects where the land disturbance activity is less than 1-acre;
- For land disturbance of an acre or greater, the Certified Inspector performing self-inspections for the Operator as required by the VAR10 General Permit;
- The Responsible Land Disturber (RLD) identified on the ESC Plan;
- Representative of SWM facility design firm providing SWM facility certification, when applicable; and
- VCCS Oversight Inspector Representative, typically a consultant.

Note: The VCCS S&S Project Manager shall notify DEQ at least 2 weeks prior to the preconstruction meeting and provide the information listed in Section 4.1 of the VCCS S&S.

Section 1

Project Information

Project Title: _____

Date of meeting: _____ Meeting Location: _____

Date of initiation of land disturbance: _____ Project Location: _____

Meeting Participants and Contact Information

VCCS S&S Project Manager

Name: _____

Phone: _____

Email: _____

Contractor / VAR10 Permit Operator (as applicable)

Name: _____

Phone: _____

Email: _____

Responsible Land Disturber

Name: _____

Phone: _____

Email: _____

Design Firm Representative

Name: _____

Phone: _____

Email: _____

VCCS Inspector

Name: _____

Phone: _____

Email: _____

Contractor Certified Inspector

Name: _____

Phone: _____

Email: _____

Section 2

Check List of Required Documentation Prior to Commencement of Land Disturbance

Documentation Item	Document Available at Meeting		
Coverage Letter for the General Permit for Discharges of Stormwater from Construction Activity. Required when land disturbance activity will be ≥ 1-acre, as indicated on the approved plans.	☐ Yes	☐ No	☐ N/A
Prepared site-specific SWPPP. A SWPPP is only required when the General Permit for Discharges of Stormwater from Construction Activity	☐ Yes	☐ No	☐ N/A
VCCS-approved Plans with VCCS approval stamp and signature on cover sheet of plans.	☐ Yes	☐ No	☐ N/A
Identification of Responsible Land Disturber on cover sheet of plans (also recorded in SWPPP, when applicable).	☐ Yes	☐ No	☐ N/A
Documentation of approved plans and any required permit for any off-site areas associated with this project.	☐ Yes	☐ No	☐ N/A
Additional Agenda Items	**Item Addressed**		
Conditions of termination of land disturbance form discussed, as described in Section 4.2.5 of the VCCS S&S.	☐ Yes	☐ No	☐ N/A
Discussion of responsibilities for SWM facility certifications (e.g. coordination with the design professional certifying the facility and the critical components of the installation of the facility).	☐ Yes	☐ No	☐ N/A

Section 3

Contractor/Operator Acknowledgement of Responsibility to the VCCS S&S

I acknowledge my responsibilities to conduct the land disturbance activity in accordance with the VCCS Annual Standards and Specifications for ESC and SWM, the approved Plans, to seek approval from VCCS for any significant changes to the plan, to adhere to the conditions of the VAR10 General Permit (when applicable), oversight of the maintenance of the Stormwater Pollution Prevention Plan (when applicable), coordination with the individual providing the as-built for any stormwater management facilities, and notifying the VCCS Project Inspector upon:

- Installation of the initial ESC measures where applicable and as identified on the ESC Plan; and
- The occurrence of significant discharge of sediment or other pollutants from the site.

Contractor Name or Duly Authorized Representative (Print): _____

Contractor Name or Duly Authorized Representative (Signature): _____

Date: _____

Section 4

VCCS Approval of Completeness of the Land Disturbance Preconstruction Meeting

I acknowledge the Land Disturbance Preconstruction Meeting has occurred and been conducted consistent with the VCCS Standards and Specifications for ESC and SWM. The required documentation, as listed on this form, where applicable, is complete and land disturbance can commence.

VCCS AS&S Project Manager (Print): _____

VCCS AS&S Project Manager (Signature): _____

Date: _____

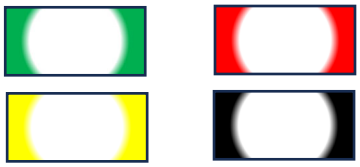
End of form.

Appendix E1

VCCS Construction Site Inspection Form for Land Disturbance (LD-04A)

(For Land Disturbance Activity < 1-acre)

VCCS Land Disturbance Inspection Form (For Land Disturbance < 1-acre)

Summary Sheet	
Project Name: _____ VCCS Inspector: _____ Site Contractor: _____ Date of Inspection: _____	**Inspection Characterization** 

Characterization Key (see accompanying checklist for additional inspection-specific detail)

Flag	Characterization	Required Action
	Inspection found the land disturbance activity in good condition.	No immediate actions needed. Continue to implement plans.
	Corrective actions needed to prevent potential sediment/pollutant discharge from the site. ***(Warning)***	Perform specified actions within timeframe specified on inspection form. Typically includes correcting inadequacies with ESC controls, maintenance, stabilization & documentation.
	Corrective actions needed due to transport of sediment/pollutant from the site. ***(Notice of Violation)***	Perform specified actions immediately to prevent discharges of sediment/pollutants from the site. Typical as a result of failing controls. A yellow flag can be elevated to red if action items not previously addressed, as specified.
	Significant conflict with the S&S for ESC and SWM, including potential damage to property or natural resources. ***(Stop Work Order)***	Work must stop with exceptions described below. This flag requires written agreement to stop work from the VCCS Associate Vice Chancellor for Facilities Management Services (Vice Chancellor). All corrective items must be addressed to achieve the intent of the S&S and signed release below provided to recommence work.

Black Flag Stop Work Order (when applicable)

Based on findings in this inspection form by a VCCS DEQ-certified S&S Inspector, **all work onsite must stop** as of the date of signature below, with the exception of specified corrective actions and/or remediation identified within this inspection form and any other activities necessary for life safety or otherwise identified by the VCCS for consistency with the S&S. Work outside of the activities specified shall not recommence until granted with the release below.

Vice Chancellor for Facilities Management Services: _____ Date: _____

Black Flag Stop Work Order Release (when applicable)

Based of field verification by a VCCS DEQ-certified S&S Inspector and related documentation, corrective actions and/or remediation identified within this inspection form have been completed to the satisfaction of the VCCS. Corrections and/or remediation are to a point where significant conflicts with the VCCS S&S, as well as any threats to property or natural resources, are remedied and work on the land disturbance activity may resume.

Vice Chancellor for Facilities Management Services: _____ Date: _____

General Information

Project Name: _____ Location: _____

Date of Inspection: _____ Date of Last Inspection: _____

Start Time of Inspection: _____ End Time of Inspection: _____

Weather: ☐ Clear ☐ Cloudy ☐ Partly Cloudy ☐ Hot ☐ Mild ☐ Cold ☐ Rain ☐ Post Rain

Current or evidence of previous sediment or pollutant discharge from activity:	☐ Yes	☐ No

If yes, describe source and location (or N/A): _____

_____

Responsible Parties

Inspector Name: _____	Contractor* Name: _____
Contractor DEQ-Certification #: _____	Contractor Phone: _____
Contractor Email: _____	Contractor Email: _____
Contractor Phone: _____	** Contractor or other individual authorized with responsibility for implementation of the land disturbance activity.*

Delivery method of inspection to Contractor (≤ 2 business days): ☐ Hardcopy ☐ Email ☐ Other _____

Inspection Type

☐ After installation of initial ESC measures	☐ 2-week inspection	☐ Final Stabilization
☐ Within 24-hours after a runoff event (≥ 0.25 inches of rain over 24-hours) **	☐ Other _____	

** If due to runoff event; the date of event was _____ with an estimated rainfall of (inches): _____

Land Disturbance Inspection Checklist (for sites with disturbance < 1-acre)

Yes	No	N/A	Inspection Item	Location and Recommended Correction Action (Additional notes at end of checklist, where applicable)
			1) Deficiencies identified during previous inspections corrected. Notify VCCS S&S Project Manager if a deficiency has not been corrected on each of the past 3 consecutive inspection reports.	
			2) Land-disturbing activities are within the area of disturbance identified on the approved ESC Plan.	
			3) All erosion and sediment controls maintained & functional.	
			4) ESC operations consistent with the ESC phasing plan or modifications to the plan that been appropriately approved and documented on plan documents.	

Yes	No	N/A	Inspection Item (continued)	Location and Recommended Correction Action (Additional notes at end of checklist, where applicable)
			5) Temporary or permanent stabilization measures applied within allowable time frames (7 days after final grade or where dormant for more than 14 days).	
			6) Disposal/borrow areas & stockpiles (on-site and off-site) stabilized or protected with sediment trapping measures.	
			7) Off-site areas depicted on plan or have separate VCCS or locality approved ESC Plan, where applicable.	
			8) Temporary ESC measures that are no longer needed removed and associated site areas permanently stabilized.	
			9) Initial ESC measures, including perimeter controls, (i.e. silt fence, sediment basins and traps, perimeter dikes) installed and functional prior to upslope land disturbance.	
			10) Earthen structures, such as dams, dikes, diversions, and cut/fill slopes, stabilized or protected with functioning sediment trapping measures.	
			11) Sediment basins/traps constructed according to the plans/specifications, functional and maintained.	
			12) Cut/fill slopes protected from concentrated runoff with channel flumes or slope drains.	
			13) Slopes with water seeps protected with adequate drainage and stabilization.	
			14) Operational storm sewer & culvert inlets have inlet protection according to the plans/specifications.	
			15) Constructed stormwater conveyance channels & ditches stabilized with the appropriate channel lining and/or outlet protection according to the plans/specifications.	
			16) Non-erodible material or cover provided for all causeways and cofferdams where work is performed in a live watercourse.	
			17) Live watercourse(s) crossed by construction vehicles more than twice in a 6-month period utilize a temporary stream crossing for crossing constructed of non-erodible materials.	
			18) Applicable federal and state permits available for work performed in a live watercourse.	
			19) Bed and banks have been stabilized immediately and per the plan/specifications where work is performed in a live watercourse.	

Yes	No	N/A	Inspection Item (continued)	Location and Recommended Correction Action (Additional notes at end of checklist, where applicable)
			20) Sediment trapping controls for excavated material, filtering of effluent from dewatering, and compaction and restabilization of backfill provided where underground utilities installed with less than 500' of trench open.	
			21) Construction entrances properly located, installed & maintained.	
			22) Sediment tracked onto adjacent roadways or otherwise offsite appear to be removed each day.	
			23) In complete and stabilized areas of the site, ESC measures have been removed and trapped sediment been stabilized or appropriately removed.	
			24) No evidence downstream of site discharge locations of off-site sediment or pollutant transport. (Provide locations & description of impacts if applicable.)	
			25) Adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, & sedimentation from the activity.	
			26) All locations of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch).	
			27) ESC measures to protect stormwater practices (i.e. infiltration basin, bioretention) that are shown on the plans to prevent compaction or clogging are installed, when applicable.	
			28) Runoff and other discharges (dewatering) that contain sediment or other pollutants appear to be properly treated prior to discharging from the site.	
			29) Any permanent stormwater measures (basins, etc.) properly installed/converted, stabilized and functional, in accordance with the plans.	

Additional Notes (reference checklist # and provide additional attachments (i.e. photos), as needed to demonstrate concerns):

Inspector Certification Statement (required to complete form)

"I certify under penalty of law that I performed the inspection described in this form as a DEQ-Certified Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-875-380 through 9VAC25-875-460). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is 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 and falsifying inspections (reports)."

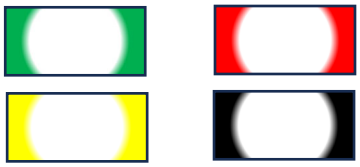
Inspector (Signature): _____ Date: _____

Appendix E2

VCCS Construction Site Inspection Form for Land Disturbance (LD-04B)

(For Land Disturbance Activity ≥ 1-acre)

VCCS Land Disturbance Inspection Form (For Land Disturbance ≥ 1-acre)

Summary Sheet	
Project Name: _____ VCCS Inspector: _____ Site Contractor: _____ Date of Inspection: _____	**Inspection Characterization** 

Characterization Key (see accompanying checklist for additional inspection-specific detail)

Flag	Characterization	Required Action
	Inspection found the land disturbance activity in good condition.	No immediate actions needed. Continue to implement plans.
	Corrective actions needed to prevent potential sediment/pollutant discharge from the site. ***(Warning)***	Perform specified actions within timeframe specified on inspection form. Typically includes correcting inadequacies with ESC controls, maintenance, stabilization & documentation.
	Corrective actions needed due to transport of sediment/pollutant from the site. ***(Notice of Violation)***	Perform specified actions immediately to prevent discharges of sediment/pollutants from the site. Typical as a result of failing controls. A yellow flag can be elevated to red if action items not previously addressed, as specified.
	Significant conflict with the S&S for ESC and SWM, including potential damage to property or natural resources. ***(Stop Work Order)***	Work must stop with exceptions described below. This flag requires written agreement to stop work from the VCCS Associate Vice Chancellor for Facilities Management Services (Vice Chancellor). All corrective items must be addressed to achieve the intent of the S&S and signed release below provided to recommence work.

Black Flag Stop Work Order (when applicable)

Based on findings in this inspection form by a VCCS DEQ-certified S&S Inspector, **all work onsite must stop** as of the date of signature below, with the exception of specified corrective actions and/or remediation identified within this inspection form and any other activities necessary for life safety or otherwise identified by the VCCS for consistency with the S&S. Work outside of the activities specified shall not recommence until granted with the release below.

Vice Chancellor for Facilities Management Services: _____ Date: _____

Black Flag Stop Work Order Release (when applicable)

Based of field verification by a VCCS DEQ-certified S&S Inspector and related documentation, corrective actions and/or remediation identified within this inspection form have been completed to the satisfaction of the VCCS. Corrections and/or remediation are to a point where significant conflicts with the VCCS S&S, as well as any threats to property or natural resources, are remedied and work on the land disturbance activity may resume.

Vice Chancellor for Facilities Management Services: _____ Date: _____

General Information

Project Name: _____ Location: _____

Date of Inspection: _____ Date of Last Inspection: _____

Start Time of Inspection: _____ End Time of Inspection: _____

Weather: ☐ Clear ☐ Cloudy ☐ Partly Cloudy ☐ Hot ☐ Mild ☐ Cold ☐ Rain ☐ Post Rain

Current or evidence of previous sediment or pollutant discharge from activity:	☐ Yes	☐ No

If yes, describe source and location (or N/A): _____

_____

Responsible Parties

Inspector Name: _____	Contractor* Name: _____
Contractor DEQ-Certification #: _____	Contractor Phone: _____
Contractor Email: _____	Contractor Email: _____
Contractor Phone: _____	** Contractor or other individual authorized with responsibility for implementation of the land disturbance activity.*

Delivery method of inspection to Contractor (≤ 2 business days): ☐ Hardcopy ☐ Email ☐ Other _____

Inspection Type

☐ After installation of initial ESC measures	☐ 2-week inspection	☐ Final Stabilization
☐ Within 24-hours after a runoff event (≥ 0.25 inches of rain over 24-hours) **	☐ Other _____	

** If due to runoff event; the date of event was _____ with an estimated rainfall of (inches): _____

Land Disturbance Inspection Checklist (for sites with disturbance < 1-acre)

Yes	No	N/A	Inspection Item	Location and Recommended Correction Action (Additional notes at end of checklist, where applicable)
			1) Deficiencies identified during previous inspections corrected. Notify VCCS S&S Project Manager if a deficiency has not been corrected on each of the past 3 consecutive inspection reports.	
			2) Land-disturbing activities are within the area of disturbance identified on the approved ESC Plan.	
			3) All erosion and sediment controls maintained & functional.	
			4) ESC operations consistent with the ESC phasing plan or modifications to the plan that been appropriately approved and documented on plan documents.	

Yes	No	N/A	Inspection Item (continued)	Location and Recommended Correction Action (Additional notes at end of checklist, where applicable)
			5) Temporary or permanent stabilization measures applied within allowable time frames (7 days after final grade or where dormant for more than 14 days).	
			6) Disposal/borrow areas & stockpiles (on-site and off-site) stabilized or protected with sediment trapping measures.	
			7) Off-site areas depicted on plan or have separate VCCS or locality approved ESC Plan, where applicable.	
			8) Temporary ESC measures that are no longer needed removed and associated site areas permanently stabilized.	
			9) Initial ESC measures, including perimeter controls, (i.e. silt fence, sediment basins and traps, perimeter dikes) installed and functional prior to upslope land disturbance.	
			10) Earthen structures, such as dams, dikes, diversions, and cut/fill slopes, stabilized or protected with functioning sediment trapping measures.	
			11) Sediment basins/traps constructed according to the plans/specifications, functional and maintained.	
			12) Cut/fill slopes protected from concentrated runoff with channel flumes or slope drains.	
			13) Slopes with water seeps protected with adequate drainage and stabilization.	
			14) Operational storm sewer & culvert inlets have inlet protection according to the plans/specifications.	
			15) Constructed stormwater conveyance channels & ditches stabilized with the appropriate channel lining and/or outlet protection according to the plans/specifications.	
			16) Non-erodible material or cover provided for all causeways and cofferdams where work is performed in a live watercourse.	
			17) Live watercourse(s) crossed by construction vehicles more than twice in a 6-month period utilize a temporary stream crossing for crossing constructed of non-erodible materials.	
			18) Applicable federal and state permits available for work performed in a live watercourse.	
			19) Bed and banks have been stabilized immediately and per the plan/specifications where work is performed in a live watercourse.	

Yes	No	N/A	Inspection Item (continued)	Location and Recommended Correction Action (Additional notes at end of checklist, where applicable)
			20) Sediment trapping controls for excavated material, filtering of effluent from dewatering, and compaction and restabilization of backfill provided where underground utilities installed with less than 500' of trench open.	
			21) Construction entrances properly located, installed & maintained.	
			22) Sediment tracked onto adjacent roadways or otherwise offsite appear to be removed each day.	
			23) In complete and stabilized areas of the site, ESC measures have been removed and trapped sediment been stabilized or appropriately removed.	
			24) No evidence downstream of site discharge locations of off-site sediment or pollutant transport. (Provide locations & description of impacts if applicable.)	
			25) Adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, & sedimentation from the activity.	
			26) All locations of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch).	
			27) ESC measures to protect stormwater practices (i.e. infiltration basin, bioretention) that are shown on the plans to prevent compaction or clogging are installed, when applicable.	
			28) Runoff and other discharges (dewatering) that contain sediment or other pollutants appear to be properly treated prior to discharging from the site.	
			29) Any permanent stormwater measures (basins, etc.) properly installed/converted, stabilized and functional, in accordance with the plans.	
Yes	**No**	**N/A**	**SWPPP Inspection Item**	**Location and Recommended Correction Action** (Additional notes at end of checklist, where applicable)
			30) Functional measures in place to prevent and respond to leaks, spills and other pollutant releases, including procedures for expeditiously stopping, containing, cleaning up spills and reporting (see also Pollution Prevention Plan in SWPPP).	
			31) Functional measures in place to prevent the release of soaps, solvents, detergents, wash water from construction materials, paint and other pollutants from contact with stormwater.	
			32) Wash waters from vehicles, equipment, construction materials, and the like prevented from release and/or properly treated before leaving the site.	

Yes	No	N/A	SWPPP Inspection Item	Location and Recommended Correction Action (Additional notes at end of checklist, where applicable)
			33) Concrete wash-out waste directed into a properly installed leakproof container with treatment mechanism properly maintained and utilized.	
			34) Construction products, materials, and wastes are being properly stored, handled, and labeled. Loose trash and debris properly contained.	
			35) Other potential pollutant-generating activities not listed above are being properly managed to prevent exposure to precipitation/runoff.	
			36) All pollutant generating activities present on the site have been identified in the Pollution Prevention Plan (see SWPPP).	
			37) A copy of the VAR10 notice of coverage letter and information for public access to the SWPPP are available and posted near main entrance of the site.	
			38) A copy of the complete SWPPP is available onsite for operators and inspectors.	
			39) The SWPPP is being amended, modified, updated and appropriately signed per requirements of the VAR10 General Permit.	
			40) Dates when major grading activities occurred properly recorded on plans or within SWPPP.	
			41) SWPPP inspections conducted by contractor at required frequency, summarized including corrective actions, appropriately signed and retained with the SWPPP.	
			42) A turbidity method is being implemented with dewatering discharges, when applicable, and documentation maintained in the SWPPP, per Part II.B.8 of the VAR10 General Permit. See SWPPP to determine applicability.	

Additional Notes (reference checklist # and provide additional attachments (i.e. photos), as needed to demonstrate concerns):

Inspector Certification Statement (required to complete form)

"I certify under penalty of law that I performed the inspection described in this form as a DEQ-Certified Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-875-380 through 9VAC25-875-460). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is 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 and falsifying inspections (reports)."

Inspector (Signature): _____ Date: _____

Operator Certification Statement (required per VAR10 General Permit)

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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."

I understand this inspection form shall be maintained in the project SWPPP. Corrections to incidents of noncompliance identified on this form will be corrected within 7 days or as otherwise specified on this form.

I also understand that this form may not identify all potential items of non-compliance to the VAR10 General Permit and, as Operator of the permit, I am responsible for ensuring compliance.

Operator or Duly Authorized Representative (Name Printed): _____

Operator or Duly Authorized Representative (Signature): _____

Date: _____

Appendix F

VCCS SWM Facility Record Drawing and Certification Form (LD-05)

VCCS Stormwater Management Facility Record Drawing and Certification Form

Instruction: This form is to verify that stormwater management (SWM) facilities are constructed in accordance with the VCCS approved plans and design specifications. This form shall be submitted to the VCCS S&S Project Manager for approval in accordance with Section 4.2.4 of the VCCS Standards and Specifications for ESC and SWM (S&S). VCCS approval is required prior to approval of a *Notification of Completion of Land Disturbance Form* that is required prior to the permittee's termination of a VAR10 General Permit, per the S&S. This form shall be completed and submitted by the licensed professional (Applicant) certifying the SWM facility.

General Information

Project Title: _____

SWM Facility Type: _____ Acres Treated by SWM Facility (acres): _____

Facility Location (latitude/longitude): _____ Date of Record Drawing: _____

Name of the receiving waters to which the BMP discharges: _____

Applicant _____ Email: _____ Phone: _____

Record Drawing Certification Statement

The Licensed Professional (Applicant) shall provide certification (below) of the SWM Record Drawing(s), including inspections, monitoring and other efforts used for the certification of the SWM facility.

Record Drawing Certification

I certify that I am a Licensed Professional in the Commonwealth of Virginia and that to best of my knowledge, having completed site specific inspection(s), as applicable, and/or having reviewed field survey from a qualified professional for the constructed condition of the stormwater management facility referenced on this form, is constructed in accordance with the approved plans. The information provided with the submission accompanying this form, including completion of the following checklist, is complete and accurate.

_____ _____
Certifying Licensed Professional (Signature) Date of Certification

VCCS Approval (If review finds information lacking, the VCCS S&S Project Manager will provide comments and a subsequent submission will be required, reflecting the new date of the record drawings.)

VCCS, or a qualified designee, has reviewed this submission and the signature below provides approval of the submission.

_____ _____
VCCS S&S Project Manager (Print) Date of Approval

_____
VCCS S&S Project Manager (Signature)

Review Checklist (Applicant shall indicate information provided, as applicable)			
Yes	**No**	**N/A**	**Record Drawing Requirements**
			Completed **LD-05 form** (both pages of this form) for each permanent SWM facility, provided with record drawing submission.
			Provided with record drawing submission, **certified inspection log**, necessary, to document all critical aspects of SWM facility construction to demonstrate compliance with the approved plans. For example, a bioretention facility may require a liner. Without an inspection log, there would be no assurance that the liner was installed correctly in the post-construction condition since it is underground and not visible from the surface.
			Signed/sealed record drawing indicating any **changes that differ from the approved plans**, along with any applicable computations.
			Record drawing including clear means, such as a checkmark, shall be used to demonstrate that the **Applicant's agreement with the constructed values**.
			For any changes to the plans, record drawing includes numeric changes with **red line(s)** to cross out the original item and the actual constructed information shown beside the crossed-out value. Elevations shall be to the nearest 0.1 foot.
			The record drawing provides the required and achieved **storage volume** (cubic feet) of the facility, including all verifying calculations and dimensions.
			The record drawing provides the **total phosphorus (TP) reductions** required for the project and the TP reductions achieved by the SWM facility, when applicable.
			The record drawing identifies the SWM **facility type** per the Virginia Stormwater Management Handbook (i.e. filter, bioretention, etc.)
			The record drawing includes the **geographic coordinates** (latitude/longitude) of the SWM facility.
			The record drawing includes total **area treated**, including impervious, turf and forested area, within the SWM facility's drainage basin (in acres).
			The record drawing includes, the name and 6th order hydrologic unit code (HUC06) for the **receiving waters** to which the SWM facility discharges.

Appendix G

Notification of Completion of Land Disturbance Activity Form (LD-06)

VCCS Notification of Completion of Land Disturbance Form

Instruction: This form is to request recognition of completion of a land disturbance activity between the Contractor/Operator and adherence to the VCCS Standards and Specifications for ESC and SWM. VCCS approval of this form will NOT result in termination of VAR10 General Permit coverage from DEQ, when applicable. Nor does approval of this form release the Contractor from any post-construction warranty. The Contractor/Operator shall not terminate VAR10 General Permit coverage with DEQ, when applicable, until recognition of completion from VCCS is provided on this form.

General Information

Project Title: _____

Project Location: _____

Contractor Submitting Form: _____

Contractor Contact: _____ Email: _____ Phone: _____

Conditions for Recognition of Completion of Land Disturbance
(Contractor/Operator shall indicate information provided, as applicable)

Yes	No	Condition for Termination
		No further land disturbance activities are planned.
		The project area has been stabilized in accordance with the approved plans, which includes seeding, mulching, sodding, paving, or other means.
		All temporary erosion and sediment control measures have been removed.
		All ESC and pollution prevention measures have been removed from the site and disposed of in a legal manner.
		All permanent post-construction stormwater management facilities have VCCS-approved record drawings (LD-05 approved form).
		All trash and debris have been removed from the site.
		VCCS-approved professionally signed and sealed record drawings for all stormwater management facilities.

Completion of Land Disturbance
(Contractor shall certify conditions for Recognition of Completion of Land Disturbance are accurate)

Completion of Land Disturbance Certification

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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."

Upon approval of this form, I will request termination of the VAR10 General Permit from DEQ, when applicable.

_____	_____
Contractor/Operator (Print)	Company
_____	_____
Contractor/Operator (Signature)	Date

Appendix H
VAR10 SWPP Template

Stormwater Pollution Prevention Plan (SWPPP)

This SWPPP Template is intended for guidance purposes only. Operator is responsible for ensuring compliance with the VPDES Permit for Discharges of Stormwater from Construction Activities (VAR 10).

General Information
Contractor Firm Name: _____
VAR10 Permit Operator: _____
Individual Responsible for SWPPP Implementation: _____
Address: _____
Email: _____ Phone: _____
Land Disturbance Activity Information
Project Code: 260- _____ Date of SWPPP: _____
Date of plans: _____ Date of VCCS plan approval: _____
Approved plans are incorporated to this SWPPP by reference and shall be maintained with the SWPPP at all times until termination of the VAR10 General Permit.
VCCS Land Disturbance Activity Contact Information
VCCS S&S Project Manager: _____
Email: _____ Phone: _____
SWPPP Availability
This SWPPP shall be maintained on-site and made available at a central location for use by applicable personnel, be readily available upon request by VCCS, DEQ, EPA, and for public review. Information for the public to access this SWPPP shall be posted conspicuously near the main entrance of the construction activity along with the VAR general permit coverage letter.

SWPPP Certifications

[See Part III (K) of the General VPDES Permit for Discharges of Stormwater from Construction Activities for appropriate individual for certification of this Stormwater Pollution Prevention Plan]

Operator's Certification

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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."

"Furthermore, I have read and understand this Stormwater Pollution Prevention Plan and the information in this document and its attachments is to the best of my knowledge true, accurate and complete. In addition, I certify that I will fully implement this Plan and will maintain its accuracy and maintain on site at all times."

_____
Operator Name (Printed)

_____ _____
Signature Date

Operator Delegation of Authority (if applicable)

The VAR10 General Permit Operator may specify a Duly Authorized Representative to implement this Stormwater Pollution Prevention Plan (SWPPP). This individual must be in a position having responsibility for the overall operation of the regulated facility or activity. If the authorization is no longer accurate because a change in the individual or position with responsibility for the overall operation of the regulated facility or activity, a new authorization shall be submitted prior to, or together with, any reports or information to be signed by an authorized representative, such as this SWPPP and inspection reports, or other information requested by the VCCS or the DEQ.

The Duly Authorized Representative for this project will be:

Name: _____ Title: _____

Company: _____ Phone: _____

Email: _____

SWPPP Certifications (continued)

[See Part III (K) of the General VPDES Permit for Discharges of Stormwater from Construction Activities for appropriate individual for certification of this Stormwater Pollution Prevention Plan]

Duly Authorized Representative's Certification

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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."

"Furthermore, I have read and understand this Stormwater Pollution Prevention Plan and the information in this document and its attachments is to the best of my knowledge true, accurate and complete. In addition, I certify that I will fully implement this Plan and will maintain its accuracy and maintain on site at all times."

_____
Duly Authorized Representative Name (Printed)

_____ _____
Signature Date

Operator's Certification (when designative a Duly Authorized Representative)

"I certify that the Duly Authorized Representative named above is my duly authorized representative for this project. The Operator is in a position to have overall responsibility in a manner sufficient to implement the SWPPP. I also certify that the Operator named above has the delegated authority to sign inspection reports and/or amend or modify this SWPPP."

_____
Duly Authorized Representative Name (Printed)

_____ _____
Signature Date

Table of Contents

Appendices

Acronyms

DEQ	Virginia Department of Environmental Quality
EPA	Environmental Protection Agency
ESC	Erosion and Sediment Control
SWM	Stormwater Management
TMDL	Total Daily Maximum Load
VPDES	Virginia Pollution Discharge Elimination System
WLA	Wasteload Allocation

SWPPP Completion Checklist	
A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to submitting a registration statement for coverage under the General VPDES Permit for Stormwater Discharges from Construction Activities. The steps below can assist with ensuring completeness of this SWPPP. However, the Operator, or Duly Authorized Representative identified in this SWPPP, is responsible for compliance with the VAR10 General Permit, including ensuring all requirements for this SWPPP.	
☐ Step 1	Include in **Appendix A** the general information and documents for the project and General Permit coverage per Section 2. Incorporate, by reference and maintain with this SWPPP, the VCCS-approved ESC and SWM Plans.
☐ Step 2	Complete the Pollution Prevention (P2) Plan as described in Section 3 using the P2 template in **Appendix B** as guidance. Provide any additional information regarding pollutant-generating activities and methods to control the discharge of pollutants in surface runoff. Conduct a "walk through" training for subcontractors and other personnel regarding potential pollutant generating activities and pollution prevention practices. Document signatures of all applicable subcontractors and personnel in **Appendix C**.
☐ Step 3	Indicate the appropriate SWPPP-self inspection frequency in **Section 5** of this SWPPP.
☐ Step 4	As applicable, maintain the Spill and Leak Log in **Appendix D** to document spills and leaks from equipment or other chemicals and non‐stormwater materials.
☐ Step 5	As applicable, maintain the SWPPP Amendment, Modification, and Update Log in **Appendix E** to document potential changes to the project and the SWM and ESC plans.
☐ Step 6	Maintain a record of land-disturbing activities using the log in **Appendix F** to document location, descriptions, and applicable dates of disturbance. Alternatively, a record can be maintained on a working set of drawings as sure as the required information is included on the plans.
☐ Step 7	Include qualified personnel (inspector) information in **Appendix G**.
☐ Step 8	Complete self-inspections using the construction site inspection form in **Appendix H**. Document dates and corrective actions resulting from items identified during inspections.
☐ Step 9	Ensure that all of the required SWPPP documents are located onsite and are available for review.

1.0 Introduction

The purpose of this Stormwater Pollution Prevention Plan (SWPPP) is to address Part II of the General VPDES Permit for Discharges of Stormwater from Construction Activities (General Permit No. VAR10), referred to herein as the VAR10. This SWPPP is provided as a template within the VCCS Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management, and upon completion, is intended to provide a minimum standard of compliance and consistency for land disturbance activity greater than or equal to 1-acre and conducted on lands owned by the State Board for Community Colleges, Virginia Community College System (VCCS).

The individual applying for VAR10 permit coverage is responsible for the completion and implementation of this SWPPP. All plans incorporated by reference into the SWPPP become enforceable under this general permit. If a plan incorporated by reference does not contain all of the required elements of the SWPPP, the operator must develop the missing elements and include them in the SWPPP. Step-by-step instruction for completing this SWPPP is provided and upon completion serves as the site-specific SWPPP for the land disturbance activity identified on the cover sheet.

Upon commencement of land disturbance, the operator shall implement the SWPPP and subsequent amendments, modifications, and updates from commencement of land disturbance until termination of VAR10 permit coverage.

2.0 General Information

This section addresses Part II.B.1 of the VAR10 that requires general information be provided in the SWPPP. Incorporated by reference are the VCCS-approved ESC and SWM Plans that incorporate the following general information required by the permit:

- Existing and proposed drainage patterns on the construction site and approximate slopes before and after major grading activities;
- Limits of clearing and grading (land disturbance) including steep slopes and natural buffers around surface waters that will remain undisturbed;
- Locations of major structural and nonstructural control measures that will be installed between disturbed areas and the undisturbed vegetated areas in order to increase sediment removal and maximize stormwater infiltration;
- Locations of surface waters;
- Locations where concentrated stormwater is discharged; and
- Locations of any construction support activities, including (i) areas where equipment and vehicle washing, wheel wash water, and other wash water is to occur; (ii) storage areas for chemicals such as acids, fuels, fertilizers, and other lawn care chemicals; (iii) concrete wash out areas; (iv) vehicle fueling and maintenance areas; (v) sanitary waste facilities, including those temporarily placed on the construction site; (vi) construction waste storage; and (vii) areas where polymers, flocculants, or other stormwater treatment chemicals will be used or stored

A narrative description of the nature of the construction activity, including the function of the project (i.e. academic building, parking lot, etc.) is as follow:

Table 1. Additional information content required per Part II.B.1 of the VAR10 General Permit.	
SWPPP Document	Incorporated in SWPPP? (check if yes)
Signed copy of VAR10 Registration Statement (Appendix A)	☐
DEQ Notice of Coverage Letter (Appendix A)	☐
Copy of VAR10 Construction General Permit (Appendix A)	☐
Completed Preconstruction Meeting Verification Form (Appendix A)	☐
Approved Erosion & Sediment Control Plan (By Reference) *	☐
Approved Stormwater Management Plan (By Reference) *	☐
* Implementation of VCCS-approved ESC and SWM Plans meets the requirements of Part II.B.2 and B.3 of the VAR10.	

3.0 Pollution Prevention

This section addresses Part II.B.4 of the VAR10 that requires a Pollution Prevention Plan (P2) to address potential pollutant-generating activities that may reasonably be expected to affect the quality of stormwater discharges from the construction activity, including any support activity. The P2 Plan is provided in Appendix B.

3.1 Awareness

The Operator or Duly Authorized Representative shall identify all subcontractors and other personnel that could potentially conduct the pollutant generating activities identified in Table B-1 of the P2 Plan (Appendix B). Identified subcontractors and other personnel shall be listed on the P2 Awareness Form in Appendix C with each individual acknowledging with their signature their awareness of the P2 Plan in Appendix B.

3.2 Prohibited Discharges

The Operator or Duly Authorized Representative shall record the date of any prohibited discharges, the discharge volume released, and what actions were taken to minimize the impact of the release in the Spill and Leaks Log in Appendix D. For each spill or leak, measures taken to prevent the reoccurrence of any prohibited discharge shall also be recorded in the log.

4.0 Updates and Plan Modifications

The Operator or Duly Authorized representative will certify modifications to the SWPPP when amended to reflect a change in design, construction, operation, or maintenance of the project site that has a significant effect on the potential for the discharge of pollutants to surface waters and that has not been addressed in the normal implementation of the SWPPP. The SWPPP will also be updated whenever it is found to be ineffective in meeting the requirements of the VAR10. The Operator will update the SWPPP as soon as possible but no later than seven days following any modification to its implementation.

Where revisions or modifications to the SWPPP for the project are necessary, such revisions or modifications shall be approved by the Operator and shall be documented in the SWPPP Amendments, Modifications, and Update Log form in Appendix E identified on applicable sheet of the plan set. All documentation shall be accompanied with a date and initials of the person performing the modifications.

In addition to SWPPP modifications, the following shall be noted in the Record of Land Disturbance Activity log in Appendix F and shall include the following items:

1. A record of dates when:
   - ✓ Major grading activities occur;
   - ✓ Construction activities temporarily or permanently cease on a portion of the site; and
   - ✓ Stabilization measures are initiated;
2. Documentation of replaced or modified controls where periodic inspections or other information have indicated that the controls have been used inappropriately or incorrectly and were modified as soon as practicable;
3. Areas that have reached final stabilization and where no further SWPPP or inspection requirements apply;
4. All properties that are no longer under the legal control of the Operator and the dates on which the Operator no longer had legal control over each property.

5.0 Site Inspections

The Operator or Duly Authorized representative shall conduct inspections using the VCCS Construction Site Inspection Form in the VCCS Standards and Specifications for ESC and SWM (S&S), also provided in Appendix H of this SWPPP. All inspections shall be conducted by qualified personnel established in Section 4.2.1 of the VCCS S&S and in accordance with the ESC and SWM Certification Regulations (9VAC25-875-380 through 9VAC25-875-460). Qualified personnel, including their respective DEQ inspector certification numbers, shall be identified in Appendix G. Completed inspections forms shall be maintained in Appendix H and available to VCCS, DEQ and EPA upon request.

In all cases, areas will be inspected that have reached final grade or that will remain dormant for more than 14 days for initiation of stabilization activities; to ensure: (a) Initiation of stabilization activities have occurred immediately; and (b) Stabilization activities have been completed within seven days of reaching grade or stopping work.

5.1 Inspection Frequency

The Operator or Duly Authorized Representative shall identify the appropriate and desired inspection frequency criteria below by reviewing the SWM Plan to determine if the site discharges to a waterway either identified as:

- An exceptional water as identified in 9VAC25-260-30 A 3 of the Virginia Administrative Code;
- An impaired waterway in the 2022 § 305(b)/303(d) Water Quality Assessment Integrated Report; or
- Assigned a waste load allocation for sediment, nutrients, or polychlorinated biphenyl (PCB) as part of a TMDL approved prior to July 1, 2024.

If the site discharges to an applicable impaired waterway of surface waters with an applicable waste load allocation, an inspection frequency shall be selected below from Inspection Frequency Criteria ‘A.” If neither scenario applies, select an inspection frequency from Inspection Frequency Criteria ‘B.’ The selected Inspection Frequency Criteria cannot be changed during the course of the VAR10 permit coverage.

Inspection Frequency "A" (check selected frequency)

☐ At least once every 4 business days; **or**

☐ At least once every 5 business days and no later than 24 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 24 hours between business days, the inspection shall be conducted on the next business day. A measurable storm event for this inspection option will be established and documented by one of the following methods (check selected option):

- ☐ On-site rain gauge
- ☐ Rainfall data from other source: _____

Inspection Frequency "B" (check selected frequency)

☐ At least once every 5 business days; **or**

☐ At least once every 10 business days and no later than 24 hours following a measurable storm event. In the event that a measurable storm event occurs when there are more than 24 hours between business days, the inspection shall be conducted on the next business day. Additionally:

- A storm event that produces 0.25 inches or more of rain within a 24-hour period on the first day of the storm and continues to produce 0.25 inches or more of rain on subsequent days. The operator is required to conduct an inspection within 24 hours of the first day of the storm and within 24 hours after the last day of the storm that produces 0.25 inches or more of rain.
- A discharge caused by snowmelt. The operator is required to conduct one inspection once the discharge of snowmelt occurs. Additional inspections are only required if following the discharge from the first snowmelt, there is a discharge from a separate storm event.

A measurable for event, defined as any rainfall event producing ≥ 0.25" over 24 hours. A measurable rainfall event will be established and documented by one of the following methods (check selected option):

- ☐ On-site rain gauge
- ☐ Rainfall data from other source: _____

NOTE: Completed inspection reports shall be included in Appendix H of this SWPPP no later than four business days after the inspection is complete.

5.2 Alternative Inspection Frequency under Certain Conditions

Where areas have been temporarily stabilized or land-disturbing activities will be suspended due to continuous frozen ground conditions and stormwater discharges are unlikely, the inspection frequency may be reduced to once per month. If weather conditions (such as above freezing temperatures or rain or snow events) make discharges likely, the operator shall immediately resume the regular inspection frequency.

If adverse weather causes the safety of the inspection personnel to be in jeopardy, the inspection may be delayed until the next business day on which it is safe to perform the inspection. Any time inspections are delayed due to adverse weather conditions, evidence of the adverse weather conditions shall be included in the SWPPP with the dates of occurrence.

5.3 Corrective Actions

The Operator shall implement the corrective action(s) identified as a result of an inspection as soon as practicable but no later than seven days after discovery or a longer period as approved by the VCCS AS&S Project Manager. If approval of a corrective action by a regulatory authority is necessary, additional control measures shall be implemented to minimize pollutants in stormwater discharges until such approvals can be obtained.

Documentation of any corrective actions shall be recorded on the respective, or subsequent, construction site inspection form (Appendix H). Corrective actions taken shall be retained by the Operator as part of the SWPPP for at least three years from the date that the Construction Permit coverage expires or is terminated.

5.4 Additional Criteria for Impaired Receiving Waters

If the SWM Plan identifies that the site discharges to: (1) a surface water identified as impaired in the 2022 § 305(b)/303(d) Water Quality Assessment Integrated Report; (2) a surface water with an applicable TMDL wasteload allocation established and approved prior to the term of this general permit for sediment for a sediment-related parameter (i.e., total suspended solids or turbidity) or nutrients (i.e., nitrogen or phosphorus) prior to July 1, 2024; or (3) an exceptional surface water, the operator shall provide:

- Permanent or temporary soil stabilization shall be applied to denuded areas within seven days after final grade is reached on any portion of the site; and
- Nutrients shall be applied in accordance with manufacturer's recommendations or an approved nutrient management plan and shall not be applied during rainfall events.

For discharges from construction activities that include the demolition of any structure with at least 10,000 square feet of floor space built or renovated before January 1, 1980, to surface waters either identified as impaired in the 2022 § 305(b)/303(d) Water Quality Assessment Integrated Report or with an applicable TMDL wasteload allocation established and approved prior to July 1, 2024 for PCB, the operator shall:

- Dispose of waste materials in compliance with applicable state, federal, and local requirements;
- Implement controls to minimize the exposure of PCB-containing building materials, including paint, caulk, and pre-1980 fluorescent lighting fixtures, to precipitation and to stormwater such as separating work areas from non-work areas and selecting appropriate personal protective equipment and tools, constructing a containment area so that all dust or debris generated by the work remains within the protected area, using tools that minimize dust and heat (<212°F). Controls shall be described in Section 3 of the Pollution Prevention Plan in Appendix B.

6.0 Construction Dewatering Discharges to Sediment Impaired or Exceptional Waters

The operator shall undertake methods for controlling and documenting construction dewatering discharges for construction dewatering discharges to surface waters either:

i. Identified as impaired in the 2022 § 305(b)/303(d) Water Quality Assessment Integrated Report for Benthic Macroinvertebrates Bioassessments;
ii. With an applicable TMDL wasteload allocation established and approved prior to the July 1, 2024 for sediment or a sediment-related parameter (i.e., total suspended solids or turbidity), including all surface waters within the Chesapeake Bay Watershed; or
iii. Identified in 9VAC25-260-30.A.3.c as an exceptional water, the operator shall undertake one of the following methods for controlling and documenting construction dewatering discharges:

The operator shall undertake one of the methods for controlling and documenting construction dewatering discharges, as described in the VAR10 General Permit, Part II.8 as:

- Turbidity Benchmark Option #1 or
- Turbidity Benchmark Option #2

Turbidity monitoring information (i.e., location, date, sample collection time, and turbidity measurement) and any necessary corrective actions taken shall be recorded in the SWPPP in Appendix I.

Appendix A

Contents

1. Signed copy of the VAR10 Registration Statement
2. DEQ Notice of Coverage Letter for the Activity
3. Copy of the VAR10 General Permit
4. Completed VCCS Preconstruction Verification Form
5. VCCS approved ESC Plan (incorporated by reference)
6. VCCS approved SWM Plan (incorporated by reference)

Appendix B

Contents

1. Pollution Prevention Plan

The Pollution Prevention Plan identifies and provides details for addressing pollutant-generating activities on construction sites. The following four sections shall be completed by the Operator, and any applicable plan sheets shall also be included. It shall be the responsibility of the Operator to ensure all of the sections are complete and accurate, and that any applicable best management practices (BMPS) are put in place and maintained.

Section 1: Identification of Pollutants – This section identifies the typical construction-related activities and their potential discharges. Each potential discharge is related to one or more specific pollutants. The location of the potential discharges is also specified or referenced in the Erosion and Sediment Control and/or Stormwater Management Plans.

Section 2: Identification of Authorized Non-stormwater Discharges – There are a number of potential discharges that are not typically related to the pollutants and Section 1; however, the Operator should be aware of these and be able to identify which ones apply to the construction site. Unusual or extraordinary discharges may still require reporting.

Section 3: Pollution Prevention Best Management Practices – This section depicts the most common best management practices (BMPs) that can be used to address the potential pollutant generating activities and should be referenced in Section 1, if applicable. This list, however, is not exhaustive, and the Operator shall be responsible for the development and documentation of any other specific BMPs to be used on the site

Section 4: Spill or Leak Response Procedures – This section describes the means and general methods for addressing spill or leaks associated with the potential pollutant generating activities, or any unusual or extraordinary discharges, that may affect stormwater or enter waterways.

Section 1: Complete the table below to identify potential pollutant-generating activities, their location, and the applicable pollution prevention best management practices. Add additional pages, as needed.

Table A: Identification of Pollutant-generating activities.

Potential Pollutant Generating Activities	**Potentially Applicable Pollutants** *(check those that apply to the site)*															**Location On-Site, If Present (or show graphically on the ESC or SWM Plan)** *To be completed by Construction General Permit Operator or Duly Authorized Representative*	**Best Management Practice to prevent exposure to stormwater discharge. Identify individual responsible for implementing practice if other than those listed in Appendix G of the SWPPP. (See Section 3 for practices)** *To be completed by Construction General Permit Operator or Duly Authorized Representative*
	Sediment	Nutrients, Fertilizer	Heavy Metals	pH (acids and bases)	Pesticides or Herbicides	Oil or Grease	Bacteria or Viruses	Trash, Debris or Solids	Toxic Chemicals	Paints or Plaster	Adhesives, solvents or curing compounds	Asphalt or Concrete (including washout)	Vehicle or heavy equipment wash water	Gasoline, diesel or kerosene	Wood preservatives	Antifreeze or coolant	
Discharges of spilled or leaked fuels and chemicals from vehicle fueling and maintenance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Discharges of soap, solvents, detergents, and washwater from construction materials, including clean-up of stucco, paint, form release oils, and curing compounds	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Vehicle and equipment washing, wheel wash water, and other types of washing	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Discharges from concrete operations	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Delivery, storage, handling, and disposal of construction products, materials, and wastes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Discharges from dewatering during footing or foundation work	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Discharges from paving operations	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Discharge of sanitary wastes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Discharges related to fertilizer or nutrients	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Other: _____	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Section 2: Authorized Non-stormwater Discharges

Identify all authorized non-stormwater discharges that are or will be commingled with stormwater discharges from the construction activity, including any applicable support activity.

Table B. Non-stormwater discharges

(To be completed by Construction General Permit Operator or Duly Authorized Representative)

Authorized Non-stormwater Discharges	Check if Applicable
Discharges from firefighting activities	☐
Fire hydrant flushing	☐
Waters used to wash vehicles or equipment where soaps, solvents, or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge	☐
Water used to control dust that has been filtered, settled, or similarly treated prior to discharge	☐
Potable water sources, including uncontaminated waterline flushing managed in a manner to avoid an instream impact	☐
Routine external building wash down where soaps, solvents, or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge	☐
Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (or where all spilled or leaked material has been removed prior to washing); where soaps, solvents, or detergents have not been used; and where the wash water has been filtered, settled, or similarly treated prior to discharge	☐
Uncontaminated air conditioning or compressor condensate	☐
Uncontaminated ground water or spring water	☐
Foundation or footing drains where flows are not contaminated with process materials such as solvents	☐
Uncontaminated excavation dewatering, including dewatering of trenches and excavations that have been filtered, settled, or similarly treated prior to discharge	☐
Landscape irrigation	☐

Section 3: Pollution Preventions Practices

1. All control measures will be implemented and maintained in accordance with the minimum standards in the Virginia Erosion and Sediment Control Handbook. Control measures will be routinely inspected and reports maintained with this SWPPP.
2. Areas will be designated on-site for delivery and storage of materials, if possible near construction entrances and away from waterways. Transport near drainage paths will also be avoided.
3. All materials stored onsite during construction in varying amounts for varying durations will be covered when not in use, unless specifically noted.
4. No solid materials, including building materials, garbage, and debris shall be discharged to surface waters of the State, except as authorized by a permit. The Contractor will regularly inspect the construction area and remove trash and construction debris.
5. Materials will be used only when and where needed to complete the construction activity. Manufacturer recommendations will be followed regarding use, protective equipment, and any chemical mixing.
6. Chemical and petroleum products will be stored in tightly sealed containers which are clearly labeled. Chemicals used on-site are to be kept in small quantities and stored in closed containers undercover and kept out of direct contact with storm water.
7. Concrete trucks will not wash out or discharge surplus material onsite unless done so in specific areas as noted in this SWPPP. Direct concrete wash water to a leak-proof container or leak-proof settling basin. Concrete wastes shall be removed and disposed of in a manner consistent with handling of other construction wastes.
8. Discharges related to dewatering will be filtered using and filter bag or sand filter, or will be settled in basin prior to release to waterways.
9. Spill kits will be included with all fueling sources and maintenance activities.
10. Portable sanitary facilities will be provided on-site for use by construction personnel and will be located away from water bodies or storm water drains. The facilities will be serviced by an authorized contractor. Any spills will be cleaned up in accordance with applicable regulations.
11. All vehicles and equipment will receive regular preventive maintenance to reduce the chance of leakage.
12. All vehicles and construction equipment will be inspected for leaks by the Contractor's personnel. All leaks must be fixed prior to operating equipment.
13. If equipment breaks down and/or leaks petroleum products or other pollutants onto the ground, the area will be cleaned of all contaminants.

Section 3: Pollution Preventions Practices (continued)

14. On-site vehicle refueling will be conducted in a dedicated location away from access to surface waters. Any on-site storage tanks will have a means of secondary containment. In the event of a spill, it will be cleaned up immediately and the material, including any contaminated soil, will be disposed of according to all federal, state, and local regulations.
15. Vehicle and equipment washing will occur away from surface waters and stormwater inlets or conveyances. Direct wash water into sediment traps or basins or use a filtration device such as a filter bag or sand filter.
16. Pesticides and fertilizers will be applied only in the minimum amounts recommenced by the manufacturer specifications. Pesticides and fertilizers will be stored in covered or sealed containers away from water bodies. Dry spills will be cleaned up promptly.
17. Convenient and well-maintained portable sanitary facilities will be provided and located away from waterways, stormwater inlets, or conveyances.
18. Minimize the exposure of waste materials to precipitation by closing or covering waste containers during precipitation events and at the end of the business day, or implementing other similarly effective practices. Minimization of exposure is not required in cases where the exposure to precipitation will not result in a discharge of pollutants.
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

Section 4: Spill Response Procedures

Spills and leaks from equipment and chemical storage that are used and/or stored at the project site should be addressed immediately. Contractor personnel are to contact the Operator in the event of a spill and/or leak. In the event of a spill or other associated emergency, the following list of emergency contacts may be necessary. The initial contact should be made to the Operator. The Operator will then evaluate the situation and determine the remainder of the contacts that need to be made.

Emergency Contact Information	Phone Number
Emergency Response (Fire / Rescue)	911
National Response Center	(800) 424-8802 24-hour
VA Department of Emergency Services	(800) 468-8892 24-hour
VA Department of Environmental Quality (DEQ)	(703) 583-3800
Operator	See Cover of SWPPP

Spill Response Actions:

1. If possible, shut off the source of the spill immediately.
2. Notify appropriate personnel (e.g. Operator, project manager)
3. Use absorbent materials, such as absorbent pads, floor sweeping compound or kitty litter to contain spills that are relatively small in nature and where the spilled chemical and its hazardous properties have been properly identified and assessed.
4. Use appropriate personal protective equipment depending on the spill material.
5. Cover/block any drains/catch basins/flow pathways in the spill area to prevent material from entering into the stormwater system, sanitary sewer system or septic system.
6. Clean up the spill using absorbent materials. Collect these absorbent materials and treat as special waste. Properly dispose of materials.

The project will retain a spill history log of their spills and leaks (both non-reported and reportable) using the summary log included in Appendix M. The log shall include a description of the measures taken to clean up the spill and proper disposal of those materials.

Spill Response Actions (continued):

If any unusual or extraordinary discharge should occur from a facility and the discharge enters or could be expected to enter surface waters, the Operator shall promptly notify, in no case later than within 24 hours, DEQ by telephone 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. Unusual and extraordinary discharges include but are not limited to any discharge resulting from:

- Unusual spillage of materials resulting directly or indirectly from processing operations;
- Breakdown of processing or accessory equipment;
- Failure or taking out of service some or all of the facilities; and
- Flooding or other acts of nature.

NOTE: The immediate (within 24 hours) reports required to be provided to DEQ may be made to the appropriate Regional Office Pollution Response Program as found at: www.deq.virginia.gov/our-programs/disaster-preparedness. Reports may be made by telephone or by fax. For reports outside normal working hours, leave a message and this shall fulfill the immediate reporting requirement. For emergencies, the Virginia Department of Emergency Services maintains a 24-hour telephone service at 1-800-468-8892.

Appendix C

Contents

1. Pollution Prevention Awareness Form Documentation

Pollution Preventions Awareness Form (Copy as needed)

Instruction: This form shall be signed by all personnel performing potential pollutant generating activities which shall be identified by the SWPPP Operator or Duly Authorized Representative. Applicable personnel shall complete and sign the form below. Completed certifications shall be maintained in this appendix of the SWPPP.

Name: _____

Title: _____

Company: _____

Potential pollutant generating activities:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Certification (SWPPP Statement)

"I certify that I understand I may be involved in a potential pollutant generating activity and that I am responsible for complying with the Pollution Prevention Plan. I have read, understand and agree to follow all requirements outlined in the Pollution Prevention Plan."

_____ _____

Signature Date

Appendix D

Contents

1. Spill and Leaks Log

Spill and Leaks Log (Copy as needed)

Instruction: Use this log to keep a record of spills and leaks from equipment or chemicals that are onsite or off-site during the life of the project. Include additional supporting information in this Appendix.

General Information
(Include the date/time and location of the spill; include individual identifying the spill)

_____

_____

_____

_____

_____

_____

Description
(Include type of materials, estimated quantity, source of material and cause of spill)

_____

_____

_____

_____

_____

_____

Response Procedure
(Include amount of material recovered, how the spill was isolated and other describe measures taken)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Appendix E

Contents

1. SWPPP Amendment, Modification and Update Log

SWPPP Amendment, Modification and Update Log (Copy as needed)

Instruction: Use this log to identify dates and changes to the SWPPP and/or the associated ESC and SWM plans. All amendments, modifications, or updates shall be reviewed and approved by the VCCS S&S Project Manager. Include supporting information, as needed.

Description of Amendment, Modification or Update

Responsible Party (Print): _____

Date: _____ **Location:** _____

Description of amendment, modification or update:

_____

_____

_____

_____

_____

_____

Responsible Party Certification

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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."

_____ _____

Responsible Party (Signature) Date

VCCS S&S Project Manager Approval

_____ _____

Responsible Party Date

Appendix F

Contents

1. Record of Land Disturbing Activities

Record of Land Disturbing Activities (Copy as needed)

(Alternatively, reference plan set marked up with required documentation)

Instruction: Use this log to keep a record of land-disturbing activities, as determined by the referenced plans or amendments, during the life of the project. Create extra sheets as necessary. Include information when:

- Major grading activities occur;
- Construction activities temporarily or permanently cease on a portion of the site; and
- Stabilization measures are initiated;
- Areas that have reached final stabilization

Record Number: _____

Date Land Disturbance Began: _____ Date Land Disturbance Ended: _____

Location and description (or reference the plan sheet where information is noted):

_____

_____

_____

_____

_____

_____

Record Number: _____

Date Land Disturbance Began: _____ Date Land Disturbance Ended: _____

Location and description (or reference the plan sheet where information is noted):

_____

_____

_____

_____

_____

_____

Appendix G

Contents

1. Qualified Personnel for Inspections Form Documentation

Qualified Personnel for Inspections Documentation (Copy as needed)		
Instruction: Use this form to identify the qualified personnel that will be responsible for conducting contractor site inspections as required by the VAR 10. This form shall be updated when changes in the qualified personnel occur.		
Inspector Name: _____ **Company:** _____ **Contact Phone:** _____ **Contact Email:** _____		
Qualifications:	☐	DEQ-Certified ESC Inspector # _____
	☐	DEQ-Certified SWM Inspector # _____
	☐	Other # _____

Inspector Name: _____ **Company:** _____ **Contact Phone:** _____ **Contact Email:** _____		
Qualifications:	☐	DEQ-Certified ESC Inspector # _____
	☐	DEQ-Certified SWM Inspector # _____
	☐	Other # _____

Appendix H

Contents

1. Inspection s Documentation

Appendix I

Contents

1. Turbidity Monitoring Information

Turbidity Monitoring Information (Copy as needed)

Instruction: Complete form to document Turbidity monitoring information (i.e., location, date, sample collection time, and turbidity measurement) and any necessary corrective actions taken shall be recorded in the SWPPP. Include supporting information, as needed.

Turbidity Benchmark Option Employed
(Refer to VAR10 General Permit, Part II.8) ☐ Option 1 ☐ Option 2

Dewatering discharge location description (attach map or reference plan mark-ups, as needed):

_____

_____

_____

Control measures employed (attach supporting documentation, as needed):

_____

_____

_____

Grab sample location of dewatering discharge (attach supporting documentation, as needed):

_____

_____

Upstream grab sample location (attach supporting documentation, as needed):

_____

_____

Turbidity Sampling (copy as needed)						
Date of start of dewatering activity: _____ Time of start of dewatering activity: _____						
Sample Number	Grab sample of dewatering discharge			Upstream Receiving Waters Grab Sample		
	Date	Time	Turbidity Measurement	Date	Time	Turbidity Measurement

Additional Reporting Information
Observations from visual monitoring (attach supporting documentation, as needed): _____ _____ _____ _____ _____ _____
Description of any corrective actions taken (attach supporting documentation, as needed): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____