

Municipal Separate Storm Sewer System (MS4) Program Plan

In Compliance with
MS4 General Permit No. VAR040128

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Prepared For:
**Virginia Department of Juvenile Justice at Bon Air
Capital Outlay Unit**



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Acronyms And Abbreviations

Abbreviations/ Acronyms	Terms
BMP	Best Management Practice
CWA	Clean Water Act
DEQ	Virginia Department of Environmental Quality
EHS	Environmental, Health, & Safety
EPA	Environmental Protection Agency
ESC	Erosion and Sediment Control
GIS	Geographic Information System
GPS	Global Positioning System
HUC	Hydrologic Unit Code
IDDE	Illicit Discharge Detection and Elimination
DJJ	Department of Juvenile Justice
DJJ COU	Department of Juvenile Justice – Capital Outlay Unit
BAJCC	Bon Air Juvenile Correctional Center
DJJ OD	Department of Juvenile Justice – Operation Division
MCM	Minimum Control Measure
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
VPDES	Virginia Pollutant Discharge Elimination System
POC	Pollutants of Concern
PSA	Public Service Announcement
P&TS	Parking and Transportation Services
R&WM	Recycling and Waste Management
SWPPP	Stormwater Pollution Prevention Plan
SWM	Stormwater Management
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
VDOT	Virginia Department of Transportation
VESCL&R	Virginia Erosion and Sediment Control Law and Regulations
VESCP	Virginia Erosion and Sediment Control Program
VSMP	Virginia Stormwater Management Program
VESMP	Virginia Erosion and Stormwater Management Program
CBPA	Chesapeake Bay Preservation Act
MEP	Maximum Extent Practicable
SPCC	Spill Prevention Control and Countermeasures

Background

Controlling the quality and quantity of stormwater in urbanized areas has become of greater concern since the passage of the Clean Water Act (CWA) in 1972. Despite earlier attempts to address water pollution, it was not until 1972 that the Environmental Protection Agency (EPA) was given the authority to develop and implement a stormwater management program, which regulates the amount of pollutants being discharged in U.S. water bodies. In 1987, the Clean Water Act was amended to include a provision addressing stormwater discharges. In response to amendments to the CWA, in 1990 the EPA created an enforcement management mechanism called the National Pollutant Discharge Elimination System (NPDES). With implementation of the NPDES, it became obligatory for all operators of Municipal Separate Storm Sewer Systems (MS4s) who intend to discharge stormwater into surface waters to obtain an NPDES permit. Depending on the size of the municipality, the NPDES issued Phase I – Individual Permit in 1990, and Phase II – small MS4 General Permit in 2003. These permits continue to be required and issued today. Phase I requires an NPDES permit for medium and large cities or municipalities with populations greater than 100,000, industrial activities, and construction activities that disturb 5 or more acres while phase II applied to smaller municipalities, typically those with a population between 10,000 and 100,000 and other operator entities not covered under Phase I. Phase II of the MS4 program emphasizes a more generalized approach to stormwater management, reflecting the common challenges faced by small, urbanized areas across the United States. Phase II mandates that NPDES permit holders establish programs and practices to manage and reduce polluted runoff from small MS4s and small construction sites.

The EPA delegated the regulatory authority and oversight of the NPDES programs to the State governments. Phase II Virginia localities are required to obtain a General Virginia Pollutant Discharge Elimination System (VPDES) MS4 permit from DEQ, which also required the annual submittal of a report detailing stormwater management efforts undertaken. As authorized under the State Water Control Law and the federal Clean Water Act, the VPDES permitting program regulates point source pollution, which is administrated by Virginia Department of Environmental Quality (DEQ).

DJJ Bon Air Campus originally obtained a Phase II permit (Permit No. VAR040128) from DEQ on April 18, 2014, with a reissue renewal date of June 30, 2018, and every 5-years thereafter. The permit has been renewed twice so far on the following dates: 11/01/2018, and 11/1/2023 (current permit). The current permit will expire on October 31, 2028.

Introduction

Stormwater Management has become a particularly critical issue for urban communities. With the enactment of the Chesapeake Bay Preservation Act in 1988, Virginia initiated efforts to safeguard urban streams and waterways from erosion and pollution caused by urban development. Discharges from municipal separate storm sewer systems (MS4s) are regulated under the Virginia Stormwater Management Act, the Virginia Stormwater Management Program (VSMP) Permit regulations, and the Clean Water Act as point source discharges. The Virginia Department of Environmental Quality (DEQ) is responsible for administering and issuing the permits.

A Municipal Separate Storm Sewer System (MS4) is a network of drainage systems, including pipes, ditches, and other conveyances, designed to carry stormwater runoff directly to nearby streams, rivers, and other bodies of water. MS4 regulations were developed and implemented in two phases. Implementation of the first phase began in the early 1990s and required that operators of MS4s serving populations of greater than 100,000 people apply for and obtain a permit to discharge stormwater from their outfalls. Individual Permits are active for five years. Currently, there are the following eleven (11) localities in Virginia with a Phase I - Individual Permit: counties of Arlington, Chesterfield, Fairfax, Henrico, and Prince William and cities of Hampton, Norfolk, Virginia Beach, Portsmouth, Chesapeake, and Newport News.

The second phase of MS4 regulations became effective on March 23, 2003, and required that operators of small MS4s in "urbanized areas" (as defined by the latest decennial census) must obtain a permit to discharge stormwater from their outfalls. Stormwater discharges from Phase II (small) MS4s are regulated under the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems. Currently, there are over 100 Phase II MS4 operator entities covered in the General Permit comprised of localities, universities, state & federal hospitals and correctional facilities, public school systems, and state & federal historic lands.

DJJ Bon Air Campus has operated an MS4 program since initially registering under the General Permit on April 18, 2014. DJJ has since renewed its permit (VAR040128) on November 1, 2018, and November 1, 2023. The current permit became effective on November 1, 2023, and is set to expire on October 31, 2028. The MS4 program is administered by the Capital Outlay Unit at DJJ. Under the general permit, small MS4s are

required to develop, implement, and enforce an MS4 program plan that encompasses the following six minimum control measures (MCMs):

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff and Erosion and Sediment Control
5. Post-Construction Stormwater Management for New Development and Development on Prior Lands
6. Pollution Prevention and Good Housekeeping for Municipal Operations

MS4 programs must be designed and implemented to control the discharge of pollutants from their storm sewer system to the maximum extent practicable (MEP) in a manner that protects the water quality in nearby streams, rivers, wetlands, bays, lakes, and other water bodies.

As stated above, DJJ renewed its MS4 permit (VAR040128) on November 1, 2023 for a third 5-year cycle through October 31, 2028. Since the commencement of the permit coverage, DJJ has begun implementing permit requirements and continues to work on improving existing control measures developed to reduce the discharges of pollutants into the MS4.

Since 2013, the MS4 General Permit has included specific conditions to address impaired waters with a Total Maximum Daily Load (TMDL), covering the Chesapeake Bay TMDL and local streams TMDLs. This document outlines the plan for DJJ MS4 program to comply with the 2023- 2028 VPDES General Permit for the Discharge of Stormwater from Small MS4s. DJJ is required to develop and implement a TMDL Action Plan for the third phase Chesapeake Bay TMDL to achieve the approved pollutant reduction goals through implementations of best management practices (BMPs).

In compliance with the provisions of the Clean Water Act, as amended and pursuant to the State Water Control laws and regulations adopted pursuant thereto, DJJ as per permit number VAR040128 is authorized to discharge to surface waters within the boundaries of the Commonwealth of Virginia, except those waters specifically named in State Water Control Board regulations which prohibit such discharges. The authorized discharge shall be in accordance with the registration statement filed with the Department of Environmental Quality (DEQ), Part I - Discharge Authorization and Special

Conditions, Part II - TMDL Special Conditions, Part III – DEQ BMP Warehouse Reporting, and Part IV – Conditions Applicable to All State and VPDES Permits, as set forth in the general permit (9VAC25-890-40). Therefore, it is the intent of this document to establish and define DJJ’s MS4 program and demonstrate DJJ’s plan to meet the permit requirements through October 31, 2028. Due to the extent and scale of the new permit requirements, the general permit requires DJJ to update its MS4 Program Plan annually if needed. The Program Plan will be a “living” document, with the major updates corresponding with the annual report submittals.

Part I – Discharge Authorization and Special conditions

Roles and Responsibilities (Part I C 1. a.)

DJJ administers four separate programs related to Stormwater in compliance with the Code of Virginia. These programs are under the Virginia Erosion and Sediment Control Program (VESCP), the Virginia Chesapeake Bay Preservation Act (CBPA), the Municipal Separate Storm Sewer System (MS4) permit, and the Virginia Stormwater Management Program Construction General Permit (VSMP- CGP).

DJJ has been a Phase II Municipal Separate Storm Sewer System (small MS4) locality since 2014 and has consistently maintained its registration under the general permit. The current MS4 Permit # VAR040128 will remain valid until October 31, 2028.

The roles and responsibilities of each of DJJ’s divisions and departments in the implementation of the requirements of the permit are as follows:

DJJ Divisions and Departments	Roles and Responsibilities
Administration & Finance	Overall responsibility for management of MS4 application for permit. Executive administration of the MS4 program. Authorizing DJJ policy related to the program. Determines funding within available DJJ’s resources.
Capital Outlay Unit	Responsible for administration of the engineering contracts including MS4 program, development of BMPs & SWM facilities, maintenance of schedule milestones, directing personnel and program objectives to maximize available resources, construction site stormwater runoff control, maintenance of post-construction SMFs/BMPs, and the eventual implementation of the MS4 program as approved by DEQ.

Public Information Agency	Public Information Officer is responsible for Public Education and Outreach and Public Involvement & Participation regarding the DJJ Bon Air Campus MS4 program and the associated stormwater management plan, process, progress, and impacts.
Operations	DJJ's Division of Operations is responsible for maintenance of buildings, grounds and SMFs/BMPs, site specific Pollution Prevention and Good Housekeeping for Municipal Operations, and for site specific Illicit Discharge Detection and Eliminations.
TRC Engineering, Inc.	Provides 3rd party SMFs/BMPs annual inspections. Helps preparing / updating MS4 related programs and forms as may be deemed necessary by DJJ or DEQ. And provides other consulting services as required by DJJ or DEQ.

Third-Party Implementation of the MS4 Program (Part I C 1. b.)

DJJ does not use another entity to implement portions of the MS4 program.

Minimum Control Measures (MCMs) (Part I C 1. c.)

The following sections describe the best management practices (BMPs) that DJJ plans to utilize and implement to meet the requirements of each MCM in Part I E.

MCM-1 (Part I E 1 f.)

Public Education and Outreach

The MS4 program at DJJ Bon Air Juvenile Correctional Center (DJJ BAJCC) seeks to alert students (interned residents) and staff on the impacts of stormwater runoff on water quality through training sessions, workshops, and the distribution of educational materials. DJJ utilizes existing programs and staff within BAJCC to implement public education activities. The Public Education and Outreach program at BAJCC uses existing forums and outreach materials established by the EPA and other agencies, in addition to training classes developed by DJJ. DJJ consistently posts informative brochures, flyers, and fact sheets about stormwater on its dedicated stormwater website and bulletin board. These materials are also disseminated to students, intern residents, and employees.

High-Priority Stormwater Issues

DJJ has identified three high-priority issues and target audiences within the BAJCC's limits in the Public Education and Outreach Plan. The intent is to provide a more definitive metric in the permit while continuing the more generalized public education and outreach efforts. DJJ has identified the following three high-priority stormwater issues that will be communicated to its target audience as part of the Public Education and Outreach.

1. Human Generated Litter
2. Illicit Discharge
3. Facilities Operations

Audience, Strategies, and measurable goals for each High-Priority Issue with Rationale for Selection

The above high-priority issues were selected because they have most directly impacted stormwater quality in BAJCC and can be effective by actions of DJJ's students and staff. The BAJCC's students (interned residents), court-involved youth, and staff (200 total, including 21 O&M staff) are the target population audience identified.

The existing program pursuing strategies in Curriculum Materials, Traditional Written Materials, Training Materials, and Electronic Media from Table 1 of the permit (VAR040128) to communicate to the DJJ's public (target audience) the high-priority stormwater issues mentioned above. The program will continue to evaluate more strategies from Table 1 during each reporting year. DJJ Bon Air is responsible for the education of teenage students (interned residents) to meet the following Standards of Learning (SOL) areas related to stormwater:

- Life Science: LS.9, LS.10, and LS.11., 7th Grade Course (ages 13-14)
- Earth Science: ES.8 & ES.10, 9th Grade Course
- Biology: BIO.8, 10th Grade Course

Human Generated Litter

Human-generated litter, including plastic bottles, metal cans, food wrappers, and other discarded materials, can adversely affect stormwater quality when transported by stormwater runoff into storm drainage systems, stormwater management facilities (SMFs), BMPs, and receiving waters. Accumulated litter may also interfere with the

proper operation of stormwater conveyance systems and BMPs. Human-generated litter was selected as a high-priority stormwater issue because litter reduction can be directly influenced by the actions of DJJ students and staff and can help protect stormwater quality within the BAJCC MS4 service area.

Target Audience: The target audience for this high-priority issue includes DJJ students (interned residents) and staff. DJJ will communicate litter prevention and proper waste disposal messages through applicable school curriculum, traditional written materials, and educational activities. Stormwater-related topics will be incorporated into applicable Standards of Learning (SOL) curriculum, as appropriate. DJJ also plans to provide stormwater education during Family Day events and conduct campus clean-up activities involving students and/or staff.

Because substantially all of the DJJ MS4 service area is located within security fencing and is not accessible to the general public, opportunities for direct participation by the general public are limited. Therefore, litter reduction and clean-up activities will primarily involve DJJ students and staff within the secured campus.

Anticipated Time Period: Litter prevention and proper waste disposal messages will be communicated throughout each reporting year. Curriculum-based messages will be provided during the school year, as applicable to the curriculum. Additional messages will be communicated during scheduled Family Day events, campus clean-up activities, and through traditional written materials, as applicable.

Measurable Goal: DJJ will conduct at least two litter prevention, campus clean-up, and/or related stormwater educational activities annually. For clean-up activities, DJJ will document the number of participants and the weight or volume of litter collected or the number of plastic bags filled with litter. For educational activities, DJJ will document the type of activity or educational material used and the number of participants reached or materials distributed.

Illicit Discharge

Illicit discharges are non-stormwater discharges to the MS4 that may introduce pollutants into storm drains, stormwater management facilities, and receiving waters. Potential sources at institutional facilities may include leaking vehicles or equipment,

fuel and oil spills, improper disposal of motor oil or antifreeze, chemicals, wash water, and other materials that could be exposed to stormwater.

Illicit discharge was selected as a high-priority stormwater issue because prevention and early identification of potential illicit discharges can reduce the introduction of pollutants into DJJ's MS4.

Anticipated Time Period: Educational messages regarding illicit discharge prevention, spill prevention and response, and proper handling and disposal of potential stormwater pollutants will be communicated or made available to the target audience throughout each reporting year, with educational outreach conducted at least annually.

Target Audience: The primary target audience is DJJ staff, particularly staff involved in facility operations, maintenance, vehicle and equipment activities, and material handling. DJJ will provide educational messages addressing the identification and prevention of illicit discharges, spill prevention and response, and proper handling, storage, and disposal of motor oil, antifreeze, fuels, chemicals, and other potential stormwater pollutants. Educational outreach may be provided through traditional written materials, electronic media, and other applicable strategies identified in Table 1 of the MS4 General Permit.

Measurable Goal: DJJ will provide educational outreach to staff during each reporting year addressing illicit discharge prevention, spill prevention and response, and/or proper handling and disposal of potential stormwater pollutants. DJJ will document the type of outreach conducted, educational materials or communication methods used, and the number of staff reached, where practicable.

Facilities Operations

Operation and maintenance of DJJ facilities have the potential to affect stormwater quality through activities such as grounds maintenance, material and waste storage, vehicle and equipment maintenance, application of herbicides and pesticides, and other routine facility operations. Facilities Operations was therefore selected as a high-priority stormwater issue because proper operational practices can reduce the potential for pollutants to enter the MS4.

Target Audience: The target audience for this high-priority issue is DJJ staff, particularly Operations and Maintenance (O&M) and other staff whose activities have the potential to affect stormwater quality. DJJ has developed Good Housekeeping/Pollution Prevention procedures, included in Appendix A of the MS4 Program Plan. Educational messages will address good housekeeping and pollution prevention practices, proper storage and handling of materials, spill prevention, protection of stormwater facilities, proper waste management, and appropriate use of herbicides and pesticides.

DJJ will use traditional written materials, electronic media, and/or other applicable strategies identified in Table 1 of the MS4 General Permit to communicate stormwater pollution prevention information to the target audience. Educational activities conducted solely to satisfy the employee training requirements of Part I E 6 d will not be counted as a Public Education and Outreach strategy under MCM 1.

Anticipated Time Period: Educational messages regarding good housekeeping, pollution prevention, and stormwater-related facility operations will be communicated or made available to the target audience throughout each reporting year, with educational outreach conducted at least annually.

Measurable Goal: DJJ will provide educational outreach to staff during each reporting year addressing good housekeeping, pollution prevention, and/or stormwater-related facility operations. DJJ will document the type of educational activity or material provided and the number of staff reached, where practicable. Staff training conducted to satisfy MCM6 requirements will be tracked separately from MCM1 public education and outreach activities.

MCM-2 (Part I E 2 h.)

Public Involvement and Participation

It should be noted that approximately all DJJ's MS4 service area is inside security fencing, which is not open to the public, therefore there is no area on campus to allow for direct public participation. However, DJJ encourages staff and students (interned residents) to participate in volunteer programs hosted on Bon Air campus for conservation and improvement of water resources. Educational workshops and materials, offered by DJJ to students and staff, provide information about stormwater management practices implemented on campus and different sustainable practices that can help restore and protect surface waters. At DJJ Bon Air, students and staff involvement is encouraged as they can provide valuable input and assistance to DJJ on

improving the MS4 program. In many cases, their opinions can help identify problems promptly, and therefore, solutions can be accomplished in shorter time.

DJJ's procedures for Public Input

In accordance with the requirements of the permit, the public may report to DJJ, (1) potential illicit discharges, improper disposal, or spills to DJJ MS4, (2) complaints regarding land disturbing activities, or (3) other potential stormwater pollution concerns. The public is always welcome to comment on DJJ's MS4 program plan and/or other stormwater related documents.

For any of the above, please contact the Capital Outlay Unit at 804-517-9686 between 8:00 am and 5:00 pm, Monday – Friday, except Holidays, or email randall.james@djj.virginia.gov. In addition, the public can call the DJJ Central Office at 804-371-0700 or fax them to 804-371-6497. The above public comments procedure is also available on DJJ's MS4 website at [DJJ Capital Outlay \(virginia.gov\)](http://DJJ Capital Outlay (virginia.gov)).

Capital Outlay will respond to public comments through email replies in a timely manner. Capital Outlay will also maintain documentation of public comments (if any) and DJJ's responses until the permit expires or for 5 years, whichever comes later. This information will be available upon request.

MS4 Program Webpage

DJJ has developed a dedicated website on water quality, MS4 program, and stormwater management [DJJ Capital Outlay \(virginia.gov\)](http://DJJ Capital Outlay (virginia.gov)). The site serves as a comprehensive resource providing information on DJJ's MS4 permit and coverage letter, MS4 program plan, MS4 maps, local and Chesapeake Bay TMDL Action Plans, and annual reports. Additionally, it acts as a platform to distribute educational materials and provides guidance on reporting potential illicit discharges, improper disposal, spills, or complaints related to land disturbing activities and stormwater pollution concerns. The website also offers opportunities for public input on DJJ's MS4 program plan and delivers water quality and pollution prevention information in an easily accessible format. Furthermore, it grants public access to important documents such as the MS4 program plan, annual reports, and the TMDL action plans.

Proposed Activities & Period of Occurrence

Public involvement activities

DJJ will implement, promote, participate in, or coordinate no fewer than four public involvement activities per year from two or more of the categories identified in Table 2 of the General Permit. These activities will provide opportunities for students, staff, and other appropriate participants to become involved in activities that improve water quality and support local restoration and clean-up efforts.

Because substantially all of the BAJCC MS4 service area is located within security fencing and is not generally accessible to the public, DJJ will utilize opportunities involving students, staff, families, and other appropriate participants, where practicable. In accordance with Part I E 2 f of the General Permit, staff and students may participate in qualifying public involvement activities; however, an activity will not be limited solely to staff with stormwater, groundskeeping, and maintenance duties.

DJJ anticipates implementing the following public involvement activities during each reporting year:

Public Education Activities – Stormwater Education through School Curriculum

DJJ will provide stormwater-related educational presentations or activities to students through applicable school curriculum. Stormwater topics may be incorporated into the following Standards of Learning (SOL) areas:

- Life Science: LS.9, LS.10, and LS.11 – 7th Grade;
- Earth Science: ES.8 and ES.10 – 9th Grade; and
- Biology: BIO.8 – 10th Grade.

Anticipated Time Period: Activities will be conducted during the school year as applicable to the curriculum.

Measurable Goal/Metric: DJJ will document the date and subject of each qualifying stormwater educational activity and the number of participating students. DJJ will evaluate the activity based on student participation and its relevance to stormwater pollution prevention and water quality.

Public Education Activities – Family Day Stormwater Education

DJJ will provide stormwater education during Family Day events, where practicable. Educational materials and/or displays may address topics such as litter prevention, illicit discharges, proper waste disposal, pollution prevention, and protection of local water resources.

Anticipated Time Period: Family Day stormwater education activities are anticipated to occur up to twice per year in conjunction with scheduled Family Day events.

Measurable Goal/Metric: DJJ will document each event, the stormwater topic or educational materials provided, and the estimated number of participants reached. The activity will be evaluated based on participation and the opportunity provided to increase awareness of stormwater pollution prevention.

Restoration – Campus Clean-Up Activities

DJJ will conduct campus clean-up activities involving students and/or staff to remove litter and other waste that could otherwise be transported by stormwater runoff to storm drains, stormwater management facilities, or receiving waters.

Anticipated Time Period: Campus clean-up activities will be conducted during each reporting year, as weather, security, and facility operations allow.

Measurable Goal/Metric: DJJ will document the number of participants, and the weight or volume of litter collected, or number of bags filled with litter, where practicable. DJJ will evaluate the activity based on participant involvement and the quantity of litter removed from the campus.

Annual Implementation and Evaluation

DJJ will ensure that at least four qualifying public involvement activities from at least two Table 2 categories are implemented, promoted, participated in, or coordinated during each reporting year. Activities may include those identified above or other qualifying activities listed in Table 2 of the General Permit.

DJJ will maintain documentation of each qualifying activity, including the date, activity category, description, number of participants or persons reached, and the applicable

water-quality metric. The results will be evaluated annually to determine whether the activities are beneficial to improving water quality and will be reported in the MS4 Annual Report.

MCM-3 (Part I E 3 d.)

Illicit Discharge Detection & Elimination (IDDE)

MS4 Map and Outfall Information

DJJ Bon Air operates an MS4 consisting of 15 outfalls and four stormwater management facilities (SMFs/BMPs). DJJ maintains an MS4 map and associated outfall information table in accordance with Part I E 3 of the General Permit. The map identifies the MS4 regulated service area, outfalls, receiving waters, and stormwater management facilities owned or operated by DJJ. The associated outfall information table contains the information required by the General Permit, including applicable EPA-approved TMDLs for which DJJ has been assigned a wasteload allocation.

The MS4 map and outfall information table are incorporated into this MS4 Program Plan by reference and are also included in Appendix B. The information is available through DJJ's stormwater webpage and will be made available to DEQ within 14 days upon request.

DJJ will review and update the MS4 map and outfall information table, as necessary, no later than October 1 of each year to incorporate new outfalls constructed and TMDLs approved during the immediately preceding reporting period.

Measurable Goal: DJJ will review the MS4 map and outfall information table annually and update them, as necessary, by October 1. The MS4 Annual Report will include confirmation that the map and outfall information table have been updated to reflect applicable changes occurring on or before June 30 of the reporting year.

Physical Interconnections

DJJ Bon Air currently has no known physical interconnections with adjacent MS4 permittees. Therefore, no written interconnection notifications have been issued. DJJ has also not received notification of a physical interconnection from an adjacent MS4 permittee.

If a physical interconnection with a downstream adjacent MS4 is established or discovered during the permit term, DJJ will provide written notification to the affected downstream adjacent MS4 in accordance with Part I E 3 a (6) of the General Permit and will maintain a copy of the notification with the MS4 Program Plan.

Measurable Goal: DJJ will document newly identified physical interconnections and provide written notification to the applicable downstream adjacent MS4 when required. Copies of applicable notifications will be maintained with the MS4 Program Plan.

Illicit Discharge Detection and Elimination Procedures

DJJ maintains and implements written Illicit Discharge Detection and Elimination (IDDE) procedures, included in Appendix C of this MS4 Program Plan. The procedures are designed to detect, identify, investigate, prohibit, and address unauthorized non-stormwater discharges, including illegal dumping, to DJJ's MS4.

The IDDE procedures identify the legal authorities, policies, standard operating procedures, and other mechanisms available to DJJ to address identified illicit discharges. The procedures also establish protocols for investigating reported or observed illicit discharges, identifying their sources, conducting appropriate follow-up investigations, documenting corrective actions, and closing investigations.

Instructions for reporting suspected illicit discharges or other stormwater concerns are provided on DJJ's stormwater webpage. DJJ will investigate reported or observed potential illicit discharges in accordance with its written IDDE procedures and will maintain records of investigations and their resolution.

Measurable Goal: DJJ will track reported or observed potential illicit discharges and document, as applicable, the date observed or reported, location, source if identified, investigation results, follow-up activities, resolution, and date the investigation was closed. Confirmed illicit discharges and spills reaching the MS4 will be reported in the MS4 Annual Report as required by Part I E 3 e.

Dry Weather Screening

DJJ will conduct dry weather screening of all 15 MS4 outfalls annually in accordance with the written IDDE procedures. Because DJJ has fewer than 50 MS4 outfalls, the General Permit requires all outfalls to be screened annually.

Dry weather screening will be conducted using DJJ's established screening checklist, included in Appendix D. The screening will document the information required by Part I E 3 c, including the outfall identifier, recent precipitation conditions, site conditions, observed indicators of potential illicit discharges, presence or absence of flow, characteristics of observed discharges, and physical condition of the outfall, as applicable.

Where evidence of a potential illicit discharge is observed, DJJ will initiate an investigation in accordance with the IDDE procedures. Priority will be given to suspected sanitary sewage discharges and discharges believed to present a risk to human health or public safety.

Completed dry weather screening forms, investigation records, and supporting documentation will be maintained by DJJ and made available to DEQ upon request.

Measurable Goal: DJJ will dry-weather screen 100% of its MS4 outfalls (currently 15 outfalls) annually and document the results using the established screening checklist. The number of outfalls and observation points screened during each reporting period will be reported in the MS4 Annual Report.

Annual Evaluation

DJJ will evaluate implementation of the IDDE program annually based on completion of required dry weather screenings, the number and nature of potential illicit discharges identified or reported, completion and resolution of investigations, and updates to the MS4 map and outfall information table. DJJ will revise its IDDE procedures, as necessary, based on the results of this evaluation and changes to the MS4.

MCM-4 (Part I E 4 d.)

Construction Site Stormwater Runoff and Erosion & Sediment Control

DJJ is a state agency and has not developed DEQ-approved standards and specifications for erosion and sediment control and construction site stormwater runoff in accordance with Part I E 4 a (3) of the MS4 General Permit. Therefore, DJJ implements the requirements applicable to nontraditional permittees without approved standards and specifications in accordance with Part I E 4 a (4).

DJJ is also required to comply with the current version of the Virginia Construction and Professional Services Manual (CPSM) for applicable capital projects. Section 4.17 of the CPSM, incorporated into this MS4 Program Plan as Appendix E, addresses compliance with applicable DEQ erosion and stormwater management requirements.

Legal Authorities

DJJ utilizes project plans, specifications, construction contracts, permits, policies, and other applicable contractual mechanisms to ensure compliance with erosion and sediment control and construction site stormwater runoff requirements.

Applicable erosion and stormwater management plans are submitted to DEQ for review and approval, as required. Contractors are required to perform construction activities in accordance with applicable DEQ requirements, approved plans and specifications, permit requirements, and DJJ contract documents.

DJJ will include appropriate language in design and construction contracts requiring compliance with approved erosion and sediment control and stormwater management plans and applicable regulatory requirements. Contractual mechanisms may be used by DJJ to require corrective action and address noncompliance.

Roles and Responsibilities

DJJ Capital Outlay is responsible for overseeing implementation of the erosion and sediment control and construction site stormwater runoff requirements applicable to DJJ under Part I E 4.

The DJJ Project Manager is responsible for coordinating applicable plan review and approval requirements, verifying that required approvals have been obtained, overseeing construction contract compliance, and coordinating corrective actions when deficiencies are identified.

Qualified consultants may perform construction-site erosion and sediment control inspections on behalf of DJJ. Employees and contractors performing regulated duties, including plan review, inspection, program administration, and construction-site responsibilities, will maintain applicable certifications required by the Virginia Erosion and Stormwater Management Act and its attendant regulations.

Plan Review and Approval

For projects requiring erosion and sediment control and/or stormwater management plan approval, the design team will prepare and submit the required plans and supporting documentation to DEQ for review and approval in accordance with applicable requirements.

The DJJ Project Manager will verify that required plan approvals have been obtained prior to commencement of regulated land-disturbing activities.

Measurable Goal: DJJ will verify that applicable land-disturbing projects obtain required erosion and sediment control and stormwater management plan approvals prior to commencement of regulated land-disturbing activities.

Construction Site Inspections

Because DJJ has not developed DEQ-approved standards and specifications, DJJ will inspect all land-disturbing activities meeting the thresholds established in Part I E 4 a (4). This includes land-disturbing activities that disturb 10,000 square feet or greater, or 2,500 square feet or greater in areas designated under the Chesapeake Bay Preservation Act.

Inspections will be conducted by appropriately certified personnel at the following frequencies:

- a) During or immediately following initial installation of erosion and sediment controls;
- b) At least once during every two-week period;
- c) Within 48 hours following any runoff-producing storm event; and
- d) At completion of the project prior to the release of any applicable performance bond.

DJJ currently utilizes a qualified consultant under term contract to perform these inspections. Inspection results will be documented using DJJ's erosion and sediment control inspection report form and evaluated against the approved plans and applicable Virginia erosion and stormwater management requirements.

Inspection records will document observed deficiencies and required corrective actions. Records will be maintained by DJJ and made available to DEQ upon request.

Measurable Goal: DJJ will inspect 100% of qualifying land-disturbing activities at the frequencies required by Part I E 4 a (4) and maintain documentation of the inspections and identified corrective actions. The total number of erosion and sediment control inspections conducted during each reporting period will be reported in the MS4 Annual Report.

Prevention of Non-stormwater Discharges

DJJ will require implementation of appropriate controls at construction sites to prevent unauthorized non-stormwater discharges to the MS4. Construction-site inspections will include observations for potential non-stormwater discharges, including wastewater, concrete washout, fuels, oils, chemicals, and other potential pollutants.

If an unauthorized discharge or other potential pollutant source is identified, DJJ will require appropriate corrective action in accordance with approved plans, contract requirements, and applicable regulatory requirements. Part I E 4 b specifically requires controls addressing these types of non-stormwater discharges.

Measurable Goal: DJJ will document unauthorized non-stormwater discharges identified during construction-site inspections and track required corrective actions to resolution.

Compliance and Enforcement

DJJ will utilize its contractual and other applicable legal authorities to obtain compliance with erosion and sediment control and construction site stormwater runoff requirements.

When a deficiency is identified during an inspection, the DJJ Project Manager or authorized representative will require the contractor to implement appropriate corrective action. Corrective actions and follow-up inspections will be documented, as applicable.

If a contractor fails to adequately correct identified deficiencies, DJJ may implement additional compliance or enforcement actions available through its construction contract and other applicable authorities. Such actions may include written notices, directives to correct deficiencies, withholding payment for applicable work, or other contractual remedies, including termination where warranted by the contract.

Measurable Goal: DJJ will track identified deficiencies and associated compliance and enforcement actions. The total number of each type of compliance action and enforcement action implemented during the reporting period will be reported in the MS4 Annual Report, as required by Part I E 4 e.

Annual Evaluation and Reporting

DJJ will evaluate implementation of MCM-4 annually based on the number of regulated construction projects, completion of required inspections, identified deficiencies, corrective actions, and compliance and enforcement actions.

The MS4 Annual Report will include:

1. The total number of erosion and sediment control inspections conducted;
2. The total number of each type of compliance and enforcement action implemented; and
3. The applicable information or confirmation required for non-traditional permittees under Part I E 4 e(3).

MCM-5 (Part I E 5 d.)

Post-Construction Stormwater Management for New Development and Development on Prior Development Lands.

DJJ is a non-traditional MS4 permittee and a state agency. DJJ has not developed DEQ-approved standards and specifications in accordance with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation. Therefore, DJJ implements its post-construction stormwater runoff control program through compliance with 9VAC25-875 and maintains an inspection and maintenance program for stormwater management facilities owned or operated by DJJ in accordance with Part I E 5 b of the MS4 General Permit.

DJJ manages post-construction stormwater runoff from applicable new development and development on prior developed lands to minimize impacts associated with increased runoff, erosion, flooding, and pollutants in stormwater. Stormwater management practices are incorporated into applicable projects in accordance with DEQ-approved plans and applicable Virginia erosion and stormwater management requirements.

Legal Authorities

DJJ utilizes applicable state laws and regulations, DEQ-approved plans and permits, project specifications, policies, and specific contract language to ensure compliance with post-construction stormwater management requirements.

Applicable stormwater management plans are submitted to DEQ for review and approval as required. Contractors are required to construct stormwater management

facilities in accordance with DEQ-approved plans, project plans and specifications, permit requirements, and DJJ contract documents.

Following construction, DJJ maintains responsibility for the long-term inspection, operation, and maintenance of stormwater management facilities owned or operated by DJJ within the MS4 service area.

Measurable Goal: DJJ will ensure that applicable post-construction stormwater management facilities are constructed in accordance with DEQ-approved plans and incorporated into DJJ's stormwater management facility inventory following completion.

Roles and Responsibilities

DJJ Capital Outlay is responsible for overseeing implementation of the post-construction stormwater management program. Responsibilities include maintaining the stormwater management facility inventory, coordinating required inspections, reviewing inspection results, coordinating significant maintenance and repair activities, maintaining program records, and coordinating applicable DEQ reporting.

DJJ Operations and Maintenance personnel may perform routine maintenance activities. Qualified contractors or consultants may perform inspections, specialized maintenance, repairs, or modifications as necessary.

Employees and contractors implementing regulated components of the stormwater management program will maintain applicable certifications required by the Virginia Erosion and Stormwater Management Act and its attendant regulations.

Stormwater Management Facility Inventory and Tracking

DJJ maintains an inventory of stormwater management facilities owned or operated within the BAJCC MS4 service area. The inventory includes information necessary to identify and track each facility and its inspection and maintenance status.

A map and associated table identifying DJJ's stormwater management facilities are included in Appendix B and are also available on DJJ's MS4 webpage.

DJJ will update its inventory when new stormwater management facilities are constructed, existing facilities are modified or removed, or other relevant facility information changes.

Applicable stormwater management facility information and inspection dates will be electronically reported to DEQ through the DEQ BMP Warehouse in accordance with

Part III of the MS4 General Permit. The BMP Warehouse requires annual electronic reporting of applicable BMP information no later than October 1 for the preceding July 1–June 30 reporting period.

Measurable Goal: DJJ will maintain an up-to-date inventory of stormwater management facilities and electronically report applicable stormwater management facility and inspection information to the DEQ BMP Warehouse by October 1 annually, as required by Part III of the General Permit.

Stormwater Management Facility Inspection

DJJ maintains written inspection and maintenance procedures for stormwater management facilities owned or operated by DJJ. These procedures are contained in the DJJ Bon Air Standard Operating Procedure (SOP) for Stormwater Management Facility Inspection and Maintenance, Appendix F. Applicable inspection checklists and forms are included in Appendix D.

DJJ will inspect each stormwater management facility owned or operated by DJJ at least once annually. Inspections will be conducted by DEQ certified stormwater inspectors and will evaluate the condition and functionality of each facility, including observable conditions affecting its ability to perform its intended water-quality and/or water-quantity function.

Inspection findings will be documented using the applicable inspection checklist. Inspection records will identify observed deficiencies and maintenance or repair needs, where applicable, and will be maintained by DJJ.

Measurable Goal: DJJ will inspect 100% of the stormwater management facilities owned or operated by DJJ at least once annually and document the results using the applicable inspection forms. The total number of inspections conducted will be reported in the MS4 Annual Report.

Stormwater Management Facility Maintenance

Stormwater management facilities will be maintained in accordance with DJJ's written inspection and maintenance procedures. When an inspection identifies required maintenance, DJJ will coordinate and perform the maintenance necessary to ensure continued operation of the facility in accordance with its intended function.

Routine maintenance may include activities such as mowing, vegetation management, trash and debris removal, vacuum cleaning, and sediment removal, as applicable to the facility.

Significant maintenance, repair, or retrofit activities may be performed by DJJ personnel or qualified contractors, as appropriate. Major repairs or modifications requiring engineering design will be coordinated through DJJ Capital Outlay and performed in accordance with applicable regulatory and design requirements.

Measurable Goal: DJJ will document maintenance needs identified during inspections and track required maintenance and repairs in accordance with its written inspection and maintenance procedures. Significant maintenance, repair, or retrofit activities completed during each reporting period will be documented in the MS4 Annual Report.

Annual Reporting and Evaluation

DJJ will evaluate implementation of the post-construction stormwater management program annually based on completion of required inspections, identified maintenance needs, completed significant maintenance and repairs, changes to the stormwater management facility inventory, and required DEQ BMP Warehouse reporting.

The MS4 Annual Report will include:

1. The total number of inspections conducted on stormwater management facilities owned or operated by DJJ;
2. A description of significant maintenance, repair, or retrofit activities performed to ensure the facilities continue to perform as designed;
3. Confirmation that applicable stormwater management facilities were electronically reported through the DEQ BMP Warehouse in accordance with Part III; and
4. Confirmation that applicable stormwater management facility inspection information was electronically reported through the DEQ BMP Warehouse.

Routine activities such as grass mowing or trash collection are not required to be reported as significant maintenance activities under this annual report requirement.

MCM-6 (Part I E 6 x.)

Pollution Prevention and Good Housekeeping For Facilities owned or operated by the permittee within the MS4 Service Area

Written Good Housekeeping Procedures

DJJ maintains and implements written good housekeeping and pollution prevention procedures for applicable operation and maintenance activities at facilities owned or operated by DJJ within the MS4 service area. The procedures are designed to prevent

illicit discharges, ensure proper disposal of waste materials, prevent unauthorized wastewater and wash-water discharges, and minimize pollutants in stormwater runoff. DJJ's written Good Housekeeping/Pollution Prevention Procedures are incorporated into this MS4 Program Plan as Appendix A. DJJ Capital Outlay, in coordination with applicable Operations and Maintenance personnel, is responsible for implementation and oversight of these procedures.

The written procedures address, as applicable, the following activities required under Part I E 6 b:

1. Road, street, sidewalk, and parking lot maintenance and cleaning, including applicable anti-icing and deicing practices;
2. Renovation and significant exterior maintenance activities not covered under a separate VPDES Construction General Permit, including activities such as painting, roof resealing, and HVAC coil cleaning;
3. Discharge of water pumped from construction and maintenance activities not covered by another permit;
4. Temporary storage of landscaping materials;
5. Maintenance of DJJ-owned or operated vehicles and equipment;
6. Application of pesticides and herbicides; and
7. Application of fertilizers (not currently performed by DJJ).

The procedures identify applicable pollution prevention practices, inspection and maintenance activities, proper material handling and disposal practices, and corrective actions necessary to minimize the discharge of pollutants to the MS4.

Measurable Goal: DJJ will maintain and implement written good housekeeping procedures addressing applicable activities identified in Part I E 6 b. The procedures will be reviewed annually and revised as necessary based on changes in facility operations, permit requirements, or identified stormwater pollution concerns.

High-Priority Facilities and Stormwater Pollution Prevention Plans

DJJ should annually evaluate facilities owned or operated within the MS4 service area to determine whether they meet the criteria for designation as a high-priority facility with a high potential for discharging pollutants and therefore require development and implementation of a Stormwater Pollution Prevention Plan (SWPPP) in accordance with Part I E 6.

Based on the DEQ MS4 program audit, DJJ and DEQ identified the Complex Maintenance/Grounds Maintenance area as requiring a SWPPP. DJJ will develop and implement a site-specific SWPPP for this facility. The SWPPP will include, as applicable, a

site description and map; identification of potential pollutants and pollutant sources; potential non-stormwater discharges; applicable structural controls; maintenance requirements; site-specific good housekeeping procedures; applicable employee training; inspection requirements; spill and unauthorized discharge documentation; and procedures for modifying the SWPPP when necessary.

Measurable Goal: DJJ will develop and implement the SWPPP for the Complex Maintenance/Grounds Maintenance area. Thereafter, DJJ will inspect the facility and maintain and update the SWPPP in accordance with applicable permit requirements.

Fertilizer and Nutrient Application Applicability

DJJ does not currently apply fertilizer, manure, sewage sludge, or other compounds containing nitrogen or phosphorus to turf or landscaped areas within the MS4 service area.

Based on current facility operations, DJJ has no locations within the MS4 service area where nutrient applications occur. DJJ will evaluate this applicability if grounds-maintenance practices change or if fertilizer or other nutrients are proposed for use in the future.

Measurable Goal: DJJ will annually confirm whether fertilizer or other nutrients are applied to DJJ-owned or operated lands within the MS4 service area and will evaluate applicable regulatory requirements if nutrient application practices change.

Herbicide and Pesticide Management

DJJ will implement written procedures governing the application, storage, handling, and disposal of herbicides and pesticides. Applications will be conducted in accordance with applicable product labeling, manufacturer's recommendations, and applicable state requirements. DJJ does not currently apply fertilizer to turf or landscaped areas. Employees and contractors applying pesticides and herbicides will maintain applicable training and certification required under the Virginia Pesticide Control Act.

Measurable Goal: DJJ will maintain and implement written herbicide and pesticide procedures and verify that applicable employees and contractors performing pesticide or herbicide applications maintain required certifications.

Contractor Compliance

DJJ will require contractors performing applicable operation and maintenance activities on behalf of DJJ to implement established good housekeeping and pollution prevention

procedures and appropriate control measures to minimize the discharge of pollutants to the MS4.

Compliance may be required through specific contract language, written procedures, project specifications, training, or other mechanisms available to DJJ. Applicable contractors will be informed of relevant good housekeeping, pollution prevention, SWPPP, spill prevention, material handling, and waste disposal requirements before or during performance of applicable work.

Measurable Goal: DJJ will incorporate applicable good housekeeping and pollution prevention requirements into contracts, specifications, written procedures, or other appropriate mechanisms for contractors performing activities subject to Part I E 6 b. This directly addresses Part I E 6 c.

Employee Training Plan

DJJ maintains a written training plan for applicable field personnel as part of its Good Housekeeping/Pollution Prevention Procedures. Training will be provided based on employee responsibilities and applicable MS4 permit requirements.

Applicable field personnel will receive training in the prevention, recognition, and elimination of illicit discharges no less often than once every 24 months.

Employees performing road, street, sidewalk, or parking lot maintenance, where applicable, will receive training in the applicable good housekeeping procedures no less often than once every 24 months.

Employees working in and around facility maintenance, grounds maintenance, or other applicable facilities will receive training in applicable good housekeeping and pollution prevention procedures no less often than once every 24 months.

Employees working in and around high-priority facilities required to maintain a SWPPP, including applicable employees working at the Complex Maintenance/Grounds Maintenance area, will receive training in the applicable site-specific SWPPP procedures no less often than once every 24 months.

Employees whose duties include emergency spill control and response will receive appropriate spill-control and response training. Where DJJ relies on trained emergency responders, such as firefighters or law-enforcement personnel, the applicable response procedures will be documented in the training plan.

Employees and contractors applying pesticides and herbicides will maintain applicable training and certification in accordance with the Virginia Pesticide Control Act and applicable VDACS requirements.

Measurable Goal: DJJ will provide applicable MS4 good housekeeping and pollution prevention training to 100% of applicable field personnel at least once every 24 months and provide additional specialized training when required based on employee duties.

Training Documentation

DJJ will maintain documentation of each training activity conducted to satisfy Part I E 6 d for a minimum of three years following completion of the training activity.

Training records will include, at a minimum:

1. Date of the training;
2. Number of employees completing the training; and
3. Training objectives and applicable good housekeeping procedures covered.

Supporting documentation may include presentation materials, PowerPoint slides, videos, handouts, brochures, training agendas, and attendance/sign-in records.

DJJ Capital Outlay will be responsible for tracking applicable training activities and ensuring that required personnel receive training at the required frequency.

Measurable Goal: DJJ will maintain documentation for 100% of required MCM-6 training activities for at least three years and track employee training dates to ensure applicable personnel receive training at the required frequency.

Annual Evaluation and Reporting

DJJ will evaluate implementation of MCM-6 annually. The evaluation will include review of written good housekeeping procedures, high-priority facilities and SWPPP applicability, fertilizer and nutrient application practices, employee training, contractor compliance, and significant changes in facility operations.

Parth II - TMDL Special Conditions

A. Chesapeake Bay TMDL Action Plan

As required by the permit, DJJ must include annual status reports on the implementation of required Chesapeake Bay Total Maximum Daily Load (TMDL). In FY16, DJJ Bon Air prepared a TMDL Action Plan for meeting the Special Condition for the Chesapeake Bay TMDL pursuant to Sections I B and 1 C of that time General Permit. The Chesapeake Bay TMDL Action Plan was updated in FY19 in anticipation of the permit renewal for the second permit cycle of the Chesapeake Bay TMDL and in response to a letter received from DEQ, dated May 22, 2019, and was requesting additional information regarding compliance with the CB TMDL provisions of DJJ Bon Air's MS4 permit (VAR040128). A draft third phase Chesapeake Bay TMDL Action Plan was submitted by DJJ to DEQ in October 2023 as part of the permit reapplication package for third permit cycle as required by the Virginia General Permit. DEQ reviewed the draft TMDL Action Plan and sent an approval letter dated May 21, 2024. As per the draft third phase CB TMDL Action Plan, DJJ had achieved compliance with the third cycle Nitrogen removal. DJJ has a phosphorus deficit of 3.13 lbs/yr that needs to be removed during third permit cycle by proposing stormwater BMPs. A final CB TMDL Action Plan, pursuant to Section II A-12 of the current General Permit, will be prepared and submitted before November 1, 2024, for the third permit cycle. The current Chesapeake Bay TMDL action plan and draft TMDL Action Plan are found at DJJ's stormwater management website located at [DJJ Capital Outlay \(virginia.gov\)](https://www.djj.virginia.gov/Capital-Outlay). DJJ submits a CB TMDL implementation annual status report to DEQ no later than October 1 of each year. The report covers the previous year from July 1 to June 30.

B. Local TMDL Action Plans

The only TMDL applicable to DJJ Bon Air facility is the Chesapeake Bay TMDL. No additional TMDLs have been established for waters within DJJ Bon Air MS4 service area.

Parth III – DEQ BMP Warehouse Reporting

Annual Report and Program Evaluation

This program is to be evaluated annually by DJJ Capital Outlay personnel and its MS4 consultants to ensure compliance with all provision of the MS4 permit. Program plan revisions will take place annually as necessary or as required by DEQ.

Annual reports and Chesapeake Bay TMDL Implementation Status Reports on MS4 Program Plan updates are to be submitted for review to DEQ. The annual MS4 reports are submitted electronically by October 1st of each year. The reports cover previous year from July 1 to June 30. Copies of previously submitted Annual Reports can be reviewed on DJJ's stormwater management website [DJJ Capital Outlay \(virginia.gov\)](http://DJJ.CapitalOutlay.virginia.gov),

In addition, DJJ will use DEQ BMP Warehouse to report any new BMPs and the most recent inspection date for BMPs.

Appendix A

Standard Operating Procedure (SOP)

Good Housekeeping and Pollution Prevention Procedures



Virginia Department of Juvenile Justice – Bon Air
Standard Operating Procedure (SOP)
Good Housekeeping/Pollution Prevention Procedures
September 30, 2026

Reasons for Procedure

The Virginia Department of Juvenile Justice (DJJ) – Bon Air operates a regulated Municipal Separate Storm Sewer System (MS4) under General VPDES Permit No. VAR04. This procedure establishes written good housekeeping and pollution prevention practices for applicable operation and maintenance activities at facilities owned or operated by DJJ within the Bon Air MS4 service area. It is intended to prevent illicit discharges, ensure proper disposal of waste materials, prevent unauthorized wastewater and wash-water discharges, and minimize pollutants in stormwater runoff.

This SOP is incorporated into the DJJ Bon Air MS4 Program Plan as Appendix A and implements the applicable requirements of Part I E 6 of the 2023–2028 General VPDES Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.

1.0 Purpose

The purpose of this procedure is to ensure that DJJ Bon Air operations and applicable contractor activities are managed in a manner that reduces the discharge of pollutants to the MS4 to the maximum extent practicable and protects water quality.

The objectives of this SOP are to:

- Prevent illicit discharges to the MS4;
- Ensure DJJ staff and contractors properly dispose of waste materials, including landscape wastes, and prevent waste materials from entering the MS4;
- Prevent wastewater or wash water that is not an authorized non-stormwater discharge from entering the MS4 unless separately authorized under an applicable VPDES permit; and
- Minimize pollutants in stormwater runoff from DJJ-owned or operated facilities and activities.

2.0 Scope

This procedure applies to DJJ Capital Outlay, Operations and Maintenance, Grounds/Maintenance personnel, other applicable field personnel, and contractors performing applicable operation, maintenance, renovation, landscaping, or related activities within the DJJ Bon Air MS4 service area.

Where an activity is covered by a separate VPDES permit, approved erosion and sediment control plan, construction general permit, site-specific Stormwater Pollution Prevention Plan (SWPPP), or other applicable environmental requirement, the more activity-specific requirements shall also be followed.

3.0 Responsibilities

3.1. DJJ Capital Outlay

- Administer and oversee implementation of the MS4 Program Plan and this SOP in coordination with applicable Operations and Maintenance personnel.
- Maintain the current version of this SOP as Appendix A to the MS4 Program Plan and coordinate revisions when needed.
- Track applicable MCM-6 training activities and maintain required training documentation.
- Coordinate annual evaluation of high-priority facilities, SWPPP applicability, contractor compliance, and significant changes in facility operations

3.2. Operations / Grounds / Maintenance Personnel

- Conduct work in accordance with this SOP and applicable site-specific SWPPP requirements.
- Use appropriate pollution prevention and source-control practices before, during, and after work.
- Promptly report spills, leaks, unauthorized discharges, failed controls, or other conditions that could result in pollutants entering MS4.
- Maintain work areas, equipment, materials, and waste containers to prevent exposure and pollutant discharge.

3.3. Supervisors

- Ensure applicable personnel are informed of and trained on the procedures relevant to their duties.
- Ensure identified deficiencies are corrected promptly and documented when appropriate.
- Coordinate with DJJ Capital Outlay when facility conditions, activities, or pollutant sources change in a manner that may require revision of this SOP or a site-specific SWPPP.

3.4. Contractors

Contractors performing activities addressed by Part I E 6 b shall follow applicable DJJ good housekeeping and pollution prevention procedures and use appropriate control measures to minimize pollutant discharges to the MS4. DJJ shall communicate applicable requirements through contract language, specifications, written procedures, training, pre-work coordination, or other measures within DJJ's legal authority.

4.0 General Good Housekeeping Requirements

- Identify nearby storm drains, drainage conveyances, and surface waters before beginning work that could generate pollutants.
- Use source controls, containment, covers, berms, drain protection, absorbents, or other appropriate BMPs before pollutants can contact stormwater or enter the MS4.
- Keep paved and work areas reasonably free of trash, sediment, debris, chemicals, oils, and other pollutants.
- Store materials and wastes in compatible, labeled, closed, and nonleaking containers where practicable and protect them from stormwater exposure.
- Do not hose, sweep, blow, or otherwise direct pollutants, debris, sediment, wastewater, or wash water into storm drains or drainage conveyances.
- Clean up spills and leaks promptly using dry cleanup methods where practicable. Do not wash spilled material into the MS4.
- Dispose of collected waste, absorbents, sediment, debris, wash water, and other materials in accordance with applicable requirements.

5.0 Activity-Specific Procedures

5.1. Road, Street, Sidewalk, and Parking Lot Maintenance and Cleaning

- Remove accumulated litter, leaves, sediment, dirt, and debris from paved surfaces as needed, with particular attention to areas near storm drains and drainage pathways.
- Use sweeping, shoveling, vacuuming, or other dry cleanup methods where practicable. Collected material shall be properly contained and disposed of and shall not be pushed into storm drains, ditches, or surface waters.
- When repairing pavement, sidewalks, curbs, or similar surfaces, prevent saw-cut slurry, concrete washout, asphalt material, sealants, paint, sediment, and debris from entering the MS4.
- Inspect work areas following maintenance and remove residual material that could be transported by stormwater.

5.2. Anti-Icing and Deicing Agents

- DJJ shall not apply anti-icing or deicing agents containing urea or other forms of nitrogen or phosphorus.
- Apply anti-icing and deicing agents only at rates and locations necessary to maintain safe conditions. Avoid excessive application and prevent direct application to storm drains, drainage channels, or surface waters where practicable.
- Store bulk and bagged deicing materials under cover or otherwise protected from precipitation and runoff. Storage areas shall be maintained to prevent material migration to the MS4.
- During transport, secure loads and containers to minimize spills and loss of material.
- Promptly sweep or collect spilled or excess material using dry methods and return usable material to storage or dispose of it appropriately.
- Inspect storage and loading areas for torn bags, leaking containers, damaged covers, or

accumulated material and correct deficiencies.

5.3. Renovation and Significant Exterior Maintenance

- Identify and protect nearby storm drains and drainage pathways before painting, roof resealing/coating, façade work, HVAC coil cleaning, building washing, or similar work not covered by a separate VPDES Construction General Permit.
- Contain paint chips, dust, debris, sealants, coatings, solvents, cleaning agents, roofing materials, and other wastes generated by the activity.
- Use tarps, drop cloths, drain covers, temporary berms, vacuum collection, or other appropriate controls to prevent materials from contacting stormwater or entering the MS4.
- Do not discharge paint, solvents, coating residue, roof-treatment residue, HVAC coil-cleaning chemicals, or associated wastewater to the MS4.
- Where HVAC coils or exterior surfaces are cleaned, capture or otherwise manage wash water so that pollutants do not enter storm drains or surface waters. Dispose of wastewater through an authorized method.
- At completion of work, remove residual debris and pollutants from the work area using dry cleanup methods where practicable and properly dispose of collected material.

5.4. Water Pumped from Construction and Maintenance Activities

- Before pumping water from excavations, utility work, maintenance areas, vaults, or similar activities not covered by another permit, evaluate the water for visible sediment, oil sheen, unusual color, odor, chemicals, concrete-related wastes, or other indications of pollution.
- Do not discharge polluted water directly to the MS4 or surface waters.
- Where discharge is otherwise allowable, use appropriate controls such as settling, filtration, sediment bags, vegetated infiltration, or other suitable treatment to prevent sediment and pollutants from entering the MS4.
- Locate discharge points to prevent erosion, flooding, or transport of sediment to storm drains or surface waters.
- Water containing oil, chemicals, sewage, concrete washout, or other pollutants shall be contained and disposed of through an authorized method. Contact appropriate DJJ personnel when the proper disposal method is uncertain.

5.5. Temporary Storage of Landscaping Materials

- Locate temporary stockpiles of soil, mulch, sand, compost, leaves, grass clippings, and similar landscaping materials away from storm drains, drainage channels, and surface waters where practicable.
- Cover, contain, berm, or otherwise protect erodible or mobile materials when necessary to prevent migration by wind or stormwater.
- Do not place landscape waste in storm drains, drainage channels, or surface waters.
- Promptly remove material that migrates outside the storage area and correct the source of the migration.
- Remove temporary stockpiles when no longer needed and clean the area.

5.6. Vehicle and Equipment Maintenance

- Routine vehicle maintenance is generally performed at off-site service centers. When

maintenance or repair is performed onsite, conduct the work in a manner that prevents oil, fuel, antifreeze, hydraulic fluid, batteries, solvents, and other pollutants from contacting stormwater.

- Use drip pans, absorbent materials, secondary containment, or other appropriate controls beneath leaking or serviced equipment.
- Inspect DJJ-owned or operated vehicles and equipment for leaks and correct significant leaks as soon as practicable.
- Store used fluids, batteries, filters, oily rags, and other maintenance wastes in compatible, closed, labeled containers and dispose of them appropriately.
- Do not discharge vehicle or equipment fluids to the ground, storm drains, or surface waters.

5.7. Vehicle and Equipment Washing

- Where a designated wash bay connected to the sanitary sewer is available and authorized for use, conduct washing there.
- If lawn mowers or similar equipment are rinsed on a pervious area, use water only and ensure runoff infiltrates without reaching the MS4 or surface waters.
- Do not allow soaps, detergents, degreasers, waxes, or other cleaning agents to enter the MS4.
- Do not conduct washing in a location where wash water can flow to a storm drain, drainage conveyance, or surface water.
- Where wash water contains pollutants or cleaning agents, capture and dispose of it through an authorized sanitary sewer connection or other approved method.

5.8. Fueling Areas and Petroleum Products

- Personnel performing fueling shall take precautions to prevent overfilling and spills and shall remain attentive during fueling.
- Maintain spill-response materials in or readily accessible to fueling and petroleum-storage areas.
- Routinely inspect fueling equipment, hoses, nozzles, tanks, used-oil containers, and associated containment for leaks, corrosion, damage, or potential failure.
- Promptly clean up spills using appropriate absorbents or other dry methods and prevent spilled material from entering storm drains or surface waters.
- Manage aboveground tanks and petroleum containers in accordance with applicable facility requirements and site-specific SWPPP controls.

5.9. Dumpsters, Trash, and Waste Management

- Use covered, closed, and nonleaking dumpsters and trash containers where practicable.
- Keep lids closed except when adding or removing waste.
- Routinely inspect containers for damage, corrosion, leakage, or accumulated waste around the container and correct deficiencies.
- Do not place liquids, chemicals, oils, batteries, or other incompatible or prohibited materials in general-waste dumpsters.
- Promptly clean up leaked or spilled waste and prevent leachate or other liquids from reaching the MS4.

5.10. Chemical Storage and Material Handling

- Store chemicals indoors where practicable or otherwise under cover and protected from stormwater.
- Keep containers closed when not in use and clearly labeled.
- Use secondary containment where appropriate based on the material and potential for release.
- Routinely inspect storage areas and containers for leaks, deterioration, damage, or evidence of improper storage.
- Maintain access to appropriate spill-response materials and follow applicable Safety Data Sheet and facility requirements.

5.11. Power Washing and Exterior Cleaning

- Identify storm drains, roof drains, downspouts, and other conveyances before washing begins.
- Prevent wash water from entering the MS4 or surface waters by using drain covers, berms, wet vacuums, containment, or other appropriate controls.
- Water that does not contain chemicals or cleaning agents may be allowed to infiltrate into a suitable grass or gravel area only when it will not reach the MS4, cause erosion, or create another environmental concern.
- Wash water containing chemicals, detergents, oils, sediment, paint residue, or other pollutants shall be captured and disposed of through an authorized method.

5.12. Pesticides and Herbicides

- Applications shall not exceed manufacturer's label recommendations and shall comply with applicable federal and state requirements.
- Employees and contractors applying pesticides or herbicides shall be trained and certified as required by the Virginia Pesticide Control Act and applicable VDACS requirements.
- Mix, load, store, and handle products to prevent spills and stormwater exposure. Do not mix or load immediately adjacent to storm drains or surface waters where practicable.
- Do not apply products directly to storm drains, drainage conveyances, or surface waters unless specifically authorized by the product label and applicable law.
- Store and dispose of products and containers in accordance with label requirements and applicable regulations.

5.13. Fertilizer and Nutrient Application

- DJJ does not currently apply fertilizer, manure, sewage sludge, or other nitrogen- or phosphorus-containing nutrients to turf or landscaped areas at the Bon Air campus.
- Because nutrients are not currently applied to turf or landscaped areas, DJJ does not currently maintain a Turf and Landscape Nutrient Management Plan for the Bon Air campus.
- If DJJ's grounds-maintenance practices change and fertilizer or other nutrients are proposed for application in the future, DJJ will evaluate the applicable MS4 permit and state nutrient-management requirements before initiating such applications.

- Any fertilizer or nutrient materials that may be temporarily stored or handled in the future shall be managed to prevent spills, exposure to precipitation, and discharge to the MS4.

5.14. Storm Drain and Impervious Surface Maintenance

- Keep storm-drain inlets and surrounding impervious surfaces reasonably free of accumulated trash, debris, leaves, sediment, and other pollutants.
- Remove accumulated material using methods that prevent the material from being washed farther into the MS4.
- Report damaged, clogged, or malfunctioning drainage structures requiring repair to appropriate maintenance personnel.
- Collected sediment and debris shall be properly disposed of and shall not be placed where stormwater can transport it back into the MS4.

6.0 Spill Response and Corrective Actions

- Stop the source of a spill or leak when it can be done safely.
- Protect storm drains and drainage pathways immediately using absorbent socks, drain covers, berms, or other available controls.
- Contain and recover spilled material using appropriate methods. Do not wash spills into the MS4.
- Notify the appropriate DJJ supervisor and follow applicable emergency response, reporting, and regulatory notification procedures.
- Properly dispose of recovered material and used absorbents.
- After the incident, inspect the affected area, correct contributing conditions, replenish spill supplies, and determine whether this SOP or an applicable SWPPP requires modification.

7.0 High-Priority Facilities and SWPPP Coordination

- DJJ shall evaluate facilities owned or operated within the MS4 service area to determine whether they meet the permit criteria for designation as a high-priority facility with a high potential for discharging pollutants and therefore require a site-specific SWPPP.
- The Complex Maintenance/Grounds Maintenance area has been identified as requiring a site-specific SWPPP. Personnel and contractors working in that area shall comply with this SOP and the applicable SWPPP. The SWPPP shall incorporate applicable good housekeeping procedures by reference and establish site-specific controls, inspection requirements, maintenance requirements, training, spill/unauthorized discharge documentation, and procedures for modification. Where the SWPPP contains more specific requirements, those requirements shall also apply.
- Each required SWPPP shall be implemented, maintained, and updated in accordance with the MS4 General Permit. Site-specific source controls shall be inspected no less often than once per year, and the date, findings, and follow-up actions shall be logged in the SWPPP.

8.0 Contractor Compliance

- DJJ shall require contractors engaged in activities addressed by this SOP to follow established good housekeeping procedures and use appropriate controls to minimize pollutant discharges to the MS4. Applicable requirements shall be communicated before or

during performance of the work through contract provisions, project specifications, written procedures, training, pre-construction/pre-work meetings, or other appropriate mechanisms.

- Contracts executed for pesticide or herbicide application shall require applicable contractor certification. Contractors shall promptly report spills, illicit discharges, failed controls, or other stormwater pollution concerns to their DJJ point of contact.

9.0 Employee Training Plan

- DJJ shall use this SOP as part of its MCM-6 employee training program. Training shall be based on employee duties and shall include, as applicable:
 - Applicable field personnel: prevention, recognition, and elimination of illicit discharges no less often than once every 24 months.
 - Employees performing road, street, sidewalk, or parking lot maintenance: applicable good housekeeping procedures no less often than once every 24 months.
 - Employees working in and around facility maintenance, grounds maintenance, public works, or similar facilities: applicable good housekeeping and pollution prevention procedures no less often than once every 24 months.
 - Employees working in and around a high-priority facility required to maintain a SWPPP: applicable site-specific SWPPP procedures no less often than once every 24 months.
 - Employees whose duties include emergency spill control and response: appropriate spill-control and response training. Training received by emergency responders as part of broader emergency-response training may satisfy this requirement when documented.
 - Employees and contractors applying pesticides or herbicides: training and certification in accordance with the Virginia Pesticide Control Act and applicable VDACS requirements.

10.0 Training Documentation and Recordkeeping

- DJJ shall maintain documentation of each training activity conducted to satisfy MCM-6 requirements for a minimum of three years after completion. Records shall include, at a minimum:
 - Date the applicable employees completed the training;
 - Number of employees completing the training; and
 - Training objectives and applicable good housekeeping procedures covered.
- Supporting documentation may include training agendas, presentations, videos, handouts, brochures, attendance/sign-in records, certification records, or similar materials. DJJ Capital Outlay shall track applicable training activities and required frequencies.

11.0 Annual Review and Procedure Revision

- DJJ Capital Outlay, in coordination with applicable Operations and Maintenance personnel, shall review this SOP at least annually. The review shall consider changes in facility operations, permit requirements, high-priority facility/SWPPP status, changes in fertilizer or nutrient-application practices, contractor activities, spills or unauthorized discharges, identified stormwater pollution concerns, and lessons learned from implementation.

SOP Good Housekeeping/Pollution Prevention

- This SOP shall be revised as necessary. Significant revisions shall be incorporated into the MS4 Program Plan Appendix A and summarized in the applicable MS4 annual report in accordance with the MS4 General Permit.

Appendix B

MS4 Service Area Map

Outfall Information Table

SMF Information Table

MS4_Outfall Information Table

Outfall_ID	Latitude	Longitude	VAHU6	Impairment	EPA_TMDLs	Regulated_Acreage	Receiving_Water	Operator_Name	Permit_Number	Comments	Phase
1	37.51797	-77.57402	JM86	No	Chesapeake Bay TMDL	3.94	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040128		MS4 Phase II - General Permit
2	37.51590	-77.57323	JM86	No	Chesapeake Bay TMDL	4.12	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040129		MS4 Phase II - General Permit
3	37.51596	-77.57276	JM86	No	Chesapeake Bay TMDL	0.43	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040130		MS4 Phase II - General Permit
4	37.51594	-77.57236	JM86	No	Chesapeake Bay TMDL	2.86	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040131		MS4 Phase II - General Permit
5	37.51536	-77.57160	JM86	No	Chesapeake Bay TMDL	6.27	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040132		MS4 Phase II - General Permit
6	37.51411	-77.56923	JM86	No	Chesapeake Bay TMDL	4.14	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040133		MS4 Phase II - General Permit
7	37.51644	-77.56760	JM86	No	Chesapeake Bay TMDL	1.43	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040134		MS4 Phase II - General Permit
8	37.51741	-77.56877	JM86	No	Chesapeake Bay TMDL	10.56	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040135		MS4 Phase II - General Permit
9	37.51763	-77.56897	JM86	No	Chesapeake Bay TMDL	0.57	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040136		MS4 Phase II - General Permit
10	37.51940	-77.57128	JM86	No	Chesapeake Bay TMDL	3.34	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040137		MS4 Phase II - General Permit
11	37.51977	-77.57180	JM86	No	Chesapeake Bay TMDL	2.9	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040138		MS4 Phase II - General Permit
12	37.52018	-77.57062	JM86	No	Chesapeake Bay TMDL	1.1	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040139		MS4 Phase II - General Permit
13	37.52091	-77.57170	JM86	No	Chesapeake Bay TMDL	0.29	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040140		MS4 Phase II - General Permit
14	37.51913	-77.57259	JM86	No	Chesapeake Bay TMDL	4.58	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040141		MS4 Phase II - General Permit
15	37.51619	-77.56821	JM86	No	Chesapeake Bay TMDL	3.46	Powwhite Creek	Department of Juvenile Justice - Bon Air Facility	VAR040142		MS4 Phase II - General Permit

MS4_Service Area Information Table

MS4_Operator_Name	MS4_Permit_Number	Total_Acres	Impervious_Acres	Pervious_Acres	Comments	Phase
Department of Juvenile Justice - Bon Air Facility	VAR040128	49.89	17.21	32.68		MS4 Phase II - General

DJJ Bon Air
MS4 Permit VAR 040128
SMF Date Table
4/14/2022

SMP Name	Type	Lat.	Long.	Area Treated (Ac)			Date brought online	HUC (6th order)	Ownership	TMDL/VSMP	Privately Owned	Most Recent Inspection
				Total	Imp.	Perv.						
Parking Lot Basin BMP	ED (dry)	N37d30'58.60"	W77d34'5.50"	1.53	1.31	0.22	Jun-96	JM86	DJJ	VSMP (pre-2014)	No	3/2/2022
Medium Security Facility BMP	Detention only	N37d31'1.53"	W77d34'7.56"	10.56	3.84	6.72	Jun-95	JM86	DJJ	VSMP (pre-2014)	No	3/2/2022
Land Conversion Area	Land Conversion	N37d31'0.98"	W77d34'3.18"	2.25	0	2.25	Mar-18	JM86	DJJ	Ches. Bay TMDL	No	3/2/2022
Hydrodynamic Separator	Manufacturered	N37d31'0.97"	W77d34'8.09"	9.22	3.56	5.66	Nov-20	JM86	DJJ	Ches. Bay TMDL	No	3/2/2022

Appendix C

Standard Operating Procedures (SOP)

Illicit Discharge Detection and Elimination (IDDE) Procedures



Virginia Department of Juvenile Justice – Bon Air
Standard Operating Procedures (SOP)
Illicit Discharge Detection and Elimination (IDDE) Procedures
September 30, 2026

Reasons for Procedure

The Department of Juvenile Justice (DJJ) – Bon Air has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality. This permit authorizes DJJ to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.

Since storm drain systems are not connected to a sanitary sewer treatment plant, water traveling through the storm drain system flows directly to local streams untreated. An illicit discharge to the storm system is generally defined as any discharge that is not composed entirely of stormwater. The MS4 Program “shall include all procedures developed by the operator to detect, identify, and address non-stormwater discharges to the MS4.”

1.0 Purpose

The purpose of this procedure is to identify and address any illicit discharges detected during storm sewer outfall inspections or otherwise reported illicit discharges impacting the storm sewer system.

2.0 Scope

This procedure applies to DJJ Capital Outlay, Grounds/Complex Maintenance personnel, other applicable DJJ staff, and contractors performing activities within the DJJ Bon Air MS4 service area.

3.0 Responsibility

All DJJ Bon Air staff are responsible for preventing illicit discharges from their operations.

3.1 Grounds Staff

Grounds Staff are responsible for reporting any illicit discharges discovered during outfall inspections to the Grounds Supervisor (currently Jeff Posten), or Maintenance

Superintendent (currently Mike Butler) if the Grounds Supervisor is unavailable. The Grounds Supervisor will report the potential illicit discharge to DJJ Capital Outlay.

3.2 Grounds Supervisor

The Grounds Supervisor is responsible for ensuring that employees are properly informed of and trained on how to prevent illicit discharges from their operations and understand how to trace an illicit discharge upon discovery. In the event an illicit discharge is discovered, the Grounds Supervisor must consult with the Maintenance Superintendent prior to taking action in order to ensure remediation efforts will not cause additional harm to state waters. The Grounds Supervisor may take actions to stop or contain the release without consulting the Maintenance Supervisor if the release is ongoing. The Grounds Supervisor is responsible for ensuring training is conducted with the most recent version of this procedure.

3.3 Capital Outlay Project Manager

Once a report is received, the Capital Outlay Project Manager will evaluate the potential illicit discharge report, notify the appropriate regulatory agencies as required, and conduct follow up efforts to prevent the re-occurrence of the illicit discharge where possible. DJJ Capital Outlay shall have oversight of all cleanup and remediation efforts.

3.4 Personnel Performing the Job

Grounds Staff are responsible for understanding and following these procedures upon receipt of proper training. Grounds Staff should consult with the Grounds Supervisor prior to taking action to resolve any impacts from the release.

4.0 Procedures

4.1 Annual Dry Weather Screening

DJJ will conduct dry-weather screening of all MS4 outfalls annually. DJJ currently maintains 15 MS4 outfalls; therefore, 100% of the outfalls will be screened during each reporting year. DJJ will maintain a prioritized schedule for annual dry-weather screening. The screening schedule and prioritization will be based on factors such as historical observations, facility operations and land use, infrastructure age and condition, historical illicit discharges or illegal dumping, potential cross-connections, potential pollutant sources, and previous illicit discharge concerns. Outfalls with known or suspected illicit discharge concerns will receive higher priority, as appropriate.

Dry-weather screening will be documented using DJJ's Dry Weather Screening Checklist. At a minimum, the screening will document the outfall identifier, time since and estimated quantity of the most recent precipitation event, site conditions, indicators of potential illicit discharges, presence or absence of flow, and, when flow is observed, the estimated discharge rate, visual characteristics, odor, color, clarity, and physical condition of the outfall.

4.2 Initial Actions and Notifications

- 4.2.1 Upon discovery of an illicit discharge, efforts shall be immediately undertaken to stop or contain the discharge if possible.
- 4.2.2 The Grounds Supervisor will be notified of any illicit discharge detected during a storm sewer outfall inspection. A complete description of the discharge and as much information as possible will be provided.
- 4.2.3 Any time the Grounds Supervisor or Staff are notified of an illicit discharge by staff other than Grounds staff, DJJ Capital Outlay should be notified of the illicit discharge. DJJ Capital Outlay staff should immediately follow up on the illicit discharge report.
- 4.2.4 Upon observation or receipt of a report of a suspected unauthorized non-stormwater discharge, DJJ shall initiate an investigation as soon as practicable to identify and locate the source. Priority shall be given to discharges of sanitary sewage and discharges believed to pose a risk to human health or public safety. Discharges authorized under a separate VPDES or state permit require no further action under this procedure.
- 4.2.5 Depending on the nature of the discharge, Capital Outlay staff will immediately notify DEQ of the incident, but in no case later than within 24 hours. Information on current DEQ reporting protocols can be found in section 7.0 of this SOP.
- 4.2.6 If DJJ Bon Air is not the source of the illicit discharge, Capital Outlay staff will forward information on the illicit discharge to Chesterfield.

4.3 Discharge Identified

- 4.3.1 If the contaminant is identified as a sanitary sewer overflow from a building lateral outside the building or other sanitary sewer owned by DJJ Bon Air, Grounds staff will take immediate measures to prevent sewage from reaching the storm sewer or streams. If the sanitary overflow is from the Chesterfield County sewer on DJJ Bon Air property, Capital Outlay staff will immediately notify Chesterfield County.
- 4.3.2 Petroleum spills are to be cleaned up in accordance with spill procedures.
- 4.3.3 If the contaminant is identified as hazardous, immediately call the fire department for assistance in clean-up.
- 4.3.4 If the source of the discharge is identified as being caused by an uncontrolled activity such as wash water, or improper disposal of liquids, the staff responsible for the illicit discharge should be immediately notified to cease operations. Their supervisor should be

contacted, and a verbal explanation of proper protocol should be provided to appropriate staff as soon as possible.

- 4.3.5 If the source of the discharge is determined to be a leaking piece of equipment, vehicle, or dumpster, the leak should be contained, and the leaking item shall be removed from service until it can be repaired.
- 4.3.6 If a contractor is causing the illicit discharge on DJJ Bon Air property, the Capital Outlay staff responsible for contractor oversight should also be contacted. The illicit discharge should be stopped or contained and brought to the contractor's attention and the contractor should be made aware of appropriate means for conducting activities on DJJ Bon Air property.

4.4 Discharge Not Immediately Identified

If the nature and source of the discharge is not immediately obvious, use a variety of strategies to test the discharge and locate the source of contamination.

- 4.4.1 Contact other DJJ Bon Air maintenance staff to determine if they can help identify or isolate the source.
- 4.4.2 Manholes closest to the outfall should be investigated first, with staff progressively moving up the sewer network and inspecting manholes until it can be determined either where the source is coming in or between which two manholes the source is coming in.
- 4.4.3 If the above efforts do not identify the source of the illicit discharge, Capital Outlay staff should revisit the site approximately 24 hours from the time the discharge was initially reported to see if the discharge has reoccurred.
- 4.4.4 If there is no discharge observed during the follow up visit, Capital Outlay staff should determine whether repeat visits are required or if the circumstances of the discharge should be considered a one-time event. The frequency of return visits to the site and the rationale should be documented.
- 4.4.5 Capital Outlay staff may utilize outside consultants to assist with determining the source of repeat illicit discharges.
- 4.4.6 If the source of an illicit discharge cannot be identified within six months after beginning the investigation, Capital Outlay staff shall document that the source remains unidentified and summarize the investigative actions performed.
- 4.4.7 If the observed discharge is intermittent and cannot be observed again during follow-up investigations, Capital Outlay staff shall document the unsuccessful attempts to observe the discharge while flowing.

4.5 Remediation Efforts

- 4.5.1 Efforts to clean up the illicit discharge or remediate impacts caused by the illicit discharge shall only be undertaken after consultation with Capital Outlay. Capital Outlay staff, in consultation with DEQ where applicable, shall make the final decision on appropriate steps to clean up or remediate impacts caused by the discharge.
- 4.5.2 No clean up or remediation efforts shall be undertaken that could potentially cause additional harm to state waters beyond impacts caused by the release of the initial illicit discharge. In no case should a contained illicit discharge be released to state waters unless DEQ has been consulted and has granted approval for such a release.

4.6 Documentation and Follow-up

- 4.6.1 Capital Outlay staff shall maintain a record of each illicit discharge investigation. At a minimum, the record shall include:
 - a) The date the illicit discharge was initially observed or reported;
 - b) The results of the investigation, including the source, if identified;
 - c) Follow-up activities performed;
 - d) The resolution of the investigation; and
 - e) The date the investigation was closed.
- 4.6.2 Upon confirmation that the illicit discharge has been eliminated, Capital Outlay staff should follow up within 48 hours to revisit the site and ensure the illicit discharge has been completely eliminated and that additional issues have not occurred as a result of clean-up efforts.
- 4.6.3 Capital Outlay staff will complete and submit any required follow up reporting to DEQ.

5.0 Legal Authority and Enforcement

DJJ utilizes applicable state laws and regulations, agency policies and procedures, contract provisions, project specifications, and other available legal and administrative mechanisms to prohibit and eliminate unauthorized non-stormwater discharges to the MS4.

DJJ employees and contractors shall comply with this IDDE procedure and other applicable stormwater requirements. When an illicit discharge is identified, DJJ may require the responsible party to immediately cease the discharge, contain and clean up released materials, implement corrective measures, and take actions necessary to prevent recurrence.

SOP Illicit Discharge Detection & Elimination (IDDE) Procedures

For contractor-caused illicit discharges, DJJ may utilize applicable contract provisions and other contractual remedies to require corrective action and address continued or repeated noncompliance. Where appropriate, DJJ Capital Outlay will coordinate with DEQ, Chesterfield County, emergency response agencies, or other appropriate authorities to address illicit discharges outside DJJ's authority or control.

6.0 Review of Procedure/Training

The Grounds Supervisor is responsible for conducting training to employees at least once every 24 months and conducting an annual review of this procedure with the appropriate staff.

7.0 DEQ Reporting information

Current reporting information was obtained from DEQ's website on September 24, 2026. The reporting information copied from the website is as follows:

Pollution Response: DEQ's Pollution Response Program (PREP) responds to pollution incidents that may impact air, land and water to protect human health and the environment.

PREP staff work directly with responsible parties, local emergency response agencies, and other state and federal agencies to provide oversight and support on response actions. Oil spills, fish kills, and hazardous materials releases are examples of incidents that often directly involve the DEQ PREP Program.

Report Pollution: Citizens and regulated entities may report pollution incidents by submitting a [report online](#) or by contacting a regional office.

Emergencies: If you observe a significant pollution incident that presents an imminent threat to human health or the environment, report the pollution incident to the local 911 and to the Virginia Emergency Operations Center at 804-750-8845. Do not use the online reporting tool.

Traffic Incident Management: Traffic incidents in Virginia often involve the release or discharge of vehicle fluids, such as diesel or gasoline fuel, motor oil, antifreeze, etc. Under state laws and regulations, certain notification, cleanup and reporting requirements apply to the release or discharge of vehicle fluids. The [Motor Vehicle Fluids Management Fact Sheet](#) outlines the basic requirements for motor carriers, and others who may assist with the removal of vehicle fluids and includes references to additional resources. This factsheet does not provide information related to releases of oil or hazmat cargo. If the vehicle incident involves the release or potential release of cargo containing oil or hazmat, immediately notify the Virginia Emergency Operations Center and request state assistance.

Appendix D

Outfall Dry-Weather Screening Inspection Form

Outfall Dry Weather Inspection Form

Outfall ID:

Date & Time of Inspection:

Inspector:

Weather Condition & Temperature:

Time since the last rainfall event:

Estimated Quantity of the last rainfall (in):

Outfall Type:

Outfall Damage (ex., spalling, corrosion, cracking, or chipping) (Y/N):

Flow from Outfall (Y/N): _____ if yes,

Color (Y/N):

Odor (Y/N):

Deposits / Stains (Y/N):

Trash (Y/N):

Floatable (Y/N):

Oil Sheen (Y/N):

Excessive Algae (Y/N):

Sanitary Discharge (Y/N):

Dead Vegetation:

Abnormal Vegetation (ex., excessive, inhibited) (Y/N):

Erosion/Sedimentation (Y/N):

Overall Outfall Conditions:

Good

Fair (1)

Poor (2)

Critical

¹ Fair: Presence of two or more indicators

² Poor: One or more indicators with a severity of 3

Recommendations:

Investigate Illicit Discharge (Y/N):

Infrastructure Repair Needed (Y/N):

Debris Removal Needed (Y/N):

Photos

Appendix E

ESC Plans and Specifications

4.17 **EROSION** AND SEDIMENT CONTROL PLANS AND SPECIFICATIONS

Refer to the [Department of Environmental Quality \(DEQ\)](#) for current requirements. DEQ requires submittals for **Erosion** and Sediment Control, Stormwater Management and a Virginia General Discharge Permit.

Compliance with the **erosion**, sediment control and stormwater management requirements is mandatory for all state projects. Requirements shall be included in the specifications to assign to the contractor (as part of the contract) the responsibility of **erosion** and sediment control and stormwater management at all sites (on or off the owner's property) of borrowing, wasting or stockpiling of soil products. A statement similar to the following shall be used:

*The Contractor shall be responsible for satisfying any and all **erosion** control (EC) and stormwater management (SWM) requirements for any land disturbing activities, including but not limited to, on-site or offsite borrow, on-site or offsite stockpiling or disposal of waste materials. Before undertaking any land disturbing activity for which the plans do not specifically address **erosion** control and stormwater management, the Contractor shall contact the Regional Office of the Department of Environmental Quality to determine what EC and SWM measures are necessary. The Contractor shall completely satisfy all requirements of the Department of Environmental Quality including providing a designated, certified "Responsible Land Disturber" as defined in [9VAC25-875-20](#) before continuing with the concerned activity.*

Appendix F

Standard Operating Procedures (SOP)
SMF Inspection & Maintenance Procedures

SOP SMF Inspection & Maintenance

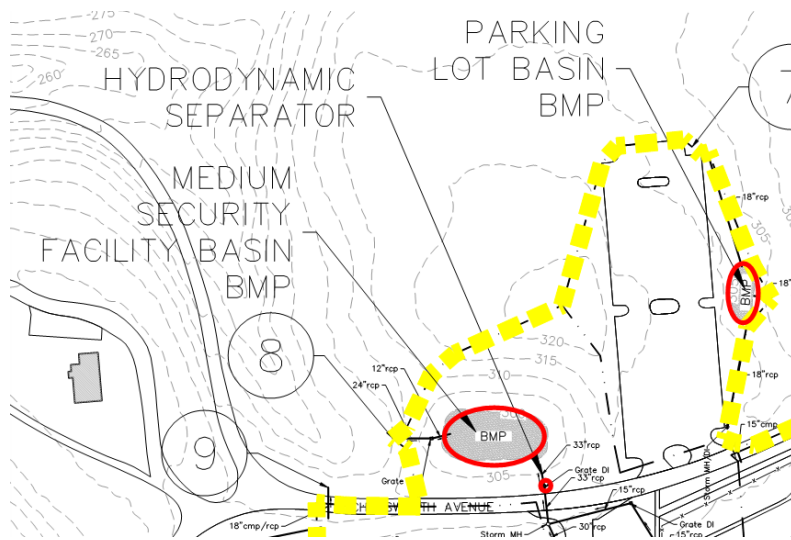


Virginia Department of Juvenile Justice – Bon Air Standard Operating Procedures (SOP) Stormwater Management Facilities (SMF) Inspection & Maintenance Procedures September 30, 2026

Reasons for Procedure

The Department of Juvenile Justice (DJJ) – Bon Air has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality. This permit authorizes DJJ to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.

Stormwater Management Facilities (SMFs) remove pollutants from stormwater before it leaves the DJJ Bon Air site. There are three SMFs at DJJ Bon Air as shown below:



SOP SMF Inspection & Maintenance

1.0 Purpose

The purpose of this procedure is to provide requirements for the inspection and maintenance of SMFs.

2.0 Scope

This procedure applies to the Grounds Department of DJJ Bon Air and DJJ Capital Outlay.

SOP SMF Inspection & Maintenance

3.0 Responsibility

3.1 Ground's Staff

Ground's Staff are responsible for required maintenance of SMFs.

3.2 Ground's Supervisor

The Grounds Supervisor is responsible for ensuring that employees are properly informed of and trained on how to maintain stormwater management facilities.

3.3 Capital Outlay Project Manager

The Capital Outlay Project Manager is responsible for conducting annual inspections either by DJJ Bon Air staff or an outside consultant. The Capital Outlay Project Manager is also responsible for conducting any re-inspections after corrective maintenance has been performed.

4.0 Procedures

4.1 SMF Inspection

- 4.1.1 Each stormwater management facility owned or operated by DJJ shall be inspected by a DEQ certified stormwater inspector no less frequently than once per year using the applicable inspection checklist or facility-specific inspection form (DEQ chapter 8 forms). Inspections shall evaluate the condition and functionality of the facility and identify maintenance, repair, or corrective actions necessary to ensure continued performance of its intended function.
- 4.1.2 In the event a deficiency is identified, notify the Grounds Supervisor to perform required maintenance. See attached manufacturer's Operation & Maintenance Manual.
- 4.1.3 After required maintenance has been performed, conduct a re-inspection.

4.2 SMF Maintenance

- 4.2.1 For the Medium Security Facility Basin BMP, on an annual or more frequent basis, remove brush from the sides and the bottom of the basin, remove litter, remove accumulated sediment at the end of the inlet pipe(s), and clear the outlet orifice.
- 4.2.2 For the Parking Lot Basin BMP, on an annual or more frequent basis, remove overgrown vegetations from the sides and the bottom of the basin, remove litter, remove accumulated sediment at the end of the inlet pipe(s), and clear the outlet orifice.
- 4.2.3 The Hydrodynamic Separator shall be maintained in accordance

SOP SMF Inspection & Maintenance

with the manufacturer's operation and maintenance requirements and based on inspection findings. Maintenance shall include removal of accumulated sediment, floating litter, debris, oil, and other accumulated material, as applicable. When inspection indicates that maintenance is required, DJJ shall arrange for appropriate maintenance, such as vacuum-truck cleaning, to restore the facility to proper operating condition.

At a minimum the facility should be maintained at least every 5 years with the frequency adjusted based on the time for sediment to accumulate to the point where it exceeds the holding capacity of the hydrodynamic separator.

- 4.2.4 When an inspection identifies maintenance, repair, or corrective action necessary to ensure continued performance of an SMF, DJJ shall perform the required work in accordance with this SOP, applicable manufacturer requirements, approved plans, and other applicable operation and maintenance requirements. Following significant corrective maintenance or repair, the facility shall be reinspected to verify that the deficiency has been adequately corrected.

4.3 Documentation and Follow-up

- 4.3.1 Capital Outlay shall maintain records of SMF inspections and maintenance activities. At a minimum, records shall document the facility inspected, inspection date, inspector, inspection findings, identified deficiencies, required maintenance or corrective actions, completed maintenance or repairs, and follow-up or reinspection, as applicable.
- 4.3.2 Capital Outlay shall maintain the applicable inspection forms, maintenance records, and supporting documentation in accordance with MS4 recordkeeping requirements.
- 4.3.3 Information required by the MS4 General Permit shall be included in the applicable MS4 Annual Report.

4.4 DEQ BMP Warehouse Reporting

DJJ Capital Outlay shall maintain current information for applicable stormwater management facilities and electronically report required BMP information to the DEQ BMP Warehouse in accordance with Part III of the MS4 General Permit. No later than October 1 of each year, DJJ shall report applicable new BMPs and update the most recent inspection date for BMPs inspected during the applicable reporting period.

5.0 Review of Procedure/Training

The Grounds Supervisor is responsible for conducting training to employees at least once every 24 months and conducting an annual review of this procedure with the appropriate staff.