

Municipal Separate Storm Sewer System (MS4) Program Plan

In Compliance with
MS4 General Permit No. VAR040128

For Fiscal Year
July 1, 2024 – June 30, 2025

Prepared by:

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Prepared For:

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



July 1, 2024

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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 |
| TLNMP | Turf and Landscape Nutrient Management Plans |
| 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, comprising discarded items like plastic bottles, metal cans, food wrappers, etc., poses significant environmental and societal challenges. Litter not only mars the beauty of landscapes but also endangers wildlife through ingestion and entanglement. Moreover, it can leach harmful chemicals into soil and water,

contaminating natural resources. Reduction of human generated waste was selected as means to address stormwater and aesthetics concerns within the DJJ's MS4 service area. The reduction of human generated waste will allow for SMFs and BMPs to operate efficiently. DJJ plans to set up a stormwater education booth at Family Day events twice a year, include stormwater education in the school curriculum and have "clean-up the Campus" days involving interned residents. 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, students and staff will participate in cleaning up the Campus inside security fencing. For measurable goals, the weight (lbs.) of collected waste and number of participants will be recorded. The strategies to be used to communicate the events with participants will be curriculum materials and traditional written materials. The number of curriculum materials and traditional written materials (brochures, fact sheets, flyers) handed-out are recorded.

Illicit Discharge

Illicit discharge refers to the unauthorized release of pollutants or non-stormwater substances into a storm drain system or natural water bodies, such as rivers, lakes, and oceans. This can include a wide range of contaminants like chemicals, sewage, industrial waste, and other harmful materials. For example, oils that leaks from cars and maintenance equipment onto roads and parking lots is washed into storm drains and then flows directly to a pond or stream. DJJ chooses to target staff members with educational messages focused on prevention of fuel spills, illicit discharges, and improper handling of motor oils, anti-freeze, and other hazardous waste.

Facilities Operations

Operation and maintenance of facilities are critical at DJJ Bon Air to ensure the facilities are functioning well. A stormwater issue related to Facilities Operations involves the management and prevention of stormwater pollution at facility sites. Such issues are critical because improper handling of stormwater can lead to significant environmental and regulatory problems. DJJ Bon Air has developed a Good Housekeeping/Pollution Prevention Procedure, see Appendix A. DJJ staff receive training about the importance of stormwater management and their role in preventing pollution. To obtain more information or provide feedback on DJJ's MS4 program and stormwater management, call the DJJ Central Office at 804-371-0700; or may fax them to 804-371-6497.

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 through 804-371-0700 between 8:00 am and 5:00 pm, Monday – Friday, except State and Federal Holidays, or email robert.wilburn@djj.virginia.gov. In addition, the public can offer comments or questions by calling the DJJ Central Office at 804-371-0700 or may 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

The permit requires DJJ to implement no less than four activities per year from two or more of the following categories listed in Table 2 of the general permit to provide an opportunity for public involvement to improve water quality and support local restoration and clean-up projects: monitoring, restoration, public education activities, public meetings, disposal or collection events, and pollution prevention. DJJ Bon Air proposes the following public improvement activities each year until the permit end date to reduce stormwater pollutant loads, improve water quality, and support local restoration/clean-up efforts:

- Educational Events: Presentation of stormwater materials as part of classes to meet the Standards of Learning (SOL) requirements at least four times per year. DJJ Bon Air offers the following classes to its students:
 - 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

The number of participant students are counted and recorded for each class.

- Disposal or Collection Events: Fluorescent bulbs, waste oil, and vehicle fluids are collected on an on-going basis and picked up for disposal by a licensed waste receiver approximately once or twice per year. The number of bulbs and weight of waste should be measured.
- Community Cleanups: DJJ plans to set up a stormwater education booth at Family Day

events twice a year, include stormwater education in the school curriculum, and have “clean-up the Campus” days involving students and staff. The amount of waste collected and disposed during each year will be measured and reported in the annual reports.

MCM-3 (Part I E 3 d.)

Illicit Discharge Detection & Elimination (IDDE)

MS4 Service Area

DJJ Bon Air MS4 consists of 15 outfalls and 4 BMPs/SMFs. The MS4 map and outfall information tables are available on DJJ’s website at [DJJ Capital Outlay \(virginia.gov\)](http://DJJ.CapitalOutlay.virginia.gov). In addition, the MS4 maps and tables can be found on Appendix B and will be available to DEQ upon request.

Interconnection Correspondence

DJJ Bon Air doesn’t have any physical interconnections with adjacent MS4 permittees. Therefore, no written notification needs to be sent to other MS4s. Additionally, DJJ has not received any such notifications from other MS4s so far.

IDDE Procedures

In order to detect and eliminate both direct and indirect illicit discharges, DJJ has written and maintains, implements, and enforce Illicit Discharge Detection and Elimination (IDDE) procedures, which relies on DJJ’s website at [DJJ Capital Outlay \(virginia.gov\)](http://DJJ.CapitalOutlay.virginia.gov). The IDDE procedures can also be found in Appendix C. The IDDE has been designed to detect, identify, prohibit, and address unauthorized non-stormwater discharges, including dumping, to the MS4 and into the storm sewer system or any receiving waterway. The policy is enforced by DJJ’s Capital Outlay and Operation and Maintenance departments. Instructions on how to report concerns or potential illicit discharges are available online at the DJJ’s stormwater website [DJJ Capital Outlay \(virginia.gov\)](http://DJJ.CapitalOutlay.virginia.gov) and the procedures stated under [MCM-2](#) above. DJJ encourages the community’s contribution in discovering and reporting possible polluted runoff and maintains appropriate staffing to address such reported concerns. The number of illicit discharges (if any) will be reported each year as part of the annual report.

In addition, dry weather screenings of all 15 outfalls and 4 SMFs/BMPs at DJJ Bon Air are conducted annually using a checklist developed by the DJJ’s consultant. The checklist is included on Appendix D. The dry weather screening/inspection is performed annually by DJJ’s consultant to detect, identify, and eliminate possible illicit connections and discharges to the MS4, as well as, to keep track of all existing stormwater management

facilities and structures within the MS4. During the inspection, outfalls are also evaluated for structural damages or uncommon conditions that might indicate the present of pollutants. Outfalls are also inspected for maintenance necessity to avoid detrimental conditions on stream banks and bed. Completed inspection forms and reports will be available to DEQ upon request.

MCM-4 (Part I E 4 d.)

Construction Site Stormwater Runoff and Erosion and Sediment Control

DJJ Bon Air has not developed standards and specifications as part of Part I E 4 a (4). As a state agency, DJJ is required to comply with the current version of Virginia Construction and Professional Services Manual (CPSM) for any project that includes capital funding as are the design professionals. Section 4.17 of the CPSM (attached as Appendix E) requires compliance with all DEQ requirements for erosion and stormwater management regulations.

Ordinances & Legal Authorities Employed

The plans will be submitted to DEQ for review and approval. Contractors shall finish construction in accordance with DEQ, DEB, and DJJ approved project plans, drawings & specifications. DJJ will add language to design and construction contracts to strengthen legal authorities and compliance with approved plans.

Roles and Responsibilities for MCM-4 Compliance

DJJ Capital Outlay is responsible for all implementing erosion and sediment control and construction site stormwater runoff control requirements in Part I E 4.

Compliance Procedures

Plan Review

Plans are submitted to DEQ for review and approval. This task is performed by the Design Team and verified by the agency Project Manager.

Inspection

For projects of one or more acres of land disturbance, the Contractor submits the VPDES Registration Statement prior to land disturbance. This provides DEQ notification so that they can perform inspections as the VSMP authority. For all projects with 10,000 sf (2,500 sf in areas designated under the Chesapeake Bay Act) or greater of land

disturbance, inspections in accordance with MS4 MCM 4 are also conducted by certified inspectors of a consultant under term contract. Currently, this is TRC, Engineers, Inc. Inspections are conducted at the following intervals as required in the MS4 permit, MCM 4:

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

Inspection procedures are documented on ESC inspection report form. These inspections follow the approved plan and Virginia Erosion and Stormwater Handbook, Version 1.0. The number of construction site inspections will be reported to DEQ by DJJ in each annual report. In addition, BMPs are electronically reported using DEQ BMP Warehouse in accordance with Part III B 3 of the MS4 general permit.

Compliance and Enforcement

DJJ applies enforcement actions for maintaining compliance with DEQ Erosion and Stormwater Management regulations. For all projects, the construction contract requires compliance with the ESC measures shown on the DEQ approved plans and the VSMP Construction General Permit. If the Contractor fails to comply with the listed legal authorities, DJJ Project Manager directs the Contractor to take immediate remedial action. If the contractor still fails to correct deficiencies, DJJ Bon Air can take a variety of other actions from withholding payments for ESC and SWM related items until deficiencies are corrected, to terminating the contract.

The number of enforcement activities and number of complaints will be recorded in the annual report during each year.

MCM-5 (Part I E 5 d.)

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

As a non-traditional small MS4, DJJ has direct control over planning, design, construction, and post-construction maintenance and operation of stormwater management facilities, best management practices (BMPs), and outfalls. The MS4 program at DJJ consists of minimizing the impacts of runoff associated with land disturbance such as flooding, erosion, and water pollution. DJJ's goal is to implement cost-effective measures that provide both water quantity and quality control while complying with laws and regulations. Current practices implemented by DJJ in managing and controlling stormwater focus on promoting natural hydrologic processes as well as minimizing contact of pollutants with rainfall. As land-disturbance activities occur, DJJ implements strategies to protect and enhance natural areas both during and after the projects. DJJ is committed to minimizing impervious surfaces and increasing vegetated areas wherever feasible. Inspections of all stormwater management/BMP facilities and outfalls in BAJCC MS4 area are performed annually in accordance with state stormwater management laws and regulations, DJJ Bon Air Standard of Operations (SOP) SMF Inspection & Maintenance (Appendix F), inspection checklists (Appendix D), and MS4 general permit. Minor maintenance is conducted by Operation Division, Central Maintenance for Buildings and Grounds, and Capital Outlay Unit crews or by a contractor hired by Capital Outlay annually. Major maintenance or modifications are designed and constructed by outside firms hired by Capital Outlay. The number of SWM/BMP facilities that are repaired each year will be reported in the annual reports.

The stormwater BMP map/table is shown in Appendix B. It is also posted on MS4 website on the following link: [DJJ Capital Outlay \(virginia.gov\)](https://www.djj.virginia.gov/capital-outlay)

Roles and Responsibilities

DJJ-Capital Outlay is responsible for all roles and responsibilities in implementing the post-construction stormwater runoff control program.

Post-Construction SWM/BMP Inspection and Maintenance Procedures

BMP Tracking

A spreadsheet table is maintained by DJJ CO. The spreadsheet and a map showing the location of outfalls and stormwater management facilities are posted on DJJ's website at [DJJ Capital Outlay \(virginia.gov\)](http://www.djj.virginia.gov), and are shown on Appendix B as well. Annually, updates to the BMP database are uploaded to DEQ's BMP Warehouse although some BMPs are entered through the VSMP CGP database upon termination of CGP permit coverage.

BMP Inspection

Inspections are performed under a DEQ trained Stormwater Inspector. All outfalls, SWM Facilities, and BMPs are inspected annually. The inspections are done by a term-contract consultant which is currently TRC Engineers, Inc. Inspection procedures and checklists follow the DEQ training materials Inspector for SWM Participant Guide, Module 8: Post-Construction Inspections, available from the DEQ Environmental Learning Management System (ELMS) site. BMPs and stormwater management facilities are maintained throughout the year by DJJ. The number of SWM/BMP facilities that will be repaired or maintained will be added to the annual report. Normal maintenance activities include mowing, vacuum cleaning, sediment removal, and landscape maintenance.

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 Housekeeping Procedures for the Operation & Maintenance Activities

Under the MS4 permit, DJJ is required to develop, maintain, and implement written good Housekeeping procedures/training for activities at facilities owned or operated by DJJ. These written procedures aim to reduce and prevent the discharge of pollutants into the MS4. They encompass various aspects, including activities, schedules, inspection procedures, maintenance, and corrective actions to ensure the proper performance of each facility.

DJJ's written procedures consist of "Good Housekeeping/Pollution Prevention". The responsibility for managing operation and maintenance activities lies with the DJJ, Capital Outlay Unit. The written procedure can be found in Appendix A and posted in MS4 webpage [DJJ Capital Outlay \(virginia.gov\)](https://www.virginia.gov/djj/capital-outlay).

High-Priority Facilities

There are no high-priority facilities owned or operated by BAJCC with a high potential of discharging pollutants in accordance with Part I E 6 g.

Turf and Landscape Nutrient Management Plans

Turf and Landscape Nutrient Management Plans (TLNMP) are strategies aimed at managing and reducing nutrient pollution in stormwater runoff from turf and landscape areas within urban environments. Nutrient pollution, primarily from fertilizers, can contribute to water quality issues, such as algal blooms and impaired aquatic ecosystems. However, there are no areas within the DJJ Bon Air (MS4 service area) where fertilizer or nutrients are applied; therefore, no areas require a Turf and Landscape Nutrient Management Plan.

Contractor Compliance

Even though there are no contractors to which TLNMP applies, the DJJ's written "Good Housekeeping/Pollution Prevention" procedures provide information to ensure that contractors working on behalf of DJJ implement necessary good housekeeping and pollution prevention procedures, as well as stormwater pollution plans, as appropriate. The purpose is to ensure that DJJ staff and contractors working on the DJJ Bon Air Campus adhere to MS4 and stormwater management regulations by minimizing and preventing the discharge of pollutants.

When DJJ hires contractors for construction projects, they are required to comply with MS4, erosion control, stormwater management regulations, and DJJ procedures as outlined in their individual contracts. These contracts include provisions that enforce the necessary good housekeeping and pollution prevention requirements.

Employee Training Plan

DJJ has developed written training plan for applicable field personal as part of "Good Housekeeping/Pollution Prevention" written procedures. The following activities ensure that staff members are adequately trained as per Part I E 6 d:

- DJJ Bon Air has two full time and two part time Grounds employees. They receive training by Grounds supervisor in prevention, recognition, and elimination of illicit discharges annually (item 1 in Part I E 6 d).
- No employees perform road, street, or parking lot maintenance (item 2 in Part I E 6 d); therefore, no training is required for road, street, and parking lot maintenance in good housekeeping procedures.
- No employees are emergency responders trained in spill response (item 5), so no training is required in spill control and response. DJJ Bon Air seeks assistance from local firefighters and law enforcement officers if there is a spill control.
- Employees working in and around maintenance, public works, or recreational facilities receive training in good housekeeping and pollution prevention practices associated with those facilities no less than once per 24 months.
- There are no high-priority facilities (item 4 in Part I E 6 d) with SWPPP, therefore, no training is required in SWPPP procedures.
- There is no pesticide or herbicide application (item 6); therefore, no employee is required to be trained and certified in accordance with the Virginia Pesticide Control Act.
- No employees are plan reviewers, inspectors, program administrators, or construction site operators. DEQ is the erosion and stormwater authority for DJJ.
- DJJ had their consultant present a training session on June 29, 2023, covering the materials in good housekeeping/pollution prevention and overall MS4 requirements. Fifteen (15) employees attended the training. Sign-in sheet and training materials in PowerPoint slides are available upon request. This training presentation will continue every 2 years.

DJJ maintains documentation of each training event for a minimum of three years after training activity completion. Training documentation includes PowerPoint slides, recorded videos, brochures, flyers, books, handouts, and sign-in sheets. They are available upon request. The trainings are also reported in the annual reports. DJJ Capital Outlay is responsible for tracking staff trainings to ensure everyone receives the appropriate training.

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 \(virginia.gov\)](http://DJJ Capital Outlay (virginia.gov)). 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://www.djj.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

SOP Good Housekeeping/Pollution Prevention



Virginia Department of Juvenile Justice – Bon Air Standard Operating Procedure (SOP) Good Housekeeping/Pollution Prevention Procedures July 1, 2024

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.

This procedure provides a set of written procedures which are meant to ensure that DJJ Bon Air Grounds operations are managed in ways that will minimize pollutants from entering the storm sewer system. The written procedures are required to be developed, implemented, and updated as a condition of the DJJ Bon Air’s MS4 permit.

1.0 Purpose

The purpose of this procedure is to ensure that DJJ Bon Air operations are managed in ways that will minimize pollutants from entering the storm sewer system.

2.0 Scope

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

3.0 Responsibility

All DJJ Bon Air staff are responsible for implementing good housekeeping/pollution prevention practices.

3.1 Grounds Staff

Grounds Staff are responsible for conducting their work in accordance with this procedure.

3.2 Grounds Supervisor

The Grounds Supervisor is responsible for ensuring that employees are properly informed of and trained on good housekeeping/pollution prevention procedures.

4.0 Procedures

The following sections review common procedures and operations that often take place at facilities similar to DJJ Bon Air. Where noted, these operations may be potential sources of pollutants that can enter and contaminate the stormwater system and the receiving downstream waters.

4.1 Vehicle Washing

Car washing is not conducted at DJJ Bon Air. When lawn mowers or other equipment is washed, either wash in designated wash bays that drain directly to the sanitary sewer or wash vehicles on pervious surfaces, such as grass or gravel (only with water- no soap, detergents, waxing, etc.).

4.2 Vehicle Maintenance

Vehicle maintenance is completed at off-site service centers.

4.3 Fueling Areas

Fuel for equipment presents a particularly hazardous set of toxic compounds that can seriously impair the water quality of receiving waterways if spilled or leaked. Extra care must be taken to ensure that staff are adequately trained to avoid spills, utilize spill kits if spills occur, and prevent spills from entering the storm sewer or any receiving waterways. Refuel vehicles and equipment offsite at locations with designated fuel areas. Routinely inspect refueling structures and equipment for proper function and condition, as well as any signs of corrosion or potential failure. Above ground tanks should be inspected periodically.

4.4 Dumpsters

Dumpsters and trash cans are potential producers of illicit discharges if polluted materials leak and travel to the storm sewer or receiving waterways. However, as with other waste and chemical storage, proper storage and careful handling will minimize exposure. Unlidded dumpsters and trash cans allow rainwater to mix with the waste inside and produce polluted leachate that could then spill during unloading. Dumpsters and trash cans must also remain in good condition where nothing can leak out of the bottom and possibly contaminate the storm sewer and receiving waters.

Provide only covered containers, rather than those with completely open tops, to reduce

the amount of rainwater entering the container and the potential for leaking during normal use. Routinely inspect dumpster and trash can lids and other surfaces for deterioration or damage that may cause exposure to stormwater or allow leakage. Provide staff training to ensure only proper materials are loaded into the dumpster to help avoid accidental mixing of chemicals or introduction of corrosive materials.

4.5 Chemical Storage

DJJ Bon Air has a limited number of chemicals onsite that are related to routine cleaning and maintenance. All chemicals are stored inside.

Plainly label containers that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if a spill occurs. Storage spaces and containers should be routinely checked for leaks or signs of deterioration.

4.6 Outdoor Material Storage

DJJ Bon Air does not normally utilize exterior material storage areas, except for bagged material. In the case of unbagged material, routinely inspect outdoor material storage areas for leaking of stored substance. Clean up all migrating materials upon discovery and contain the source of the pollutant to prevent potential contamination of stormwater and waterways.

4.7 Power Washing

Power washing can concentrate organic sediment, precipitates, and surface material into wash water, which is characterized as an illicit discharge if it enters the MS4. Power washing water should not enter the storm sewer system or waterways. Care should be taken to prohibit the wash water from flowing into the storm sewer, including roof drains, downspouts, and any other conveyances leading to them.

Identify storm drains and possible conveyances to storm drains prior to commencing with cleaning or washing and take measures to prevent wash water from entering them. Water not containing chemicals or cleaning agents may be allowed to infiltrate in grass or gravel areas. Wash water containing chemical pollutants must be captured and disposed of in the sanitary sewer.

4.8 Pesticides, Herbicides & Fertilizers

Pesticides, herbicides, and fertilizers are not applied at DJJ Bon Air.

4.9 Storm Drain Maintenance

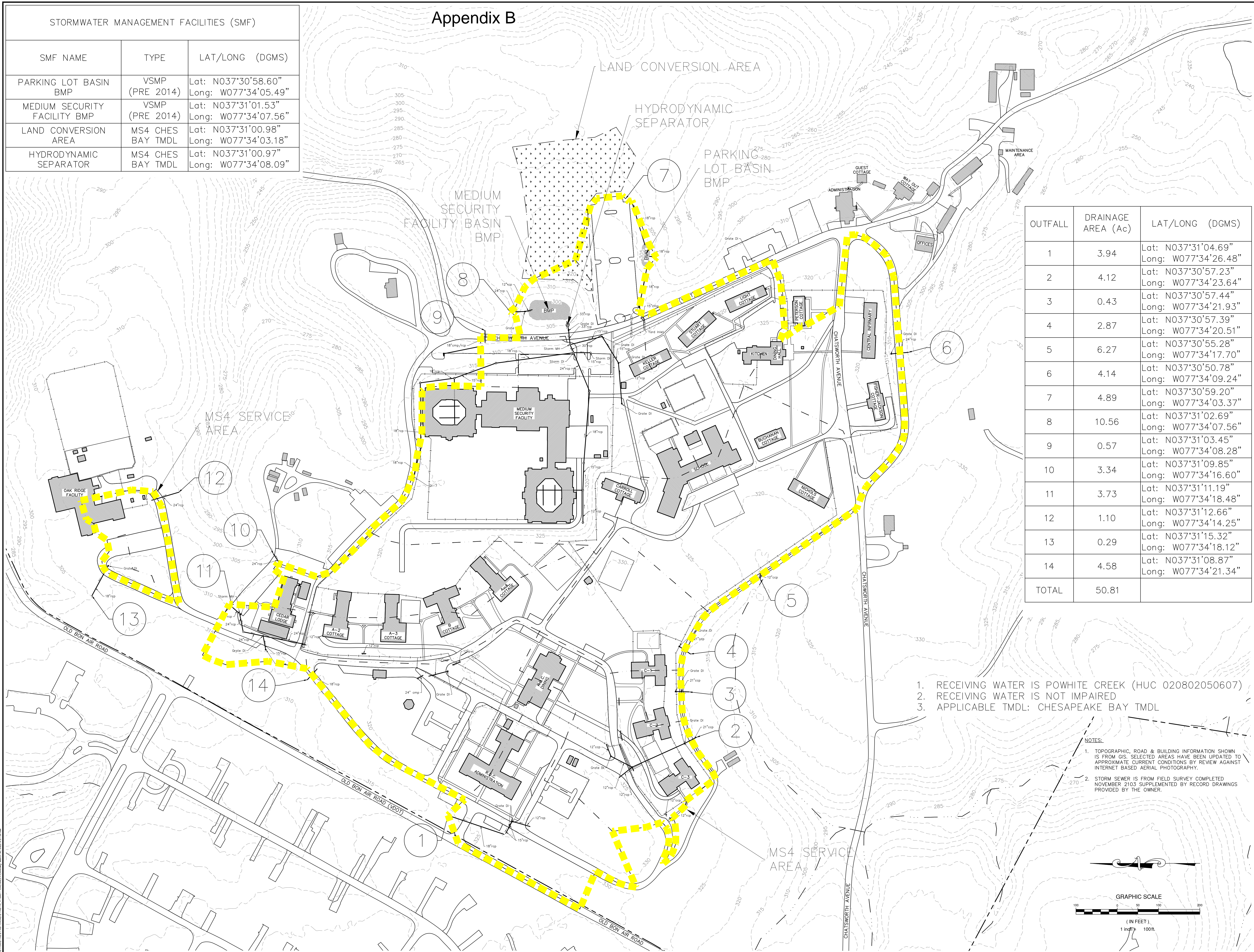
Storm drains are often the point of entry into the storm sewer system, and they need to be cleaned and maintained on a regular basis to reduce the amount of pollution, trash, and debris into receiving waterways. Clogged drains can overflow, thereby increasing the volume of water flowing into downstream structures and waterways, as well as the chances for damage and erosion. Keep impervious surfaces clean of trash, debris, and sediment. Remove accumulated litter.

5.0 Review of Procedure/Training

The Grounds Supervisor is responsible for conducting training to employees at least once every 12 months and conducting an annual review of this procedure with the appropriate staff.

| STORMWATER MANAGEMENT FACILITIES (SMF) | | |
|--|-------------------|---|
| SMF NAME | TYPE | LAT/LONG (DGMS) |
| PARKING LOT BASIN BMP | VSMP (PRE 2014) | Lat: N037°30'58.60" Long: W077°34'05.49" |
| MEDIUM SECURITY FACILITY BMP | VSMP (PRE 2014) | Lat: N037°31'01.53" Long: W077°34'07.56" |
| LAND CONVERSION AREA | MS4 CHES BAY TMDL | Lat: N037°31'00.98" Long: W077°34'03.18" |
| HYDRODYNAMIC SEPARATOR | MS4 CHES BAY TMDL | Lat: N037°31'00.97" Long: W077°34'08.09" |

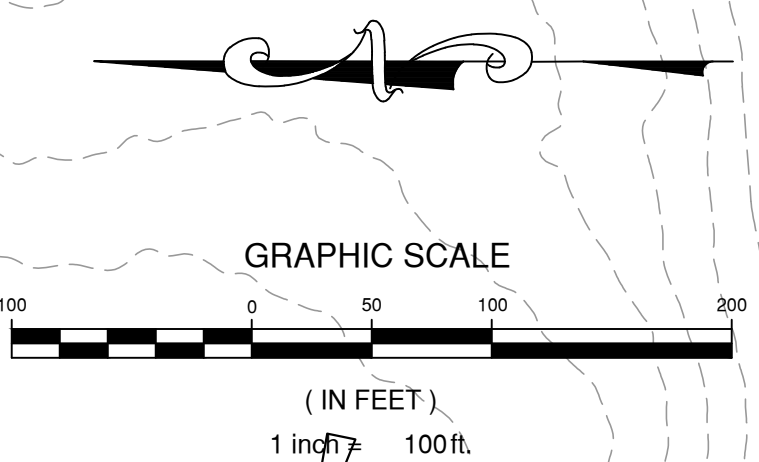
Appendix B



| OUTFALL | DRAINAGE AREA (Ac) | LAT/LONG (DGMS) |
|---------|--------------------|---|
| 1 | 3.94 | Lat: N037°31'04.69" Long: W077°34'26.48" |
| 2 | 4.12 | Lat: N037°30'57.23" Long: W077°34'23.64" |
| 3 | 0.43 | Lat: N037°30'57.44" Long: W077°34'21.93" |
| 4 | 2.87 | Lat: N037°30'57.39" Long: W077°34'20.51" |
| 5 | 6.27 | Lat: N037°30'55.28" Long: W077°34'17.70" |
| 6 | 4.14 | Lat: N037°30'50.78" Long: W077°34'09.24" |
| 7 | 4.89 | Lat: N037°30'59.20" Long: W077°34'03.37" |
| 8 | 10.56 | Lat: N037°31'02.69" Long: W077°34'07.56" |
| 9 | 0.57 | Lat: N037°31'03.45" Long: W077°34'08.28" |
| 10 | 3.34 | Lat: N037°31'09.85" Long: W077°34'16.60" |
| 11 | 3.73 | Lat: N037°31'11.19" Long: W077°34'18.48" |
| 12 | 1.10 | Lat: N037°31'12.66" Long: W077°34'14.25" |
| 13 | 0.29 | Lat: N037°31'15.32" Long: W077°34'18.12" |
| 14 | 4.58 | Lat: N037°31'08.87" Long: W077°34'21.34" |
| TOTAL | 50.81 | |

- RECEIVING WATER IS POWHITE CREEK (HUC 020802050607)
- RECEIVING WATER IS NOT IMPAIRED
- APPLICABLE TMDL: CHESAPEAKE BAY TMDL

- NOTES:
- TOPOGRAPHIC, ROAD & BUILDING INFORMATION SHOWN IS FROM GIS. SELECTED AREAS HAVE BEEN UPDATED TO APPROXIMATE CURRENT CONDITIONS BY REVIEW AGAINST INTERNET BASED AERIAL PHOTOGRAPHY.
 - STORM SEWER IS FROM FIELD SURVEY COMPLETED NOVEMBER 2103 SUPPLEMENTED BY RECORD DRAWINGS PROVIDED BY THE OWNER.



Draper Aden Associates
 Engineering • Surveying • Environmental Services
 Blacksburg, VA
 Charlottesville, VA
 Hampton Roads, VA

EXISTING STORM SEWER PLAN
DEPARTMENT OF JUVENILE JUSTICE MS-4 PERMIT
 CHESTERFIELD COUNTY, VIRGINIA

| DESIGNED BY | GHT |
|----------------|----------------|
| DRAWN BY | SKJ |
| CHECKED BY | GHC |
| SCALE | 1" = 100' |
| DATE | MARCH 28, 2022 |
| PROJECT NUMBER | 2102322 |

1

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 | Manufactured | N37d31'0.97" | W77d34'8.09" | 9.22 | 3.56 | 5.66 | Nov-20 | JM86 | DJJ | Ches. Bay TMDL | No | 3/2/2022 |



Virginia Department of Juvenile Justice – Bon Air Standard Operating Procedures (SOP) Illicit Discharge Detection and Elimination Policy July 1, 2024

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 the Grounds Department of DJJ Bon Air.

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 Initial Actions and Notifications

- 4.1.1 Upon discovery of an illicit discharge, efforts shall be immediately undertaken to stop or contain the discharge if possible.
- 4.1.2 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.
- 4.1.3 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.
- 4.1.4 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.
- 4.1.5 If DJJ Bon Air is not the source of the illicit discharge, Capital Outlay staff will forward information on the illicit discharge to Chesterfield.

4.2 Discharge Identified

- 4.2.1 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 outflow staff will immediately notify Chesterfield County.

- 4.2.2 Petroleum spills are to be cleaned up in accordance with spill procedures.
- 4.2.3 If the contaminant is identified as hazardous, immediately call the fire department for assistance in clean-up.
- 4.2.4 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.
- 4.2.5 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.
- 4.2.6 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.

4.3 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.

- 4.3.1 Contact other DJJ Bon Air maintenance staff to determine if they can help identify or isolate the source.
- 4.3.2 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.
- 4.3.3 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.
- 4.3.4 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.

- 4.3.5 Capital Outlay staff may utilize outside consultants to assist with determining the source of repeat illicit discharges.

4.4 Remediation Efforts

- 4.4.1 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.
- 4.4.2 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.

4.5 Documentation and Follow-up

- 4.5.1 Capital Outlay staff will record information that may be required to be reported in the next MS4 Annual Report. The recorded information should describe the nature of the contamination and all response and follow-up measures, including the source and measures taken to prevent future illicit discharges from this same or similar sources.
- 4.5.2 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.
- 4.5.3 Capital Outlay staff will complete and submit any required follow up reporting to DEQ.

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.

6.0 DEQ Reporting information

Current reporting information was obtained from DEQ's website on December 17, 2021. The reporting information copied from the website is as follows:

There are several ways to report a pollution incident:

1. For emergencies call **Virginia Emergency Operations Center** at **1-800-468-8892**

SOP Illicit Discharge & Elimination Detection

2. For non-emergencies, use the DEQ on-line Pollution Reporting Form: (<https://portal.deq.virginia.gov/prep/Report/Create>). Once you complete the form, a unique reference number is provided. **IMPORTANT** – citizens and permittees should make note of this number. The number will be required for follow-up on any pollution report.

Appendix D

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

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 Division of Soil and Water Conservation to determine what EC and SWM measures are necessary. The Contractor shall completely satisfy all requirements of the Division of Soil and Water Conservation including providing a designated, certified "Responsible Land Disturber" as defined in [9VAC25-850-10](#) before continuing with the concerned activity.

Appendix F

SOP SMF Inspection & Maintenance

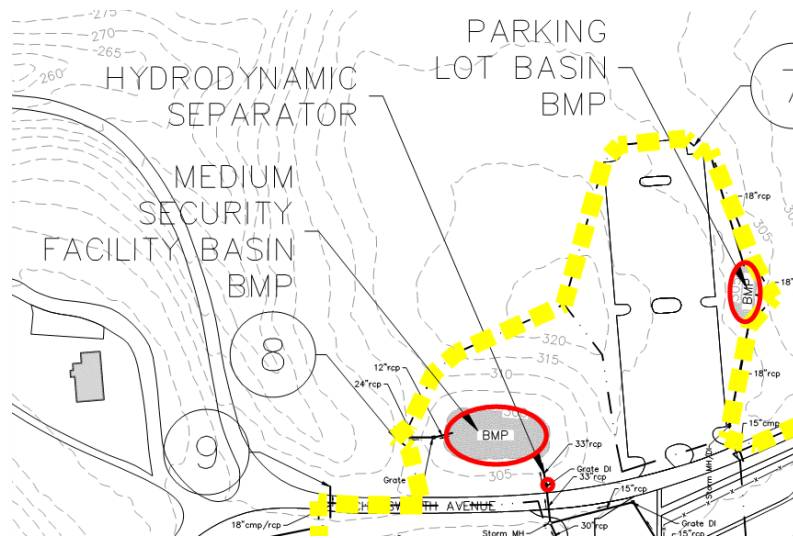


Virginia Department of Juvenile Justice – Bon Air Standard Operating Procedures (SOP) SMF Inspection & Maintenance Procedures July 1, 2024

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:



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.

3.0 Responsibility

3.1 Grounds Staff

Grounds Staff are responsible for required maintenance of SMFs.

3.2 Grounds 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 Inspection all SMFs using the attached inspection forms on annual basis.
- 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 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.
- 4.2.3 For the Hydrodynamic Separator contract with a vacuum truck operator to remove all floating litter, accumulated sediment, and debris. The frequency of this maintenance should be 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.

4.3 Documentation and Follow-up

- 4.3.1 Capital Outlay staff will record the results of the annual inspections and any maintenance activities for inclusion in the next MS4 Annual Report.

5.0 Review of Procedure/Training

The Grounds Supervisor is responsible for conducting training to employees at least once every 12 months and conducting an annual review of this procedure with the appropriate staff.