



STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Virginia Department of Juvenile Justice – Bon Air Campus Complex Maintenance Facility

Item	Information
Preparation Date	September 2026
Facility Address	1900 Chatsworth Ave, Bon Air / Chesterfield County, VA 23235
MS4 Operator	Virginia Department of Juvenile Justice (DJJ)
MS4 Permit	VAR040128
SWPPP Point of Contact	Capital Outlay Project Manager – Randall James
Grounds Supervisor	Jeff Posten
Maintenance Superintendent	Tom Pajda
SWPPP Location	Complex Maintenance / Grounds Maintenance Facility

Regulatory Basis. This SWPPP is intended to address the site-specific SWPPP requirements in Part I E 6 of the 2023–2028 Virginia Small MS4 General Permit. This SWPPP to be implemented together with DJJ's MS4 Program Plan and applicable written procedures.

1. Facility Description and Responsibilities

1.1. Facility Information

Item	Description
Facility	Virginia Department of Juvenile Justice – Bon Air Campus, Complex Maintenance / Grounds Maintenance Facility
Address	1900 Chatsworth Ave, Bon Air / Chesterfield County, VA 23235
Coordinates	Approx. 37.51737° N, –77.56995° W
Estimated Area Exposed to Stormwater	Approximately 16.38 acres associated with outdoor operations, grounds, storage, and vehicle areas
Receiving Waters	Powhite Creek (HUC 020802050607), not impaired
TMDLs	Chesapeake Bay TMDL

1.2. Site Description and Activities

The Bon Air campus includes Juvenile Justice buildings, dormitories, administrative buildings, vehicle and equipment storage, maintenance shops, athletic fields, landscaped areas, parking lots, storage yards, and outdoor operational areas. See attachment A for a site map identifying all outfalls, direction of stormwater flows, existing source controls, and receiving water bodies.

Activities at or associated with the Complex Maintenance facility that may affect stormwater include:

- Grounds maintenance, mowing, landscaping, and handling of landscape materials;
- Vehicle and equipment maintenance and storage;
- Fuel storage and vehicle/equipment fueling;
- Storage and handling of mulch, soil, sand, gravel, salt/deicing materials, and similar bulk materials, as applicable;
- Waste collection, dumpsters, waste oil, and other waste handling;
- Storage and use of cleaners, degreasers, pesticides, herbicides, fertilizers, paints, oils, and other maintenance chemicals, as applicable;
- Equipment cleaning activities, where authorized and controlled; and
- Contractor maintenance, repair, renovation, and other occasional work.

1.3. Stormwater Pollution Prevention Team and Responsibilities

Role	Responsibilities
Ground Staff (multiple positions)	Conduct routine observations; implement applicable good housekeeping procedures; maintain housekeeping controls; BMP maintenance; report spills, leaks, illicit discharges, and deficiencies; and perform assigned maintenance.
Grounds Supervisor – Jeff Posten	Oversee BMPs and source controls; coordinate housekeeping and corrective maintenance; support training, spill response, and IDDE implementation; maintain applicable records.
Maintenance Superintendent – Tom Pajda	Coordinate maintenance of facility structures and source controls; support spill response and IDDE investigations; coordinate vehicle/equipment and maintenance-area controls.
Capital Outlay Project Manager – Randall James	Serve as SWPPP point of contact; oversee SWPPP implementation and annual review; coordinate regulatory notifications when required; maintain SWPPP documentation; coordinate corrective actions and updates.
Contractors	Follow applicable DJJ good housekeeping, pollution prevention, spill prevention, and site-specific SWPPP requirements communicated through contract language, training, written procedures, or other applicable mechanisms.

1.4. SWPPP Availability

A current copy of this SWPPP and associated records shall be maintained at the Complex Maintenance / Grounds Maintenance facility, either electronically or in hard copy, and shall be readily available to applicable employees. The SWPPP shall be used as part of employee SWPPP training.

2. Potential Pollutants and Pollutant Sources

2.1. Description of the potential pollutants and pollutants sources

Activity (pollutant source)	Potential Pollutants	Primary Controls
Vehicle/equipment maintenance and storage	Oil, fuel, antifreeze, lubricants, hydraulic fluid, solvents	Indoor maintenance where practicable; drip pans; absorbents; leak repair; covered/controlled storage
Fuel storage / fueling	Diesel, gasoline, petroleum residues	Paved area; spill kits; containment/source controls as applicable; prompt spill response
Landscape operations / material storage	Mulch, soil, sediment, plant debris	Cover or berm stockpiles as appropriate; keep away from inlets; prompt cleanup
Salt/deicing material storage and handling	Salt/deicing agents, sediment	Indoor/enclosed storage; controlled transport/application; good housekeeping
Waste storage / dumpsters	Trash, debris, leachate	Covered, non-leaking containers; routine inspection and cleanup
Waste oil / drums	Oil, petroleum products, chemicals	Closed containers; secondary containment or protected storage as applicable; spill response
Chemical storage	Cleaners, degreasers, paints, pesticides, herbicides, fertilizers	Secure indoor/covered storage; sealed containers; label and manage in accordance with applicable procedures
Equipment cleaning / wash activities	Sediment, detergents, oils, washwater	No unauthorized wash water discharge to MS4; follow applicable good housekeeping procedures
Contractor maintenance / repairs	Varies by activity	Contract requirements; site controls; spill prevention; applicable DJJ procedures

2.2. Potential Non-stormwater Discharges

Potential unauthorized non-stormwater discharges may include washwater, cooling water, sanitary waste, vehicle/equipment wash runoff, dumpster leachate, petroleum or chemical releases, and other discharges not authorized under the MS4 permit or another applicable permit. Any suspected unauthorized discharge shall be addressed in accordance with DJJ's Illicit Discharge Detection and Elimination (IDDE) Procedures, annual dry-weather screening of outfalls, and applicable reporting requirements.

3. Stormwater Control Measures (BMPs) and Site-Specific Procedures

3.1. DJJ Good Housekeeping Procedures

Applicable personnel and contractors shall implement the DJJ Bon Air Good Housekeeping/Pollution Prevention Procedures, maintained as Appendix A of the MS4 Program Plan together with the site-specific controls in this SWPPP. The Good Housekeeping procedures address, as applicable, road/parking-area maintenance and cleaning; anti-icing/deicing; renovation and significant exterior

maintenance; water pumped from construction/maintenance activities; temporary landscape-material storage; vehicle/equipment maintenance; pesticide/herbicide application; fertilizer application; waste handling; and spill prevention/response.

3.2. Minimize Exposure and Material Storage

- Store chemicals, oils, paints, pesticides, herbicides, fertilizers, and similar materials indoors or under appropriate cover whenever practicable.
- Maintain outdoor containers closed, secure, and in good condition; use secondary containment where appropriate.
- Cover, berm, or otherwise contain mulch, soil, sand, gravel, and similar materials where exposure could result in pollutant discharge.
- Keep outdoor material piles away from storm drain inlets and drainage pathways to the extent practicable.
- Maintain covered, nonleaking dumpsters and promptly address leaking or damaged containers.

3.3. Vehicle, Equipment, and Maintenance Activities

- Conduct maintenance indoors where practicable.
- Use drip pans, absorbents, or other controls beneath equipment during servicing when leaks or releases are possible.
- Inspect equipment and vehicles for leaks and repair or remove leaking equipment from exposure as practicable.
- Prohibit unauthorized vehicle/equipment washing or washwater discharge to the MS4.
- Promptly clean up spills and residues using dry methods where practicable.

3.4. Fueling and Petroleum Controls

- Maintain fueling and fuel-storage areas to minimize exposure and prevent releases to the MS4.
- Keep spill-response materials readily available at the maintenance and fueling areas.
- Immediately stop and contain releases when safe to do so and follow the IDDE/spill-response procedures.

3.5. Deicing and Landscape Materials

- Store salt and deicing materials indoors, in enclosed trailers, or under other appropriate protected storage.
- Do not apply anti-icing or deicing agents containing urea or other forms of nitrogen or phosphorus.
- Transport and apply deicing materials in accordance with DJJ good housekeeping procedures.
- Manage landscape materials to minimize contact with stormwater and prevent migration to storm drains.

3.6. Waste and Chemical Management

- Keep waste containers covered and nonleaking.
- Store waste oil and chemical containers closed and protected from stormwater exposure.
- Clean leaks or spills promptly and dispose of cleanup materials appropriately.
- Do not discharge chemicals, petroleum products, washwater, or other unauthorized wastes to storm drains.

3.7. Erosion, Sediment, and Runoff Controls

- Maintain vegetated areas and buffers where present.
- Use berms, covers, silt fence, or other appropriate controls for temporary material storage where needed to prevent sediment or material migration.
- Keep storm drain grates and drainage conveyances clear of trash, sediment, and debris.
- Maintain applicable stormwater structures and source controls in functional condition.
- Use inlet protection when potential pollutants and pollutant sources are at risk of being discharged to the MS4.

4. Inspection, Maintenance, and Corrective Action

4.1. Routine Housekeeping Observations

Grounds and maintenance personnel shall observe work and storage areas during routine operations for spills, leaks, exposed materials, damaged containers, waste accumulation, clogged drainage features, and other conditions that could contribute pollutants to stormwater. Deficiencies shall be corrected as soon as practicable or referred to the responsible supervisor.

4.2. Annual Comprehensive SWPPP Inspection

A comprehensive inspection of the site-specific source controls identified in this SWPPP shall be conducted no less frequently than once per year. The inspection shall evaluate the condition and effectiveness of applicable source controls, structural controls, storage areas, waste areas, fueling/maintenance areas, drainage features, and spill-response materials.

The date of each inspection, inspection findings, identified deficiencies, corrective or maintenance actions, and follow-up shall be documented on Attachment B.

4.3. Maintenance Schedule

The following schedule establishes minimum review/maintenance expectations without limiting more frequent maintenance when conditions are warrant.

Control / Area	Minimum Review / Maintenance Approach	Responsible Party
Storm drains inlets / drainage features	Observe during routine operations; inspect during annual SWPPP inspection; clean/repair as needed	Grounds / Maintenance
Material storage / containment	Observe during routine operations; inspect during annual SWPPP inspection; correct deficiencies as needed	Grounds / Maintenance
Fueling / fuel storage area	Observe during routine operations; inspect during annual SWPPP inspection; replenish spill materials and correct deficiencies as needed	Grounds / Maintenance
Spill kits	Inspect during annual SWPPP inspection and after use; replenish promptly	Grounds / Maintenance
Dumpsters / waste areas	Observe during routine operations; correct leaking containers and clean debris promptly	Grounds / Maintenance
Salt/deicing storage	Inspect before and during periods of use and during annual SWPPP inspection; correct exposure or containment deficiencies ASAP	Grounds / Maintenance

Control / Area	Minimum Review / Maintenance Approach	Responsible Party
Vehicle/equipment areas	Observe during routine operations; prohibit unauthorized discharge of detergent, soap, or wash water to the MS4, address leaks and residues promptly	Grounds / Maintenance
Applicable SMFs, Outfalls, and structural controls	Inspect and maintain in accordance with DJJ's SMF Inspection & Maintenance Procedures and applicable O&M requirements; inspect outfalls annually during dry-weather screening, inspect SMFs annually	Capital Outlay / Grounds

4.4. Corrective Action and Follow-Up

When an inspection or observation identifies a deficiency that may result in pollutant discharge, DJJ shall implement appropriate corrective action as soon as practicable. Corrective actions may include cleanup, repair, replacement of damaged containers or controls, maintenance of drainage/source controls, improved storage, employee instruction, contractor coordination, or other measures appropriate to the condition. Follow-up shall be documented to verify completion.

5. Spill, Release, and Illicit Discharge Response

5.1. Immediate Response

- Stop the discharge or release when safe and practicable.
- Contain the material and protect nearby storm drains and drainage pathways.
- Notify the Grounds Supervisor or other designated responsible staff immediately.
- Use appropriate spill-response materials and arrange cleanup/disposal.
- Implement DJJ's IDDE Procedures and applicable emergency/regulatory notification procedures.

5.2. Spill / Unauthorized Discharge Log

Each unauthorized discharge, release, or spill incident required to be reported under the MS4 permit shall be documented using Attachment D. At a minimum, the log shall identify the date and time of the incident, location, location, material discharged, released, or spilled, and estimated quantity.

5.3. Post-Incident SWPPP Review

No later than 30 days after any unauthorized discharge, release, or spill reported in accordance with the MS4 permit, DJJ shall review this SWPPP to determine whether additional measures are necessary to prevent recurrence. If revisions are necessary, the SWPPP shall be updated no later than 90 days after the unauthorized discharge, release, or spill. Any resulting SWPPP modification shall be entered in the modification log (attachment E).

6. Employee and Contractor Training

6.1. Employee Training

Employees working in and around this high-priority facility shall receive training in applicable site-specific SWPPP procedures no less often than once per 24 months. Training shall be coordinated with DJJ's written MS4 Training Plan and applicable Good Housekeeping/Pollution Prevention Procedures. New or reassigned employees shall be informed of applicable site-specific procedures as part of facility orientation or task assignment, as appropriate.

Training topics shall include, as applicable, pollutant sources, good housekeeping, material storage, spill prevention and response, illicit discharge recognition and reporting, waste management, deicing/landscape-material controls, and use of this SWPPP.

Training records shall be maintained for at least three years after completion and shall document the training date, number of employees completing the training, training objectives, and applicable good housekeeping/SWPPP procedures covered.

6.2. Contractors

DJJ shall use contract language, training, written procedures, site instructions, or other measures within its authority to require contractors performing applicable activities to follow established good housekeeping and pollution prevention procedures and use appropriate controls to minimize pollutant discharges to the MS4.

7. Recordkeeping, Review, And SWPPP Modifications

7.1. Records

The SWPPP file shall include, as applicable: the current SWPPP; maps; inspection records; maintenance/corrective-action records; spill and IDDE records; training records; SWPPP modification log; and supporting documentation referenced by this plan.

7.2. Annual Review

DJJ shall review this SWPPP at least annually and whenever facility activities or conditions materially change. The review shall confirm that pollutant sources, controls, maps, contacts, procedures, inspection requirements, and attachments remain current.

7.3. SWPPP Modification

This SWPPP shall be modified when necessary due to changes in facility activities or operations, new or removed pollutant sources or controls, inspection findings, corrective actions, or reportable unauthorized discharges/releases/spills. Each modification shall be entered in Attachment E and shall include the date, description of change, reason for change, and person making or approving the revision.

8. SWPPP Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who

manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Thomas Paida

Title: Maintenance Supervisor

Signature: Thomas Paida

Date: 9/30/26

ATTACHMENTS

- Attachment A – Site Map
- Attachment B – SWPPP Inspection Form
- Attachment C – Maintenance / Corrective Action Log
- Attachment D – Spill / Unauthorized Discharge / Release Log
- Attachment E – SWPPP Modification Log

Attachment B - SWPPP Inspection Form

General Information			
Project Name			
NPDES Tracking No.		Location	
Date of Inspection		Start/End Time	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Inspector's Qualifications			
Type of Inspection: ☐ Regular ☐ Pre-storm event ☐ During storm event ☐ Post-storm event			
Weather Information			
Has there been a storm event since the last inspection? ☐ Yes ☐ No If yes, provide: Storm Start Date & Time: Storm Duration (hrs): Approximate Amount of Precipitation (in):			
Weather at time of this inspection? ☐ Clear ☐ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snowing ☐ High Winds ☐ Other: Temperature:			
Have any discharges occurred since the last inspection? ☐ Yes ☐ No If yes, describe:			
Are there any discharges at the time of inspection? ☐ Yes ☐ No If yes, describe:			

Site-specific BMPs

	BMP	BMP Installed?	BMP Maintenance Required?	Corrective Action Needed and Notes
1	Inlet Protection	☐ Yes ☐ No	☐ Yes ☐ No	
2	ACF R-tank	☐ Yes ☐ No	☐ Yes ☐ No	
3	Pile Berms/Barriers	☐ Yes ☐ No	☐ Yes ☐ No	
4	Trench Drains	☐ Yes ☐ No	☐ Yes ☐ No	
5		☐ Yes ☐ No	☐ Yes ☐ No	
6		☐ Yes ☐ No	☐ Yes ☐ No	

Overall Site Issues

	BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	☐ Yes ☐ No	☐ Yes ☐ No	
2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	☐ Yes ☐ No	☐ Yes ☐ No	
3	Are discharge points and receiving waters free of any sediment deposits?	☐ Yes ☐ No	☐ Yes ☐ No	
4	Are storm drain inlets properly protected?	☐ Yes ☐ No	☐ Yes ☐ No	
5	Is trash/litter from work areas collected and placed in covered dumpsters?	☐ Yes ☐ No	☐ Yes ☐ No	
6	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	☐ Yes ☐ No	☐ Yes ☐ No	
7	Are materials that are potential stormwater contaminants stored inside or under cover?	☐ Yes ☐ No	☐ Yes ☐ No	
8	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	☐ Yes ☐ No	☐ Yes ☐ No	
9	(Other)	☐ Yes ☐ No	☐ Yes ☐ No	

Non-Compliance

Describe any incidents of non-compliance not described above:

Attachment C – Maintenance / Corrective Action Log

Date Identified	Area / Control	Deficiency / Maintenance Needed	Corrective Action	Responsible Party	Completion / Follow-Up

Attachment D – Spill / Unauthorized Discharge / Release Log

Date	Location	Material	Estimated Quantity	Response / Notifications	Corrective Action / Closure

Attachment E – SWPPP Modification Log

Date	Section / Attachment	Description of Modification	Reason	Updated By / Approval

Attachment A - Site Map

