

Discharging Systems Regulations Implementation Manual

Virginia Department of Health

Office of Environmental Health Services

Division of Onsite Sewage and Water Services

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ACKNOWLEDGEMENTS

Implementing any new program is always a challenge. Given some of the circumstances surrounding the take over of this program by VDH it is a wonder that it could happen at all without more problems than we have experienced. I attribute the success to date to the teamwork and effort put forward by many individuals. The production of this manual, traditionally the responsibility of the Central Office, is an excellent example of that teamwork and effort. A small group of environmental health specialists with knowledge and experience related to discharging systems made this manual a reality. With very little guidance and a lot of effort they created most of what is contained here.

Initially a committee chaired by Doug Hubbard and consisted of Barry Hadley, Marcus Haynes, Doug Dailey, Gary Switzer, Bob Custard, Allen Gutshall, Alan Wolverton, Suzanne Haldin-Coates, Lynn Jones and myself wrote an implementation manual for the Emergency Discharge Regulations during the winter of 1991-92. Building on that initial effort, a second committee chaired by Suzanne Haldin-Coates and consisting of Ron Bryant, Ray Coffey, Roger Cooley, Bob Custard, Allen Gutshall, Lynn Jones, Steve Stiefel, and Gary Switzer revised the first committee's work during the summer of 1993 to reflect the changes to the Discharge Regulations incorporated in the final regulations and to include new sections not contained in the original manual. Final editing of this manual was done in 1995 by Bob Custard.

Special thanks and appreciation also need to be given to Bob Custard and Bruce Hicks for developing the Discharge Regulations Training and making the training happen. Without the effort of these project managers we would more than likely be operating under a severe knowledge handicap. Alan Wolverton, a former environmental health specialist with a Class I wastewater works operators license has also helped to bring his knowledge to bear in more of the technical areas than I would care to admit my ignorance on. His knowledge and gentle manner influenced not only this manual, but also the Discharging Regulations.

This work as should be plain by now, is largely a product conceived of and written by the environmental health staff to support their delivery of services to the public. It has been my pleasure to assist, help coordinate and try my best to stay out of the way as this effort came to fruition.

Donald J. Alexander, Director
Division of Onsite Sewage and Water Services

I. Preface

Introduction

This manual is designed primarily to assist staff in the implementation of the Alternative Discharging Sewage Treatment System Regulations (Discharge Regulations). An index to the Discharge Regulations can be found in Appendix V. No attempt was made to cover every possible problem or outcome that may arise. Its purpose is to provide guidance, accountability and to focus thought on the actions and decisions necessary to accomplish the goal.

Purpose of Manual

The format used in this manual is similar to the manual for the Private Well Regulations: Actions are identified with an associated purpose or outcome. Procedures are defined to accomplish each action and an individual is designated to do the action. Time frames for the completion of the action and level of review are also included. The processes described are generic with the purpose or desired outcome of each action defined. If questions arise, or if a second opinion is necessary, by all means confer with your supervisor.

Manual Format

Background

The Discharge Regulations apply to single family homes discharging less than 1000 gallons of wastewater per day which are registered under the Department of Environmental Quality's (DEQ's) General Permit Regulation. The General Permit Regulation is a part of DEQ's Virginia Pollutant Discharge Elimination System (VPDES) program. DEQ, under the guidance of the U.S. Environmental Protection Agency (EPA), implements the stream protection requirements of the Federal Clean Water Act using the VPDES program.

VPDES and Clean Water Act

Program goals

The goals of the discharging system program are to protect both public health and the environment. The public health risks related to exposure to improperly treated human waste are detailed in GMP #2. The Health Department's mission is to guide citizens through the permitting process and educate them on the on-going operation and maintenance requirements of their discharge treatment system. The Discharge Regulations and the Department of Environmental Quality - Water Division's General Permit are the tools we have to accomplish this mission.

Protect Public Health and the Environment

An overview

The public service aspect of the regulations provides a permitting mechanism whereby relief can be obtained for some lots that are not suitable for on-site sewage disposal systems. Public health is protected through the proper siting of systems, the proper selection of systems, and through a two-fold enforcement program. The first enforcement strategy in the regulations is to assure that individual system owners properly operate and maintain their systems. The second strategy is directed at system manufacturers. The Department's intention is to assure that the only systems permitted are those that can function reliably within the operation and maintenance (O&M) constraints of the regulations.

The permitting process has been revised. The focus of the program is on outcomes; how well systems function. The Department of Health intends to make the permit process as understandable as possible for citizens seeking a permit. It is also our intention to assure that citizens are as fully informed as possible about their responsibilities to operate and maintain a discharge treatment system.

Delegation and Responsibility

Nothing in this manual is intended to prevent the appropriate delegation of an action to a qualified subordinate. The delegation of an action does not diminish the responsibility of the delegating individual. For example, this manual places the responsibility for scheduling client appointments with the environmental health specialist. In many offices the actual work may be done by a clerk operating under the general guidance of the environmental health specialist or an environmental health manager. This practice is acceptable provided the environmental health specialist assures that the action is completed. In other words, if the contact is not made, it remains the environmental health specialist's responsibility to make an appointment for a site visit. Equally important, some offices accomplish actions using higher levels of management than designated in this manual.

Responsibility may be assigned higher than designated in this manual, but not lower. The intention of this manual is to assure that certain minimum quality checks and balances exist, not to dictate the structure by which they will be accomplished. Adapting these checks and balances into your structure is

Strategy of Regulations

Revised Permit Process

Delegation of Authority

**Program
Responsibility**

acceptable. When doing so, remember that actions can be delegated upward or downward; responsibility can only be reassigned upwards.

Communication

Effective communication is probably the most important measure of a work unit's effectiveness. Good relationships are the foundation of good communication. Where good communication exists, information moves up as well as down. One of the best rules for deciding what needs to be communicated is simply, "No one likes surprises." This is especially true of your boss (no matter whether you are the newest environmental health specialist or the Commissioner). If something happens your supervisor is likely to hear about - good, bad or indifferent - take the time to inform your supervisor.

Effective Communication

Enforcement Attitude

The Department's enforcement program matches resources and program goals. The goals of this program, as well as the potential health risks, dictate a relatively stringent enforcement approach.

Enforcement Approach

Installation inspections will be used to help assure that systems are installed as designed and permitted. On-going monitoring and sampling/results will be used to initiate necessary repairs, adjustments and maintenance.

Inspections

Education and assistance to the public are necessary; however, when systems fail to achieve the discharge limits in the General Permit, increasingly strict enforcement actions will be taken to obtain compliance. Nothing in this manual should be interpreted as promoting leniency toward individuals who own and operate discharging systems in violation of these regulations. Violators and/or system manufacturers shall be apprised of the situation, and then be given a reasonable time to comply. Failure to make repairs or adjustments will result in a notice of violation and may result in legal action if the problem is not corrected.

Enforcement

II. Application process

Overview

The implementation of the discharging system program by VDH personnel requires the close coordination of efforts by our staff with the applicant, local government, and the DEQ. In order to obtain a discharge permit, the following actions must be completed and approved: application submitted to the local health department, site review for compliance with these regulations, OWP concurrence (as deemed necessary by regional OWP offices), registration of the site by the DEQ under their General Permit, and review of the system plans by the local health department.

Application Process

This manual is not intended to constrain a locality into a system of processing that is inefficient for that locality. The purpose of this manual is the coordination of actions in an efficient and rational sequence. Although each step of the described processes is required, local needs may determine that the order should be revised.

Changes in the process sequence will be acceptable providing the process remains efficient and rational. Efficiency must always be viewed in the context of what VDH can control. Delays by the applicant, local government or the DEQ are beyond our control. An outline of the normal application and permit process is in Appendix A.

Local Flexibility

Action: Application receipt

Purpose: To initiate the process of obtaining permits to construct and operate an alternate discharging system for an individual single-family dwelling unit with 1000 gallons per day or less discharge.

Individual Responsible: Office services assistant

Procedure: The Department of Environmental Quality (DEQ) and the Virginia Department of Health (VDH) have cooperated to produce a combined application meeting the needs of both agencies. This form is Appendix D. The process of applying for a discharging system normally begins by filing this application with VDH.

**Combined
DEQ/VDH
Application**

Construction permit applications may be received by mail or in person at a local health department office. When accepting an application, the clerk is responsible for reviewing it to assure that the application is for a single family dwelling, all fees are paid, and the application contains the minimum information noted below. A copy of the factsheet and estimated system costs (Appendices B and C) should be offered or mailed to each applicant.

**Application
Receipt**

The minimum information on the combined application should include the following: the name and address of the applicant and the owner if the applicant does not own the property, the type of construction proposed, type of system proposed, directions to the property, a daytime phone number (or other method of contacting the applicant), and the signature of the owner and applicant. A site sketch complying with the requirements of § 2.13.C.4 of the Discharge Regulations is also required. As much as possible, all blanks should be filled in on the application to facilitate processing.

**Minimum
Information
Required**

In addition, the applicant shall complete and sign the Notice of Fee Requirements found in Appendix E. A receipt shall be issued for all fees collected. In order for the funds to be credited to the correct revenue account, receipts must show the appropriate receipt code found in the CHS OPTS Manual (see Section V, page V-122a). The white copy of the receipt is given to the client, the yellow copy is given to the individual responsible for depositing monies collected and the pink copy remains in the receipt book.

Fees

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After accepting an application, the clerk may attach relevant environmental health files to it before giving it to the Environmental Health Specialist/supervisor. Relevant files include water and sewage records for the property on which the application was filed and, if appropriate, surrounding lots which may have an actual or permitted well site or a construction or operation permit for a discharging system or on-site sewage disposal system.

**Attach
Relevant Files**

When complete, the application should be date stamped and forwarded to the Environmental Health Specialist/Supervisor for final review and assignment.

Date Stamp

Level of Review: The Environmental Health Specialist/Supervisor will review the timeliness and accuracy of the clerks' actions as part of each application review and convey to clerk's supervisor.

Time Frame: The preliminary clerical review should be done on the day the application is received.

Action: Attaching and using a tag sheet.

Purpose: To provide a tracking mechanism and management tool for identifying areas where work can be done more efficiently.

Individual Responsible: Each individual involved in processing any part of an application.

Procedure: The tag sheet will be attached by the clerk when an application is received (see Appendix F). Each person completing any task designated on the tag sheet will initial and date the tag sheet in the appropriate area indicating a task has been completed. The file will then be given to the next individual assigned a task necessary to process an application.

Use of Tag Sheet

The tag sheet is a simple, but key tool to effectively managing and implementing a program. The tag sheet gives the manager a way of predicting backlogs and using resources where they can do the most good. The normal purpose of the review is to identify areas where the process is slowing down. When one area is identified as a chronic problem, appropriate corrective action(s) shall be identified and implemented. Tag sheets preferably will remain part of the permanent file. Alternatively, they may be retained in a separate file for a period of twelve months.

Purpose of Tag Sheet

Level and Frequency of Review: The Environmental Health Supervisor or Manager will review each tag sheet when reviewing a permit to be issued or denied.

Time Frame: Tag sheets should be attached the same day an application is received. Completed tag sheets should be reviewed concurrently with the review of permits issued and denied.

Action: Application review

Purpose: To assure that applications are complete and can be processed to completion by VDH.

Individual Responsible: Environmental Health Specialist/Supervisor

Procedure: The application will be reviewed to determine if all necessary information is present to complete the site evaluation in one visit. At a minimum, the application must contain the applicant's name, address, phone number, directions to the property, the proposed point of discharge, proposed use of the wastewater generating facility, a statement that the property has been denied an on-site sewage disposal permit or no site has been found by a private consultant, and must be signed by the owner or the owner's agent.

**Application
Review**

In the event any information is missing, the Environmental Health Specialist/Supervisor should determine the most expedient way to obtain the information. The Environmental Health Specialist/Supervisor may elect to collect any missing information by telephone (except the signature), by mail or in person (at the time of site visit or at the local VDH office). Incomplete applications should be considered as an attempt to start the process and the posture of VDH is to assist the client in completing the process.

**Incomplete
Applications**

The reviewer should determine if the proposed discharge point is within a prohibited discharge area (see GMP #39) or within one mile upstream from a public drinking water intake or designated public swimming area. If so, no site visit is needed and the application should be denied. If the proposed discharge point is between one and five miles upstream from a public drinking water intake, the owner of the intake should be contacted for comment. If the intake owner objects to the discharge, the application should be denied.

**Prohibited
Discharge
Areas**

Level of Review: Quarterly field audits should be made by the district Environmental Health Manager of 10% (nominally) of the applications.

Time Frame: Applications normally should be reviewed for completeness at the same time they are assigned to an Environmental Health Specialist.

Action: Fee collection or waiver determination

Purpose: To recover a portion of the cost incurred permitting discharging systems in accordance with the Discharge Regulations.

Individual Responsible: Environmental Health Supervisor

Procedure: The fee for a discharging system construction permit is \$75.00. The supervisor is responsible for assuring that the fee has been properly collected or waived. Fees are to be waived for individuals meeting Federal poverty guidelines. Income criteria are contained in the CHS-OPTS manual for determining the eligibility of an applicant.

Fee Collection

Level and Frequency of Review: The Environmental Health Manager will review the appropriateness of fees collected by each local office at least annually.

Time Frame: Fee determinations should be completed within the time frame established for the application review process.

Action: Application Assignment

Purpose or Desired Outcome: To assign a balanced workload among trained staff. Assignments should be made to compliment the strengths, talents and training of staff.

Responsible Party: Environmental Health Supervisor

Procedure: After reviewing an application and finding it complete, the Environmental Health Supervisor shall assign it to an Environmental Health Specialist. When assigning an application, the supervisor will consider relative work load demands among staff as well as training and experience. The supervisor is responsible for assuring that applications are only assigned to staff trained in the Discharging Regulations. Applications determined to be more complex during screening (due to either technical considerations or interpersonal issues), will be assigned to appropriate staff.

Level and Frequency of Review: The Environmental Health Manager will evaluate application assignments during field audits and quality assurance reviews.

Time Frame: Eighty percent of applications should be assigned to an Environmental Health Specialist within three working days of receipt and 100% of applications should be assigned within five working days.

Application Assignment

Action: Forwarding applications to DEQ

Purpose: To provide the DEQ with sufficient information to decide whether or not to issue a registration statement on the proposed discharge.

Individual Responsible: Environmental Health Specialist

Procedure: The records should include a completed combined application and a letter from staff stating that no on-site alternative exists (see Appendix G).

**Forwarding
Applications to
DEQ**

Level and Frequency of Review: The Environmental Health Manager will review these applications on a regular basis (from 1 to 5 days) with outgoing mail.

Time Frame: Applications should be forwarded to DEQ within 5 days.

III. Site review process

Action: Scheduling a site visit

Purpose or Desired Outcome: To meet with an applicant at a mutually acceptable time for the purpose of an on-site evaluation for a proposed discharging system.

Responsible Party: Environmental Health Specialist

Procedure: The Environmental Health Specialist is responsible for contacting the client, upon receipt of a completed application, and establishing a mutually acceptable time and place to meet on the subject property. This will usually be accomplished by phone.

**Scheduling Site
Visit**

Level and Frequency of Review: The Environmental Health Supervisor will review the time taken to schedule each application when reviewing the completed permit and tag sheet.

Time Frame: Site visits should be placed on the Environmental Health Specialist's schedule within five work days of assignment by the supervisor.

Action: Site evaluation

Purpose: Determine if a site complies with the requirements of the Discharging Regulations.

Individual Responsible: Environmental Health Specialist

Procedure: The Environmental Health Specialist's site visit will determine if the property now meets the Discharge Regulations criteria.

Prior to making a field visit, the Environmental Health Specialist will review and familiarize himself or herself with the application and the attached records. If it appears that additional records will be needed to evaluate the application, the Environmental Health Specialist is responsible for assuring that these records are consulted prior to the field visit. Similarly, if other additional information is necessary, the Environmental Health Specialist is responsible for assuring that this information is obtained either prior to the site visit or during the evaluation.

During the site visit the Environmental Health Specialist will solicit additional information from the client of his or her intentions for the property relative to the proposed discharging system. A detailed site sketch will be made. If the site sketch or plat, submitted by the applicant, appears to be adequate in scope, detail, and accuracy, a photocopy of the document may be used to document the findings of the field evaluation. The original submission should not be altered. Accurate measurements will be made between the proposed discharge site and all required set back distances required by the regulations. All measurements will be made from landmarks that are readily identifiable and may be expected to survive the life of the permit.

The Environmental Health Specialist is responsible for conducting a comprehensive evaluation of the area to be permitted and is expected to review records on file in the local health department. During the site evaluation the Environmental Health Specialist is expected to identify and locate relevant structures that may impact on or be impacted by the proposed discharging system. This includes structures that can be seen as well as those that cannot be seen, but can be reasonably assumed to exist such as wells and sewage disposal systems on adjacent properties. Under no circumstances should an Environmental Health Specialist rely exclusively on the information submitted with an application to

Records Review

Site Plan Review

Setback Distances Measured

Sanitary Survey

the exclusion of conducting a thorough field evaluation.

By the conclusion of the site evaluation, the Environmental Health Specialist should be able to inform the applicant as to whether or not a discharge permit can be issued and what if any additional work the applicant needs to do to obtain the permit. In the event that the permit must be denied, the applicant should be advised if there are any options available that could change this decision (e.g., obtaining additional property or an easement). In either case, a letter of explaining the results of the site evaluation (see Appendix H or I) shall be sent to the applicant and a copy placed in the Department's permanent file.

**Inform
Applicant of
Decision**

Level of Review: Environmental Health Supervisor

Time Frame: Site visits should be conducted within 10 work days from the time a complete application is received.

Action: Site Review Documentation

Purpose: To document a site visit identifying wells, other discharging systems, system component locations, point of discharge and other site characteristic descriptions in preparation for issuing or denying a discharging system permit.

Responsible Party: Environmental Health Specialist

Procedure: The field Environmental Health Specialist will draw a sketch of the proposed discharge site and surroundings during the site evaluation. The sketch will identify all relevant site characteristics (see Part III Article 1 and Table 3.1). The sketch may be made on CHS Form 201 B or 8.5 x 11 plain paper. If the documentation is made on plain paper, the owners name, application number, date of the site evaluation and the Environmental Health Specialist's name must appear on the sketch. The site sketch must be sufficiently detailed and accurate enough to issue or deny a permit without making another site visit.

Site Sketch

Level and Frequency of Review: The Environmental Health Supervisor will review the site sketch as part of the permit review and compare it with the permit sketch for completeness. Periodic field evaluations shall be made to confirm the accuracy, completeness and quality of the field work done by Environmental Health Specialists. Quarterly field evaluations are suggested until a comprehensive quality assurance program is developed.

Time Frame: Site evaluation sketches should be made in the field during the site evaluation.

Action: Determining if any onsite system alternatives exist

Purpose: The Discharge Regulations require that a discharging system only be considered when all options for onsite sewage treatment and disposal are evaluated and found unsatisfactory.

Responsible party: Environmental Health Specialist

Procedure: Present and foreseeable personnel levels make it impossible for the Health Department to routinely evaluate more than two potential on-site sewage system locations per application. Most lots have the possibility of multiple onsite sewage disposal sites, and larger lots are almost always impossible to evaluate in one site visit. In order to comply with the intent of the Alternative Discharging Sewage Treatment System Regulations (Discharge Regulations) and use resources wisely, the Health Department should rely in part on private sector soil consultants.

The use of private sector soil consultants is encouraged when two potential sewage disposal system sites on a lot have been evaluated by an Environmental Health Specialist, are unsatisfactory for an onsite system and there are other potential sites that have not been evaluated. All evaluations by the Environmental Health Specialist shall be completed in accordance with the Sewage Handling and Disposal Regulations. A minimum of three holes per site shall be described and written notice of the denial shall be sent to the owner in accordance with the regulations.

For soil consultant evaluations, the specific landscape position of each site must have sufficient soil borings to describe the range of characteristics for each given soil.

Level and frequency of review: The Environmental Health Supervisor should verify that the Environmental Health Specialist has prepared a site evaluation letter similar to Appendix G. This letter should be supported by properly documented field notes (CHS 201 A and B and a denial letter) prepared by an Environmental Health Specialist, and when appropriate, a soil consultant's report showing that there are no sites for onsite sewage disposal.

Time frame: The letter should be prepared within 5 work days of completion of the field work by staff or within 5 work days of

Discharges Permitted Only When There Are No Onsite Alternatives

Use of Soils Consultants to Evaluate Large Tracts

Department Will Evaluate Two Potential Sites for Onsite Systems

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receipt of a satisfactory private sector report, depending upon what is needed to complete the process.

IV. Plan Review

Action: Maintaining list of preliminary and general approved systems

Purpose: To maintain an up to date list of preliminary and general approved discharging systems; to assure that all approvals, including any conditions placed on the installation or use of a particular treatment system, are communicated to all field and managerial staff in a timely fashion.

Individual Responsible: Technical Services Chief

Procedure: Any individual or company interested in receiving preliminary system approval shall send plans, specifications and performance documentation for their system to the Technical Services Chief of the Division of Onsite Sewage and Water Services for review and approval. The plan must comply with Section 2.25 of the Discharge Regulations and must include a cross section(s) of the treatment unit, a plan view, and any other relevant information the individual or company deems appropriate or the Department may require. The Division shall notify the individual or manufacturer requesting approval in writing in accordance with § 2.26 A. of the Discharge Regulations.

If a system has been determined to be in non-compliance with the regulations, the approval of the system will be suspended or revoked in accordance with § 2.28 of the Discharge Regulations. Likewise, a system may be reinstated in accordance with § 2.28 of the Regulations. In either case the individual or company will be notified in writing by certified mail of the suspension, revocation or reinstatement.

GMP #18 provides a list of some systems which have preliminary approval. GMP #68 provides a list of aerobic treatment units which have received preliminary approval. GMP #15 provides information on a system for which any approval as a discharge system was denied.

Level and Frequency of Review: The Director, Division of Onsite Sewage and Water Services will review annually.

Time Frame: The approved system list should be updated whenever any additions or deletions are necessary.

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**Performance Documentation, Plans, and Specifications
Required for Preliminary or General System Approval**

Suspension or Revocation of Approvals

GMPs Listing Approvals

Action: Review of routine plans and specifications (plans) for single family residences discharging less than 1000 gallons per day. Routine plans include all plans and specifications which can be reviewed at the local level and are not experimental in nature.

Purpose: To assure that plans for single family discharge systems are technically adequate and designed to meet the requirements of the General Permit and the Discharge Regulations.

Individual Responsible: Environmental Health Specialist

Procedure: The field Environmental Health Specialist (EHS) will review routine plans and specifications for systems discharging less than 1000 gallons per day. The EHS will refer to GMP #17 for design criteria and specifications for accessible intermittent and recirculating sand filters and subsurface sand filters. To assist the local reviewer, a "Scope and Detail Sheet", and a "Plan Review Sheet" are provided in GMP#17. GMP #28 addresses sampling port requirements for aerobic treatment units.

Should the plans contain any unusual structural or hydraulic designs, they should be forwarded to the Environmental Health Supervisor for review. If necessary, the Environmental Health Supervisor/Specialist may forward the plans to the appropriate field office of the Office of Water Programs (OWP) or OEHS Technical Services (TS) for review.

A schematic flow diagram has been provided to graphically show how the review process is to proceed. (See GMP #17.) This plan review and evaluation process outlines the proper procedure so the Environmental Health Supervisor/Specialist can be assisted in necessary technical review of the design.

OWP or TS shall review the plans, as outlined in GMP #17, and comment back to the local/district health department indicating whether the plans are in compliance or non-compliance with the regulations. If the plans are not in compliance with the regulations OWP or TS will itemize the deficiencies back to the consultant and request revisions as necessary. Revised plans which need only minor revisions will be submitted back to the local health department. The local health department will review the revisions to assure that all noted deficiencies are addressed.

The local health department will notify the engineer, owner or company of the review. If the plans are approved, the local health department will issue a permit for the construction of the system.

Routine Plans Reviewed Locally

Review Plans Using GMP #17

Unusual Plans Reviewed by OWP or OEHS

Correction or Revision of Plans

Permit Issuance

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Level and Frequency of Review: Environmental Health Specialist or
Environmental Health Specialist Senior.

Time Frame: Routine plans should be reviewed within 10 work days
of receipt.

Action: Review of non-routine plans and specifications (plans) for systems discharging less than 1000 gallons per day. Non-routine plans include all plans which have been determined by the Environmental Health Specialist, supervisor or manager to need a higher level of review.

Review of Non-Routine Plans

Purpose: To assure that all plans for single family discharge systems are technically adequate and designed to meet the requirements of the General Permit and the Discharge Regulations.

Individual Responsible: Environmental Health Supervisor

Procedure: See GMP #17. The local health department must acknowledge, in writing, receipt of all plans received in their office. The plans should be reviewed for scope and detail using the form in GMP #17. By the time the scope and detail is completed it can be determined whether these plans are routine and can be reviewed locally or need a higher level of review.

Local Review for Scope and Detail Using GMP #17

At times plans which appear to be routine may contain unusual structural or hydraulic designs. These plans should also be forwarded to the appropriate field office of the Office of Water Programs (OWP) or OEHS Technical Services (TS) for review.

OWP or TS shall review the plans as outlined in GMP #17 and comment back to the local/district health department indicating whether the plans are in compliance or non-compliance with the regulations. If the plans are not in compliance with the regulations OWP or TS will itemize the deficiencies back to the consultant and request revisions as necessary. Revised plans which need only minor revisions will be submitted back to the local health department. The local health department will review the revisions to assure all noted deficiencies are addressed.

OWP or OEHS Review of Plans

Level and Frequency of Review: Environmental Health Manager will review on a quarterly basis.

Time Frame: Scope and Detail should be completed and submitted to OWP or TS within 10 work days.

Action: Review of experimental plans and specifications

Purpose: To assure that all experimental plans are reviewed in a consistent manner and have a potential to meet the effluent requirements of the General Permit and Discharge Regulations.

**Experimental
Plans**

Individual Responsible: Chief of Technical Services, Division of Onsite Sewage and Water Services.

Procedure: Plans for experimental systems must be submitted to the local health department for preliminary review (scope and detail) and site considerations. Four copies of the plans, specifications, and manufacturer's information along with any comments by the local health department will be forwarded to the Technical Services Chief, Division of Onsite Sewage and Water Services (DOSWS) or the appropriate Field Office, Office of Water Programs.

**Preliminary
Review Locally**

Technical Services or OWP will review the plans, specifications and manufacturer's information to determine if the proposed design has the potential to comply with the regulations and recommend approval or disapproval. The division will notify the engineer, owner or company of the results of the review.

**Review by
Technical
Services or
OWP**

If the plans are acceptable, three copies of the plans will be sent to the local health department with the recommendation for approval. A copy of the recommendation will be sent to OWP or TS as appropriate. An engineering description sheet, if necessary, will also be sent to the local health department for attachment to the permit. The local health department will issue the construction permit and send a copy of the permit and all attachments to TS.

**Acceptance of
Plans**

If the plans are unacceptable, OWP or TS will request revisions from the consultant or recommend to the local health department that the system not be approved as an experimental system.

Level of Frequency of Review: Director, Division of Onsite Sewage and Water Services will review on an annual basis.

Time Frame: Experimental plans and specifications should be reviewed within 30 days from receipt of complete plans and specifications with supporting data.

V. Permitting

Action: Construction permit issuance/reissuance

Purpose: Timely issuance/reissuance of construction permits to owners once satisfactory site reviews and satisfactory final plan reviews are documented and all required fees and paperwork have been received, including a letter from the Department of Environmental Quality - Water Division (DEQ-WD) stating approval of coverage of the referenced system under the General Permit.

**Permit
Issuance**

Individual Responsible: Environmental Health Specialist

Procedure: Issued upon receipt of:

1. Application fee
2. Complete combined application
3. Satisfactory site visit
4. A letter from DEQ-WD (like that contained in Appendix J) stating approval of coverage of the referenced system under the General Permit (see Appendix K) from:
 - a. DEQ if the combined application was forwarded to them **or**
 - b. the owner if the Health Department District requires the owner to apply separately to the DEQ **or**
 - c. the owner if coverage under the General Permit has previously been approved.
5. Approved construction plans if required (if reissue, required plans reviewed for appropriateness)

**Items Required
Before Permit
Can Be Issued**

The permit should include all owner responsibilities, including monitoring and maintenance requirements, and state whether the system has experimental, preliminary or general approval. A permit form and directions on how to fill it out are contained in Appendix L.

Level of Review: Environmental Health Supervisor/Manager will review a portion of each EHS's permits as provided in GMP #50.

Permit Form

Time Frame: Permits should be drafted and reviewed by an Environmental Health Supervisor within five working days of final satisfactory site visit and final approval of plans.

**Issuance of
Permit Within
5 Work Days**

Action: Permit Denial

Purpose: Timely notification to the applicant that no site exists which meets the location and design requirements of the discharging system regulations for construction permit issuance based on the owner's expressed needs and to outline the applicant's right to appeal or seek a variance to these regulations.

Permit Denial

Individual Responsible: Environmental Health Specialist

Procedure: Once required site evaluations and plan or site sketch reviews are completed and it is determined that regulatory requirements for issuance cannot be met, the Environmental Health Specialist will prepare a draft denial letter for delivery by certified mail to the owner of record (per application). The denial letter shall clearly describe the nature of the denial. When the Environmental Health Specialist is aware that options are available to an applicant which would allow the department to issue a permit, such options shall be noted. The denial letter shall explain the applicant's right to appeal. A suggested denial letter is included in Appendix I.

**Contents of
Denial Letter**

Level of Review: Environmental Health Supervisor will review the file and evaluate and finalize each draft denial prior to releasing it.

Time Frame: Denial letters should be drafted by the Environmental Health Specialist and forwarded to the Environmental Health Supervisor within five work days of the site visit. Denial letters should be sent out through the Environmental Health Supervisor over the signature of the Environmental Health Specialist within five work days of the completion of the field work.

**Letter Sent
Within 5 Work
Days**

VI. Construction inspection

Action: Construction inspection

Purpose: To assure the construction and location requirements of the Discharging Regulations are complied with to the greatest extent possible.

Individual Responsible: Environmental Health Specialist

Procedure: A minimum of one construction inspection visit shall be required for aerobic treatment units. All piping and components must be accessible for inspection.

A minimum of two visits shall be required for inspection of intermittent sand filters installed as per generic plans. On the first visit pit size, liner, underdrains, and associated gravel should be inspected. Lower pit bedding gravel (0.25 - 1.50 inches) and pea gravel (0.250 - 0.375 inches) must be on site for inspection. All other components, materials, and piping shall be left uncovered and inspected on the final visit. Certification by the suppliers that the sand used in the filter meets the requirements of the Sewage Collection and Treatment Regulations (Sewerage Regulations) shall be required.

For recirculating sand filters permitted via generic plans, two construction inspections will also be required which are to be conducted in a manner similar to that mentioned above for intermittent sand filters. Provisions must be made to check for proper head at the distal end of the pressure percolation lines.

The construction of all other types of discharging systems requiring formal plans shall be inspected by the design engineer with a completion statement from the engineer (Appendix N) forwarded to the local health department. At least one construction inspection visit by the health department will be required to verify compliance with the formal plans and specifications and to assure that setbacks and location requirements are met.

A completion statement (Appendix N) must be submitted by each contractor who performed work installing the discharge system. The Environmental Health Specialist will complete the applicable parts of the construction inspection form (Appendix M),

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Construction Inspection

ATU Inspection

Sand Filter Inspection

Recirculating Sand Filter Inspection

Inspection by Design Engineer

Completion Statement from Contractor(s)

initial and date his or her entries, and attach such forms to the permit.
This procedure must be followed for each inspection visit.

Level of Review: The Environmental Health Supervisor each quarter will review the documentation of at least 10% of the construction inspections made.

Time Frame: Construction inspection should be conducted within 48 hours of a request by the contractor/engineer.

**Inspections
Within 48
Hours of
Request**

VII. Operation, Monitoring and Maintenance

Action: Issuance of an operation permit (New Construction)

Purpose: To assure that discharging systems are properly installed, monitored and maintained in a manner that minimizes the public health and the environmental impacts of the discharging systems.

**Operation
Permit
Issuance**

Individual Responsible: Environmental Health Specialist

Procedure: The operation permit found in Appendix O, may be issued after the following elements are received and found to be satisfactory.

1. A record of inspection and approval by an Environmental Health Specialist;
2. A completion statement from the contractor(s);
3. If the system required engineering plans and specifications there must be a letter or completion statement from a professional engineer indicating that the system was installed according to the plans and specifications;
4. Receipt and approval of a monitoring contract; and
5. Receipt and approval of a maintenance contract.

**Items Required
Prior to
Issuance of
Operation
Permit**

The operation permit cannot be issued for a period longer than the general permit, the monitoring contract or the maintenance contract are valid. A System Inventory Data Sheet (Appendix S) should be completed and submitted whenever an operation permit is issued.

**Expiration Date
of Permit**

Level of Review: Environmental Health Supervisor/Manager

Time Frame: Ninety percent of all operation permits should be issued within 2 work days, and all operation permits should be issued within 5 work days.

Action: Issuance of an operation permit (Existing System)

Purpose: To assure that existing discharging systems are properly permitted under the general permit and the Discharge Regulations.

Individual Responsible: Environmental Health Specialist

Procedure: The operation permit found in Appendix XVI, may be issued when the requirements of Section 1.3, of the Discharge Regulations and in GMPs #24, #28, #30, and #48 are met.

Sandfilter systems designed not to normally discharge which pre-date the NPDES program should be treated as onsite systems as described in GMP #49. Unpermitted discharging systems should be handled as described in GMP #47. Systems **currently** permitted under individual VPDES permits are exempt from the Discharge Regulations (see GMP #24).

A System Inventory Data Sheet (Appendix S) should be completed and submitted whenever an operation permit is issued.

Level of Review: Environmental Health Supervisor/Manager

Time Frame: Ninety percent of all operational permits should be issued within 2 work days and all operation permits should be issued within 5 work days.

**Issuance of
Operation
Permit for an
Existing
System**

**GMPs Provide
Procedures for
Dealing With
Existing
Systems**

Action: Reviewing a maintenance contract

**Maintenance
Contract
Required**

Purpose: To assure that a valid maintenance contract is provided for all discharging systems.

Individual Responsible: Environmental Health Specialist

Procedure: Prior to the issuance of an operation permit, the owner of a discharging system must obtain a valid maintenance contract. Refer to GMP #23 for an example of a maintenance contract.) The minimum elements of the contract are:

1. Provision to provide all repairs (system abuse may be exempted) for a period of not less than two years for a fixed cost;
2. Provision to provide the above repairs within 48 hours; and
3. The maximum deductible in any year shall not be greater than \$500.00.

**Elements of a
Maintenance
Contract**

In the event that the contract is not clear on the above elements, the Environmental Health Specialist should request assistance from a supervisor, project manager or the Director of the Division of Onsite Sewage and Water Services. Normally, the best way to request this assistance is by faxing the proposed contract to a single location for review with the specific questions about the contract on the cover sheet. Routine contracts with clearly defined terms need not be sent for review.

**Contract
Review**

Level of Review: Environmental Health Supervisor/Manager

Time Frame: Maintenance contracts should be reviewed within 2 work days provided that the contract elements requested above are included.

Action: Reviewing a monitoring contract

**Monitoring
Contract
Required**

Purpose: To assure that a valid monitoring contract is provided for all discharging systems except where self monitoring is provided.

Individual Responsible: Environmental Health Specialist

Procedure: Prior to the issuance of an operation permit, the owner of a discharging system must obtain a valid monitoring contract. The minimum elements of the contract are:

**Elements of A
Monitoring
Contract**

1. Provision to collect and analyze all routine formal and informal tests for a period of not less than two years for a fixed cost;
2. Provision to begin collection and analysis of any additional mandated samples within 48 hours of request for additional sampling; and
3. An approved laboratory must perform the analysis.

In the event that the contract is not clear on the above elements, the Environmental Health Specialist should request the assistance from a supervisor, project manager or the Director of the Division of Onsite Sewage and Water Services. Normally, the best way to request this assistance is by faxing the proposed contract to a single location for review with the specific questions about the contract on the cover sheet. Routine contracts with clearly defined terms need not be sent for review.

**Contract
Review**

Level of Review: Environmental Health Supervisor/Manager

Time Frame: Monitoring contracts should be reviewed within 2 work days provided the contract elements requested above are included.

Action: Waiver of monitoring contract for self monitoring

**Self-Monitoring
In Lieu Of
Monitoring
Contract**

Purpose: To allow homeowners to perform informal testing and to collect and transport samples to an approved laboratory for formal testing.

Individual Responsible: Environmental Health Manager

Procedure: The Environmental Health Manager may waive the requirement to hold a valid monitoring contract when an individual can demonstrate, based on education, experience or training, that he or she is competent to do the work and has the equipment necessary. Suggested guidelines for making this determination may include a background in one of the physical sciences, a wastewater treatment plant operator's license, relevant prior experience as an Environmental Health Specialist, or satisfactory completion of a locally offered class for this purpose. Other criteria may be employed at the discretion of the manager. The objectives of being able to collect, preserve and transport representative samples as well as perform informal testing, should be the guiding principles when making this determination.

**Determining
Who May
Self-Monitor**

The manager should respond to these requests in writing and indicate his or her decision and the basis for the decision. When the decision is favorable, the sampling requirements and frequency with which they must occur should be clearly spelled out. Additionally, the homeowner should be re-advised of the responsibilities of the maintenance contract holder to service the system in the event there are any violations of the General Permit.

**EH Manager
Decides and
Communicates
Decision**

In areas where the demand for these systems is high, the Environmental Health Manager should plan to offer training classes to instruct the public on the operation and sampling of these systems. The purpose of the classes should be to instruct system owners (and potential owners) on the proper care and operation of the various kinds of discharging systems as well as how to do self monitoring.

**Training For
Those Doing
Self-Monitoring**

Level of Review: District Health Director

Time Frame: A decision should be made within 30 days on whether a system owner can do self monitoring in lieu of a monitoring contract.

Action: Review of Formal and Informal test results

Purpose: To assure that discharging systems are operating within the requirements of the General Permit and that test results are being submitted as required by regulations.

Individual Responsible: Environmental Health Specialist

Procedure: Testing is the responsibility of the system owner. There are two types of testing - formal compliance testing and informal testing. Formal testing will be conducted as required in Section 3.11, part B, paragraph 1, of the Discharge Regulations. The informal testing shall be conducted as required in Section 3.11, part B, paragraph 2, of the Discharge Regulations.

The Environmental Health Specialist shall review all test results submitted and send A Notice of Violation letter contained in Appendix R by certified mail to system owners who have failed to submit test results as required by table 3.4 or who have violated the effluent limits of the General Permit.

Level of Review: Environmental Health Supervisor/Manager

Time Frames: Test results should be reviewed within 10 working days after submission. The Environmental Health Specialist should review the records of all discharge systems quarterly to identify those who have failed to submit test results.

**Review of
Test Results**

**Testing Is
Owner's
Responsibility**

**NOVs To
Those Out Of
Compliance**

Action: Determining if Non - routine testing and inspections should be required

**Non-Routine
Testing And
Inspections**

Purpose: To assure that discharging systems are operating within the requirements of the General Permit.

Individual Responsible: Environmental Health Manager

Procedure: Testing is the responsibility of the system owner. Non-routine mandatory testing and inspections may be required by the district health director or Environmental Health Manager in addition to formal compliance testing or informal testing, or both, as necessary to protect public health and the environment. This testing shall be based on observed problems and shall not be implemented routinely on all discharging systems. These tests shall be conducted as required in Section 3.11, part D, of the Discharge Regulations. A sample letter requiring additional testing is contained in Appendix Q.

**May Be
Required By
EH Manager or
Health Director**

Level of Review: District Health Director

Time Frame: Testing should be conducted in accordance with table 3.4 of the Discharge Regulations.

Action: Annual compliance inspection

**Compliance
Inspections**

Purpose: To assure that discharging systems are operating within the requirements of the General Permit and the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings.

Individual Responsible: Environmental Health Specialist

Procedure: An inspection of discharging systems is to be conducted annually. The inspection is to include the criteria in table 3.3 of the Discharge Regulations. The general condition of the system shall be evaluated during this inspection. Any potential problems should be brought to the attention of the system owner for correction to be made. Should the inspection reveal major problems the Environmental Health Specialist should notify the Environmental Health Supervisor, Environmental Health Manager, or Director, so that, if needed, non-routine mandatory testing can be required.

**Required At
Least Annually**

**Owner Notified
Of Problems**

Level of Review: Environmental Health Supervisor

Time Frame: Inspections should to be conducted annually or more frequently if needed.

Action: Inspection fees

**Inspection Fees
For Compliance
Inspections**

Purpose: To assure that proper fees are charged for mandatory compliance inspections.

Individual Responsible: Environmental Health Specialist

Procedure: A fee required by Section 2.22, A of the Discharge Regulations, shall be charged to the owner for each mandatory compliance inspection of an alternative discharging sewage treatment system. The fee shall be paid to the Virginia Department of Health by the owner or his/her agent. The method of fee collection should be worked out with each district's fiscal office. Each inspection fee shall apply to one site specific inspection of only one discharging system. It is not recommended that a fee be charged for a minor inspection such as a recheck inspection for the addition of chlorine tablets.

**Fee Paid
To VDH**

**One Fee Per
Full Inspection**

A waiver of fees is possible for those whose family income is at or below the 1988 Poverty Income Guidelines for All States (Except Alaska and Hawaii) and the District of Columbia established by the Department of Health and Human Services, 53 Fed. Reg. 4213(1988), or any successor guidelines. Eligibility is to be determined by the procedure in Section 2.22, part C, of the Discharge Regulations.

Waiver of Fees

Level of Review: Environmental Health Supervisor/Manager

Time Frame: Fee determination is to be conducted each time inspection is required.

Action: STP database maintenance

Purpose: To identify and document the success or failure of discharging systems by model and class of system.

Individual Responsible: Environmental Health Manager

Procedure: All formal test data should be entered on to the STP database monthly for all systems permitted under the Discharge Regulations. Use the form found in Appendix T. Data entry may be delegated as deemed appropriate by the manager; however, because of the potential for legal action to suspend or revoke system approvals, the manager must review the data for accuracy. Specifically, all violations of the General Permit must be confirmed prior to reporting results.

Once per quarter, a report must be made to the Division of Onsite Sewage and Water Services detailing the results of formal testing and presenting a summary of General Permit violations (separating out violations for D.O. and chlorine residual). The summary must include the total number of systems by design and the number of each that are in violation of the General Permit for one quarter and for two consecutive quarters. Provision is now being made to collect this data via Oracle Office.

Level of Review: Director, Division of Onsite Sewage and Water Services

Time Frame: Reports should be sent to OEHS quarterly.

**Entry of Data
On STP
Performance**

**Reporting of
Data To OEHS**

VIII. Variances and Hearings

Action: Processing a variance

Purpose: To issue or deny a variance request, within 60 calendar days, based upon a thorough evaluation of the public health and environmental factors associated with the site and the request made.

Individual Responsible: Environmental Health Manager

Procedure: A variance is a waiver of the Discharge Regulations issued by the State Health Commissioner or Deputy State Health Commissioner. Variances are only issued where the conditions imposed by the regulations create an unnecessary burden that is not warranted by public health or environmental protection considerations.

An application for a variance may be initiated with or without the knowledge or assistance of the Department. If asked how to initiate a variance, the client should be advised to make written request to the Commissioner of Health through the district office of the Department. All variance requests must be signed by the property owner and should address the issues referred to in Section 2.7 B of the Discharge Regulations.

In order to evaluate a variance the Commissioner (or Deputy Commissioner) must be made aware of all facts which have bearing on the decision making process. To accomplish this the Commissioner (or Deputy Commissioner) relies upon the site specific information supplied by the local and district offices and the programmatic impact evaluation provided by the Central Office. The district office shall provide the initial review and evaluation of the variance request and forward its written recommendation(s) to the Division of Onsite Sewage and Water Services.

The Division will review the materials and draft an Issue Summary for the Commissioner (or Deputy Commissioner). In the event that the Division does not agree with the district recommendation, the Division will forward (normally by FAX) their Issue Summary to the district manager for comment and further justification. Because of the short time allowed to respond to variances, the time to comment back on variances is normally short and

Variances

Processing

**A Variance Is
A Waiver**

**Applying For
A Variance**

**Initial Review
& Evaluation
By District**

**Review by
OEHS**

consensus is not always possible. One to three days is typical.

After completing the Issue Summary and a letter for the Commissioner (or Deputy Commissioner) approving or denying the variance, the package is forwarded to the State Health Commissioner (or Deputy Commissioner) for a decision. After a decision is made, the applicant is informed of the decision and the district office will be copied on correspondence.

**Issue
Summary To
Commissioner**

Level of Review: The Division of Onsite Sewage and Water Services.

Time Frame: Variance requests should be granted or denied by the Commissioner (or Deputy Commissioner) within 60 calendar days. Requests for variances received at the local or district health department should be reviewed, written comments attached and forwarded to the Division within 10 working days. The Division should review the request and forward it to the Commissioner (or Deputy Commissioner) with a recommendation within 10 work days.

**District Should
Review Request
Within 10
Working Days**

Action: Informal Hearing

Purpose: Informal hearings provide an informal approach to problem resolution.

Individual Responsible: District Health Director

Procedure: Informal hearings will normally be held in an office or meeting room within the local or district health department. The district or local health director will preside over the hearing. Every effort shall be made to make the appellant feel at ease. The hearing should be kept as informal as possible while maintaining a professional and impartial atmosphere. Hearings result more often from the public's perception of the department's attitude than from a technical dispute. As noted, the purpose of the meeting is to resolve problems.

The Health Director should begin the hearing by introducing all parties, if necessary, and clearly stating the purpose and the format of the hearing. This statement will provide the focus of the hearing and should be formulated in advance based on the appellant's request. The goal of the hearing officer is to discover the facts of the dispute, evaluate them and, if possible, propose a solution within the limits of the Discharge Regulations. To achieve this goal, it is usually necessary to strike a balance between focusing the discussion on relevant issues while not being perceived as limiting the scope of discussion.

Either the appellant or the department may present their side first; however, it is generally recommended that the department begin by presenting a chronology of events. After presenting the factual basis for the hearing the appellant should be given every opportunity to dispute the department's presentation. It is recommended that a brief written chronology be prepared and given to the appellant at the hearing. This can be used to help focus the concerns of the appellant. Every opportunity must be taken to fully consider all of the appellant's concerns.

A decision must be rendered within 15 work days of the completion of a hearing. When possible, the decision should be made at the hearing. If this is not possible, the decision should be made as soon as possible after the hearing, reduced to writing and sent to all parties in attendance at the hearing, and the Enforcement Chief, Division of Onsite Sewage and Water Services. If information is presented at the hearing that the

Informal

Hearings

**Health
Director
Presides**

**Purpose of
Hearing**

**Prepare A
Chronology**

**Decision Within
15 Work Days**

Department has not evaluated, the hearing should be continued. The new information should be evaluated at the department's earliest convenience, the hearing reconvened, and a decision rendered.

Level of Review: Enforcement Chief, Division of Onsite Sewage and Water Services will review the decision of the informal hearing for compliance with the Administrative Process Act and the department's interest and standing should the case proceed to an adjudicatory hearing. Where inadequacies are noted, corrective action will be made through the Deputy Commissioner.

**Review By
Enforcement
Chief**

Time Frame: Hearings should be held within 30 calendar days of request unless an extension is requested by the appellant. A decision should be made and reported to the appellant within 15 work days of completion with copies as noted above.

**Hearings Within
30 Days Of
Request**

Action: Preparation for Adjudicatory Hearings (Formal Appeal)

Adjudicatory Hearings

Purpose: Adjudicatory hearings provide a final level of review for an appellant and the Department before initiating civil litigation.

Individual Responsible: Enforcement Chief

Procedure: Prior to the Commissioner or his designee conducting an adjudicatory hearing, the Enforcement Chief will obtain copies of all records relevant to the case. The District office will assist the Division by providing records, testimony and other information as needed to prepare the Department's case. The Enforcement Chief will prepare the Department's case with the assistance of the Attorney General's Office, if needed. After a decision has been rendered, the Enforcement Chief will prepare a summary of the case, including the basis for the hearing, facts in dispute, the arguments of all parties, the decision and any recommendations for how the Department can be better prepared in the future.

Enforcement Chief Prepares Department's Case

Commissioner Or Designee Hears Case

Level of Review: Director, Division of Onsite Sewage and Water Services.

Time Frame: Cases should be prepared at least five work days prior to the scheduled hearing. Case summaries should be completed within 45 calendar days of a decision.

IX. Enforcement

Action: Notice of operational deficiency

Purpose: To advise an owner that the results of informal testing indicated a possible problem

Individual Responsible: Environmental Health Specialist

Procedure: Informal testing is routinely done between two and twelve times per year on discharging systems depending upon the type of system installed and the class of approval that has been granted. The Department also conducts at least an annual inspection which may either include or prompt additional informal testing. Additionally, the Department may make additional inspections at either the homeowner's request or in response to a complaint. These additional inspections may include or result in additional informal testing above and beyond the minimum number required if a problem or potential problem is observed.

When the results of any of these informal tests are unsatisfactory the Environmental Health Specialist will notify the owner and ask him to correct the problem. Any actions required should consider the scope of the problem (i.e., is septic waste being discharged or is the effluent somewhat colored), the potential for the tests (or other proposed actions) to shed light on what the problem and the solution is, and the cost to the homeowner to conduct additional tests (or other proposed actions).

Where an obvious problem exists, a certified return receipt letter should be sent to the owner of the system explaining what the problem is (including any appropriate informal test results), asking the owner to correct the problem, and telling the owner the approximate date when an inspection will be made to verify that the problem has been corrected. A sample letter of this type is included in Appendix P.

When the problem with a discharging system is not obvious or the inspection and/or informal testing indicates a probable violation of the General Permit limits (formal testing parameters), non-routine mandatory testing (formal or informal) may be required to establish the scope and nature of the problem and to document any violation of the General Permit limits. In these situations the notice must cite the nature of the problem with the inspection

Notice Of

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**Operational
Deficiency**

**Result of
Compliance
Inspection Or
Informal Testing**

**Notify Owner Of Unsatisfactory
Test Results**

**ASK Owner To
Correct Problem**

**Testing May
Be Required**

and/or informal testing, must indicate what additional testing is being required, and must specify a reasonable deadline by which the testing must be accomplished. The letter must be signed by or sent through the environmental health manager. A sample letter of this type is included in Appendix Q.

Each Environmental Health Specialist is cautioned to use judgement when requiring additional testing. The regulations were written to provide field staff with tools necessary to accomplish the task of evaluating discharging systems thoroughly. Testing can be expensive. The provisions for allowing additional testing were intended to provide information to assist the homeowner in keeping a system functioning within the General Permit limits and to help the Department document cases where the General Permit limits are consistently violated. The testing requirements were not intended to be punitive in any manner.

All notices of possible violation should comply with the guidance provided in GMP #29 and should ask the owner to correct the problem. If formal/informal testing is required, the letter should note that this is not a case decision and if the owner disagrees with the conclusions of the environmental health specialist, he should call the specialist or his supervisor to discuss the matter. The letter should also note that the owner may also appeal any requirements for additional testing imposed by the Department by writing the local health director to request an informal hearing. Copies of the letter should also be sent to the monitoring and/or maintenance contractors for their information.

Level of Review: Environmental Health Supervisor/Manager

Time Frame: Notice should be made within 5 work days of the initial confirmation of a possible problem.

**Reasonable
Deadline For
Testing**

**Testing Should
Not Be Punitive;
Use It To Solve
Problems And
Document
Major Violations**

**Requirement
For More
Testing Is
Appealable**

Action: Notice of violation

Purpose: To advise an owner when he/she is not in compliance with the General Permit or Discharge Regulations.

Individual Responsible: Environmental Health Specialist

Procedure: A notice of violation can only be sent in response to violations of formal testing requirements. When formal testing requirements are violated the owner, the maintenance contract holder and the DEQ shall be notified. The notice shall include:

1. Regulation(s) being violated;
2. Test results (if available); day, time and individual who sampled;
3. Action(s) required by a specified time;
4. Penalties associated with such violation(s);
5. Requirement that follow-up compliance testing by the owner be performed in 45 to 90 days, whenever the last set of formal test results fail to meet the General Permit limits.
6. Request that the owner notify the health department when work is done on the system so that the Environmental Health Specialist may make a follow-up field visit.

Systems designed to meet the 10/10 **design standard** shall not be considered in violation unless they fail to meet the 30/30 **performance standard** of the General Permit (see GMP #27).

The notice to the system owner should be sent by certified mail, return receipt requested. The notice of violation must be signed by or sent through the Environmental Health Manager. A sample letter of this type is included in Appendix R.

All notices of violation should comply with the guidance provided in GMPs #29 and #58 and should require the owner to correct the problem. The letter should note that this is not a case decision and that if the owner disagrees with the conclusions of the environmental health specialist, he should call the specialist or his supervisor to discuss the matter. The letter should also note

Notices Of Violation

**Only Used For
Violations Of
Formal Test
Parameters**

**Letter Should
Include ...**

Sent Certified

**Signed By
EH Manager**

**Not A Case
Decision**

that the owner may also appeal any requirements imposed by the Department by writing the local health director to request an informal hearing. A copy of the letter should also be sent to the monitoring contractor for his/her information.

**Requirements
Imposed By
Department
Appealable**

Where a grandfathered system originally permitted under NPDES or VPDES is not in compliance with the General Permit's 30/30 performance standard, GMP #24 should be applied when under current regulation the discharge's location would require that a system capable of meeting the 10/10 design standard be installed.

**Grandfathered
Systems**

Level of Review: Environmental Health Manager

Time Frame: An NOV should be sent within 10 work days from when the formal test results were received or were due, but not received.

**NOVs Sent
Within 10
Working Days**

Action: Suspending an operation permit for violation of General Permit limits

**Suspending OP
For Violation Of
Discharge
Limits**

Purpose: To cease the discharge of effluent in violation of the discharge limits established in the General Permit.

Individual Responsible: Environmental Health Manager

Procedure: When a discharging system fails to meet the effluent quality standards of the General Permit for two (2) consecutive quarters the Department may suspend an operation permit. Prior to taking such action the Environmental Health Manager shall assure that the provisions of § 2.23.A have been complied with fully by the Department.

**Out Of
Compliance For
2 Consecutive
Quarters**

Upon completion of these items, the operation permit may be suspended by serving written notice to the owner reiterating items 1,2,3, and 5 of § 2.23.A. The notice should clearly indicate that the owner may no longer discharge wastewater until such time the system is brought into compliance with the Discharge Regulations.

**Continued
Discharge
Prohibited**

Level of Review: District Health Director

Time Frame: A notice of permit suspension should be made within 5 work days from when the decision to suspend is made.

**Notice Sent
Within 5
Working Days**

Action: Suspending or revoking the state-wide approval of a specific type of discharging system

**Suspending Or
Revoking
Approval Of
Systems**

Purpose: To prevent the continued use of discharging systems which have been shown to be unable to meet the requirements of the General Permit and thereby prevent ground or surface water contamination.

Individual Responsible: Director, Office of Environmental Health Services

Procedure: When more than 5% of any single design of discharging system are failing for two or more consecutive quarters, the Director, Division of Onsite Sewage and Water Services shall review the evidence and circumstances surrounding the evidence of the failing systems. When in the opinion of the Director, the system failures are due to inadequate or improper system design such that the system cannot be expected to perform with greater than 95% effectiveness (i.e., less than 5% violations of the General Permit per quarter), the Director shall recommend to the Director of the Office of Environmental Health Services the suspension of the statewide approval of the system.

**Review Of Data
By Director Of
Division Of
Onsite Sewage
And Water
Services**

When more than 10% of any single design of discharging system are failing for two or more consecutive quarters, the Director, Division of Onsite Sewage and Water Services shall review the evidence and circumstances surrounding the failing system. When in the opinion of the Director, the system failures are due to inadequate or improper system design such that the system cannot be expected to perform with greater than 90% effectiveness (i.e., less than 10% violations of the General Permit per quarter), the Director shall recommend to the Director of the Office of Environmental Health Services the revocation of the statewide approval of the system.

**Action
Proposed To
Director of
OEHS**

The Director, Office of Environmental Health Services shall review the recommendation, the data and the basis for the recommendation. If after consultation with the Commissioner and counsel it appears to be in the best interest of the Commonwealth to protect the health and welfare of its citizens and the environment by suspending or revoking the approval of a system, then the Director shall take the appropriate action.

**OEHS Director
Can Suspend
Or Revoke**

Level of Review: State Health Commissioner and Attorney General's Office
Approval

Time Frame: These actions should normally take place within 30 days.

Action: Suspending an operation permit for violation of the permit requirements or the Discharge Regulations

Suspending OP

Purpose: To enforce the provisions of the operation permit or the Discharge Regulations.

Individual Responsible: State Health Commissioner

**Commissioner
Is Responsible**

Procedure: When a discharging system fails to meet the requirements of the permit or the Discharge Regulations the Commissioner may suspend an operation permit. Prior to taking such action the Commissioner shall assure that the provisions of § 2.23.A paragraphs 1 through 5 (inclusive) have been complied with fully.

Due Process

Upon completion of these items, the operation permit may be suspended by serving written notice to the owner reiterating items 1,2,3, and 5 of § 2.23.A. The notice should clearly indicate that the owner may no longer discharge wastewater until such time the system is brought into compliance with the Discharge Regulations and/or the operation permit.

**Continued
Discharge
Prohibited**

Level of Review: None

Time Frame: None

Action: Issuance of an Order

Purpose: To require an owner or other person to comply with the provisions of the Discharge Regulations.

Individual Responsible: State Health Commissioner

Procedure: The State Health Commissioner will issue an order only after all other compliance options have been exhausted. Further, the site specific conditions must be evaluated and found to present a significant hazard to either public health or the environment sufficient to warrant such an action.

Prior to issuing an order, the Commissioner must hold a hearing. Notice must be given for the hearing, by certified mail, giving not less than 30 days notice of the hearing. The purpose of this hearing is to give the affected owner an opportunity to dispute the reported violation of these regulations.

Prior to the Commissioner holding a hearing pursuant to issuing an order, the Enforcement Chief will obtain copies of all records relevant to the case. The District office will assist the Division by providing records, testimony and other information as needed to support issuing the order.

Level of Review: None

Time Frame: Orders shall become effective not less than 15 days after mailing a copy of the order.

Orders

**Commissioner
Is
Responsible**

**Used For Major
Public Health
Hazards**

**Hearing
Required**

**Enforcement
Chief Prepares
Department's
Case For
Hearing**

X. Program For Excellence

Action: Program For Excellence program evaluation

**Program For
Excellence
Evaluations**

Purpose: To evaluate the quality of the existing discharge program and to provide a tool for improving the program in the future.

Individuals Responsible: PFE Evaluation Team composed of peer reviewers from other districts and OEHS.

Procedure: The evaluation team will evaluate the Discharge Program using the general protocol in the Program For Excellence Manual (last revised 7/22/94). The evaluation team will collect data using the Pre-Site Data Sheet #1 found in Appendix U. The evaluation team will discuss the questions found in the On-Site Checklist #1 in Appendix U with the district staff. The evaluation team will review the Discharge Program files for completeness and accuracy. Testing records will be reviewed for compliance and appropriateness of any enforcement actions. Where possible, evaluators will accompany EHSs implementing the Discharge Program in the field to evaluate their skills. The evaluation team will write a report outlining the strengths and weaknesses of the district's Discharge Program and make appropriate recommendations for program improvement.

Pre-Site Data

Records Review

Field Review

Draft Report

Level of Review: Health Director and District Environmental Health Program Manager review the draft report and negotiate any changes to the report with the evaluation team.

**Review of PFE
Report by
District**

Time Frame: Program For Excellence evaluations are done every five years.

Appendix A

OUTLINE OF NORMAL DISCHARGE APPLICATION AND PERMIT PROCESS

Septic Application
Evaluation for Onsite System
Septic Permit Denied
Additional Sites Evaluated by Consultant Not Acceptable (if required)
Statement That There are No Alternatives to Discharge
DEQ Registration Statement/Discharge Application/Site Sketch
Fee Determination
Application Fee Paid
Notice of Fee Requirements Signed
Tag Sheet Attached
Application Assigned to Environmental Health Specialist
Appointment Made for Discharge Site Evaluation Visit
Discharge Site Evaluation
Acceptable Discharge Site Found/Not Found
Comment from the Office of Water Programs (if needed)
Letter Approving or Denying Site
Check With Local Government For Compliance With Local Ordinances *
Complete General Permit Registration Package Sent to DEQ *
Acceptance of Registration Letter Received from DEQ
Site Plan and Construction Drawings Submitted
Site Plan and Construction Drawings Reviewed
Site Plan and Construction Drawings Approved
Construction Permit Issued w/ General Permit Attached
System Construction
Construction Inspections by Environmental Health Specialist
Completion Statement Received from Contractor
Statement Received from Design Engineer (if required)
Copy of Maintenance Contract Received and Approved
Copy of Monitoring Contract Received and Approved
Operation Permit Issued

* These steps can be done earlier if convenient for district

Appendix B

DISCHARGING SYSTEM FACT SHEET

With proper maintenance & monitoring, these systems may provide consistent, long-term quality waste disposal in areas which otherwise would not be acceptable for conventional drainfields. These systems may be utilized as an approved alternative for development of property unsuitable for on-site sewage disposal and not within feasible distance to public sewer.

HOWEVER:

The entire property must have been rejected for **any** onsite sewage disposal system.

Discharging systems are prohibited for intermittent uses (vacation homes, churches, etc.).

There is a \$75.00 state application fee.

Health Department construction permits for discharging systems are valid for 18 months and are not transferable to a new property owner. A new owner of a permitted property must reapply and meet any then applicable regulations. Construction permits may be required to be recorded on the deed to the property.

For dry ditch or intermittent stream discharges, fencing, rip-rap or other barriers to human access may be required on a case by case basis.

Sale of the property after construction and approval of the discharging system voids DEQ's general permit registration and the Health Department's operation permit. The new owner must reapply with DEQ and VDH. The new owner may have to upgrade the system to meet any additional compliance standards which have come into effect since the time the original operation permit was issued.

DEQ's General Permit registration is valid for five years and then must be renewed. DEQ may refuse to renew registrations for discharging systems that are out of compliance.

There is a \$75.00 fee for the annual compliance inspection and a \$75.00 fee each for each additional mandatory inspection.

The owner is liable for system operation, monitoring, and maintenance costs. Frequent monitoring and maintenance of the system are necessary for proper operation. These operation, monitoring, and maintenance costs average \$50 - \$150 per month (depending on type of system; speak to local providers concerning costs).

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Maintenance and monitoring contracts are required. Qualified contractors may not be locally available in some areas

Some systems need regular use to function effectively. Some people have had problems with maintaining system operational balance during or after vacations.

Violation of the permit conditions may result in revocation or suspension of the permit. If this occurs, temporary pump and haul will be required at the owner's expense.

State/Federal laws may change, therefore you may be required to do additional testing and/or construction upgrades in the future.

Appendix C

FEES AND ESTIMATED COSTS FOR ALTERNATIVE DISCHARGING SYSTEMS

Treatment unit: (aerobic unit &/or sand filter)	\$5,000 - \$15,000
Informal Testing (monthly for first 6 months of operation, quarterly afterwards, minimum)	\$50 - \$75+ per visit
First year total	\$350 - \$525+
Each Subsequent Year	\$200 - \$300+
Formal Testing (twice a year)	\$140 - \$280+
Electrical Consumption	\$0 - \$150+/year
Chlorine Tablets (45 pounds)	\$90 - \$140
Dechlorination Tablets (45 pounds)	\$95 - \$140+
State Health Department Application Fee	\$75 every 5 yrs
Health Department Inspection Fee (1/year minimum)	\$75/inspection
Maintenance Contract, replacement parts for \$500 deductible	\$0 - \$1,000+
TOTAL COSTS FOR FIRST YEAR	\$5,875 - \$17,435
TOTAL COSTS EACH SUBSEQUENT YEAR	\$600 - \$2,185+

Appendix D

COMBINED APPLICATION

Virginia Department of Health
Discharging System Application
for Single Family Dwellings Discharging Sewage
Treatment Systems with Flows
Less Than or Equal to 1,000 Gallons Per Day

and

Department of Environmental Quality - Water Division
Virginia Pollutant Discharge Elimination System
General Permit Registration Statement
For Domestic Sewage Discharges Less Than or
Equal to 1,000 Gallons Per Day

_____ Health Department Date: _____, 19____

Types of Application: ____ New, ____ Repair, ____ Other (explain)_____

*** Name of Facility/Residence:**

*** Owner(s) of Property or Facility:** _____

Address of owner:

Street City State Zip

Phone: _____ (Home) _____ (Work)

*** Name of Purchaser (if applicable):**

Address of purchaser:

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Street _____ City _____ State _____ Zip _____
Phone: _____ (Home) _____ (Work)
Real Estate Agent: _____ Phone #: _____

* **Location of Property or Facility:** _____
City or County _____
Tax Map # _____
Subdivision: _____ Sect/Block: _____ Lot #: _____

* **Size of Parcel:** _____ acres
Directions to Property: _____

* **Proposed Use (# of bedrooms):** _____

* **Proposed volume of discharge (gallons per day):** _____ gpd

* **Proposed Type of System:**

- _____ ANSI Int. Standard 40 Class 1 Aerobic Treatment Unit
- _____ Septic Tank & Lined Biological Sand filter
- _____ Septic Tank & Recirculating Biological Sand filter
- _____ Aerobic Treatment Unit & Lined Biological Sand filter
- _____ Other (describe) _____

If an aerobic treatment unit will be used, Make: _____ Model #: _____

* **Type of System Approval:**

_____ General _____ Preliminary _____ Experimental

* **Name of proposed receiving stream:**

(ex.- Dry ditch leading to an unnamed tributary of Deep Creek)

* **Location of discharge:**

(ex. - Point in dry ditch 360 feet upslope from rear property line)

1. Are central sewage facilities available to this site/facility? YES NO

If yes, explain: _____

2. Does the residence/facility (existing or proposed) currently have an individual VPDES permit? YES NO

If yes, please provide the VPDES permit number: _____

3. Will any pollutants other than domestic sewage be treated or discharged? YES NO

If yes, please indicate what: _____

4. Has property been denied a permit for a septic tank system? YES NO
 _____ Sanitarian: _____

_____ Date of Denial: _____

_____ SD- _____ - _____ Consultant: _____

5. Have all possible onsite sewage treatment systems been considered? YES NO N/A

Specifically:

Pump System? _____

Low Pressure Distribution System? _____

Elevated sand mound? _____

Spray irrigation? _____

Conditional permit requiring:

Limit on Number of Occupants? _____

Water Saving Plumbing Devices? _____

Easement to Adjacent Property? _____

If the answers to questions 4 and 5 are affirmative please attach a statement from the Department of Health that an on-site sewage disposal system permit has been applied for and that the Department of Health has determined that there is no technology available to serve that parcel of land with an onsite system.

6. Is this application for a system to replace a failing septic system? YES NO N/A

7. Is this property a new subdivision (2 or more lots from one or more parcels)? YES NO N/A

8. Will discharge be directly to a year-round, all-weather stream? ___ ___ ___

9. If discharge is to an intermittent or seasonal stream or to a dry ditch, how far will discharge flow before leaving this property? _____ ft

10. If discharge is to an intermittent or seasonal stream or to a dry ditch and discharge will flow less than 500 feet (250 feet if NSF Class I aerobic plant and sand filter are used together) on this property, can an easement be obtained for the portion of the first 500 feet (250 feet) not on this property? ___ ___ ___

YES NO N/A

11. If discharge is to an intermittent stream or to a dry ditch, what is the percent slope for each fifty foot distance in the first 500 feet of the discharge path?

1) _____ 2) _____ 3) _____ 4) _____ 5) _____
 6) _____ 7) _____ 8) _____ 9) _____ 10) _____

Does the slope exceed 1% for all of the fifty foot segments? ___ ___ ___

Is the average slope more than 2%? ___ ___ ___

Is the average slope not more than 30%? ___ ___ ___

12. In the first 500 feet will path of wastewater flow within 100 feet of any well or domestic water supply? ___ ___ ___

13. Are there any springs used for human consumption within 1500 feet downstream, or 100 feet upstream from the discharge point? ___ ___ ___

14. Is there any public water supply intake within one mile downstream from the proposed discharge point? ___ ___ ___

15. Is there any public water supply intake within five miles downstream from the proposed discharge point? ___ ___ ___

16. Is there any designated public swimming areas or prohibited discharge areas within one mile downstream from the proposed discharge point? ___ ___ ___

17. Would this discharge result in the condemnation of any shellfish waters? ___ ___ ___

18. Are there any other existing or proposed VPDES discharges

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within 500 feet (250 feet if aerobic plant and sand filter are used together) of this proposed discharge point? ___ ___ ___

19. Will any part of the proposed treatment system (excluding the discharge pipe and any aeration steps) be within the 100 year flood plain? ___ ___ ___

20. Will any part of the proposed treatment system (excluding the discharge pipe and any aeration steps) be in a topographically low, wet, or swampy area? ___ ___ ___

YES NO N/A

21. Will the building served by this system be used seasonally, just on weekends, or be subject to interruptions in power? ___ ___ ___

22. Name of Proposed Receiving Stream:

(ex.- Dry ditch leading to an unnamed tributary of Deep Creek)

23. Is the location and operation of the discharging facility consistent with all zoning and land use ordinances adopted pursuant to Chapter 11 (§ 15.1-427 et seq.) of Title 15.1 of the Code of Virginia. ___ ___ ___

PLEASE ATTACH A SITE SKETCH TO THIS APPLICATION SHOWING:

1. THE BOUNDARIES OF THE PROPERTY,
2. THE SPECIFIC LOCATION OF THE PROPERTY INCLUDING THE COUNTY TAX MAP NUMBER (where available), A COPY OF THE UNITED STATES GEOLOGICAL SURVEY 7.5 MINUTE TOPOGRAPHIC MAP SHOWING THE DISCHARGE POINT AND DOWNSTREAM FOR FIVE MILES, AND DIRECTIONS TO THE PROPERTY.
3. THE LOCATION AND DISTANCE TO ANY EXISTING OR PROPOSED BUILDINGS, WELLS, SEWAGE TREATMENT SYSTEMS, VPDES DISCHARGES, WATER SOURCES, WATER LINES, EASEMENTS, OR UTILITIES WITHIN 600 FEET OF ANY PART OF THE PROPOSED SEWAGE DISPOSAL SYSTEM, WHICH INDICATES THE DISCHARGE POINT, PROPERTY BOUNDARIES, WELLS, DOWNSTREAM SOURCES, ETC. FOR 0.5 MILES DOWNSTREAM.
4. THE IMPORTANT TOPOGRAPHIC FEATURES OF THE SITE (drainways, sinkholes, ponds, lakes, streams) INCLUDING THE LIMITS OF THE 100-YEAR FLOOD PLAIN,
5. THE PATH OF WASTEWATER FLOW TO THE RECEIVING YEAR-ROUND

STREAM,

6. A DIAGRAM OF THE EXISTING OR PROPOSED SEWAGE TREATMENT SYSTEM, INCLUDING THE LOCATION OF THE RESIDENCE/FACILITY AND THE INDIVIDUAL SEWAGE TREATMENT UNITS.
7. THE ELEVATION OF THE DISCHARGE POINT AND THE ELEVATION AND SLOPE EVERY FIFTY FEET FOR FIVE HUNDRED FEET DOWNSTREAM ALONG THE DISCHARGE PATH. ALSO INCLUDE THE SLOPE OF THE CHANNEL SIDES EVERY FIFTY FEET FOR FIVE HUNDRED FEET DOWNSTREAM ALONG THE DISCHARGE PATH..

I hereby give permission to the Health Department to enter onto the above referenced property for the purpose of processing this application. I certify that the property lines and the proposed location of the treatment system and discharge point are clearly marked and that the property is sufficiently visible to see the topography.

Signature of Property Owner

Date

As the applicant for a construction permit on the above referenced property, I certify that, to the best of my knowledge, the above information is and the attached site sketch and topographic map are true, correct, and complete. I understand that if the department finds a satisfactory site in response to this application that I will be required to submit a site plan and correct plans and specifications for the treatment system prepared by an engineer, and certified copies of any necessary easements,

Signature of Applicant

Date

As the applicant for an alternative discharging system construction and operations permit on the above referenced property, I hereby give permission to the Health Department, or their authorized agent, to enter onto the above referenced property for

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the purpose of inspecting the construction of and monitoring the operation and quality of effluent from my sewage treatment plant.

Signature of Applicant

Date

DEQ-WATER DIVISION CERTIFICATION

I hereby grant to duly authorized agents of the Department of Environmental Quality - Water Division, upon presentation of credentials, permission to enter the property for the purpose of determining the suitability of the General Permit. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Signature of Applicant

Date

Appendix E

Notice of Fee Requirements

As the owner applying for an Alternative Discharging Sewage Treatment System Permit, I understand that there is an initial charge of ____ for the application to be processed. The check is to be attached to the application and made out to the Virginia Department of Health and returned to the above address or the local Health Department. This permit will need to be periodically renewed which will require additional fees at that time.

As the owner, I also understand that there will be a fee, currently \$75.00, for the annual monitoring inspection conducted by the Health Department. Additional inspection(s) may require additional fees. I understand that I will be billed following the inspection(s).

Owner's Signature

Owner's Social Security Number

Date

Appendix F

Tag Sheet

Date	Initials	
Application received	_____	_____
Complete/assigned	_____	_____
Fee Determination	_____	_____
Site visit scheduled	_____	_____
Application to DEQ	_____	_____
General Permit received	_____	_____
OWP Review	_____	_____
Site evaluation	_____	_____
Issue/deny	_____	_____
Construction inspection	_____	_____
	_____	_____
Operation permit	_____	_____
	_____	_____
Supervisor's review check list		
Part 1		
VDH/DEQ Combined application	_____	_____
VDH onsite system evaluation	_____	_____
Consultant evaluation	_____	_____
VDH "no site found" letter	_____	_____
Check with local government	_____	_____
Part 2		
Discharge system site evaluation	_____	_____
Plans and specifications	_____	_____
Maintenance contract	_____	_____
Monitoring contract	_____	_____
Completed construction permit	_____	_____

Appendix G

(date)

(name), Regional Director, DEQ-Water Division Re: (property identification)
(address)
(city, state, zip)

Dear (name):

This letter is to confirm that VDH has been unable to locate an on-site sewage disposal system for (applicant's name) on the above referenced property. The Department has reviewed (#) potential sites on the property. The remainder of the property was reviewed by (soil consultant) and no potential sites were found. A copy of the consultant's report and findings are on file with the (locality) County Health Department. Both our review and the consultant's review considered conventional and alternative wastewater technology. Further, public and private sewerage system facilities are not available to this property.

This letter therefore confirms that the above referenced property complies with § 1.3 C of the Discharging Regulations.

Sincerely,

Environmental Health Specialist

Appendix H

(date)

(applicant's name)
(address)
(city, state, zip)

Dear (applicant's name):

On (date) I conducted a site evaluation for an alternative discharging system. I am pleased to confirm that a site was found that meets the setback distances and appears to meet the remaining site criteria established in the Discharge Regulations. Compliance with some of these remaining criteria can only be confirmed after grades are established by a surveyor or engineer. In order to complete your application for a construction permit, a completed site plan must be submitted. I am enclosing a check list of items that need to be included in the site plan. With these items we will be able to establish whether or not the site and design can conform with the regulations. After we have reviewed the site plan, and found it to comply with the Discharge Regulations, a construction permit will be issued.

A construction permit is valid for 18 months. The department will need to be called to inspect the system prior to covering any portion of the system. Additionally, before placing the system into operation, you will need to provide the department with a completion statement from the installer and valid monitoring and maintenance contracts executed with an individual or individuals authorized to perform these functions.

I hope this letter clearly explains what steps are necessary to obtain your construction permit and what is necessary to operate the system after installation. If you have any questions please feel free to call.

Sincerely,

Environmental Health Specialist

Appendix I

(date)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

(owner's name)
(address)
(city, state, zip)

Re: Tax Map # _____, Parcel Number _____
Property Address: _____
Health Department I.D. # _____

Dear (owner's name):

Based on conditions documented during the (date) site investigation at (address) , (city) , Virginia, your application for a permit to construct a Discharging Sewage Treatment System is denied. This denial is issued because (reference the requirements of the ADSTS Regulations for SFD's).

(Describe the current status of the property (undeveloped, failing on-site disposal system, etc.) and cite regulations that prohibit issuance).

You have the right to appeal this denial by procedures outlined in Part II, Article I, Section 2.11 of the Regulations (see enclosure). An appeal must be made in writing and received by the Department within sixty (60) days of the denial date. Further appeal pursuant to the Administrative Process Act (Section 9-6 14: et sec. of the Code of Virginia) is also possible.

Please contact me if you have questions or feel that I can be of assistance.

Sincerely,

(EHS's name),

Environmental Health Specialist

Enclosure: as stated

Appendix J

[Regional DEQ Letterhead]

[Date]

[Owner's Name]
[Owner's Address]

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

RE: VPDES General Permit No. VAG000001
[Facility Name]

Dear **[Owner's Name]**:

We have reviewed your Registration Statement received **[date of receipt]** and determined that this domestic sewage treatment facility is hereby covered under the referenced VPDES General Permit. A copy of the permit is enclosed. Please read it carefully because you are responsible for assuring that the treatment facility is operated and maintained in accordance with the limitations and conditions of the General Permit.

Receipt of this VPDES General Permit does not relieve any owner of the responsibility to comply with any other statute or regulation, including applicable regulations of the Department of Health adopted pursuant to Sections 32.1-163 and 32.1-164 of the Code of Virginia.

If you have any questions, please do not hesitate to contact us.

Sincerely,

[Name of Regional Permit Manager]
Regional Permit Manager

Enclosure: Permit No. VAG000001

cc: Local Health Department
(w/o enclosure)

Appendix K

GENERAL PERMIT FOR DOMESTIC SEWAGE DISCHARGES LESS THAN OR EQUAL TO 1,000 GALLONS PER DAY

AUTHORIZATION TO DISCHARGE UNDER THE VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM AND THE VIRGINIA STATE WATER CONTROL LAW

General Permit No.: VAG000001

Effective Date: August 1, 1991
Modification Date: July 1, 1992
Expiration Date: August 1, 1996

GENERAL PERMIT FOR DOMESTIC SEWAGE DISCHARGES
LESS THAN OR EQUAL TO 1,000 GALLONS PER DAY

AUTHORIZATION TO DISCHARGE UNDER THE
VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM
AND
THE VIRGINIA STATE WATER CONTROL LAW

In compliance with the provisions of the Clean Water Act, as amended and pursuant to the State Water Control Law and regulations adopted pursuant thereto, owners of domestic sewage discharges less than or equal to 1,000 gallons per day are

authorized to discharge to surface waters within the boundaries of the Commonwealth of Virginia, except those where Board Regulations or Policies prohibit such discharges.

The authorized discharge shall be in accordance with this cover page, Part I - Effluent Limitations and Monitoring Requirements, Part II - Monitoring and Reporting Requirements, and Part III - Management Requirements, as set forth herein.

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Permit No. VAG000001
 Page 1 of 1

PART I

A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS

1. During the period beginning with the permit's effective date and lasting until the permit's expiration date, the permittee is authorized to discharge from outfall serial number 001

Such discharges shall be limited and monitored by the permittee as specified below:

<u>EFFLUENT CHARACTERISTICS</u>	<u>DISCHARGE LIMITATIONS</u>		<u>MONITORING REQUIREMENTS</u>	
	<u>Instantaneous Minimum</u>	<u>Instantaneous Maximum</u>	<u>Frequency</u>	<u>Sample Type</u>
Flow (MGD)*	NA NL	1/year	Estimate	
BOD ₅	NA	30 mg/l	1/year	Grab
Suspended Solids	NA	30 mg/l	1/year	Grab
Fecal Coliform Bacteria**	NA	200/100 ml	1/year	Grab
Total Residual Chlorine	NANon-detectable		1/year	Grab
pH (standard units)	6.0 9.0	1/year	Grab	
Dissolved Oxygen	5 mg/l	NA	1/year	Grab

NL = No Limitation, monitoring required
 NA = Not Applicable

2. There shall be no discharge of floating solids or visible foam in other than trace amounts.

* The design flow of this treatment facility is less than or equal to 1,000 gallons per day

** Continuous disinfection capability shall be provided in order to maintain this effluent limit.

MONITORING AND REPORTING

A. Sampling and Analysis Methods

1. Samples and measurements taken as required by this permit shall be representative of the volume and nature of the monitored activity.
2. Unless otherwise specified in the permit all sample preservation methods, maximum holding times and analysis methods for pollutants shall comply with requirements set forth in Guidelines Establishing Test Procedures for the Analysis of Pollutants Under the Clean Water Act as published in the Federal Register (40 CFR 136).
3. The sampling and analysis program to demonstrate compliance with the permit shall at a minimum, conform to Part I of this permit.
4. The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will insure accuracy of measurements.

B. Recording of Results

For each measurement or sample taken pursuant to the requirements of this permit, the permittee shall record the following information:

1. The date, exact place and time of sampling or measurements;
2. The person(s) who performed the sampling or measurements;
3. The dates analyses were performed;
4. The person(s) who performed each analysis;
5. The analytical techniques or methods used; and
6. The results of such analyses and measurements.

C. Monitoring Records

All records and information resulting from the monitoring activities required by this permit, including all records of analyses performed and calibration and maintenance of instrumentation and recording from continuous monitoring instrumentation, shall be retained for five (5) years from the date of the sample, measurement, report or application.

Such records shall be made available to the Board upon request.

D. Reporting Requirements

The permittee shall report any unpermitted, unusual or extraordinary discharge which enters or could be expected to enter State waters. The permittee shall provide the following information regarding each such discharge immediately, that is as quickly as possible upon discovery, however, in no case later than 24 hours:

1. A description and cause of noncompliance;
2. The period of noncompliance, including exact dates and times and/or the anticipated time when the noncompliance will cease; and
3. Actions taken or to be taken to reduce, eliminate, and prevent recurrence of the noncompliance.

A written submission covering these points shall be provided within five days of the time the permittee becomes aware of the circumstances covered by this paragraph.

E. Signatory Requirements

Any registration statement, report, or certification required by this permit shall be signed as follows:

1. Registration Statement
 - a. For a corporation: by a responsible corporate official. For purposes of this section, a responsible corporate official means (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or

- operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25,000,000 (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- b. For a Municipality, State, Federal or other public agency by either a principal executive officer or ranking elected official. (A principal executive officer of a Federal, municipal, or State agency includes the chief executive officer of the agency or head executive officer having responsibility for the overall operation of a principal geographic unit of the agency).
 - c. For a partnership or sole proprietorship, by a general partner or proprietor respectively.
2. Reports - All reports required by permits and other information requested by the Board shall be signed by:
- a. One of the persons described in subparagraph 1., a., b., or c. of this section; or
 - b. A duly authorized representative of that person. A person is a duly authorized representative only if:
 - (1) The authorization is made in writing by a person described in subparagraph 1.a., b., or c. of this section; and
 - (2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, operator of a well or a well field, superintendent, or position of equivalent responsibility. (A duly authorized representative may thus be either a named individual or any individual occupying a named position).
 - (3) If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization must be submitted to the Board prior to or together with any separate information, or registration statement to be signed by an authorized representative.

3. Certification - Any person signing a document under paragraph 1. or 2. of this section shall make the following 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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

MANAGEMENT REQUIREMENTS

A. Change in Discharge or Management of Pollutants

1. Any permittee proposing a new discharge or the management of additional pollutants shall submit a new registration statement at least 60 days prior to commencing erection, construction, or expansion or employment of new pollutant management activities or processes at any facility. There shall be no commencement of treatment or management of pollutants activities until a permit is received.
2. All discharges or pollutant management activities authorized by this permit shall be made in accordance with the terms and conditions of the permit. The permittee shall submit a new registration statement 60 days prior to all expansions, production increases, or process modifications, that will result in new or increased pollutants. The discharge or management of any pollutant more frequently than, or at a level greater than that identified and authorized by this permit, shall constitute a violation of the terms and conditions of this permit.

B. Treatment Works Operation and Quality Control

1. Design and operation of facilities and/or treatment works and disposal of all wastes shall be in accordance with the registration statement. If facility deficiencies, design and/or operational, are identified in the future which could affect the facility performance or reliability, it is the responsibility of the permittee to correct such deficiencies.
2. All waste collection, control, treatment, management of pollutant activities and disposal facilities shall be operated in a manner consistent with the following:
 - a. At all times, all facilities and pollutant management activities shall be operated in a prudent and workmanlike manner so as to minimize upsets and discharges of excessive pollutants to State waters.
 - b. Maintenance of treatment facilities or pollutant management activities shall be carried out in such a manner that the monitoring and/or limitation requirements are not violated.

- c. Collected sludges shall be stored in such a manner as to prevent entry of those wastes (or runoff from the wastes) into State waters.

C. Adverse Impact

The permittee shall take all feasible steps to minimize any adverse impact to State waters resulting from noncompliance with any limitation(s) and/or conditions specified in this permit, and shall perform and report such accelerated or additional monitoring as is necessary to determine the nature and impact of the noncomplying limitation(s) and/or conditions.

D. Duty to Halt, Reduce Activity or to Mitigate

- 1. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.
- 2. The permittee shall take all reasonable steps to minimize, correct or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

E. Structural Stability

The structural stability of any of the units or parts of the facilities herein permitted is the sole responsibility of the permittee and the failure of such structural units or parts shall not relieve the permittee of the responsibility of complying with all terms and conditions of this permit.

F. Bypassing

Any bypass ("Bypass - means intentional diversion of waste streams from any portion of a treatment works") of the treatment works herein permitted is prohibited.

G. Compliance With State and Federal Law

Compliance with this permit during its term constitutes compliance with the State Water Control Law and the Clean Water Act.

Nothing in this permit shall be construed to preclude the institution of any legal action under, or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any other State law or regulation or under authority preserved by Section 510 of the Clean Water Act.

H. Property Rights

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any in- fringement of Federal, State, or Local Laws or regulations.

I. Severability

The provisions of this permit are severable.

J. Duty To Reregister

If the permittee wishes to be eligible to discharge under a general permit after the expiration date of this permit, the permittee must submit a new registration statement at least 60 days prior to the expiration date of this permit.

K. Right of Entry

The permittee shall allow authorized State and Federal representatives, upon the presentation of credentials:

1. To enter upon the permittee's premises on which the establishment, treatment works, pollutant management activities, or discharge(s) is located or in which any records are required to be kept under the terms and conditions of this permit;
2. To have access to inspect and copy at reasonable times any records required to be kept under the terms and conditions of this permit;
3. To inspect at reasonable times any monitoring equipment or monitoring method required in this permit;

4. To sample at reasonable times any waste stream, discharge, process stream, raw material or by-product; and
5. To inspect at reasonable times any collection, treatment, pollutant management activities or discharge facilities required under this permit.

For purposes of this section, the time for inspection shall be deemed reasonable during regular business hours, and whenever the facility is discharging or involved in managing pollutants. Nothing contained herein shall make an inspection time unreasonable during an emergency.

L. Transferability of Permits

This permit may be transferred to another person by a permittee if:

1. The current owner notifies the Board 30 days in advance of the proposed transfer of the title to the facility or property;
2. The notice includes a written agreement between the existing and proposed new owner containing a specific date of transfer of permit responsibility, coverage and liability between them; and
3. The Board does not within the 30-day time period notify the existing owner and the proposed owner of its intent to modify or revoke and reissue the permit.

Such a transferred permit shall, as of the date of the transfer, be as fully effective as if it had been issued directly to the new permittee.

M. Continuation of Expired General Permits

An expired general permit continues in force and effect until a new general permit is issued. Only those facilities authorized to discharge under the expiring general permit are covered by the continued permit.

N. Public Access to Information

All information pertaining to permit processing or in reference to any source of discharge of any pollutant, shall be available to the public.

O. Permit Modification

The permit may be modified when any of the following developments occur:

1. When a change is made in the promulgated standards or regulations on which the permit was based;
2. When an effluent standard or prohibition for a toxic pollutant must be incorporated in the permit in accordance with provisions of Section 307(a) of the Clean Water Act; or
3. When the level of discharge of or management of a pollutant not limited in the permit exceeds applicable Water Quality Standards or Water Quality Criteria, or the level which can be achieved by technology-based treatment requirements appropriate to the permittee.

P. Permit Termination

After public notice and opportunity for a hearing, the general permit may be terminated for cause.

Q. When an Individual Permit May Be Required

The Board may require any owner authorized to discharge under this permit to apply for and obtain an individual permit. Cases where an individual permit may be required include, but are not limited to, the following:

1. The discharger(s) is a significant contributor of pollution.
2. Conditions at the operating facility change altering the constituents and/or characteristics of the discharge such that the discharge no longer qualifies for a General Permit.
3. The discharge violates the terms or conditions of this permit.
4. A change has occurred in the availability of demonstrated technology or practices for the control or abatement of pollutants applicable to the point source.
5. Effluent limitation guidelines are promulgated for the point sources covered by this permit.

6. A water quality management plan containing requirements applicable to such point sources is approved after the issuance of this permit.

This permit may be terminated as to an individual owner for any of the reasons set forth above after appropriate notice and an opportunity for a hearing.

R. When an Individual Permit May be Requested

Any owner operating under this permit may request to be excluded from the coverage of this permit by applying for an individual permit. When an individual permit is issued to an owner the applicability of this general permit to the individual owner is automatically terminated on the effective date of the individual permit. When a General Permit is issued which applies to an owner already covered by an individual permit, such owner may request exclusion from the provisions of the General Permit and subsequent coverage under an individual permit.

S. Civil and Criminal Liability

Nothing in this permit shall be construed to relieve the permittee from civil and criminal penalties for noncompliance.

T. Oil and Hazardous Substance Liability

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under Section 311 of the Clean Water Act or Sections 62.1-44.34:14 through 62.1-44.34:23 of the Law.

U. Unauthorized Discharge of Pollutants

Except in compliance with this permit, it shall be unlawful for any permittee to:

1. Discharge into State waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances; or
2. Otherwise alter the physical, chemical or biological properties of such State waters and make them detrimental to the public health, or to animal or aquatic life, or to the uses of such waters for domestic or industrial consumption, or for recreation, or for other uses.

VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM
GENERAL PERMIT REGISTRATION STATEMENT

FOR DOMESTIC SEWAGE DISCHARGES
LESS THAN OR EQUAL TO 1,000 GALLONS PER DAY

1. Name of Facility/Residence
2. Location of Facility (City or County)
3. Facility Owner(s)

	Last Name	First Name	M.I.	
	Last Name	First Name	M.I.	
4. Address of Owner

	Street	City	State	Zip
--	--------	------	-------	-----
5. Phone

	Home	Work	
--	------	------	--
6. Location of Discharge (stream into which discharge occurs)

Attach a topographic or other map which indicates discharge point, property boundaries, wells, downstream houses, etc., for 1/2 mile downstream.
7. Amount of Discharge (gallons per day)
8. Are any pollutants other than domestic sewage to be discharged?
___Yes___No If yes, please indicate what:
9. Attach a diagram of the existing or proposed sewage treatment system, including the location of the facility/residence and the individual sewage treatment units.

(7/1/92)

(SEE BACK)

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Page 2.

10. The owner of any proposed treatment works or any treatment works which has not previously been issued a valid VPDES permit must attach to this Registration Statement notification from the governing body of the county, city or town in which the discharge is to take place that the location and operation of the discharging facility is consistent with all ordinances adopted pursuant to Chapter 11 (Section 15.1-427 et seq) of Title 15.1 of the Code of Virginia.
11. The owner of any proposed treatment works or any treatment works which has not previously been issued a valid VPDES permit must attach a notification from the Department of Health that an onsite sewage disposal system permit has been applied for and that the Department of Health has determined that there is no technology available to serve that parcel of land with an onsite system.
12. Are central sewage facilities available to this facility?
___Yes___No If yes, please explain:
13. Does this facility currently have a VPDES permit?
___Yes___No If yes, please provide Permit Number:

Certification:

I hereby grant to duly authorized agents of the State Water Control Board, upon presentation of credentials, permission to enter the property for the purpose of determining the suitability of the General Permit. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Signature(s) : _____ Date: _____

_____ Date: _____

For Water Control Board use only:

Accepted/Not Accepted by: _____ Date: _____

Basin _____ Stream Class _____ Section _____

Special Standards

FACT SHEET

ISSUANCE OF A GENERAL VPDES PERMIT
TO DISCHARGE TO STATE WATERS AND STATE
CERTIFICATION UNDER THE STATE WATER CONTROL LAW

The Virginia State Water Control Board has under consideration the issuance of a general permit for domestic sewage discharges less than or equal to 1,000 gallons per day.

Permit Number: VAG000001

Name of Permittee: Any owner of a domestic sewage discharge less than or equal to 1,000 gallons per day in the Commonwealth of Virginia agreeing to be regulated under the terms of this General Permit.

Facility Location: Commonwealth of Virginia

Receiving Waters: Surface waters within the boundaries of the Commonwealth of Virginia, except those where Board Regulations or Policies prohibit such discharges.

On the basis of preliminary review and application of lawful standards and regulations, the State Water Control Board proposes to issue the General Permit subject to certain conditions and has prepared a draft permit. The Board has determined that this category of discharges is appropriately controlled under a General Permit. The category of discharges to be included involves facilities with the same or similar types of operations and the facilities discharge the same or similar types of wastes. The draft General Permit requires that all covered facilities meet the same effluent limitations and monitoring requirements.

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FACT SHEET

General Permit for Domestic Sewage Discharges $\leq 1,000$ gpd
page 2.

Basis For Limitations:

<u>Parameter</u>	<u>Limitation</u>	<u>Basis</u>
BOD ₅	30 mg/l max.	Federal Effluent
TSS	30 mg/l max.	Guidelines for
pH	6.0 min.- 9.0 max.	Secondary Treatment
Dissolved Oxygen	5.0 mg/l min.	Virginia Water
Tot.Res.Cl ₂	Non-detect. max.	Quality Standards
Fecal Coliform	200/100ml. max.	

The General Permit will have a fixed term of five (5) years effective upon Board approval. Every authorization to discharge under this General Permit will expire at the same time and all authorizations to discharge will be renewed on the same date.

The Board will review existing individual permits prior to the time they are scheduled to be reissued to determine the discharge's eligibility for coverage under this General Permit. All existing permitted discharges that the Board believes are eligible for coverage under this permit will be notified by the Board of their eligibility for coverage prior to the time the individual permit is scheduled to be reissued. This notice will include a request that the owner submit a General Permit Registration Statement. Any existing permitted discharger may request an individual permit by submitting an appropriate application or they may request to be covered by this General Permit by filing the Registration Statement. Upon receipt of the Registration Statement, the Board will determine if the General Permit is appropriate. If it is determined to be appropriate, the Board will send a copy of the General Permit to the owner. If this General Permit is inappropriate, the owner will be so notified and the requirement that an individual permit is needed will remain in effect.

If an applicant for a proposed discharge appears to qualify for this General Permit, the applicant will be required to submit a General Permit Registration Statement. The Board will review the Registration Statements received and either: send a copy of the General Permit to those that qualify; or send a copy of the application for an individual permit to those that do not qualify.

FACT SHEET

MODIFICATION OF A GENERAL VPDES PERMIT
TO DISCHARGE TO STATE WATERS AND STATE
CERTIFICATION UNDER THE STATE WATER CONTROL LAW

The Virginia State Water Control Board has under consideration the modification of the general permit for domestic sewage discharges less than or equal to 1,000 gallons per day.

Permit Number: VAG000001

Name of Permittee: Any owner of a domestic sewage discharge less than or equal to 1,000 gallons per day in the Commonwealth of Virginia agreeing to be regulated under the terms of this General Permit.

Facility Location: Commonwealth of Virginia

Receiving Waters: Surface waters within the boundaries of the Commonwealth of Virginia, except those where Board Regulations or Policies prohibit such discharges.

The State Water Control Board intends to modify Parts III.A.1. and 2. of the general permit to reduce the deadline for submittal of registration statements from 180 days to 60 days prior to commencing construction of, or discharge from, a new discharge or prior to the expansion of an existing discharge. This change is intended to reduce the time delays between submittal of the registration statement and coverage under the general permit. The reduction of time is warranted in light of the shorter time required to process general permit registration statements compared to the processing of an application for an individual VPDES permit.

The Board also proposes to add a section at Part III.J. entitled Duty to Reregister requiring that if a permittee wishes to be covered by a general permit after the expiration of this permit, the permittee must submit a registration statement at least 60 days prior to the expiration date of this general permit. This section is analogous to the standard Duty to Reapply section which appears in every individual VPDES permit.

The registration statement is being modified to allow more than one owner to be identified, if necessary, and to clarify the intent of the Board in reference to the requirements for notification from the local governing body and the Department of Health. Also, the downstream distance to be included on the location map is defined as 1/2 mile. Spaces for agency staff to enter information on the stream classification of the receiving waters was also added.

Appendix L

Sewage Treatment Works Construction Permit



COMMONWEALTH OF VIRGINIA
Department of Health

Sewage Treatment Works Construction Permit

_____ is hereby granted permission to construct
a _____ Sewage Treatment Works that will consist of

and that will have a design capacity of

at _____ located in _____
(city, town, and/or county)

in accordance with the provisions of Title 32.1, Chapter 6, Article 2, Section 32.1-164, Code of Virginia As Amended and Section §2.15 of the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings of the Virginia Department of Health. This permit is in accordance with the Department's approval of plans, specifications and other documents as follows:

No part of this treatment works may be covered prior to inspection by the Health Department. Maintenance and monitoring contracts will be required before an operation permit can be issued for this treatment works.

Informational Sheet Attached () Yes () No
Engineering Description Sheet Attached () Yes () No

SYSTEM I.D. NO. _____ DATE _____ ISSUED BY: _____
Environmental Health Specialist

TAX MAP NO. _____

EXPIRATION DATE _____ DATE _____ REVIEWED BY: _____
Environmental Health Supervisor



COMMONWEALTH OF VIRGINIA

Department of Health

(1)

Sewage Treatment Works Construction Permit

(2) is hereby granted permission to construct a (3) Sewage Treatment Works that will consist of (4)

and that will have a design capacity of (5) at (6) located in (7) (city, town, and/or county)

in accordance with the provisions of Title 32.1, Chapter 6, Article 2, Section 32.1-164, Code of Virginia As Amended and Section §2.15 of the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings of the Virginia Department of Health. This permit is in accordance with the Department's approval of plans, specifications and other documents as Follows: (8)

No part of this treatment works may be covered prior to inspection by the Health Department. Maintenance and monitoring contracts will be required before an operation permit can be issued for this treatment works.

Informational Sheet Attached () Yes (9) () No
Engineering Description Sheet Attached () Yes (10) () No

SYSTEM I.D. NO. (11) DATE ISSUED BY: Environmental Health Specialist

TAX MAP NO. (12)

EXPIRATION DATE (13) DATE REVIEWED BY: Environmental Health Supervisor

INSTRUCTIONS FOR CONSTRUCTION PERMIT

1. The name of the local/district health department which is issuing the permit.
2. The owner of the sewage treatment works.
3. The type of permit being issued. This will be either a experimental, preliminary or general system.
4. A brief description of the system. This should include all units, model numbers and sizes.
5. The design capacity of the treatment facility. This may be more or less than the recommended design flow as indicated in the onsite regulations. The design flows in the onsite regulations are just that, design flows for subsurface systems, which may or may not be the average design flow used for a discharge system.
6. Actual physical location. This may be street address or rural route number and address.
7. As indicated this is the county, town or city.
8. This section should include who prepared the plans, the title and date of the plans and any other information that may be necessary for the approval of the system.
9. If any type of informational sheet is to be attached to the permit indicate yes. If not indicate no.
10. If item number 4 does not fully describe the treatment system, then an engineering description sheet (EDS) should be prepared. As a minimum, the EDS should include; the type, size and loading rates of all units; size and capacity of all blowers; and design flow.
11. System I.D. No.
12. & 13. Self explanatory

Appendix M

CONSTRUCTION INSPECTION FORM FOR DISCHARGING SYSTEMS

Owner Name: _____ System ID# _____

Address: _____ Tax Map-Parcel _____

Phone: _____

General: No portion of any system may be covered or used until inspected, corrections made if necessary, and approved, by the local health department or unless expressly authorized in writing by the local health department. All applicable sections contained in the Sewage Handling and Disposal Regulations shall be used to establish design and construction criteria contained in these regulations. (Section 3.9)

Type of Discharge: ___all weather stream ___intermittent stream
___dry ditch _____ ft.

Type of System Approval: ___general ___preliminary ___experimental

Design

NSF Standard 40 Class I Aerobic Treatment ___yes ___no

Manufacturer _____ Model

Distributor _____ Phone

Installer _____ Phone

___and ___or

___ Sand filter constructed in accordance with the generic design requirements developed by the Division of Onsite Sewage and Water Services

___ Sand filter constructed in accordance with plans prepared by _____, P.E.

___recirculating ___intermittent _____square feet

___siphon (describe & show design) ___pump (include curve) (describe)

___plans attached Installer:

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____and ____or

constructed wetland of 100 square feet (typical 3 BRM house), 18" deep, with a length to width ratio of about 4:1.

Installer: _____ Phone:

and: Chlorination system
Manufacturer: _____ Model

and: Dechlorination system
Manufacturer: _____ Model

and: ____post aeration ____steps ____mechanical

or: ____experimental system, design attached

If applicable, previous individual VPDES Permit # _____

System to be constructed in accordance with Article 3, Sections 3.9 and 3.10 of the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings, effective July 30, 1992.

1. Slope: Gravity sewer lines schedule 40 pipe, 1.25"/10' for 3" and 4" sewer lines.
Satisfactory _____ Unsatisfactory _____
2. Slope discharge line: 6"/100 ft., after primary or secondary treatment units.
Satisfactory _____ Unsatisfactory _____
3. Location of treatment unit: all piping and appurtenances shall be located in conformance with the approved plans.
Satisfactory _____ Unsatisfactory _____
4. Pumps: Installed according to plans and specifications: Where minimal grades cannot be maintained, detailed pump specifications shall be shown on the site plan in accordance with Part IV, Article 4 of the Sewage Handling and Disposal Regulations.
Satisfactory _____ Unsatisfactory _____

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5. Electrical: approved by the local building official. Weather tight, and permanent (hardwired).

Satisfactory _____

Unsatisfactory _____

6. Controls: Control panel provided with manual override switch, controls for automatically starting and stopping the pumps are based on water levels, float type controls should not be affected by flow entering the wet well (pump chamber)

Satisfactory _____

Unsatisfactory _____

7. Alarm: All mechanical treatment units are to be provided with an alarm system on a separate circuit from the remainder of the treatment unit. Alarm shall be audio and visual and located in an inhabited portion of the dwelling. All ATU'S alarms shall detect aerator failure and high water levels.

Satisfactory _____

Unsatisfactory _____

8. Sampling Ports: A 6" minimum sampling port connected to an approved effluent collection box at the chlorine contact chamber. Additionally, a separate sampling port shall be required after the dechlorination unit.

Satisfactory _____

Unsatisfactory _____

9. Chlorinator and contact chamber:

Satisfactory _____

Unsatisfactory _____

10. Dechlorinator:

Satisfactory _____

Unsatisfactory _____

11. Clean-out ports: Accessible from the surface of the ground within 10 feet of the influent invert of the treatment unit.

Satisfactory _____

Unsatisfactory _____

12. Aerator Function:

Satisfactory _____

Unsatisfactory _____ N/A ____

13. Ventilation: Positive ventilation shall be provided at pumping stations when personnel are required to enter the station for routine maintenance.

Satisfactory _____

Unsatisfactory _____

14. Post Aeration: Capable means of providing a minimum of 5.0 mg/l of D.O. at the discharge pipe as required by the General Permit. See appendix _____ for a diagram of approved step-aeration design. Other methods such as a Sample/reaeration chamber box are available and approved to provide a simple and economical way to provide final sampling and reaeration.

Satisfactory _____

Unsatisfactory _____

* IF A SANDFILTER IS PART OF THE SYSTEM, INSERT PAGE M-5 HERE.

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15. Posting of Discharge Pipe: sign must state that discharge pipe carries treated sewage effluent and is not suitable for human consumption. Also, the following must be on the sign:

1. Full name of permit holder Yes_____ No_____
2. Name and phone # of maintenance provider in maintenance contract Yes_____ No_____
3. Sign posted within 3 ft. of discharge pipe
Yes_____ No_____
4. Lettering at least one inch high and clearly legible
Yes_____ No_____
5. Sign plainly visible at a distance of 25 ft.
Yes_____ No_____

16. Comments:

Sand Filter -- First Inspection

Filter liner constructed of one of the following: (circle appropriate letter)

- a. clay compacted with a permeability of 10^{-6} cm/sec
- b. 28 ml vinyl liner
- c. concrete
- d. other material approved by the Division of Onsite Sewage and Water Services

Comments:

Watertight seal: where underdrain exits the filter

Satisfactory _____

Unsatisfactory _____

Filter materials: sand filter materials must meet specifications described in section 26.04.02 of Sewerage Regulations or as amended.

Satisfactory _____

Unsatisfactory _____

Pit dimensions _____x_____x_____

Underdrains - properly placed _____

Lower pit: Bedding gravel (0.25' - 1.50") _____

Pea gravel (0.250" - 0.375") _____

Proper setbacks _____

Sand Filter -- Second Inspection

Gravel _____

Underdrain vents _____

Head at distal end of pressure percolation lines _____

Appendix N

COMPLETION STATEMENT

Commonwealth of Virginia
Virginia Department of Health
_____ Health Department

Health Department ID #:

Name _____ of _____ Contractor _____ or _____ Engineer:
(company, corporation, individual)

Address:

Phone #: (____) _____

Owner's Name:

Owner's Address:

Location of Installation: Lot ____ Block ____ Section

Subdivision

Other

I hereby certify that the discharging sewage treatment system has been installed and constructed in accordance with the construction permit issued on _____ and the approved plans and specifications, if any, upon which that permit issuance was based, and is in compliance with Part III of the Alternative Discharging Sewage Treatment System Regulations for Individual Single Family Dwellings and, further, that the system complies with all applicable state and local regulations, ordinances and laws.

Signature _____

Date _____

Title _____ Contractor's or Engineer's License # _____

Appendix O

SEWAGE TREATMENT WORKS OPERATION PERMIT



COMMONWEALTH OF VIRGINIA

Department of Health

Sewage Treatment Works Operation Permit

_____ is hereby granted permission to operate
a Sewage Treatment Works having a design capacity of
_____ at
_____ located in
_____ (city, town, and/or county)

in accordance with the provisions of Title 32.1, Chapter 6, Article 2, Section 32.1-164, Code of Virginia As Amended and Section §2.22 of the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings of the Virginia Department of Health. This permit is in accordance with the Department's approval of plans, specifications and other documents as follows:

and with the understanding that _____ will operate the Sewerage Treatment Works in accordance With Section §2.22 of the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings of the Virginia Department of Health As Amended.

Engineering Description Sheet Attached () Yes () No

By direction of the State Health Commissioner

SYSTEM I.D. NO.

TAX MAP NO. _____

APPROVED _____

EFFECTIVE DATE _____

Environmental Health Specialist



COMMONWEALTH OF VIRGINIA

Department of Health

(1)

Sewage Treatment Works Operation Permit

(2) is hereby granted permission to operate a Sewage Treatment Works having a design capacity of (5)

at (6)

located in (7) (city, town, and/or county)

in accordance with the provisions of Title 32.1, Chapter 6, Article 2, Section 32.1-164, Code of Virginia As Amended and Section §2.22 of the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings of the Virginia Department of Health. This permit is in accordance with the Department's approval of plans, specifications and other documents as follows:

(8)

and with the understanding that (2) will operate the Sewage Treatment Works in accordance With Section §2.22 of the Alternative Discharging Sewage Treatment Regulations for Single Family Dwellings of the Virginia Department of Health As Amended.

Engineering Description Sheet Attached () Yes (10) () No

By direction of the State Health Commissioner

System I.D. No. (11)

TAX MAP NO. (12)

EFFECTIVE DATE (13)

APPROVED:

Environmental Health Specialist

INSTRUCTIONS FOR OPERATION PERMIT

1. The name of the local/district health department which is issuing the permit.
2. The owner of the sewage treatment works.
3. The type of permit being issued. This will be either a experimental, preliminary or general system.
4. A brief description of the system. This should include all units, model numbers and sizes.
5. The design capacity of the treatment facility. This may be more or less than the recommended design flow as indicated in the onsite regulations. The design flows in the onsite regulations are just that, design flows for subsurface systems, which may or may not be the average design flow used for a discharge system.
6. Actual physical location. This may be street address or rural route number and address.
7. As indicated this is the county, town or city.
8. This section should include who prepared the plans, the title and date of the plans and any other information that may be necessary for the approval of the system.
9. If any type of informational sheet is to be attached to the permit indicate yes. If not indicate no.
10. If item number 4 does not fully describe the treatment system, then an engineering description sheet (EDS) should be prepared. As a minimum, the EDS should include the type, size and loading rates of all units, size and capacity of all blowers, and design flow.
11. System I.D. No.
12. & 13. Self explanatory

Appendix P

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED
NOTICE OF OPERATIONAL DEFICIENCY**

Date

Owner's Name
Address

Through: Environmental Health Manager

RE: Discharging System
Tax Map , Parcel
Property Address

Dear:

This letter is to inform you that you are (state deficiency and the section of the regulations in violation).

We ask that you inform your maintenance contract holder of the above deficiencies and have them corrected by (give a reasonable time limit to be corrected).

Please notify us when these corrections have been made so that we may make another inspection.

Sincerely,

Environmental Health Specialist

cc: Regional Office, DEQ
Maintenance contract holder

Appendix Q

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date

Owner's Name
Address

Through: Environmental Health Manager

RE: Discharging System
Tax Map , Parcel
Property Address

Dear Owner:

This letter is a result of our inspection of the above referenced discharging system made on date.

During our inspection we found the system (describe problems and what parameters of the General Permit or the Discharging System Regulations are in violation).

Based on the above conditions, the following additional tests should be conducted by time in order to verify compliance with the general permit.

(List Parameters to be Tested)

Please forward the results of the recommended testing within 10 days from the date listed above. If permit compliance cannot be verified then a recommendation for appropriate enforcement action may be forwarded to the State Health Commissioner.

Please contact us if you have any questions or comments.

Sincerely,

Environmental Health Specialist

Appendix R

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

NOTICE OF VIOLATION

(date)

(inside address)

RE: (discharging system located at ...)

Dear (owner's name):

This letter is to inform you that you are in violation of the following parameters of the Department of Environmental Quality's General Permit for discharging sewage treatment systems:

(State parameters in violation, day, time and individual who sampled)

You will be required to (give actions required to correct problem, etc.) by (give time limit when this corrections or actions should be completed).

You are also required to conduct follow-up compliance testing of the parameters in the General Permit within 45 - 90 days from the last test date.

Please notify us when the above actions or corrections to the system have been completed so that we may make another follow-up visit.

This is not a case decision. If you disagree with our conclusions, please feel free to call and schedule a meeting so that we may discuss this situation further. In addition, you also have a right to appeal any of these requirements by writing to (District Health Director) to request an informal hearing.

Sincerely,

(name),

Environmental Health Specialist

cc: Monitoring/Maintenance Contractor

DEQ

Appendix S

TRACKING SHEET
DISCHARGING SYSTEMS
UNDER GENERAL PERMIT

PLEASE PRINT INFORMATION

OWNER'S NAME:

OWNER'S ADDRESS:

COUNTY (FIPS CODE):

ID#:

MANUFACTURER:

MODEL #:

SYSTEM DISCRIPTION:

DATE OF INSTALLATION:

IS THIS A 10/10 SYSTEM: YES NO

COMPETE ONE PAGE FOR EACH SYSTEM. THIS WILL LATER BE USED TO DEVELOPE THE DATABASE FOR THE DISCHARGING SYSTEM PROGRAM. ANY ADDITIONAL INFORMATION THE DISTRICT WISHES TO TRACK MAY BE KEPT. ONLY THE ABOVE INFORMATION NEEDS TO BE SUBMITTED TO THE TASK FORCE AT THE PRESENT TIME.

Appendix T

VDH TEST RESULT SUMMARY FOR DISCHARGING SYSTEMS

Owner: _____ Type of Approval: General
Address: _____ Preliminary
Tax Map, Parcel: _____ Experimental
VDH ID: _____

Type of System: ATU Sand Filter ATU & Sand Filter Other

Year _____

Informal Testing: SS Odor Color pH Contact Chamber Cl Outfall Cl

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Formal Testing: pH DO SS BOD5 Fecal

- 1st Quarter
- 2nd Quarter
- 3rd Quarter
- 4th Quarter

Additional Testing/Comments:

APPENDIX U

PROGRAM FOR EXCELLENCE

ENVIRONMENTAL HEALTH SERVICES

Discharging Sewage Treatment Systems Program

PRE-SITE DATA SHEET # 1

_____ Health Department

Period: _____ **through** _____

- _____ # Discharge Applications
- _____ # Discharge System Construction Permits Issued
- _____ # Discharge System Construction Permits Denied

- _____ # Discharge System Construction Inspections
- _____ # Discharge System Operation Permits Issued

- _____ # Discharge Systems in Operation Under General Permit
- _____ # Field Visits To Monitor Compliance of Systems in Operation

- _____ # Discharge Systems That Submitted Required Number of Formal Test Results
During Previous Year
- _____ # Discharge Systems With Formal Test Results Exceeding General Permit Limits

- _____ # Complaints Investigated Involving Discharge Systems
- _____ # Notice of Violation Letters
- _____ # Non-Routine Formal Tests Submitted
- _____ # Administrative Conferences
- _____ # Informal Hearings
- _____ # Operation Permits Suspended

- _____ # FTEs Devoted to Discharge Program
- _____ # Full-Time Equivalent Positions Vacant During Period

- _____ # Quality Assurance Field Audits in Discharge Program

PROGRAM FOR EXCELLENCE
ENVIRONMENTAL HEALTH SERVICES
Discharging Sewage Treatment Systems Program

ON-SITE CHECKLIST # 1

_____ Health Department

Period: _____ through _____

DISCUSS WITH ALL STAFF WORKING IN DISCHARGE PROGRAM:

1. Potential community needs, concerns, and initiatives not described in the data.
2. Training needs / strengths.
3. Resource needs - equipment, manpower, clerical support, laboratory services, other.
4. Evaluation of site evaluations, plan reviews, and construction permits.
5. Evaluation of construction inspections and operation permits.
6. Evaluation of compliance monitoring inspections.
7. Evaluation of data management - construction permit filing system, files for operating systems, sample result tracking system, and program management information.
8. Evaluation of enforcement activities.
9. Evaluation of educational activities.
10. Evaluation of effectiveness of public contact skills of field staff.
11. Evaluation of effectiveness of supervision/management.
12. Comments on program - strengths, problems, recommendations.

Note: Checklists for reviewing paperwork are not provided as there is great variation in what is involved to permit and construct different types of systems.

It is recommended that as part of the evaluation an evaluator accompany each environmental health specialist working in the program on at least one field visit.

APPENDIX V

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