|  |  |  |
| --- | --- | --- |
|  | <OfficeName>  <OfficeAddress>  <OfficeCity>, <OfficeProvince> <OfficePostalCode>  <OfficePhone> Voice  <OfficeFax> Fax |  |

< Date>

<OwnerName>

<OwnerMailingAddress>

<OwnerMailingCity>, <OwnerMailingProvince> <OwnerMailingPostalCode>

Subject: ***Alternative Discharging Sewage Treatment System* Startup Testing**

Health Department ID Number: <HDeptId>

**Approval Status: Generally Approved or Non-Generally Approved**

Tax Map Number: <LegalDescriptionTaxID>

Dear <OwnerContactFirst> <?#OwnerContactLast?OwnerName?OwnerContactLast>:

This is a reminder of the required startup testing for your Alternative Discharging Sewage Treatment System (Discharging System) located at <FacilityLocationAddress><PhysicalCity>, <PhysicalProvince> <PhysicalPostalCode>.The Owner is responsible for assuring the Discharging System is operated and maintained by an Operator. The Owner is also responsible for having an Operator visit the Discharging System at the frequency required and providing an Operator to collect any samples required.

All new discharging systems shall undergo formal startup compliance testing for parameters limited by the General Permit. The collection, storage, transportation, and analysis of all formal compliance samples shall be in accordance with the requirements of the General Permit.

**12VAC5-640-490.C.2.a**. states that, "For generally approved systems, the first formal compliance testing event shall occur 45 to 90 days after the system begins discharging. If the formal compliance test data indicate the system is in compliance with the General Permit, the the system will revert to annual formal compliance sampling in accordance with the General Permit. The initial sample may be used to comply with the first annual sampling requirement. If the testing data indicates that any parameter is out of compliance, subsection E of this section shall apply."

**12VAC5-640-490.C.2.**b. states that, "For non-generally approved systems, the first formal compliance testing event shall occur 45 to 90 days after the system begins discharging. Three additional formal compliance testing events are to occur quarterly and at least 60 days apart. If the four startup compliance test data indicate the system is in compliance with the General Permit, then the system will revert to annual formal compliance sampling in accordance with the General Permit. If the testing data indicates that any parameter is out of compliance, subsection E of this section shall apply."

**12VAC5-640-490.C.3**. states that, "Informal (process control) testing shall be conducted monthly for at least six consecutive months beginning the second full month after the issuance of the operation permit. After successful startup of the treatment system, informal testing shall be conducted semiannually at a minimum and any time formal compliance testing is conducted. Informal testing shall be in accordance with the approved operation and maintenance manual, which shall include at a minimum the tests listed in Table 3.3. The specific test, sample location, and frequency shall be itemized in the operation and maintenance manual for the treatment system."

**12VAC5-640-490.E.** The department may require additional formal compliance testing or informal testing, or both, as necessary to protect public health and the environment. Additional testing shall be based on observed problems and shall not be implemented routinely on all discharging systems.

1. Anytime a discharging system is found to be out of compliance with the effluent limitations of the General Permit, follow-up formal compliance testing shall be repeated between 45 and 90 days after the original samples were collected and the results reported to the local health department. Prior to re-sampling, the operator should attempt to determine the reason for the noncompliance and take corrective actions.

2. Anytime an informal test reveals a potential problem, additional formal or informal testing may be conducted to review the effectiveness of any repairs or adjustments.

3. Anytime the results of two consecutive formal compliance tests as specified in subdivision C 2 or D 1 of this section result in a violation of the effluent limitations of the General Permit, informal testing shall revert to monthly frequency until satisfactory results are obtained for six consecutive months. Nothing in this section shall preclude requiring the collection of samples for formal compliance testing as described in subdivisions C 2 and D 1 of this section to determine compliance with the effluent limitations set forth in the General Permit.

A list of licensed operators can be obtained by visiting <http://www.vdh.virginia.gov/EnvironmentalHealth/Onsite/ServiceProviders/>.

Please contact the <OfficeName> at <OfficePhone> if you have any questions regarding this letter or the approval status of your system.Thank you for your anticipated actions to ensure your Discharging System is functioning properly and fully complies with the regulations that protect public health and the environment.

Sincerely,

<EHO>, <EHOPosition>

Attachment: Table 3.3 INFORMAL (PROCESS CONTROL) TESTING

|  |
| --- |
| Table 3.3 INFORMAL (PROCESS CONTROL) TESTING |

|  |  |
| --- | --- |
| Treatment Unit | Informal Tests |
| Septic tank/trash tank | Sludge depth |
| Suspended growth biological treatment unit | Dissolved oxygen, settleabilty, pH, odor |
| Fixed film biological treatment unit | Dissolved oxygen (effluent from unit), pH, odor |
| Chlorine disinfection/dechlorination | TRC at end of contact tank (>1.0 mg/l),  TRC after dechlorination |
| Ultraviolet disinfection [UV] | Turbidity prior to UV |
| Final effluent | Dissolved oxygen, pH, odor, color |