

Appendix G

Virginia State University
MS-4 Permit: VAR040119

Pollution Prevention / Good Housekeeping
Standard Operating Procedures



Prepared for
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Capital Outlay & Facilities Management
PO Box 9414
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Table of Contents

<u>Section</u>		<u>Page</u>
1.0	Background Information.....	1
2.0	Existing Standard Operating Procedures	2
3.0	Additional Standard Operating Procedures	6
4.0	APPENDIX A – Existing Standard Operating Procedures	7
5.0	APPENDIX B – Additional Standard Operating Procedures	8
5.1	General Good Housekeeping Practices.....	8
5.2	Spill/Leak Cleanup	9
5.3	Parking Lot Maintenance.....	10
5.4	Salt/Deicing Application.....	11
5.5	Storm Drains	12
5.6	Vehicle/Equipment Storage & Maintenance.....	13
5.7	Vehicle/Equipment Fueling.....	14
5.8	Equipment Washing Areas	15
5.9	Storage & Disposal of Pesticides & Herbicides.....	16
5.10	Handling & Application of Pesticides & Herbicides	17
5.11	Grounds Maintenance	18



1.0 Background Information

Per the requirements of the General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 Permit), Virginia State University (VSU) is to develop and implement daily good housekeeping procedures, in accordance with Part I.E.6.a, for all applicable University operations

University operations such as vehicle/equipment storage and maintenance, grounds maintenance, and parking lot maintenance, along with work completed on the University by contractors, such as renovations, can be a source of stormwater pollution if good housekeeping practices are not being implemented. The Pollution Prevention/Good Housekeeping components of the MS4 Permit require the University to re-evaluate how its infrastructure is managed and develop written procedures that minimize or prevent pollutant discharge from their daily operations. The daily good housekeeping procedures will not only assist VSU in meeting the MS4 Permit requirements, but encourage University employees and contractors to use best management practices (BMPs) in their daily operations that will improve water quality.

Per Part. I.E.6.a of the MS4 Permit, the written procedures are designed to minimize or prevent pollutant discharge from daily operations such as (i) road, street, parking lot maintenance (including applying icing and deicing agents to roadways); (ii) renovation and significant exterior maintenance activities; (iii) discharging water from construction and maintenance activities; (iv) temporary storage of landscaping materials; (v) vehicle and equipment maintenance; and (vi) application, storage, transport, and disposal of pesticides, herbicides, and fertilizers. These written procedures, at a minimum, are designed to:

- (1) Prevent illicit discharges;
- (2) Ensure permittee staff or contractors properly dispose of waste materials, including landscape wastes and prevent waste materials from entering the MS4;
- (3) Prevent the discharge of wastewater or wash water not authorized in accordance with 9VAC25-890-20 D.3.u, into the MS4 without authorization under a separate VPDES permit;
- (4) Minimize the pollutants in stormwater runoff;



2.0 Existing Standard Operating Procedures

VSU currently follows several standard operating procedures that meet the requirements of Part II.E.6.a for activities listed in Part II.E.6.b of the MS4 Permit. Below is an overview of VSU's existing operational procedures outlined under each MS4 Permit requirement.

Objectives to be met by all good housekeeping procedures:

(1) Prevent illicit discharges

There are several University plans and policies addressing illicit discharge including the following: the Spill Prevention, Control, and Countermeasure Plan (SPCCP); the Oil Discharge Contingency Plan (ODCP); the Continuity of Operations Plan (COOP); the Heating Plant Emergency Action Plan; and the VSU Safety Manual. There are no enforcement actions or enforcement escalation procedures in place; however, due to the nature of the University, compliance is sought and achieved in a cooperative manner. Refer to Appendix A for each policy.

(2) Ensure the proper disposal of waste materials, including landscape wastes, and prevent waste materials from entering the MS4;

The University manages used oil, oil filters, paint and florescent light bulbs to ensure that their waste is disposed of in a responsible manner. The ODCP governs proper disposal of oil and oil filters, the Management of Paint and Paint Related Materials document provides guidance for the disposal of paint and, the Fluorescent Bulb Disposal Policy provides direction for the management of used fluorescent light bulbs. Refer to Appendix A for each policy.

The School of Engineering, Science, and Technology has developed and implemented a Chemical Hygiene Plan (CHP) that governs the disposal of any hazardous chemical waste generated in a laboratory in the Departments of Chemistry, Physics, or Biology.

The School of Agriculture has developed and implemented a Laboratory Safety Manual that governs the disposal of any hazardous chemical waste generated at the Agricultural Research Station.

In both cases, hazardous chemical waste is segregated by type and stored in approved designated locations until collected through a licensed facility. Materials that are non-hazardous can be disposed through sanitary sewer, which may require initial pH adjustment, or through the solid waste sanitation services. Refer to Appendix A for a copy of each plan.



Additional standard operating procedures to ensure disposal of landscape waste have been developed for implementation and are located in Appendix B.

- (3) Prevent the discharge of wastewater or wash water into the MS4 without authorization under a separate VPDES permit;

To the best of the University's knowledge, there are no cross connections between the storm sewer system and sanitary sewer system. As the University completes pipe maintenance projects throughout the campus, no overflow locations or cross connections have been located. The extent of inflow and infiltration into the sanitary sewer system is unknown. All indoor maintenance facility drains are connected to the sanitary sewer.

Vehicle wash water standard operating procedures are not applicable to the University. VSU washes all vehicles off campus at a permitted washing facility.

Standard operating procedures to prevent the discharge of wastewater or University equipment wash water into the MS4 without authorization under a separate VPDES permit have been developed for implementation and are located in Appendix B.

- (4) Minimize pollutants in the stormwater runoff.

Pollutant minimization is achieved by the University by implementing all good housekeeping standard operating procedures presented in this document. The following list of activities will explain how daily operations required to have good housekeeping procedures are to be executed to minimize pollutants. Appendix B has additional standard operating procedures utilized to minimize pollutants.

Activities required to have good housekeeping procedures:

- (1) Road, street, sidewalk, and parking lot maintenance and cleaning.

On a regular basis, roads, sidewalks, and parking lots are swept and cleared of significant debris or sediment. Spills are cleaned using approved spill kits and in accordance with good housekeeping standard operating procedures outlined in Appendix B.

During winter months, environmentally friendly deicer, and sand supplied by VDOT are applied when the weather dictates. The type of deicer and amount of deicer is tracked each season, and at the end of each season, the roads are vacuumed to remove any remaining deposits of deicer and sand. In accordance with Part I.E, no deicer containing urea or other forms of nitrogen or phosphorus will be employed at the University.



Additional Standard operating procedures to minimize pollutants in stormwater runoff from bulk storage areas into the MS4 have been developed for implementation and are located in Appendix B.

- (2) Renovation and significant exterior maintenance activities not covered under a separate VSMP construction general permit.

VSU has developed and implements Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management to prevent stormwater runoff from construction activities on Campus.

All renovation and exterior maintenance activities will adhere by general good housekeeping standard operating procedures, outlined in Appendix B.

- (3) Discharging water pumped from construction and maintenance activities not covered by another permit;

Utility construction and maintenance activities standard operating procedures are not applicable to the University. All water and sewer within the campus are owned and operated by Chesterfield County.

VSU has developed and implements Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management to prevent stormwater runoff from all other construction activities on Campus.

- (4) Temporary storage of landscaping materials

Standard operating procedures to prevent pollutant discharge into the MS4 from the temporary storage of landscaping materials are located in Appendix B.

All other landscaping work requiring temporary storage will adhere by general good housekeeping standard operating procedures, outlined in Appendix B, and the Nutrient Management Plan.



- (5) Maintenance of municipal-owned or operated vehicles and equipment to prevent pollutant discharge into the MS4 from leaking municipal automobiles and equipment;

Standard operating procedures to prevent pollutant discharge from leaking municipal automobiles and equipment into the MS4 have been developed for implementation and are located in Appendix B.

- (6) Application of materials, including pesticides and herbicides, is conducted in accordance with the manufacturer's recommendations.

Several BMPs are in place to protect water quality with respect to pesticides and herbicides. The Facilities Management grounds staff utilizes a nutrient management plan and requires certified applicators. In addition, integrated pest management practices are required for all pesticide application. All fertilizers, pesticides, and herbicides are located in a standalone chemical storage building on campus. Further, information about pest management practices and research is available through a series of webpages developed by the College of Agriculture.

Additional Standard operating procedures to ensure application of materials is conducted in accordance with the manufacturer's recommendations have been developed for implementation and are located in Appendix B.

- (7) Application of materials, including fertilizers, is conducted in accordance with the manufacturer's recommendations.

Several BMPs are in place to protect water quality with respect to fertilizers. The Facilities Management grounds staff utilizes a nutrient management plan and requires certified applicators. All fertilizers, pesticides, and herbicides are located in a standalone chemical storage building on campus.

Additional Standard operating procedures to ensure application of materials is conducted in accordance with the manufacturer's recommendations have been developed for implementation and are located in Appendix B.



3.0 Additional Standard Operating Procedures

Though VSU currently has several standard operating procedures in place to minimize and prevent pollutant discharges from the campus daily operations, additional procedures have been developed in order to meet all MS4 permit requirements. Refer to Appendix B for VSU's additional standard operating procedures.



4.0 APPENDIX A – Existing Standard Operating Procedures

The following documents are incorporated into the standard operating procedures by reference to supplement those already in this plan.

- Spill Prevention, Control, and Countermeasure Plan (SPCC)
- Oil Discharge Contingency Plan (ODCP)
- Continuity of Operations Plan (COOP)
- Heating Plant Emergency Action Plan
- VSU Safety Manual
- School of Engineering, Science, and Technology Chemical Hygiene Plan (CHP)
- Agricultural Research Station Laboratory Safety Manual



5.0 APPENDIX B – Additional Standard Operating Procedures

5.1 General Good Housekeeping Practices

Purpose: To protect stormwater from pollutants by implementing general good housekeeping practices.

Practices:

- Do not dispose of leaves, grass clippings, tree trimmings, trash, oil, fuel, sediment, or any other pollutant into a storm drain or water body.
- Keep open, exposed areas clean and protected from precipitation.
- Keep equipment, stockpiles, chemicals, paints, etc. covered.
- Post signs and labels in problem areas and areas with hazardous materials.
- Consider additional control measures in conjunction with coverings; including curbing, grading, or elevating materials to divert stormwater run-on and to contain stormwater run-off.
- Identify and label any storm drain inlets at or near the facility to notify employees and contractors not to dispose of any materials or wastes.
- Do not wash down or hose down any outdoor work areas or trash/waste container storage areas except where wash water will only enter the sanitary sewer following treatment.
- Recycle wastes, used oil, solvents, grease rags, wash water, and other spent liquids. Store materials awaiting recycling under cover with secondary containment.
- Install secondary containment devices where appropriate. Secondary controls include curbing, drip pans, basins, sumps, oil/water separators, catch basin inserts, oil pads/skimers, and impervious work areas.
- Use oil/water separators, or other commercially-available devices to eliminate or minimize oil and grease pollution of stormwater runoff.
- Stabilize exposed soil areas to prevent soil from eroding during rain events. This can be done by applying mulch or permanent vegetation that will hold the soils in place.
- Install erosion and sediment controls such as silt fence, inlet protection, and dewatering filter bags during construction and utility maintenance activities.



5.2 Spill/Leak Cleanup

Purpose: To protect stormwater from spilled pollutants by implementing proper spill cleanup procedures and preventative measures.

Practices:

- Do not use water to clean up spills/leaks.
- Do not wash spills/leaks into storm drain or water body.
- Do not leave spill/leak without cleaning it up.
- Stop the source of the spill/leak immediately, if safe to do so.
- Contain any spilled/leaked liquids, if safe to do so.
- Cover the spill with absorbent material such as kitty litter, sawdust, or absorbent pads.
- Sweep up granules and dispose of properly.
- Install control measures on nearby storm drains and water bodies if spill could potentially reach the stormwater systems.
- Position mats to contain leaks from vehicles and equipment until they can be repaired.
- Use secondary containment under or around petroleum and chemical storage containers.



5.3 Parking Lot Maintenance

Purpose: To protect stormwater from trash and debris by properly cleaning and maintaining parking lots through general practices.

Practice:

- Do not hose down parking lots or sidewalks within parking lots.
- Do not sweep trash, sediment, or any other pollutants to or down a storm drain or water body.
- Do not place trash cans or dumpsters near a storm drain or water body.
- Do not place hazardous waste in a dumpster or trash can.
- Do not wash out dumpsters. Return to owner for cleaning at owner's facility. If municipally owned containers must be washed, do so in an approved location where wastewater is either recycled or treated before discharging to the sanitary sewer with approval.
- Locate trash cans or dumpsters on a flat concrete surface that does not drain towards a storm drain or water body.
- Ensure all trash cans and dumpsters within parking lots remain covered and have no leaks.
- Request/use dumpsters with properly plugged drain holes whenever possible.
- Pick up trash and debris and dispose of in covered trash can or dumpster.
- Empty trash cans and dumpsters often. Do not overfill trash cans or dumpsters.
- Provide properly-labeled recycling bins to reduce the amount of garbage disposed.



5.4 Salt/Deicing Application

Purpose: To protect stormwater from salt/deicers and sand by properly storing and applying the materials.

Practice:

- Do not store salt, sand, deicer, or snow near storm drain or water body.
- Do not dispose of salt, sand, deicer, or snow in a storm drain or water body.
- Apply minimal amount of salt, sand, or deicer as needed to be effective.
- When loading salt, sand, or deicer, take care to minimize salt spillage by not exceeding the capacity of equipment (i.e. front end loader, truck bed).
- Operate equipment at low speed for effective spreading.
- Control spread patterns to concentrate material where most effective.
- Consider use of deicing alternatives such as calcium magnesium acetate, potassium acetate, sand, etc. in sensitive areas.
- If using sand, use coarse, clean "washed" sand, which is free of fine particles and dust and easier to clean in the spring.
- Locate salt, sand, or deicer stockpiles on flat, covered, impervious sites that are protected from runoff and divert run-on around stockpile.
- Provide diversion where runoff leaves salt storage area to direct runoff to holding tank or stormwater treatment device.
- Where possible, remove snow manually without use of salt/deicer.
- Do not apply any deicing agent containing urea or other forms of nitrogen or phosphorus.



5.5 Storm Drains

Purpose: To protect stormwater from trash, debris, sediments, oil and grease, solvents, detergents, fertilizers, and other pollutants by routinely inspecting, cleaning, and maintaining storm drain systems.

Practice:

- Do not allow defective storm pipes or structures to go unrepaired.
- Do not discharge contaminated stormwater, storm drain flush water, or surface debris into storm drain or water body.
- Regularly clean storm drain systems, preferably in late winter and early spring. Give priority to areas with relatively flat grades as they rarely achieve high enough flows to flush out stormwater.
- If flushing out pipes, use vactor truck to vacuum up flush water and debris downstream from flush inlet.
- Discharge flush water and debris properly. Debris should be collected and taken to a permitted disposal site and flush water should be discharged to the sanitary sewer with approval.
- Regularly clean storm drain structures by removing trash, sediment, leaves, grass clippings, etc. from the inlet throats, grate tops, and structure sumps. Properly dispose of debris. Do not allow debris to accumulate.
- Use appropriate erosion and sediment control practices when performing repairs.



5.6 Vehicle/Equipment Storage & Maintenance

Purpose: To protect stormwater from solvents, antifreeze, battery acid, motor oil, fuel, grease, brake fluid, metals, and sediment by properly storing and maintaining the vehicles and equipment.

Practice:

- Do not park vehicles or place equipment over, on, or near a storm drain or water body.
- Do not store vehicles or equipment near storm drains or water bodies.
- Do not dispose of fluids in storm drains or water bodies.
- Whenever possible, store vehicles and equipment inside to minimize the potential for pollutant discharge in stormwater runoff. Where indoor storage is not possible, store on paved areas and under a covered facility.
- If storing vehicles and equipment inside, ensure floor drains have been properly connected and do not outfall into storm drain system. If the drain does outfall to a storm drain system, floor drain should be sealed.
- Store drums, tanks, and containers in low-traffic areas and on pallets.
- Store cracked batteries in leak-proof secondary containers.
- Store drip pans and draining boards in designated and marked holding tubs for reuse.
- Store limited amounts of solvents, antifreeze, motor oil, fuel, grease, etc. to prevent surplus or expiration of fluids. Store in a dry controlled area.
- Store salt, sand, or deicer in limited amounts under cover. If stockpiled outdoors, cover with tarp to minimize stormwater runoff and install fabric barrier around to capture polluted runoff.
- Perform all vehicle/equipment maintenance indoors.
- Use drip pans and other containment devices to prevent spills when performing maintenance.
- Move leaking vehicles and equipment indoors or under cover as soon as possible and use a drip pan to contain the leak. If possible, drain the leaking fluid and tag the vehicle/equipment to alert others of the leak.
- Clean equipment prior to placing in storage. Equipment shall be washed in a controlled location.
- Use non-hazardous cleaners when possible.
- Use steam cleaning, pressure washing, or aqueous washers instead of solvents.
- Drain oil filters before disposal or recycling and dispose of properly.
- Pour drip pan fluids in appropriate waste/recycle containers as the first step in clean up after repair work is completed.
- Dispose of or recycle all fluids properly.



5.7 Vehicle/Equipment Fueling

Purpose: To protect stormwater from gasoline and diesel fuel by properly maintaining fueling areas and by properly fueling vehicles and equipment.

Practice:

- Do not fuel vehicle or equipment near storm drain or water body.
- Do not hose down or bury fuel spill.
- Do not “top off” fuel tanks. This will minimize the possibility of spills.
- Use a permitted off-site facility such as a fuel/gas station to refuel vehicles and equipment, whenever possible.
- If refueling onsite, use a designated fueling area. Designated fueling area should contain a spill kit, spill response practices, and a covered garbage can for proper cleanup and disposal of spilled fuel.
- Cover fuel storage tanks whenever possible to prevent polluting stormwater runoff.
- Cover nearby storm drains during loading/transfer of fuel storage tanks.
- Use overflow protection devices on tanks and enclose fuel tanks with secondary containment.
- When fueling small equipment from portable containers, fuel in a designated area away from storm drains and water bodies. Use a funnel to minimize spills.
- Fuel carefully to minimize drips to the ground.
- Use absorbent material under small equipment during fueling to collect any drips, overflow, or leaks.
- For new or remodeled facilities, the fuel-dispensing area should be covered and paved with an impervious surface. The surface should be sloped to prevent ponding and contain a grade break that allows for polluted runoff to drain inward to a contained area and the remaining runoff to be diverted away from the fueling, storage, and disposal area.



5.8 Equipment Washing Areas

Purpose: To protect stormwater from detergents, oils, grease, and heavy metals by properly washing vehicles and equipment.

Practice:

- Do not release vehicle/equipment wash water into a storm drain or water body without prior authorization under a separate VPDES permit.
- Wash all vehicles and equipment in a controlled area (indoors when possible) designed to recycle, collect, or treat wash water prior to approved discharge to the sanitary sewer system.
- Use a commercial car wash for light duty vehicles.
- If washing vehicles/equipment outdoors, install curbs, berms, or dikes around outdoor wash area to control and contain wastewater. If recycling is not feasible, use wet/dry vacuum or vacuum truck to collect wash water and discharge to the sanitary sewer.
- Use drain guards (filter inserts) on nearby storm drain inlets to catch sediments and other pollutants that might enter the storm drains as a result of vehicle washing.
- Avoid detergents whenever possible. If detergents are necessary, a phosphate-free, non-toxic, biodegradable soap is recommended.
- Minimize water use when washing and rinsing.
- Procedure to wash a vehicle that is longer than the vehicle wash rack at the Physical Plant Building:
 - Park the vehicle so that the front half of the vehicle is directly over the vehicle wash rack catch basin
 - Wash and rinse the front half of the vehicle
 - Move the vehicle so the back half of the vehicle is directly over the vehicle wash rack catch basin
 - Wash and rinse the back half of the vehicle
 - This procedure is to ensure that all vehicle wash water enters the wash rack catch basin and that no vehicle wash water spills outside of the vehicle wash rack and enters a nearby storm drain.



5.9 Storage & Disposal of Pesticides & Herbicides

Purpose: To protect stormwater from untreated chemicals by properly storing and disposing of pesticides, herbicides, and fertilizers.

Practice:

- Do not store pesticides, herbicides, and fertilizers near storm drains or water bodies.
- Do not dispose of pesticides, herbicides, and fertilizers near or in storm drains or water bodies.
- Store pesticides, herbicides, and fertilizers in a covered container, off the floor, in a dry location according to the manufacturer's specifications.
- Where possible, store pesticides, herbicides, and fertilizers in an enclosed, controlled area. (i.e. locked storage shed or cabinet)
- Use proper containers for storing chemicals and clearly label.
- Use and clearly label secondary containers.
- Store Safety Data Sheets (SDS) near chemical storage areas.
- Order only the amount needed to prevent surplus or expired chemicals.
- Order chemicals just prior to usage to reduce storage time.
- Use entire order of chemicals to minimize disposal.
- Properly dispose of fertilizers and pesticides according to manufactures specifications and applicable regulations.
- Follow all applicable federal and state regulations for storing pesticides, herbicides, and fertilizers.



5.10 Handling & Application of Pesticides & Herbicides

Purpose: To protect stormwater from untreated chemicals by properly handling and applying pesticides, herbicides, and fertilizers.

Practice:

- Do not apply pesticides, herbicides, and fertilizers before a heavy rainfall.
- Do not dispose of pesticides, herbicides, and fertilizers in storm drains or water bodies.
- Only a Certified Pesticide Applicator may apply pesticides, herbicides, and fertilizers.
- Use proper Personal Protection Equipment (PPE) when handling and applying chemicals.
- All employees handling, mixing, and applying pesticides, herbicides, and fertilizers should be trained on the use of MSDS.
- Mix only enough chemical for immediate use.
- Follow manufacturer's recommendations for handling, mixing, and applying chemicals.
- Follow all federal and state regulations when handling, mixing, and applying pesticides, herbicides, and fertilizers.
- Mix pesticides, herbicides, and fertilizers in designated areas and away from storm drains or water bodies.
- Employees applying pesticides, herbicides, and fertilizers should read the MSDS for each product they use.
- Calibrate application equipment to ensure proper amount of product is applied.
- Use caution when broadcasting product near a waterway or storm drain structure.
- If fertilizer is broadcast or spilled on a sidewalk, street or driveway, sweep up the excess and dispose of properly.
- Promptly cleanup any spills or leakage. Use dry absorbent for liquids and sweep up solid product. Properly dispose of waste. Do not rinse with water.
- Use fertilizers with no phosphorous content.
- Pesticide application equipment should have an emergency shut-off switch.
- Use the least toxic product or method available to do the job.
- Use biodegradable products when available.
- Spot treat problem areas with pesticides rather than treating larger areas.
- Avoid broadcast spraying of pesticides or herbicides.
- Use the granular form of fertilizers, herbicides, and pesticides to minimize application losses. If using liquids, be aware of wind direction to avoid wind drift of chemicals.
- Apply products when ground is not frozen; fertilizer during the fall or spring as needed, pesticides and herbicides only as needed.



5.11 Grounds Maintenance

Purpose: To protect stormwater from organic matter, sediments, nutrients, and other pollutants by using proper mowing and irrigation techniques and by properly disposing of landscape waste.

Practice:

- Do not dispose of leaves, clippings, or compost in storm drain or water body.
- Do not pile leaves, clippings, and compost piles near a storm drain or water body.
- Do not dump gas from lawn mowing equipment, waste, or contaminated water in storm drain or water body.
- Do not refuel or change mower oil near storm drains.
- Mow only as low as needed for the area's intended use. Where possible, mow once or twice a year to allow for meadow growth.
- Use a bag to catch grass clippings and appropriately dispose of clippings.
- Water at appropriate times (no rain in forecast and cooler time of day) and do not overwater. Overwatering can result in excess runoff.
- If used for composting, use appropriate compost bin away from storm sewer or water body.
- If temporary stockpile is necessary, cover leaves, clippings, and compost piles with tarp or enclose with a barrier so that runoff does not enter storm drain system or water body.
- All landscape waste will be collected for pickup by a contractor for off-site composting.

Phase III MS4 General Permit Stormwater Pollution Prevention Plan

Virginia State University High Priority Facilities



June 30, 2017
Revised June 2024

Prepared By:
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Table of Contents

Overview

Evaluation Log

Inspection Log

SWPPP Modification Log

Discharge, Release, or Spill Records Log

Appendix A – Site Description and Map

Appendix B – Potential Pollutants and Sources

Appendix C – Potential Nonstormwater Discharges

Appendix D – Structural Control Measure Descriptions

Appendix E – Maintenance Schedule for SWM Facilities and Pollutant Source Controls

Appendix F – Standard Operating Procedures

Appendix G – Training Plan

Appendix H –Source Controls

Appendix I – Discharge, Release, or Spill Records

Appendix J – Annual Comprehensive Site Compliance Evaluation Form and Checklist

Appendix K – 2023 – 2028 MS4 General Permit



Overview

This Stormwater Pollution Prevention Plan (SWPPP) is a required document that has been developed and implemented in accordance with Part I.E.6.g of the Municipal Separate Storm Sewer System (MS4) Permit.

This plan has been organized in accordance with Part I.E.6.j of Permit which outlines the required contents of each SWPPP. These requirements are listed below and are addressed in each corresponding appendix with the exception of the logs, which are near the front of this document for ease of access.

- (a) A site description that includes a site map identifying all outfalls, direction of stormwater flows, existing source controls, and receiving water bodies;
- (b) A description and checklist of potential pollutants and pollutant sources;
- (c) A description of all potential nonstormwater discharges;
- (d) A description of all structural control measures, such as stormwater management facilities and other pollutant source controls, applicable to SWPPP implementation, such as oil-water separators, and inlet protection designed to address potential pollutants and pollutant sources at risk of being discharged to the MS4.
- (e) A maintenance schedule for all stormwater management facilities and other pollutant source controls applicable to SWPPP implementation described in Part I.E.6.h.4;
- (f) Site specific written procedures designed to reduce and prevent pollutant discharge that incorporate by reference applicable good housekeeping procedures required under Part I.E.6.a and b;
- (g) A description of the required applicable training as required in Part I.E.6.d.4;
- (h) An inspection frequency of no less than once per year and maintenance requirements for site specific source controls. The date of each inspection and associated findings and follow up shall be logged in each SWPPP;
- (i) A log of each unauthorized discharge, release, or spill incident reported in accordance with Part IV.G;
- (j) A log of modifications to the SWPPP made as a result of any unauthorized discharge, release, or spill in accordance with Part I.E.6.j or changes in facility activities and operation requiring SWPPP modification;
- (k) The point of contact for SWPPP implementation.

SWPPPs have been developed for all applicable high-priority facilities that have a potential for pollutant discharge.

This SWPPP must be readily accessible to all staff and inspectors. The point of contact for SWPPP Implementation on-site can be contacted to access the SWPPP and shall be:

Director of Capital Outlay

This is a living document. Major site changes related to site activities, operations, and site layout have to be documented and kept up to date in this SWPPP.

The overall goal of the MS4 Permit and ultimately the SWPPP is to minimize or eradicate stormwater and non-stormwater pollutant discharges from a site, and its corresponding activities.



Throughout each year, tasks within this SWPPP (site assessments, inspections, discharge records, and SWPPP modifications) have to be addressed and documented per the SWPPP requirements. These tasks are outlined below.

Task	Frequency	Completion Log	Procedures, Blank Forms, and Completed Forms
Comprehensive Site Compliance Evaluation	Annually	Page iii	Appendix J
Source Control Inspection	Annually	Page iv	Appendix H
Discharge, Release, or Spill Report	Each Incidence	Page v	Appendix I
SWPPP Modification Log	Each Incidence	Page vi	Refer to log



Annual Comprehensive Site Compliance Evaluation Log

This log serves as a quick summary of completed Annual Comprehensive Site Compliance Evaluations. Instructions, blank forms, and completed evaluations can be found in Appendix F.

Evaluation Date (mm/dd/yyyy)	Evaluator (Name and Position)	Are Revisions to Plan Required? (Y/N)	Revisions Made (mm/dd/yyyy and Name)
03/09/2016	M. Webb/K. Atkinson (Timmons Group)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	07/19/2016 (Timmons Group)
6/28/2018	M. Webb/M. Paul (Timmons Group)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NA
4/17/2019	M. Webb (Timmons Group)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	05/15/2019 (Timmons Group)
4/03/2020	M. Webb (Timmons Group)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NA
6/04/2021	J. Slagle (Timmons Group)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NA
06/01/2022	H. Fry (Timmons Group)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
06/27/2023	H. Fry (Timmons Group)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
05/30/2024	H. Fry (Timmons Group)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	06/2024 (Timmons Group)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	



Source Control Inspection Log

This log serves as a quick summary of completed Source Control Inspections. Instructions, blank forms, and completed evaluations can be found in Appendix G. Note: Virginia State University routinely inspects all Source Controls according to their MS4 Program Plan. See the current Program Plan as well as Annual Reports for inspection records.

Inspection Date (mm/dd/yyyy)	Source Control	Inspector (Name and Position)	Is Maintenance Required? (Y/N)	Date Maintenance Completed (mm/dd/yyyy)
4/27/2016	BMP 29 & 30	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
3/17/2017	BMP 29 & 30	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
5/24/2018	BMP 29 & 30	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
6/11/2019	BMP 29 & 30	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
3/6/2020	BMP 29, 30, 46, & 48	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
6/17/2021	BMP 29, 30, 46, & 48	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
5/24/2022	BMP 29, 30, 46, & 48	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
6/21/2023	BMP 29, 30, 46, & 48	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
6/20/2024	BMP 29, 30, 46, & 48	Timmons Group/Exact Stormwater Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to BMP records
			<input type="checkbox"/> Yes <input type="checkbox"/> No	



Discharge, Release, or Spill Records Log

This log serves as a quick summary of Discharges, Releases, or Spills that have occurred at this facility. Blank forms and completed reports can be found in Appendix H.

Date of Incident	Material	Quantity	Cause of Discharge, Release, or Spill	Cleanup and Disposal Method	Date Reported to DEQ (if applicable)



Modifications Log

This log serves as a summary of modifications made to the SWPPP as a result of any Discharges, Releases, or Spills that have occurred at this facility, or changes in facility activities and operation.

Date of Modification	Modifications Made	Reason for Modification	Notes



Appendix A

Site Description and Map



Site Description

Street Address: 1 Hayden Street

City: Petersburg State: VA Zip: 23806

Latitude: 37.2365 Longitude: -77.4199

Receiving Water Body Name: Appomattox River

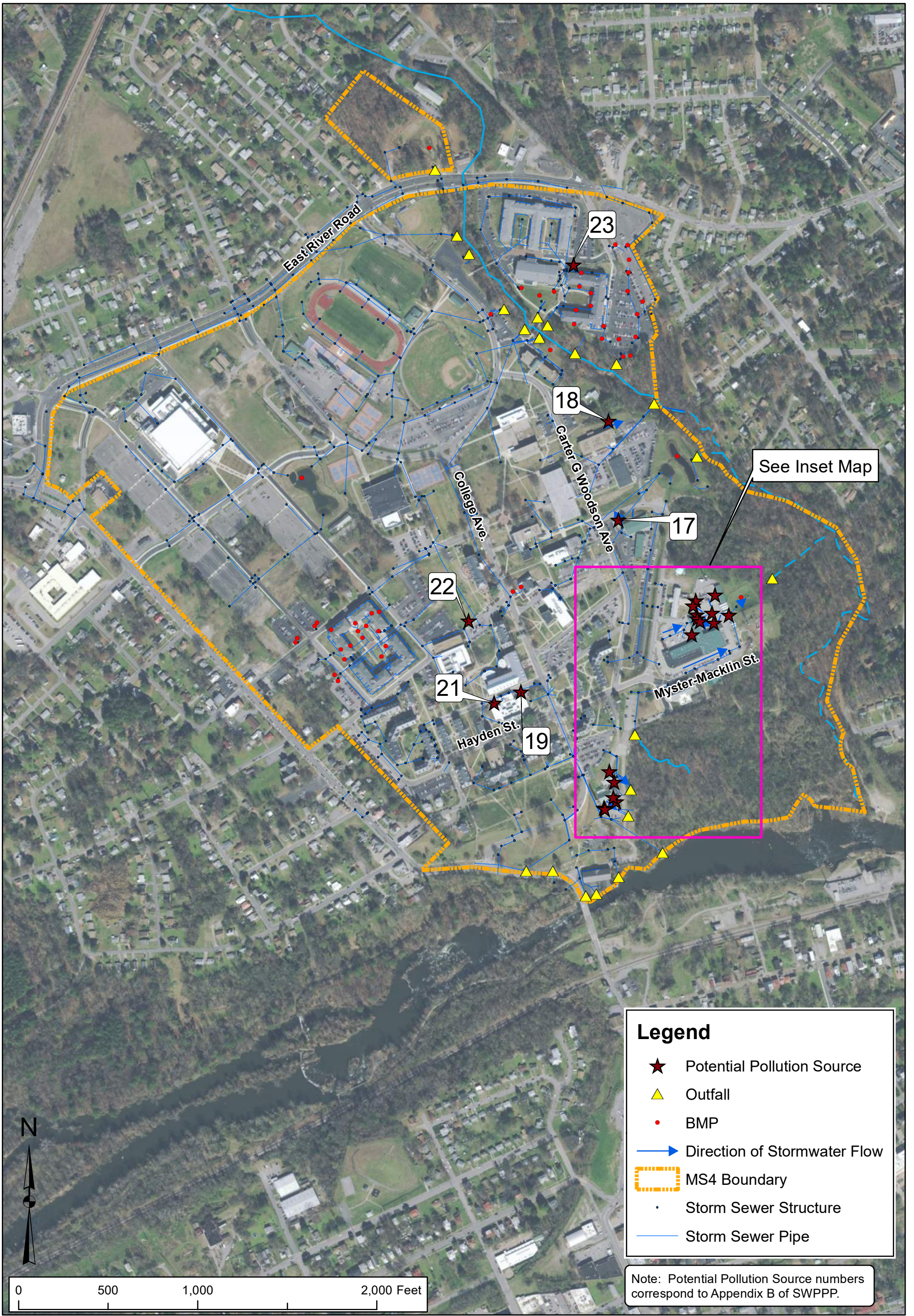
Impaired Waters (Yes/No): Yes

Additional Site Information:

Virginia State University (VSU) is a public university that serves Petersburg, VA and the greater surrounding areas. This plan focuses on the Municipal Separate Storm Sewer Systems (MS4) guidelines set forth by the Environmental Protection Agency (EPA).

The VSU campus encompasses approximately 236-acres of largely urban land with a 416-acre farm located off-campus for agricultural research. The campus is located in the village of Ettrick overlooking the Appomattox River and the City of Petersburg. The University is also surrounded by Chesterfield County and Colonial Heights. VSU has dormitories, facilities buildings, administrative buildings, athletic buildings, and academic buildings in conjunction with the agriculture research facility. The northern half of the campus contains the majority of the academic and athletic buildings and facilities, while the southern half contains dormitories and other administrative buildings. VSU is in operation year-round with a student population of approximately 5,000. The university offers baccalaureate and master's degree programs, doctoral degree programs, and certificates.

This plan focuses on four major areas. The Physical Plant Building drains to BMP 29 (stormwater detention) and then to Outfall 12, located due east of the property. This area drains to Fleets Branch, and subsequently to the Appomattox River. The Heating Plant, the southernmost of the buildings, drains to two outfalls located adjacent to the river and is not associated with a BMP. There are two Hazardous Waste storage buildings which drain to BMP 30 (stormwater detention) or directly to Fleet's Branch.



Virginia State University SWPPP Map May 2019





**Virginia State University
SWPPP Map (Inset)
May 2019**



Appendix B

Potential Pollutants and Sources



Potential Pollutants and Sources

Example Potential Pollutant Sources: Uncovered Trash Cans, Open, Deteriorated, or Leaking Containers, Uncovered Outdoor Storage Facilities, Unmaintained Containers/Storage, Gas Pump, Material Loading/Unloading areas, On-site Waste Disposal Practices, Maintenance Areas, Wash Down Areas, Areas Exposed to Erodible Soils, Unprotected stockpile areas.

Example Potential Pollutants: Oil, Grease, Fuel, Coolant, Lubricant, Solvents, Detergent, Acid Wash, Paint, Sediment, Soil, Salt, Sand, Raw Materials, Aggregates, Cement, Pesticides, Herbicides, Waste, Trash, Wastewater, Building Materials.

Date Added	Source and Location #	Potential Pollutant	Management Practice (Found in Appendix D)
4/21/2016	High Risk Inlet – (1, 6)	Oil, Grease, Fuel, Solvents, Sediment, Soil, Salt, Sand, Waste, Trash	SOP 5.1 and 5.5
4/21/2016	Refueling Station – (2)	Oil, Grease, Fuel, Coolant, Lubricant	SOP 5.7
4/21/2016	Used Oil Storage – (3)	Oil, Grease, Fuel	SOP 5.1
4/21/2016	Maintenance Bay – (4, 5, 9)	Oil, Grease, Fuel, Coolant, Lubricant	SOP 5.1
4/21/2016	Loading/Unloading Area – (4, 7, 9)	Minimal	SOP 5.1
4/21/2016	Solid Waste Receptacle – (8, 10)	Waste, Trash	SOP 5.3



Date Identified	Source and Photo #	Potential Pollutant	Management Practice (Found in Appendix D)
4/21/2016	Steam Plant Fuel Oil Backup – (11)	Fuel Oil	SOP 5.1, 5.2 and 5.6
4/21/2016	Steam Plant Fuel Oil Backup– (12)	Fuel Oil	SOP 5.1, 5.2 and 5.6
4/21/2016	Equipment Storage Area – (13)	Oil, Grease, Fuel, Coolant, Lubricant	SOP 5.6
4/21/2016	Electrical Transformer – (15)	Oil, Grease	SOP 5.1
4/21/2016	Boiler Plant – (16)	Oil, Grease, Fuel, Coolant, Lubricant	SOP 5.6
4/21/2016	Hazardous Waste Storage Area – (17, 18)	Waste, Chemicals	SOP 5.1
9/2016	Emergency Generators – (several throughout campus, no photo)	Diesel Fuel	<i>(See Spill Prevention, Control, and Countermeasure Plan)</i>
9/2016	Transformers – (several additional throughout campus, no photo)	Dielectric Oil	Inspected annually by onsite contractor GCA. <i>(See Spill Prevention, Control, and Countermeasure Plan)</i>
9/2016	Used Cooking Oil – (19)	Animal Fats, Vegetable Oil	Valley Protein collects periodically. <i>(See Spill Prevention, Control, and Countermeasure Plan)</i>
9/2016	Oil/Water Separator – (20, no photo)	Oil, Grease, Fuel	Effluent discharges to City of Petersburg WWTP. Unit is inspected periodically and emptied by contractor as needed. <i>(See Spill Prevention, Control, and Countermeasure Plan)</i>



Date Identified	Source and Photo #	Potential Pollutant	Management Practice (Found in Appendix D)
9/2016	Grease Traps – (21, 22, 23)	Animal Fats, Vegetable Oil	Effluent discharges to City of Petersburg WWTP. Units are inspected periodically and emptied by contractor as needed. <i>(See Spill Prevention, Control, and Countermeasure Plan)</i>
8/2017	Vehicle Wash Rack – (14)	Oil, Grease, Fuel, Cleaning Products	SOP 5.8 (wash rack drains to sanitary sewer)
5/2019	Loading Area – (24)	Misc.	SOP 5.4
5/2019	De-icer storage – (25)	De-icer chemicals	SOP 5.4
5/2024	Stockpiles (26)	Sediment, soil, salt, sand	SOP 5.1 and 5.11
5/2024	Fuel Tank	Fuel Oil	SOP 5.1, 5.2 and 5.6
5/2024	High Risk Inlet – (27, 29, 30)	Oil, Grease, Fuel, Solvents, Sediment, Soil, Salt, Sand, Waste, Trash	SOP 5.1 and 5.5



1: High Risk Inlet



2: Refueling Station



3: Used Oil Storage



4: Maintenance Bay (with trench drain)



5: Maintenance Bays



6: High Risk Inlet



7: Loading/Unloading Area



8: Solid Waste Receptacle



9: Loading/Unloading Area



10: Solid Waste Receptacle



11: Heating Plant (boiler backup fuel storage)



12: Heating Plant (boiler backup fuel storage)



13: Equipment Storage Area



14: Vehicle Wash Rack



15: Electrical Transformer



16: Heating Plant



17: Hazardous Waste Storage Area



18: Hazardous Waste Storage Area



19: Used Cooking Oil and Dumpsters



22: Used Cooking Oil and Dumpsters



23: Used Cooking Oil



24: Sand spreader



25: De-icer



26: Sand Stockpile



27: High Risk Inlet



28: Fuel Tank and Spill Kit



29: High Risk Inlet



30: High Risk Inlet



Appendix C

Potential Nonstormwater Discharges



Potential Nonstormwater Discharges

Nonstormwater discharges may include water line flushing, landscape irrigation, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, water from crawl space pumps, footing drains, street wash water, uncontaminated firefighting water discharges.

Date Identified	Potential Non-stormwater Discharge	Pollution Prevention Measures
4/2017	Wash rack near maintenance facility fuel island	<i>Pollution Prevention / Good Housekeeping Standard Operation Procedures</i> SOP 5.8 – Equipment Washing Areas The wash rack is infrequently used. Approximately 80% of all vehicle washing occurs at an off-site facility.



Appendix D

Structural Control Measure Descriptions



Structural Control Measure Descriptions

The following appendix will provide descriptions of the type of Best Management Practices (BMPs) and pollutant source controls used on campus by VSU to meet erosion, sediment control, and stormwater quality standards.

BMP Descriptions

1. Contech Proprietary Underground Practices

The information in the following systems refers to Contech Proprietary Underground Practices. Descriptions for these practices have referenced practice descriptions available on the Contech website (<https://www.conteches.com/>) as of June 2024.

1.1 CMP Stormwater Detention and Infiltration

The Contech Corrugated Metal Pipe (CMP) Stormwater Detention and Infiltration system is a customizable detention and infiltration system made of corrugated metal pipes which can have various pipe coatings and materials, diameters, corrugations, shapes, gages, outlet control devices, and so on. Pipes can be fully or partially perforated for infiltration and groundwater recharge applications or kept whole for detention purposes. They can be designed for heavy loading and high maximum cover, are available locally, and can contribute to LEED points if desired.

1.2 Filterra

Filterra systems intake stormwater through either a curb-inlet or rooftop disconnection directly routed to the Filterra. Water flows through a specifically designed filter media mixture contained in a landscaped concrete container. The filter media captures and immobilizes pollutants, which are subsequently decomposed, volatilized, and incorporated into the biomass of the Filterra's plant. Stormwater then flows into the underdrain system at the bottom of the container, where treated water is discharged.

1.3 StormFilter

The Stormwater Management StormFilter is an underground stormwater treatment device comprised of one or more structures that house rechargeable, media-filled cartridges that trap particulates and adsorb pollutants from stormwater runoff such as suspended total solids, hydrocarbons, nutrients, metals, and other common pollutants. There are media options available to allow targeting specific or multiple pollutants.



2. Delaware Sand Filter

Delaware Sand Filters were developed in the State of Delaware and consists of two parallel chambers divided by a weir wall. The first chamber serves as a sedimentation chamber, and the second chamber serves as a filter chamber. The filtered effluent is captured by perforated underdrains located beneath the filter layer. A third chamber, placed at the downstream end of the structure and abutting both the sedimentation and filtration chambers, serves as a volume and overflow release chamber. Water enters the sedimentation chamber first and then sheet flows into the filter chamber to be treated.

Information on Delaware Sand Filters sourced from Caltrans Delaware Sand Filters Design Guidance from December, 2020 (https://dot.ca.gov/-/media/dot-media/programs/design/documents/14_dg-delaware-sand-filters_ada.pdf) and cross checked against the the DEQ listing of the Virginia Stormwater Management Handbook, Volume I, First Edition from 1999 (<https://www.deq.virginia.gov/home/showpublisheddocument/14319/637873468448130000>).

3. Extended Detention Pond

An extended detention pond is designed to hold back water for 24 to 36 hours after each rain event. This detention enables particulate pollutants to settle out and reduces the peak discharge on the downstream channel, reducing erosive forces on receiving streams. Extended detention ponds are typically designed to achieve a minimum drawdown time, but can also be designed for channel protection using the “energy balance” method described in VSMP regulations, which may result in extended drawdown time. Note that because the primary pollutant removal mechanism of extended detention ponds rely on gravitational settling, they provide poor removal for soluble pollutants, such as nitrate and soluble phosphorus.

Information on Extended Detention Ponds sourced from the Virginia Stormwater BMP Clearinghouse 2013 DRAFT BMP Design Specifications (<https://www.deq.virginia.gov/our-programs/water/stormwater/stormwater-construction/bmp-clearinghouse>)

4. Ferguson R-Tank

The Ferguson Rain Tank (R-Tank) is an underground detention, infiltration, or rainwater harvesting system that has a high capacity with 90-95% void space, supports traffic loading, can be customized for infiltration and exfiltration or detention, and has a modular design to fit various shapes as needed for the site. Some kind of pre-treatment is necessary before runoff can enter the R-Tank; Ferguson recommends their Trash Guard Plus® system.



Information on the Ferguson R-Tank sourced from the Ferguson website (<https://www.fergusongss.com/product/r-tank-stormwater-modules/>).

5. Retention Basin Type III

This practice was built to the standards of the 1999 Stormwater Handbook. A Retention Basin by these standards is a stormwater facility that includes a permanent pool which holds water even during dry periods. Inflows from stormwater runoff may be temporarily stored above this permanent pool. "Type III" refers to the sizing of the basin being four times the required waer quality volume, with a target phosphorus removal efficiency of sixty-five (65) percent, suitable for sites that are sixty-seven to one hundred percent (67-100%) impervious.

Information on Retention Basin Type III sourced from the DEQ listing of the Virginia Stormwater Management Handbook, Volume I, First Edition from 1999 (<https://www.deq.virginia.gov/home/showpublisheddocument/14319/637873468448130000>).

6. Sand Filter

Sand filters are filtering practices that capture, temporarily store, and treat runoff by passing it through a sand filter, collecting filtered water in an underdrain, and returning it to the storm drain system. They are designed to treat runoff from small, highly impervious sites. Sand filters can be either surface filters or underground filters depending on site constraints.

Information on Sand Filter sourced from the Virginia Stormwater BMP Clearinghouse 2013 DRAFT BMP Design Specifications (<https://www.deq.virginia.gov/our-programs/water/stormwater/stormwater-construction/bmp-clearinghouse>)

7. Sorbtive Filter

Sorbitive media is an oxide-based, high surface area reactive engineered media that absorbs and retains large amounts of dissolved phosphorus. Sorbtive media does not desorb (leach) phosphorus. Sorbtive filters use sorbtive media in Filtering practices, which have design standards across all versions of the Stormwater Handbook.

8. Underground Irrigation Storage

Underground irrigation storage is a type of underground storage to be used for irrigation of grass, landscaping, or crops. This BMP, while similar in function and design to a modern cistern, was built before existing standards for rainwater harvesting were developed and therefore may not meet all updated criteria.



Pollutant Source Control Descriptions

Pollutant source control measures to be used at VSU include but are not limited to the following measures. This list will be updated annually.

1. Gutterbuddy

Gutterbuddies are lightweight curb inlet filters, installed around or across the inlet to filter sediment and debris while still allowing water to enter the inlet. Built in overflows drain water quickly during large storm events to prevent ponding. Gutterbuddies are long lasting and made from recycled synthetic fibers.

The information on the Gutterbuddy filter above referenced the practice description on the Ferguson Waterworks website (<https://www.fergusongss.com/product/gutterbuddy>) and is current as of June 2024.

2. Spill Kit

Spill kits are present on the campus in areas where spills are a concern, such as the fuel tank. These include materials used to absorb spills, equipment to clean up and dispose of contaminated materials once spill has been contained, and personal protective equipment (PPE) to protect workers cleaning up the spill from adverse impacts.

3. Used Transmission and Hydraulic Oil Containment Drum

The transmission and hydraulic oil containment drum on campus houses used oils to prevent spills and allow for contained removal of used oils from campus. The containment drum is located outdoors but is covered with a cap that can be opened to pour oil into the drum.



Appendix E

Maintenance Schedule for SWM Facilities and Pollutant Source Controls



Structural Control Measure Maintenance Procedures

The effectiveness of BMPs and Pollution Prevention measures depend on consistent inspection and routine maintenance. The General VPDES Permit for discharges of stormwater from Small Municipal Separate Storm Sewer Systems (MS4 Permit) states that a maintenance schedule for all stormwater management facilities and other pollutant source controls shall be included in each SWPPP. The maintenance schedule shall be evaluated and modified as necessary to accurately reflect the changing conditions on site.

BMP Maintenance

Maintenance ensures that each specific BMP is functioning to its proper design standards. Maintenance should be addressed as a holistic task that encompasses preventative, routine, and irregular (non-routine) maintenance activities. BMP maintenance should adhere to the following parameters:

- All BMPs should follow any applicable long term maintenance plan and schedule;
- If a long term maintenance plan has not been developed, or is not available for a particular BMP, maintenance should be addressed on an “as needed” basis and informed by the reports from annual inspections; and,
- All maintenance activities should be logged in the Source Control Inspection Log, provided on page v of this plan.

Source Control Maintenance

Maintenance ensures that other Source Control Measures are functioning as intended. Maintenance should be addressed as a holistic task that encompasses preventative, routine, and irregular (non-routine) maintenance activities. Source Control maintenance should follow the recommendations of any applicable technical specifications, and maintenance should occur on an “as needed” basis, informed by technical specifications and annual inspections. All maintenance activities should be logged in the Source Control Inspection Log, provided on page v of this plan.

Following the source control inspections and maintenance documentation, any revisions to the SWPPP, if needed, are to be completed within 90 days. Virginia State University has an active BMP inspection program implemented according to their MS4 Program Plan. See the current Program Plan and Annual Reports for details and records.



Appendix F

Standard Operating Procedures

Virginia State University
MS-4 Permit: VAR040119

Pollution Prevention / Good Housekeeping
Standard Operating Procedures



Prepared for
Virginia State University
Capital Outlay & Facilities Management
PO Box 9414
Virginia State University, VA 23806

June 1, 2015
Revised October 1, 2015
Revised June 2024

Prepared by: Timmons Group
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Richmond, VA 23225
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Table of Contents

<u>Section</u>		<u>Page</u>
1.0	Background Information.....	1
2.0	Existing Standard Operating Procedures	2
3.0	Additional Standard Operating Procedures	6
4.0	APPENDIX A – Existing Standard Operating Procedures	7
5.0	APPENDIX B – Additional Standard Operating Procedures	8
5.1	General Good Housekeeping Practices.....	8
5.2	Spill/Leak Cleanup	9
5.3	Parking Lot Maintenance.....	10
5.4	Salt/Deicing Application.....	11
5.5	Storm Drains	12
5.6	Vehicle/Equipment Storage & Maintenance.....	13
5.7	Vehicle/Equipment Fueling.....	14
5.8	Equipment Washing Areas	15
5.9	Storage & Disposal of Pesticides & Herbicides.....	16
5.10	Handling & Application of Pesticides & Herbicides	17
5.11	Grounds Maintenance	18



1.0 Background Information

Per the requirements of the General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 Permit), Virginia State University (VSU) is to develop and implement daily good housekeeping procedures, in accordance with Part I.E.6.a, for all applicable University operations

University operations such as vehicle/equipment storage and maintenance, grounds maintenance, and parking lot maintenance, along with work completed on the University by contractors, such as renovations, can be a source of stormwater pollution if good housekeeping practices are not being implemented. The Pollution Prevention/Good Housekeeping components of the MS4 Permit require the University to re-evaluate how its infrastructure is managed and develop written procedures that minimize or prevent pollutant discharge from their daily operations. The daily good housekeeping procedures will not only assist VSU in meeting the MS4 Permit requirements, but encourage University employees and contractors to use best management practices (BMPs) in their daily operations that will improve water quality.

Per Part. I.E.6.a of the MS4 Permit, the written procedures are designed to minimize or prevent pollutant discharge from daily operations such as (i) road, street, parking lot maintenance (including applying icing and deicing agents to roadways); (ii) renovation and significant exterior maintenance activities; (iii) discharging water from construction and maintenance activities; (iv) temporary storage of landscaping materials; (v) vehicle and equipment maintenance; and (vi) application, storage, transport, and disposal of pesticides, herbicides, and fertilizers. These written procedures, at a minimum, are designed to:

- (1) Prevent illicit discharges;
- (2) Ensure permittee staff or contractors properly dispose of waste materials, including landscape wastes and prevent waste materials from entering the MS4;
- (3) Prevent the discharge of wastewater or wash water not authorized in accordance with 9VAC25-890-20 D.3.u, into the MS4 without authorization under a separate VPDES permit;
- (4) Minimize the pollutants in stormwater runoff;



2.0 Existing Standard Operating Procedures

VSU currently follows several standard operating procedures that meet the requirements of Part II.E.6.a for activities listed in Part II.E.6.b of the MS4 Permit. Below is an overview of VSU's existing operational procedures outlined under each MS4 Permit requirement.

Objectives to be met by all good housekeeping procedures:

(1) Prevent illicit discharges

There are several University plans and policies addressing illicit discharge including the following: the Spill Prevention, Control, and Countermeasure Plan (SPCCP); the Oil Discharge Contingency Plan (ODCP); the Continuity of Operations Plan (COOP); the Heating Plant Emergency Action Plan; and the VSU Safety Manual. There are no enforcement actions or enforcement escalation procedures in place; however, due to the nature of the University, compliance is sought and achieved in a cooperative manner. Refer to Appendix A for each policy.

(2) Ensure the proper disposal of waste materials, including landscape wastes, and prevent waste materials from entering the MS4;

The University manages used oil, oil filters, paint and florescent light bulbs to ensure that their waste is disposed of in a responsible manner. The ODCP governs proper disposal of oil and oil filters, the Management of Paint and Paint Related Materials document provides guidance for the disposal of paint and, the Fluorescent Bulb Disposal Policy provides direction for the management of used fluorescent light bulbs. Refer to Appendix A for each policy.

The School of Engineering, Science, and Technology has developed and implemented a Chemical Hygiene Plan (CHP) that governs the disposal of any hazardous chemical waste generated in a laboratory in the Departments of Chemistry, Physics, or Biology.

The School of Agriculture has developed and implemented a Laboratory Safety Manual that governs the disposal of any hazardous chemical waste generated at the Agricultural Research Station.

In both cases, hazardous chemical waste is segregated by type and stored in approved designated locations until collected through a licensed facility. Materials that are non-hazardous can be disposed through sanitary sewer, which may require initial pH adjustment, or through the solid waste sanitation services. Refer to Appendix A for a copy of each plan.



Additional standard operating procedures to ensure disposal of landscape waste have been developed for implementation and are located in Appendix B.

- (3) Prevent the discharge of wastewater or wash water into the MS4 without authorization under a separate VPDES permit;

To the best of the University's knowledge, there are no cross connections between the storm sewer system and sanitary sewer system. As the University completes pipe maintenance projects throughout the campus, no overflow locations or cross connections have been located. The extent of inflow and infiltration into the sanitary sewer system is unknown. All indoor maintenance facility drains are connected to the sanitary sewer.

Vehicle wash water standard operating procedures are not applicable to the University. VSU washes all vehicles off campus at a permitted washing facility.

Standard operating procedures to prevent the discharge of wastewater or University equipment wash water into the MS4 without authorization under a separate VPDES permit have been developed for implementation and are located in Appendix B.

- (4) Minimize pollutants in the stormwater runoff.

Pollutant minimization is achieved by the University by implementing all good housekeeping standard operating procedures presented in this document. The following list of activities will explain how daily operations required to have good housekeeping procedures are to be executed to minimize pollutants. Appendix B has additional standard operating procedures utilized to minimize pollutants.

Activities required to have good housekeeping procedures:

- (1) Road, street, sidewalk, and parking lot maintenance and cleaning.

On a regular basis, roads, sidewalks, and parking lots are swept and cleared of significant debris or sediment. Spills are cleaned using approved spill kits and in accordance with good housekeeping standard operating procedures outlined in Appendix B.

During winter months, environmentally friendly deicer, and sand supplied by VDOT are applied when the weather dictates. The type of deicer and amount of deicer is tracked each season, and at the end of each season, the roads are vacuumed to remove any remaining deposits of deicer and sand. In accordance with Part I.E, no deicer containing urea or other forms of nitrogen or phosphorus will be employed at the University.



Additional Standard operating procedures to minimize pollutants in stormwater runoff from bulk storage areas into the MS4 have been developed for implementation and are located in Appendix B.

- (2) Renovation and significant exterior maintenance activities not covered under a separate VSMP construction general permit.

VSU has developed and implements Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management to prevent stormwater runoff from construction activities on Campus.

All renovation and exterior maintenance activities will adhere by general good housekeeping standard operating procedures, outlined in Appendix B.

- (3) Discharging water pumped from construction and maintenance activities not covered by another permit;

Utility construction and maintenance activities standard operating procedures are not applicable to the University. All water and sewer within the campus are owned and operated by Chesterfield County.

VSU has developed and implements Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management to prevent stormwater runoff from all other construction activities on Campus.

- (4) Temporary storage of landscaping materials

Standard operating procedures to prevent pollutant discharge into the MS4 from the temporary storage of landscaping materials are located in Appendix B.

All other landscaping work requiring temporary storage will adhere by general good housekeeping standard operating procedures, outlined in Appendix B, and the Nutrient Management Plan.



- (5) Maintenance of municipal-owned or operated vehicles and equipment to prevent pollutant discharge into the MS4 from leaking municipal automobiles and equipment;

Standard operating procedures to prevent pollutant discharge from leaking municipal automobiles and equipment into the MS4 have been developed for implementation and are located in Appendix B.

- (6) Application of materials, including pesticides and herbicides, is conducted in accordance with the manufacturer's recommendations.

Several BMPs are in place to protect water quality with respect to pesticides and herbicides. The Facilities Management grounds staff utilizes a nutrient management plan and requires certified applicators. In addition, integrated pest management practices are required for all pesticide application. All fertilizers, pesticides, and herbicides are located in a standalone chemical storage building on campus. Further, information about pest management practices and research is available through a series of webpages developed by the College of Agriculture.

Additional Standard operating procedures to ensure application of materials is conducted in accordance with the manufacturer's recommendations have been developed for implementation and are located in Appendix B.

- (7) Application of materials, including fertilizers, is conducted in accordance with the manufacturer's recommendations.

Several BMPs are in place to protect water quality with respect to fertilizers. The Facilities Management grounds staff utilizes a nutrient management plan and requires certified applicators. All fertilizers, pesticides, and herbicides are located in a standalone chemical storage building on campus.

Additional Standard operating procedures to ensure application of materials is conducted in accordance with the manufacturer's recommendations have been developed for implementation and are located in Appendix B.



3.0 Additional Standard Operating Procedures

Though VSU currently has several standard operating procedures in place to minimize and prevent pollutant discharges from the campus daily operations, additional procedures have been developed in order to meet all MS4 permit requirements. Refer to Appendix B for VSU's additional standard operating procedures.



4.0 APPENDIX A – Existing Standard Operating Procedures

The following documents are incorporated into the standard operating procedures by reference to supplement those already in this plan.

- Spill Prevention, Control, and Countermeasure Plan (SPCC)
- Oil Discharge Contingency Plan (ODCP)
- Continuity of Operations Plan (COOP)
- Heating Plant Emergency Action Plan
- VSU Safety Manual
- School of Engineering, Science, and Technology Chemical Hygiene Plan (CHP)
- Agricultural Research Station Laboratory Safety Manual



5.0 APPENDIX B – Additional Standard Operating Procedures

5.1 General Good Housekeeping Practices

Purpose: To protect stormwater from pollutants by implementing general good housekeeping practices.

Practices:

- Do not dispose of leaves, grass clippings, tree trimmings, trash, oil, fuel, sediment, or any other pollutant into a storm drain or water body.
- Keep open, exposed areas clean and protected from precipitation.
- Keep equipment, stockpiles, chemicals, paints, etc. covered.
- Post signs and labels in problem areas and areas with hazardous materials.
- Consider additional control measures in conjunction with coverings; including curbing, grading, or elevating materials to divert stormwater run-on and to contain stormwater run-off.
- Identify and label any storm drain inlets at or near the facility to notify employees and contractors not to dispose of any materials or wastes.
- Do not wash down or hose down any outdoor work areas or trash/waste container storage areas except where wash water will only enter the sanitary sewer following treatment.
- Recycle wastes, used oil, solvents, grease rags, wash water, and other spent liquids. Store materials awaiting recycling under cover with secondary containment.
- Install secondary containment devices where appropriate. Secondary controls include curbing, drip pans, basins, sumps, oil/water separators, catch basin inserts, oil pads/skimers, and impervious work areas.
- Use oil/water separators, or other commercially-available devices to eliminate or minimize oil and grease pollution of stormwater runoff.
- Stabilize exposed soil areas to prevent soil from eroding during rain events. This can be done by applying mulch or permanent vegetation that will hold the soils in place.
- Install erosion and sediment controls such as silt fence, inlet protection, and dewatering filter bags during construction and utility maintenance activities.



5.2 Spill/Leak Cleanup

Purpose: To protect stormwater from spilled pollutants by implementing proper spill cleanup procedures and preventative measures.

Practices:

- Do not use water to clean up spills/leaks.
- Do not wash spills/leaks into storm drain or water body.
- Do not leave spill/leak without cleaning it up.
- Stop the source of the spill/leak immediately, if safe to do so.
- Contain any spilled/leaked liquids, if safe to do so.
- Cover the spill with absorbent material such as kitty litter, sawdust, or absorbent pads.
- Sweep up granules and dispose of properly.
- Install control measures on nearby storm drains and water bodies if spill could potentially reach the stormwater systems.
- Position mats to contain leaks from vehicles and equipment until they can be repaired.
- Use secondary containment under or around petroleum and chemical storage containers.



5.3 Parking Lot Maintenance

Purpose: To protect stormwater from trash and debris by properly cleaning and maintaining parking lots through general practices.

Practice:

- Do not hose down parking lots or sidewalks within parking lots.
- Do not sweep trash, sediment, or any other pollutants to or down a storm drain or water body.
- Do not place trash cans or dumpsters near a storm drain or water body.
- Do not place hazardous waste in a dumpster or trash can.
- Do not wash out dumpsters. Return to owner for cleaning at owner's facility. If municipally owned containers must be washed, do so in an approved location where wastewater is either recycled or treated before discharging to the sanitary sewer with approval.
- Locate trash cans or dumpsters on a flat concrete surface that does not drain towards a storm drain or water body.
- Ensure all trash cans and dumpsters within parking lots remain covered and have no leaks.
- Request/use dumpsters with properly plugged drain holes whenever possible.
- Pick up trash and debris and dispose of in covered trash can or dumpster.
- Empty trash cans and dumpsters often. Do not overfill trash cans or dumpsters.
- Provide properly-labeled recycling bins to reduce the amount of garbage disposed.



5.4 Salt/Deicing Application

Purpose: To protect stormwater from salt/deicers and sand by properly storing and applying the materials.

Practice:

- Do not store salt, sand, deicer, or snow near storm drain or water body.
- Do not dispose of salt, sand, deicer, or snow in a storm drain or water body.
- Apply minimal amount of salt, sand, or deicer as needed to be effective.
- When loading salt, sand, or deicer, take care to minimize salt spillage by not exceeding the capacity of equipment (i.e. front end loader, truck bed).
- Operate equipment at low speed for effective spreading.
- Control spread patterns to concentrate material where most effective.
- Consider use of deicing alternatives such as calcium magnesium acetate, potassium acetate, sand, etc. in sensitive areas.
- If using sand, use coarse, clean "washed" sand, which is free of fine particles and dust and easier to clean in the spring.
- Locate salt, sand, or deicer stockpiles on flat, covered, impervious sites that are protected from runoff and divert run-on around stockpile.
- Provide diversion where runoff leaves salt storage area to direct runoff to holding tank or stormwater treatment device.
- Where possible, remove snow manually without use of salt/deicer.
- Do not apply any deicing agent containing urea or other forms of nitrogen or phosphorus.



5.5 Storm Drains

Purpose: To protect stormwater from trash, debris, sediments, oil and grease, solvents, detergents, fertilizers, and other pollutants by routinely inspecting, cleaning, and maintaining storm drain systems.

Practice:

- Do not allow defective storm pipes or structures to go unrepaired.
- Do not discharge contaminated stormwater, storm drain flush water, or surface debris into storm drain or water body.
- Regularly clean storm drain systems, preferably in late winter and early spring. Give priority to areas with relatively flat grades as they rarely achieve high enough flows to flush out stormwater.
- If flushing out pipes, use vactor truck to vacuum up flush water and debris downstream from flush inlet.
- Discharge flush water and debris properly. Debris should be collected and taken to a permitted disposal site and flush water should be discharged to the sanitary sewer with approval.
- Regularly clean storm drain structures by removing trash, sediment, leaves, grass clippings, etc. from the inlet throats, grate tops, and structure sumps. Properly dispose of debris. Do not allow debris to accumulate.
- Use appropriate erosion and sediment control practices when performing repairs.



5.6 Vehicle/Equipment Storage & Maintenance

Purpose: To protect stormwater from solvents, antifreeze, battery acid, motor oil, fuel, grease, brake fluid, metals, and sediment by properly storing and maintaining the vehicles and equipment.

Practice:

- Do not park vehicles or place equipment over, on, or near a storm drain or water body.
- Do not store vehicles or equipment near storm drains or water bodies.
- Do not dispose of fluids in storm drains or water bodies.
- Whenever possible, store vehicles and equipment inside to minimize the potential for pollutant discharge in stormwater runoff. Where indoor storage is not possible, store on paved areas and under a covered facility.
- If storing vehicles and equipment inside, ensure floor drains have been properly connected and do not outfall into storm drain system. If the drain does outfall to a storm drain system, floor drain should be sealed.
- Store drums, tanks, and containers in low-traffic areas and on pallets.
- Store cracked batteries in leak-proof secondary containers.
- Store drip pans and draining boards in designated and marked holding tubs for reuse.
- Store limited amounts of solvents, antifreeze, motor oil, fuel, grease, etc. to prevent surplus or expiration of fluids. Store in a dry controlled area.
- Store salt, sand, or deicer in limited amounts under cover. If stockpiled outdoors, cover with tarp to minimize stormwater runoff and install fabric barrier around to capture polluted runoff.
- Perform all vehicle/equipment maintenance indoors.
- Use drip pans and other containment devices to prevent spills when performing maintenance.
- Move leaking vehicles and equipment indoors or under cover as soon as possible and use a drip pan to contain the leak. If possible, drain the leaking fluid and tag the vehicle/equipment to alert others of the leak.
- Clean equipment prior to placing in storage. Equipment shall be washed in a controlled location.
- Use non-hazardous cleaners when possible.
- Use steam cleaning, pressure washing, or aqueous washers instead of solvents.
- Drain oil filters before disposal or recycling and dispose of properly.
- Pour drip pan fluids in appropriate waste/recycle containers as the first step in clean up after repair work is completed.
- Dispose of or recycle all fluids properly.



5.7 Vehicle/Equipment Fueling

Purpose: To protect stormwater from gasoline and diesel fuel by properly maintaining fueling areas and by properly fueling vehicles and equipment.

Practice:

- Do not fuel vehicle or equipment near storm drain or water body.
- Do not hose down or bury fuel spill.
- Do not “top off” fuel tanks. This will minimize the possibility of spills.
- Use a permitted off-site facility such as a fuel/gas station to refuel vehicles and equipment, whenever possible.
- If refueling onsite, use a designated fueling area. Designated fueling area should contain a spill kit, spill response practices, and a covered garbage can for proper cleanup and disposal of spilled fuel.
- Cover fuel storage tanks whenever possible to prevent polluting stormwater runoff.
- Cover nearby storm drains during loading/transfer of fuel storage tanks.
- Use overflow protection devices on tanks and enclose fuel tanks with secondary containment.
- When fueling small equipment from portable containers, fuel in a designated area away from storm drains and water bodies. Use a funnel to minimize spills.
- Fuel carefully to minimize drips to the ground.
- Use absorbent material under small equipment during fueling to collect any drips, overflow, or leaks.
- For new or remodeled facilities, the fuel-dispensing area should be covered and paved with an impervious surface. The surface should be sloped to prevent ponding and contain a grade break that allows for polluted runoff to drain inward to a contained area and the remaining runoff to be diverted away from the fueling, storage, and disposal area.



5.8 Equipment Washing Areas

Purpose: To protect stormwater from detergents, oils, grease, and heavy metals by properly washing vehicles and equipment.

Practice:

- Do not release vehicle/equipment wash water into a storm drain or water body without prior authorization under a separate VPDES permit.
- Wash all vehicles and equipment in a controlled area (indoors when possible) designed to recycle, collect, or treat wash water prior to approved discharge to the sanitary sewer system.
- Use a commercial car wash for light duty vehicles.
- If washing vehicles/equipment outdoors, install curbs, berms, or dikes around outdoor wash area to control and contain wastewater. If recycling is not feasible, use wet/dry vacuum or vacuum truck to collect wash water and discharge to the sanitary sewer.
- Use drain guards (filter inserts) on nearby storm drain inlets to catch sediments and other pollutants that might enter the storm drains as a result of vehicle washing.
- Avoid detergents whenever possible. If detergents are necessary, a phosphate-free, non-toxic, biodegradable soap is recommended.
- Minimize water use when washing and rinsing.
- Procedure to wash a vehicle that is longer than the vehicle wash rack at the Physical Plant Building:
 - Park the vehicle so that the front half of the vehicle is directly over the vehicle wash rack catch basin
 - Wash and rinse the front half of the vehicle
 - Move the vehicle so the back half of the vehicle is directly over the vehicle wash rack catch basin
 - Wash and rinse the back half of the vehicle
 - This procedure is to ensure that all vehicle wash water enters the wash rack catch basin and that no vehicle wash water spills outside of the vehicle wash rack and enters a nearby storm drain.



5.9 Storage & Disposal of Pesticides & Herbicides

Purpose: To protect stormwater from untreated chemicals by properly storing and disposing of pesticides, herbicides, and fertilizers.

Practice:

- Do not store pesticides, herbicides, and fertilizers near storm drains or water bodies.
- Do not dispose of pesticides, herbicides, and fertilizers near or in storm drains or water bodies.
- Store pesticides, herbicides, and fertilizers in a covered container, off the floor, in a dry location according to the manufacturer's specifications.
- Where possible, store pesticides, herbicides, and fertilizers in an enclosed, controlled area. (i.e. locked storage shed or cabinet)
- Use proper containers for storing chemicals and clearly label.
- Use and clearly label secondary containers.
- Store Safety Data Sheets (SDS) near chemical storage areas.
- Order only the amount needed to prevent surplus or expired chemicals.
- Order chemicals just prior to usage to reduce storage time.
- Use entire order of chemicals to minimize disposal.
- Properly dispose of fertilizers and pesticides according to manufactures specifications and applicable regulations.
- Follow all applicable federal and state regulations for storing pesticides, herbicides, and fertilizers.



5.10 Handling & Application of Pesticides & Herbicides

Purpose: To protect stormwater from untreated chemicals by properly handling and applying pesticides, herbicides, and fertilizers.

Practice:

- Do not apply pesticides, herbicides, and fertilizers before a heavy rainfall.
- Do not dispose of pesticides, herbicides, and fertilizers in storm drains or water bodies.
- Only a Certified Pesticide Applicator may apply pesticides, herbicides, and fertilizers.
- Use proper Personal Protection Equipment (PPE) when handling and applying chemicals.
- All employees handling, mixing, and applying pesticides, herbicides, and fertilizers should be trained on the use of MSDS.
- Mix only enough chemical for immediate use.
- Follow manufacturer's recommendations for handling, mixing, and applying chemicals.
- Follow all federal and state regulations when handling, mixing, and applying pesticides, herbicides, and fertilizers.
- Mix pesticides, herbicides, and fertilizers in designated areas and away from storm drains or water bodies.
- Employees applying pesticides, herbicides, and fertilizers should read the MSDS for each product they use.
- Calibrate application equipment to ensure proper amount of product is applied.
- Use caution when broadcasting product near a waterway or storm drain structure.
- If fertilizer is broadcast or spilled on a sidewalk, street or driveway, sweep up the excess and dispose of properly.
- Promptly cleanup any spills or leakage. Use dry absorbent for liquids and sweep up solid product. Properly dispose of waste. Do not rinse with water.
- Use fertilizers with no phosphorous content.
- Pesticide application equipment should have an emergency shut-off switch.
- Use the least toxic product or method available to do the job.
- Use biodegradable products when available.
- Spot treat problem areas with pesticides rather than treating larger areas.
- Avoid broadcast spraying of pesticides or herbicides.
- Use the granular form of fertilizers, herbicides, and pesticides to minimize application losses. If using liquids, be aware of wind direction to avoid wind drift of chemicals.
- Apply products when ground is not frozen; fertilizer during the fall or spring as needed, pesticides and herbicides only as needed.

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5.11 Grounds Maintenance

Purpose: To protect stormwater from organic matter, sediments, nutrients, and other pollutants by using proper mowing and irrigation techniques and by properly disposing of landscape waste.

Practice:

- Do not dispose of leaves, clippings, or compost in storm drain or water body.
- Do not pile leaves, clippings, and compost piles near a storm drain or water body.
- Do not dump gas from lawn mowing equipment, waste, or contaminated water in storm drain or water body.
- Do not refuel or change mower oil near storm drains.
- Mow only as low as needed for the area's intended use. Where possible, mow once or twice a year to allow for meadow growth.
- Use a bag to catch grass clippings and appropriately dispose of clippings.
- Water at appropriate times (no rain in forecast and cooler time of day) and do not overwater. Overwatering can result in excess runoff.
- If used for composting, use appropriate compost bin away from storm sewer or water body.
- If temporary stockpile is necessary, cover leaves, clippings, and compost piles with tarp or enclose with a barrier so that runoff does not enter storm drain system or water body.
- All landscape waste will be collected for pickup by a contractor for off-site composting.



Appendix G Training Plan



Training Plan

As of June 30, 2014, the University has established the following training schedule and program for appropriate employees:

Facilities Management staff will be trained in accordance with the following schedule and training program, including the following elements required by the permit that are applicable to the University's MS4 area:

The University will provide biennial training to applicable field personnel in the recognition and reporting of illicit discharges.

The University will provide biennial training to applicable employees in good housekeeping and pollution prevention practices that are to be employed during road, street, and parking lot maintenance.

The University will provide biennial training to applicable employees in good housekeeping and pollution prevention practices that are to be employed in and around maintenance and public works facilities.

The University will ensure that employees and contractors who apply pesticides and herbicides are properly trained or certified in accordance with the Virginia Pesticide Control Act.

The University shall ensure that applicable employees obtain the appropriate certifications as required under the Virginia Erosion and Sediment Control Law and its attendant regulations.

The University will provide biennial training to applicable employees in good housekeeping and pollution prevention practices that are to be employed in and around recreational facilities.

The appropriate emergency spill response employees will have training in emergency spill response.

The University will keep documentation on each training event including the training date, the number of employees attending the training, and the objective of the training for a period of 3 years after each training event.



Appendix H

Source Controls



Site Specific BMP Inspection Procedures and Maintenance

The effectiveness of BMPs and Pollution Prevention measures depend on consistent inspection and routine maintenance. The General VPDES Permit for discharges of stormwater from Small Municipal Separate Storm Sewer Systems (MS4 Permit) states that an inspection and maintenance schedule for source control BMPs shall be included in each SWPPP. The inspection and maintenance schedule shall be evaluated and modified as necessary to accurately reflect the changing conditions on site. At a minimum, BMP inspections shall:

- Occur at least once annually;
- Include a visual inspection, and documentation of deficiencies, for all structural and non-structural BMPs and Pollution Prevention measures;
- Address any follow up maintenance activities/corrective action that may be needed;
- Include BMP specific comments that help define any reoccurring maintenance activities or routine maintenance issues (i.e. BMP is filled with trash and sediment, BMP has an oily sheen on surface, etc.)
- Include photo documentation that illustrates BMP locations, identified deficiencies, and SWPPP implementation progress;
- Be documented in an Inspection Report, as specified by the MS4 Program Plan and documented in each MS4 Annual Report.

Maintenance ensures that each specific BMP is functioning to its proper design standards. Maintenance should be addressed as a holistic task that encompasses preventative, routine, and irregular (non-routine) maintenance activities. BMP maintenance should adhere to the following parameters:

- All BMPs should follow any applicable long term maintenance plan and schedule;
- If a long term maintenance plan has not been developed, or is not available for a particular BMP, maintenance should be addressed on an “as needed” basis; and,
- All maintenance activities should be logged in the Source Control Inspection Log, provided on page v of this plan.

Following the source control inspections and maintenance documentation, any revisions to the SWPPP, if needed, are to be completed within 90 days.

Virginia State University has an active BMP inspection program implemented according to their MS4 Program Plan. See the current Program Plan and Annual Reports for details and records.



Appendix I

Discharge, Release, or Spill Records

FACILITY SPILL, RELEASE, or DISCHARGE REPORT

Site Name: _____

Date of Incident: _____ Site Manager: _____

Description of Incident: _____

Cause of Incident: _____

Volume of Spill/Release/Discharge: _____

Length of Time Spill/Release/Discharge Continued: _____

Expected Length of Time Spill/Release/Discharge will Continue: _____

Expected Total Volume if Spill/Release/Discharge Continues: _____

Method of Cleanup: _____

Measures Recommended to Avoid Similar Future Incident: _____

Reporting Required (Y/N): _____ Reported to: _____

Date/time: _____ Phone Number: _____



Appendix J

Annual Comprehensive Site Compliance Evaluation Form and Checklist



Annual Comprehensive Site Compliance Evaluation Procedures

An Annual Comprehensive Site Compliance Evaluation ensures that significant changes in facilities or facility activities are identified and then reflected in the site SWPPP. The Annual Site Evaluation shall include the following tasks:

- Visual inspection of all potential pollutant sources that may enter the stormwater drainage system via both stormwater or non-stormwater discharges;
- A review and assessment of all BMPs and Pollution Prevention/Good Housekeeping measures to determine whether they are adequate and properly implemented, or whether additional practices or measures are needed; and
- Visual inspection of all equipment needed to implement the SWPPP, such as spill response equipment, drip pans, brooms or vacuum sweepers, or containers used for absorbents.

The Annual Comprehensive Site Compliance Evaluation shall be documented with the following information:

- Identification of personnel performing the evaluation;
- The date(s) of the evaluation;
- Findings of the evaluation;
- Recommended modifications of the SWPPP;
- Schedule for implementing SWPPP revisions; and,
- Any incidents of non-compliance and the corrective action taken.

Following the evaluation, any revisions to the SWPPP, if needed, shall be completed within 90 days. The Comprehensive Site Compliance Evaluation Form and Evaluation Checklist can be found in this Appendix. Completed inspections should be kept at the back of this Appendix. The log on page iv should be used to track Annual Evaluations and document any revisions made.

Phase II MS4 General Permit - SWPPP
Site Evaluation Checklist

Facility: Virginia State University

Date:

Check each activity present on site. If present, complete each checklist row for that specific activity			
Vehicle/Equipment - Fueling: <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes	No	N/A
1. Fueling area is designed to prevent run on of stormwater and the runoff of spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Employees are trained in proper fueling and cleanup procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Absorbent materials are used on small spills rather than hosing down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Daily inspections performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Pump island is inspected regularly for spills and leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/Equipment - Washing/Steam Cleaning: <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes	No	N/A
1. A designated wash area is used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The wash area is equipped with a BMP and is connected to a sanitary sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The designated wash area is properly designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The BMP is cleaned regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/Equipment - Maintenance and Repair: <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes	No	N/A
1. Maintenance is done in a designated area only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Equipment is kept clean, with no build-up of oil and grease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Drip pans and containers are used under areas that may drip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Used oil and oil filters, antifreeze, batteries, fluids, etc. are recycled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Loading/Unloading of Materials: <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes	No	N/A
1. Delivery vehicles are parked so that spills and leaks can be contained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The loading/unloading dock is covered to reduce exposure of materials to rain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The loading/unloading area is designed to prevent stormwater run on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fork lift operators are properly trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Container Storage of Materials: <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes	No	N/A
1. Materials are covered to protect from rainfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Materials are protected from run on and runoff of stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Waste dumpsters are covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazardous materials are stored in a properly designed storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Process Equipment Operation and Maintenance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes	No	N/A
1. The area is covered with a permanent roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Berming and drainage routing is used to minimize contact of stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The equipment area is swept after each use of machine or at the end of each day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Storage of Raw Materials/Products: <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes	No	N/A
1. The storage area is covered with a roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Materials are covered with a temporary plastic covering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Berms and curbing are used to prevent materials from entering storm drain system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Parking lots and/or other areas are swept regularly near the material storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Appendix K

2023-2028 MS4 General Permit