

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER DIVISION
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SUBJECT: Guidance Memo No. 11-2003
Implementation of the 2011 Reissuance of the VPDES General Permit Regulation for Seafood Processing Facilities - VAG52

TO: Regional Directors

FROM: Ellen Gilinsky, Ph.D., Director 
Water Division

DATE: February 4, 2011

COPIES: Water Permit Managers, Fred Cunningham, Burton Tuxford, Deanna Austin, Andrew Hammond

Summary:

The purpose of this guidance is to provide updated information for implementing the Seafood Processing Facilities General Permit (VAG52) based on amendment of 9 VAC 25-115 and the 2011 reissuance of the general permit. This guidance replaces Guidance Memo No. GM06-2001.

Electronic Copy:

An electronic copy of this guidance in PDF format is available for staff internally on DEQNET and for the general public on DEQ's website at: <http://www.deq.virginia.gov>

Contact information:

Please contact Elleanore Daub, Office of Water Permits and Compliance Assistance, (804) 698-4111 or elleanore.daub@deq.virginia.gov if you have any questions about this guidance.

Disclaimer:

This document is provided as guidance and, as such, sets forth standard operating procedures for the agency. However, it does not mandate any particular method nor does it prohibit any particular method for the analysis of data, establishment of a wasteload allocation, or establishment of a permit limit. If alternative proposals are made, such proposals should be reviewed and accepted or denied based on their technical adequacy and compliance with appropriate laws and regulations.

Background

The General VPDES Permit for Seafood Processing Facilities, VAG 52, is established by regulation 9VAC25-115. It sets limitations and monitoring requirements for point source discharges of process water from seafood processing facilities. It also provides storm water permit coverage for seafood facilities that would otherwise require coverage under the industrial storm water general permit. This guidance replaces Guidance Memos 06-2001, 01-2018 and 96-005, previous implementation guidance for issuance of VAG52.

2011 Reissuance Changes

9VAC25-115 was amended to reissue this general permit for another five-year period. The changes that have been made to the regulation and permit can be summarized as follows:

- Section 10 Definitions - "Runoff coefficient" was deleted since that term is not used in the permit, moved the exception for mechanized clam facilities to the end of the first sentence for readability and added a definition of Total Maximum Daily Load (TMDL) because it is used in section 30;
- Section 20 A Purpose - Deleted the last two sentences because the definition of seafood processing facility excludes mechanized clam facilities so the exclusion here is redundant. The "no discharge is allowed" sentence is either redundant to or a paraphrase of the prohibitions in §301 Clean Water Act and State Water Control Law §62.1-44.5 (Attorney General Office (AGO) comment);
- Section 20 C Purpose - Effective dates changed for reissuance throughout regulation;
- Section 30 A and B Authorization – Reformatted to match structure of other general permits being issued at this time. Added two additional reasons authorization to discharge cannot be granted per EPA comments on other general permits issued recently. Therefore, an owner will be denied authorization when the discharge would violate the antidegradation policy or if additional requirements are needed to meet a TMDL;
- Section 30 C Authorization – Added the statement *Compliance with this general permit constitutes compliance with the Clean Water Act, the State Water Control Law, and applicable regulations under either, with the exceptions stated in 9VAC25-31-60 of the VPDES Permit Regulation* per AGO comments on other GPs recently to recognize there are some exceptions to compliance with the CWA as stated in the permit regulation;
- Section 30 D Continuation – Added language to allow for 'administrative continuances' of coverage under the old expired general permit until we get the permit issued or we deny the registration if the permittee has submitted a timely registration and is in compliance;
- Section 40 A Registration – Reformatted to match structure of other recent general permits. Revised deadline for existing facilities currently holding an individual VPDES permit to say they must notify us 210 days prior to expiration of individual permit. This time period is set so that the regional office has 30 days to determine if the permittee is authorized for coverage under the general permit and if they are denied authorization the permittee still has 180 days to submit his permit application for an individual permit (AGO comment). Revised existing facility covered under existing general permit to submit registration prior to June 24, 2011 (which is 30 days prior to expiration). This is allowed for general permits by 9VAC25-31-100 C of the permit regulation. This is more in line with existing agency policy. Added a statement that allows for late registrations but says that authorization to discharge will not be retroactive. The agency prefers to allow for late registrations but then the permittee needs to know that in the interim they are not covered and the agency could take enforcement action;
- Section 40 B - Added email address, allowance for computer maps to registration statement and a few other minor clarifications.
- Section 50 Part I. A General Permit – Deleted the word "policy" in the opening paragraph exception sentence as it would be difficult to enforce a prohibition created by policy (AGO comment). Adjusted the limits from three to two significant digits for BOD, TSS and Oil and Grease because this didn't match the Federal Effluent Limit Guidelines or current agency guidance for use of significant digits.

- Section 50 Part I B Special Conditions – Deleted “including sodium tripolyphosphate” in the no other chemicals shall be added special condition because it was not clear whether the permittee can list it and then discharge it (AGO comment). Sodium tripolyphosphate is commonly used during the processing of seafood to retain moisture in the product and was listed to ensure any potential toxicity was considered. Since, it caused confusion staff decided to just delete the example and let the special condition stand on its own. Added #7 Compliance Reporting Special Condition to match similar language going into other recent general and individual permits. The condition defines quantification levels, how to treat results < QL and rounding rules. This helps to ensure more consistent compliance reporting.
- Section 50 Part I B - Added #8 special condition *The discharges authorized by this permit shall be controlled as necessary to meet water quality standards in 9VAC25-260* which is a general requirement to meet water quality standards to match similar language going into other recent general permits.
- Section 50 Part I B –Added #9 special condition *If a new process is added after coverage under the general permit is obtained, an amended registration statement must be submitted at least 30 days prior to commencing operation of the new process.* This requirement is also in the Deadlines for Registration Statement section 40, but needs to be in the permit also so the permittee knows about the requirement.
- Section 50 Part II – Storm Water Pollution Prevention Plans (SWPPP) - Added revisions for SWPPPs based on EPAs multisector general permit. These changes are going in all general permits. They are all generally clarifications. The maintenance requirements in III C have a new requirement that storm water best management practices shall be observed during active operation. This is a suggestion from the storm water advisory committee.
- Section 50 Part III M – Conditions applicable to all permits- Duty to reapply- Allow 30 days to submit a new registration statement before expiration to reapply. This matches the registration deadlines in section 40 and better conforms to existing agency practices.
- Section 50 Part III Y - Transfer of permits – Revised to say automatic transfers can occur within 30 days of transfer rather than 30 days in advance of transfer. We have been told by TAC members that notification of an ownership transfer cannot occur in advance. Our regional office staff has also stated this advance transfer notification is unnecessary and we should be able to accept a transfer notification at any time.

The amended regulation, permit reissuance fact sheet, registration statement and general permit can be found on DEQNET. The effective date of the reissued general permit is July 24, 2011. The expiration date will be July 23, 2016.

Registration for the 2011 Reissuance

Facilities that are currently covered by General Permit VAG52 must resubmit a registration statement in order to continue coverage under the reissued permit. The registration forms now posted on DEQNET should be sent out as soon as possible to the existing permit holders so they can reregister and avoid a lapse in coverage. Late registrations will be accepted but if the permit is not issued on time due to a late registration on the part of the permittee, the coverage is not retroactive (i.e. if they discharge during the uncovered period, they are discharging without a permit). Please note that for 2011 we have waived the 180 day deadline for submittal of registration statement for existing general permit permittees required under the 2006 permit. At the latest, they should be received 30 days prior to the expiration date of the old permit. The 30-day registration submittal deadline reflects the new deadline in the 2011 permit. Registration deadline waivers are allowed in 9VAC25-115-50 Part III M (Duty to Reapply). As before, the general permit should also be used to provide VPDES coverage to any qualified dischargers whose individual VPDES permits have expired or are expiring and to any new facilities that qualify. The fee is \$600.00. Coverage under the reissued general permit will not begin until the July 24, 2011 effective date of the new regulation.

Reviewing the Registration Statement

The basic procedures for implementation have not changed. Permit writers should send out the seafood general permit registration statement instead of standard application forms for facilities that might qualify for coverage. The registration statement, just like any application, should be complete before the discharge is covered. Registration statements should be reviewed as the following paragraphs describe.

In the Applicant Information in Item 1, the facility owner is the person or entity that will get coverage under the permit. It means owner of the business, not necessarily owner of the building. It is expected that in most cases with this permit the owner and operator will be the same. The operator section only needs to be filled out if staff should contact

someone at the plant other than the owner. Email information is now included on the form. We should not deny a registration if the individual has no access to email at their home or business.

In Facility Information, Item 2, note that surface waters are defined in the registration statement instructions. Coverage should be denied if the discharge is into waters where other Board regulations or policies prohibit such discharges and coverage may be denied if the discharge is into endangered or threatened species waters. If there is an existing individual VPDES permit that is not expiring it will have to be revoked.

In Item 2 A existing general permittees will normally enter their current general permit number although the instructions tell them to list individual permit numbers, if any.

In Item 2 C, construction information is here in case an issue arises as to whether existing or new source effluent limits apply to a new discharge at an existing facility.

In Map in Item 3 some additional instructions on the form have been provided for maps since we are now allowing computer generated maps.

Regarding SIC Codes in Item 4, the general permit regulation is specific about which SIC codes are eligible for coverage. This section also lets the permit writer know if the storm water pages apply to the discharger. Facilities with SIC codes 2091 and 2092 involve "industrial activity" with respect to the storm water regulations, and this general permit covers the storm water discharges as well as the process discharges. An example Storm Water Pollution Prevention Plan (and a similar plan with blanks) is provided as an attachment, and it should be sent to the permittees falling under the above SIC codes in order to assist them in developing a plan. For those facilities that do not fall under these two SIC codes, the letter transmitting the permit should indicate that Part II of the permit does not apply to them.

In Nature of Business and Outfall Information in Items 5 and 6 will indicate to the permit writer what kind of seafood processing operations occur at the facility and therefore which effluent limits pages need to be sent to the permittee. The applicable limits page and a DMR should be sent for each process. Some complications can arise when there are multiple processes with multiple outfalls (note applicant's answer to Section 8. of the registration statement), but in most cases the permittee will be able to pull a sample some time in a quarter that represents only one process. If this is not the case, OWP&CA can be contacted for assistance in determining sampling instructions to send to the permittee (also see discussion about multiple outfalls and commingled discharges under *Issuing Coverage under the General Permit* below).

The Outfall Information table in Item 6 will also give us information on flow. The regulation establishing this general permit has a provision in it (added in 2006) that says:

*"Nutrient Discharges.
Annual mass loadings of total nitrogen in excess of 2300 pounds per year or of total phosphorus in excess of 300 pounds per year are not authorized by this general permit."*

During the reissuance drafting nutrient sampling was conducted and data analysis was made to determine if facilities covered under the seafood general permit could contribute significantly to the Chesapeake Bay nutrient load. Specifically, seafood nutrients were compared to the equivalent nutrient load from a 40,000 gpd sewage treatment plant (a threshold reference in Chesapeake Bay nutrient legislation). It was determined that no facilities that are presently covered would approach this load level, and it is not anticipated that any new facilities will. The clause was added in the regulation to ensure that seafood general permit authorized discharges continue as an insignificant nutrient source. The registration statement requires daily flow information and operating days per year. The permit writer can use this information to estimate annual flow and screen the registration statement for facilities that might exceed the nutrient loading specified in the regulation. Based on typical nutrient concentrations, annual flows that may cause excessive nutrient loads are presented for some common seafood processes in the following table:

SEAFOOD PROCESS	ANNUAL DISCHARGE FLOW in MILLIONS OF GALLONS
Hand shucked Oyster	2.5
Hand picked or mechanized Crab	0.8
Hand shucked Clam	8.9
Fish Processing	2.3
Seafood packing, re-packing	4.6

If a registration statement is received with information that indicates flows higher than shown in the table, or if there is a question about nutrient loading from a different type of seafood process, contact OWP&CA for assistance in determining if coverage should be granted.

In Maximum Daily Production in Item 7 production information is provided that is used to determine if facilities fall under the minimum production levels specified for existing sources in the conventional blue crab, shrimp, bottom fish, hand-shucked clam, hand-shucked oyster and catfish processing subcategories. If they fall below the specified level for a process, they should only be sent the A.1. Effluent limits page, "Seafood Processing Not Limited Elsewhere" for that process.

In Facility Drawing in Item 8, this is information about the water flow through the facility and is useful in addition to the map for general knowledge of the facility for inspections and to look for potential problems. Simultaneous discharges can sometimes be problematic for these facilities in monitoring, so we also ask for this information to better understand the operation and help the permittee.

In Treatment Information in Item 9 note that many facilities can meet the limits with no treatment. However, this general permit does not authorize discharges of sewage. If sewage is being discharged, then an individual VPDES permit is required.

In Chemicals in Item 10, the regions will have to evaluate the response to determine if the chemicals being added to the water need to be limited or controlled in some way. If so, then the facility should not be covered by the general permit. Chemicals that are not identified on an approved registration statement can not be used.

Fees submitted for this permit should be handled according to the same procedures as used for individual permits.

Summary of Qualifications for General Permit Coverage

For the purpose of screening for qualification, facilities need to meet the following conditions:

1. The facility has submitted a complete registration statement (including fee).
2. The facility has the correct SIC code (2091, 2092, 5142 or 5146).
3. The facility is not a mechanized clam processing operation.
4. The facility has a point source discharge.
5. Discharge is not to waters prohibited in other regulations (e.g. Tier 3 waters).
6. There are no sewage discharges.
7. There are no chemicals that require special treatment.
8. The facility has not been required to obtain an individual permit.
9. The facility complies with the limits and special conditions of the permit.
10. The facility does not exceed nutrient loading as specified in the general permit regulation.
11. The permit does not need to contain a TMDL WLA.

Antibacksliding

If the applicant previously held an individual permit, antibacksliding must be considered, but most of the individual permits issued in the past contained the same limits as this general permit, so this should not be an issue.

Antidegradation

Antidegradation was considered in the issuance of the general permit. It would be a factor in cases where coverage is requested for new or increased discharges that would increase the level of pollutants in-stream. It should be noted that switching back and forth between operations within the general permit coverage (such as changing from shucking oysters to picking crabs) is not considered as a new or increased discharge. If a case arises where some aspect of antidegradation does appear to be an issue, it is recommended that OWP&CA be contacted for assistance.

Issuing Coverage under the General Permit

Once it is determined that the registration statement represents a facility that qualifies for coverage, the general permit pages can be prepared. The cover page, appropriate Part I effluent limits pages, special conditions, storm water section

and boilerplate should be assembled with the general permit number for the facility entered on the cover page (other pages optional). It is not necessary to change the section numbers under Part I. A. that are currently numbered 1 through 27 on the effluent limits pages. Since these numbers are now associated with a specific seafood process, they might be used for a quick reference for which processing activities occur at the facility. Just arrange them in order. The outfall numbers must also be added at the end of the first sentence on each effluent limitations page. The largest production outfall should be 001. All other processes coming from 001 should be numbered as internal outfalls (101, 102, etc.). If there is a second outfall it is numbered 002 and other processes coming from 002 should be numbered as internal outfalls (201, 202, etc.) and so forth. No other changes to the language of the general permit are authorized.

CEDS will automatically generate permit numbers for new registrations.

The general permit requires quarterly or annual monitoring and reporting. Therefore, DMRs are necessary for reporting and compliance tracking. A separate DMR is required for each process (oyster shucking, crab picking, etc.), to go along with the limits page for that process. All outfalls described in the registration statement for a process should be listed on the effluent limits page and on the DMR, so that there is indication in the permit of what outfalls require sampling. Also note all numerical limits in the general permit are in terms of kg/kkg. Special Condition 5 describes the method for calculating this from kg/day. A spreadsheet that calculates kg/day for production and for loading and kg/kkg can be found on DEQNET and on the external web site for use by permittees.

Multiple outfalls discharging the same process water can be composited, then analyzed and reported on one DMR, or results from individually sampled and analyzed outfalls can be combined mathematically to show total load from the facility and this figure reported on one DMR. Either way, this should be done separately for each process for which effluent limits apply.

In most cases the permittee will be able to obtain a sample some time in a quarter that represents only one process. Sometimes there may be multiple process waters discharging at the same time from a single outfall that cannot be separated. For these commingled discharges, one option is to take one commingled sample and report quantity and quality on the DMR based on the concentration of the commingled effluent but use production and flow from each process. If a permittee is always operating as a commingled discharge, and can never collect separate samples for each process, the permit may only contain the more stringent limits page and only one DMR is submitted. The permittee has to meet the more stringent limits for all processes operating at the same time. Concentration, flow and weight in kg is combined for both processes in reporting.

Any clarification for sampling (such as outfall numbering, multiple outfall compositing, and commingled process waters) can be explained in the transmittal letter.

Tracking of coverage under this general permit will be in CEDS. It is important that the database is kept updated with the list of permittees and contact information, their permit numbers, and which effluent limits pages they have. The CEDS user manual for seafood processing can be found on DEQNET.

Once the DMRs are ready, use the appropriate transmittal letter to transmit the permit, DMRs, and if storm water coverage is included, the example storm water pollution prevention plan, to the permittee and keep a copy for the regional file (follow ECM procedures). It is not necessary to copy OWP&CA or EPA on individual coverage under a general permit. Note that the transmittal letter for coverage under a general permit does not contain the two paragraphs referencing the owner's right to appeal the decision to cover them under the permit. The transmittal should indicate where DMRs are to be sent.

DMR Tracking

DMRs are due on the tenth of January, April, July and October for quarterly monitoring, and on January 10 for yearly monitoring. Tracking of compliance with the limits and other requirements of the general permit should be done according to the Compliance Auditing System already established for individual VPDES permits. Reporting requirements for noncompliance, unusual or extraordinary discharges, etc. are the same as for an individual permit.

Storm Water Pollution Prevention Plan

The Storm Water Pollution Prevention Plan required by Part II of the permit for SIC codes 2091 and 2092 is developed by the permittee and maintained on site. The permittee is also required to inspect the site at least once per year to evaluate the effectiveness of their pollution prevention measures. There is no requirement for submittal to DEQ of the plan or the report on the annual inspections. If DEQ personnel make an inspection of a facility covered by the general

permit, they should ask to see the pollution prevention plan and any evaluation reports that have been done. Failure to develop and follow the pollution prevention plan is a violation of the permit.

Facility Changes and Termination of Coverage

Any substantial new discharges or changes to a facility that could necessitate different permit pages, could change the nature or increase the quantity of pollutants discharged, or could cause noncompliance require submittal of a new registration statement within 30 days of the changes. Note that as discussed in the antidegradation section, switching processes within the general permit is not considered as water quality impacting as far as changing or increasing quantity of pollutants, but it is necessary to make sure that the permittee has the correct pages from the general permit. If a registration statement is submitted to add a process that was not accounted for in the original registration statement, it should be evaluated as any registration statement. The "modification" procedure would be to send the new pages and DMRs, assuming the discharger still qualifies for the general permit.

If an owner requests termination of coverage under the general permit the regional office can terminate coverage under regional letterhead.

If there is a request for a change of ownership, then the new owner assumes the coverage under the general permit and the permit number does not change. A new registration statement is not necessary. Part III of the permit allows for automatic transfer of ownership if the current permittee notifies us and provides the VPDES Change of Ownership Agreement Form within 30 days of the transfer of the title to the facility or property. Note that this is a change to Part III made in 2011 (previously a 30-day prior notice was required). The other change of ownership requirements and procedures from the Permit Regulation and VPDES Permit Manual that are common to all VPDES permits apply here as well. Any change of status should be noted in CEDS.

Attachments

1. Example Storm Water Pollution Prevention Plan
2. Storm Water Pollution Prevention Plan format with blank spaces
3. Example Registration Statement Transmittal Letter
4. Example Transmittal Letter for sending general permit pages, including storm water coverage
5. Example Transmittal Letter for sending general permit pages without storm water coverage

The amended regulation, general permit pages, fact sheet and registration statement with instructions are separate documents that can be found on DEQNET.

Attachment 1
Example Storm Water Pollution Prevention Plan

General Permit No. VAG520001
ABC Seafood, Inc.
123 Main Street
Town, Virginia 23000

STORM WATER POLLUTION PREVENTION PLAN

This seafood processing facility is a small operation consisting of about twenty-six personnel during peak production times. It is located on a relatively small five-acre gravel and crushed shell tract of land near the end of Main Street in a generally undeveloped area. Areas adjacent to the facility are flat with only a gradual slope from east to west. The facility area is a rectangle with the length running east to west. Storm water drains from the property in sheet form in a westerly direction entering XYZ Creek which in turn flows into the Rappahannock River.

1. Pollution Prevention Control Team:
 - a. Responsible Party: John Nemo, Owner
 - b. Facility Manager: Richard Moby
 - c. Foreman: Edward Teach

Please refer to Appendix A for duties and responsibilities of team members.

2. Description of possible pollution sources:

Sources at this site which could potentially add pollutants to storm water runoff discharges are vehicle parking and the industrial activities listed below and indicated on the site map.

- a. Drainage:
 - (1) Site map showing buildings and drainage is attached as Appendix B.
 - (2) Industrial activities at this site that have a reasonable potential for adding significant amounts of pollutants to storm water are storage of oil in storage tanks, temporary storage of waste shells and crab picking wastes, and loading and unloading raw materials and finished product. Potential pollutants that might result from contamination of storm water from these sources or vehicle parking are petroleum products, solids, BOD and oil and grease. Contaminated runoff would flow in a westerly direction off the site. It would not be expected to be toxic.
- b. Inventory of Exposed Hazardous or Toxic Materials:

There are no exposed toxic or hazardous materials at this site.
- c. Spills and Leaks:

There is no known history of any spills or leaks of toxic or hazardous materials at this site.
- d. Sampling:

Currently, no storm water sampling data is available. Future sampling results will be attached to Appendix D.

e. Risk Identification, Potential Pollution Sources:

There are no manufacturing or dust generating practices performed at this site. Only raw and final product (oysters in shells, packed oyster meat) are loaded, unloaded, or stored. Potential pollutants would be BOD, Solids, Oil and Grease.

3. Measures and Controls:

Several measures for controlling possible pollution problems are contained under the list of duties and responsibilities for Pollution Prevention Team Members. Other measures are outlined below.

a. Housekeeping:

Good housekeeping will be practiced which will require the maintenance, in a clean and orderly manner, of the entire facility area. All employees at the site will be alert to detect and correct or report possible pollution hazards.

b. Preventive Maintenance:

Maintenance of equipment at the site is scheduled and performed on a regular basis. Employees in contact with equipment which might cause a discharge of pollutants or process wastewater will, in the normal course of their duties, use, inspect, and maintain those items in a safe operating condition.

c. Spill Prevention and Response Procedures:

Before implementation of this plan, all Pollution Prevention Team Members will be given a "walk through" of the site identifying all areas of possible pollution, drainage areas, and will be shown methods of mitigating possible problems. The site has on hand sufficient quantities of materials to initiate a clean up effort by responsible personnel.

d. Inspections:

A record of inspections is attached as Appendix C. The inspection plan includes procedures to ensure follow up inspections are conducted to address problems uncovered and reported in previous inspections.

e. Employee Training:

Each employee at the site is familiar with good housekeeping, maintenance, and inspection procedures. Each Pollution Prevention Team Member will receive additional training in their individual assigned function. A refresher meeting and walk through exercise will be conducted each year.

f. Record Keeping and Internal Reporting Procedures:

Written descriptions of incidents such as leaks, spills, or other discharges of pollutants, and other pertinent data are included in Appendix D. Records of other activities relating to this plan are also incorporated into Appendix D.

g. Sediment and Erosion Control:

The surface of the property is covered with a mixture of gravel and crushed sea shells. This mixture is subject to little or no erosion.

h. Management of Runoff:

Employees check the site daily for potential storm water pollutants. Our goal is to ensure that no pollutants are exposed to storm water runoff on the facility's property.

4. Comprehensive Site Compliance Evaluation:

The owner of the seafood processing facility will designate an employee of the company to perform a comprehensive site evaluation once a year to evaluate storm water pollution sources, compliance with the Storm Water

Pollution Prevention Plan, the effectiveness of the plan and any necessary revisions to the plan. A written report will describe the inspection, summarize the results of the inspection and describe any revisions to the plan that were found to be necessary. It will identify any observed noncompliance with the plan, or if none are identified, will include certification of compliance with the plan, signed in accordance with Part III.K. of the permit. The inspection report, a record of corrections of reported problems, and the certification are entered in Appendix C of this plan.

5. Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons or person directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines or imprisonment for knowing violations.

Signed: _____

Owner
ABC Seafood, Inc.

Date: _____

Appendices:

- A Pollution Prevention Team Duties
- B Site Plan
- C Record of Inspections
- D Training and Reports

Appendix A

Duties and Responsibilities of the Site Pollution Prevention Team.

1. Responsible Party:

Ensure that plan is developed and implemented.

Ensures team members are trained and aware of their responsibilities.

Ensures team members are aware of and trained if the plan is revised.

Conduct employee training and ensure that all employees are aware of measures to prevent pollution of storm water including good housekeeping practices and equipment maintenance and are aware of the necessity to report actual or potential pollution of storm water.

Maintains records and files inspection and other reports.

2. Facility Manager:

Carries out instructions from responsible party.

Coordinates activities of other team members.

Performs periodic inspections of the site, takes action to correct defects, schedules team member training.

Conducts yearly Comprehensive Site Compliance Evaluation.

Writes reports on inspections, remedial actions and comprehensive site evaluation for submittal to responsible party.

3. Foreman:

Inspects and maintains equipment which poses a possibility of a pollutant discharge.

Directs and performs housekeeping in and around the processing building(s).

Insert hardcopy of map here as Appendix B...

Appendix C

RECORD OF INSPECTIONS:

Comprehensive Site Evaluation:

Once annually the manager of this seafood processing facility will be scheduled to perform a comprehensive site evaluation and render a written report, to be filed in this appendix.

Date: _____2011 _____2014

Date: _____2012 _____2015

Date: _____2013 _____2016

Other inspections:

The facility manager and foreman will inspect facilities quarterly (March, June, September and December) each year. A record of the results of inspections will be placed in this appendix. Items to be corrected will be reported immediately to the responsible party for further action and corrected before the next storm event or within 30 days, whichever is sooner.

The foreman will maintain and inspect all equipment. Only those items needing repair need be entered into the file after repairs are completed.

Attachments:

Annual certification of compliance with Storm Water pollution Prevention Plan

Inspection Reports

**Example Certification of Compliance with Storm Water
Pollution Prevention Plan**

(When Comprehensive Site Evaluation shows facility is in compliance with plan, sign and attach to Appendix C with inspection reports)

General Permit No. VAG52
ABC Seafood, Inc.
123 Main Street
Town, Virginia 23000

CERTIFICATION

I certify that during 2011 I conducted inspections and a comprehensive site evaluation of the seafood processing facility. I thoroughly inspected the property and observed conditions during a rainfall. I observed where storm water entered the site and where it crossed and discharged from the site. My conclusions are that the site is in compliance with the storm water pollution prevention plan developed for this facility.

I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or person directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fines or imprisonment for knowingly violating these provisions.

Signed: _____

ABC Seafood, Inc.
Owner

Date: _____

Appendix D

RECORDS OF TRAINING AND REPORTS:

Each Team member currently has received training in recognition of hazards or potential hazards for contamination of storm water, spill response, good housekeeping, material management practices and best management practices operations and maintenance.

Any new team members will receive similar training and a record of such training entered into the record.

Each current team member has been given a "walk-through" tour of the site at which time possible pollutant sources were described and pointed out. Proper maintenance for all equipment was discussed.

Records of future training will be entered into this appendix.

Maintenance records pertaining to possible pollution sources will be entered into this record, as well as records of leaks, spills or other pollutant discharges, and any results of storm water sampling.

Attachment 2
Storm Water Pollution Prevention Plan format with blank spaces

General Permit No. VAG52 _____
Facility Name and Address:

STORM WATER POLLUTION PREVENTION PLAN

DESCRIPTION OF SEAFOOD PROCESSING FACILITY:

DESCRIPTION OF PROPERTY AND STORM WATER DRAINAGE:

1. Pollution Prevention Control Team:

a. Responsible Party: _____

b. Title and names of other team members:

Please refer to Appendix A for duties and responsibilities of team members.

2. Description of possible pollution sources:

a. Drainage:

(1) Site map showing buildings and drainage is attached as Appendix B.

(2) Description of any industrial activities at site that could potentially add pollutants to storm water:

b. Inventory of Exposed Hazardous or Toxic Materials:

c. History of any Spills and Leaks at site:

d. Storm water sampling data results if any:

e. Risk Identification, Potential Pollution Sources:

Indicate any manufacturing, dust generating practices, loading and unloading or storage at the site and what potential pollutants they could add to storm water:

3. Measures and Controls:

a. Housekeeping practices at site:

b. Preventive Maintenance at site:

c. Spill Prevention and Response Procedures:

d. Inspections:

A record of inspections is attached as Appendix C.

e. Employee Training Description:

f. Record Keeping and Internal Reporting Procedures:

Written descriptions of incidents such as leaks, spills, or other discharges of pollutants, and other pertinent data are included in Appendix D. Records of other activities relating to this plan are also incorporated into Appendix D.

g. Sediment and Erosion Control Measures:

h. Runoff Management Procedures:

4. Comprehensive Site Compliance Evaluation Description:

The inspection report, a record of reported problems and corrections, and certification of compliance with the plan (if in compliance) are attached to Appendix C.

5. Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons or person directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines or imprisonment for knowing violations.

Signed: _____

Title: _____

Date: _____

Appendices:

- A Pollution Prevention Time Duties
- B Site Plan
- C Record of Inspections
- D Training and Reports

Appendix A

Duties and Responsibilities of the Site Pollution Prevention Team.

1. Responsible Party:

Duties:

2.

3.

Attachment B
Attach Site Map

Appendix C

RECORD OF INSPECTIONS:

Comprehensive Site Evaluations:

Date: _____ 2011 _____ 2014

Date: _____ 2012 _____ 2015

Date: _____ 2013 _____ 2016

Other inspections:

Attachments:

Annual certification of compliance with Storm Water pollution Prevention Plan

Inspection Reports

(When Comprehensive Site Evaluation shows facility is in compliance with plan, sign and attach to Appendix C with inspection reports)

Name and Address of Facility:

CERTIFICATION

I certify that during the year _____ I conducted inspections and a comprehensive site evaluation of the seafood processing facility. I thoroughly inspected the property and observed conditions during a rainfall. I observed where storm water entered the site and where it crossed and discharged from the site. My conclusions are that the site is in compliance with the storm water pollution prevention plan developed for this facility.

I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or person directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fines or imprisonment for knowingly violating these provisions.

Signed: _____

Title: _____

Date: _____

Attachment 3
Example Transmittal Letter - Seafood Processing Facility General Permit Registration Statement

Regional Letterhead

Facility Name
Address

ATTN: John Contact

RE: Registration for the General VPDES Permit for Seafood Processing Facilities

Dear Mr. Contact:

General VPDES permit VAG52 for Seafood Processing Facilities has been reissued and will be effective July 24, 2011. This general permit provides VPDES permit coverage to discharges from all qualified seafood processing facilities that submit a registration statement and are approved for coverage. Note that for those facilities that require permitting of their storm water discharges, this general permit will cover those discharges as well.

Current general permit holders must re-register in order to continue coverage under the reissued general permit. The registration must be submitted within/by *June 24, 2011*. Please note that the January 24, 2011 registration deadline from your 2006 permit has been waived per Part III paragraph M of your permit. *[Insert the following for individual VPDES permit holders (if any) - Individual VPDES permit holders or other seafood processing facility owners must complete and submit the enclosed registration statement if they wish to be covered under this general permit instead of an individual permit [insert time period].* If your facility qualifies for the general permit, it is recommended that you obtain coverage in order to simplify requirements for having your process wastewater or storm water discharges permitted.

Instructions for completing the registration form and an application fee form are included in this package. The application fee for this general permit is \$600.00. Please follow the instructions on the fee form for submitting this fee.

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

Sincerely,

Permit Writer

Attachment 4
Example Transmittal Letter - Seafood Processing Facility General Permit
SIC CODES 2091 and 2092 (Storm water pages apply)

Regional Letterhead

Facility Name
Address

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

ATTN: John Contact

RE: Coverage under the General VPDES Permit for Seafood Processing Facilities
VAG52_____

Dear Permittee:

We have reviewed your Registration Statement received on _____, and determined that this seafood processing activity is covered under the referenced general VPDES permit. The effective date of your coverage under this general permit is July 24, 2011 or the date of this letter, whichever is later. The enclosed copy of the general permit contains the applicable effluent limitations, monitoring requirements and other conditions of coverage.

In accordance with the permit you are required to submit discharge monitoring reports (DMR) to:

Regional Office Address

The reporting form[s] (Discharge Monitoring Reports (DMRs)) is [are] included with the permit. You will be responsible for obtaining additional copies of the reporting form. A separate DMR is to be completed for each seafood processing activity at your plant. The sampling and reporting are on a quarterly [yearly] basis with the DMRs due on the tenth of January, April, July and October [January 10 for yearly] of each year. A spreadsheet has been developed to assist you with permit limit calculations and can be found at <http://www.deq.state.va.us/vpdes/permitfees.html>. *(Add here any clarification of sampling procedures multiple outfall compositing, commingled process discharges or outfall numbering, if needed.)*

Also note that this general permit constitutes coverage of your storm water discharges as required by the storm water regulations for your industry. Part II of the general permit pertains to these storm water discharges. This part of the permit requires that you develop a Storm Water Pollution Prevention Plan. Please see this section for details. To assist you in preparing the plan, an example plan and format is included with this package for you to use as a guide if desired.

If you plan to add any processing activities not reported on the original registration statement, add discharges, construct new facilities or add to the present facilities, please submit to this office a new registration statement within 30 days of the planned changes. The registration statement form may be found online at <http://www.deq.state.va.us/vpdes/permitfees.html>. If the plant ownership changes or you wish to terminate coverage under this general permit, please notify this office.

The general permit will expire on July 23, 2016. The conditions of the permit require that you submit a new registration statement before June 23, 2016 if you wish continued coverage under the general permit.

If you have any questions, please contact me *(or provide a name and contact information)*.

Sincerely,

Attachment 5
Example Transmittal Letter - Seafood Processing Facility General Permit
SIC CODES 5142 and 5146 (Storm water pages do not apply)

Regional Letterhead

Facility Name
Address

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

ATTN: John Contact

RE: Coverage under the General VPDES Permit for Seafood Processing Facilities
VAG52_____

Dear Permittee:

We have reviewed your Registration Statement received on _____, and determined that this seafood processing activity is covered under the referenced general VPDES permit. The effective date of your coverage under this general permit is the date of this letter. The enclosed copy of the general permit contains the effluent limitations, monitoring requirements and other conditions of coverage.

As your facility is not subject to storm water regulation, please note that Section II of the general permit enclosed does not apply to your facility.

In accordance with the permit you are required to submit discharge monitoring reports (DMR) to:

Regional Office Address

The reporting form[s] (Discharge Monitoring Reports (DMRs)) is [are] included with the permit. You will be responsible for obtaining additional copies of the reporting form. A separate DMR is to be completed for each seafood processing activity at your plant. The sampling and reporting are on a quarterly [yearly] basis with the DMRs due on the tenth of January, April, July and October [January 10 for yearly] of each year. A spreadsheet has been developed to assist you with permit limit calculations and can be found at <http://www.deq.state.va.us/vpdes/permitfees.html> . *(Add here any clarification of sampling procedures multiple outfall compositing, commingled process discharges or outfall numbering, if needed.)*

If you plan to add any processing activities not reported on the original registration statement, add discharges, construct new facilities or add on to present facilities, please submit to this office a new registration statement within 30 days of the planned changes. The registration statement form may be found online at <http://www.deq.state.va.us/vpdes/permitfees.html> . If the plant ownership changes or you wish to terminate coverage under this general permit, please notify this office.

The general permit will expire on July 23, 2016. The conditions of the permit require that you submit a new registration statement before June 23, 2016 if you wish continued coverage under the general permit.

If you have any questions, please contact me *(or provide a name and contact information)*.

Sincerely,