

Virginia DEQ Registration Statement
VPDES General Permit for Domestic Sewage Discharges <= 1,000 GPD

1a. Is this facility a single family dwelling? Yes No

If "No", describe the facility's use: _____

1b. Name of facility/residence _____

Address of facility _____
Street City State Zip

2a. Facility owner(s) _____
Last Name First Name M.I.

Last Name First Name M.I.

Address of owner _____
Street City State Zip

Email address _____

Phone number(s) _____

2b. May the permit be submitted to you electronically? Yes No

2c. If the facility is a dwelling, is or will the owner be the occupant of the dwelling? Yes No

Alternate contact name _____

Mailing address of alternate _____

Email address (if available) of alternate _____

Phone number of alternate _____

3. Name of water body receiving the discharge _____

Is the discharge point on a stream that usually flows during dry weather? Yes No

4. Amount of discharge (gallons per day) on a monthly average _____

Design flow of the treatment works (gallons per day) _____

5. Are any pollutants other than domestic sewage to be discharged? Yes No

If "Yes", please explain _____

6. How will the discharge be disinfected? Chlorination Ultraviolet Radiation Other _____

7. Is there another discharge point covered by a VPDES permit located within 500 feet of the discharge point identified in this Registration Statement? Yes No

8. If this is a proposed facility, are central sewage facilities available to serve this facility? Yes No

9. Does this facility currently have a VPDES permit? Yes No

If "Yes", please provide the VPDES permit number _____

Has the facility been built and begun to discharge? Yes No

10. Required attachments for the owner of any proposed treatment works or any treatment works that has not previously been issued a VPDES permit:
- A 7.5 minute USGS topographic map or equivalent (e.g., a computer generated map) that indicates the discharge point, the location of the property to be served by the treatment works, and the location of any wells, springs, other water bodies, and any residences within ½ mile downstream from the discharge point;
 - A site diagram of the existing or proposed treatment works; to include the property boundaries, the location of the dwelling, building or site served, the individual sewage treatment units, the receiving water body, and the discharge line location; and
 - A copy of the notification from the Virginia Department of Health (VDH) that an onsite sewage disposal system permit has been applied for and that the VDH has determined that there is no onsite system available to serve that parcel of land.

11. For the owner of a treatment works serving an **individual single family dwelling**, monitoring, operation and maintenance requirements are specified in VDH regulations at 12VAC5-640-490 through 530.

12. For the owner of a treatment works serving a **building or dwelling other than an individual single family dwelling**, has a valid maintenance contract been obtained? Yes No

If "Yes", provide the name of the contract provider _____

and the expiration date of the current contract _____

If "No", has an exception to the maintenance contract been requested and granted by the Board/DEQ in accordance with Item 13 below? Yes No

13. The owner of a treatment works serving **building or dwelling other than an individual single family dwelling** may request an exception to the maintenance contract requirement by submitting an Operation and Maintenance Plan to the Board/DEQ for review and approval.

Has an Operation and Maintenance Plan been previously approved by the Board/DEQ? Yes No

If "Yes", provide the date of approval of the Operation and Maintenance Plan _____

Have any changes been made to the Operation and Maintenance Plan? Yes No

If "Yes", explain the changes _____

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

Signature(s): _____ Date: _____

_____ Date: _____

For Department of Environmental Quality Use Only

Accepted/Not Accepted by: _____ Date: _____

REGISTRATION STATEMENT INSTRUCTIONS
VPDES GENERAL PERMIT FOR DOMESTIC SEWAGE DISCHARGES <= 1,000 GPD

General

A Registration Statement must be submitted to DEQ by any owner requesting coverage under this general permit for a discharging domestic sewage treatment works with a design flow of less than or equal to 1,000 gallons per day on a monthly average. Contact the nearest [DEQ regional office](#) if you have questions about completing or filing this form. The Regional Office for your area depends on the county in which the discharge is located. Regional office addresses can be obtained from our website at <http://www.deq.virginia.gov/Locations.aspx>, or by calling the DEQ at (804) 698-4000. Single family dwellings may use either this form or the VDH [Combined Application](#) to apply for coverage under this general permit. (Note: For new single family homes discharges, VDH requires that the Combined Application be completed to ensure that the discharge point complies with 12VAC5-640.)

Please answer all questions and do not leave any section blank; mark "NA" and include a brief explanation if any section is not applicable.

Section 1 Facility Information

Indicate if this facility is a single family dwelling. If it is not, describe the facility's use.

Provide the name and address of the facility/residence. Provide best telephone number to be reached and indicate whether it is home, cell or work phone. Provide an email address, if available.

Section 2 Owner Information

Provide the name(s), mailing address, email address (if available) and telephone number(s) of the owner(s) of the facility.

If the facility is a dwelling, indicate if the owner is or will be the occupant of the facility. If the owner is not the occupant of the building, provide the name of an alternate contact (if available). This can be the tenant, contractor or any other contact the owner finds suitable and is knowledgeable about the system.

Section 3 Receiving Water Information

Provide the name of the water body that receives the discharge. Indicate if the receiving stream usually flows during dry weather.

Section 4 Discharge Quantity

Provide the monthly average amount of discharge from the treatment works in gallons per day, and the design flow of the treatment works in gallons per day.

Section 5 Other Pollutants

Indicate if any pollutants other than domestic sewage are discharged from this facility. Provide further explanation if applicable.

Section 6 Discharge Disinfection

Indicate if the discharge will be disinfected by chlorination, ultraviolet radiation or other (e.g., ozone gas, etc.)

Section 7 Separation Distance Between Discharges

Indicate if a discharge point from another wastewater treatment facility also authorized under a VPDES permit is located within 500 feet of the discharge from the facility identified in this Registration Statement. A discharge point is generally observed as a pipe, but may include a ditch or channel, through which treated wastewater is discharged from the treatment facility to surface waters.

Section 8 Central Sewage Facilities

If this is a proposed facility, indicate if central sewage facilities are available to serve this facility.

Section 9 VPDES Permit Information

Indicate if this facility is currently covered under a VPDES permit, and if so, provide the permit number. Also indicate if this facility has been built and begun to discharge.

Section 10 Required Attachments For the Owner of Any Proposed Treatment Works or Any Treatment Works That Has Not Previously Been Issued a VPDES Permit

- Item a. A 7.5 minute USGS topographic map or the equivalent (e.g., a computer generated map) that indicates the discharge point, the location of the property to be served by the treatment works, and the location of any wells, springs, other water bodies, and any residences within 1/2 mile downstream from the discharge point. The map should be legible and of sufficient scale to show the required features clearly marked.
- Item b. A site diagram of the existing or proposed sewage treatment works; to include the property boundaries, the location of the facility or dwelling to be served, the individual sewage treatment units, the receiving water body, and the discharge line location. The site diagram should be legible and show the proposed or existing treatment works, and should identify individual treatment units and other required features.
- Item c. A copy of the notification from the Virginia Department of Health (VDH) that an onsite sewage disposal system permit has been applied for, and that the VDH has determined that there is no onsite system available to serve that parcel of land. Contact the respective local health department and obtain the required notification.

Section 11 Operations and Maintenance (O&M) Requirements – Treatment Works Serving Single Family Dwellings

The Virginia Department of Health regulations at 12VAC5-640-500 specify operation and maintenance requirements for treatment works serving **individual single family dwellings**. No O&M information is needed by DEQ for these facilities. However, the VDH requires testing and O&M as described in 12VAC5-640-490 and 500 repairs, modifications, alterations, and expansions be reported electronically VDH by the 15th of the month following the month in which the activity occurred. When formal testing indicates that a discharge limit established in the General Permit is being exceeded or when informal testing indicates a discharging system may be in violation of the General Permit requirements, the owner shall notify the maintenance provider and the VDH within 24 hours. The VDH regulations require that a licensed operator (a valid Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operations and Onsite Sewage System Professionals) be engaged to ensure monitoring (unless a monitoring waiver has been granted prior to December 16, 2015) and operations and maintenance is occurring. Reporting in accordance with 12VAC5-640-510 is sufficient evidence that an owner has engaged a licensed operator.

Section 12 Maintenance Contract Requirement – Treatment Works Serving Buildings or Dwellings Other Than Individual Single Family Dwellings

The permit requires that the owner of a treatment works serving a **building or dwelling** other than an individual single family dwelling must indicate if a valid maintenance contract has been obtained or if an exception to the maintenance contract requirement has been requested and granted by the Board/DEQ. You may make this request as an attachment to this registration. DEQ will notify you if it is approved. For proposed treatment works, the owner must submit a copy of a valid maintenance contract to DEQ prior to operation of the treatment works, unless an exception has been requested and granted in accordance with Section 13 below. If a valid maintenance contract has already been obtained, provide the name of the individual or company contracted to perform the treatment works maintenance, and the expiration date of the current contract. If the treatment works has not been constructed yet, provide the name after the certificate to construct (CTC) is issued, and prior to requesting a certificate to operate (CTO).

At a minimum, the maintenance contract shall provide for the following:

- (a) Performance of all testing required by this VPDES permit, and periodic (at least annual) inspections of the treatment works. Note: Discharges from the treatment works should be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that treatment works). The owner or maintenance provider should not force a discharge in order to collect a sample;
- (b) A written notification to the owner within 24 hours whenever the contract provider becomes aware that maintenance or repair of the owner's treatment works is necessary. The owner is responsible for prompt maintenance and repair of the treatment works including all costs associated with the maintenance or repair. Immediately upon receipt of notice that repair or maintenance is required, the owner shall begin emergency pump and haul of all sewage generated from the building or dwelling or otherwise ensure that no discharge occurs if full and complete repairs cannot be accomplished within 48 hours;
- (c) A log of the following items shall be maintained at the treatment works by the contract provider:
 - (1) Results of all tests and sampling. Note: If sampling is attempted, but no sample was taken or possible, the log shall show all sampling attempts, and document and explain why no sample was taken or possible;
 - (2) Alarm activation incidents;
 - (3) Maintenance, corrective, or repair activities performed;
 - (4) Recommended repair or replacement items; and
 - (5) Copies of all reports prepared by the contract provider; and
- (d) An inspection shall be conducted by the contract provider within 48 hours after notification by the owner that a problem may be occurring.

Section 13 Operation and Maintenance Plan – Treatment Works Serving Buildings or Dwellings Other Than Individual Single Family Homes

In lieu of obtaining a maintenance contract per Section 12 above, the owner of a treatment works serving **buildings or dwellings other than individual single family homes** may submit an Operation and Maintenance Plan with the Registration Statement to the Board/DEQ for review and approval. If an Operation and Maintenance Plan has been approved by the Board/DEQ previously and remains current and complete, then it does not need to be resubmitted. In such case, indicate the date of approval. If changes have been made to the previously approved Operation and Maintenance Plan, explain the changes. The Plan must meet all specified requirements. For proposed treatment works, the owner must submit the Operation and Maintenance Plan to and receive an approval from the Board/DEQ prior to operation.

At a minimum, the operation and maintenance plan shall contain the following information:

- (a) An up-to-date operation and maintenance manual for the treatment works;
- (b) A log of all maintenance performed on the treatment works including, but not limited to, the following:
 - (1) The date and amount of disinfection chemicals added to the chlorinator (if applicable).
 - (2) If dechlorination is used, the date and amount of any dechlorination chemicals that are added.
 - (3) The date and time of equipment failure and the date and time the equipment was restored to service.
 - (4) The date and approximate volume of sludge removed.
 - (5) Results of all tests and sampling. Note: If sampling is attempted, but no sample was taken or possible, the log shall show all sampling attempts and document and explain why no sample was taken or possible;
- (c) Dated receipts for chemicals purchased, equipment purchased, and maintenance performed; and
- (d) An effluent monitoring plan to conform with the requirements of the permit including all sample collection, preservation, and analysis procedures. Note: Discharges from the treatment works should be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that treatment works). The owner or maintenance provider should not force a discharge in order to collect a sample.

Section 14 Certification

The completed registration statement with signature should be sent to the Department of Environmental Quality Regional Office for your area. You may sign, scan and email the registration statement to the regional office but you must then maintain the original signed document for verification if needed. Generally, the Registration Statement should be signed by the property owner. State regulations require this Registration Statement to be signed as follows:

- (1) For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
 - (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or
 - (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit registration requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.