

**VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT
CONCENTRATED ANIMAL FEEDING OPERATIONS**

For DEQ Use Only: Complete: Yes <input type="checkbox"/> No <input type="checkbox"/> Initials: _____ Date: _____
--

PERMIT APPLICATION ADDENDUM

PLEASE TYPE OR PRINT ALL INFORMATION - ALL PARTS OF THIS FORM MUST BE COMPLETED

I. CONTACT INFORMATION

Owner Name:					
Mailing Address:					
City:		State:		Zip Code:	
E-Mail Address:					
Business Phone:		Mobile Phone:		Home Phone:	
Best day of the week & time to contact the applicant:	Day(s)		Time(s)		<input type="checkbox"/> AM
					<input type="checkbox"/> PM

II. FARM/FACILITY INFORMATION

Farm/Facility Name:				
Location:				
Does Farm/Facility have an existing permit?	<input type="checkbox"/> Yes	If yes, Permit Number:		
	<input type="checkbox"/> No			

III. FARM OPERATING MANUAL

- A. Has a Farm Operating Manual been developed for this facility? Yes No
- B. If yes, provide the date of the last review/revision of the Farm Operating Manual. Date: _____
- C. A copy of the Manual (if already developed) is attached: Yes No.
The attached copy may be a hard copy or an electronic copy.

IV. GROUNDWATER MONITORING PLAN

- A. If the facility has an existing permit, is groundwater monitoring required? Yes No
- B. If yes, has a Groundwater Monitoring Plan been developed for this facility? Yes No N/A
- C. If yes, provide the date of the last review/revision of the Groundwater Monitoring Plan. Date: _____
- D. If no, please explain: _____

- E. A copy of the Plan (if already developed) is attached: Yes No N/A
The attached copy may be a hard copy or an electronic copy.

V. DISCHARGE POINT AND BEST MANAGEMENT PRACTICES (BMPs) RELATED TO A DISCHARGE POINT

For each discharge point, provide the following information in the table below:

- a) a descriptive name of the discharge point;
- b) the latitude and longitude of its location;
- c) the name of the nearest potential receiving water;
- d) all areas contributing manure, litter, process wastewater, or storm water from the facility; and
- e) the treatment received or BMPs utilized, installed or constructed prior to the discharge point.

<i>For DEQ Use: I.D. Number</i>	Discharge Point	Latitude	Longitude	Name of Nearest Potential Receiving Water	Area Contributing Flow	Treatment or BMPs
	1					
	2					
	3					
	4					
	5					

VI. BEST MANAGEMENT PRACTICES (BMPs)

- A. BMPs are utilized, installed or constructed for each of the areas listed in Section V above. Yes No
- B. If no, please explain: _____

- C. Attach to this Addendum, a description of the BMPs listed above in Section V or a copy of the Farm Operating Manual (if already developed). *The attached copy may be a hard copy or an electronic copy.*

VII. OTHER ATTACHMENTS (see instructions for requirements)

- A. The completed and signed Local Government Ordinance Form (LGOF) is attached: Yes No On file with DEQ
- B. A copy of the Department of Conservation and Recreation (DCR) Nutrient Management Plan (NMP) approval letter is attached: Yes No

VIII. MORTALITY DISPOSAL METHODS

- A. Indicate the mortality disposal method or methods to be utilized to ensure compliance with the permit.
 Render Compost Incinerate Landfill Other: _____
- B. Attach to this Addendum, a description of the mortality disposal method or methods to be utilized to ensure compliance with the permit. Include a description of the site where the mortalities will be handled. *The attached copy may be a hard copy or an electronic copy.*

In the case of a catastrophic animal mortality, disposal methods will be consistent with appropriate practices and methods approved by the State Veterinarian's Office and this Department. These same practices and methods shall be documented in the Farm Operating Manual.

IX. CHEMICAL HANDLING METHODS

Attach to this Addendum, a description of the practices, procedures and methods which will be followed to ensure that chemicals and other contaminants handled at the facility are not disposed of in any manure, process wastewater, or storm water storage or treatment system unless such systems are specifically designed to treat such chemicals and other contaminants. These same practices, procedures and methods shall be included in the Farm Operating Manual. *The attached copy may be a hard copy or an electronic copy.*

X. CERTIFICATION STATEMENT

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.

Printed Name: _____ Official Title: _____

Signature: _____ Date: _____

ADDITIONAL INFORMATION AND INSTRUCTIONS

VPDES CAFO PERMIT APPLICATION ADDENDUM

GENERAL INFORMATION

This permit application addendum must be completed and submitted when an owner of a concentrated animal feeding operation makes application to the Department of Environmental Quality for a Virginia Pollutant Discharge Elimination (VPDES) Permit. Contact the nearest DEQ regional office if you have questions about completing this form. Please type or print all information. All parts of this form must be completed.

DEFINITION OF TERMS

Best Management Practice (BMP): means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to surface waters. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Process Wastewater: Process wastewater from an AFO means water directly or indirectly used in the operation of the AFO for any of the following: spillage or overflow from animal or poultry watering systems; washing, cleaning, or flushing pens, barns, manure pits, or other AFO facilities; direct contact swimming, washing, or spray cooling of the (confined) animals; or dust control. Process wastewater from an AFO also includes any water that comes into contact with any raw materials, products, or byproducts including manure, litter, feed, milk, eggs or bedding.

Production Area: means that part of an AFO that includes the animal confinement area, the manure storage area, the raw materials storage area, and the waste containment areas. The animal confinement area includes but is not limited to open lots, housed lots, feedlots, confinement houses, stall barns, free stall barns, milkrooms, milking centers, cowyards, barnyards, medication pens, walkers, animal walkways, and stables. The manure storage area includes but is not limited to lagoons, runoff ponds, storage sheds, stockpiles, under house or pit storages, liquid impoundments, static piles, and composting piles. The raw materials storage areas include but is not limited to feed silos, silage bunkers, and bedding materials. The waste containment area includes but is not limited to settling basins, and areas within berms and diversions that separate uncontaminated storm water. Also included in the definition of production area is any egg washing or egg processing facility, and any area used in the storage, handling, treatment, or disposal of mortalities.

Storm Water: means storm water run-off, snow melt run-off, and surface run-off and drainage.

APPLICATION ADDENDUM INSTRUCTIONS

I. CONTACT INFORMATION

Provide the name, mailing address, telephone numbers and e-mail address (if available) of the person to whom this permit will be issued. Provide the best day of the week and time for DEQ to make contact with the owner during regular working hours.

II. FARM/FACILITY INFORMATION

Provide the name of the farm or facility. Provide the physical location for the animal feeding operation other than the owner's mailing address (e.g. Rt. 653, 1 mile west of Rt. 702). List the number of any expiring or currently effective permits issued to the concentrated animal feeding operation under the VPA or VPDES permit program.

III. FARM OPERATING MANUAL

Indicate if a Farm Operating Manual has been developed for this facility. If yes, provide the date of the last review/revision of the Farm Operating Manual. If the Manual has already been developed then indicate whether a copy of the Manual is attached to this Addendum. *The attached copy may be a hard copy or an electronic copy.*

Permit requirements for development of a manual:

The Permittee shall develop and submit a Farm Operating Manual for approval by the Department within 90 days of the effective date of this permit. The Farm Operating Manual shall include at a minimum the following information:

- a. identification of land features or structures where storm water will likely leave the production area(s) and enter surface waters of the state;
- b. identification of land features or structures in the land application area(s) which will increase the risk of nitrogen and phosphorus transport to surface waters of the state; land features or structures include tile lines, pipes or ditches;
- c. practices and procedures which will be followed to ensure that the waste storage facilities are designed and operated in accordance with the permit;
- d. practices, procedures and applicable best management practices (BMPs) which will be utilized to ensure compliance with the requirements of this permit including but not limited to the following:
 - (1) if applicable, identification of the location of BMP(s) that are installed or will be installed at the CAFO facility, for BMP(s) that will be installed include the expected timeframe for installation;
 - (2) specification of appropriate maintenance that will be performed for each BMP(s);
 - (3) specification of the steps that will be taken in the event that a BMP(s) is found deficient,
 - (a) as a result of the visual inspections as required by the permit, or
 - (b) as a result of other routine inspections, as prescribed by the Farm Operating Manual, of BMP(s) utilized or installed in accordance with the permit.

The steps shall include any actions that will be taken to correct deficiencies in accordance with the permit.

- e. practices and procedures which will be followed to ensure that all equipment needed for the proper operation of the permitted facilities is maintained in good working order, including but not limited to the following:
 - (1) retention of the equipment manufacturer's operation and maintenance manuals or other reference source to allow for timely maintenance and prompt repair of equipment when appropriate; and
 - (2) specification of the frequencies of inspections in order to detect leaks on equipment used for liquid manure handling and land application;
- f. an emergency plan which includes appropriate procedures for employees to follow in case of an emergency such as; an unauthorized discharge of manure, poultry waste, from the production area or catastrophic animal mortality. The emergency plan must include appropriate information for assistance with the particular emergency and must include contact information for local, state and federal agencies required to be notified in the case of any of the above mentioned events.
- g. practices, procedures and methods which will be followed to monitor and analyze waste;
- h. practices, procedures and methods which will be used to manage solids in the waste storage or treatment facilities; and
- i. practices, procedures and methods which will be followed to ensure that chemicals and other contaminants handled at the facility are not disposed of in any manure, process wastewater, or storm water storage or treatment system unless such systems are specifically designed to treat such chemicals and other contaminants.

The Permittee shall operate the CAFO facility in accordance with the approved Farm Operating Manual which becomes an enforceable part of the permit. Any changes in those practices and procedures shall be documented and submitted to the Department for staff approval within 90 days of the effective date of the changes. The existing manual shall continue to be implemented until the revised manual is approved by the Department. Upon approval of submitted manual changes, the revised manual becomes an enforceable part of the permit. Noncompliance with the approved manual shall be deemed a violation of the permit.

IV. GROUNDWATER MONITORING PLAN

If the facility has an existing permit, indicate whether groundwater monitoring is required. If groundwater monitoring is required, indicate if a groundwater monitoring plan has been developed for this facility. If yes, provide the date of the last review/revision of the plan. If a plan has not been developed, please explain why the plan has not been developed. If the plan has already been developed then indicate whether a copy of the plan is attached to this Addendum. *The attached copy may be a hard copy or an electronic copy.*

Permit requirements for development of a plan:

The Permittee shall develop and submit a Groundwater Monitoring Plan for approval by the Department within 90 days of the effective date of this permit. The Groundwater Monitoring Plan shall include at a minimum the following information:

- (1) Procedures to ensure appropriate methods and practices are being used when monitoring groundwater, and
- (2) Procedures to ensure appropriate measures are taken where monitoring results demonstrate potential noncompliance with the permit and the approved monitoring plan.

V. DISCHARGE POINT AND BEST MANAGEMENT PRACTICES (BMPs) RELATED TO A DISCHARGE POINT

For each discharge point, provide the following information in the table below:

- a) a descriptive name of the discharge point;
- b) the latitude and longitude of its location;
- c) the name of the nearest potential receiving water;
- d) all areas contributing manure, litter, process wastewater, or storm water from the facility; and
- e) the treatment received or BMPs utilized, installed or constructed prior to the discharge point.

VI. BEST MANAGEMENT PRACTICES (BMPs)

Indicate whether BMPs are utilized, installed or constructed for each of the areas listed in Section V. If no BMPs are not utilized, installed or constructed for each of the areas then explain. Attach to this Addendum, a description of the BMPs listed above in Section V or a copy of the Farm Operating Manual (if already developed). *The attached copy may be a hard copy or an electronic copy.*

VII. MORTALITY DISPOSAL METHODS

Indicate the mortality disposal method or methods to be utilized to ensure compliance with the permit.

Attach to this Addendum, a description of the mortality disposal method or methods to be utilized to ensure compliance with the permit. Include a description of the site where the mortalities will be handled. *The attached copy may be a hard copy or an electronic copy.*

Permit requirements for mortality disposal:

Mortalities shall not be disposed of in any liquid manure or process wastewater system, unless alternative technologies are designed to handle mortalities and approved by the Department and must be handled in such a way as to prevent the discharge of pollutants to surface water. These same practices, procedures and methods shall be recorded in accordance with the permit.

In the case of a catastrophic animal mortality, disposal methods will be consistent with appropriate practices and methods approved by the State Veterinarian's Office and this Department. These same practices and methods shall be documented in the Farm Operating Manual.

VIII. CHEMICAL HANDLING METHODS

Attach to this Addendum, a description of the practices, procedures and methods which will be followed to ensure that chemicals and other contaminants handled at the facility are not disposed of in any manure, process wastewater, or storm water storage or treatment system unless such systems are specifically designed to treat such chemicals and other contaminants. These same practices, procedures and methods shall be included in the Farm Operating Manual. *The attached copy may be a hard copy or an electronic copy.*

IX. OTHER ATTACHMENTS

Indicate if the following documents are attached to this addendum.

Local Government Ordinance Form (LGOF)

State Law requires that the owner of any proposed pollutant management activities or those which have not previously been issued a valid VPA or VPDES permit must attach to the permit application, the completed LGOF. The LGOF is the notification from the governing body of the county, city or town where the operation is located that the operation is consistent with all ordinances adopted pursuant to Chapter 22 (§ 15.2-2200 et seq.) of Title 15.2 of the Code of Virginia.

Nutrient Management Plan (NMP) Approval Letter

A copy of the letter from the Virginia Department of Conservation and Recreation (DCR) approving the operation's NMP and certifying that the NMP was developed by a certified nutrient management planner in accordance with §10.1-104.2 of the Code of Virginia must be attached to the permit application. However, if a current NMP approval letter is on file at the DEQ regional office then it is not necessary to attach the NMP approval letter.

X. CERTIFICATION STATEMENT

The Certification must bear an original signature in ink, photocopies are not acceptable. State regulations require the permit application 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 that 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 application 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. For purposes of this section, a principal executive officer of a federal agency includes: (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.