

Annual Standards & Specification (AS&S) Renewal and Modification Form

(To be submitted to DEQ Central Office)

(Please Type or Clearly Print All Information)

1. AS&S Entity:

Name: _____

Type: State Federal Linear Public Service Authority Wetland/Stream

2. AS&S Approval Letter Addressee:

Name: _____

Title: _____

Mailing address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email address: _____

3. Indicate the AS&S your entity is renewing:

ESC dated: _____ Approval Date of Existing AS&S: _____

SWM dated: _____ Approval Date of Existing AS&S: _____

4. Indicate if there are any updates to your previously approved AS&S document:

ESC: YES NO **SWM:** YES NO

If there have been any revisions to the previously approved AS&S, submit the revised AS&S document (s) with this form. Revised documents should be 'redlined' or have a reference table showing where revisions are located within the document.

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 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: _____

Title: _____

Signature: _____

Date: _____

(This must be signed by the responsible official representing the AS&S Entity)

Contacts:

1. Main contact (if different from AS&S Approval Letter Addressee)

Name: _____ Title: _____

Email Address: _____

Phone #1: _____ Phone #2: _____

Issues related to: _____

2. Name: _____ Title: _____

Email Address: _____

Phone #1: _____ Phone #2: _____

Issues related to: _____

3. Name: _____ Title: _____

Email Address: _____

Phone #1: _____ Phone #2: _____

Issues related to: _____

4. Name: _____ Title: _____

Email Address: _____

Phone #1: _____ Phone #2: _____

Issues related to: _____

5. Name: _____ Title: _____

Email Address: _____

Phone #1: _____ Phone #2: _____

Issues related to: _____

Instructions for Completing Annual Standards and Specifications (AS&S) Renewal and Modification Form

GENERAL

A. Coverage Under Annual Standards and Specifications.

In accordance with § 62.1-44.15:55, :56 of the Erosion and Sediment Control Law and § 62.1-44.15:31 of the Stormwater Management Act and attendant regulations, Annual Standards and Specifications that describe how land-disturbing activities shall be conducted must be annually resubmitted to DEQ for review and approval. DEQ has created this form to facilitate in the AS&S renewal process for all AS&S Entities.

B. Where to Submit AS&S Renewal Forms

All AS&S Renewal Forms should be submitted either –

Electronically to:

Annual Standards and Specifications Specialist
Hannah.Zegler@deq.virginia.gov

Or hardcopy to:

Department of Environmental Quality
Office of Stormwater Management, 10th Floor
P.O. Box 1105
Richmond, VA 23218

C. Fees

Please note Virginia statute allows the DEQ to assess an administrative charge equal to the lower of (i) \$1,000 or (ii) an amount sufficient to cover the costs of services associated with standard and specification review and approval, project inspections, and compliance.

Once renewed AS&S are approved, the approval letter will be sent to DEQ's Finance Division. Finance will then produce an invoice and contact the AS&S Entity to fulfill the transaction. Approved Renewal Forms will be sent in association with invoices.

LINE-BY-LINE INSTRUCTIONS

Item 1: Annual Standards & Specifications Entity:

Name: Please include the name of the AS&S Entity as it appears on the existing approval letter. If the name of the AS&S Entity has changed, please include the new name with 'formally known as [previously approved name]' listed after it.

Type: There are five types of AS&S Entities. Please indicate the type that your entity falls under. They are as follows:

- a. **State** – Including Departments, Public Institutions of Higher Education (College or University), etc...
- b. **Federal**
- c. **Linear** – Linear projects subject to AS&S include:
 - i. Construction, installation, or maintenance of electric transmission, natural gas, and telephone utility lines and pipelines, and water and sewer lines; and
 - ii. Construction of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company.
- d. **Authorities pursuant of § 15.2-5102. (Public Service Authorities)** – § 15.2-5102. One or more localities may create authority.
 - i. The governing body of a locality may by ordinance or resolution, or the governing bodies of two or more localities may by concurrent ordinances or resolutions or by agreement, create a water authority, a sewer authority, a sewage disposal authority, a stormwater control authority, a refuse collection and disposal authority, or any combination or parts thereof. The name of the authority shall contain the word "authority." The authority shall be a public body politic and corporate and a political subdivision of the Commonwealth. The ordinance, resolution or agreement creating the authority shall not be adopted or approved until a public hearing has been held on the question of its adoption or approval, and after approval at a referendum if one has been ordered pursuant to this chapter.
 - ii. Any authority, or any subsidiary thereof, organized pursuant to this section to operate a refuse collection and disposal system that, pursuant to statute, is specifically authorized to include in the system (i) facilities for processing solid waste as a fuel and (ii) facilities for generating steam and electricity for sale, shall not be subject to regulation under the Utilities Facilities Act (§ 56-265.1 et seq.), provided that sales of electricity generated at such facilities are made only to a federal agency whose primary responsibility is national defense and the energy is delivered directly from the generator to the customer's facilities or to a public utility.
- e. **Wetland / Stream** - Any person engaging, in more than one jurisdiction, in the creation and operation of a wetland mitigation or stream restoration bank or banks.

Item 2: AS&S Approval Letter Addressee:

Please include the contact information for whom the AS&S approval letter should be addressed to. This person should be a contact within the actual AS&S entity. No third-party contractors.

Additional contacts may be included on page 2 of this document if there is a different main contact or other individuals in charge of specific functionalities of the AS&S program.

Item 3: Indicate which AS&S your entity is renewing –

Please indicate the date of revision or version noted on the AS&S your entity is renewing.

Please include the approval date on your Entity's existing AS&S approval letter.

Item 4: Indicate if there are any updates to your previously approved AS&S document:

YES – If you have indicated that there have been updates to your AS&S Entity's previously approved AS&S submission. Please include the updated version of your AS&S document alongside this form. Revised AS&S documents should be 'redlined' or have a reference table showing where revisions are located within the document.

NO – If you have indicated that there have been no updates to your AS&S Entity's previously approved AS&S submission you do not need to resubmit these documents.

Please note that DEQ has 60 days in which to comment on or approve AS&S submissions.

Item 5: Certification:

A responsible official representing the AS&S holder is responsible for certifying and signing the AS&S Renewal Form. Responsible officials include:

- i: 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 state permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- ii: For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
- iii: 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.