



**Stormwater Construction General Permit System
(SWCGPS)
User's Guide**

Revisions Page

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Section 2.6 – Modified language for consistency purposes

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Section 2.8 – New Section – RS Submittals Not Required Functionality

Section 4.1 - Basic Search – Ability to search by Construction Activity

Name

Section 4.5 – Export to Excel – New Feature

Section 5.0 – New Section – Editing Data After Permit Coverage Approval

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Entire Manual - Reformatted

Section 1.2.3.2 – Updated user account deletion instructions

Section 1.3.4 New Section – Data entry consistency

Section 1.4 – New Section - VSMP Authority RS Verification

Section 1.4.1 – Operator Name Verification

Section 1.4.2 – Verify GIS Coordinates

Section 3.0 Terminations – Made improvements

Section 6.0 New Section -Transfer of Ownership

Section 7.0 New Section – Modifications

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Revisions Made:

Section 1.2.1 – Adding a New User - #5

Section 1.2.4 – User Account Activation and Account Options – Section revised to add language regarding new system-generated email.

The screen shots found in this User's Guide are for instructional purposes only and should not be confused with any User personal information.

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1.0 Virginia Stormwater Management Program

The Virginia Department of Environmental Quality (DEQ) is the lead agency for developing and implementing statewide nonpoint source pollution control programs, including the Virginia Stormwater Management Plan (VSMP), to protect the Commonwealth's waters. Effective July 1, 2014, many localities in Virginia are administering a VSMP. Registration and termination paperwork associated with the General VPDES Permit for discharges of stormwater from construction activities (Construction General Permit) is to be submitted to the VSMP Authority (Locality) where the land-disturbing activity occurs. The Stormwater Construction General Permit System (SWCGPS) is then utilized by the VSMP Authority to coordinate the issuance and termination of Construction General Permit coverage with DEQ.

1.1 Getting Started – Obtaining Administrator Access

Each VSMP Authority must complete an Administrator Access Form provided by DEQ identifying the name(s) of one or two SWCGP system administrators, and submit the form to DEQ. DEQ will set-up these administrators for each VSMP Authority. Once DEQ has set-up the administrators provided via the aforementioned access form, the VSMP administrator(s) will receive an email notification that will provide the link to activate their account. Once the Admin has completed account activation and logged into the system, the user should bookmark the system URL <https://apps.deq.virginia.gov/swcgp> for future access.

The VSMP administrator(s) will then be able to grant system access to other staff within their VSMP Authority.

1.2. System Administrator & User Management

The steps to add a new user are below. Only Administrators can access the Admin page. Non-Administrators in your locality do not have the option to view this page.

1.2.1 Adding a New User

To add a new User, do the following:

1. Navigate to the log in page (URL) and key in your email address and password and click the Submit button to continue to access the Home page.

User Management Window 1

Welcome to the Stormwater Construction General Permit System

Log In

Enter your account credentials to log into the application.

Email Address

Password

Forgot your password? [Click Here](#)

2. On the Home Page, in the black banner to the right of your User name, you should now see a gear icon as shown in User Management Window 2. Click on the Gear and then Users.

User Management Window 2

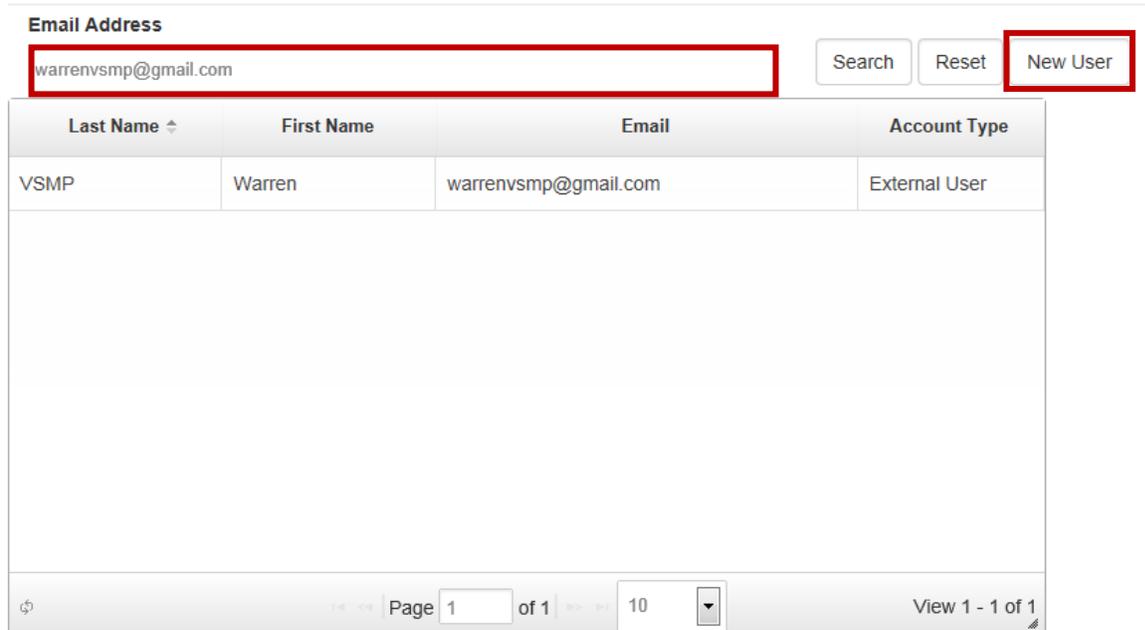


3. Once you have clicked on Users, the User Administrator page will open as shown in User Management Window 3.
4. Verify that a user's account does not already exist by reviewing the list or performing a search. The Admin may search by Last Name, First Name, or part of an email address.

To add a new user, key in the user's email address and click on the New User button as shown in User Management Window 3.

User Management Window 3

User Administrator



5. Once the user clicks on the New User button, the Add External User page will open as shown in the User Management Window 4. Key in the First and Last Name of the user. Effective, January 17, 2016, **if the user already has access to the Certification and Accreditation Tracking System (CATS) and/or Best Management Practice (BMP) warehouse their name will be auto-populated for you, as the user may use the same email address and password for all three systems. This is similar to a single sign-on with the exception being that the Admin still needs to grant the user the appropriate privileges to the SWCGPS. New language has been added to the top of the External User Page as shown in the red bordered box in User Management Window 4 below.** The Role Membership choices should be limited to roles for a distinct VSMP Authority. Select the desired roles for the user you are adding to the system. Reference role assignment instructions in Section 1.2.2.
6. Click on the Submit button at the bottom of the page.
7. Once the transaction is complete, the view will return to the User Management page shown in the User Management Window 3. The new User added should now receive the account activation email. A user has 96 hours to activate their account.

User Management Window 4

Edit External User

When granting access to the SWCGPS for a new user, if the user already has access to other DEQ applications such as CATS and BMP the user will not receive an account activation email. Instead, the user will receive an email that will include the link to the SWCGPS. The user may then log on to the system with their established password. Password and name changes will be reflected in the other DEQ applications.

The user currently belongs to:

- SWCGP - Storm Water Construction General Permit Application
- CATS - Certification and Accreditation Tracking System

Email Address

satragesser@...

***First Name**

Susan

***Last Name**

Testing

Notes

Role Membership: Search roles... Q

- Accomack County Administrator
- Accomack County Certifier
- Accomack County Inspection Manager
- Accomack County Inspector
- Accomack County Preparer
- Accomack County Viewer

1.2.2 User Roles

This section describes the different user roles that may be granted by the Administrator.

1.2.2.1 Administrator

To grant the Administrator role simply check the Administrator check box. This grants the User all of the roles. If you wish, you may check all 4 roles.

1.2.2.2 Certifier

To grant a User the Certifier role, the Admin must check the following 3 check boxes: Certifier, Preparer, and Viewer.

1.2.2.3 Preparer

To grant a User the Preparer role, the Admin must check the following 2 check boxes: Preparer, and Viewer.

1.2.2.4 Viewer

To grant a User the Viewer role, the Admin should only check the Viewer check box.

1.2.3 Editing and/or Deleting an Existing User's Roles

This section shows the process to either **edit** a User's account or **remove** a User's access to the system entirely.

1.2.3.1 Editing a User's Role

1. Proceed to the User Administrator page
2. Search for the user by Last Name, First Name, or full or partial email address.

User Management Edit Window 1

User Administrator

Email Address

warrenvsmp@gmail.com

Last Name ↕	First Name	Email	Account Type
-------------	------------	-------	--------------

3. The search results can be found in User Management Edit Window 2.
4. Click on the User Information row as shown in User Management Edit Window 2.

User Management Edit Window 2

User Administrator

Email Address

warrenvsmp@gmail.com

Last Name ↕	First Name	Email	Account Type
VSMP	Warren	warrenvsmp@gmail.com	External User

5. The Edit External User Details page will open as shown in User Management Edit Window 3. Click the Edit button.

User Management Edit Window 3

External User Details

Email Address	warrenvsm@gmail.com
Name	Warren VSMP
Notes	None
Role Membership	Warren County Administrator Warren County Certifier Warren County Preparer Warren County Viewer

- The Edit External User page will open as shown in User Management Edit Window 4. In the example below, the Admin role has been removed for this User. Click on the Submit button to implement the change. The User will receive an email notification regarding the change of privileges. The User will need to log out and log back in to the system to activate the change(s).

User Management Edit Window 4

1.2.3.2 Deleting a User's Access

- Proceed to the User Administrator page
- Search for the user by Last Name, First Name, or full or partial email address as shown in User Management Deletion Window 1.

User Management Deletion Window 1

User Administrator

Email Address

- The search results can be found in User Management Deletion Window 2. Click on the user's name. A new page will open as shown in Management Deletion Window 3.

User Management Deletion Window 2

User Administrator

Email Address

Last Name	First Name	Email	Account Type
Admin	Loudoun	loudoun@mailinator.com	External User

- Click on the Edit button to access the user's account information.

User Management Deletion Window 3

Email Address	loudoun@mailinator.com	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
Name	Loudoun Admin		
Notes	None		
Role Membership	Loudoun County Administrator Loudoun County Certifier Loudoun County Preparer Loudoun County Viewer		

5. A new page will open as shown in User Management Deletion Window 4. Uncheck all of the user's roles and click Submit.

Edit External User

Email Address

loudoun@mailinator.com

***First Name**

Loudoun

***Last Name**

Admin

Notes

Role Membership

Search

- Loudoun County Administrator
- Loudoun County Certifier
- Loudoun County Preparer
- Loudoun County Viewer

Submit

Cancel

6. The view will return to the page shown in User Management Deletion Window 5.
7. Click on the Delete button.

User Management Deletion Window 5

Email Address	loudoun@mailinator.com	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
Name	Loudoun Admin		
Notes	None		
Role Membership			

8. A confirmation message will be displayed for the the Admin as shown in User Management Deletion Window 6. Click OK to proceed with the deletion. Click Cancel to stop the deletion process. Once the deletion occurs, the Admin will be returned to the User Administrator page. If a user is deleted, the Admin still has the ability to add the user back in the future, if necessary.

User Management Deletion Window 6

Delete user from SWCGP Application?

×

1.2.4 User Account Activation and Access Options

Effective January 13, 2017, a new system-generated email has been added. Users that do not have access to any other DEQ applications will receive the standard account activation email shown in the New Account Activation Email window below.

Users that already have access to the Certification and Accreditation Tracking System (CATS) and/or Best Management Practice (BMP) warehouse will receive the email shown in SWCGPS Account Access Email for Existing CATS and BMP Users window below.

1.2.4.1 New User Account Activation and Existing User Processes

The User clicks on the link in the account activation email to create a password by following the password criteria as shown in Password Creation Window 1 below. Once the User enters a password that conforms to the requirements, a page will be displayed notifying the User that their account has been activated.

1. Key in your chosen password and click on the Submit button.

Password Creation Window 1

Set Account Password

Stormwater Construction General Permit System passwords must meet the following criteria:

- At least 8 characters in length
- Utilize at least three of the following four:
 - Special characters
 - Alphabetical characters
 - Numerical characters
 - Combination of upper and lower case letters

Password
Confirm password

New Account Activation Email

New Account Activated

Your Stormwater Construction General Permit System account has been successfully activated!

Note: You may need to request additional permissions for those applications.

Continue to login

2. Click on the “Continue to login” hyperlink. Key in the proper credentials and click on the Submit button.
3. The SWCGP System home page is now displayed. Please bookmark the URL <https://apps.deq.virginia.gov/swcgp> so that you will have the link for future access to the system.

Welcome to the Stormwater Construction General Permit System

Permit Search

Search existing permits by Permit Number, Authority Unique ID/Alt ID, Operator Name

Narrow down your search results by using the [Query Builder](#).

[Permit Registration](#)

SWCGPS Account Access Email for Existing CATS and BMP Users

You have been granted permissions in the Stormwater Construction General Permit System.

The following roles have been added to your account:

- **Accomack** County Viewer

To log in, please visit: <https://apps.deq.virginia.gov/Swcgp/>

Please use your Certificate and Accreditation Tracking System (CATS) and/or Best Management Practice Upload (BMP) username and password to log in.

1.2.4.2 Password Recovery Information

To re-acquire your password, do the following:

4. If you forgot your password, click on Forgot Password, this will send a temporary link to your credentialed email account where you can reset your password.

Forget Password Window 1

Welcome to the Stormwater Construction General Permit System

Log In
Enter your account credentials to log into the application.

Email Address

Password

Forgot your password? [Click Here](#)

Forget Password Window 2

Forgot Password
Enter your email address and we'll send a temporary link you can use to reset your password.

Email Address

1.2.4.3 Logout Information

To log out of the system, click on the drop down arrow by your user name and click on Logout.

Permit System Logout Window 1

Home Upload Thomas Catalano ▼

My Account
Your DEQ applications account is linked to your Domain account.

[My Account](#)
[Logout](#)

Email Address	thomas.catalano@deq.virginia.gov
Username	thomas.catalano@deq.virginia.gov
Name	Thomas Catalano
Account Expires	Never

1.2.4.4 Change Password

To change your password, click on the drop down beside your Username and click on My Account and then click on Change Password and follow the instructions provided and Submit.

1.3 Registration Statement Data Entry Rules

The following data entry rules should be followed when entering Operator Name, Operator Address, Construction Activity Name, and Construction Activity Location. Following these data

entry rules will make it easier to search for data and provide consistency throughout the state. These are also the same data entry rules that are utilized by DEQ.

1.3.1 Operator Name and Construction Activity Name

The following data entry rules should be followed for **Operator Name** and **Construction Activity Name**.

1.3.1.1 Punctuation should not be used

This includes but is not limited to apostrophes, periods, and commas. When the apostrophe is omitted, no space should be used between the word and the possessive "s". Example: Saint **Mary's** Hospital would be entered as Saint **Marys** Hospital.

1.3.1.2 Symbols should not be used

When a symbol is present in a name, the symbol is to be omitted and a space is left as a placeholder, except in the case of the apostrophe. The "&" should be spelled out as "and", "@" as "at", and "#" as "number." Examples:

A Registration Statement (RS) is received for **#1 Cleaner's**. It is entered as "**Number 1 Cleaners**." A RS is received for **\$2.99 Cleaners**. It is entered as **2 99 Cleaners**. Note that NO space is left at the beginning of the name for the \$ symbol.

1.3.1.3 Abbreviations should not be used

All names are to be completely spelled out. This includes common abbreviations such as St. would be entered as Saint. Example, **St.** Mary's Hospital would be entered as **Saint** Marys Hospital.

1.3.1.4 Construction Activity Names identified by a number

For Gas Stations, Convenience Stores, and other names that are identified by a number, separate the name and number by a space only. It should be entered as the store name followed by the number. **Do not use the # symbol or a hyphen.** Examples:

Amoco 12345
7 Eleven 89653
McDonalds 1000

1.3.1.5 Hyphen Exceptions

The only exception to the no symbols or punctuation rule is the use of a hyphen to separate a name and a locator. When using a hyphen to separate a name, then add a locator, it is to be entered as the name followed by a space followed by the hyphen followed by a space followed by the locator.

Tidewater Materials – Jackson Quarry

1.3.1.6 Residence as Construction Activity Location Name

Residences are entered last name then first name followed by "residence". Example:
Smith John Residence

If there are multiple individuals to be listed, then the last names should be entered with no punctuation or symbols followed by a description such as residence, property, estate, etc. Enter the order of the names as they appear in the document or application. In the comment field, enter the full names of the individuals. Examples:

Smith Jones Johnson Ball Residence
Agee Rowe Simpson Estate

If the last names of all of the individuals do not fit in the name field, enter as many as possible followed by "et al" (no punctuation), and enter the remaining information in the comment field. In the comment field, enter the names of the individuals. Example:

Jones Johnson et al Estate

In the comment field, enter John Smith, Henry Jones, Robert Johnson, Paul Taylor

1.3.1.7 Federal Facilities

Federal facility names are entered as US [space] department name [space] hyphen [space] locator. Use the abbreviation US for United States with all military bases. Examples:

US Army - Fort Belvoir
US Navy - Naval Weapons Warfare Center – Dahlgren
US Air Force - Andrews Air Force Base
US Post Office - Deep Creek Station

1.3.1.8 Localities

The name of the locality is entered followed by a locator. Do not use "of" in the name. Examples:

Hanover County – Parks and Recreation
Richmond City – Sanitation Department
Accomac Town – Fire Department

1.3.2 Construction Activity Operator Mailing Address

The address is entered with no punctuation or symbols, and follows the guidelines of the USPS Postal Addressing Standards.

1.3.2.1 Alphabetic Street Names and Post Office Boxes

Street names are spelled out. Street suffixes such as *road*, *avenue*, and *lane* are abbreviated. Post office boxes are entered as PO Box. There is no space between PO and "P", "O", "B" are capitalized.

Examples:

629 E Main St
PO Box 777

COMMONLY USED ADDRESS ABBREVIATIONS:

Attention	Attn	Junction	Jct
Avenue	Ave	Parkway	Pkwy
Boulevard	Bld	Pike	Pike
Branch	Br	Place	Pl
Bypass	Byp	Plaza	Plz
Center	Ctr	Road	Rd
Circle	Cir	Route	Rte
Crossing	Xing	Shore	Shr
Drive	Dr	Station	Sta
Expressway	Expy	Street	St
Harbor	Hbr	Suite	Ste
Heights	Hts	Turnpike	Tpke
Highway	Hwy		

When a street name is the name of a state, country, or direction, the name is spelled out (not abbreviated).

Examples:

103 Virginia Ave
520 North St
612 England Rd

1.3.2.2 Numeric Street Names

Numeric street names are entered as the number followed by the appropriate suffix, such as "th", "nd", "st", "rd".

Example:

4513 3rd St

1.3.2.3 Unit Designators

Unit designators such as Apartment, Suite, and Floor are entered on the same line as the street address if possible.

Example:

629 E Main St Ste 802

If there is not enough room in Address Line 1, enter this information in Address Line 2.

Common Unit Designators include:

Apartment	Apt
Building	Bldg
Floor	Fl
Suite	Ste
Unit	Unit
Room	Rm
Department	Dept

1.3.2.4 County, State and Local Highways

County, State and Local highways as the actual street names are spelled out.

Examples:

101 County Road 20
1126 County Highway 140
300 Highway 50
220 Interstate 64

1.3.2.5 Directional Indicator in Address

The directional indicator refers to descriptive information that gives a direction to the address.

The following is a list of the directional indicators and the appropriate abbreviations.

North	N
South	S
East	E
West	W
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

1.3.3. Construction Activity Location Address

If the Operator provides a Construction Activity Location address on the Registration Statement, the same data entry rules described in Section 1.4.2 above should be followed.

Additionally, corner addresses can be entered if a specific street number is not available. They are entered as first street name linked by "and" followed by the second street name.

Example:

5th and High

1.3.4 Data Entry Consistency

Data should **not** be entered in **ALL CAPS or all lowercase**, as this information is merged into correspondence and reports. Consistency throughout the state is important.

1.4 VSMP Authority Registration Statement (RS) Verification

By submitting a registration statement to DEQ, the VSMP Authority is acknowledging that the construction activity operator has submitted a complete and accurate registration statement and has obtained approval of an Erosion & Sediment Control Plan (or agreement in lieu of), where applicable, and a Stormwater Management Plan (or agreement in lieu of), where applicable.

The VSMP authority should verify the following before submitting a registration statement to DEQ.

1.4.1 Operator Name Verification

Verify that the Operator Name matches the legal name as registered with the State Corporation Commission. Follow the steps below to complete this verification:

1. Click on this link that will open the SCC web page
https://cisiweb.scc.virginia.gov/z_container.aspx
2. The page should open as shown in Operator Name Verification Window 1 below.
3. Click on Name Search All Entities.

Operator Name Verification Window 1



- 4 Once the user has clicked on Name Search all Entities, enter the Entity Name and use the enter key on your keyboard to execute the search as shown in Operator Name Verification Window 2.

Operator Name Verification Window 2

CISM8000

Name Search All Entities
(Excluding GP)

ENTER STARTING ENTITY NAME:

5. After executing the search, a search results page will be displayed as shown in Operator Name Verification Window 3.
6. Review the Status Column on the right. Only Entity Names where the Status equals Active is viable as the legal entity. In the example below, there are only two Active options. Begin with the Entity Name that matches or most closely matches the Owner/Operator Name provided on the Registration Statement. Cascades at Woods Corner LLC will be used for this example.
7. Double click the Entity Name and a new window will be opened as shown in Operator Name Verification Window 4 and then click on Data Summary which will display the information shown in Operator Name Verification Window 5. Compare the address in the database with what is on the RS. The address could be different if the entity has more than one office location. Contact the Operator if there are questions regarding the accuracy of the legal name.

Operator Name Verification Window 3

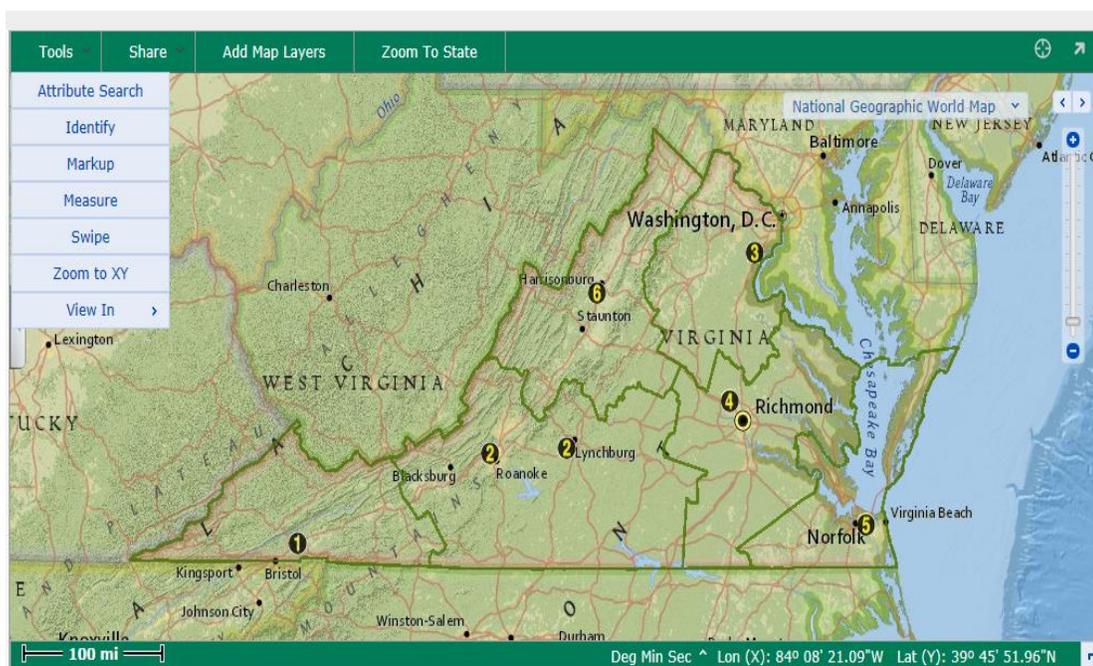
CISM8005		NAME SEARCH ALL ENTITIES		10:31:02
		(EXCLUDING GP)		PAGE: 1
SEARCH NAME:	<input type="text" value="CASCADESATWOODSCORNERLLCTHE"/>			
GO TO PAGE:	<input type="text"/>			DIRECTION: F
ENTITY-ID		ENTITY NAME		STATUS/DATE
1: S214341-2	<input type="checkbox"/>	CASCADES ADVISORY GROUP, LLC		CANC (VOLUN 04/04/12
2: 0467096-4	<input type="checkbox"/>	CASCADES ANIMAL HOSPITAL, LTD.		PURGED 09/30/02
3: 0543376-8	<input type="checkbox"/>	CASCADES ARTESIAN WATER, INC.		PURGED 12/31/06
4: 0273923-3	<input type="checkbox"/>	CASCADES ASSOCIATES, INC.		PURGED 03/31/00
5: M007936-0	<input type="checkbox"/>	CASCADES ASSOCIATES, L.P.		ACTIVE 08/31/09
6: F037858-0	<input type="checkbox"/>	CASCADES AT LANDMARK, INC.		OLD NAME-P 03/31/00
7: S207918-6	<input type="checkbox"/>	CASCADES AT WOODS CORNER, L.L.C., THE		ACTIVE 10/27/08

1.4.2 Verify GIS Coordinates

The VSMP Authority should verify the lat/long provided on the RS by the Operator to ensure that the coordinates place the project within the appropriate VSMP authority. An authority may use a GIS tool of its choice for the verification. If an authority wishes to use DEQ's GIS Viewer, please follow the steps below:

1. CTRL+Click on the following link and then bookmark it for future use:
<http://deq.virginia.gov/ConnectWithDEQ/VEGIS.aspx>
2. When the page opens, click on "What's in My Backyard?" The Map Viewer will open as shown in GIS Coordinates Window 1.
3. There is a menu at the top of the map. Click on "Tools" and then "Zoom to XY".

GIS Verification Window 1



4. After clicking on Zoom to XY, the following window will open for you to enter the Lat/Long coordinates as shown in GIS Verification Window 2. After entering the coordinates, click "Go"

GIS Verification Window 2

Zoom to XY - x

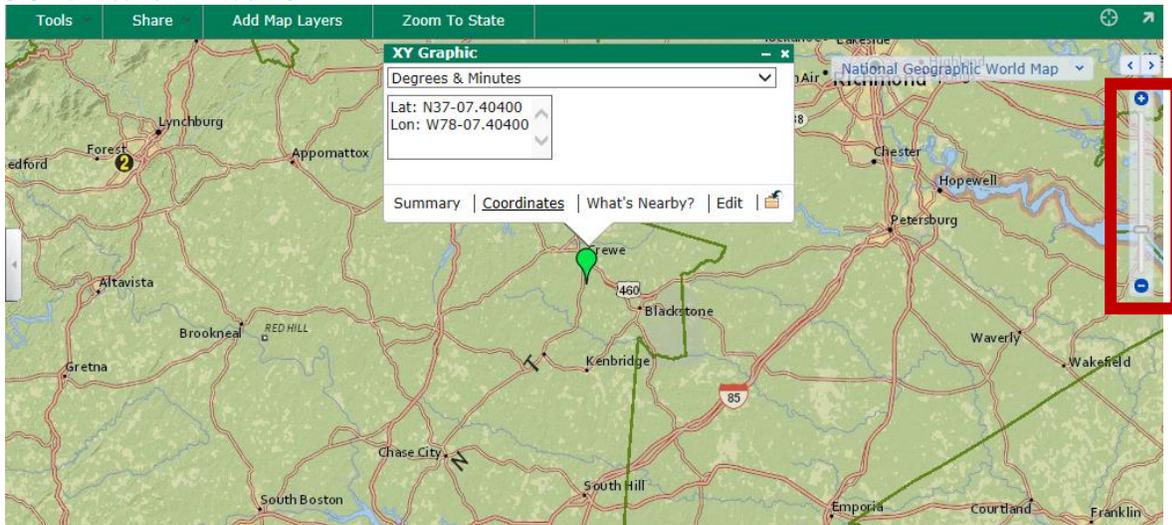
Select Units:

Latitude

Longitude

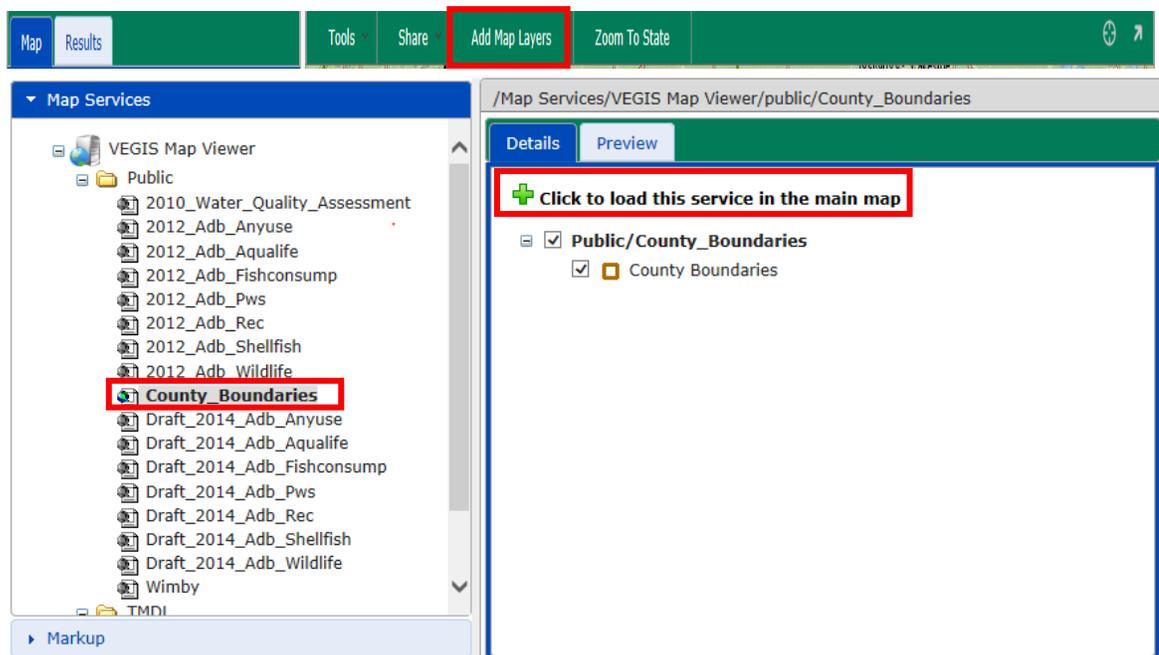
- The point will appear on the map as a green bubble, as shown in GIS Verification Window 3. Use the bar on the right side of the screen to pan in and out on the map.

GIS Verification Window 3



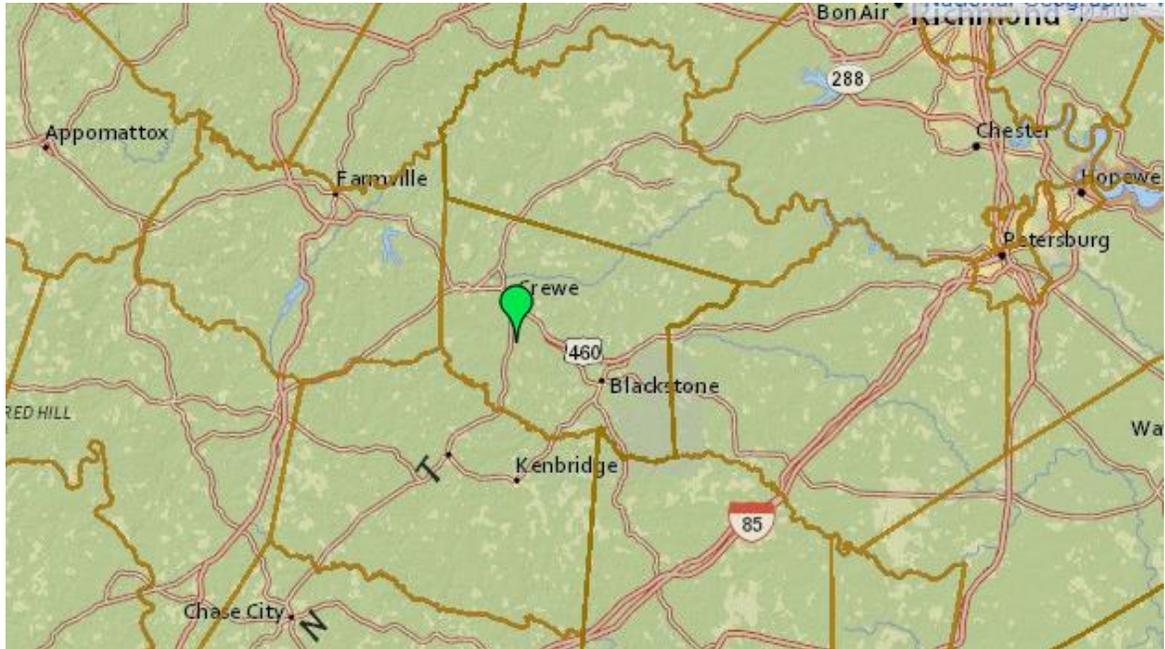
- Again using the menu located at the top of the map viewer, click on “Add Map Layers” as shown in GIS Verification Window 4. This will open the Add Map Layers window.
- Under Map Services on the left side, click County Boundaries. On the right side of the page select “Click to load this service in the main map.”

GIS Verification Window 4



8. Lines will appear on the map identifying the county boundaries which makes it easier to verify the accuracy of lat/long as shown in GIS Verification Window 5.

GIS Verification Window 5



2.0 Registration Statement Submittal Procedures

The VSMP Authority enters the Registration Statement via the User interface (UI) or using the RS upload Excel file.

The application then validates the registration statement prior to submittal to DEQ. The system calculates the fee, and the State portion of the fee is displayed under the Fee tab within the UI.

Once the RS is submitted to DEQ, the VSMP Authority and DEQ receives an email notification indicating a successful submission of the RS.

For RS submitted by VSMP Authorities that **do not** collect the State portion of the fee, the system will generate an email notification to the Operator explaining the payment options. Once DEQ receives the fee payment from the Operator, DEQ will initiate the completion of the permit coverage process.

For RS Submitted by VSMP Authorities that collect the State portion of the fee, DEQ will begin issuing permit coverage once the RS has been submitted.

Once permit coverage is issued by DEQ, both the VSMP Authority and the Operator will receive an email notification that includes a copy of the coverage letter.

Note: Operators that choose not to receive permit correspondence electronically will receive all correspondence through the U. S. Postal Service.

2.1 Creating a Registration Statement via Direct Entry

Prior to adding a RS, users should perform a search to ensure that the RS has not already been added. Once the user has determined that the RS in question does not exist, the user will click on the Permit Registration button on the Home Page. The Permit Information page will open. **There are 4 fields that are required to save the RS to the database.** These fields are denoted by **asterisks** and are identified below.

VSMP Authority (automatically defaulted by the system for non-DEQ Users)
Operator Name
Name of the Construction Activity
Application Received Date (i.e. Registration Statement Received Date)

Once the four (4) required fields are entered and saved, a Permit Number will be generated by the system and displayed at the top of the Permit Information page.

Users have the option of keying in all the data on the RS Permit Information page at once and saving or keying in partial data and saving. Fields required for RS submission are identified by a flag icon. There are some optional fields in the User Interface where data should be entered if included on the RS prepared by the Operator. In other words, all data contained on the paper RS should be entered into the SWCGP System.

Note: The User has the option of completing all the data fields on the Permit Information page prior to save, as shown below, but the four (4) required fields are the minimum fields required to save a RS.

2.1.1. RS Permit Information via Direct Entry

The RS Permit Information (Direct Entry) page is shown below. Once the minimum information to save has been entered, a navigation panel will be displayed on the left side of the page to allow

the User the ability to add the Hydrologic Unit Code (HUC) and Offsite data and submit the RS to DEQ.

To begin this process, do the following:

1. Navigate to the log in page and key in your credentials
2. Click the Submit button to continue

RS via Direct Entry Window 1

Welcome to the Stormwater Construction General Permit System

Log In

Enter your account credentials to log into the application.

Email Address

Password

Forgot your password? [Click Here](#)

Submit

3. Clicking Submit brings up the Window shown in RS via Direct Entry Window 2
4. Click the blue Permit Registration button to enter RS information
5. The RS Permit Information page will open as shown in RS via Direct Entry Window 3

The User will enter at a minimum the 4 required fields and Save. The permit number will be generated and displayed at the top of the page. The Navigation bar on the left side of the page will appear to allow the User to navigate to the HUC and Offsite Activity pages and the Submit Registration Statement option.

RS via Direct Entry Window 2

Welcome to the Stormwater Construction General Permit System

Permit Search

Search existing permits by Permit Number, Authority Unique ID/Alt ID, Operator Name



Searches are case-sensitive

Narrow down your search results by using the [Query Builder](#).

Permit Registration

The Permit Information Page shown in RS via Direct Entry Window below is the data entry starting point to save a RS to the database.

RS via Direct Entry Window 3

SWC General Permit - NEW

General VPDES Permit for Discharge of Stormwater Construction Activities (VAR10)

Authority		
* VSMF Authority City of Galax	Authority Unique ID	Alternate Unique ID
	<input type="text"/>	<input type="text"/>
General		
▣ Construction Activity Location		
<input type="text"/>		
Comments		
<input type="text"/>		
Construction Activity Operator (General permit coverage will be issued to this operator.)		
* Operator Name	▣ Contact First Name	▣ Contact Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
▣ Address Line 1	Address Line 2	
<input type="text"/>	<input type="text"/>	
▣ City	▣ State	▣ Zip Code
<input type="text"/>	VIRGINIA <input type="text"/>	<input type="text"/>
▣ Phone Number (e.g. 1234567890)	Operator Email	
<input type="text"/>	<input type="text"/>	
Confirm Operator Email	▣ E Transmit?	▣ VDOT Operator?
<input type="text"/>	<input type="text"/>	No <input type="text"/>

Name and Location of the Construction Activity

***Name**

Address Line 1

Address Line 2

City/County

State

Virginia

Zip

Zip Ext

Lat/Long Degrees, Minutes, Seconds

Latitude (e.g. 37.1234)

Longitude (e.g. -78.1234)

Project Info

Status

Nature of Construction Activity

Est. Project Start Date (MM/DD/YYYY)

MS4 Operator

Est. Project End Date (MM/DD/YYYY)

Total Land Area of Development (Acres) (e.g. 1.23)

Est. Area to be Disturbed (Acres) (e.g. 1.23)

Part of a common plan?

Permit Events

*App Received Date (MM/DD/YYYY)

App Complete Date (MM/DD/YYYY)

Permit Coverage Approved Date

Incomplete App Letter Sent Date (MM/DD/YYYY)

Event Comments

Additional Permit Info

Linear Project?

Technical Criteria

Permit Writer
No Data

Region
No Data

Annual Standards?
No Data

TMDL?
No Data

CZM?
No Data

Impaired Waters?
No Data

Exceptional Waters?
No Data

Save Cancel

2.1.2 Hydrologic Unit Code (HUC) and Receiving Stream

The United States is divided and sub-divided into successively smaller hydrologic units which are classified into four levels: regions, sub-regions, accounting units, and cataloging units. The hydrologic units are arranged or nested within each other, from the largest geographic area (regions) to the smallest geographic area (cataloging units). Each hydrologic unit is identified by a unique hydrologic unit code (HUC) consisting of two to eight digits based on the four levels of classification in the hydrologic unit system. Note that the VSMP regulations define HUC "as the sixth order (12 digit) HUC."

To enter the proper HUC information, do the following:

- Click on the HUC tab in the navigation panel to open the HUC page.

HUC Window 1

- Click the Add button located on the top right of the page to add a HUC. The HUC window will open as shown in the screen shot below.

HUC Window 2

- To locate the HUC, click on the drop down arrow and either scroll to find the HUC you are looking for or type the first couple of letters to narrow down your search. For example, once you click on the drop down if you type TC the search will find the first occurrence of TC in the list.
- When you have found the correct HUC code, then key in the Receiving Stream. When completed, click the Save button.
- If there are additional HUCs, repeat the steps above as many times as needed.

HUC Window 3

Hydrologic Unit Code (HUC)

The screenshot shows a web form with two main input fields. The first field is labeled "Hydrologic Unit Code (HUC)" and contains the text "AO01 (020403030501)". The second field is labeled "Receiving Stream" and contains the text "Viaduct Pocket". To the right of the "Receiving Stream" field is a trash icon. Above the "Receiving Stream" field is a button labeled "+ Add Stream". Below the input fields are two buttons: "Save" and "Cancel".

11. If there are additional receiving streams needed, then click the Add Stream button to continue. The system allows multiple receiving streams for one HUC.
12. HUC window 4 below shows the HUC table once a HUC and Receiving Stream is saved. To edit data entered the user should single click the HUC row in question to open the recording for editing. Users that only have the Viewer privilege cannot open the record for editing. Single clicking will have no effect for Viewers.

HUC Window 4

The screenshot shows a web interface for "SWC General Permit: VAR105683 - Galax Preparer Test". On the left is a navigation panel with tabs: "Permit Information", "HUCs", "Offsite Activities", and "Submit Registration". The "HUCs" tab is selected. The main area displays a table with two columns: "Hydrologic Unit Code (HUC)" and "Receiving Stream". The table contains one row with the value "AO24" in the HUC column and "James" in the Receiving Stream column. Below the table is a pagination control showing "Page 1 of 1" and a dropdown menu set to "5". In the bottom right corner, it says "View 1 - 1 of 1". There is an "+ Add" button in the top right corner.

2.1.3 Offsite Construction Activity

All Offsite information provided on the hard copy RS should be entered in the system.

To add Offsite Construction Activity information

13. Click the Offsite Activities tab located on the navigation panel as shown in Offsite Activity Window 1.

Offsite Activity Window 1

The screenshot shows a web interface for "SWC General Permit: VAR105756 - Meck Construction". On the left is a navigation panel with tabs: "Permit Information", "HUCs", "Offsite Activities", and "Submit Registration". The "Offsite Activities" tab is selected and highlighted with a red box. The main area displays a table with four columns: "Offsite Name", "City / County (FIPS)", "Latitude", and "Longitude". The table is currently empty. Below the table is a pagination control showing "Page 1 of 0" and a dropdown menu set to "5". In the bottom right corner, it says "No records to view". There is an "+ Add" button in the top right corner.

14. Once the Window opens, click on the Add button in the upper right hand corner of the page as shown in Offsite Activity Window 2.

Offsite Activity Window 2

SWC General Permit: VAR10F602 - Testing

Offsite Name	City / County (FIPS)	Latitude	Longitude
<input type="button" value="+ Add"/>			
Page 1 of 0			
No records to view			

15. The page shown in Offsite Activity Window 3 will open.
16. The fields required to save an Offsite Activity are Offsite Name, City/County (FIPS), and Lat/Long. However, all data provided by the Operator on the RS should be entered.

Offsite Activity Window 3

Offsite Construction Activity

Name and Location of the Offsite Support Activity to be covered under the general permit

<p>*Offsite Name</p> <input style="width: 90%;" type="text"/> <p>Offsite Address Line 2</p> <input style="width: 90%;" type="text"/> <p>City</p> <input style="width: 80%;" type="text"/> <p>State</p> <input style="width: 80%;" type="text" value="VIRGINIA"/> <p><input checked="" type="radio"/> Lat/Long <input type="radio"/> Degrees, Minutes, Seconds</p> <p>*Latitude (e.g. 37.1234)</p> <input style="width: 90%;" type="text"/>	<p>Offsite Address Line 1</p> <input style="width: 90%;" type="text"/> <p>*City / County (FIPS)</p> <input style="width: 90%;" type="text"/> <p>Zip</p> <input style="width: 80%;" type="text"/> <p>Zip Ext.</p> <input style="width: 80%;" type="text"/> <p>*Longitude (e.g. -77.1234)</p> <input style="width: 90%;" type="text"/>
---	---

17. By Clicking save, the User's view is returned to the Offsite Activity display table as shown in Offsite Activity Window 4.
18. To add more Offsite Support Activity locations, Click "Add."
19. To edit an existing Offsite Activity, single Click the Offsite Activity row to display the activity and edit and save.

Offsite Activity Window 4

- Permit Information
- HUCs
- Offsite Activities
- Submit Registration

Legend

- * Required for Save
- Required for Submission

SWC General Permit: VAR105756 - Meck Construction

Offsite Name	City / County (FIPS)	Latitude	Longitude
Yard	Mecklenburg County	37.1234	-78.1234

Page 1 of 1

View 1 - 1 of 1

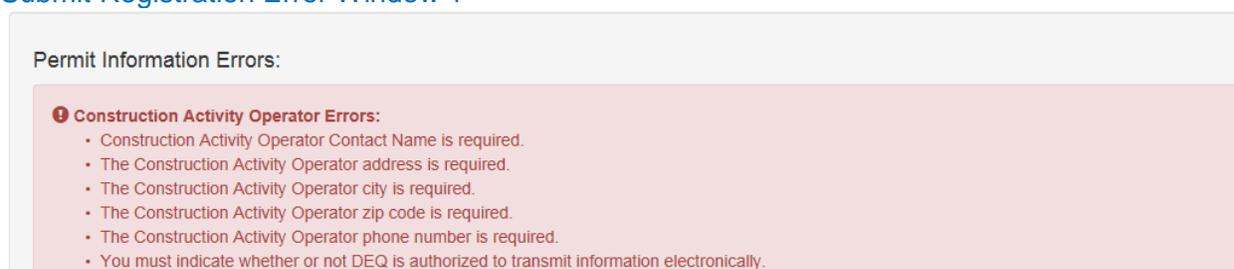
2.2 Submit Registration Statement

Once all RS data has been keyed in, the User will click on Submit Registration. This action will run the final validations to ensure that all required fields have been keyed. If errors are made, a list of errors will be displayed as shown in Submit Registration Error Window 1 below.

2.2.1 Registration Submittal Errors Identified

If there are any errors found during the registration process, the system finds the errors and presents the findings to the User. The User then corrects the errors; and clicks Submit Registration again. The User repeats this process until all errors have been corrected.

Submit Registration Error Window 1



Permit Information Errors:

Construction Activity Operator Errors:

- Construction Activity Operator Contact Name is required.
- The Construction Activity Operator address is required.
- The Construction Activity Operator city is required.
- The Construction Activity Operator zip code is required.
- The Construction Activity Operator phone number is required.
- You must indicate whether or not DEQ is authorized to transmit information electronically.

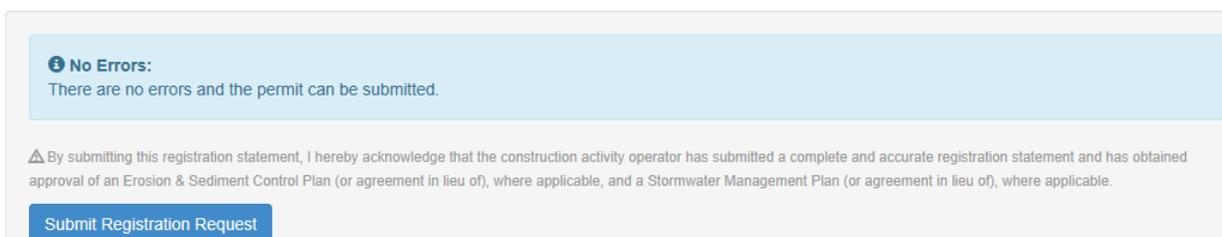
2.2.2 Registration Submittal No Errors Identified

If there are no errors, a blue Submit Registration Request button will appear for any User that has the Administrator or Certifier role(s). Note that the blue button does not appear for Users that have the preparer role. The Admin or Certifier will click the Submit Registration Request button to submit the RS to DEQ for processing.

Submit Registration Request Window 1

SWC General Permit: VAR105700 - Tom

Validation Results



No Errors:
There are no errors and the permit can be submitted.

△ By submitting this registration statement, I hereby acknowledge that the construction activity operator has submitted a complete and accurate registration statement and has obtained approval of an Erosion & Sediment Control Plan (or agreement in lieu of), where applicable, and a Stormwater Management Plan (or agreement in lieu of), where applicable.

[Submit Registration Request](#)

2.3 Post Registration Process

Once the RS is submitted to DEQ, the VSMP Authority should expect to receive the following information electronically:

2.3.1 RS Submission Confirmation Email

Dear VSMP Authority,

The Department of Environmental Quality (DEQ) has received registration statement information for John Doe Center. Based upon your review, DEQ intends on issuing general permit coverage for this construction activity under permit number VAR000000. You will be subsequently notified when DEQ issues general permit coverage.

Sincerely,

DEQ Office of Stormwater Management

2.3.2 Permit Coverage Letter

Once DEQ issues Permit Coverage, the VSMP authority will receive the Permit Coverage letter electronically. The Operator will receive the Permit Coverage letter either electronically or via the U.S. Postal Service based on whether or not they chose to receive permit correspondence electronically.

2.4 Registration Statement Upload Option

To use the RS upload option, do the following:

1. Navigate to the logon page and key in your credentials.
2. Click Submit to continue

RS Upload Window 1

Welcome to the Stormwater Construction General Permit System

Log In

Enter your account credentials to log into the application.

Email Address

Password

Forgot your password? [Click Here](#)

Submit

3. On the Home page, click the Upload button

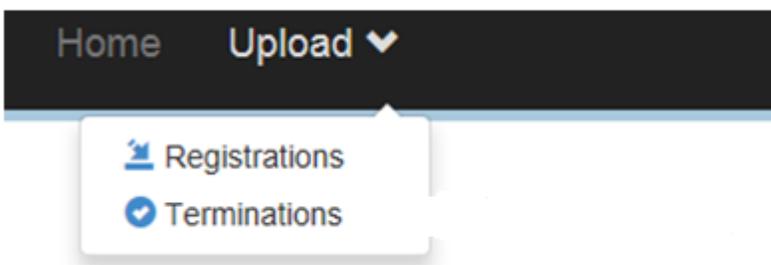
RS Upload Window 2



Welcome to the Stormwater Construction General Permit System

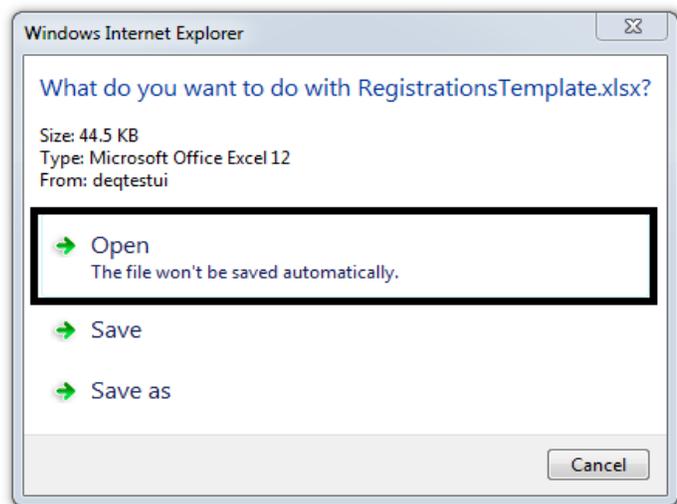
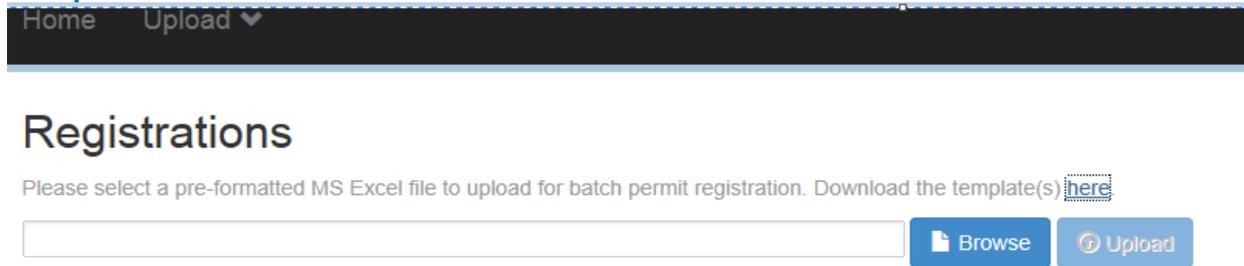
4. Select "Registrations" from the dropdown list.

RS Upload Window 3



5. To download the template, click on the "here" hyperlink as shown in Window 4 below

RS Upload Window 4



6. Transfer data from your VSMP's database into the spreadsheet. Each time you upload any data, begin with a blank template. The template has the same field requirements as the RS UI. However, when submitting data via the Upload the VSMP authority must provide an Authority Unique ID. This ID is limited to 20 alphanumeric characters.
7. The VSMP authority should NOT provide any information in the Permit Number field shown in RS Upload Window 4. Once the upload is successful DEQ's system will return a permit number for the VSMP Authority.
8. Data for multiple registration statements may be uploaded into the same spreadsheet.

RS Upload Window 5

A	B	C	D	E	F	G
Permit Number	VSMP	Locality	Authority Unique	Authority Alternate Unique	Comments	Operator Name

9. Once you are ready to upload data, return to the SWCGPS Home Page and click on Upload→Registrations as previously shown in RS Upload Window 2.
10. Click on Browse to find the file you wish to Upload and select it. The file name will appear in the Browse field as shown in RS Upload Window 6 below. Click the blue Upload button.

RS Upload Window 6

Registrations

Please select a pre-formatted MS Excel file to upload for batch permit registration. Download the template(s) [here](#).



11. A bar will appear at the bottom of the screen as shown in RS Upload Window 7 below.
12. Click Open. If the upload is successful, a permit number will be displayed in Column A for each RS uploaded and you may then save the file to a drive of your choice.
13. If the data uploaded did not pass the validations, errors will be displayed in the Permit Number column of the spreadsheet.
14. Errors cannot be corrected in the Registration Results spreadsheet. Errors must be corrected in the original spreadsheet upload that was attempted. Once errors are corrected, repeat steps 7 and 8 above until the upload is successful and a permit number(s) is returned.

RS Upload Window 7



15. Once the upload is successful an Admin or Certifier must log into the UI, and submit each RS to DEQ for processing.

2.5 Agricultural Projects

When a RS is submitted for agricultural projects, the SWCGP system will initially assess a fee. Upon review of the RS during the processing of permit coverage, DEQ will update this to no fee required.

2.6 Single-Family Detached Residential Structures

Land-disturbing activities associated with the construction of single-family detached residential structures do not require the submission of a Registration Statement if Construction General Permit coverage is required. These activities should **NOT** be entered into the SWCGP system for processing by DEQ.

2.7 Less Than One Acre and Not Part of a Common Plan

Land-disturbing activities less than 1.0 acre and not part of a larger plan of development or sale do not require Construction General Permit coverage. These activities should **NOT** be entered into the SWCGP system for processing by DEQ.

2.8 Registration Statements Not Required Functionality

Effective June 19, 2015, on the Permit Information page when a user enters an Estimated Area to be Disturbed that is less than 1 acre and answers No for Part of a Common Plan?, as shown in RS Not Required Window 1, the system will display an error when the user attempts to submit the RS, as shown in RS Not Required Window 2.

RS Not Required Window 1

<input type="text" value="Est. Area to be Disturbed (Acres) (e.g. 1.23)"/> <input type="text" value=".95"/>	<input type="text" value="Part of a common plan?"/> <input type="text" value="No"/>
--	--

RS Not Required Window 2

- Permit Information
- HUCs
- Offsite Activities
- Submit Registration
- Legend
 - Required for Save
 - Required for Submission

SWC General Permit: VAR10G198 - Cambria Crossing, LLC

Validation Results

Permit Information Errors:

Project Information Errors:

- Coverage under the Construction General Permit is not required when land disturbance (i.e., the estimated area to be disturbed) is less than 1.00 acre and not part of a larger Common Plan of Development or Sale.

If a mistake was made for either of the two fields identified in RS Not Required Window 1, please correct and continue with the Registration Statement processing. If the data are correct and this project does not require a RS submittal to DEQ as described in Sections 2.6 and 2.7 above, please return to the Permit Information tab/page and use the red Delete button to remove the record from the system.

3.0 Termination Submittal Procedures

VSMP authorities can process Notification of Terminations for existing permits using either an interface for direct entry or bulk data upload. The application validates the Termination Request and, upon approval of the data by DEQ, completes the Notice of Termination. This section also details additional information related to terminating a permit that is discussed in length.

3.1 Creating a Termination Request

This section explains the process to follow to complete a Transfer Request submittal to DEQ for approval.

3.1.1 Basic Permit Termination Information

This process is very similar to submitting a Registration Statement. To begin this process, do the following:

1. Navigate to the logon page and key in your credentials.
2. Click Submit to continue

Direct Entry Termination Window 1

Welcome to the Stormwater Construction General Permit System

Log In
Enter your account credentials to log into the application.

Email Address

Password

Forgot your password? [Click Here](#)

3. Clicking Submit brings up the search page shown in Direct Entry Termination Window 2
4. In the search field key enter the Permit Number, Unique ID, or Operator Name and click on the

search icon  or use the enter key on the keyboard to execute the search.

Direct Entry Termination Window 2

Welcome to the Stormwater Construction General Permit System

Permit Search

VAR105755

Narrow down your search results by using the [Query Builder](#).

 Permit Registration

- The search results page will appear as shown in Direct Entry Termination Window 3.
- Single click on the row in the table to select a permit for termination.

Direct Entry Termination Window 3

Search Results

Narrow down your search results by using the [Query Builder](#).

VAR105755

Permit Number	Permit Status	Operator Name	Location Name	Location Address	Location City	Locality	Authority
VAR105755	Permit Issued	Meck Construction	Dairy Queen 1000		Boydton	Mecklenburg	DEQ

Columns Page 1 of 1 20 View 1 - 1 of 1

- The permit information will be displayed as shown in Direct Entry Termination Window 4.
- Click on the Termination Information tab located on the navigation panel.

Direct Entry Permit Termination Window 4

SWC General Permit: VAR105755 - Meck Construction

Authority	Authority Unique ID	Alternate Unique ID
* VSMP Authority DEQ	MECK100	No Data

General

Construction Activity Location
Mecklenburg

Comments
Testing

- The Termination Information page will open as shown in Direct Entry Termination Information Window 5
- The minimum required fields to **Save** a Termination Request are the entry of at least one Reason for Termination and the Termination Received Date. Additionally, in order to **Submit** the Termination Request, the user must select a value for all the Reasons for Termination Coverage and enter a date for the Termination Complete Date.

Direct Entry Termination Information Window 5

* Reason for Terminating Coverage Under the General Permit

Type A Necessary permanent control measures included in the SWPPP for the site are in place and functioning effectively and final stabilization has been achieved on all portions of the site for which the operator is responsible.

Type B Another operator has assumed control over all areas of the site that have not been finally stabilized and obtained coverage for the ongoing discharge

Type C Coverage under an alternative VPDES or state permit has been obtained.

Type D For residential construction only: Temporary soil stabilization has been completed and the residence has been transferred to homeowner.

Participation in Regional Stormwater Plan?:

Using Perpetual Nutrient Credits?:

Termination Events

* Termination Received Date (MM/DD/YYYY)

Termination Complete Date (MM/DD/YYYY)

3.1.2 Participation in Regional Stormwater Plan

When accessing the Termination page, there is a Yes/No drop down for the Participation in Regional Stormwater Plan section. The default is No.

If data need to be entered in this section click on the drop down arrow and change the value to Yes. This will expand the page and make additional data fields available as shown in Direct Entry Permit Termination Information 6.

- Once selecting "Yes", the minimum required fields to **Save** data in the Participation in Regional Stormwater Plan section are the entry of The Type of Regional Stormwater Management Facility, The City/County (FIPS), and the Facility Lat/Long. Additionally, in order to **Submit** the Termination Request, the user must complete the Total Site Acres Treated and Impervious Site Acres Treated fields. Data should be entered for non-required fields if available.

Direct Entry Termination Information Window 6

3.1.3 Using Perpetual Nutrient Credits?

When accessing the Termination page, there is a Yes/No drop down for the **Using Perpetual Nutrient Credits** section. The default is No.

- If data need to be entered in this section click on the drop down arrow and change the value to Yes. This will expand the page and make additional data fields available as shown in Direct Entry Permit Termination Information 7.
- If Yes is selected, users must complete both the Perpetual Nutrient Credits Name and Total Perpetual Nutrient Credits Acquired fields.

Direct Entry Permit Termination Info 7

3.1.4 Permanent Control Measures

- To add Permanent Control Measures data click on the tab located in the navigation panel as shown in Direct Entry Permit Termination Information 8.

 Permit Information

 HUCs

 Offsite Activities

 Fees

 Termination Information

 Permanent Measures

15 The Permanent Control Measures **Add** window will open as shown in Direct Entry Permit Termination Information 8. Click Add in the upper right hand portion of the page to add Permanent Control Measure information.

Direct Entry Permit Termination Info 8

SWC General Permit: VAR105755 - Meck Construction



Permanent Control Measure	Receiving Water	Date Functional
Page 1 of 0 5		
No records to view		

16. Once Add is clicked, the Permanent Control Measure window will open as shown in Direct Entry Permit Termination Information 9.

Direct Entry Permit Termination Info 9

Name and Location of the Permanent Control Measure installed.

* Type of Permanent Control Measure	Date Functional (MM/DD/YYYY)
Address 1	Address 2
City	State
County	Zip Code
	Zip Code Ext.
	Receiving Water
<input checked="" type="radio"/> Lat/Long <input type="radio"/> Degrees, Minutes, Seconds	
* Latitude (e.g. 37.1234)	* Longitude (e.g. -78.1234)
Total Acres Treated (e.g. 1.2)	Impervious Acres Treated (e.g. 1.2)

17. The minimum required fields to **Save** a Permanent Control Measure record are Type of Permanent Control Measure, County, Latitude and Longitude. Additional fields required to **Submit** the termination request to DEQ are Receiving Water, Total Acres Treated, and Impervious Acres Treated as shown in Direct Entry Permit Termination Window 10.
18. Once data entry is complete, click **Save**.

Direct Entry Permit Termination Window 10

Name and Location of the Permanent Control Measure installed.

* Type of Permanent Control Measure Part B: Bioretention 1		Date Functional (MM/DD/YYYY) 09/02/2014	
Address 1 <input type="text"/>		Address 2 <input type="text"/>	
City <input type="text"/>	State VIRGINIA	Zip Code <input type="text"/>	Zip Code Ext. <input type="text"/>
* County Mecklenburg County		Receiving Water Butchers Creek	
<input checked="" type="radio"/> Lat/Long <input type="radio"/> Degrees, Minutes, Seconds			
* Latitude (e.g. 37.1234) 37.1234		* Longitude (e.g. -78.1234) -78.1234	
Total Acres Treated (e.g. 1.2) 1.20		Impervious Acres Treated (e.g. 1.2) 1.20	

19. Upon Save, the view will return to the previous page and the Permanent Control Measure(s) added will be displayed as shown in Direct Entry Permit Termination Information Window 11.
20. To add more Permanent Control Measures, repeat Steps 15 - 19 above.

Direct Entry Permit Termination Window 11

SWC General Permit: VAR105755 - Meck Construction

Permanent Control Measure	Receiving Water	Date Functional
Part B: Bioretention 1	Butchers Creek	09/02/2014

Page 1 of 1 5

View 1 - 1 of 1

21. Permanent Control Measure window 11 shows the Permanent Control Measures table once a Permanent Control Measure is saved. To edit data entered the user should single click a row in the table to open the record for editing. Users that only have the Viewer privilege cannot open the record for editing. Single clicking will have no effect for Viewers.

3.2 Termination Submittal

Click on the Submit Termination tab as shown in Termination Submittal Window 1. This will kick off the final validation process. Errors found will displayed in red. The user will correct the error(s) and click on Submit Termination.

Termination Submittal Window 1

The screenshot shows a web interface for 'SWC General Permit: VAR105755 - Meck Construction'. On the left is a navigation menu with items: Permit Information, HUCs, Offsite Activities, Fees, Termination Information, Permanent Measures, and Submit Termination (highlighted with a red border). The main content area is titled 'Validation Results' and contains a red box with the following text:

General Termination Errors:

Errors:
You must enter a valid termination complete date.

Once the data passes the validation process, the Submit Termination Request button will appear as shown in Termination Submittal Window 2. Clicking on the blue button will Submit the Termination Request to DEQ for processing. Only users with the Admin and/or certifier role have the privilege to Submit the Termination Request to DEQ.

Termination Submittal Window 2

The screenshot shows the same web interface as Window 1. The 'Submit Termination' tab is still highlighted. The main content area is titled 'Validation Results' and contains a blue box with the following text:

No Errors:
There are no errors and the termination request can be submitted.

Below the blue box is a disclaimer: By submitting this notice of termination, I hereby acknowledge that the construction activity operator has submitted a complete and accurate notice of termination.

A blue button labeled 'Submit Termination Request' is visible at the bottom of the main content area.

3.3 Post Termination Process

Once the termination request is submitted to DEQ, the VSMP Authority should expect to receive the following information electronically.

3.3.1 Termination Submission Confirmation Email

Submission confirmation email example shown below.

Dear VSMP Authority,

The Department of Environmental Quality (DEQ) has received termination information for John Doe Center. Based upon your review, DEQ intends on terminating general permit coverage for this construction activity under permit number VAR000000. You will be subsequently notified when DEQ terminates general permit coverage.

Sincerely,
DEQ Office of Stormwater Management

3.3.2 Termination Letter

Once the termination request is processed by DEQ, both the Operator and the VSMP authority will be notified. Example provided below:

Dear Permittee:

Please find attached a copy of your Notice of Termination letter for permit coverage of VAR000000. If you have any questions about this email or the attached letter, please contact the DEQ Office of Stormwater Management at constructiongp@deq.virginia.gov.

Sincerely,

DEQ Office of Stormwater Management

Note: Operators that choose not to receive permit correspondence electronically will receive all correspondence through the U. S. Postal Service.

3.4 Permit Termination Upload Process

To begin the termination process using the Termination Upload option, do the following:

1. Navigate to the logon page and key in your credentials.
2. Click Submit to continue

Permit Termination Upload Window 1

Welcome to the Stormwater Construction General Permit System

Log In

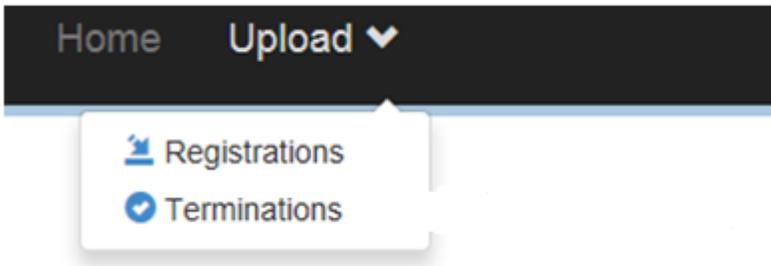
Enter your account credentials to log into the application.

Email Address	<input type="text"/>
Password	<input type="password"/>

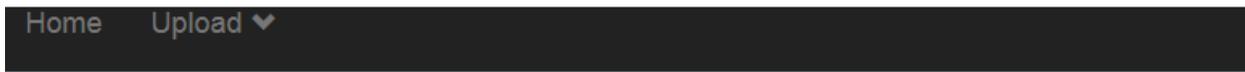
Forgot your password? [Click Here](#)

3. After log on, the Home page will be displayed. Referencing the blank banner located at the top of page, click on the drop down arrow located beside "Upload" as shown in Permit Termination Upload Window 2.
4. Select Terminations as shown in Permit Termination Upload Window 2. This will open the page shown in Permit Termination Upload Window 3. Click "here" to begin the template download process.

Permit Termination Upload Window 2



Permit Termination Upload Window 3



Terminations

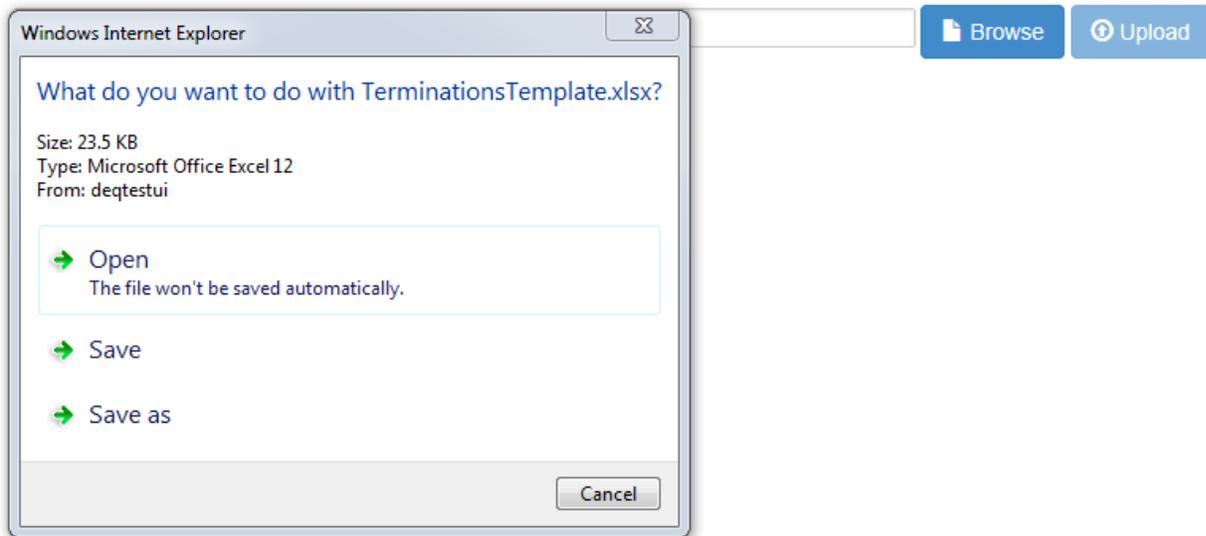
Please select a pre-formatted MS Excel file to upload for batch permit termination. Download the template(s) [here](#).

- Once the dialogue box opens, a user may Open the template, Save the template, or Save the template with a new name (i.e., Save As). These options are shown in Permit Termination Upload Window 4.

Permit Termination Upload Window 4

Terminations

Please select a pre-formatted MS Excel file to upload for batch permit termination. Download the template(s) [here](#).



Note that the spreadsheet you will download is very much like the previous one that was filled out for the RS.

6. Type data directly into the spreadsheet or transfer data from your VSMP's database into the spreadsheet. **You must provide the permit number(s) in the spreadsheet.**
7. Data for multiple terminations may be uploaded in the same spreadsheet. Each time you upload any data for the first time, begin with a blank spreadsheet.
8. Once you are ready to upload data, return to the SWCGPS Home Page and click on Upload→Termination as previously shown in Permit Terminations Upload Window 2.
9. Click on the Browse button as shown in Permit Termination Upload Window 5 to locate the file for upload.

Permit Termination Upload Window 5

Terminations

Please select a pre-formatted MS Excel file to upload for batch permit termination. Download the template(s) [here](#).

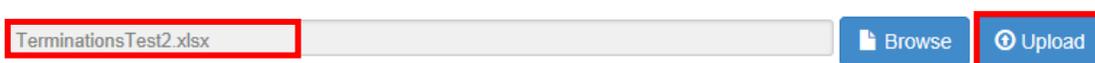


10. The file name will appear as shown in Permit Termination Upload Window 6. Click the Upload button to proceed.

Permit Termination Upload Window 6

Terminations

Please select a pre-formatted MS Excel file to upload for batch permit termination. Download the template(s) [here](#).



11. A box will appear at the bottom of the page as shown in Permit Termination Upload Window 7. Click on Open to view the upload results.

Permit Termination Upload Window 7



12. Errors that do not pass validation will be identified in the Results column.
13. Errors must be corrected in the original spreadsheet upload that was attempted, not the results spreadsheet. Once errors are corrected, repeat steps 8 through 11 above until the upload is successful.
14. Once the upload is successful, a Certifier must search for the permit(s) uploaded for termination in the user interface and Submit the Termination Request to DEQ.

4.0 Search Options

The system has a Basic Search option as well as a more Advanced Search option known as Query Building. These two options are explained in more detail in the following sections.

4.1 Basic Search

A basic search is performed from the Home Page. The basic search is used to locate a Registration Statement or Permit that has been created and saved to the database. The basic search field provides users the ability to search by Permit Number, Operator Name, Construction Activity Name, Authority Unique ID, and Authority Alternate Unique ID.

To begin this process, do the following:

1. Navigate to the logon page and key in your credentials as shown in Basic Search Window 1.
2. Click Submit to continue. The Home Page will open and the Basic Search field will be displayed as shown in Basic Search Window 2.

Basic Search Window 1

Welcome to the Stormwater Construction General Permit System

Log In
Enter your account credentials to log into the application.

Email Address	<input type="text"/>
Password	<input type="password"/>

Forgot your password? [Click Here](#)

Basic Search Window 2

Permit Search

Search existing permits by Permit Number, Authority Unique ID/Alt ID, Operator Name, Construction Activity Name

3. Enter an acceptable search value and hit the enter key on the keyboard or click on the search icon to execute the query. If the record(s) is found, the search results grid will be displayed as shown in Search Results Window 3.

Tip: When performing a basic search, if you are sure a permit exists but no data are returned when you search, make sure you don't have a space at the beginning or end of the search criteria.

Basic Search Window 3

Search Results

Narrow down your search results by using the [Query Builder](#).

Permit Number	Classification	Permit Status	Authority	Construction Activity Location	Operator Name	Construction Activity Name	Location Address
VAR100043	Active	Permit Reissued	Albemarle Co.	Albemarle	March Mountain Prope	Old Trail Village Subdi	

Columns Export Page 1 of 1 20 View 1 - 1 of 1

4. **Single click** on the row in the search results to open the Registration Statement / Permit that you would like to access.

4.2 Query Builder

To search by other fields within the database, use the Query Builder option. The Query Builder may be accessed from the Home Page or at the top of the Search Results Page. This function allows a User to build a dynamic query. Click Add Filter to begin the query, and once all filters have been added, click search to apply the filters.

To build a dynamic query, do the following:

1. From the Home Page, click on the Query Builder link as shown in QB Window 1.

QB Window 1

Permit Search

Search existing permits by Permit Number, Authority Unique ID/Alt ID, Operator Name, Construction Activity Name

Narrow down your search results by using the [Query Builder](#)

2. The Query Builder page will open.
3. Click Add Filter as shown in QB Window 2.

QB Window 2

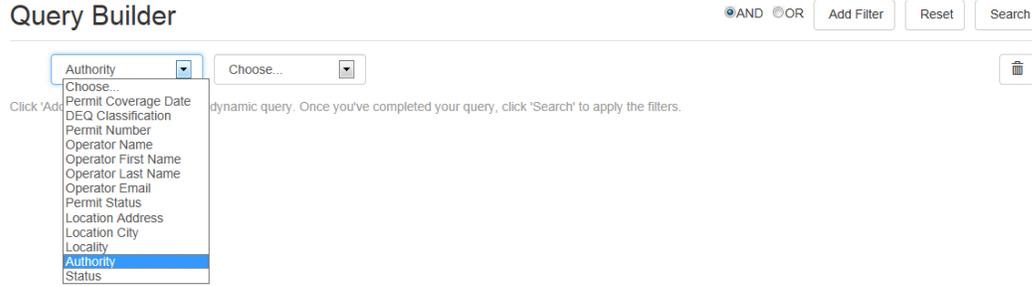
Query Builder

AND OR

Choose...

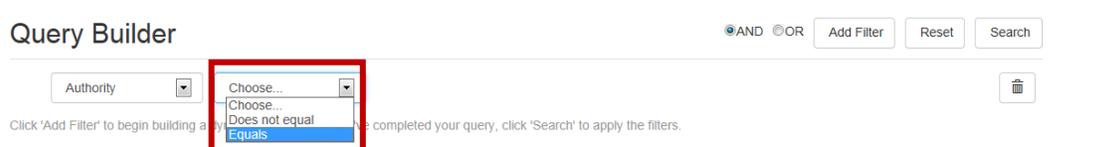
4. Once a user clicks on Add Filter a field including a list of values will appear as shown in QB Window 3. Click on the drop down to display the list of values available for selection and select an item. For this example, Authority is selected.

QB Window 3 Query Builder



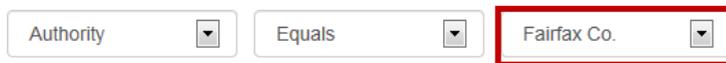
5. Once the user selects an "Item", a "Condition" list of values will appear. Select a value. For this example, Equals is selected.

QB Window 4



6. Once the "Condition" is selected, another list of values will appear as shown in QB Window 5. Select a value. For this example, Fairfax County is selected.

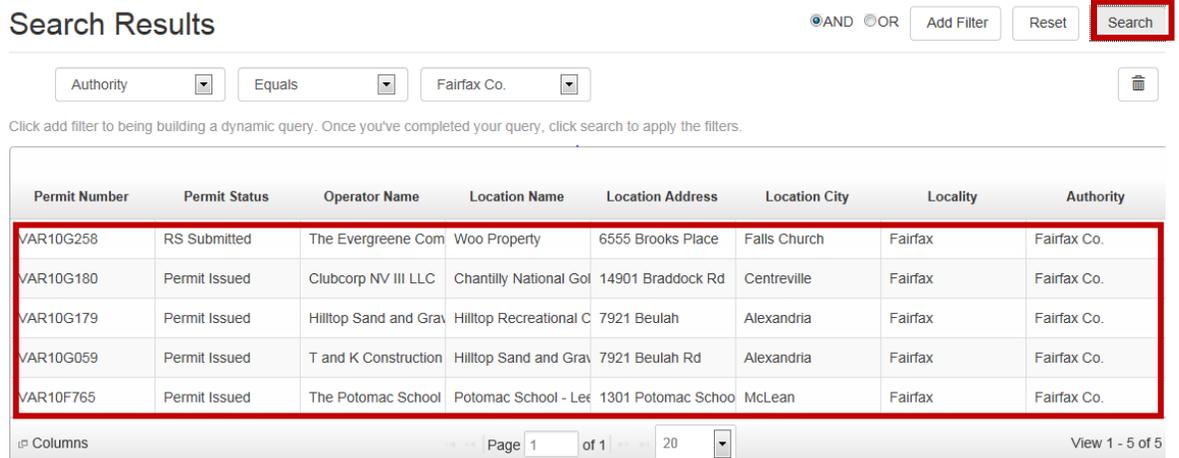
QB Window 5



Click add filter to being building a dynamic query. Once you've completed your query, click search to apply the filters.

7. Now click "Search" in the upper right hand corner of the page. This returns all information stored in the system for Fairfax County. To add more filters repeat Steps 2 – 6 above.

Search Results



4.3 Additional Search Options

This section provides the User with the ability to temporarily add or remove columns that are displayed in the search results grid. The system 'default' columns are shown in Default Column Window 1.

Default Column Window 1

Permit Number	Permit Status	Operator Name	Location Name	Location Address	Location City	Locality	Authority
VAR10G258	RS Submitted	The Evergreene Com	Woo Property	6555 Brooks Place	Falls Church	Fairfax	Fairfax Co.
VAR10G180	Permit Issued	Clubcorp NV III LLC	Chantilly National Gol	14901 Braddock Rd	Centreville	Fairfax	Fairfax Co.
VAR10G179	Permit Issued	Hilltop Sand and Grav	Hilltop Recreational C	7921 Beulah	Alexandria	Fairfax	Fairfax Co.
VAR10G059	Permit Issued	T and K Construction	Hilltop Sand and Grav	7921 Beulah Rd	Alexandria	Fairfax	Fairfax Co.
VAR10F765	Permit Issued	The Potomac School	Potomac School - Lex	1301 Potomac Schoo	McLean	Fairfax	Fairfax Co.

Columns Page 1 of 1 20 View 1 - 5 of 5

4.4 Temporarily Changing the Default Columns

If you wish to search by other fields in the database that are not included in the system default columns, this option is provided by using the column feature. Adding or removing columns is applied to a distinct search the user is performing. The change is temporary not permanent.

1. Click the Column icon as shown in Default Columns Window 1. This will open the columns window to allow the user the ability to temporarily Add or Remove columns.

Changing the Default Columns Window 1

Permit Number	Permit Status	Operator Name	Location Name	Location Address	Location City	Locality	Authority
VAR10G258	RS Submitted	The Evergreene Com	Woo Property	6555 Brooks Place	Falls Church	Fairfax	Fairfax Co.
VAR10G180	Permit Issued	Clubcorp NV III LLC	Chantilly National Gol	14901 Braddock Rd	Centreville	Fairfax	Fairfax Co.
VAR10G179	Permit Issued	Hilltop Sand and Grav	Hilltop Recreational C	7921 Beulah	Alexandria	Fairfax	Fairfax Co.
VAR10G059	Permit Issued	T and K Construction	Hilltop Sand and Grav	7921 Beulah Rd	Alexandria	Fairfax	Fairfax Co.
VAR10F765	Permit Issued	The Potomac School	Potomac School - Lex	1301 Potomac Schoo	McLean	Fairfax	Fairfax Co.

Columns Page 1 of 1 20 View 1 - 5 of 5

2. Once the user clicks on “Columns” the Add/Remove options will be displayed as shown in Changing the Default Columns Window 2

Changing the Default Columns Window 2

Select columns

8 items selected		Remove all	<input type="text"/>	Add all
↕ Permit Number	-	▲	DEQ Internal ID	+
↕ Permit Status	-		Authority Unique ID	+
↕ Operator Name	-		Permit Coverage Date	
↕ Location Name	-	☰	Operator First Name ⁺	☰
↕ Location Address	-		Operator Last Name ⁺	
↕ Location City	-		Operator Email	+
↕ Locality	-		DEQ Classification	+
↕ Authority	-	▼	Status	+

3. Click on the minus sign to remove columns and the plus sign to add columns. Example: The Location Address, Location City, and Locality columns have been removed and the Authority Unique ID has been added as shown in Changing the Default Columns Window 3.

Changing the Default Columns Window 3

Select columns

6 items selected		Remove all	<input type="text"/>	Add all
↕ Permit Number	-		Permit Coverage Date	▲
↕ Permit Status	-		Operator First Name ⁺	
↕ Operator Name	-		Operator Last Name ⁺	
↕ Location Name	-		Operator Email	+
↕ Authority	-		DEQ Classification	+
↕ Authority Unique ID	-		Status	+
			Fee	+
			Location Address	+

4. Once all desired columns have been removed or added, click Ok. The columns will be updated in the search result table as shown in Changing the Default Columns Window 4.

Changing the Default Columns Window 4

Permit Number	Permit Status	Operator Name	Location Name	Authority	Authority Unique ID
VAR10G258	RS Submitted	The Evergreene Companies	Woo Property	Fairfax Co.	0602 01 0047
VAR10G180	Permit Issued	Clubcorp NV III LLC	Chantilly National Golf and C	Fairfax Co.	0434 01 0004
VAR10G179	Permit Issued	Hilltop Sand and Gravel Com	Hilltop Recreational Center	Fairfax Co.	1001 01 009B
VAR10G059	Permit Issued	T and K Construction LLC	Hilltop Sand and Gravel Land	Fairfax Co.	1001 01 0009
VAR10F765	Permit Issued	The Potomac School	Potomac School - Lee Athleti	Fairfax Co.	6579-RGP-008

Columns Page 1 of 1 20 View 1 - 5 of 5

- To open a record, single click on a row in the table. The permit information will be displayed. The appearance of the data displayed is dependent on the Permit Status (i.e., RS Submitted, Permit Issued, etc.). The example below shows partial results for a Permit Issued.

- Click on the browser's back arrow to return to the search results.

4.5 Export to Excel

This feature allows users to export search results to Excel.

Follow the steps below to export search results into a report:

- Scroll to the bottom of the search results grid and click on Export as shown in Export to Excel Window 1

Export to Excel Window 1

Search Results

AND OR

AND

Click 'Add Filter' to begin building a dynamic query. Once you've completed your query, click 'Search' to apply the filters.

Permit Number	Classification	Permit Status	Authority	Construction Activity Location	Operator Name	Construction Activity Name	Location Address
VAR107875	Active	Permit Reissued	Fairfax Co.	Fairfax	Mill Creek Residential	Merrifield Town Center	2920 District
VAR10E688	Active	Permit Reissued	Fairfax Co.	Fairfax	Fair Ridge LLC	Pender - Fair Ridge Inc	3931 Fair Ric
VAR10F608	Active	Permit Reissued	Fairfax Co.	Fairfax	Fairfax County Public	Belle View Elementary	6701 Fort Hu
VAR10F610	Active	Permit Reissued	Fairfax Co.	Fairfax	Groveton Office LLC	The Heights at Groveton	6900 Richmo

Page 1 of 1 20 View 1 - 4 of 4

2. A window will appear as shown in Export to Excel Window 2. If you wish to include HUC and Offsite Activity data fields in your report, click on the Include HUCs and Offsite Activities check box. Click Ok to continue.

Export to Excel Window 2

Click "OK" below to export the query results to an excel file.

Note: Only columns that have been added to the grid will be included in the report.

Include HUCs and Offsite Activities

3. After a few seconds, a bar will appear as shown in Export to Excel Window 3. Click Open to immediately review the spreadsheet. Click Save to save the spreadsheet to the default drive on your computer or click on the drop down arrow located beside Save and select Save As to save the spreadsheet to a drive of your choice.

Exporting to Excel Window 3

Do you want to open or save **Export.xlsx** (7.67 KB) from **apps-uat.deq.virginia.gov**?

5.0 Editing Data After Permit Coverage Approval

VSMP authorities may edit limited data fields after permit coverage has been approved by DEQ. The fields available for editing are fields where data that falls outside of a Permit Transfer or a Permit Modification may be changed. These fields may only be edited by users that have the Certifier or Administrator privileges.

5.1 Editing Permit Information

Edits are allowed for the following fields on the Permit Information page as shown in Edit Window 1.

1. Authority Unique ID
2. Alternate Unique ID
3. Comments
4. Contact First Name
5. Contact Last Name
6. Address Line 1
7. Address Line 2
8. City
9. State
10. Zip Code and Zip Ext.
11. Phone Number
12. Operator Email & Confirm Operator Email
13. E Transmit

Edit Window 1

Authority * VSMP Authority City of Fairfax		Authority Unique ID <input type="text"/>		Alternate Unique ID <input type="text"/>	
General Construction Activity Location Fairfax City					
Comments <input type="text"/>					
Construction Activity Operator (General permit coverage will be issued to this operator.)					
Operator Name Richmond American Homes of Virginia Inc		Contact First Name Robert		Contact Last Name Baker	
Address Line 1 12220 Sunrise Valley Dr Ste 400		Address Line 2 <input type="text"/>			
City Reston		State VIRGINIA		Zip Code 20191	
Zip Ext. <input type="text"/>		Phone Number (e.g. 1234567890) (703) 390-0900		Operator Email myOperatorEmailAddress@MyOperatorDomain.com	
Confirm Operator Email myOperatorEmailAddress@MyOperatorDomain.com		E Transmit? No		VDOT Operator? No	

5.2 Editing HUC & Offsite Activity Information

Users are allowed to edit **existing** HUC & Offsite information but are **not** allowed to add **new** HUCs or **new** Offsite Activities. The addition of new HUCs or Offsite Activities should be handled through a permit modification.

Note: If a mistake was made for a field where a certifier or administrator cannot edit, please email constructiongp@deq.virginia.gov for assistance.

6.0 Transfer of Ownership

Once the VSMP Authority receives a Transfer of Ownership Agreement Form signed by both the old and new Operator and the VSMP Authority verifies that the form is filled out accurately and completely, the VSMP Authority will use the SWCGPS to submit the transfer request to DEQ by following the steps outlined below.

As with Registration Statements, users with the roles of Preparer, Certifier, or Administrator may initiate a transfer in the system and enter the data; however, only a Certifier or Administrator may actually submit the request to DEQ.

6.1 Creating a Transfer Request

1. Search for the permit that you wish to transfer as shown in Transfer of Ownership Window 1.
2. On the search results page, as shown in Transfer of Ownership Window 2, single click on the row to open the record

3. Scroll to the bottom of the Permit Information page and click on the Begin Transfer button as shown in Transfer of Ownership Window 3.

Transfer of Ownership Window 1

Welcome to the Stormwater Construction General Permit System

Permit Search

VAR10E334

Transfer of Ownership Window 2

Search Results

Narrow down your search results by using the [Query Builder](#).

VAR10E334

Permit Number	Classification	Permit Status	Authority	Construction Activity Location	Operator Name	Construction Activity Name	Location Address
VAR10E334	Active	Permit Reissued	City of Fairfax	Fairfax City	Richmond American H	Canfield Village	

Columns Export Page 1 of 1 20 View 1 - 1 of 1

Transfer of Ownership Window 3

Permit Events

App Received Date (MM/DD/YYYY) 05/30/2014	App Complete Date (MM/DD/YYYY) 05/30/2014
Application Approved Date (MM/DD/YYYY) 08/15/2014	Incomplete App Letter Sent Date (MM/DD/YYYY) No Data
Effective Date 07/01/2014	Expiration Date 06/30/2019
Event Comments No Data	

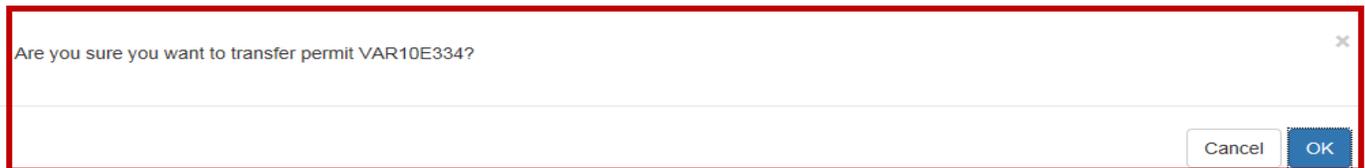
Additional Permit Info

Linear Project? No	Technical Criteria Part 2 C - Previously Permitted
Permit Writer Nicholson, Shantelle	Region Northern
Annual Standards? No	TMDL? Yes
CZM? Yes	Impaired Waters? Yes
Exceptional Waters? No	

Created By No Data	Created On 06/26/2014	Last Modified By No Data	Modified On 08/11/2014
DEQ Classification Active		Permit Status Permit Reissued	

4. A pop-up box will appear asking the user if they want to proceed with the transfer as shown in Transfer of Ownership Window 4. To continue click "Ok"; to stop the process click "Cancel".

Transfer of Ownership Window 4



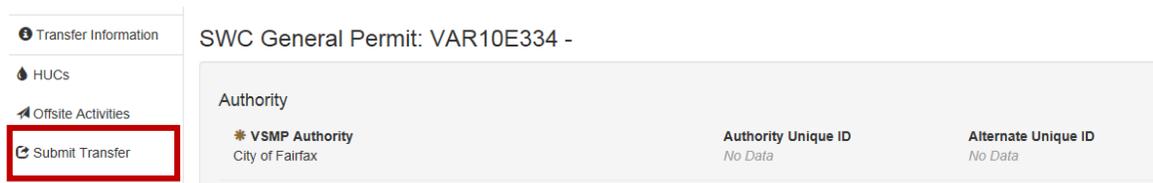
8. After clicking "Ok" wait until another pop-up is received indicating that the transfer has been initiated, as shown in Transfer of Ownership Window 5, then click "Ok" again. The transfer process creates a new version of the permit and sets the permit status to Transfer in Progress.

Transfer of Ownership Window 5



9. The following fields are open for editing during Transfer of Ownership processing. As with the entry of the original RS, required fields to save and/or submit are denoted by an asterisk or flag icon.
 - General Comments
 - All fields in the Construction Activity Operator section, except VDOT Operator
 - All non-DEQ only fields in the Events Section
 - At a minimum, complete the required fields and click on the Submit Transfer button on the navigation panel located on the left side of the screen and shown in Transfer of Ownership Window 6 below.

Transfer of Ownership Window 6



6.2 Post Transfer Process

Once the transfer request is submitted to DEQ, the VSMP Authority should expect a confirmation submission email.

Once DEQ approves and processes the transfer request, both the VSMP Authority and the former Operator should expect an email indicating the coverage has been transferred.

The new Operator, as well as the VSMP Authority and the former Operator, should expect an email and coverage letter for the new Operator.

7.0 Modifications

Once the VSMP Authority receives a modified Registration Statement and the VSMP Authority verifies that the form is filled out accurately and completely, the VSMP Authority will use the SWCGPS to submit the modification request to DEQ by following the steps outlined below.

As with Registration Statements, users with the roles of Preparer, Certifier, or Administrator may initiate a modification in the system and enter the data; however, only a Certifier or Administrator may actually submit the request to DEQ.

7.1 Creating a Modification

1. Search for the permit that you wish to modify as shown in Modification Window 1.
2. Select the Active version of the permit as shown in Modification Window 2.
3. The Permit Information page will open, as shown in Modification Window 3.
4. Scroll to the bottom of the page and Click on the Begin Modification button also shown in Modification Window 3

Modification Window 1

Welcome to the Stormwater Construction General Permit System

Permit Search

VAR10E334

Modification Window 2

Search Results

Narrow down your search results by using the [Query Builder](#).

E334

Permit Number	Classification	Permit Status	Authority	Construction Activity Location	Operator Name	Construction Activity Name	Location Address
VAR10E334	Active	Transfer Issued	City of Fairfax	Fairfax City	Tragesser Construction	Canfield Village	
VAR10E334	History	Permit Reissued	City of Fairfax	Fairfax City	Richmond American H	Canfield Village	

Columns Export Page 1 of 1 20 View 1 - 2 of 2

Modification Window 3

Permit Events			
App Received Date (MM/DD/YYYY) 05/30/2014	App Complete Date (MM/DD/YYYY) 05/30/2014		
Application Approved Date (MM/DD/YYYY) 08/15/2014	Incomplete App Letter Sent Date (MM/DD/YYYY) No Data		
Effective Date 07/01/2014	Expiration Date 06/30/2019		
Event Comments No Data			

Additional Permit Info			
Linear Project? No	Technical Criteria Part 2 C - Previously Permitted		
Permit Writer Nicholson, Shantelle	Region Northern		
Annual Standards? No	TMDL? Yes		
CZM? Yes	Impaired Waters? Yes		
Exceptional Waters? No			

Created By No Data	Created On 06/26/2014	Last Modified By No Data	Modified On 08/11/2014
DEQ Classification Active	Permit Status Permit Reissued		

5. A pop-up box will appear as shown in Modification Window 4. Click "OK" to proceed with the modification or click Cancel to stop the Modification.
6. After clicking "OK" wait until another pop-up is received indicating that the modification has been initiated, as shown in Modification Window 5. The modification process creates a new version of the permit and sets the permit status to Modification in Progress.

Modification Window 4

Are you sure you want to modify permit VAR10E334? ✕

Modification Window 5

Modification Initiated ✕

7. The following fields are open for editing during Modification processing. As with the entry of the original RS, required fields to save and/or submit are denoted by an asterisk or flag icon.
 - General Comments
 - Total Area of Development
 - Estimated Area to be Disturbed
 - All non-DEQ only fields in the Events Section
 - Linear Project
 - Technical Criteria
 - New HUCS may be added but existing HUCs may not be edited or deleted through the modification process.
 - New Offsite Activities may be added but existing Offsite Activities may not be edited or deleted through the modification process.
8. Once all modification data are entered, click the Submit button to submit the modification request to DEQ for processing.

7.2 Post Modification Process

Once the modification request is submitted to DEQ, the VSMP Authority should expect a confirmation submission email.

A fee email will be sent to the Operator (if applicable).

Once DEQ approves and processes the modification request, a modification letter will be sent to the VSMP Authority and the Operator.