Revisions Page

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Revision Number: 1
Date of Revision: June 2015
Revisions Made:
- Section 2.6 – Modified language for consistency purposes
- Section 2.7 – New Section – Less than 1 acre and not part of a common plan
- 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

Revision Number: 2
Date of Revision: September 2015
Revisions Made:
- 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

Revision Number: 3
Date of Revision: January 2017
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/swcgps 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

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.
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.
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
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.

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 1
User Administrator

User Management Edit Window 2
User Administrator

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

6. 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

1. Proceed to the User Administrator page
2. 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

3. 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

4. Click on the Edit button to access the user’s account information.
5. A new page will open as shown in User Management Deletion Window 4. Uncheck all of the user’s roles and click Submit.
6. The view will return to the page shown in User Management Deletion Window 5.
7. Click on the Delete button.
8. A confirmation message will be displayed for 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.

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
  - Alphabetic characters
  - Numerical characters
  - Combination of upper and lower case letters

Password: ********
Confirm password: ********
Submit

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

Search existing permits by Permit Number, Authority Unique ID/VIIT ID, Operator Name
Narrow down your search results by using the Query Builder

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]

Submit

**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
Submit

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**

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:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention</td>
<td>Attn</td>
</tr>
<tr>
<td>Avenue</td>
<td>Ave</td>
</tr>
<tr>
<td>Boulevard</td>
<td>Blvd</td>
</tr>
<tr>
<td>Branch</td>
<td>Br</td>
</tr>
<tr>
<td>Bypass</td>
<td>Byp</td>
</tr>
<tr>
<td>Center</td>
<td>Ctr</td>
</tr>
<tr>
<td>Circle</td>
<td>Cir</td>
</tr>
<tr>
<td>Crossing</td>
<td>Xing</td>
</tr>
<tr>
<td>Drive</td>
<td>Dr</td>
</tr>
<tr>
<td>Expressway</td>
<td>Expy</td>
</tr>
<tr>
<td>Harbor</td>
<td>Hbr</td>
</tr>
<tr>
<td>Heights</td>
<td>Hts</td>
</tr>
<tr>
<td>Highway</td>
<td>Hwy</td>
</tr>
<tr>
<td>Junction</td>
<td>Jct</td>
</tr>
<tr>
<td>Parkway</td>
<td>Pkwy</td>
</tr>
<tr>
<td>Pike</td>
<td>Pike</td>
</tr>
<tr>
<td>Place</td>
<td>Pl</td>
</tr>
<tr>
<td>Plaza</td>
<td>Plz</td>
</tr>
<tr>
<td>Road</td>
<td>Rd</td>
</tr>
<tr>
<td>Route</td>
<td>Rte</td>
</tr>
<tr>
<td>Shore</td>
<td>Shr</td>
</tr>
<tr>
<td>Station</td>
<td>Sta</td>
</tr>
<tr>
<td>Street</td>
<td>St</td>
</tr>
<tr>
<td>Suite</td>
<td>Ste</td>
</tr>
<tr>
<td>Turnpike</td>
<td>Tpke</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Apartment</th>
<th>Apt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Bldg</td>
</tr>
<tr>
<td>Floor</td>
<td>Fl</td>
</tr>
<tr>
<td>Suite</td>
<td>Ste</td>
</tr>
<tr>
<td>Unit</td>
<td>Unit</td>
</tr>
<tr>
<td>Room</td>
<td>Rm</td>
</tr>
<tr>
<td>Department</td>
<td>Dept</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>North</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>S</td>
</tr>
<tr>
<td>East</td>
<td>E</td>
</tr>
<tr>
<td>West</td>
<td>W</td>
</tr>
<tr>
<td>Northeast</td>
<td>NE</td>
</tr>
<tr>
<td>Northwest</td>
<td>NW</td>
</tr>
<tr>
<td>Southeast</td>
<td>SE</td>
</tr>
<tr>
<td>Southwest</td>
<td>SW</td>
</tr>
</tbody>
</table>
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**

06/23/15
CIS Access Home Screen 16:15:48
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**

<table>
<thead>
<tr>
<th>CISM8000</th>
<th>Name Search All Entities (Excluding GP)</th>
</tr>
</thead>
</table>

**ENTER STARTING ENTITY NAME:**

Cascades
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

<table>
<thead>
<tr>
<th>ENTITY-ID</th>
<th>ENTITY NAME</th>
<th>STATUS/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 3214341-2</td>
<td>CASCADES ADVISORY GROUP, LLC</td>
<td>CANCE (VOLUN</td>
</tr>
<tr>
<td>2: 0467096-4</td>
<td>CASCADES ANIMAL HOSPITAL, LTD.</td>
<td>FURGED</td>
</tr>
<tr>
<td>3: 0543576-5</td>
<td>CASCADES ARTESIAN WATER, INC.</td>
<td>FURGED</td>
</tr>
<tr>
<td>4: 0273923-3</td>
<td>CASCADES ASSOCIATES, INC.</td>
<td>FURGED</td>
</tr>
<tr>
<td>5: X007936-0</td>
<td>CASCADES ASSOCIATES, L.P.</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>6: F037855-0</td>
<td>CASCADES AT LANDMARK, INC.</td>
<td>OLD NAME-P</td>
</tr>
<tr>
<td>7: S207918-6</td>
<td>CASCADES AT WOODS CORNER, L.L.C., THE</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>
Operator Name Verification Window 4

Click on a Function:

- **Data Summary**
- Registered Agent
- Pictitious Names
- Name Search LLC
- Reserved Names
- Old Names
- Activity

**LLC ID** S207918

**LLC Name** CASCADES AT WOODS CORNER, L.L.C., THE

Operator Name Verification Window 5

**LLC ID:** S207918 - 6  **STATUS:** 00  **ACTIVE**  **STATUS DATE:** 10/27/08

**DATE OF FILING:** 12/18/2006  **PERIOD OF DURATION:**  **INDUSTRY CODE:** 00

**STATE OF FILING:** VA VIRGINIA  **MERGER INDICATOR:**

**CONVERSION/DOMESTICATION INDICATOR:**

**PRINCIPAL OFFICE ADDRESS**

**STREET:** 2501 RHODES CT

**CITY:** VIRGINIA BEACH  **STATE:** VA **ZIP:** 23456-0000

**REGISTERED AGENT INFORMATION**

**R/A NAME:** DAVID TERRY

**STREET:** 2501 RHODES CT  **RTN MAIL:**

**CITY:** VIRGINIA BEACH  **STATE:** VA **ZIP:** 23456-0000

**R/A STATUS:** 1 MEMBER/MANAGER  **EFF DATE:** 12/09/10  **LOC:** 228 VIRGINIA BEACH

**YEAR FEES PENALTY INTEREST BALANCE**

14  50.00
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](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

Select Units: Decimal Degrees

Latitude: 37.1234
Longitude: -78.1234

Go
5. 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

6. 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.

7. 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
- VSMP Authority
- City of Galax

Authority Unique ID
Alternate Unique ID

General
- Construction Activity Location
- Comments

Construction Activity Operator
- Operator Name
- Contact First Name
- Contact Last Name
- Address Line 1
- Address Line 2
- City
- Zip Code
- State
- Zip Ext.
- Phone Number (e.g., 1234567890)
- Operator Email
- Confirm Operator Email
- E Transmit?
- VDOT Operator?
- No
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:

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

7. 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.

8. 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.

9. When you have found the correct HUC code, then key in the Receiving Stream. When completed, click the Save button.

10. If there are additional HUCs, repeat the steps above as many times as needed.
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.

### 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

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

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

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

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
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

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

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](image1)

3. On the Home page, click the Upload button

**RS Upload Window 2**

![Welcome to the Stormwater Construction General Permit System](image2)

4. Select “Registrations” from the dropdown list.

**RS Upload Window 3**

![Registrations and Terminusons dropdown](image3)

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

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.

[RegistrationsTemplate.xlsx]

Browse  Upload

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

Do you want to open or save RegistrationResults.xlsx (25.6 KB) from desktop?

Open  Save  Cancel

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

RS Not Required Window 2

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

**Direct Entry Termination Window 3**

**Search Results**

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Permit Status</th>
<th>Operator Name</th>
<th>Location Name</th>
<th>Location Address</th>
<th>Location City</th>
<th>Locality</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAR105755</td>
<td>Permit Issued</td>
<td>Meck Construction</td>
<td>Dairy Queen 1000</td>
<td>Boynton</td>
<td>Mecklenburg</td>
<td>DEQ</td>
<td></td>
</tr>
</tbody>
</table>

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

The Termination Information page will open as shown in Direct Entry Termination Information Window 5.

10. 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

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.

11. 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.

12. 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.

13. 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

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

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
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

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

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 be displayed in red. The user will correct the error(s) and click on Submit Termination.

Termination Submittal Window 1

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

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](image)

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.
5. 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.

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.

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

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.

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**

![Basic Search Window 1]

**Basic Search Window 2**

![Basic Search Window 2]

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

4.2 **QueryBuilder**

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

3. Click Add Filter as shown in QB Window 2.

**QB Window 2**

**Query Builder**

3. 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.
5. Once the user selects an “Item”, a “Condition” list of values will appear. Select a value. For this example, Equals is selected.

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.

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.

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.
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.

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

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

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.
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.

6. 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:

1. 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

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

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

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
11. Phone Number
12. Operator Email & Confirm Operator Email
13. E Transmit
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.
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](image)

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](image)

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](image)

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
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.
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.