

WASTEWATER/STORMWATER MANAGEMENT
(WWSWM)

ENVIRONMENTAL MANAGEMENT PROCEDURE
(EMP) 4.4.6.2

JBLE-EUSTIS



25 June 2020

(Revised 25 November 2024)



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

25-Oct-24

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

FROM: 633 ABW/CD

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.

a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.

b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.

2. JBLE-Eustis personnel may access these EMPs electronically via the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>.

3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).

4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

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Date: 2024.10.25 13:15:19 -0400

STEVEN P. DILLENBURGER, Colonel, USAF
Deputy Installation Commander

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Environmental Management Procedure (EMP) 4.4.6.2

SUBJECT: Wastewater/Stormwater Management (WWSWM)

PURPOSE AND POLICY:

- A. Purpose: This EMP establishes the procedures to implement policy to control and decrease wastewater and stormwater pollution.
- B. Policy: The Installation will comply with applicable Federal, State, and local wastewater and stormwater regulations by executing required wastewater and stormwater permits.

DOCUMENT CONTROL:

This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version before use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

REFERENCES:

- A. Virginia Stormwater Management Handbook v.1.1, 2024
- B. Virginia Municipal Storm Sewer System (MS4) Permit No. VAR040035
- C. Virginia Pollutant Discharge Elimination System Permit No. VA0025216
- D. JBLE – Eustis MS4 Program Plan
- E. JBLE – Eustis Stormwater Pollution Prevention Plan (SWPPP)
- F. 40 CFR 112, Oil Pollution Prevention
- G. JBLE–Eustis Integrated Contingency Plan (ICP)
- H. JBLE–Eustis Spill Prevention Control and Countermeasures (SPCC) Plan
- I. JBLE–Eustis Illicit Discharge Detection and Elimination Procedures

SCOPE:

This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

SUBJECT: Wastewater Management (WWM)

ROLES AND RESPONSIBILITIES:

A. Civil Engineer Squadron (CES); Environmental (CEIE) will:

- (1). Apply for and obtain Hampton Roads Sanitation District (HRSD) industrial wastewater permits.
- (2). Provide updates to HRSD when permit conditions change.
- (3). Provide technical guidance about wastewater discharges to installation activities.
- (4). With CES/Operations (CEO) and CES/Installation Management (CEI), CES/CEIE will manage the identification, budgeting, reporting, engineering, design, and construction of projects intended to control and monitor wastewater discharges in accordance with applicable federal, state, regional and local water quality standards.
- (5). Submit monthly monitoring reports and other required reports in accordance with permit schedules to HRSD no later than the tenth of the following month. For permitted quarterly monitoring requirements of the oily water treatment plant (OWTP), CEIE will forward the American States Utility Service (ASUS) request via email to HRSD and the lab used for sampling and analysis of the 3rd Port Oily Water Treatment Plant (OWTP) effluent.

B. American States Utility Service will:

- (1). Operate the OWTP pre-treatment facility in accordance with all applicable laws and regulations and will:
- (2). Provide to CEIE the daily effluent meter readings required by the HRSD permit Effluent Discharge Limitation and other required reports in accordance with permit schedules no later than the fifth of the following month.
- (3). Maintain the Sanitary Sewer System in accordance with the Defense Logistics Agency contract.
- (4). Respond to Sanitary Sewer System overflows and provide support as needed to emergency response personnel.
- (5). Notify CEIE within 60 days before any significant sewer line cleaning to ensure notice to the regulatory agency within the 14-day timeframe note in section V.14 of HRSD permit #0505-2.

C. The CES Engineering Flight (CEN) will:

- (1). Maintain inventories and drawings of wastewater collection systems.
- (2). Coordinate with CEIE for proposed projects regarding wastewater to allow notification of federal and state regulatory agencies' comments.
- (3). Contact CEIE for guidance when any proposed action or project has the potential (or if there is a question as to the possibility) to affect water resources.

- (4). Keep the CEIE Stormwater and Wastewater Program Managers informed of any changes to projects in the design phase that require notice/input from a water quality perspective.
- (5). Ensure CEIE is provided a copy of all VDEQ site-specific Stormwater Pollution Prevention Plans (SWPPP) and Erosion and Sediment Control (ESC) Plan approvals and revisions.
- (6). Ensure CES Construction Inspectors are certified through the Virginia Department of Environmental Quality (VADEQ) erosion and sediment control (ESC) program.
- (7). Ensure CEIE is provided information about the attributes of any new oil/water separator installed to comply with HRSD permit #0505-2.
- (8). Ensure CEIE is provided a copy of all Stormwater Best Management Practice information sheets. The documents shall be prepared by the contractor/designer and submitted to CEIE Water Quality Programs Manager at the final design phase. Document required for all new stormwater best management practices.
- (9). Ensure CEIE is provided with all as-built design plans for any BMP infrastructure projects.

D. The CES Operations Flight (CEO) will:

- (1). Ensure the Base Operations Service Contractor (BOS) inspects and maintains all pretreatment devices, i.e., grease interceptors, oil-water separators, and vehicle wash rack systems, in accordance with HRSD Industrial Wastewater Discharge Permit 0505 Special Conditions.
- (2). Ensure BOS contractor submits required reports for inspection and maintenance of grease traps, oil-water separators, sweeping street operations, stormwater Best Management Practices (BMP), and septic systems to CEIE.
- (3). Ensure CEIE is provided a copy of all Stormwater Best Management Practice Information sheets. The document shall be prepared by the contractor/designer and submitted to CEIE Water Quality Programs Manager at the final design phase. Document required for all new stormwater best management practices.

E. Food Service Workers will:

- (1). Ensure wastewater and soap from dining facility outdoor washing of garbage cans, field kitchen equipment, or other items do not run into streets or storm drains.
- (2). Obtain FSE Employee Regional Fats Oils and Grease (FOG) Training Program provided by Hampton Roads Planning District Commission available at www.hrfg.com.
- (3). Ensure proper disposal of grease and garbage. Do not dump into storm drains.

- (4). Ensure appropriate signage is placed around sinks to discourage FOG into the sanitary sewer system.
- (5). Minimize excess detergents and cleaners containing emulsifying agents.

F. The Base Operations Service Contractor (BOS) will:

- (1.) Pump and maintain all active grease traps/interceptors on a quarterly OR AS NEEDED basis in accordance with contract # FA4800-19-D-A001.
 - a. The Contractor shall inspect traps weekly and maintain records for State Inspection Purposes. All records of pumping and maintenance shall be sent electronically to the CEIE Wastewater Program Manager no later than the fifth calendar day of the following month.
- (2). Street sweep all locations noted in the BOS contract.
 - a. The 3rd Port Waterfront and Felker Army Airfield roads and parking lots will be swept weekly with a sweeper with a magnetic bar attached for foreign object debris (FOD) pick-up on airfields.

PROCEDURES:

A. Control of industrial wastewater discharges:

- (1). All new discharges from industrial processes into the sanitary wastewater system require approval by CEIE.
- (2). Operation wash racks, oil/water separators, and other motor pool activities that could cause water pollution will take all practical measures to eliminate unpermitted discharges. No unauthorized detergents, hazardous materials, mud, rocks, heavy soil, or debris will be discharged into wash racks or Oil Water Separators.
- (3). Wastewater and soap from dining facility outdoor washing of garbage cans, field kitchen equipment, or other items will not be allowed to run into streets or storm drains. Only that area designated for washing empties into the sanitary wastewater system will be used. Grease and garbage will not be dumped into storm drains.
- (4). No discharges will be allowed into the sanitary or stormwater systems without prior approval from CEIE. All internal floor drains must be protected from potentially hazardous materials spills.
- (5). Hazardous materials shall be stored and handled to minimize the potential for spills which could release material into storm drains or the sanitary wastewater system. Proper storage and handling of hazardous materials are prescribed in EMP 4.4.6.6 Tab 1 Hazardous Materials Storage and Container Management (HMM).
- (6). Control of discharges to the sanitary wastewater system. All connections that discharge into the sanitary wastewater system require approval by CEIE.

- (7). All food service activities will develop and implement procedures to minimize amounts of fats, oils, and greases entering sanitary sewer drains.

SUBJECT: Stormwater Management (SWM)

All activities on the installation will be governed by the best management practices provided in installation EMPs, permits, plans, and procedures, included within this document by reference or within any permit-driven plans initiated by CEIE in regard to stormwater runoff abatement, minimization, or management.

ROLES AND RESPONSIBILITIES:

A. The CES Operations Flight (CEO) will:

- (1). Manage the infrastructure in compliance with all federal, state, and local regulations.
- (2). Ensure the appropriate contractor maintains all stormwater structures, as identified in contract number FA4800-19-D-A001, or any superseded contract.
- (3). Ensure the appropriate contractor repairs damaged outfalls and stormwater facilities identified during routine inspections and in-service/work requests, as specified in contract number FA4800-19-D-A001, or any superseded contract.
- (4). Ensure all inspection and maintenance records related to sections 2.5, 2.9.2, and 2.9.4 are provided to CEIE upon completion.
- (5). Ensure CEIE is provided a copy of all Stormwater Best Management Practice Information sheets. The document shall be prepared by the contractor/designer and submitted to CEIE Water Quality Programs Manager at the final design phase. Document required for all new stormwater best management practices.

B. The CES Environmental Element (CEIE) will:

- (1). Coordinate stormwater pollution abatement and surface water quality enhancement activities. Review and update the SWPPP and the MS4 Program Plan regularly, and no less than annually.
- (2). Conduct qualitative and quantitative monitoring of appropriate representative stormwater outfalls to evaluate the impacts of training and other activities on stormwater quality installation wide. Refer to VPDES Permit #VA0025216 and Permit #VAR040035 for additional guidance on monitoring.
- (3). Review master plans, construction plans and activities, and other projects that may affect surface water runoff in order to minimize erosion and discharge of pollutants. Refer to the latest approved versions of the Virginia Department of Environmental

Quality (VDEQ) Stormwater Management handbooks for additional guidance and construction oversight responsibilities related to construction site stormwater management.

- (4). Conduct studies, analyze data, and identify and eliminate/minimize all sources of pollutants.
- (5). Comply with any reporting requirements of VPDES Permit No.VA0025216, to include the Annual Cooling Tower Report (VPDES permit PART I.B.6(e) with Whole Effluent Toxicity monitoring) and semi-annual electronic discharge monitoring reports (e-DMRs).
- (6). Apply for and obtain applicable permits required by federal, state, and local regulations, including VPDES and MS4 permits. Coordinate with federal, state, regional, and local water quality control agencies and authorities (e.g., VPDES and MS4 submittal requirements, DMR Reports, and any stormwater construction site management issues).
- (7). Provide technical guidance to installation activities in their requirement to comply with the industrial stormwater management requirements as described in VPDES Permit No.VA0025216. The permit outlines the requirements for each industrial sector (land, water, and air), as well as Air Force guidance documents include the following:
 - (a). AFPD 32-70, *Environmental Consideration in Air Force Programs and Activities*
 - (b). AFMAN 32-1067, *Water and Fuel Systems*

C. The Base Operations Service Contractor (BOS) will:

- (1). Ensure all stormwater tasks included in contract # FA4800-19-D-A001, or any superseded contract, are performed promptly.
- (2). Report all records of BMP maintenance, stormwater conveyance system maintenance, oil/water separator maintenance, grease trap maintenance, and sweeping street operations, or storm drain inlet cleanouts to the CEIE Water Program Manager.

D. The CES Engineering Flight (CEN) will:

- (1). Ensure CEIE is provided with all as-built design plans for any stormwater infrastructure projects.
- (2). Maintain inventories and drawings of the stormwater drainage system and newly installed BMPs, and all other projects involving land disturbance. Refer to MS4 Permit No. VAR040035 for regulations and guidance for maintaining up-to-date inventories for the stormwater drainage system.
- (3). Coordinate with CEIE for proposed stormwater projects to allow for comment and guidance on land disturbing projects when any proposed action or project has the potential to affect a water resource, and any stormwater infrastructure design.

- (4). For land disturbance more than 10,000 square feet, submit Erosion and Sediment Control (ESC) Plans to VDEQ for review.
- (5). For land disturbance of 1 (one) acre or greater, an ESC plan, stormwater management plan, site-specific Stormwater Pollution Prevention Plan (SWPPP), and a VDEQ general construction permit will be required. This requirement is for contiguous and non-contiguous land disturbing activities (LDA).
- (6). Ensure CEIE is provided a copy of all Virginia Runoff Reduction Method (VRRM) spreadsheets and Stormwater Best Management Practice Information sheets. These shall be prepared by the contractor/designer and submitted to the CEIE Water Quality Program Manager at the final design phase. Documents required for all new stormwater best management practices.

PROCEDURES: Storm Water Pollution Prevention

- (1). CEIE will conduct site inspections of facilities that have been identified as industrial facilities in the installation's SWPPP.
- (2). CEIE will conduct an outfall dry weather screening annually to identify non-stormwater discharges that may be entering stormwater conduits and any evidence of illicit discharges to the stormwater drainage system.
- (3). Communicate reports detailing the findings from the industrial facility and outfall inspections to the appropriate facility managers and UECs. Results should also be addressed and incorporated into the installation SWPPP.
- (4). Stormwater pollution prevention training will be provided for all UECs. See the installation SWPPP for a summary of training requirements for base personnel.
- (5). Sector-specific training should include good housekeeping and sweeping associated with the airfield, Third Port, and the motor pools, as well as washing activities and requirements. Training should also include reviewing how to complete the required forms (i.e., wash rack usage log). Training could consist of on-site live training at a facility associated with each sector, and UECs for each organization would be invited to the appropriate sector-specific training session.
- (6). Ensure stormwater drains, drop inlets, curb inlets, and other stormwater management facilities and structures are protected from potential spills and sediments during land disturbing activities (LDA).
- (7). All spills will be reported to Fire and Emergency Services and cleaned up in accordance with the installation's SPCC Plan and VPDES permit VA0025216.

- (8). Petroleum, oil, and lubricants (POL) must be stored appropriately, preferably under cover, and have secondary containment in accordance with 40 CFR 112 and the installation's SPCC Plan.
- (9). Stormwater BMPs will be implemented to protect stormwater outfalls, catch basins/drains, ditches, and other conveyance structures. BMPs include but are not limited to:
 - (a). Spill kits.
 - (b). Serviceable drip pans and proper disposal of contents under tactical vehicles and aircraft during maintenance and storage.
 - (c). Secondary containment of 110% for bulk fuel container systems (ASTs, tank and pump units, HEMTTs, fuel tanker trucks) and portable and semi-portable power systems (generators, light sets, and AC units).
 - (d). The use of drip pans or secondary containment during refueling operations.
 - (e). The use of containment boom around vessels during fuel and bilge transfers.
 - (f). The use of appropriately trained personnel to ensure the operation of fuel transfer and bilge systems.
- (10). The JBLE–Eustis MS4 Permit requires that the base complies with the six minimum control measures:
 - i. Control Measure 1 – Public Education and Outreach on Storm Water Impacts
 - ii. Control Measure 2 – Public Involvement and Participation
 - iii. Control Measure 3 – Illicit Discharge Detection and Elimination
 - iv. Control Measure 4 – Construction Site Storm Water Runoff Control
 - v. Control Measure 5 – Post-Construction Storm Water Management in New Development and Development on Prior Developed Lands
 - vi. Control Measure 6 – Pollution Prevention/ Good Housekeeping for Municipal Operations
- (11). The MS4 Program Plan discuss the three stormwater education priorities for the non-industrial areas. These currently are:
 - (a). Illegal dumping.
 - i. Auto maintenance must be done indoors at B660 - the Auto Craft Shop.
 - ii. Vehicles must be washed only at designated wash racks or facilities. This includes all government vehicles and POVs.
 - iii. Items cannot be left around dumpsters - they must fit inside.

- (b). Fats, oil, and greases (FOG) are not permitted in the drains. All FOG must be scraped into the trash. This is true at all homes, dorms, offices, dining facilities, etc.
- (c). All pet waste must be picked up and disposed of properly by the pet owner.
- (12). JBLE–Eustis implements a Nutrient Management Plan for the Pines Golf Course and Military Family Housing (MFH) facilities, and is approved by the Virginia Department of Conservation and Recreation (DCR). Compliance with the plans is required by anyone using fertilizers on the installation.
- (13). Erosion and Sediment Control:
 - (a). All projects involving land-disturbing activities greater than 10,000 square feet require a VADEQ approved Erosion and Sediment Control (ESC) Plan. The plan must be developed in accordance with the Virginia Stormwater Management Handbook v.1.1, 2024
 - (b). Land disturbing activities will not be initiated before plan approval. Failure to comply may result in a Stop Work Order. Exemption to this requirement will only be granted by VDEQ.
 - (c). The project manager will maintain a copy of any approved plans on site.
 - (d). Once the plan has been approved and before the commencement of construction, control measures such as silt fence and tree protection may be installed.
 - (e). Once the control measures have been installed, they must be maintained in accordance with Virginia regulations at all times.
 - (f). Responsibilities for maintenance and inspection of control structures must be addressed in the plan. Inspections are required on all projects. Inspection will be performed at least once every two weeks, within 48 hours of any runoff-producing storm event, and at project completion. Inspections are done to “ensure continued performance of their intended function.”
 - (g). Inspection records will be maintained at the site and available for review by the plan administrator.
- (14). Storm Water Construction General Permit (CGP) Coverage
 - (a). Construction activities creating land disturbance equal to or greater than 10,000 square feet but < 1 acre requires a DEQ-approved ESC plan before any land disturbance. LDA > 1 acre will require coverage under the CGP.
 - (b). For land-disturbing projects > 1 acre, the requirements of the Virginia Stormwater Management Program (VSMP) regulation land-disturbing activities include the development of an SWPPP. This plan must contain an approved ESC Plan, an

approved Storm Water Management Plan and a Pollution Prevention Plan, and a description of any additional control measures necessary to address a TMDL.

(c). The organization responsible for physical construction is responsible for preparing and submitting the SWPPP to VDEQ for approval. The CEN project manager will provide an electronic copy to the CEIE Water Quality Program Manager as soon as possible.

(d). A copy of the Termination Notice issued after projects will be forwarded to CEIE.

SUBJECT: Illicit Discharge Detection Elimination (IDDE) Program

ROLES AND RESPONSIBILITIES:

A. The CES Operations Flight (CEO) will:

- (1). Manage the infrastructure in compliance with all federal, state, and local regulations.
- (2). Inspect and maintain all stormwater management facilities according to the Virginia BMP Clearinghouse and/or Virginia Stormwater Management Handbook specifications.

B. The CES Environmental Element (CEIE) will:

- (1). Conduct annual stormwater outfall screenings.
 - (a). Each of the MS4 outfalls will be screened at least annually.
 - (b). Dry-weather outfall screenings detect dry-weather flows during periods when potential pollutants are not diluted by stormwater.
- (2). Update the outfall inspection schedule to accommodate additional outfalls that may be created as part of future development or identified as part of system mapping updates.
- (3). Complete the Dry-Weather Outfall Screening Form and maintain the Dry-Weather Outfall Screening Record for each inspection year that summarizes the observations from the inspections. See the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures for template inspection forms and the record for tracking this information.
- (4). Conduct illicit discharge investigations as specified in the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures.
- (5). Initiate and verify the elimination of an illicit discharge. See the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures for guidance.
- (6). Maintain all documentation specified in the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures and the MS4 Program Plan. Documentation should be

submitted with the installation's MS4 Annual Report if specified in the MS4 Program Plan.

- (7). Refer to the installation MS4 Program Plan for additional guidance and regulations applicable to maintaining the JBLE-Eustis IDDE Program.

C. The CES Programs Flight (CEP) will:

- (1). Maintain inventories and drawings of the stormwater drainage system. Refer to MS4 MS4 Permit No. VAR040035, the MS4 Program Plan, and the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures for requirements for maintaining up-to-date inventories for the stormwater drainage system.
- (2). Coordinate with CEIE for proposed stormwater projects to allow notification of federal and state regulatory agencies if required.
- (3). Contact CEIE for guidance when any proposed action or project has the potential (or if there is a question as to the potential) to affect a water resource.

REPORTING PROCEDURES: IDDE

Community Reporting

All JBLE–Eustis personnel and residents are encouraged to report an illicit discharge or illegal dumping activities. Information on reporting can be found via the JBLE–Eustis Environmental public website: <https://www.jble.af.mil/About-Us/JBLE-Environmental-Information>.

The JBLE–Eustis Fire and Emergency Services personnel are the installation's First Responders, and their telephone number (757-878-1008 or 4281 or 911) is used as the direct hotline for reporting illicit discharges. The hotline is operated 24 hours per day, seven days per week. JBLE–Eustis personnel can also call Environmental staff (757-878-4123) or Housing Management staff (757-369-8344) with concerns regarding potential illicit discharges.