

***WASTEWATER/STORMWATER MANAGEMENT***

***(WWSWM)***

**ENVIRONMENTAL MANAGEMENT PROCEDURE**

**(EMP) 4.4.6.2**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 14 June 2021)*

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

**OFFICE OF THE COMMANDER**

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

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 Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
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 All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

**COL HUNG** Digitally signed by COL HUNG  
Date: 2021.09.15 09:35:07  
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HARRY D. HUNG, Colonel, USA  
Vice 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 for the control and abatement of wastewater and stormwater pollution.
- B. Policy: The Installation will comply with applicable Federal, State and local wastewater and stormwater regulations through execution of 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 prior to use on the:

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

#### **REFERENCES:**

- A. AFI 32-1067, *Water and Fuel Systems*
- B. 40 CFR 131, Water Quality Standards

#### **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 changes to permit conditions occur.
  - (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 Old Dominion Utility Services (ODUS) request via email to HRSD and to the lab used for sampling and analysis of the 3<sup>rd</sup> 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). Submit 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 prior to any major sewer line cleaning in order to ensure notice to 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 comment.
- (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 resources.
- (4). Keep the CEIE Water Program Manager informed of any changes to projects in the design phase that would require notice/input from a water quality perspective.
- (5). Ensure CEIE is provided a copy of all VDEQ SWPPP (Stormwater Pollution Prevention Plans) and ESC (Erosion and Sediment Control) Plan approvals and revisions.
- (6). Ensure CES Construction Inspectors and USACE Inspectors are properly trained in construction stormwater management and inspections by taking [AFIT WESS 031 20B](#) and [Municipal Online Stormwater Training \(MOST\)](#) online training courses.

- (7). Ensure CEIE is provided information pertaining to the attributes of any new oil/water separator that is installed in order to comply with HRSD permit #0505-2.
  - (8). 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 final design phase.  
Document required for all new stormwater best management practices.
- 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, street sweeping 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 final design phase.  
Document required for all new stormwater best management practices.
- E. Food Service Workers will:
- (1). Ensure wastewater and/or soap from dining facility outdoor washing of garbage cans, field kitchen equipment or other items does 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.hrfog.com](http://www.hrfog.com).
  - (3). Ensure grease and garbage are not dumped into storm drains.
  - (4). Ensure appropriate signage is placed around sinks to discourage FOG into the sanitary sewer system.
  - (5). Minimize the use of 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 section 2.5.3.2.1 of contract # FA4800-17-R-0008.
    - 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 CES Environmental Element Water Program Manager no later than the fifth calendar day of the following month.



- (2). Street sweep all locations noted in Technical Exhibit 5.2-009 of the BOS contract.
  - a. The 3rd Port Waterfront and Felker Army Airfield roads and parking lots will be swept on a weekly basis with a sweeper that has 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 HRSD through CEIE.
  - (2). Operation of wash racks and oil/water separators, and other motor pool activities that could potentially cause water pollution will take all practical measures to eliminate all unpermitted discharges. No unauthorized detergents, hazardous materials, mud, rocks, heavy soil, or other debris is to 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 which 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 storm water systems without prior approval from CEIE. All internal floor drains must be protected from potential hazardous materials spills.
  - (5). Hazardous materials will be stored and handled in a manner that will minimize the potential for spills which could release material into storm drains or the sanitary wastewater system. The storage and handling of hazardous materials is 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)**

**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 BOS contractor inspects and maintains all stormwater structures, as identified in contract number FA4800-17-R-0008.
- (3). Ensure the BOS contractor repairs damaged outfalls identified during routine inspections and in service/work requests, as identified in contract number FA4800-17-R-0008.
- (4). Ensure all inspection and maintenance records related to sections 2.5.3.2, 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 final design phase. Document required for all new stormwater best management practices.

B. The CES Environmental Element (CEIE) will:

- (1). Coordinate storm water pollution abatement and surface water quality enhancement activities. Review the SWPPP on a regular basis, but no less than annually. Refer to the main text of the SWPPP, storm water best management practices (BMPs) listed in Appendix F of the SWPPP, as well as the previous year's Comprehensive Site Compliance Evaluation (CSCE).
- (2). Conduct storm water qualitative and quantitative monitoring at approved representative outfalls to evaluate impacts of training and other activities on storm water quality installation-wide. Refer to VPDES Permit No. VA0025216 as well as Sections 10 and 11 of the SWPPP for additional guidance on monitoring.
- (3). Review master plans, construction plans and activities, and other activities for controls to surface water runoff that minimize erosion and the discharge of pollutants. Refer to Section 9 of the SWPPP for additional guidance and construction oversight responsibilities related to construction site storm water management.
- (4). Conduct studies, analyze data, and identify and eliminate/minimize all sources of pollutants.
- (5). Follow the Industrial Stormwater Discharge Monitoring Program as discussed in Section 11.0 of the installation's CSCE dated May 2019. The SAM Plan should present monitoring requirements (both qualitative and quantitative parameters), descriptions of sample locations and activities that drain to those locations, approved analytical methods and laboratories, sample collection procedures, and qualitative and quantitative monitoring reporting requirements.

- (6). Develop and maintain a compliance schedule for new reporting requirements of VPDES permit VA0025216, including the Annual Cooling Tower Report (VPDES permit PART I.B.6(e) including Whole Effluent Toxicity monitoring), quarterly Process Wastewater Generation, Description, and Maintenance Report (Attachment C of VPDES permit), and quarterly Best Management Practices Inspection Report (Attachment D of VPDES permit).
  - (7). Maintain compliance with the industrial stormwater management requirements as described VPDES Permit No. VA0025216. The Quick Reference Handbook outlines the requirements for each industrial sector (land, water, and air) as well as providing a general overview of the industrial stormwater VPDES permit.
  - (8). Apply for and obtain applicable permits required by federal, state and local regulations, including VPDES permits, 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, any issues related to storm water construction site management issues).
  - (9). Provide technical guidance to installation activities. 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). ETL 14-1, *Construction Operation and Maintenance Guidance for Storm Water Systems*
  - (10.) Refer to the base SWPPP and MS4 Program Plan for additional guidance and regulations applicable to maintaining the base storm water management program.
- C. The Base Operations Service Contractor (BOS) will:
- (1). Ensure all stormwater tasks included in contract # FA4800-17-R-0008 are being performed in a timely manner.
  - (2). Report all records of BMP maintenance, stormwater conveyance system maintenance, oil/water separator maintenance, grease trap maintenance, and street sweeping operations to CEIE Water Program Manager.
- D. The CES Engineering Flight (CEN) will:
- (1). Maintain inventories and drawings of the storm water drainage system and newly installed BMPs. Refer to VPDES Permit No. VA0025216 and the base SWPPP for regulations and guidance for maintaining up to date inventories for the storm water drainage system. In addition, recommendations in the most recent CSCE should be referenced for recommendations to maintain accurate inventories.

- (2). Coordinate with CEIE for proposed storm water projects to allow notification of federal and state regulatory agencies if required.
  - a. Submit Erosion and Sediment Control Plans to the state or CES Environmental Element for review per section 2.0 of the *Standards and Specifications for Erosion and Sediment Control*, dated May 2016.
- (3). Contact CEIE (878-5218) 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.
- (4). 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 final design phase. Document required for all new stormwater best management practices.

### **PROCEDURES: Storm Water Pollution Prevention**

- (1). CEIE will conduct monthly site inspections of facilities located on base that have been identified as industrial facilities in Appendix F of the installation's SWPPP.
- (2). CEIE will annually conduct a non-storm water and illicit discharge survey to identify non-storm water entering storm water conduits and evidence of illicit discharges to the storm water drainage system.
- (3). Utilize the Annual CSCE/SWPPP Update Checklist as well as other forms for inspections (outfall and industrial facility surveys) included in SWPPP Appendix H to complete the annual site inspection and evaluation.
- (4). Develop an annual CSCE report detailing the findings from the industrial facility and outfall inspections completed. Findings should be addressed and incorporated into the base SWPPP as specified in Section 3.3 of the SWPPP. Per VPDES Permit No. VA0025216, the SWPPP must be updated within 30 days weeks of the CSCE completion and implemented within 12 weeks. If the update is not complete, a timeline for completion must be included with the SWPPP update.
- (5). Storm water pollution prevention training will be provided for all AECs. See Section 7.1.3 of the base SWPPP for a summary of training requirements for base personnel.
- (6). Sector specific training should include 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 forms that are required (i.e., wash rack usage log). Training would include live training on site at a facility associated with each sector and that AECs for each organization would be invited to the appropriate sector-specific training session. Training material booklets shall be an option for potential training material development, with combined training materials for each sector (i.e., all three sectors in one book or split into multiple field books the field

- book for training materials and to keep materials in one book with general text, contact information, and sector-specific information.
- (8). Ensure stormwater drains, drop inlets, curb inlets and other stormwater management facilities and structures are protected from potential spills.
  - (9). 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 Part II.G, H & I.
  - (10). Petroleum, oil, and lubricants (POL) must be stored appropriately and have secondary containment in accordance with 40 CFR 112 and the installation's SPCC Plan.
  - (11). BMPs must be recorded in the facility inspection summaries located in Appendix F of the SWPPP as well as Table B-1, located in Attachment B of the CSCE. Table B-1 lists both the existing and recommended BMPs for each industrial building.
  - (12). Storm water BMPs will be put in place in order to protect storm water outfalls, catch basins/drains, ditches, and other conveyance structures. BMPs include but are not limited to:
    - (a). Spill kits.
    - (b). The use of serviceable drip pans and proper disposal of contents under tactical vehicles and aircraft during maintenance and/or 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.
  - (13). MS4 Program Implementation:
  - (14). The JBLE–Eustis MS4 Permit requires that the base comply with the six minimum control measures.
  - (15). Table 1 of MS Permit No. VAR040035 presents the MS4 program update requirements as well as a required completion date from the issuance of the permit.

- 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
- (16). Develop and implement an MS4 Program Plan as specified in Section II.C of MS4 Permit No. VAR040035. The MS4 Program Plan should be periodically reviewed and updated.
- (17). The base MS4 permit, Permit No. VAR040035, specifies that JBLE–Eustis develop a Nutrient Management Plan. Virginia's Nutrient Management Program requires nutrient management planners to be certified with the Virginia Department of Conservation and Recreation (DCR) and stipulates the requirements for the development of nutrient management plans. Table 1 of the MS4 permit outlines the update requirement and the timeline for completion. In Section II.B.6 (c), the MS4 permit outlines requirements for turf and landscape management, specifically, the development of Nutrient Management Plans for on lands owned or operated by the MS4 where nutrients are applied to a contiguous area greater than one acre.
- (a). A Total Maximum Daily Load (TMDL) Action Plan is required by the base MS4 permit. Currently the base is subject to the Chesapeake Bay TMDL. Table 1 of the MS4 permit outlines the update requirement and the timeline for completion.
  - (b). The submission of an annual report to be submitted by 1 October of each year is required under Section II.E.3 of the MS4 Permit. The annual report is to present information that describes the actions and activities implemented by JBLE–Eustis during the reporting period (1 July through 30 June) in order to meet permit compliance.
- (18). Erosion and Sediment Control:
- (a). CEIE provides program administration.
  - (b). All projects involving land disturbing activities greater than 2,500 square feet require an Erosion and Sediment Control Plan (E & SCP). The plan must be developed in accordance with the Virginia Erosion and Sedimentation Control Handbook, 3<sup>rd</sup> Edition 1992 and EMP 4.4.6.2, paragraph 2.d. of this guidance. All

LDA's >10,000 sq. ft. will need the E &SC plans submitted to the VDEQ. JBLE is not a VSMP and will defer these approvals to the VDEQ.

- (c). Two copies of the plan including full sized drawings will be submitted to CEIE for review and approval.
  - (d). The project manager for the project will submit the plan 60 days prior to commencement of construction. The CEIE plan reviewer has 45 days to review the plan and must notify the project manager within 45 days if the plan will not be approved. (Virginia Department of Environmental Quality [VDEQ] E & SCP regulations effective 1 July 2014).
  - (e). Upon review, CEIE will provide a letter of approval or a response outlining deficiencies and what is required for an approved plan no later than (NLT) 45 days from plan submittal for plans not meeting the requirements of the Virginia Erosion and Sediment Control Law (VESCL).
  - (f). Land disturbing activities will not be initiated prior to plan approval. Failure to comply may result in a Stop Work Order.
  - (g). Exemption to this requirement will only be granted by the plan approving authority.
  - (h). The project manager will maintain a copy of the approved plan on site.
  - (i). Once the plan has been approved and prior to commencement of construction, control measures such as silt fence and tree protection may be installed.
  - (j). Once the control measures have been installed, they must be maintained in accordance with EMP 4.4.6.2.2, paragraph 2c of this guidance.
  - (k). 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 a minimum of at least once every two weeks or within 48 hours of any runoff producing storm event and at project completion. Inspections are done to "insure continued performance of their intended function"
  - (l). Inspection records will be maintained at the site and available for review by the plan administrator.
  - (m). CEIE will perform periodic inspection of all projects for compliance with the approved E &SCP and approved Storm Water Management Plan
- (19). Storm Water Construction General Permits Coverage
- (a). Construction activities creating land disturbance equal to or greater than 2,500 square feet are required to apply for coverage under the VDEQ's Storm Water

Management Program (9VAC25-870) regulations prior to commencement of land disturbing activity. LDA > 1 acre will require coverage under the CGP. ALL projects disturbing > 10,000 SF must be submitted to the VDEQ for approval.

- (b). Requirements of the Chesapeake Bay Preservation Act land disturbing activities include development of a SWPPP. This plan must contain an approved E & SCP, an approved Storm Water Management Plan and a Pollution Prevention Plan (see 9VAC25—51 &54)
- (c). The organization responsible for physical construction is responsible for preparing and submitting the SWPPP for approval from the VDEQ.
- (d). A copy of the Termination Notice issued at completion of project will be forwarded to CEIE (ATTN: Storm Water Programs).

**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 storm water management facilities.
- B. The CES Environmental Element (CEIE) will:
  - (1). Review base maps for completeness and changes that impact the IDDE program (e.g., addition or repurposing of outfalls to the MS4 area).
  - (2). Conduct storm water outfall screenings as specified on the schedule included in Table 4-1 of the *IDDE Procedure Manual*.
    - (a). Each of the 85 MS4 outfalls will be screened at least every two years, with 15 “high priority” outfalls being screened each year.
      - i. There are two (2) additional comingled outfalls, Outfalls 042 and 046, which are covered under the installation industrial VPDES permit, VPDES Permit No. VA0025216.
      - ii. These outfalls are inspected annually as part of the compliance efforts for that permit.
    - (b). Dry-weather outfall screenings to detect dry-weather flows during time periods when potential pollutants are not diluted by storm water should be conducted based on guidelines in the *IDDE Procedure Manual*.



- (3). Update the outfall inspection schedule as necessary to accommodate additional outfalls that may be created as part of future development or identified as part of system mapping updates.
- (4). 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 Appendix C of the *IDDE Procedure Manual* for template inspection forms and the record to be used for tracking this information.
- (5). Conduct illicit discharge investigations as presented in Section 5.0 of the *IDDE Procedure Manual*.
- (6). Initiate and verify the elimination of an illicit discharge. See Section 6.0 of the *IDDE Procedure Manual* for guidance.
- (7). Maintain all documentation as specified in the *IDDE Procedure Manual* and the *MS4 Program Plan*. Documentation should be submitted with the base's MS4 Annual Report as specified in the *MS4 Program Plan*.
- (8). Refer to the base MS4 Program Plan for additional guidance and regulations applicable to maintaining the base IDDE Program.

C. The CES Programs Flight (CEP) will:

- (1). Maintain inventories and drawings of the storm water drainage system. Refer to MS4 General Permit No. VAR040035, the *MS4 Program Plan*, and the *IDDE Procedure Manual* for requirements for maintaining up to date inventories for the storm water drainage system.
- (2). Coordinate with CEIE for proposed storm water 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.

**PROCEDURES: IDDE**

- A. Maintain an accurate storm sewer system map and information table that shows, at a minimum, the following:
- (1). Location of all MS4 outfalls;
  - (2). Name and location of all waters receiving discharges from the MS4 outfalls and the associated HUC;

- (3). A table that includes:
  - (a). The unique identifier;
  - (b). Estimated MS4 acreage served;
  - (c). Name of the receiving surface water and indication of whether it is listed as impaired in the *Virginia 2010 303(d)/305(b) Water Quality Assessment Integrated Report*; and,
  - (d). The name of any applicable TMDL(s).
- B. Within 48 months of permit coverage, complete an updated storm sewer system map and information table and shall submit as an appendix to the MS4 annual report.
- C. Illicit Discharges (non-storm water discharges into the storm water drainage system) by Activities or not following procedures will be subject to the following actions:
  - (1). The appropriate AEC and/or Commander/Director will be notified of the infraction.
  - (2). The appropriate Contractor AEC and/or Contracting Officer or COR will be notified for corrective action.
  - (3). A notice will be sent through Command Channels for Military and Civilians Activities or the Contracting Officer for Contractors if deemed appropriate.
- D. Promote, publicize, and otherwise facilitate public reporting of illicit discharges into or from MS4s, including conducting inspections to incidents that have been reported, as well as follow-up inspections to ensure that corrective measures have been implemented effectively; and,
- E. Include all procedures developed for implementation of the IDDE with the MS4 Program Plan.