



COMMONWEALTH of VIRGINIA

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September 9, 2013

Mr. Tim Ott
DEQ Blue Ridge Regional Office
7705 Timberlake Road
Lynchburg, VA 24502

RE: MS4 Annual Report, July 1, 2012 - June 30, 2013, Permit #VAR040121
Central Virginia Training Center, Madison Heights, VA

Dear Mr. Ott:

As required under our MS4 Permit, attached is the annual report covering the actions conducted by Central VA Training Center for the period of July 1, 2012 thru June 30, 2013.

If you or your staff have any questions, please contact me at (434) 947-6300 or by email at richard.w.hall@dbhds.virginia.gov.

Sincerely,

Richard W. Hall
Physical Plant Director

cc: Mike Bryant, Risk Management
Ronnie Woodall, Facility Support Director

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #1-Public Education & Outreach on Stormwater) July 1, 2012 to June 30, 2013

BMP Category	Elements of BMP	Measurable Goal and Effectiveness	2012-2013 Annual Objectives Achieved	2013-2014 Objectives
I.a. Education on Stormwater Discharges to Impaired Waters	In addition to its existing education program, CVTC will educate the hospital community on discharges to impaired waters, in particular, Williams Creek. CVTC will continue to use diverse media (including but not limited to its weekly bulletin, its website, and its annual training). Materials will be revised, as needed, to appropriately address Williams Creek.	<ul style="list-style-type: none"> • Track the number of materials that have been published and distributed. • Qualitatively track the number of materials that are taken by the community • Include a "ticker counter" on CVTC website 	1. Posted stormwater education on bulletin board in public Canteen, and employee bulletin board in Physical Plant Services. 2. Placed stormwater education brochures at RCSC Clinic, and Building 64 Personnel.	CVTC will continue to provide general education to the public through brochures, posters, bulletin boards, CVTC's monthly Campus Connection, and flyers handed out during special events.
I.b. Education on Hazards Associated with Illegal Dumping	In addition to its existing education program, CVTC will educate the hospital community on hazards associated with illegal dumping. CVTC will continue to use diverse media (including but not limited to its weekly bulletin, its website, and its annual training) to increase education on illegal dumping. Materials will be revised, as needed.	<ul style="list-style-type: none"> • Track the number of materials that have been published and distributed. • Qualitatively track the number of materials that are taken by the community • Include a "ticker counter" on CVTC website 	1. Posted Illegal dumping education on bulletin board in public Canteen, and employee bulletin board in Physical Plant Services. 2. Placed stormwater education brochures at RCSC Clinic, and Building 64 Personnel.	CVTC will continue to provide general education to the public through brochures, posters, bulletin boards, CVTC's monthly Campus Connection, and flyers handed out during special events.
I.c. Involvement in Water Quality Improvement Projects	CVTC will continue its participation in activities that promote improved water quality in the area. CVTC will continue to participate in internal clean-up programs as well as promote external clean-up using other organizations.	<ul style="list-style-type: none"> • CVTC will post the dates of improvement projects on its website as well as the number of attendees 	CVTC posted on its web site Events Tab under "Storm Water Plan" community events so the community can get involved with a project to clean up and to protect our water ways. http://www.cvtc.dbhds.virginia.gov .	CVTC will continue to seek opportunities to be involved in any up-coming improvement projects.

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #2-Public Participation & Involvement) July 1, 2012 to June 30, 2013

BMP Category	Elements of BMP	Measurable Goal and Effectiveness	2012-2013 Annual Objectives Achieved	2013-2014 Objectives
2.a. Reporting Procedures	CVTC will develop reporting procedures for notifying appropriate personnel of stormwater observations and possible violations. Procedures will also be developed for receipt and consideration of information submitted by the public for construction related issues. Such information will be integrated into the educational material.	Track the number of communications/complaints that are received	CVTC developed a spreadsheet to document reported violations which include the date, time, location, proper authority notified, and findings. Requests for these documents can be made thru our PPS Office @ (434)947-6300 or by email to richard.w.hall@dbhds.virginia.gov. No communications/complaints were reported during this period.	Continue to track communications and complaints.
2.b. Availability of MS4 Program Plan and Annual Report	CVTC will make available both its MS4 Program Plan and its annual reports. These documents will be posted on the CVTC website, which would be available for download. CVTC will develop procedures to record comments that are received from the community.	Track the number of comments received by the community	CVTC has developed a spreadsheet to document comments received by the community. Annual reports and other information about the MS4 Permit are posted on the CVTC Stormwater Website: http://www.cvtc.dbhds.virginia.gov/ No comments on any topics relating to the MS4 permit were received during the reporting period.	Maintain the website. Increased accessibiity of information about stormwater at CVTC and the MS4 Program Plan to the general public.
2.c. Increased Involvement in Water Quality Improvements Projects	CVTC will continue to promote community involvement by posting dates of activities on its website as well as other forms of communication, if appropriate.	CVTC will post the dates of improvement projects on its website as well as the number of attendees	CVTC added to its web site an Events Tab under "Storm Water Plan" so the community can get involved with projects to help clean up and protect our water ways. CVTC promoted a community event on it's website during this reporting period which is a James River Clean-up held by JRAC. . http://www.cvtc.dbhds.virginia.gov/	Track number of activties CVTC participate in. Increased public awareness and involvement in water quality issues.

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #3-Illicit Discharge Detection and Elimination) July 1, 2012 to June 30, 2013

BMP Category	Elements of BMP	Measurable Goal and Effectiveness	2012-2013 Annual Objectives Achieved	2013-2014 Objectives
3.a. Stormwater Drainage System Map	CVTC will update and consolidate its stormwater drainage system map. The map will show all known outfall locations, the associated receiving water body, and the associated HUCs. As the drainage system changes due to development, the map will updated in a timely manner.	Maintain a current and accurate stormwater drainage system map	No new outfalls were added during the reporting period.	Map of regulated outfalls will be maintained and updated as changes occur.
3.b. Illicit Discharge Screening	CVTC will develop a "Task Report", which will be used as the illicit discharge screening system, under its existing Preventive Maintenance (PM) program. The "Task Report" will include appropriate screening items that meet the objective of the publication entitled "Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment," Environmental Protection Agency. If any illicit discharges and/or suspect discharges are found a "Corrective Action Report" will be generated.	Develop and maintain an effective screening system. The goal for this BMP will be the development and implementation of screening procedures as well as tracking the number of illicit discharges detected through such screening procedures.	CVTC continues to visually inspect storm drains through our Preventive Maintenance Program. We completed an upgrade to our UST Monitoring System; we continue to monitor this system. No illicit discharges were discovered during the inspection.	Continue with existing preventive maintenance program, and daily monitoring of UST.
3.c. Illicit Discharge Tracking System	Develop a system to effectively track the number of illicit discharges identified through the Task Report system. The system will include a total count of the number of occurrences as well as a narrative on how they were controlled or eliminated.	Develop and maintain an effective tracking system. The goal for this BMP will be measured by the number of illicit discharges detected and the overall elimination or reduction of such discharges.	One sewer leak occurred at CVTC during this reporting period. This happened on October 12, 2012. Lines were clogged, causing over-flow issues at clean-out locations. Replaced damaged 10" sewer main line. This was responded to immediately upon discovery and cleaned up promptly. DEQ was immediately notified.	Continue to publicize CVTC phone numbers for illicit discharge reporting, and continue to track the number of illicit discharges.

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #4-Construction Site Stormwater Runoff Control) July 1, 2012 to June 30, 2013

BMP Category	Elements of BMP	Measurable Goal and Effectiveness	2012-2013 Annual Objectives Achieved	2013-2014 Objectives
4.a. Erosion and Sediment Control During Construction	<p>As a State agency, CVTC must follow the State review process for plans and drawings, which includes submissions to the Bureau of Capital Outlay Management, the Department of Environmental Quality, the Department of Conservation and Recreation, etc. This review process ensures that the required DCR approvals and permits are obtained prior to construction and in accordance with State and federal law pertaining to construction projects. Copies of all necessary permits (i.e. VSMP construction permit) will be provided to the Assistant Director's office as part of the construction documents. In addition, unlike typical MS4's (i.e., counties and cities) where most of the development involves private entities, any construction that occurs on the respective campuses is managed and operated by the hospital and its representatives. Therefore, CVTC and the DBHDS have inherent control over the construction activities that occur on each campus through the use of the General Conditions of the Construction Contract document developed by the Department of General Services (DGS).</p>	<p>Continue current practices that ensure compliance with appropriate state and federal laws pertaining to construction projects.</p>	<p>All E&S Plans are reviewed by DCR for approval before project construction begins.</p>	<p>Continue current practices that ensure compliance with state & local regulations.</p>
4.b. Construction Site Inspection	<p>CVTC will develop and employ procedures for site inspection and enforcement of control measures. During the actual construction phase, a State certified Erosion and Sediment Control inspector will inspect the site for all erosion and sediment control measures provided by the contractor to ensure that the contractor continues to maintain these measures throughout the project.</p>	<p>The goal for the BMP will be measured by the site inspections performed and the documented findings and the severity of those findings.</p>	<p>Inspector from A&E Services conducts inspections of all CVTC construction sites.</p>	<p>Continue to have inspector from A&E Services conduct inspections of all CVTC construction sites.</p>
4.c. Land Disturbance Activity Tracking System	<p>CVTC will track regulated land-disturbing activities and submit the total number of regulated activities and total disturbed acreage.</p>	<p>Track the number of regulated land-disturbing activities</p>	<p>No land disturbing activities during the reporting period.</p>	<p>Continue to track regulated land-disturbing activities.</p>

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #5-Post Construction Stormwater Management in New Development and Redevelopment)

BMP Category	Elements of BMP	Measurable Goal and Effectiveness	2012-2013 Annual Objectives Achieved	2013-2014 Objectives
<p>5.a. Stormwater Controls</p>	<p>CVTC must follow the State review process of plans and drawings, which includes submissions to the Bureau of Capital Outlay Management (to ensure compliance with Construction & Professional Services Manual), the Department of Environmental Quality, the Department of Conservation and Recreation, etc. This review process ensures that projects are initially designed using state technical criteria and that the required approvals and permits are obtained prior to construction and in accordance with the Virginia Stormwater Management Act (VSMA). Any construction that occurs on the respective campuses is managed and operated by the campus and its representatives. Therefore, CVTC and DBHDS have inherent control over the construction activities that occur on each campus through the use of the General Conditions of the Construction Contract document developed by the DGS.</p>	<p>Continue current practices that ensure compliance with appropriate state and federal laws pertaining to stormwater management.</p>	<p>All projects are reviewed for compliance with appropriate state and federal regulations pertaining to stormwater management.</p>	<p>Continue current practices that ensure compliance with appropriate state and federal regulations pertaining to stormwater management.</p>

BMP Category	Elements of BMP	Measurable Goal and Effectiveness	2012-2013 Annual Objectives Achieved	2013-2014 Objectives
5.b. Site Inspection and Maintenance	<p>CVTC will continue a program for the periodic inspection and maintenance of structural stormwater controls after construction has been completed and the building turned over to the hospital. CVTC will revise its current "Task Report" for annual cleaning of storm drains to meet this state objective of this MCM. If degradations and obstructions are observed, necessary steps will be taken to correct the findings using a "Corrective Action Report". During adverse weather, any drains that are observed to be backed up due to debris or foliage are opened up and allowed to flow freely.</p>	<p>The goal for this BMP will be measured by the number of inspections performed and the associated findings.</p>	<p>During adverse weather, any drains that are observed to be backed up due to debris or foliage are opened up and allowed to flow freely. Sites are inspected during the semi-annual preventive maintenance work order which includes removing, as necessary, sediment and debris. Parking lots and streets are swept following significant weather events.</p>	<p>Continue with existing maintenance program.</p>
5.c. Permanent Stormwater Management Tracking System	<p>The objective for this BMP is to develop a tracking system for all permanent stormwater management facilities. CVTC, where installed, will track all known permanent stormwater management facilities that discharge to the MS4 including the following information: type of BMP, HUC, receiving water body, and acres treated.</p>	<p>The goal for this BMP will be measured by the tracking system developed.</p>	<p>CVTC maintains a database of all structures as described in the measurable goal.</p>	<p>Continue monitoring database.</p>

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #6-Pollution Prevention/Good Housekeeping for Facility Operations) July 1, 2012 to June 30, 2013

BMP Category	Elements of BMP	Measurable Goal and Effectiveness	2012-2013 Annual Objectives Achieved	2013-2014 Objectives
6.a. Training	CVTC will continue to utilize existing training programs (including but not limited to annual training for Buildings & Grounds, Transportation, Security, and Housekeeping). In addition, CVTC will incorporate an educational video on MS4 and Pollution Prevention to selected departments.	The goal for this BMP will be measured by the number of individuals trained on an annual basis.	During the annual Learning Management System (LMS) training course all CVTC staff was educated on our "Stormwater Management Plan". This past year 1,200 staff were trained. Annual training is required of staff that work with regulated chemicals.	Provide training on environmental awareness. Track number of individuals trained.
6.b. Materials Handling and Storage	CVTC will develop materials handling and storage procedures that effectively address the following issues: Eliminate illicit discharges from storage yards, fleet or maintenance shops, and outdoor storage areas Waste materials are properly disposed Materials that are soluble or erodible shall be protected from exposure to precipitation	The goal for this BMP will be the elimination of illicit discharges from facility operations as well as proper disposal of all waste materials.	All Waste oils and anti-freeze are recycled. A vendor picks up the material for recycling. Hazardous materials and wastes are properly disposed of. During this period flyers were distributed on safe disposal of unused or expired medications, with a location for collection.	Continue to collect & recycle used oil & anti-freeze. Document used oil and used antifreeze recycling programs and amount.
6.c. Nutrient Management	A nutrient management plan is currently under review by DCR for approval. Upon approved, employees will be trained in the nutrient management plan and procedures will be followed. DCR has been notified regarding the hospital's status	CVTC will have random soil samples taken to ensure that nutrient application rates are not being exceeded and that they are consistent with the NMP. Where adjustments are needed, the NMP will be updated to reflect new requirements and copies provided to the Department of Conservation and Recreation as needed.	The CVTC Nutrient Plan approved on May 15, 2013; expires September 30, 2016.	Update and maintain Nutrient Management Plan as necessary.