



COMMONWEALTH of VIRGINIA

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COMMISSIONER

DEPARTMENT OF
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September 29, 2010

Mr. J. Douglas Fritz
MS4 Program Manager
Department of Conservation & Recreation
203 Governor Street, Suite 206
Richmond, VA 23219-2010

RE: MS4 Annual Report, July 1, 2009 thru June 30, 2010, Permit #VAR040121
Central Virginia Training Center, Madison Heights, VA

Dear Mr. Fritz:

As required under our MS4 Permit, attached is the annual report covering the actions conducted by Central Virginia Training Center period of July 1, 2009 - June 30, 2010. Our permit was not issued until November 4, 2009.

If you or your staff has any questions, please contact me at (434) 947-6696 or by email at ronnie.woodall@dbhds.virginia.gov.

Sincerely,

Ronnie E. Woodall, Director
Facility Support Operations

cc: Mike Bryant, Risk Management

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #1-Public Education & Outreach on Stormwater)

| BMP Category | Elements of BMP | Measurable Goal and Effectiveness | Items Included in Annual Report | 2009-2010 Annual Objectives Achieved |
|--|--|--|---|---|
| 1.a. Education on Stormwater Discharges to Impaired Waters | <p>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.</p> | <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 | <ul style="list-style-type: none"> • Copies of the education material and the website address • Qualitative summary of materials taken • Website Address • Ticker counter summary | <p>CVTC will continue to update & distribute a list of current publications, education programs, maps, videos, and training that address stormwater management. Our website is currently under construction; request has been made to VITA with information to be made available on this site with a ticker counter included. This website will be updated with new information periodically. Expected completion date for website is 12/31/10.</p> |
| 1.b. Education on Hazards Associated with Illegal Dumping | <p>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.</p> | <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 | <ul style="list-style-type: none"> • Copies of the education material and the website address • Qualitative summary of materials taken • Website Address • Ticker counter summary | <p>Annual training is required of all CVTC Staff. Included in this training are education materials and brochures and a video called "After the Storm". CVTC will continue to educate all staff and will post a version of the material on the website once it is complete.</p> |
| 1.c. Involvement in Water Quality Improvement Projects | <p>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.</p> | <ul style="list-style-type: none"> • CVTC will post the dates of improvement projects on its website as well as the number of attendees | <ul style="list-style-type: none"> • A summary of improvements projects | <p>Once our CVTC website is up and running we will inform the citizens of clean-up events along local streams. CVTC will coordinate several programs to engage citizen's interest in stormwater quality; such as, clean-up events and a stormwater stenciling program.</p> |

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #2-Public Participation & Involvement)

| BMP Category | Elements of BMP | Measurable Goal and Effectiveness | Items Included in Annual Report | 2009-2010 Annual Objectives Achieved |
|---|---|--|--|---|
| 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 | Copies of the education material A summary of communications/complaints | The annual reports as required will be posted on the CVTC website to keep citizens current on annual evaluations of the program's effectiveness and any proposed changes to the stormwater program. CVTC did not receive any violations during this period. |
| 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 | A summary of comments received | Annual reports and other information about the MS4 Program will be posted on the CVTC website. |
| 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 | • A summary of improvements projects | CVTC website under construction. |

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #3-Illicit Discharge Detection and Elimination)

| BMP Category | Elements of BMP | Measurable Goal and Effectiveness | Items Included in Annual Report | 2009-2010 Annual Objectives Achieved |
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| 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 | Status of map as well as date of latest revision | All stormwater outfalls have been mapped on the CVTC GIS map. Map is updated as outfalls are added or removed. |
| 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. | Copies of the Task Report and Corrective Action Report templates. | CVTC created a preventive maintenance work order to check all storm drain inlets for debris, litter, and pollutants; examine all storm drain outfalls for signs of change or excessive buildup and soil erosion. This work order is generated to print semi-annually as a reminder when these tasks need to be done. Photos are taken during these inspections. We also created another work order to inspect the in ground gas tank on a monthly basis to check for leaks. No reportable leaks occurred during the reporting period. |
| 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. | A summary of the illicit discharges identified and measures taken to control or eliminate. | CVTC did not receive any illicit discharges during the reporting period. |

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #4-Construction Site Stormwater Runoff Control)

| BMP Category | Elements of BMP | Measurable Goal and Effectiveness | Items Included in Annual Report | 2009-2010 Annual Objectives Achieved |
|---|---|--|---|---|
| 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>The typical language included in all construction documents/specifications related to stormwater runoff control measures.</p> | <p>All E&S Plans are reviewed by DCR for approval before project construction begins.</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>Number of inspections performed and associated dates & findings Any corrective actions that may have resulted from inspections</p> | <p>Inspector from A&E Services conducts 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>A summary of regulated activities</p> | <p>No land disturbing activities during the reporting period.</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 | Items Included in Annual Report | 2009-2010 Annual Objectives Achieved |
|--------------------------|--|---|--|--|
| 5.a. Stormwater Controls | <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>The typical language included in all construction documents/specifications related to stormwater runoff control measures.</p> | <p>All projects are reviewed for compliance with appropriate state and federal laws pertaining to stormwater management.</p> |

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| <p>5.b. Site Inspection and Maintenance</p> | <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>The following items will be included in the Annual Reports: The number of inspections performed & the associated findings, and Any corrective action or maintenance that occurred as a result.</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.</p> |
| <p>5.c. Permanent Stormwater Management Tracking System</p> | <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>The following items will be included in the Annual Reports: Type of BMP, HUC, Receiving body, and acres treated.</p> | <p>CVTC maintains a database of all structures as described in the measurable goal.</p> |

CVTC-MS4 Program Plan-VAR040121 (Minimum Control Measure #6-Pollution Prevention/Good Housekeeping for Facility Operations)

| BMP Category | Elements of BMP | Measurable Goal and Effectiveness | Items Included in Annual Report | 2009-2010 Annual Objectives Achieved |
|-------------------------------------|---|--|--|--|
| 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. | Summary of the training material and those departments in attendance | CVTC Housekeeping, Maintenance, & Garage staff received training on stormwater pollution prevention and watched a video "After the Storm" during the reporting period. |
| 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. | The following items will be included in the Annual Reports in relation to the scheduled outline: Corrective action or steps taken to eliminate illicit discharges from facility operations, and Inventory use records. | All Waste oils and anti-freeze are recycled. A vendor picks up the material for recycling. Salt is stored in a covered area at CVTC. |
| 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. | If no changes are required, annual records of nutrient application will be forwarded to DCR annually Notification of any changes to the Nutrient Management Plan with corresponding updates to the BMP. | The CVTC Nutrient Plan was approved for this period; no changes were required. |