

**REGISTRATION STATEMENT  
FOR DISCHARGERS ASSOCIATED WITH CONCRETE PRODUCTS FACILITIES  
AUTHORIZED UNDER VPDES GENERAL PERMIT VAG11**

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**I. APPLICANT INFORMATION**

Facility Name: \_\_\_\_\_

Facility Location Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Telephone: \_\_\_\_\_

Owner email: \_\_\_\_\_

Operator or Contact Person: \_\_\_\_\_

Operator or Contact Mailing Address: \_\_\_\_\_

Operator or Contact Telephone: \_\_\_\_\_

Operator email: \_\_\_\_\_

**II. FACILITY INFORMATION**

Primary SIC Code: \_\_\_\_\_

Secondary SIC Code: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

If Ready-Mix, is the plant permanent or portable? \_\_\_\_\_

Is this a proposed or existing facility? \_\_\_\_\_

Does facility currently have a VPDES permit? Yes  No

If yes, give permit number: \_\_\_\_\_

Does facility currently have a VPA permit? Yes  No

If yes, give permit number: \_\_\_\_\_

Describe type of wastewater treatment or reuse/recycle systems:

Do any of the process wastewater, commingled process wastewater and stormwater or stormwater treatment units are designed to operate as "no discharge": Yes  No

If Yes, which ones?

If settling basins are used for treatment and control of process wastewater or process wastewater and commingled stormwater, indicate the date of construction for all basins receiving the listed wastewater and describe the materials lining the process or commingled settling basins:

Are there vehicle or equipment degreasing activities performed on site? Yes  No

If yes, indicate if there is any process wastewater generated from these activities: Yes  No

Describe any measures employed to reclaim, reuse, or dispose of residual concrete materials:

**III. FACILITY DRAWING**

Attach a schematic drawing showing the source(s) of water used on the property, the industrial operations contributing to or using water, the conceptual design of the methods of treatment and disposal of wastewater and solids.

**IV. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SITE MAP**

Attach the SWPPP site map. This site map and the map in V. may be combined.

**V. MAP**

Attach a USGS 7.5 minute topographic map (or equivalent computer generated map) extending to at least one mile beyond property boundary. The map must show the property boundary and the location of each of its existing and proposed intake and discharge points. Include all wells, springs, rivers or other surface water bodies.

**VI. DISCHARGE INFORMATION**

Outfall Number \_\_\_\_\_

Type of Wastewater \_\_\_\_\_

Receiving Water Body \_\_\_\_\_

Latitude and Longitude \_\_\_\_\_

Flow (GPD) Maximum and Average \_\_\_\_\_

Flow Hours Per Day \_\_\_\_\_

Flow Days Per Week \_\_\_\_\_

Outfall Number \_\_\_\_\_

Type of Wastewater \_\_\_\_\_

Receiving Water Body \_\_\_\_\_

Latitude and Longitude \_\_\_\_\_

Flow (GPD) Maximum and Average \_\_\_\_\_

Flow Hours Per Day \_\_\_\_\_

Flow Days Per Week \_\_\_\_\_

Outfall Number \_\_\_\_\_

Type of Wastewater \_\_\_\_\_

Receiving Water Body \_\_\_\_\_

Latitude and Longitude \_\_\_\_\_

Flow (GPD) Maximum and Average \_\_\_\_\_

Flow Hours Per Day \_\_\_\_\_

Flow Days Per Week \_\_\_\_\_

**VII. REPRESENTATIVE OUTFALLS**

Indicate which stormwater outfall will be representative of other substantially identical outfalls (if any):

Which substantially identical stormwater outfalls are represented by the outfall in A. above? \_\_\_\_\_

Why the discharge from the outfall(s) listed above expected to be identical with the discharge from the representative outfall? \_\_\_\_\_

Estimate of outfall drainage areas (in square feet): \_\_\_\_\_

Runoff coefficients for each area: \_\_\_\_\_

**VIII. STORMWATER POLLUTION PREVENTION PLAN:**

If your facility is proposed (no permit yet), as identified under Item II.C., has a stormwater pollution prevention plan been prepared?

Yes  Date of Plan:  
No

**IX. MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):**

Does the facility discharge to a MS4? Yes  No

If yes, you must notify the MS4 owner in writing of the existence of the discharge within 30 days of coverage under this general permit and copy the DEQ regional office with that notification. The notification to the MS4 owner shall include the name of your facility, a contact person and phone number, location of the discharge, nature of the discharge and your VPDES general permit number.

**X. PORTABLE CONCRETE OPERATIONS**

Portable concrete operations must submit a closure plan with this registration statement. The following information must be in the closure plan:

- A. Treatment, removal and final disposition of residual wastewater, contaminated storm water held at the facility and solids.
- B. Fate of structures.
- C. Removal plan for all exposed industrial materials.
- D. Description of the stabilization of land in which exposed industrial materials were stored or placed.

**XI. STATE CORPORATION COMMISSION**

For applicants other than a sole proprietor, the State Corporation Commission entity identification number:

**XII. ELECTRONIC TRANSMITTAL OF PERMIT**

Indicate if DEQ may transmit the permit electronically. Yes  No  Instructions:

**XIII. CERTIFICATION**

"I hereby grant to duly authorized agents of the Department of Environmental Quality, upon presentation of credentials, permission to enter the property where the treatment works is located for the purpose of determining compliance with or the suitability of coverage under the General Permit. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**XIV. ATTACHMENTS**

- A. Facility Drawing
- B. Topographic Map
- C. SWPPP Site Map (may be included in topographic map)
- D. Closure Plan (for portable operations)

**FOR DEPARTMENT USE ONLY**

Accepted/Not Accepted by:	Date:	
Basin:	Stream Class:	Section:
Special Standards:		

# INSTRUCTIONS FOR COMPLETING THE REGISTRATION STATEMENT FOR THE VPDES GENERAL PERMIT FOR CONCRETE PRODUCTS FACILITIES (VAG11)

This registration statement must be completed and submitted by the owner or operator of any concrete products facilities requesting coverage under the above general permit for process wastewater discharges and/or regulated storm water discharges.

## WHERE TO FILE THE REGISTRATION STATEMENT

The completed registration statement with signature should be sent to the Department of Environmental Quality Regional Office for your area. You may sign, scan and email the registration statement to the regional office but you must then maintain the original signed document for verification if needed. The fee form and your check for \$600 (made out to "Treasurer of Virginia") should be mailed to DEQ Receipts Control, P.O. Box 1104, Richmond, VA 23218. The fee form is available on [DEQ's web site](#). The Regional Office for your area depends on the county in which the discharge is located. Regional office addresses can be obtained from our [website](#), or by calling the DEQ at (804) 698-4000.

## COMPLETENESS

Complete all items except where indicated, or enter NA for "not applicable" in order for your registration statement to be accepted. If you need more space than the form allows, write on and attach extra sheets of paper. If you don't know how to answer a question and the instructions below do not help you, contact the regional office.

## DEFINITIONS

SIC Code mean the "Standard Industrial Classification" code listed in the Federal Office of Management and Budget (OMB) SIC Manual, 1987. [SIC codes](#) are used as identifiers of industries with certain characteristics. The SIC code for Concrete Block and Brick Facilities is 3271, the SIC Code for Concrete Products Facilities, Except Block and Brick is 3272, the SIC Code for Ready-Mixed Concrete Plants is 3273.

Stormwater, for the purposes of this form, means stormwater runoff that is regulated by the Environmental Protection Agency (EPA) and State storm water regulations. It refers to the runoff during storms that may come into contact with raw materials, products or waste materials from concrete products facilities.

Process wastewater is water that was used in the processing of concrete products, such as truck washout, truck wash-off, central mixer washout, washing of transport buckets and forms or other equipment. Process wastewater can also be generated from engine steam cleaning in a vehicle or equipment maintenance shop where degreasing will occur. Domestic sewage discharges are not covered by this general permit.

## LINE BY LINE INSTRUCTIONS

### I. APPLICANT INFORMATION

- Facility Name: Provide the name of the concrete products facility.
- Facility Location: Provide the street address of the facility (the 911 address).
- Owner Name: Provide the name of the person, partnership, LLC, corporation or other legal entity that owns the business. This does not have to be the owner of the building (e.g., if it is leased) but who is responsible for the business and wants coverage under the general permit.
- Owner Info: Provide the mailing address and phone number of the above person or entity. Provide the email address (this is not required but helpful for future methods of communication).
- Contact Name: Provide the name of the contact for the facility and with whom day to day business will be conducted (if different from the owner). The contact may or may not be the operator of the plant. If the contact is the owner, leave contact name blank.

Contact Info: Provide the address, phone number and email (if available) of the contact person other than the owner here. If the contact is the owner, leave contact name blank.

## II. FACILITY INFORMATION

- SIC Codes: Provide the facility's primary and secondary SIC Codes. This general permit will cover a facility or portions of a facility where the primary purpose is classified as SIC Code 3271, 3272 or 3273. This general permit does not exclude coverage for a concrete products facility with a secondary industrial activity other than SIC 3271, 3272 or 3273 co-located on site as long as the secondary activity does not generate any point source discharge.
- Nature Business: Provide a brief description of the nature of activities conducted at the site. If the facility is a ready-mixed concrete plant, indicate if the plant is permanent or portable.
- Proposed Facility: An example of a proposed facility is one not built yet or under construction. The regulation requires that new facilities submit a registration statement 60 days prior to the date planned for commencement of discharge. Whether a proposed or existing facility, provide the permit number for any valid VPDES permit or VPA permit held by the facility (if any).
- Treatment/Reuse: Describe the type(s) of wastewater treatment employed, including reuse/recycle system(s). For example, wastewater treatment can be settling basins and pH adjustment. Reuse/recycle examples can be using treated (settled) process wastewater for dust suppression, reintroduction into concrete mix or used to rinse trucks.
- No Discharge: Identify any system(s) which is designed to operate as "no discharge" (discharges only in a 25-year 24-hour storm event). 24-hour rainfall data for Virginia can be found in [Appendix 4B](#) of the Department of Conservation and Recreation's Virginia Stormwater Management Handbook (First Edition, Volume II, 1999).
- Construction: Also identify the date of construction and liner installation of the settling basins. Any settling basin constructed on or after February 2, 1998 or all settling basins regardless of date originally constructed that are expanded or dewatered for major structural repairs, are required to be lined with concrete or any other impermeable materials prior to commencing operation. Recommendations for liners are either a synthetic liner of at least 20 millimeters thickness or a compacted soil liner of at least one foot thickness with a maximum permeability rating of 0.0014 inches per hour. Total soil liner thickness should be one foot after compaction of two separate lifts of equal thickness. If concrete is used, a minimum thickness of one foot reinforced concrete is recommended. The liner requirement is not intended to apply to basins used as stormwater management best management practices.
- Degreasing: Identify if there are any vehicle or equipment degreasing repair activities on site. This includes the washing or steam cleaning of engines or other drive components of a vehicle or piece of equipment in which the purpose is to degrease and clean petroleum products from the equipment for maintenance purposes (oil changes, etc.). Also indicate if there is any wastewater produced as a result of these activities. Removing sediment and concrete residue from trucks is not considered vehicle or equipment degreasing.
- Residuals: Describe measures used by the facility to reclaim, reuse or dispose of the residual concrete materials. For example, hardened concrete rubble sold for fill material or returned concrete is used for making concrete block or paving material. The general permit restricts waste concrete reclamation to a designated area and prohibits any untreated discharge from this area to surface water.

## III. FACILITY DRAWING

A schematic drawing should show the source(s) of water used for production, the industrial operations contributing to or using water, and the conceptual design of the methods of treatment and disposal of wastewater and solid materials (such as solids from the settling basins and waste concrete materials). If a liner is

installed in the settling basin(s), the drawing should reflect its specifications. These may be line and box drawing type diagrams and may be done by hand but must be legible. Stormwater is addressed below.

#### **IV. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SITE MAP**

Existing facilities should already have this map in their SWPPP. New facilities are required to have a SWPPP developed and implemented before commencing discharge but this site map must be submitted with the registration statement which is due 60 days prior to commencing discharge for new facilities. This map and the site map in “V” below may be combined. The stormwater site map contains the following:

- A. An outline of the drainage area of each stormwater outfall that is within the facility boundaries;
- B. Each existing structural control measure to reduce pollutants in stormwater runoff;
- C. Surface waters (streams, springs, lakes) that could potentially receive stormwater from the site and their names;
- D. Locations where materials are exposed to precipitation;
- E. Locations where significant spills or leaks of toxic or hazardous pollutants have occurred in an area exposed to precipitation, and identified under Part II F 6 d of the 2019 permit;
- F. Locations of fueling stations; vehicle or equipment degreasing activities, maintenance areas, loading or unloading areas, vehicle wash down areas, vehicle wash out areas, bag house or other dust control device, recycle ponds, sedimentations ponds or clarifiers or other devices used for the treatment of process wastewaters (and the areas that drain to the treatment device);
- G. Locations used for the storage or disposal of wastes; liquid storage tanks; processing areas; and storage areas;
- H. Locations of outfalls, designations (e.g. outfall 001) and the types of discharges contained in the drainage areas of the outfalls.
- I. For each area of the facility that generates stormwater discharges associated with industrial activity with a potential for containing significant amount of pollutants, locations of stormwater conveyances including ditches, pipes, swales, and inlets, and the directions of stormwater flow and an identification of the types of pollutants which are likely to be present in stormwater discharges associated with the industrial activity. Factors to consider in determining whether a potential for significant amounts of pollutants exist include the toxicity of the chemicals; the quantity of chemicals used, produced or discharged; the likelihood of chemical contact with stormwater and the history of leaks or spills of toxic or hazardous pollutants; and
- J. Locations where flows have potential to cause erosion.

#### **V. MAP**

The map should be legible and of sufficient scale to show the required features with the site boundaries, outfall locations and water bodies clearly marked. This information may be marked on the site plan map required in IV above.

#### **VI. DISCHARGE INFORMATION**

List all discharge outfalls by a number, such as 001, 002, etc. Examples of wastewater descriptions are truck washout, truck wash-off, central mixer washout, washing of transport buckets, forms or other equipment, engine steam cleaning in a vehicle or equipment maintenance shop where degreasing will occur, stormwater or stormwater commingled with other wastewater. List the receiving water body for each outfall. Provide latitude and longitude. If you do not have a global positioning device to calculate latitude and longitude, there are [web sites](#) that can estimate this for you.

Estimate the maximum and the average daily flow from each process water or commingled outfall, how many hours per day and days per week there is a discharge. Change the days per week to days per month or per year if that is more appropriate for your operation. Find the maximum flow and average of the average flows from the previous year's DMR(s). For stormwater dependent flows indicate “stormwater dependent flows” and do not enter values. If primarily process water dependent, calculate averages and maximums from the previous year flow DMR data.

## **VII. REPRESENTATIVE OUTFALLS**

Stormwater representative outfall information is submitted with the registration statement and no longer with the DMR. Indicate which stormwater outfall is the representative outfall (e.g., 002). Below that list all the other outfalls (e.g. 003 and 004) that the first outfall is representative of. Also list why the discharges are expected to be identical. Estimate the outfall drainage areas and the run-off coefficients for each outfall drainage area. Runoff coefficients can be an estimate or a range (low is under 40% (parks, forests, unimproved areas), medium is 40% to 65% (residential, farmland, pasture) and high is above 65% (business, industrial, commercial, apartments, paved, steep slopes).

## **VIII. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

Existing facilities covered under the 2013 permit shall update and implement the SWPPP within 60 days of the board granting coverage. New or proposed facilities getting coverage for the first time under this general permit shall prepare and implement the SWPPP prior to commencing operations. New owners of existing facilities (ownership transfers) shall update and implement SWPPP revisions within 60 days of ownership change.

## **IX. MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

Indicate if the discharge is into an MS4. MS4 are sometimes difficult to detect. Generally, MS4s are a conveyance or system of conveyances (including roads with drainage systems (roadside ditches), municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains: (i) owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity. Note that VDOT roadside ditches and drainage-ways are MS4s. The MS4s eventually discharges to surface waters of the state and are designed or used for collecting or conveying stormwater. They are not part of a combined sewer (stormwater and sewage) and are not part of a Publicly Owned Treatment Works (POTW) (sanitary sewer). A list of MS4 owners are on the DEQ [MS4 web site](#). Generally, if you are within the boundaries of the locality or entity listed, you are in the MS4 area but that does not necessarily mean you discharge to the MS4. For example, if the discharge is to a stream that does not go through the MS4 conveyance (street, catch basin, curb, gutter, etc.) you do not have to notify the MS4 owner.

If you do discharge into an MS4, you must notify the MS4 owner in writing of the existence of your discharge and include that notification with this registration statement. The notification to the MS4 owner shall include the name of your facility, a contact person, contact information, the location of the discharge, the nature of the discharge and your VPDES general permit registration number if already assigned by DEQ. This may be a copy of a letter or email. No response from the MS4 owner is required.

## **X. PORTABLE CONCRETE OPERATIONS**

Portable or mobile concrete plants must submit a closure plan with this registration statement. Portable plants are designed to be removed from the site when the job is done. The following information must be in the closure plan:

- A. Method of treatment, removal and final disposition of residual wastewater, contaminated stormwater held at the facility and solids;
- B. Fate of structures;
- C. Removal plan for all exposed industrial materials; and
- D. Description of the stabilization of land in which exposed industrial materials were stored or placed.

## **XI. STATE CORPORATION COMMISSION (SCC)**

For applicants other than a sole proprietor, insert the [SCC entity identification number](#).

## **XII. ELECTRONIC TRANSMITTAL OF PERMIT**

Indicate “Yes” or “No” if DEQ may transmit the permit via email. Provide instructions as to who should receive it (e.g., send to emails provided in Part I - Applicant Information, send to facility contact, send to owner, or provide an email, etc...)

### **XIII. CERTIFICATION**

All registration statement shall be signed as follows:

For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or  
For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes: (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

### **XII. ATTACHMENTS**

Not all attachments will be applicable to your facility. Usually the facility drawing, the stormwater pollution prevention plan (SWPPP) site map, the topographic map (which may be combined with SWPPP site map) are only required unless you are a portable plant which needs a closure plan also.