

Section 13 - Coordination with Virginia Department of Environmental Quality (DEQ) for Certificate to Construct and Certificate to Operate

- I. Introduction - As a result of significant staffing reduction within DEQ in 2008, requirements by DEQ were implemented in an attempt to streamline their approval process for applications of Certificates to Construct (CTC) and Certificates to Operate (CTO). DEQ also identified a variance procedure for those projects that are non-capacity related or maintenance related work. Projects that have been identified by DEQ as requiring a CTC and CTO include new sewage treatment works, new sewage pump stations and force mains in excess of 2,000 gallons per day (gpd), new sanitary gravity sewers in excess of 40,000 gpd, any project that increases or decreases capacity and major modifications to sewage treatment works. In addition, water reuse related projects that require CTC and CTO under the Water Reclamation and Reuse Regulations (9 VAC 25-740.120.B.1.) include new industrial or municipal reclamation systems, new municipal satellite reclamation systems and reuse water storage. This Section describes when to use each of the four listed approaches to obtain either a CTC.
 - A. FIRMs shall have HRSD (HRSD's Chief of Technical Services and/or HRSD Permits Manager) review and approval prior to submitting CTC and CTO to VDEQ.

- II. Approval CTC Process for State Water Quality Improvement Fund (WQIF) Projects - This involves DEQ's full engineering review process. Approval steps and specifics follow:
 - A. Submission of Preliminary Engineering Report (PER) or Final Engineering Report (FER).
 1. Specifics for PER as listed below.
 - a. Suggested outline in 9 VAC 25-940.
 - b. Must address any additional items required by WQIF.
 - c. One hard copy initially to Office of Wastewater Engineering (OWE), WQIF, Virginia Revolving Loan Fund (VRLF) if needed plus one Portable Document Format (PDF) copy of final to OWE.
 - d. Review time 30-60 days per submittal
 2. Specifics for FER as listed below:
 - a. Details in GM 07-2011

- b. All calculations, site plan, hydraulic profile, etc.
- c. Geared toward design build project
- d. One hard copy to WQIF, OWE, VRLF (if needed) initially
- e. One PDF and one hardcopy of final plans and specifications to OWE
- f. Review time 30-60 days per submittal
- g. Conditional CTC issued on FER
- h. Plans and specifications due 180 days prior to the desired issuance of a CTO
- i. Deficiencies found in plans and specifications must be corrected regardless of status

B. Other submissions to include:

- 1. Plans and Specifications
- 2. Design calculations with explanatory text as needed
- 3. Certification statement for non-WQIF funded components
- 4. One hard copy to OWE, WQIF, VRLF (if needed) initially (half size preferred)
- 5. One PDF and one hardcopy of final plans and specifications to OWE
- 6. Review time 30-60 days per submittal

C. Submission of a Statement of Completion for CTO.

- 1. FIRM should contact DEQ 30-60 days prior to issuing Statement of Completion to coordinate inspection.
- 2. The inspection will be scheduled as close to the Statement of Completion issuance date as possible
- 3. Upon confirmation of the project's compliance with the CTC and after Statement of Completion is received, a CTO is issued by DEQ.

D. DEQ recommendations for full approval process:

1. Use proven technology or have design basis well established
2. Provide complete submittal packages
3. Provide complete contact information
4. Bring up potentially controversial issues early
5. Provide background and goal of project
6. Provide separate calculations
7. QA/QC all work

III. Abbreviated Administrative Process for Non-WQIF Projects - Projects that fall into this category include; Municipal Sewage Treatment Works, Sewage Collection Systems, Reclamation Systems and Satellite Reclamation Systems.

A. Approval process involves:

1. Submission of an Application
2. Attachments (if applicable)
 - a. Project Description
 - b. Pump Stations – Reliability Class Worksheet
 - c. Downstream owner acceptance
 - d. Justification for variances from SCAT Regulations
3. Apply after Plans and Specifications Complete
4. Apply after VPDES permit obtained
5. For Sewage Treatment Plants (STPs), design flow must match permitted flow
6. FIRM must provide signature and seal on certification statement
7. FIRM assumes responsibility for compliance with design regulations

B. CTO for Projects NOT receiving WQIF funds:

1. Submission of an Application
2. Application contains a Statement of Completion

3. FIRM signs Statement of Completion to certify construction complete in substantial compliance with CTC
4. Provide original to DEQ Regional Office
5. Processed by Water Permit Staff
6. Application is signed by DEQ and becomes the CTC or the CTO
7. Turnaround time about 2 weeks
8. If needed, the CTO will trigger issuance of a new DMR

IV. Approval Process for Non-WQIF Project That Involve Greater Than a 25% Capacity Increase or Decrease - Projects that fall under this process include new, replacement, or relocated sanitary sewer mains and force mains that are to be larger or smaller in diameter than the original pipelines; and new or rehabilitated sanitary sewage pumping stations with capacity increase/decrease. This process follows the steps of the Abbreviated Administrative Process for Non-WQIF projects as detailed above with the addition of the following requirements:

- A. Demonstrate that the Project meets/exceeds the HRSD Regional Sewage Flow Projection Table or was designed to another standard to be described in the CTC request letter.
- B. HRSD has adequate downstream capacity to convey and treat the flows.
- C. HRSD has consulted with the affected Locality and there are no detrimental impacts.
- D. In order to satisfy these additional requirements, a letter shall be submitted to DEQ that contains the elements in the template letter. The Director of Engineering for HRSD will sign the letter that is to be submitted to DEQ.
 1. Pressure reducing pumping stations (PRS);
 2. Pumping station replacement;
 3. New or replacement pipeline.

V. On-line Resources within DEQ for Approval Process - Visit VDEQ homepage (<https://www.deq.virginia.gov/home>) for information on Administrative Approval and status of a project submitted for CTC or CTO.

- VI. Attachments:
- A. Sample Letter – Pressure Reducing Pumping Stations
 - B. Sample Letter – Pumping Station Replacement
 - C. Sample Letter – New or Replacement Pipeline