

**STATE WATER CONTROL BOARD**  
**Amendment of Regulations Pertaining to Biosolids After**  
**Transfer from the Department of Health**

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## INSTRUCTIONS FOR COMPLETING THE REIMBURSEMENT INVOICE

Fill in the following information

### Block I. Claimant Identification

- A. Name of Local Government Official: The local government jurisdiction where land application of biosolids occurred and local monitoring activities took place during the dates specified is the claimant, and a responsible local government official should be named. The claimant may submit an invoice for costs incurred for any completed local monitoring activities during the stated reimbursement period since any prior invoice submittals for a reimbursement period of time. The claimant named in this section will be considered the person or entity that will receive all original correspondence and will be named as the payee on the reimbursement checks unless a Payment Assignment Form has been completed.

Where there are multiple jurisdictions (owners) employing the same local monitor, one Claimant may claim the costs submitted for the reimbursable monitoring expenses. The other owners must assign the right to reimbursement to this single claimant by using the Multiple Owners Payment Assignment Form 2.

- B. Provide the County in which land application of biosolids occurred and the invoiced monitoring expenses are claimed. C.D. E. Provide the claimant's current mailing address; including the city, state, and zip code.
- F. List the telephone number, including area code, for the claimant.
- G. Provide an email address for the claimant.
- H. Contact Person for Reimbursement: Provide the name of a person who can answer questions about the invoice.
- I. List the telephone number, including area code, for the contact person.
- J. Provide an email address for the contact person.

### Block II. Monitoring Activity Information

- A. Biosolids land application activity period: Specify the period of time during which biosolids was land applied in the county. DEQ will use the amount of biosolids land applied during this specified period of time to calculate the maximum reimbursable amount, which will be \$2.50 per dry ton of biosolids land applied in the specified period. The claimant may specify a period of time which precedes the beginning date of local monitoring activity in order to justify monitoring activity that occurred following land application. **If no biosolids was land applied in the time period specified, DEQ cannot provide reimbursement.**
- B. Local monitoring activity dates: List the dates during which local monitoring expenses were incurred. Submit one invoice for all monitoring activity that occurs in a single calendar month (e.g. Do not submit one invoice that ends on September 15<sup>th</sup> and a second invoice that begins on September 16<sup>th</sup>). Subsequent invoices must specify a beginning local monitoring activity date that is later than the ending local monitoring activity date of any previous invoices.
- C. Complete the summary "Biosolids Land Application Local Monitoring Activity Details" and attach to page 1 of the invoice. Include the DEQ control number for each field inspected if the DEQ permit includes the control number; otherwise provide the site ID specified in the permit. A description of the activity at a monitored site must be included; inspection reports are encouraged.
- D. The claimant must provide receipts for any expenses other than local monitor labor (time and fringe benefits) and mileage expenses. Such expenses include laboratory analysis costs, equipment purchases, registration fees, lodging, and any other goods or services purchased by the local monitor for the purpose of biosolids land application monitoring.
- E. 9VAC25-20-149.A. allows for reimbursement of expenses up to \$4.00 per dry ton of biosolids land applied in a county during the period of time that the reimbursable costs were incurred. If local monitoring costs are expected to increase during a specified period of land application, the claimant must notify DEQ prior to incurring the additional expense in order to obtain approval. DEQ will base the maximum amount of reimbursement on the amount of biosolids applied during the specified period of land application activity. The additional expense must occur during the same period that the biosolids land application activity occurs. If the reimbursement request includes expenses in excess of \$2.50 per dry ton of biosolids land applied in the period specified, and the claimant does not provide documentation of prior DEQ approval, DEQ will reduce the total reimbursement accordingly.

### Block III. Multiple Owner Information

Check the box indicating whether or not this invoice is part of a multiple owner payment request. If Yes is checked, submit the invoice with a complete copy of Form 2 with all other invoices and required endorsements.

### Block IV. Statement of Costs

Enter the total costs being claimed for the monitoring activities during the time period specified in this invoice.

### Block V. Local Monitor Certification

9VAC25-20-149.C.2 requires the local monitor to attest to the accuracy and completeness of the information provided. The signature of Local Monitor indicates that the claimed expenses are accurate and complete for activities they have reported.

### Block VI. County Administrator Certification

9VAC25-20-149.C.2 requires the county administrator to certify that the responsible local official has read and understands the requirements for reimbursement and that the application submitted is not fraudulent. The signature of the County Administrator indicates that the invoice has been properly prepared by a responsible official who has verified that the local monitoring expenses claimed in this invoice adhere to the regulatory requirements.

**FORM 2**

**Biosolids Land Application Local Monitoring Expenses**

**MULTIPLE OWNERS PAYMENT ASSIGNMENT**

Page 1 of 2

An application for reimbursement may be submitted to the Virginia Department of Environmental Quality by several Local Governments that employ the same local monitor entity if this form is included as part of the application. For reimbursement of expenses incurred by a local monitor serving multiple Local Governments, each Local Government (claimant) must sign and submit a separate Form 1, Reimbursement Invoice attesting to the performance of monitoring activity by the local monitor named below and sign and notarize this Multiple Owners Payment Assignment form.

Local Monitor Name: \_\_\_\_\_

Local Monitor Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Local Monitoring Activity - Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

County where monitoring activity occurred	Responsible Local Official (printed name)

**MONITORING ACTIVITIES CERTIFICATION**

I certify that the monitoring activities for which reimbursement is sought have been performed in accordance with the provisions of the VPA Permit Regulation (9VAC25-32-10 et seq.) and the Fees for Permits and Certificates regulation (9VAC25-20-10 et seq.) in the counties listed above.”

\_\_\_\_\_  
Local Monitor Signature

\_\_\_\_\_  
Date

Form 1: Biosolids Land Application Local Monitoring Expenses REIMBURSEMENT INVOICE

Biosolids Land Application Local Monitoring Activity Details

Page 2 of 2

Biosolids Land Application Local Monitoring Expenses

MULTIPLE OWNERS PAYMENT ASSIGNMENT FORM

Page 2

<b>DEQ Use Only</b>	
Claimant Invoice Number: _____	MOP Assignment Number: _____

This form is for

use by claimants who wish to assign their reimbursement payment to another party. A copy of the notarized original of this form must be submitted with reimbursement invoices for which the claimant wishes to assign the payment to another party.

**Party Assigning Payment:**

County (Claimant): \_\_\_\_\_

Name of Local Government Official: \_\_\_\_\_

Total Payment Assigned in this Application: \$ \_\_\_\_\_

**Party to Receive Payment:**

County (Assignee): \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name of Assignee: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I:

1. Assign the invoice reimbursement payment for the above-referenced claim and any reconsideration of that claim to the Assignee designated above.
2. Warrant and represent that I am the claimant, or in claims in which the claimant is not an individual, that I have the authority to assign this payment on behalf of the claimant.
3. Agree that the assignment by this form applies only to the reimbursement claim with which it is submitted and any reconsideration of that claim.
4. Agree that use of this form does not transfer my liability for the submitted invoice.
5. Agree that any check issued as a result of this reimbursement claim will be issued only to the name of the party designated as the assignee on this form.
6. Agree that if the check is issued to the claimant rather than the party designated as assignee on this Assignment Request Form, I bear the responsibility for transferring the payment to the assignee.

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

**THIS STATEMENT MUST BE NOTARIZED**

State of \_\_\_\_\_ }

} ss: \_\_\_\_\_

City/County of \_\_\_\_\_ }

Subscribed and sworn to before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_.

/s/ \_\_\_\_\_

My commission expires \_\_\_\_\_

**Biosolids Land Application Fee Reimbursement  
RECONSIDERATION CLAIM FORM**

If you have questions about how to complete this form or the Reconsideration Procedures, or if you have any questions in general, please call the Virginia Department of Environmental Quality, Office of Land Application Programs at (804) 698-4000. After completing this form, please mail it to: Department of Environmental Quality, Receipts Control, P.O. Box 1105, Richmond, Virginia 23218. **THIS FORM AND WORKSHEET (S) MUST BE RECEIVED BY DEQ WITHIN 45 DAYS OF THE DATE OF THE CERTIFIED MAIL RECEIPT FOR THE ORIGINAL CLAIM.**

Pre-Printed Info For Items 3-11

**SECTION A. PAYEE INFORMATION**

**If any additional monies are approved for this reconsideration claim, payment will be made to the payee (referenced below) as designated in the original claim. Please review items 3 through 11 for verification. If any corrections need to be made to the information, please check the boxes that apply and write the correct information in SECTION C. CORRECTED INFORMATION below.**

1.  Payee Name is correct as listed below but the address needs to be corrected- I have submitted the corrected address in Section C. of this page.
2.  Assign payment to a different party other than the one listed below- I have completed a notarized payment assignment form 2 (if applicable).
3.  Payee Name \_\_\_\_\_ ABC County
4.  Address \_\_\_\_\_ 1234 Anywhere Road  
\_\_\_\_\_ City/County, VA 2XXXX
5.  Name of Contact Person \_\_\_\_\_ John Doe
6.  Daytime Telephone Number \_\_\_\_\_ XXX-XXX-ZZZZ
7.  Fax Number \_\_\_\_\_ XXX-XXX-ZOOZ
8.  DEQ Permit # \_\_\_\_\_
9.  Claim# \_\_\_\_\_ 00Y
10.  Local Monitor Name: \_\_\_\_\_
11.  Local Monitor Address: \_\_\_\_\_ City/County, VA 2XXXX

**SECTION B. STATEMENT OF COSTS FOR RECONSIDERATION**

12. Total costs being contested in this application \$ \_\_\_\_\_

**SECTION C. CORRECTED INFORMATION**

**PLEASE NOTE**

- The Payee Name and Address on this form will be used for all correspondence, and the Final Agency decision and check (if applicable) will be sent to this name and address unless a notarized Payment Assignment Form is submitted.
- Any supporting documentation should be submitted with this form.
- You must submit this page *and* the Reconsideration Claim Form Worksheet(s) by the deadline.

**THIS FORM IS CONSIDERED INCOMPLETE WITHOUT THE RECONSIDERATION CLAIM FORM WORKSHEET.**

Instructions for Completing the  
**Reconsideration Claim Form**

Note: To ensure that this claim form is received at DEQ by the filing deadline, it is suggested that this claim be sent by certified mail (return receipt requested), express service, or courier.

Section A. Payee Information

- Verify the
- (3) Payee Name
  - (4) Address
  - (5) Name of Contact Person
  - (6) Daytime Telephone Number (of the contact person)
  - (7) Fax Number (of the contact person)
  - (8) DEQ Permit Number(s) (in the Decision Package you are contesting)
  - (9) Claim Number (of the Decision Package you are contesting)
  - (10) Local Monitor Name
  - (11) Local Monitor Address

and indicate if this pre-printed information has changed since the original claim was filed by writing the correct information in Section C. Corrected Information.

The claimant address is the address to which the Final Agency decision and check (if applicable) will be mailed. If an assignment has been filed, the assignee address is the address to which the Final Agency decision and check (if applicable) will be mailed, with a copy of the Final Agency decision sent to the claimant.

Section B. Statement of Costs for Reconsideration

Indicate the total dollar amount being contested. This dollar amount must agree with the Grand Total on the Reconsideration Claim Form Worksheet. The Reconsideration Claim Form is considered incomplete without the Reconsideration Claim Form Worksheet.



**STATE WATER CONTROL BOARD  
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**Project 1248 - Final**

**STATE WATER CONTROL BOARD**

**Amendment of Regulations Pertaining to Biosolids After Transfer from the Department of Health**

CHAPTER 20  
FEES FOR PERMITS AND CERTIFICATES <sup>1</sup>

Part I  
General

**9VAC25-20-10. Definitions.**

Unless otherwise defined in this chapter or unless the context clearly indicates otherwise, the terms used in this regulation shall have the meanings ascribed to them by the State Water Control Law, § 62.1-44.3; the board's Virginia Pollutant Discharge Elimination System Permit Regulation, 9VAC25-31-10; the board's Virginia Pollution Abatement Permit Regulation, 9VAC25-32-10; the board's Virginia Water Protection Permit Program Regulation, 9VAC25-210-10; the board's Surface Water Management Area Regulation, 9VAC25-220-10; and the board's Ground Water Withdrawal Regulations, 9VAC25-610-10, including any general permits issued thereunder.

"Applicant" means for the purposes of this chapter any person filing an application for issuance, reissuance, or modification, except as exempted by 9VAC25-20-50, of a permit, certificate or special exception or filing a registration statement or application for coverage under a general permit issued in response to Chapters 3.1 (§ 62.1-44.2 et seq.), 24 (§ 62.1-242 et seq.), and 25 (§ 62.1-254 et seq.) of Title 62.1 of the Code of Virginia.

"Application" means for the purposes of this chapter the forms approved by the State Water Control Board for applying for issuance or reissuance of a permit, certificate or special exception or for filing a registration statement or application for coverage under a general permit issued in response to Chapters 3.1, 24, and 25 of Title 62.1 of the Code of Virginia. In the case of modifications to an existing permit, permit authorization, certificate or special exception requested by the permit, permit authorization, certificate or special exception holder and not exempted by 9VAC25-20-50, the application shall consist of the formal written request and any accompanying documentation submitted by the permit, permit authorization, certificate or special exception holder to initiate the modification.

"Biosolids" means a sewage sludge that has received an established treatment for required pathogen control and is treated or managed to reduce vector attraction to a satisfactory level and contains acceptable levels of pollutants, such that it is acceptable for use for land application, marketing or distribution in accordance with 9VAC25-31 or 9VAC25-32.

"Dry tons" means dry weight established as representative of land applied biosolids and expressed in units of English tons.

"Existing permit" means for the purposes of this chapter a permit, permit authorization, certificate or special exception issued by the board and currently held by an applicant.

"Established fees" means a fee established by the department per dry ton of biosolids managed by land appliers.

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"Land application" means the distribution of either treated wastewater of acceptable quality, referred to as effluent, or stabilized sewage sludge of acceptable quality, referred to as biosolids, upon, or insertion into, the land with a uniform application rate for the purpose of utilization, or assimilation. Bulk disposal of stabilized sludge in a confined area, such as in landfills, is not land application. Sites approved for land application of biosolids in accordance with 9VAC25-31 or 9VAC25-32 are not to be considered to be treatment works.

"Land applier" means someone who land applies biosolids pursuant to a valid permit from the department as set forth in 9VAC25-31 or 9VAC25-32.

"Local monitor" means a person or persons employed by local government to perform the duties of monitoring the operations of land appliers pursuant to a local ordinance.

"Major modification" means for the purposes of this chapter modification or amendment of an existing permit, permit authorization, certificate or special exception before its expiration which is not a minor modification as defined in this regulation.

"Major reservoir" means for the purposes of this chapter any new or expanded reservoir with greater than or equal to 17 acres of total surface water impacts (stream and wetlands), or a water withdrawal of greater than or equal to 3,000,000 gallons in any one day.

"Minor modification" means for the purposes of this chapter minor modification or amendment of an existing permit, permit authorization, certificate or special exception before its expiration as specified in 9VAC25-31-400, 9VAC25-32-240, 9VAC25-210-210, 9VAC25-220-230, or in 9VAC25-610-330. Minor modification for the purposes of this chapter also means other modifications and amendments not requiring extensive review and evaluation including, but not limited to, changes in EPA promulgated test protocols, increasing monitoring frequency requirements, changes in sampling locations, and changes to compliance dates within the overall compliance schedules. A minor permit modification or amendment does not substantially alter permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment.

"Minor reservoir" means for the purposes of this chapter any new or expanded reservoir with less than 17 acres of total surface water impacts (stream and wetlands), or a water withdrawal of less than 3,000,000 gallons in any one day.

"New permit" means for the purposes of this chapter a permit, permit authorization, certificate or special exception issued by the board to an applicant that does not currently hold and has never held a permit, permit authorization, certificate or special exception of that type, for that activity, at that location.

"Reimbursement application" means forms approved by the department to be used to apply for reimbursement of local monitoring costs for land application of biosolids in accordance with the provisions of this regulation. The application shall consist of a formal written request and any accompanying documentation submitted by a local government in accordance with a local ordinance.

"Revoked permit" means for the purposes of this chapter an existing permit, permit authorization, certificate or special exception which is terminated by the board before its expiration.

"Single jurisdiction" means for the purposes of this chapter a single county or city. The term county includes incorporated towns which are part of the county.

#### **9VAC25-20-20. Purpose.**

Section 62.1-44.15:6 of the Code of Virginia requires the promulgation of regulations establishing a fee assessment and collection system to recover a portion of the State Water

Control Board's, Department of Game and Inland Fisheries', and the Department of Conservation and Recreation's direct and indirect costs associated with the processing of an application to issue, reissue, or modify any permit, permit authorization or certificate which the board has the authority to issue from the applicant for such permit, permit authorization or certificate. Section 62.1-44.19:3 of the Code of Virginia requires the promulgation of regulations establishing a fee to be charged to all permit holders and persons applying for permits and permit modifications associated with land application of biosolids. Section 62.1-44.19:3 of the Code of Virginia also requires the promulgation of regulations requiring the payment of a fee by persons land applying biosolids. These regulations establish the required fee assessment and collection system.

#### **9VAC25-20-30. (Repealed. 1/08)**

#### **9VAC25-20-40. Applicability.**

A. This chapter applies to:

1. All applicants for issuance of a new permit, permit authorization or certificate, or reissuance of an existing permit, permit authorization or certificate, except as specifically exempt under 9VAC25-20-50 A. The fee due shall be as specified under 9VAC25-20-110 or 9VAC25-20-130.
2. All permit, permit authorization or certificate holders who request that an existing permit, permit authorization or certificate be modified, except as specifically exempt under 9VAC25-20-50 A 3 or 9VAC25-20-50 A 6. The fee due shall be as specified under 9VAC25-20-120.
3. All land appliers land applying biosolids on permitted sites in the Commonwealth of Virginia, except as specifically exempt under 9VAC25-20-50 C. The fee due shall be as specified under 9VAC25-20-146.

B. An applicant for a permit, permit authorization or certificate involving a permit that is to be revoked and reissued shall be considered an applicant for a new permit. The fee due shall be as specified under 9VAC25-20-110.

C. Permit maintenance fees apply to each Virginia Pollutant Discharge Elimination System (VPDES) permit holder and each Virginia Pollution Abatement (VPA) permit holder, except those specifically exempt under 9VAC25-20-50 B of this chapter. The fee due shall be as specified under 9VAC25-20-142.

D. Virginia Water Protection (VWP) Individual/Minimum Instream Flow permit fees apply to any permit for the construction of an intake on a stream or river, or to any permit for the construction of a new intake on an existing reservoir. The fee due shall be as specified under 9VAC25-20-110 or 9VAC25-20-120, as applicable.

E. VWP Individual/Reservoir permit fees apply to any permit for the construction of a new reservoir, or the expansion of an existing reservoir in which one of the purposes of the reservoir is for water supply. The fee due shall be as specified under 9VAC25-20-110 or 9VAC25-20-120, as applicable. VWP Individual/Reservoir permit fees do not apply to the construction of any impoundment, pond or lake in which water supply is not part of the project's purpose.

#### **9VAC25-20-50. Exemptions.**

A. No permit application fees will be assessed to:

1. An applicant for a permit, permit authorization, certificate or special exception pertaining to a farming operation engaged in production for market.

2. An applicant for a permit, permit authorization, or certificate pertaining to maintenance dredging for federal navigation channels or other U.S. Army Corps of Engineers-sponsored or Department of the Navy-sponsored dredging projects.
  3. Permit holders who request minor modifications or minor amendments to permits, permit authorizations or certificates as defined in 9VAC25-20-10.
  4. Permit, permit authorization or certificate holders whose permits, permit authorizations or certificates are modified or amended at the initiative of the board.
  5. VPDES permit holders or VPA permit holders for the regularly scheduled renewal of an individual permit for an existing facility, except VPDES and VPA permit holders whose permits expire on or before December 27, 2004.
  6. An applicant for a permit, permit authorization, permit modification, or certificate pertaining solely to biosolids research.
- B. No permit maintenance fees will be assessed to:
1. VPDES and VPA facilities operating under a general permit.
  2. Permits pertaining to a farming operation engaged in production for market.
  3. Virginia Water Protection (VWP), Surface Water Withdrawal (SWW), and Ground Water Withdrawal (GWW) permits, permit authorizations, certificates and special exceptions.
  4. Permits pertaining solely to biosolids research.
- C. No fee shall be imposed on the land application of materials classified as "exceptional quality biosolids" or the equivalent thereof, as defined by 9VAC25-32.

Part II  
Payment, Deposits and Use of Fees

**9VAC25-20-60. Due dates.**

- A. Virginia Pollutant Discharge Elimination System (VPDES) and Virginia Pollution Abatement (VPA) permits.
1. Application fees for all new permit applications are due on the day an application is submitted and shall be paid in accordance with 9VAC25-20-70 A. Applications will not be processed without payment of the required fee.
  2. For reissuance of permits that expire on or before December 27, 2004, the application fee for new permit applications as set forth in this regulation is due on the day the application is submitted.
  3. An application fee is due on the day an application is submitted for either a major modification or a permit reissuance that occurs (and becomes effective) before the stated permit expiration date. There is no application fee for a regularly scheduled renewal of an individual permit for an existing facility, unless the permit for the facility expires on or before December 27, 2004. There is no application fee for a major modification or amendment that is made at the board's initiative.
  4. Permit maintenance fees shall be paid to the board by October 1 of each year. Additional permit maintenance fees for facilities that are authorized to land apply, distribute, or market biosolids ; are in a toxics management program; or have more than five process wastewater discharge outfalls at a single facility (not including "internal" outfalls) shall also be paid to the board by October 1 of each year. No permit will be reissued or administratively continued without payment of the required fee.

a. Existing individual permit holders with an effective permit as of July 1, 2004 (including permits that have been administratively continued) shall pay the permit maintenance fee or fees to the board by October 1, 2004, unless one of the following conditions apply:

(1) The permit is terminated prior to October 1, 2004; or

(2) The permit holder applied or reapplied for a municipal minor VPDES permit with a design flow of 10,000 gallons per day or less between July 1, 2003, and July 1, 2004, and paid the applicable permit application fee.

b. Effective April 1, 2005, any permit holder whose permit is effective as of April 1 of a given year (including permits that have been administratively continued) shall pay the permit maintenance fee or fees to the board by October 1 of that same year.

**B. Surface Water Withdrawal (SWW) and Groundwater Withdrawal (GWW) permits.**

1. All permit application fees are due on the day an application is submitted and shall be paid in accordance with 9VAC25-20-70 A. Applications will not be processed without payment of the required fee. No permit will be administratively continued without payment of the required fee.

2. For reissuance of GWW permits that expire on or before March 27, 2005, the application fee for new permit applications as set forth in this regulation is due on the day the application is submitted.

3. Application fees for major modifications or amendments are due on the day an application is submitted. Applications will not be processed without payment of the required fee. There is no fee for a major modification or amendment that is made at the board's initiative.

**C. Virginia Water Protection (VWP) permits.**

1. VWP permit application fees shall be paid in accordance with 9VAC25-20-70 A. Review of applications may be initiated before the fee is received; however, draft permits or authorizations shall not be issued prior to payment of the required fee. No permit or permit authorization shall be administratively continued without payment of the required fee.

2. VWP application fees for major modifications shall be paid in accordance with 9VAC25-20-70 A. Review of applications may be initiated before the fee is received; however, major modifications shall not be issued prior to payment of the required fee. There is no application fee for a major modification that is made at the board's initiative.

**D. Biosolids land application fees.** The department may bill the land applier for amounts due following the submission of the monthly land application report. Payments are due 30 days after receipt of a bill from the department. No permit or modification of an existing permit will be approved in the jurisdiction where payment of the established fee by the land applier has not been received by the due date; until such time that the fees are paid in full. Existing permits may be revoked or approved sources may be reclassified as unapproved unless the required fee is paid by the due date. No permit will be reissued or administratively continued or modified without full payment of any past due fee.

**9VAC25-20-70. Method of payment.**

A. Fees shall be paid by check, draft or postal money order payable to the Treasurer of Virginia, or submitted electronically (if available), and must be in U.S. currency, except that agencies and institutions of the Commonwealth of Virginia may submit Interagency Transfers for the amount of the fee. All fees shall be sent to the following address (or submitted electronically,

if available): Department of Environmental Quality, Receipts Control, P.O. Box 1105, Richmond, Virginia 23218.

B. Required information. All applicants for new permit issuance, permit reissuance or permit modification shall submit the following information along with the fee payment:

1. Applicant name, address and daytime phone number.
2. Applicant Federal Identification Number (FIN).
3. The name of the facility/activity, and the facility/activity location.
4. The type of permit applied for.
5. Whether the application is for a new permit issuance, permit reissuance or permit modification.
6. The amount of fee submitted.
7. The existing permit number, if applicable.

**9VAC25-20-80. Incomplete payments and late payments.**

All incomplete payments will be deemed as nonpayments.

Interest may be charged for late payments at the underpayment rate set out by the U.S. Internal Revenue Service established pursuant to § 6621(a)(2) of the Internal Revenue Code. This rate is prescribed in § 58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate.

A 10% late payment fee may be charged to any delinquent (over 90 days past due) account.

The Department of Environmental Quality is entitled to all remedies available under the Code of Virginia in collecting any past due amount and may recover any attorney's fees and other administrative costs incurred in pursuing and collecting any past due amount.

**9VAC25-20-90. Deposit and use of fees.**

A. Sludge Management Fund. All biosolids land application fees collected from permit holders who land apply biosolids in the Commonwealth of Virginia, and fees collected from permit holders and persons applying for permits and permit modifications pursuant to § 62.1-44.19:3 of the Code of Virginia shall be deposited into the Sludge Management Fund established by, and used and accounted for as specified in § 62.1-44.19:3 of the Code of Virginia. Payments to the Department of Conservation and Recreation for their costs related to implementation of the biosolids land application program and to localities with duly adopted ordinances providing for the testing and monitoring of the land application of biosolids will be made from this fund. Fees collected shall be exempt from statewide indirect costs charged and collected by the Department of Accounts and shall not supplant or reduce the general fund appropriation to the department.

B. State Water Control Board Permit Program Fund. All fees collected in response to this chapter and not deposited into the Sludge Management Fund shall be deposited into the State Water Control Board Permit Program Fund established by, and used and accounted for as specified in § 62.1-44.15:7 of the Code of Virginia. Payment to the Departments of Conservation and Recreation and Game and Inland Fisheries for permit applications they are required under state law to review will be made from this fund. Fees collected shall be exempt from statewide indirect costs charged and collected by the Department of Accounts.

Part III  
Determination of Fee Amount

**9VAC25-20-100. General.**

Each application for a new permit, permit authorization or certificate, each application for reissuance of a permit, permit authorization or certificate, each application for major modification of a permit, permit authorization or certificate, each revocation and reissuance of a permit, permit authorization or certificate, and each application of a dry ton of biosolids is a separate action and shall be assessed a separate fee, as applicable. The fees for each type of permit, permit authorization or certificate that the board has the authority to issue, reissue or modify will be as specified in this part.

**9VAC25-20-110. Fee schedules for individual VPDES and VPA new permit issuance, and individual VWP, SWW and GWW new permit issuance and existing permit reissuance.**

A. Virginia Pollutant Discharge Elimination System (VPDES) permits. The following fee schedules apply to applications for issuance of a new individual VPDES permit or certificate. (Note: All flows listed in the table below are facility "design" flows.)

VPDES Industrial Major	\$24,000
VPDES Municipal Major	\$21,300
VPDES Municipal Major Stormwater/MS4	\$21,300
VPDES Industrial Minor/No Standard Limits	\$10,200
VPDES Industrial Minor/Standard Limits	\$3,300
VPDES Industrial Stormwater	\$7,200
VPDES Municipal Minor/Greater Than 100,000 GPD	\$7,500
VPDES Municipal Minor/10,001 GPD- 100,000 GPD	\$6,000
VPDES Municipal Minor/1,001 GPD-10,000 GPD	\$5,400
VPDES Municipal Minor/1,000 GPD or less	\$2,000
VPDES Municipal - The authorization for land application, distribution, or marketing of biosolids or land disposal of sewage sludge	\$5,000*
VPDES Municipal Minor Stormwater/MS4	\$2,000

\*For a new VPDES permit that includes authorization for land application, distribution, or marketing of biosolids or land disposal of sewage sludge, the \$5,000 biosolids permit fee will be paid in addition to the required VPDES permit fee.

B. Virginia Pollution Abatement (VPA) permits. The following fee schedules apply to applications for issuance of a new individual VPA permit or certificate.

VPA Concentrated Animal Feeding Operation	(Reserved)
VPA Intensified Animal Feeding Operation	(Reserved)
VPA Industrial Wastewater Operation/Land Application of 10 or More Inches Per Year	\$15,000
VPA Industrial Wastewater Operation/Land Application of	

\$10,500

Less Than 10 Inches Per Year	
VPA Industrial Sludge Operation	\$7,500
VPA Combined Sludge Operation - Industrial Sludge (excluding water treatment plant residuals) and Municipal Biosolids	\$7,500
VPA Municipal Wastewater Operation	\$13,500
VPA Municipal Biosolids Operation	\$5,000
All other operations not specified above	\$750

C. Virginia Water Protection (VWP) permits. The following fee schedules apply to applications for issuance of a new individual and reissuance of an existing individual VWP permit or certificate. Only one permit application fee shall be assessed per application; for a permit application involving more than one of the operations described below, the governing fee shall be based upon the primary purpose of the proposed activity. (Note: Withdrawal amounts shown in the table below are maximum daily withdrawals.)

VWP Individual/Surface Water Impacts (Wetlands, Streams and/or Open Water)	\$2,400 plus \$220 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 87,120 sq. ft. (two acres) (\$60,000 maximum)
VWP Individual/Minimum Instream Flow - Withdrawals equal to or greater than 3,000,000 gallons on any day	\$25,000
VWP Individual/Minimum Instream Flow - Withdrawals between 2,000,000 and 2,999,999 gallons on any day	\$20,000
VWP Individual/Minimum Instream Flow - Withdrawals between 1,000,000 and 1,999,999 gallons on any day	\$15,000
VWP Individual/Minimum Instream Flow - Withdrawals less than 1,000,000 gallons on any day that do not otherwise qualify for a general VWP permit for water withdrawals	\$10,000
VWP Individual/Reservoir - Major	\$35,000
VWP Individual/Reservoir - Minor	\$25,000
VWP Individual/Nonmetallic Mineral Mining	\$2,400 plus \$220 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 87,120 sq. ft. (two acres) (\$7,500 maximum)



D. Surface Water Withdrawal (SWW) permits or certificates issued in response to Chapter 24 (§ 62.1-242 et seq.) of Title 62.1 of the Code of Virginia. The following fee schedules apply to applications for issuance of a new individual, and reissuance of an existing individual SWW permit or certificate.

Agricultural withdrawal not exceeding 150 million gallons in any single month	(Reserved)
Agricultural withdrawal greater than 150 million gallons but less than 300 million gallons in any single month	(Reserved)
Agricultural withdrawal of 300 million gallons or greater in any single month	(Reserved)
Surface Water Withdrawal	\$12,000

E. Groundwater Withdrawal (GWW) Permits issued in response to Chapter 25 (§ 62.1-254 et seq.) of Title 62.1 of the Code of Virginia. The following fee schedules apply to applications for issuance of a new individual, and reissuance of an existing individual GWW permit or certificate.

Agricultural withdrawal not exceeding 150 million gallons in any single month	(Reserved)
Agricultural withdrawal greater than 150 million gallons but less than 300 million gallons in any single month	(Reserved)
Agricultural withdrawal of 300 million gallons or greater in any single month	(Reserved)
Groundwater Withdrawal/Initial Permit for an Existing Withdrawal Based Solely on Historic Withdrawals	\$1,200
Groundwater Withdrawal	\$6,000

**9VAC25-20-120. Fee schedules for major modification of individual permits or certificates requested by the permit or certificate holder.**

The following fee schedules apply to applications for major modification of an individual permit or certificate requested by the permit or certificate holder:

1. Virginia Pollutant Discharge Elimination System (VPDES) permits. The application fees listed in the table below apply to a major modification that occurs (and becomes effective) before the stated permit expiration date. (Note: All flows listed in the table below are facility "design" flows.)

VPDES Industrial Major	\$12,000
VPDES Municipal Major	\$10,650
VPDES Municipal Major Stormwater/MS4	\$5,150
VPDES Industrial Minor/No Standard Limits	\$5,100
VPDES Industrial Minor/Standard Limits	\$3,300
VPDES Industrial Stormwater	\$3,600
VPDES Municipal Minor/Greater Than 100,000 GPD	\$3,750

VPDES Municipal Minor/10,001 GPD - 100,000 GPD	\$3,000
VPDES Municipal Minor/1,001 GPD - 10,000 GPD	\$2,700
VPDES Municipal - modification relating to the authorization for land application, distribution, or marketing of biosolids or land disposal of sewage sludge	\$1,000*
VPDES Municipal Minor/1,000 GPD or Less	\$1,000
VPDES Municipal Minor Stormwater/MS4	\$1,000

\*The fee for modification of a VPDES permit due to changes relating to authorization for land application, distribution, or marketing of biosolids or land disposal of sewage sludge shall be \$1,000, notwithstanding other modification fees incurred. The modification fee shall apply for any addition of land application sites to a permit.

2. Virginia Pollution Abatement (VPA) permits. The application fees listed in the table below apply to a major modification that occurs (and becomes effective) before the stated permit expiration date.

VPA Concentrated Animal Feeding Operation	(Reserved)
VPA Intensified Animal Feeding Operation	(Reserved)
VPA Industrial Wastewater Operation/Land Application of 10 or More Inches Per Year	\$7,500
VPA Industrial Wastewater Operation/Land Application of Less Than 10 Inches Per Year	\$5,250
VPA Industrial Sludge Operation	\$3,750 <sup>1</sup>
VPA Combined Sludge Operation - Industrial Sludges (excluding water treatment plant residuals) and Municipal Biosolids	\$3,750 <sup>1</sup>
VPA Municipal Wastewater Operation	\$6,750
VPA Municipal Biosolids Operation	\$1,000 <sup>1, 2</sup>
All other operations not specified above	\$375

<sup>1</sup> The modification fee shall apply for any addition of land application sites to a permit.

<sup>2</sup>When adding any industrial source (excluding water treatment plant residuals) to a permit that only authorizes the land application of municipal biosolids, the modification fee for a VPA combined sludge operation shall apply.

3. Virginia Water Protection (VWP) permits. (Note: Only one permit application fee shall be assessed per application; for a permit application involving more than one of the operations described below, the governing fee shall be based upon the primary purpose of the proposed activity.)

VWP Individual/Surface Water Impacts (Wetlands, Streams and/or Open Water)	\$1,200 plus \$110 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of
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	incremental impact over 87,120 sq. ft. (two acres) (\$30,000 maximum)
VWP Individual/Minimum Instream Flow	\$5,000
VWP Individual/Reservoir (Major or Minor)	\$12,500
VWP Individual/Nonmetallic Mineral Mining	\$1,200 plus \$110 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 87,120 sq. ft. (two acres) (\$3,750 maximum)

4. Surface Water Withdrawal (SWW) permits or certificates issued in response to Chapter 24 (§ 62.1-242 et seq.) of Title 62.1 of the Code of Virginia.

Agricultural withdrawal not exceeding 150 million gallons in any single month	(Reserved)
Agricultural withdrawal greater than 150 million gallons but less than 300 million gallons in any single month	(Reserved)
Agricultural withdrawal of 300 million gallons or greater in any single month	(Reserved)
Surface Water Withdrawal	\$6,000

5. Groundwater Withdrawal (GWW) Permits issued in response to Chapter 25 (§ 62.1-254 et seq.) of Title 62.1 of the Code of Virginia.

Agricultural withdrawal not exceeding 150 million gallons in any single month	(Reserved)
Agricultural withdrawal greater than 150 million gallons but less than 300 million gallons in any single month	(Reserved)
Agricultural withdrawal of 300 million gallons or greater in any single month	(Reserved)
Groundwater Withdrawal/Initial Permit for an Existing Withdrawal Based Solely on Historic Withdrawals	\$600
Groundwater Withdrawal	\$3,000

**9VAC25-20-130. Fees for filing registration statements or applications for general permits issued by the board.**

The following fees apply to filing of applications or registration statements for all general permits issued by the board, except:

1. The fee for filing a registration statement for coverage under 9VAC25-110 (General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD) is \$0.
2. The fee for filing a registration statement for coverage under 9VAC25-120 (General VPDES Permit Regulation for Discharges From Petroleum Contaminated Sites) is \$0.
3. The fee for filing an application or registration statement for coverage under a VWP General Permit issued by the board shall be:

VWP General/Less Than 4,356 sq. ft. (1/10 acre) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$0
VWP General/4,356 sq. ft. to 21,780 sq. ft. (1/10 acre to 1/2 acre) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$600
VWP General/21,781 sq. ft. to 43,560 sq. ft. (greater than 1/2 acre to one acre) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$1,200
VWP General/43,561 sq. ft. to 87,120 sq. ft. (greater than one acre to two acres) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$1,200 plus \$120 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 43,560 sq. ft. (one acre) (\$2,400 maximum)
VWP General/Minimum Instream Flow/Reservoir - Water withdrawals and/or pond construction	\$2,400

4. VPDES Storm Water General Permits.

a. Except as specified in subdivision 4 b of this section, the fee for filing a registration statement for coverage under a VPDES storm water general permit issued by the board shall be:

VPDES General/Industrial Storm Water Management	\$500
VPDES General/Storm Water Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than 5 acres)	\$500
VPDES General/Storm Water Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development less than 5 acres)	\$300

b. Owners of facilities that are covered under the Industrial Activity (VAR5) and Construction Site (VAR10) storm water general permits that expire on June 30, 2004, and who are reapplying for coverage under the new general permits that are effective on July 1, 2004, must submit an application fee of \$600 to reapply.

5. Except as specified in subdivisions 1, 2, 3 and 4 of this section, the fee for filing an application or registration statement for coverage under any general permit issued by the board shall be \$600.

**9VAC25-20-140. [Repealed. 7/04]**

**9VAC25-20-142. Permit maintenance fees.**

A. The following annual permit maintenance fees apply to each individual VPDES and VPA permit, including expired permits that have been administratively continued, except those exempted by 9VAC25-20-50 B or 9VAC25-20-60 A 4:

1. Base fee rate for Virginia Pollutant Discharge Elimination System (VPDES) permitted facilities. (Note: All flows listed in the table below are facility "design" flows.)

VPDES Industrial Major	\$7,876
VPDES Municipal Major/Greater Than 10 MGD	\$7,794
VPDES Municipal Major/2 MGD - 10 MGD	\$7,138
VPDES Municipal Major/Less Than 2 MGD	\$6,317
VPDES Municipal Major Stormwater/MS4	\$6,235
VPDES Industrial Minor/No Standard Limits	\$3,347
VPDES Industrial Minor/Standard Limits	\$1,969
VPDES Industrial Minor/Water Treatment System	\$1,969
VPDES Industrial Stormwater	\$2,363
VPDES Municipal Minor/Greater Than 100,000 GPD	\$2,461
VPDES Municipal Minor/10,001 GPD - 100,000 GPD	\$1,969
VPDES Municipal Minor/1,001 GPD - 10,000 GPD	\$1,772
VPDES Municipal Minor/1,000 GPD or Less	\$656
VPDES Municipal Minor Stormwater/MS4	\$656

2. Base fee rate for Virginia Pollution Abatement (VPA) permits.

VPA Industrial Wastewater Operation/Land Application of 10 or More Inches Per Year	\$2,461
VPA Industrial Wastewater Operation/Land Application of Less Than 10 Inches Per Year	\$1,723
VPA Industrial Sludge Operation	\$1,231
VPA Combined Sludge Operation - Industrial Sludges (excluding water treatment plant residuals) and Municipal Biosolids	\$1,231
VPA Municipal Wastewater Operation	\$2,215
VPA Municipal Biosolids Operation	\$100
VPA Concentrated Animal Feeding Operation	(Reserved)
VPA Intensified Animal Feeding Operation	(Reserved)
All other operations not specified above	\$123

3. The amount of the annual permit maintenance fee due from the owner for VPDES and VPA permits for a specified year as required by 9VAC25-20-40 C shall be calculated according to the following formulae:

$$F = B \times C$$

$$C = 1 + \Delta CPI$$

$$\Delta\text{CPI} = \frac{\text{CPI} - 215.15}{215.15}$$

Where:

F = the permit maintenance fee amount due for the specified calendar year, expressed in dollars.

B = the base fee rate for the type of VPDES or VPA permit from subdivision 1 or 2 of this subsection, expressed in dollars.

C = the Consumer Price Index adjustment factor.

$\Delta\text{CPI}$  = the difference between CPI and 215.15 (the average of the Consumer Price Index values for all-urban consumers for the 12-month period ending on April 30, 2009), expressed as a proportion of 215.15.

CPI = the average of the Consumer Price Index values for all-urban consumers for the 12-month period ending on April 30 of the calendar year before the specified year for which the permit maintenance fee is due. (The Consumer Price Index for all-urban consumers is published by the U.S. Department of Labor, Bureau of Labor Statistics, U.S. All items, CUUR0000SA0).

For example, if calculating the 2010 permit maintenance fee (F) for a VPDES Industrial Major source:

CPI = 215.15 (the average of CPI values from May 1, 2008, to April 30, 2009, inclusive would be used for the 2010 permit maintenance fee calculation).

$\Delta\text{CPI}$  = zero for the 2010 permit maintenance fee calculation (i.e.,  $(\text{CPI} - 215.15)/215.15 = (215.15 - 215.15)/215.15 = 0$ ). (Note:  $\Delta\text{CPI}$  for other years would not be zero.)

C = 1.0 for the 2010 permit maintenance fee calculation (i.e.,  $1 + \Delta\text{CPI} = 1 + 0 = 1.0$ ).

B = \$7,876 (i.e. the value for a VPDES Industrial Major source, taken from subdivision 1 of this subsection).

F = \$7,876 for the 2010 permit maintenance fee calculation for this VPDES Industrial Major source (i.e.,  $\$7,876 \times 1.0 = \$7,876$ ).

4. Permit maintenance fees (F) calculated for each facility shall be rounded to the nearest dollar.

5. The total amount of permit fees collected by the board (permit maintenance fees plus permit application fees) shall not exceed 50% of direct costs for administration, compliance, and enforcement of VPDES and VPA permits. The director shall take whatever action is necessary to ensure that this limit is not exceeded.

**B. Additional permit maintenance fees.**

1. An additional permit maintenance fee of \$1,000 shall be paid annually by permittees in a toxics management program. Any facility that performs acute or chronic biological testing for compliance with a limit or special condition requiring monitoring in a VPDES permit is included in the toxics management program.

2. An additional permit maintenance fee of \$1,000 shall be paid annually by permittees that have more than five process wastewater discharge outfalls at a single facility (not including "internal" outfalls).

3. For a local government or public service authority with permits for multiple facilities in a single jurisdiction, the total permit maintenance fees for all permits held as of April 1, 2004, shall not exceed \$32,818 per year.

C. If the category of a facility (as described in subdivision A 1 or A 2 of this section) changes as the result of a permit modification, the permit maintenance fee based upon the permit category as of April 1 shall be submitted by October 1.

D. Annual permit maintenance fees may be discounted for participants in the Environmental Excellence Program as described in 9VAC25-20-145.

**9VAC25-20-145. Discounted permit maintenance fees for Environmental Excellence Program participants.**

A. The term "Virginia Environmental Excellence Program" (VEEP) means a voluntary program established by the department to provide public recognition and regulatory incentives to encourage higher levels of environmental performance for program participants that develop and implement Environmental Management Systems (EMS). The program is based on the use of EMSs that improve compliance, prevent pollution, and utilize other measures to improve environmental performance.

B. Participants in the VEEP shall be eligible for reduced annual permit maintenance fees. The VEEP includes the Environmental Enterprise (E2) level of participation and the Exemplary Environmental Enterprise (E3) level of participation.

C. Annual permit maintenance fee discounts will not become effective until 2005. The availability of discounts to the annual permit maintenance fees will be dependent upon acceptance and continued participation in the VEEP.

D. Eligibility for reduced annual permit maintenance fees shall be based upon the department's review of the annual report that is required to be submitted by the VEEP. The department shall review annual reports to verify that facilities continue to meet VEEP criteria prior to offering discounted annual permit maintenance fees.

1. The participant's annual report must reflect activities occurring through December 31 and must satisfy all reporting requirements established in the VEEP.
2. Annual reports must be received at the department's central office by April 1 of the following year to be eligible for a reduction of the annual permit maintenance fees.
3. The annual report must list all regulated and permitted activities included within the scope of the facility's Environmental Management System.
4. A participant's level of participation will be evaluated as of December 31 of each calendar year.

E. If a facility participated in the VEEP but participation in the program was terminated, discounted fees will not be available to participants until they have been reaccepted into the VEEP.

F. Participants at the E2 level of participation will be eligible to receive a discount to annual permit maintenance fees for up to a maximum of three years.

G. Prior to distributing bills for annual permit maintenance fees, the department shall calculate the discounted annual permit maintenance fees. The total amount of all facilities' discounts to water annual permit maintenance fees shall not exceed \$64,000 annually.

1. The total of a 5.0% discount for each participant at the E3 level of participation and a 2.0% discount for each participant at the E2 level of participation shall be calculated.
2. If the calculated total of the discounts to annual permit maintenance fees would exceed \$64,000, annual permit maintenance fees for participants at the E3 level of participation shall be discounted 2.0%, additional discounts of annual permit maintenance fees for participants at the E3 level of participation shall not be available,

and annual permit maintenance fees for participants at the E2 level of participation shall not be discounted.

3. If the calculated total of the discounts to annual permit maintenance fees would not exceed \$64,000, annual permit maintenance fees for participants at the E3 level of participation shall be discounted 5.0%, annual permit maintenance fees for participants at the E2 level of participation shall be discounted 2.0%, and a larger discount may be provided for participants at the E3 level of participation, based upon direct program costs and program revenues, not to exceed a total discount of 20%. The total of all discounts shall not exceed \$64,000. Any additional discounted fees will be calculated as follows:

(Total program revenues in the previous fiscal year minus direct program costs for the previous fiscal year) multiplied by 0.75 equals the additional discounts to be distributed to program participants. Additional discounts will be distributed to participants at the E3 level of participation in equal whole percentages.

4. If the calculated total of all facilities' discounts to annual fees exceeds \$64,000, the department shall reevaluate the discounts offered to VEEP participants and shall begin the regulatory process to revise the discounts offered to VEEP participants.

#### Part IV Biosolids Fees and Reimbursable Costs

##### **9VAC25-20-146. Established fees.**

A. Land appliers shall remit the established fees to the department as specified in this regulation. The land appliers shall collect the required fees from the owners of the sewage treatment works and facilities that generate the biosolids. Such works and facilities shall be approved sources of biosolids in accordance with this regulation. Land application shall only include biosolids from approved sources as listed in the land application permit. The established fee shall be imposed on each dry ton of biosolids that is land applied in the Commonwealth of Virginia in accordance with 9VAC25-31 or 9VAC25-32.

B. The amount of the established fee and disbursement are as follows:

1. The fee shall be \$7.50 per dry ton of biosolids land applied in the Commonwealth of Virginia.
2. Disbursement of the established fees collected by the department shall be made to reimburse or partially reimburse those counties, cities and towns with duly adopted local ordinances that submit documentation of reimbursable expenses acceptable to the department as provided for in this regulation.
3. Disbursement of the established fees collected by the department shall be made to reimburse the Department of Conservation and Recreation's costs for implementation of the biosolids application program.

##### **9VAC25-20-147. Records and reports.**

A. Records. Permittees shall maintain complete records of the land application activities and amounts of biosolids that they land apply in the Commonwealth of Virginia. Such records shall be maintained by the permittee for five years after the date of the activity in a form that is available for inspection by the department. Records of land application activities shall include at minimum:

1. Name of permittee, DEQ permit number, and dates of activity.
2. Identification of land application site, including the DEQ control number.



3. The source of biosolids and field area receiving those biosolids.
4. The amount of biosolids applied in dry tons and the method and calculations used to determine the reported value.
5. Name of responsible representative of permittee and a statement signed and dated by that representative indicating that the information submitted has been verified by that representative as correctly reported in accordance with this regulation.

B. Reports and notification. The permittee shall submit a monthly report by the 15th day of each month for land application activity that occurred in the previous calendar month, unless another date is specified in the permit in accordance with 9VAC25-32-80 I 4. The report shall include (i) the recorded information listed in subsection A of this section and (ii) a calculation of the total fee. The submitted report shall include a summary list of the total amount of biosolids applied and the calculated fee based on the land-applied biosolids for each county in which land application occurred. If no land application occurs under a permit during the calendar month, a report shall be submitted stating that no land application occurred.

**9VAC25-20-148. Reimbursable local monitoring costs.**

A. Reasonable expenses for the following types of activities may be submitted for reimbursement:

1. Charges for reviewing the permit to identify potential health and environmental protection issues upon notification by the permittee that operations will be initiated on permitted sites.
2. Charges and expenses, including local travel for site monitoring, inspections, collection and delivery of biosolids or soil samples to a nearby laboratory and examination of records.
3. Charges for recordkeeping.
4. Charges for complaint and incident response.
5. Charges for biosolids and soil sample testing costs.
6. Charges for the training of local monitors.

B. Charges for site monitoring not associated with determining compliance with state or federal law or regulation are ineligible for reimbursement.

**9VAC25-20-149. Reimbursement of local monitoring costs.**

A. Reimbursement of local monitoring costs deemed reasonable by the department will be made for costs up to \$2.50 per dry ton of biosolids land applied in a county during the period of time specified in the submitted invoice. Costs of up to \$4.00 per dry ton of biosolids land applied in a county during the period of time that the costs were incurred may be reimbursed with prior approval from the department.

B. Application. A local government must submit a reimbursement application to request reimbursement from the department. All information shall be clearly typed or printed and all required or supporting documents must be attached. The county administrator or designated local biosolids monitor shall sign and date the application where indicated. The original signed application with one copy of each of the supporting documents shall be submitted to the department. Applications may not be submitted by facsimile or through electronic means. A reimbursement invoice form as described in this regulation must be completed before a reimbursement application can be submitted. The invoice form must include all expenses for which reimbursement is requested during the designated time period.

C. Application forms and submittal. The application for reimbursement must be submitted within 30 days of the last day of the month in which the reimbursable activity occurred. All applications received after this time frame will be ineligible for reimbursement. The following is a description of the application forms and an explanation of their use. The application forms and detailed instructions can be obtained from the department.

1. Form 1 - Reimbursement Application. An invoice form shall be submitted with each application for reimbursement. The invoice form shall list all reimbursable charges. To be reimbursed for eligible expenses, an applicant must provide documentation to demonstrate that the expenses were incurred. Invoices are acceptable proof of incurred expenses. Invoices signed by the local biosolids monitor or agent who performed or managed the monitoring activities shall be legible. All invoices are to include the following:

- a. DEQ permit number and site identification;
- b. DEQ control number for application fields;
- c. Biosolids contractor's name;
- d. Date and type of activity monitored;
- e. Name of biosolids monitor;
- f. Number of hours to be reimbursed and charge per hour;
- g. List of expenses for which reimbursement is sought; and
- h. Type of sampling activity performed and associated laboratory expense vouchers.

2. The application requires the county administrator to certify that the responsible official has read and understands the requirements for reimbursement and that the application submitted is not fraudulent. The local monitor must attest to the accuracy and completeness of the information provided.

3. Form 2 - Multiple Owners Payment Assignment Form. When there are multiple local governments as claimants, a separate, signed and notarized invoice form for each claimant must be filled out and submitted with the application.

D. Processing applications.

1. If contacted by the department regarding an incomplete reimbursement application, an applicant will have 14 days from the date of the call or letter to submit the information requested and correct any deficiencies. Extensions of the 14-day deadline will not be granted. An application that does not contain all of the required information after the 14-day time frame may be rejected.

2. Only invoices pertaining to the monitoring activity claimed in the current application will be accepted. Costs omitted from previous claims are ineligible for reimbursement in subsequent claims. Invoices submitted in previous claims are not eligible documentation for reimbursement of costs in subsequent claims. To reduce the risk of disqualification of costs, costs for different monitoring activities should be invoiced separately. If possible, invoices should be structured so that costs are grouped according to task or activity.

E. Reconsideration process.

1. Claimants may submit a written response indicating why they believe costs denied on the reimbursement decision should be paid.

2. If the claimant disagrees with the decision in the reimbursement payment package, a notice of intent (NOI) to object and a reconsideration claim form must be submitted to the department within the filing deadlines specified in the reconsideration procedure package

- a. If filing deadlines are not met, the decision in the reimbursement payment package is final. This written objection shall be in the format specified in the reconsideration procedure package and explain the reasons for disagreement with the decisions in the reimbursement payment letter and supply any additional supporting documentation.
- b. Upon receipt of this information and at the claimant's request, the department may schedule a reconsideration meeting to reevaluate the denied costs.
3. Claimants will be given an opportunity to contest the reimbursement decisions in accordance with the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia). Within the filing deadline, the claimant must submit a written summary of the issues that will be contested using the reconsideration claim form.
4. The reconsideration procedures provide the department the opportunity to correct certain errors as follows:
  - a. Failure of the reviewer to verify an invoice form that was received prior to completing the verification package for the reimbursement.
  - b. Errors the reviewer makes in verifying an invoice form.
  - c. Failure of the claimant to submit all invoices.
5. Errors ineligible for reconsideration. Notwithstanding the above, some types of errors cannot be corrected using the reconsideration process. It is the responsibility of the claimant or consultant, or both, to ensure that all application forms (invoice forms, and sampling and testing verification) are complete and accurate. The following types of errors may result in a denial of costs:
  - a. Items omitted from the invoice;
  - b. Unverified sampling and testing results;
  - c. Additions or revisions to the invoice forms submitted after the reviewer forwards the verification package to the department;
  - d. Using one invoice in multiple claims. Invoices submitted in an application cannot be used as documentation for reimbursement of costs in subsequent claims;
  - e. Failure to claim performed work on the invoice form;
  - f. Failure to claim sampling and testing costs as authorized; or
  - g. Failure to obtain prior approval from the department for costs that exceed \$2.50 per dry ton of biosolids land applied.

Part V  
Delegation of Authority

**9VAC25-20-150. Delegation of authority.**

The director, or his designee, may perform any action of the State Water Control Board provided under this chapter, except as limited by § 62.1-44.14 of the Code of Virginia.

FORMS (9VAC25-20)

[DEQ Water Division Permit Application Fee Form Effective January 1, 2008 \(rev. 1/10\).](#)

Biosolids Land Application Local Monitoring Expenses Reimbursement Invoice, Form 1 (rev. 6/13).

Biosolids Land Application Local Monitoring Expenses Multiple Owners Payment Assignment, Form 2 (rev. 06/13).

[Form 3 Biosolids Land Application Fee - Reimbursement Notice of Intent to Seek Reconsideration \(rev. 8/07\).](#)

Form 4 Biosolids Land Application Fee - Reimbursement Reconsideration Claim Form (rev. 8/07).

NOTE: Forms listed above that are not changing with this regulatory action are linked to the active form in LIS. Forms that are amended with this regulatory action are included in the Appendix. (cmw 7/03/2013)

## Appendix: FORMS

**FORM 1**

**Biosolids Land Application Local Monitoring Expenses  
REIMBURSEMENT INVOICE**

DEQ USE ONLY

Claim Number: Evaluator:  
Evaluation Date:

Complete and submit with all required supporting documentation within 30 days of the last day of the month in which the reimbursable activity occurred to: **Department of Environmental Quality, ATTN: Accounts Payable, P.O. Box 1105, Richmond, Virginia 23218.**

Refer to the Fees for Permits and Certificates regulation (9VAC 25-20-149) for additional details regarding requirements for reimbursement of local monitoring expenses.

<b>I. Claimant Information</b>		
A. Name of Local Government Official:		B. County:
C. Claimant Mailing Address:	D. City, State:	E. ZIP Code
F. Claimant Telephone No.: ( )		G. Claimant Email:
H. Contact Person for Reimbursement:	I. Contact Person Telephone No.: ( )	J. Contact Person Email:

<b>II. Monitoring Activity Information</b>	
A. Biosolids land application activity period for this invoice- Beginning Date:	Ending Date:
B. Local Monitoring Activity Dates for this invoice - Beginning Date:	Ending Date:
C. Attach completed Form 1, Page 2: Biosolids Land Application Local Monitoring Activity Details	
D. Attach receipts for any expenses other than local monitor labor and mileage	
E. Is reimbursement sought for expenses that exceed \$2.50 per dry ton of biosolids land applied in the county during the period of time specified in II.A?    YES    NO    If YES, attach documentation of prior approval from DEQ.	

<b>III. Multiple Owner Information (For Local Monitor employed by multiple jurisdictions)</b>	
Are the expenses claimed in this invoice part of a multiple owner payment submission?    YES    NO	
If YES, attach Multiple Owner Payment Form 2.	

<b>IV. Statement of Costs</b>	
Total costs claimed for reimbursement in this invoice:  \$ _____	<b>DEQ USE ONLY</b>  Adjustments:

<b>V. Local Monitor Certification</b>		
"I certify that the information included in this invoice and any attachments is accurate and complete."		
_____	_____	_____
Local Monitor (Signature)	Local Monitor (Printed Name)	Date

<b>VI. County Administrator Certification</b>		
"I certify that the monitoring activities for which reimbursement is sought have been performed in accordance with the provisions of the VPA Permit Regulation (9VAC25-32-10 et seq.) and the Fees for Permits and Certificates regulation (9VAC25-20-10 et seq.)."		
_____	_____	_____
County Administrator (Signature)	County Administrator (Printed Name)	Date



## INSTRUCTIONS FOR COMPLETING THE REIMBURSEMENT INVOICE

Fill in the following information

### Block I. Claimant Identification

- A. Name of Local Government Official: The local government jurisdiction where land application of biosolids occurred and local monitoring activities took place during the dates specified is the claimant, and a responsible local government official should be named. The claimant may submit an invoice for costs incurred for any completed local monitoring activities during the stated reimbursement period since any prior invoice submittals for a reimbursement period of time. The claimant named in this section will be considered the person or entity that will receive all original correspondence and will be named as the payee on the reimbursement checks unless a Payment Assignment Form has been completed.

Where there are multiple jurisdictions (owners) employing the same local monitor, one Claimant may claim the costs submitted for the reimbursable monitoring expenses. The other owners must assign the right to reimbursement to this single claimant by using the Multiple Owners Payment Assignment Form 2.

- B. Provide the County in which land application of biosolids occurred and the invoiced monitoring expenses are claimed. C.D. E. Provide the claimant's current mailing address; including the city, state, and zip code.
- F. List the telephone number, including area code, for the claimant.
- G. Provide an email address for the claimant.
- H. Contact Person for Reimbursement: Provide the name of a person who can answer questions about the invoice.
- I. List the telephone number, including area code, for the contact person.
- J. Provide an email address for the contact person.

### Block II. Monitoring Activity Information

- A. Biosolids land application activity period: Specify the period of time during which biosolids was land applied in the county. DEQ will use the amount of biosolids land applied during this specified period of time to calculate the maximum reimbursable amount, which will be \$2.50 per dry ton of biosolids land applied in the specified period. The claimant may specify a period of time which precedes the beginning date of local monitoring activity in order to justify monitoring activity that occurred following land application. **If no biosolids was land applied in the time period specified, DEQ cannot provide reimbursement.**
- B. Local monitoring activity dates: List the dates during which local monitoring expenses were incurred. Submit one invoice for all monitoring activity that occurs in a single calendar month (e.g. Do not submit one invoice that ends on September 15<sup>th</sup> and a second invoice that begins on September 16<sup>th</sup>). Subsequent invoices must specify a beginning local monitoring activity date that is later than the ending local monitoring activity date of any previous invoices.
- C. Complete the summary "Biosolids Land Application Local Monitoring Activity Details" and attach to page 1 of the invoice. Include the DEQ control number for each field inspected if the DEQ permit includes the control number; otherwise provide the site ID specified in the permit. A description of the activity at a monitored site must be included; inspection reports are encouraged.
- D. The claimant must provide receipts for any expenses other than local monitor labor (time and fringe benefits) and mileage expenses. Such expenses include laboratory analysis costs, equipment purchases, registration fees, lodging, and any other goods or services purchased by the local monitor for the purpose of biosolids land application monitoring.
- E. 9VAC25-20-149.A. allows for reimbursement of expenses up to \$4.00 per dry ton of biosolids land applied in a county during the period of time that the reimbursable costs were incurred. If local monitoring costs are expected to increase during a specified period of land application, the claimant must notify DEQ prior to incurring the additional expense in order to obtain approval. DEQ will base the maximum amount of reimbursement on the amount of biosolids applied during the specified period of land application activity. The additional expense must occur during the same period that the biosolids land application activity occurs. If the reimbursement request includes expenses in excess of \$2.50 per dry ton of biosolids land applied in the period specified, and the claimant does not provide documentation of prior DEQ approval, DEQ will reduce the total reimbursement accordingly.

### Block III. Multiple Owner Information

Check the box indicating whether or not this invoice is part of a multiple owner payment request. If Yes is checked, submit the invoice with a complete copy of Form 2 with all other invoices and required endorsements.

### Block IV. Statement of Costs

Enter the total costs being claimed for the monitoring activities during the time period specified in this invoice.

### Block V. Local Monitor Certification

9VAC25-20-149.C.2 requires the local monitor to attest to the accuracy and completeness of the information provided. The signature of Local Monitor indicates that the claimed expenses are accurate and complete for activities they have reported.

### Block VI. County Administrator Certification

9VAC25-20-149.C.2 requires the county administrator to certify that the responsible local official has read and understands the requirements for reimbursement and that the application submitted is not fraudulent. The signature of the County Administrator indicates that the invoice has been properly prepared by a responsible official who has verified that the local monitoring expenses claimed in this invoice adhere to the regulatory requirements.



**FORM 2**

**Biosolids Land Application Local Monitoring Expenses**

**MULTIPLE OWNERS PAYMENT ASSIGNMENT**

Page 1 of 2

An application for reimbursement may be submitted to the Virginia Department of Environmental Quality by several Local Governments that employ the same local monitor entity if this form is included as part of the application. For reimbursement of expenses incurred by a local monitor serving multiple Local Governments, each Local Government (claimant) must sign and submit a separate Form 1, Reimbursement Invoice attesting to the performance of monitoring activity by the local monitor named below and sign and notarize this Multiple Owners Payment Assignment form.

Local Monitor Name: \_\_\_\_\_

Local Monitor Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Local Monitoring Activity - Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

County where monitoring activity occurred	Responsible Local Official (printed name)

**MONITORING ACTIVITIES CERTIFICATION**

I certify that the monitoring activities for which reimbursement is sought have been performed in accordance with the provisions of the VPA Permit Regulation (9VAC25-32-10 et seq.) and the Fees for Permits and Certificates regulation (9VAC25-20-10 et seq.) in the counties listed above."

\_\_\_\_\_  
Local Monitor Signature

\_\_\_\_\_  
Date

Form 1: Biosolids Land Application Local Monitoring Expenses REIMBURSEMENT INVOICE

Biosolids Land Application Local Monitoring Activity Details

Page 2 of 2

Biosolids Land Application Local Monitoring Expenses

MULTIPLE OWNERS PAYMENT ASSIGNMENT FORM

Page 2

<b>DEQ Use Only</b>	
Claimant Invoice Number: _____	MOP Assignment Number: _____

This form is for

use by claimants who wish to assign their reimbursement payment to another party. A copy of the notarized original of this form must be submitted with reimbursement invoices for which the claimant wishes to assign the payment to another party.

**Party Assigning Payment:**

County (Claimant): \_\_\_\_\_

Name of Local Government Official: \_\_\_\_\_

Total Payment Assigned in this Application: \$ \_\_\_\_\_

**Party to Receive Payment:**

County (Assignee): \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name of Assignee: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I:

1. Assign the invoice reimbursement payment for the above-referenced claim and any reconsideration of that claim to the Assignee designated above.
2. Warrant and represent that I am the claimant, or in claims in which the claimant is not an individual, that I have the authority to assign this payment on behalf of the claimant.
3. Agree that the assignment by this form applies only to the reimbursement claim with which it is submitted and any reconsideration of that claim.
4. Agree that use of this form does not transfer my liability for the submitted invoice.
5. Agree that any check issued as a result of this reimbursement claim will be issued only to the name of the party designated as the assignee on this form.
6. Agree that if the check is issued to the claimant rather than the party designated as assignee on this Assignment Request Form, I bear the responsibility for transferring the payment to the assignee.

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

**THIS STATEMENT MUST BE NOTARIZED**

State of \_\_\_\_\_ }

} ss: \_\_\_\_\_

City/County of \_\_\_\_\_ }

Subscribed and sworn to before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_.

/s/ \_\_\_\_\_

My commission expires \_\_\_\_\_

**Biosolids Land Application Fee Reimbursement  
RECONSIDERATION CLAIM FORM**

If you have questions about how to complete this form or the Reconsideration Procedures, or if you have any questions in general, please call the Virginia Department of Environmental Quality, Office of Land Application Programs at (804) 698-4000. After completing this form, please mail it to: Department of Environmental Quality, Receipts Control, P.O. Box 1105, Richmond, Virginia 23218. **THIS FORM AND WORKSHEET (S) MUST BE RECEIVED BY DEQ WITHIN 45 DAYS OF THE DATE OF THE CERTIFIED MAIL RECEIPT FOR THE ORIGINAL CLAIM.**

Pre-Printed Info For Items 3-11

**SECTION A. PAYEE INFORMATION**

**If any additional monies are approved for this reconsideration claim, payment will be made to the payee (referenced below) as designated in the original claim. Please review items 3 through 11 for verification. If any corrections need to be made to the information, please check the boxes that apply and write the correct information in SECTION C. CORRECTED INFORMATION below.**

1.  Payee Name is correct as listed below but the address needs to be corrected- I have submitted the corrected address in Section C. of this page.
2.  Assign payment to a different party other than the one listed below- I have completed a notarized payment assignment form 2 (if applicable).
3.  Payee Name \_\_\_\_\_ ABC County
4.  Address \_\_\_\_\_ 1234 Anywhere Road  
\_\_\_\_\_ City/County, VA 2XXXX
5.  Name of Contact Person \_\_\_\_\_ John Doe
6.  Daytime Telephone Number \_\_\_\_\_ XXX-XXX-ZZZZ
7.  Fax Number \_\_\_\_\_ XXX-XXX-ZOOZ
8.  DEQ Permit # \_\_\_\_\_
9.  Claim# \_\_\_\_\_ 00Y
10.  Local Monitor Name: \_\_\_\_\_
11.  Local Monitor Address: \_\_\_\_\_ City/County, VA 2XXXX

**SECTION B. STATEMENT OF COSTS FOR RECONSIDERATION**

12. Total costs being contested in this application \$ \_\_\_\_\_

**SECTION C. CORRECTED INFORMATION**

**PLEASE NOTE**

- The Payee Name and Address on this form will be used for all correspondence, and the Final Agency decision and check (if applicable) will be sent to this name and address unless a notarized Payment Assignment Form is submitted.
- Any supporting documentation should be submitted with this form.
- You must submit this page *and* the Reconsideration Claim Form Worksheet(s) by the deadline.

**THIS FORM IS CONSIDERED INCOMPLETE WITHOUT THE RECONSIDERATION CLAIM FORM WORKSHEET.**

Instructions for Completing the  
**Reconsideration Claim Form**

Note: To ensure that this claim form is received at DEQ by the filing deadline, it is suggested that this claim be sent by certified mail (return receipt requested), express service, or courier.

Section A. Payee Information

- Verify the
- (3) Payee Name
  - (4) Address
  - (5) Name of Contact Person
  - (6) Daytime Telephone Number (of the contact person)
  - (7) Fax Number (of the contact person)
  - (8) DEQ Permit Number(s) (in the Decision Package you are contesting)
  - (9) Claim Number (of the Decision Package you are contesting)
  - (10) Local Monitor Name
  - (11) Local Monitor Address

and indicate if this pre-printed information has changed since the original claim was filed by writing the correct information in Section C. Corrected Information.

The claimant address is the address to which the Final Agency decision and check (if applicable) will be mailed. If an assignment has been filed, the assignee address is the address to which the Final Agency decision and check (if applicable) will be mailed, with a copy of the Final Agency decision sent to the claimant.

Section B. Statement of Costs for Reconsideration

Indicate the total dollar amount being contested. This dollar amount must agree with the Grand Total on the Reconsideration Claim Form Worksheet. The Reconsideration Claim Form is considered incomplete without the Reconsideration Claim Form Worksheet.