

**REGISTRATION STATEMENT FOR THE GENERAL VIRGINIA POLLUTANT DISCHARGE  
ELIMINATION SYSTEM (VPDES) PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY  
FACILITIES 2022 REISSUANCE**

Revised June 9, 2022

**1. APPLICANT INFORMATION**

A. Name of Facility: \_\_\_\_\_

B. Facility Street Address: \_\_\_\_\_

C. Facility Phone Number: \_\_\_\_\_

D. Facility Owner: \_\_\_\_\_

E. Owner's Mailing Address

Street or P.O. Box \_\_\_\_\_

City or Town \_\_\_\_\_ c. State \_\_\_\_\_ d. Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Indicate if the applicant would like the permit to be transmitted electronically. Yes  No

F. Is the owner of the facility also the operator? Yes  No  If "No", complete G & H.

G. Name of Local Operator (Contact): \_\_\_\_\_

H. Operator's Mailing Address

Street or P.O. Box \_\_\_\_\_

City or Town \_\_\_\_\_ c. State \_\_\_\_\_ d. Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**2. FACILITY INFORMATION**

A. Name of receiving stream: \_\_\_\_\_

If no receiving stream, describe the discharge: \_\_\_\_\_

\_\_\_\_\_

B. Does the facility discharge to a Municipal Separate Storm Sewer System (MS4)? Yes  No

If yes, please provide the name of the MS4 owner: \_\_\_\_\_

*If "yes," the facility owner must notify the owner of the municipal separate storm sewer system of the existence of the discharge and provide the following information: the name of the facility, a contact person and phone number, the location of the discharge, the nature of the discharge, and the facility's VPDES general permit registration number. Provide that notification with this registration. See instructions.*

C. Does this facility currently have a VPDES permit? Yes  No

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

D. Does your locality require connection to central wastewater treatment facilities? Yes  No

E. Are central wastewater treatment facilities available to serve the site? Yes  No

If "yes," to any of the above, the option of discharging to the central wastewater facility must be evaluated and the result of that evaluation reported here (use additional sheets if necessary):

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**3. MAP**

Attach a topographic map or computer generated map that shows the facility location and property boundaries, discharge locations (or outfalls), latitude/longitude of outfalls, surrounding area, including the receiving water body.

**4. WASHING ACTIVITY:**

Provide a brief description of the type of washing activity (vehicles, laundry or both). Include (as applicable) the type of vehicles washed, the number of vehicle washing bays and the number of laundry machines.

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**5. FLOW RATE**

Provide the highest average monthly flow rate measured or estimated to be discharged. For existing facilities calculate this by adding the flows for each day during the month that the facility had a discharge divided by the number of days that the facility discharged. For new facilities estimate the flow rate based on similar facilities.

\_\_\_\_\_ Gallons per day

**6. FACILITY DRAWING AND TREATMENT SYSTEM**

Attach a line drawing of the facility showing the source of the water and its flow through the facility. Show all bays for vehicle washes. Provide dimensions or capacities for each unit in the treatment system. This can be hand drawn but must be legible.

Describe the treatment system and solids disposal methods or stormwater inlet protection measures (see instructions):

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**7. CHEMICALS**

Provide the name of the chemical(s) used at the facility (including detergents, soaps, waxes and other chemicals).

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**8. PHOSPHATE DETERGENT USE**

Will detergent used for washing vehicles contain more than 0.5% phosphorus by weight? Yes  No   
If yes, approximately how many gallons are used per month of this detergent?

\_\_\_\_\_ Gallons per month

**9. STATE CORPORATION COMMISSION** entity identification number if the facility is required to obtain an entity identification number by law: \_\_\_\_\_

**10. CERTIFICATION (see Part II K of your permit to see who can sign the certification)**

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

Name of person signing above: \_\_\_\_\_  
(printed or typed)

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

**REQUIRED ATTACHMENTS:**

1. Map (#3 of Registration Statement)
2. Facility Drawing (#6 of Registration Statement)

**For Department use only:**

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Basin \_\_\_\_\_ Stream Class \_\_\_\_\_ Section \_\_\_\_\_

Special Standards \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE REGISTRATION STATEMENT  
FOR THE GENERAL PERMIT FOR VEHICLE WASH FACILITIES AND LAUNDRY FACILITIES**  
Revised June 9, 2022

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**WHO MUST FILE THE REGISTRATION STATEMENT**

This registration statement must be completed and submitted by the owner of any vehicle wash facilities and/or laundry facilities requesting coverage under the above general permit for processing wastewater discharges.

**WHERE TO FILE THE REGISTRATION STATEMENT**

The completed registration statement 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 Regional Office for your area depends on the county in which the facility is located. Regional office addresses can be obtained from our website at <https://www.deq.virginia.gov/get-involved/about-deq/contact-us>, or by calling the DEQ at (804) 698-4000. The fee form and your check or money order for \$600 (payable to "Treasurer of Virginia" and in the case of other state agencies, IAT's, as a credit to DEQ are acceptable forms of payment - no cash will be accepted) should be mailed to DEQ Receipts Control, P.O. Box 1104, Richmond, VA 23218. The fee form is available on DEQ's web site at (see Miscellaneous Forms/Resources): <https://www.deq.virginia.gov/permits-regulations/permits/water/surface-water-virginia-pollutant-discharge-elimination-system>.

**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.

**DEFINITIONS**

Outfalls means a discharge pipe, drain or anyplace where wash water leaves or could leave the plant and discharge to surface waters.

Receiving Stream is the particular surface water, or stream, creek, or any other body of water, or a ditch or ground surface or storm sewer that runs off into such a body of water, into which the wastewater discharges.

Laundry Facilities means any self-service facility where the washing of clothes is conducted as designated by SIC 7215. However, it does not include facilities that engage in dry cleaning even though dry cleaning is included in SIC code 7215.

SIC Code means the "Standard Industrial Classification" codes listed in the Federal Office of Management and Budget (OMB) SIC Manual, 1987 and used as identifiers of industries with certain characteristics and can be found online here: <http://www.osha.gov/pls/imis/sicsearch.html>

Vehicle Wash Facilities are industrial establishments or businesses that are fixed (stationary) or mobile facilities where the manual, automatic, or self-service exterior washing of vehicles is conducted. It includes automobiles, trucks, motor homes, buses, motorcycles, ambulances, fire trucks, tractor trailers, and other devices that convey passengers or goods on streets or highways. This definition also includes golf course and lawn maintenance equipment, earth moving construction equipment, street sweepers, catch basin cleaner trucks (Vactor trucks), recreational boats less than 8.6' beam and 25' in length towed by a vehicle and incidental floor cleaning wash waters associated with facilities that wash vehicles where the floor wash water also passes through the vehicle wash water treatment system. Vehicle wash does not mean engine cleaning or degreasing, cleaning of floors in vehicle maintenance areas, cleaning the interior of tanks or trailers carrying bulk or raw material, cleaning of equipment used in the paving industry, cleaning of chemical spreading equipment, cleaning of tanker trucks, garbage trucks, livestock trailers, trains, boats larger than 8.6' beam and 25' in length, aircraft, the use of acid caustic metal brightener or steam heated water washing. Wastewater or process wastewater is water that was used in the washing that occurs in the facility definitions above, that is then discharged through an outfall to a receiving stream. Sewage discharges are wastewater, but not process wastewater, and are not covered by this general permit.

## **LINE BY LINE INSTRUCTIONS**

### **Part 1. APPLICANT INFORMATION**

Item A: Put the legal name of the business here (e.g., Joe's Car Wash).

Item B: Put the '911' street address of the facility.

Item C: Put the facility phone number if different from owner phone number.

Item D: Put the name of the person or corporation that owns the business. This does not have to be the owner of the building (e.g., if the business is on leased property) but who is responsible for the business and wants coverage under the general permit.

Item E: Put the mailing address, phone number and email of the owner here. Also indicate if you would like the permit to be transmitted via email.

Item F: If someone other than the owner listed in item D runs the facility and is the person who will be the onsite contact for DEQ, check **No**. Otherwise check **Yes**.

Item G: If **No** was checked above, indicate the name of the person other than the owner who operates the facility.

Item H: Put the address, phone number and email of the person other than the owner here.

### **Part 2. FACILITY INFORMATION**

Item A. Name the water way that receives the discharge from the facility. If there is a discharge from this facility that does not go to a public sewer system or septic tank drainfield system then it probably discharges to surface waters or a storm sewer. If so, indicate the name (or names, if more than one) of the receiving stream that the discharge goes into. This is the surface water, stream, creek or any other body of water that receives the wash water. It can also be a ditch, ground surface or storm sewer that runs off into such a body of water. If it discharges to an unnamed body of water, for name of receiving stream, put "Unnamed tributary to..." and then the name of the closest named body of water towards which water in the unnamed tributary or ditch, etc. would flow. If you don't know or don't believe there is a receiving stream describe the discharge scenario. DEQ may want to investigate the need for a permit.

Item B. Indicate if the facility discharges to a municipal separate storm sewer and the MS4 owner. If yes, provide the name of the MS4 owner. MS4 areas are listed on DEQ's MS4 web site under "Forms" here:

<https://www.deq.virginia.gov/permits-regulations/permits/water/stormwater-ms4>

Separate storm sewers are considered connected to surface waters and MS4 owners are required to know about your discharge. Please include an email or copy of a letter that you sent to the MS4 owner with your registration. The letter to the MS4 owner should contain the name of your facility, a contact person and phone number, the location of the discharge, the nature of the discharge and your existing VPDES general permit registration number.

MS4 discharges do not include actual streams that run through the MS4 area. Those are surface waters and would be identified under "Receiving Stream" which is Item 2.A on this registration. An MS4 entry point is typically a storm drain location in parking lots, streets and gutters and act as a conveyance that leads to a surface water.

Item C. If the facility has a current VPDES permit of any type (individual or general), indicate so here and provide the permit number(s).

Item D. Indicate if your locality has an ordinance which requires connection to central wastewater treatment facilities (sanitary sewer).

Item E. Indicate if these central wastewater treatment facilities are available to serve your location. If they are available, the option of discharging to the central wastewater facility must be evaluated and the result of that evaluation reported here. Please provide any information to help DEQ make an informed decision of whether you can be provided coverage under this permit (e.g. cost of connecting and using central sewer, how it will affect your business, quality of receiving stream, how often to you discharge to the stream per month, are you currently connected to a central sewer for your domestic waste?).

Before turning in this registration, consider whether "no discharge" is an option if central sewer is not available as technologies exist to capture discharge and no permit is needed. Also if the primary activity at your business is not washing vehicles and you have a small number of vehicles (e.g., less than 10), you could consider taking the vehicles to a central sewer connected car wash as an option instead of washing them on site.

**Part 3. MAP**

Attach a topographic map or computer generated map that shows the facility location and property boundaries, discharge locations (or outfalls), latitude and longitude of the outfalls, surrounding area, including the receiving water body. Items not shown on the topographic map or computer generated map can be added by hand.

**Part 4. WASHING ACTIVITY**

Describe the type of washing activity (vehicles, laundry or both). Include the number of vehicle wash bays and types of vehicles washed. For laundries, include the number of laundry machines.

**Part 5. FLOW RATE**

Provide the highest average monthly flow rate (gallons per day) measured or estimated to be discharged. For existing facilities, calculate the average monthly flow by adding the flows for each day (gallons per day) during the month that the facility had a discharge divided by the number of days that the facility discharged. Once the average monthly flow rates are calculated, compare the flow rates to determine the highest average monthly flow rate. The month that had the highest average monthly flow rate should be reported as the flow rate in the section below. For new facilities, estimate the flow rate based on similar facilities.

**Part 6. FACILITY LINE DRAWING AND TREATMENT SYSTEM**

The line drawing must show the source of the water and its flow through the facility. The line drawing can be a schematic representation, or basically a "map" of the building showing intake water, flow through the facility and where the discharges (outfalls) are. Show all bays for vehicle washes. This can be hand drawn but must be legible.

Also provide a description of the treatment system (oil water separator, sedimentation basin, etc.) and dimensions or capacities of these systems. Describe the solids disposal methods and frequency.

If you do not have a wastewater treatment system you must have some type of stormwater inlet protection measures and best management practices in place to avoid a discharge or minimize pollutants to the storm sewer or a receiving stream. Car wash equipment can be purchased online and typically include small submersible pumps (with appropriate electrical adapters and extension cords), rubber mats, storm drain insert tubs, booms designed to remove metals, oils, solids and debris. You must also exercise best management practices using methods such as vacuuming wastewater, shut off hose nozzles, using biodegradable, phosphate-free water based cleaners, washing cars on sunny days and on permeable surfaces that can absorb the wash water. You cannot discharge vehicle wash water directly to a storm drain without the stormwater inlet protection and best management practices to minimize or prevent discharge described above.

**Part 7. CHEMICALS**

List detergents, soaps, waxes and other chemicals used at the facility. You may attach Material Safety Data Sheets or labels in lieu of listing them in Item 7. If you plan to use such a product in the future you may want to list it here as no other chemical use will be authorized by the permit unless prior approval is obtained.

**Part 8. PHOSPATE DETERGENT USE**

Indicate whether phosphate detergents will be used and how much

**Part 9. STATE CORPORATION COMMISSION** entity identification number if the facility is required to obtain an entity identification number by law. Generally, this is a business other than a sole proprietor. See [SCC entity identification number](#) or <https://www.scc.virginia.gov/pages/Businesses>

**Part 10. CERTIFICATION**

Read the certification paragraph and sign and date the statement accordingly. 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 environmental 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 public 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.

Please include your printed name and title or relationship to the business and attach the map from item 3, the facility drawing from item 6, and any additional sheets you want to add. Then submit to the regional DEQ office.