September 28, 2012

Department of Conservation and Recreation
203 Governor Street, Suite 206
Richmond, VA 23219-2010

Attn: J. Mason Harper

Dear Mr. Harper,

As required by the VPDES General Permit for Small Municipal Separate Storm Sewer Systems, VAR040086, Eastern Virginia Medical School is submitting its annual report. The current status of completing the EVMS measurable goals is shown in the attached report.

We are making progress toward achieving our measurable goals. During the next reporting cycle we will continue to educate staff and students via the methods selected and implement policies regarding construction and post-construction.

If you have any questions or need clarification of these items please contact Aaron Decker at 757-446-5146 or Jack Beasley at 757-446-5035.

Sincerely,

Mark R. Babashanian
Vice President for Administration and Finance

Enc.
Cc. Jack Beasley
   Aaron Decker
September 28, 2012  
MS4 Stormwater Permitting  
C/o J. Mason Harper  
203 Governor Street, Suite 206  
Richmond, Virginia 23219-2010

Re: MS4 General Permit Annual Report  
Eastern Virginia Medical School  
General Permit Registration Number VAR040086

A. **Background Information**

1. Eastern Virginia Medical School, General Permit Number VAR040086

2. Permit Year 4

3. No modifications at this time

4. No known new MS4 outfalls were added during the permit year

5. 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.”

Print Name: Mark R. Babashanian  
Vice President for Administration and Finance

Signature: Mark R. Babashanian  
Date: 7/25/12
6. Status of Compliance with Permit Conditions
   Refer to BMP spreadsheet.

7. Monitoring Data
   No monitoring was done during the reporting period.

8. Fiscal Year 2012 Activities
   Refer to BMP spreadsheet

9. Changes in Best Management Practices/Measureable Goals
   No changes in BMPs/measureable goals.

10. Reliance on Other Governmental Entities
    Not applicable

11. Section II C Programs
    Not applicable

12. Section I B 9
    Not applicable

13. Illicit Discharges
    We did not experience any illicit discharges during the reporting period.

14. Regulated Land-Disturbing Activities
    One construction project resulted in 1.5 acres of land disturbance during this
    reporting period.

15. Permanent Stormwater Management Facility Data
    Not applicable

16. Third Party Agreements
    EVMS did not enter in to any new, nor terminate, third party agreements during the
    reporting period.
1. Public Education and Outreach on Storm Water Impacts

<table>
<thead>
<tr>
<th>Proposed BMP</th>
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<tbody>
<tr>
<td>Employee education program through periodic newsletter articles and posters.</td>
<td>Publish at least two articles in the Environmental Health &amp; Safety newsletter &quot;The Safety Net&quot; during FY2012.</td>
<td>Track the number of articles published in &quot;The Safety Net&quot; per year.</td>
<td>Continuous process throughout the permit cycle. Two articles were published this past FY.</td>
<td>Continue to publish at least two articles per year in &quot;The Safety Net&quot;.</td>
</tr>
<tr>
<td>Stormwater education presentation posted on EVMS intranet.</td>
<td>A stormwater education PowerPoint presentation will be posted on the EVMS intranet site which is accessible to faculty, staff, and students.</td>
<td>Ensure that a PowerPoint educational presentation is posted on the EVMS intranet site and that it is updated as needed.</td>
<td>Continuous process throughout the permit year. An updated PowerPoint presentation was posted through the permit year.</td>
<td>Continue to post a PowerPoint presentation on the EVMS intranet site and update as needed.</td>
</tr>
<tr>
<td>Incorporate stormwater educational material in EH&amp;S training courses.</td>
<td>Stormwater educational material will be incorporated in EH&amp;S training courses.</td>
<td>Ensure that stormwater educational material is incorporated in EH&amp;S training courses.</td>
<td>Continuous process throughout the permit cycle. Stormwater educational material was incorporated into the Chemical Hygiene Plan Training which is now presented monthly.</td>
<td>Continue to incorporate stormwater educational material in EH&amp;S training courses.</td>
</tr>
<tr>
<td>Develop a &quot;You Dump It, You Drink It&quot; used oil management plan.</td>
<td>Educate faculty, staff, and students on the proper management of used motor oil. Use posters, brochures, etc. to educate personnel on the proper management of used motor oil.</td>
<td>Posters have been hung in all EVMS buildings. Brochures were handed out during Earth Day. Information on proper management of used motor oil was discussed at training to all Maintenance Department personnel.</td>
<td>Posters have been hung in all EVMS buildings. Brochures were handed out during Earth Day. Information on proper management of used motor oil was discussed at training to all Maintenance Department personnel.</td>
<td>Obtain additional educational material for the proper management of used motor oil.</td>
</tr>
</tbody>
</table>
## 2. Public Involvement/Participation

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<td>Provide stormwater educational information to faculty, students, and staff during Earth Day.</td>
<td>Collect educational pamphlets, brochures, posters, etc. on elements of stormwater management.</td>
<td>Set up and man a booth on Earth Day and disseminate educational information on stormwater management.</td>
<td>EVMS did participate in Earth Day by manning a booth in the Brickell Library Atrium and provided educational information about stormwater and other sustainable topics to faculty, staff, and students.</td>
<td>Man a booth during Earth Day 2013 and provide additional information on stormwater management.</td>
</tr>
<tr>
<td>Make EVMS's MS4 Plan and annual reports available to the public.</td>
<td>Ensure that the MS4 Plan and annual report is available to be loaded to the EVMS internet site.</td>
<td>Post the MS4 Plan and annual report on the EVMS internet site.</td>
<td>The MS4 Plan and FY2011 annual report have been posted on the EVMS internet site.</td>
<td>Continue to implement BMP. Will post FY2012 annual report on the EVMS internet site.</td>
</tr>
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### 3. Illicit Discharge Detection and Elimination

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<td>Develop a dry weather screening program.</td>
<td>Identify illicit stormwater connections.</td>
<td>Survey 20% of the storm drains during dry weather to identify non-storm water flows.</td>
<td>All storm drains (100%) were surveyed during FY2012 (during dry weather) for illicit discharges to the stormwater system.</td>
<td>Continue to screen at least 20% of the storm drains during dry weather to identify non-storm water flows.</td>
</tr>
<tr>
<td>Obtain an updated stormwater collection system map for all EVMS facilities.</td>
<td>Work with the city of Norfolk to obtain an updated map.</td>
<td>Obtain an updated map.</td>
<td>EVMS has obtained an updated stormwater collection system map from the City of Norfolk.</td>
<td>Continue to work with the City of Norfolk on maintaining an updated map of EVMS stormwater collection systems.</td>
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## 4. Construction Site Storm Sewer Runoff Control

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<td>Establish and institute a Storm Drain Inlet Protection program.</td>
<td>During the contract review process ensure that procedures are in place in the contract so that contractors set up appropriate barriers to prevent debris from entering affected storm drains.</td>
<td>Ensure that appropriate types of barriers are implemented during construction to prevent debris from entering affected storm drains.</td>
<td>Continuous process throughout the permit year. During FY2012, 1.5 acres of land was disturbed during the redevelopment of the Eastern Virginia Medical Center Green Space. The contractor did obtain the proper VSMP Permit and did incorporate the appropriate types of barriers during the construction project to prevent debris from entering any affected storm drains.</td>
<td>EVMS will continue to require the general contractor to coordinate MS4 requirements directly with the Virginia Department of Conservation and Recreation and to obtain a VSMP Construction Permit and comply with its terms.</td>
</tr>
<tr>
<td>Implement the Erosion and Sediment Control Law.</td>
<td>Familiarization of the requirements of the Virginia Erosion and Sediment Control Handbook on construction projects.</td>
<td>Require contractors to implement the Erosion and Sediment Control Law and provide the Department of Conservation and Recreation with appropriate plans, calculations, and specifications for campus projects. During the contract review process ensure that the required DCR approvals and permits are obtained prior to construction and in accordance with State and Federal law pertaining to construction projects.</td>
<td>During the redevelopment of the Green Space the proper permits and approvals were obtained by the contractor.</td>
<td>Continue to ensure erosion and sediment control by including in all contracts that the contractors are responsible for the implementation of the Virginia Erosion and Sediment Control Law.</td>
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September 2012
5. Post-Construction Stormwater Management In New Development and Redevelopment

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<td>Evaluate erosion and sediment control for completed construction projects.</td>
<td>Construction projects that disturb more than one-half acre of land shall have its erosion and sediment controls evaluated.</td>
<td>Ensure that post-construction controls have been evaluated.</td>
<td>The post-construction of the Eastern Virginia Medical Center Green Space is complete. Temporary erosion and sediment controls have been removed. At present stormwater controls at EVMS consist of storm drains in parking lots, roadways, and adjacent to buildings in specifically graded areas. Vegetated swales direct stormwater to drains in several landscaped areas.</td>
<td>Continue to evaluate erosion and sediment controls for completed construction projects that disturb more than one-half acre of land.</td>
</tr>
<tr>
<td>Stormwater facility information will be maintained.</td>
<td>Maintain stormwater facility information to include number of acres treated, hydrologic unit code, receiving body of water, etc.</td>
<td>Maintain records or have access to records of stormwater facility information.</td>
<td>EVMS has access to stormwater facility information by way of records maintained by the City of Norfolk who owns the permanent stormwater management facilities to which our drop inlets enter.</td>
<td>Continuous process throughout the permit cycle.</td>
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</table>
### 6. Pollution Prevention/Good Housekeeping for Municipal Operations

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<td>Develop and institute a spill prevention plan for vehicle fueling areas.</td>
<td>Eliminate or reduce fuel spills and to mitigate spills from entering the stormwater system.</td>
<td>Prepare a policy and procedures to eliminate or reduce fuel spills and to mitigate spills from entering the stormwater system.</td>
<td>Spill kits have been obtained and placed in our fueling area.</td>
<td>Continue to implement this BMP. Prepare written procedures for the elimination and mitigation of fuel spills at our fueling area by the end of 2012.</td>
</tr>
<tr>
<td>Develop a pollution prevention training program.</td>
<td>Train Maintenance, Materials Management, and Housekeeping personnel</td>
<td>Develop a PPT presentation.</td>
<td>A PPT presentation was developed and all Maintenance personnel were trained.</td>
<td>Materials Management and Housekeeping personnel will be trained in FY2013.</td>
</tr>
</tbody>
</table>