Attachment C – Report and Notification Requirements

Report Submittal Instructions:

1. Check the box on the Report and Notification Cover Sheet (page 8 and 9 of this document) next to the report or notification you are submitting. See the General Order and Notice of Applicability (NOA) for report and notification requirements specific to your project.
2. Complete and sign the Report and Notification Cover Sheet and attach all information requested for the Report or Notification Type.
3. Submit the signed Report and Notification Cover Sheet and required information via email to the Water Board staff assigned to your project.
4. Include in the subject line of the email:
   ATTN: [Staff Name] and [Reg Measure ID] Report

Map/Photo Instructions:

Map Format Information: Preferred map formats of at least 1:24000 (1" = 2000') detail (listed in order of preference), pdf maps are also acceptable:

- **GIS shapefiles**: The shapefiles must depict the boundaries of all project areas and extent of aquatic resources impacted. Each shape should be attributed with the extent/type of impacted aquatic resources. Features and boundaries should be accurate to within 33 feet (10 meters). Identify datum/projection used and if possible, provide map with a North American Datum of 1983 (NAD83) in the California Teale Albers projection in feet.
- **Google KML files** saved from Google Maps: My Maps or Google Earth Pro. Maps must show the boundaries of all project areas and extent/type of aquatic resources impacted. Include URL(s) of maps. If this format is used include a spreadsheet with the object ID attributed with the extent/type of each impacted aquatic resource.

Photo-Documentation: Include a unique identifier, date stamp, written description of photo details, and latitude/longitude (in decimal degrees) or map indicating location of photo. Successive photos should be taken from the same vantage point to compare pre/post construction conditions.

Part A – Annual Reports

Report Type 1 - Annual Report

1. **Report Purpose** – Notify the Water Board staff of project status throughout the duration of the project.
2. **When to Submit**– the discharger shall submit an annual report each year by June 1; if not specified, the report shall be submitted on the anniversary of project effective date, until a Notice of Project Complete Letter is issued to the discharger.
3. **Report Contents** – The contents of the annual report shall include the topics indicated below. Report contents are outlined in annual Report Topics below.

Topic 1: Construction Summary
Topic 2: Mitigation for Temporary Impacts Status
Topic 3: Compensatory Mitigation for Permanent Impacts Status

A. **Annual Report Topic 1 - Construction Summary -** Project progress and schedule including initial ground disturbance, site clearing and grubbing, road construction, site construction, and the implementation status of construction storm water best management practices (BMPs). If construction has not started, provide estimated start date and reasons for delay.

   i. Map showing general project progress.
   ii. Summary of Conditional Notification and Report Types 7 (Part C below), if applicable.

B. **Annual Report Topic 2 - Mitigation for Temporary Impacts Status**

   i. Planned date of initiation and map showing locations of mitigation for temporary impacts to waters of the state and all upland areas of temporary disturbance which could result in a discharge to waters of the state.
   ii. If mitigation for temporary impacts has already commenced, provide a map and information concerning attainment of success criteria contained in the restoration plan.

C. **Annual Report Topic 3 - Compensatory Mitigation for Permanent Impacts Status - *If not applicable report "N/A."**

   i. In-water project activities should include the following as required by the approved Compensatory Mitigation Plan:

      Permittee Responsible:

      1. If mitigation has not been installed, the planned installation date(s).
      2. If installation is in progress, a map of what has been completed to date.

3. If installation is complete, provide a final map and information concerning attainment of success criteria contained in the compensatory mitigation plan.

Mitigation Bank or In-Lieu Fee (ILF):

a. Status or proof of purchase of credit types and quantities.

b. The name of bank/ILF program and contact information.

c. If ILF, project location and type, if known.

Part B – Project Status Notifications

Report Type 2 - Commencement of Construction

1. **Report Purpose** - Notify Water Board staff prior to the start of construction.
2. **When to Submit** - Must be received at least seven (7) days prior to start of initial ground disturbance activities.
3. **Report Contents** -
    a. Date of commencement of construction.
    b. Anticipated date when discharges to waters of the state will occur.
    c. Project schedule milestones including a schedule for onsite compensatory mitigation, if applicable.
    d. Construction Storm Water General Permit WDID No., if applicable.

Report Type 3 - Request for Notice of Project Complete Letter

1. **Report Purpose** - Notify Water Board staff that construction and/or any post-construction monitoring is complete, and no further project activity is planned. Water Board staff will review the request and send a Project Complete Letter to the discharger upon approval. Termination of annual invoicing of fees will correspond with the date of the Project Complete Letter.
2. **When to Submit** - Must be received by Water Board staff within thirty (30) days following completion of all project activities.
3. **Report Contents** -

    A. Topic 1: Stormwater Compliance

    i. Status of post-construction stormwater BMP installation, pursuant to the General Order.

    B. Topic 2: Mitigation for Temporary Impacts

    i. A report establishing that the success criteria outlined in the restoration plan have been met for project site upland areas of temporary disturbance which could result in a discharge to waters of the state.

    ii. A report establishing that the success criteria outlined in the restoration plan have been met for restored areas of temporary impacts to waters of the state. Pre- and post-photo documentation of all restoration sites.

    C. Topic 3: Permittee Responsible Compensatory Mitigation

    i. A report establishing that the success criteria outlined in the compensatory mitigation plan have been met.

    ii. Status on the implementation of the long-term maintenance and management plan and funding of endowment.

    iii. Pre- and post-photo documentation of all compensatory mitigation sites.

    iv. Final maps of all compensatory mitigation areas (including buffers).

D. Topic 4: Access Route Permanent Deactivation

i. At occurrences where watercourse crossings are not feasibly removed from permanently decommissioned roads, document the stabilization measures implemented to minimize erosion, facilitate hydrologic disconnection of surface drainage from waters of the state, and restoration of natural drainage patterns.

Part C – Conditional Notifications and Reports for All Projects

Report Type 5 - Accidental Discharge of Hazardous Material Report

1. **Report Purpose** - Notifies Water Board staff that an accidental discharge of hazardous material has occurred.
2. **When to Submit** - Within five (5) working days following the date of an accidental discharge. Continue reporting as required by Water Board staff.
3. **Report Contents** -
   - **A.** The report shall include the Office of Emergency Services (OES) Incident/Assessment Form, a full description and map of the accidental discharge incident (i.e. location, time and date, source, discharge constituent and quantity, aerial extent, and photo documentation). If applicable, the OES Written Follow-Up Report may be substituted.
   - **B.** If applicable, any required sampling data, a full description of the sampling methods including frequency/dates and times of sampling, equipment, locations of sampling sites.
   - **C.** Locations and construction specifications of any barriers, including silt curtains or diverting structures, and any associated trenching or anchoring.

Report Type 6 - Violation of Compliance with Water Quality Standards Report

1. **Report Purpose** - Notifies Water Board staff that a violation of compliance with water quality standards has occurred.
2. **When to Submit** - The discharger shall report any event that causes a violation of water quality standards within three (3) working days of the noncompliance event notification to Water Board staff.
3. **Report Contents** - The report shall include: the cause; the location shown on a map; and the period of the noncompliance including exact dates and times. If the noncompliance has not been corrected, include: the anticipated time it is expected to continue; the steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance; and any monitoring results if required by Water Board staff.

Report Type 7 - In-Water Work and Diversions Water Quality Monitoring Report

1. **Report Purpose** - Notifies Water Board staff of the completion of in-water work.
2. **When to Submit** - Within seven (7) working days following the completion of in-water work. Continue reporting in accordance with the approved water quality monitoring plan.
3. **Report Contents** - As required by the approved water quality monitoring plan.

Report Type 8 - Modifications to Project Report

1. **Report Purpose** - Notifies Water Board staff if the project, as described in the application materials, is altered in any way, including as a result of the imposition of subsequent permit conditions by any local, state, or federal regulatory authority.
2. **When to Submit** - Prior to implementing any project changes.
3. **Report Contents** - A description and location of any alterations to project implementation. Identification of any project modifications that will interfere with the discharger's compliance with the Order.

Report and Notification Cover Sheet

Project: [Project Name]

Discharger: [Applicant]

WDID/File Number: [######]

Reg. Meas. ID: [######]

Place ID: [######]

Order Effective Date:[1] Click here to enter a date

Report Type Submitted

Part A – Annual Reports

Report Type 1 ☐ Annual Report

Part B – Project Status Notifications

Report Type 2 ☐ Commence of Construction

Report Type 3 ☐ Request for Notice of Project Complete Letter

Part C – Conditional Notifications and Reports for All Projects

Report Type 5 ☐ Accidental Discharge of Hazardous Material Report

Report Type 6 ☐ Violation of Compliance with Water Quality Standards Report

Report Type 7 ☐ In-Water Work and Diversions Water Quality Monitoring Report

Report Type 8 ☐ Modifications to Project Report

[1] The date the NOA was issued. If an NOA or Notice of Exclusion (NOE) was not issued for the project, the effective date is 45 days from the date the discharger submitted a complete Notice of Intent (NOI) to the Water Boards.

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Print Name[1]	**Affiliation and Job Title**
Signature	**Date**

[1]STATEMENT OF AUTHORIZATION (include if authorization has changed since application was submitted)

I hereby authorize _____ to act in my behalf as my representative in the submittal of this report, and to furnish upon request, supplemental information in support of this submittal.

Signature	**Date**

***This Report and Notification Cover Sheet must be signed by the Legally Responsible Person or a Duly Authorized Representative and included with all written submittals.**