

ATTACHMENT B REPORT AND NOTIFICATION REQUIREMENTS

I. Reports and Notifications Requirements

Copies of this form: In order for staff to identify your Project, it is necessary to include a copy of the Project-specific Report and Notification Cover Sheet and signature page (end of this document) with your report; please retain this document for your records. You may also obtain a copy as follows:

- A. Download a [fillable form](#)¹ directly from the [State Water Board's Individual Orders webpage](#)²; or
- B. Request a copy by emailing or calling the Water Board staff noted on the first page of your Notice of Applicability (NOA), or as found in the [Program Staff Directory](#)³.

II. Report Submittal Instructions

Step 1: Check the box on the Report and Notification Cover Sheet (end of this attachment) next to the report or notification you are submitting. Refer to the Project NOA for specific reports required for your Project.

Types of Reports:

- A. Part A: Annual or Monthly Report: Submit this report monthly, annually, or both as required by the Project Reporting section in this attachment and in your Project NOA until the Water Board issues a Notice of Project Complete Letter.
- B. Part B: Project Status Notifications: Submit notifications to notify the Water Board of the status of the Project schedule that may affect Project billing.
- C. Part C: Conditional Notifications and Reports: Submit these items as needed to notify the Water Board of accidental discharges of hazardous materials, violation of water quality standards, status of in-water work, or other reports as required by your NOA.

Step 2: Sign the Report and Notification Cover Sheet (end of this attachment) and attach all information required for the Report Type checked on the Cover Sheet.

Step 3: Submit the completed report electronically to Water Board staff assigned to your Project (noted on the NOA) and copy the State Water Board (email below).

- A. Submit signed Report and Notification Cover Sheet and required information via email to stateboard401@waterboards.ca.gov and the Water Board staff assigned to your project listed on the NOA.

¹ https://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/2022/report-cover-sheet.docx

² https://www.waterboards.ca.gov/water_issues/programs/cwa401/certifications.html

³ https://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/wqc_staffdir.pdf

- B. Include in the subject line of the email: “ATTN: [*staff name*], RGP 5, and Reg Measure ID 456295 Report.”

III. **Definition of Reporting Terms**

Active Discharge Period: The active discharge period begins on the date of NOA issuance or the date the authorized discharges began, whichever is sooner, and ends the date the Permittee receives a Notice of Completion of Discharges Letter, or, if no post-construction monitoring is required, a Notice of Project Complete Letter. The active discharge period includes all elements of the Project, including site construction and restoration, and any Permittee responsible compensatory mitigation construction.

Notice of Completion: See Attachment E for the Notice of Completion (NOC) Form. Enrollee submittal of a NOC to Water Board staff pertains to projects that have either completed post-construction monitoring and achieved performance standards, or have no post-construction monitoring requirements and no further Project activities are planned. Water Board staff will review the NOC and send a Notice of Project Complete Letter to the Enrollee upon approval. Invoices for projects are issued annually, between December and January of each year. Projects active for any portion of the fiscal year (July 1 – June 30) are subject to an annual fee, therefore projects issued a Notice of Project Complete Letter may be subject to an additional annual fee after the letter is issued by Water Board staff.

Post-Discharge Monitoring Period: The post-discharge monitoring period begins on the date of the Notice of Completion of Discharges Letter and ends on the date of the Notice of Project Complete Letter issued by Water Board staff. The Post-Discharge Monitoring Period includes continued water quality monitoring or compensatory mitigation monitoring.

Best Management Practices (BMPs): BMPs are management practices and structural controls used to prevent or reduce the discharge of pollutants from runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage to waters of the state. BMPs include scheduling of activities, prohibitions of practices, operation and maintenance procedures, treatment, and vegetated infiltration basins amongst other practices.

IV. **Map/Photo Documentation Information**

When submitting maps or photos, use the following formats.

A. **Map Format Information**

Preferred map formats are of at least 1:24000 (1" = 2000') detail, and are listed in order of preference:

1. Geographic information system (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 aquatic resources impacted. 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.

2. Google keyhole markup language (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 and attributed with the extent/type of aquatic resources impacted.
3. Other electronic format (computer aided design (CAD) or illustration format) that provides a context for location, e.g., inclusion of landmarks, known structures, geographic coordinates, or U.S. Geological Society (USGS) digital raster graphics (DRG) or digital orthophoto quarter-quadrangle (DOQQ). Maps must show the boundaries of all project areas and extent/type of aquatic resources impacted. If this format is used include a spreadsheet with the object ID and attributed with the extent/type of aquatic resources impacted.
4. Aquatic resource maps marked on paper USGS 7.5-minute topographic maps or DOQQ printouts. Maps must show the boundaries of all project areas and extent/type of aquatic resources impacted. If this format is used include a spreadsheet with the object ID and attributed with the extent/type of aquatic resources impacted.

B. 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.

V. Part A. Project Reporting: Report Content

A. Report Type 1: Monthly Report

1. Report Purpose: Notifies Water Board staff of the Project status and environmental compliance activities on a monthly basis.
2. When to Submit: If required by the NOA, monthly on the date specified in the NOA until a Notice of Project Complete Letter is issued to the Enrollee.
3. Report Contents:
 - a. Construction Summary: Describe Project progress and schedule including initial ground disturbance, site clearing and grubbing, road construction, site construction, and the implementation status of construction stormwater Best Management Practices (BMPs). BMPs is a term used to

describe a type of water pollution or environmental control. If construction has not started, provide estimated start date.

- b. Event Summary: Describe distinct Project activities and occurrences, including environmental monitoring, surveys, and inspections.
- c. Photo Summary: Provide photos of Project activities. For each photo, include a unique site 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.
- d. Compliance Summary:
 - i. List name and organization of environmental surveyors, monitors, and inspectors involved with monitoring environmental compliance for the reporting period.
 - ii. List associated monitoring reports for the reporting period.
 - iii. Summarize observed incidences of non-compliance with the NOA, compliance issues, minor problems, or occurrences.
 - iv. Describe each observed incidence of non-compliance in detail. List monitor name and organization, date, location, type of incident, maintenance performed, corrective action taken (if any), status, and resolution.

B. Report Type 2: Annual Report

1. Report Purpose: Notify the Water Board staff of Project status during both the active discharge and post-discharge monitoring periods.
2. When to Submit: If required by the NOA, annual reports shall be submitted each year on the anniversary of the date the project was enrolled under the Order, unless another date is specified in the NOA, until a Notice of Project Complete Letter is issued to the Enrollee.
3. Report Contents: The contents of the annual report shall include the topics indicated below for each project period. Report contents are outlined in Annual Report Topics below.
 - a. During the Active Discharge Period include the following report topics:
 - i. Topic 1: Construction Summary
 - ii. Topic 2: Mitigation for Temporary Impacts Status
 - iii. Topic 3: Compensatory Mitigation for Permanent Impacts Status
 - b. During the Post-Discharge Monitoring Period include the following report topics:

- i. Topic 2: Mitigation for Temporary Impacts Status
- ii. Topic 3: Compensatory Mitigation for Permanent Impacts Status
- iii. Topic 4: Post- Construction Monitoring

4. Annual Report Topic 1: Construction Summary

- a. When to Submit: Submit with the annual report during the Active Discharge Period.
- b. Report Contents: Include 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 6 and 7 (Part C below), if applicable.
 - iii. Summary of Certification Deviations. See Certification Deviation Attachment for further information, if applicable.

5. Annual Report Topic 2: Restoration of Temporary Impacts Status

- a. When to Submit: Submit with the annual report during both the Active Discharge Period and Post-Discharge Monitoring Period.
- b. Report Contents:
 - i. Planned date of initiation and map showing locations of restoration of 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 restoration has already commenced, provide a map and information concerning attainment of performance standards contained in the restoration plan.

6. Annual Report Topic 3: Compensatory Mitigation for Permanent Impacts Status

- a. When to Submit: With the annual report during both the Active Discharge Period and Post-Discharge Monitoring Period.
- b. Report Contents: *If not applicable report N/A.
 - i. Part A. Permittee Responsible Mitigation:
 - Status of actions taken to obtain permits required for completion of mitigation (i.e., list of applications submitted, status of each

application, etc.) and agency contact information for each permit being obtained.

- ii. Part B. Mitigation Bank or In-Lieu Fee (ILF) Mitigation:
 - Status or proof of purchase of credit types and quantities,
 - Include the name of bank/ILF Program and contact information, and
 - If ILF, location of project and type if known.

7. Annual Report Topic 4: Post-Construction Monitoring

- a. When to Submit: Submit with the annual report during the Active Discharge Period and Post-Discharge Monitoring Period.
- b. Report Content: Include description of monitoring activities identification of maintenance needs and effectiveness.
 - i. Map showing monitoring progress.
 - ii. Summary of monitoring activities including effectiveness and identification of maintenance needs. Should maintenance needs be identified, include proposed corrective actions.

VI. Part B. Project Status Notifications

A. Report Type 3: Request for Notice of Completion of Discharges Letter

1. Report Purpose: Notify Water Board staff that post-construction monitoring is required and that active Project construction, including any mitigation and permittee responsible compensatory mitigation, is complete.
2. When to Submit: Must be received by Water Board staff within 45 days following completion of all Project construction activities.
3. Report Contents:
 - a. Status of storm water Notice of Termination(s), if applicable.
 - b. Status of post-construction storm water BMP installation.
 - c. Pre- and post-photo documentation of all Project activity sites where the discharge of dredge and/or fill/excavation was authorized.
 - d. Summary of Certification Deviation discharge quantities compared to initial authorized impacts to waters of the state, if applicable.
 - e. An updated monitoring schedule for mitigation for temporary impacts to waters of the state and Enrollee responsible compensatory mitigation during the post-discharge monitoring period, if applicable.

B. Report Type 4: Submittal of Notice of Completion Form

1. Report Purpose: Notify Water Board staff that construction or any post-construction monitoring is complete, or is not required, and no further Project activity is planned.
2. When to Submit: Must be received by Water Board staff within 45 days following completion of all Project activities.
3. Report Contents: refer to Notice of Completion (NOC) form in Attachment E for a list of report contents.

VII. Part C – Conditional Notifications and Reports

A. 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 5 business 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 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.

B. Report Type 6: Violation of Water Quality Standards Report

1. Report Purpose: Notifies Water Board staff that a violation of water quality standards has occurred.
2. When to Submit: The Permittee shall report any event that causes a violation of water quality standards within 3 business 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.

C. 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 3 business 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.

D. 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 or by the imposition of subsequent permit conditions by any local, state or federal regulatory authority.
2. When to Submit: If Project implementation as described in the application materials is altered in any way or by the imposition of subsequent permit conditions by any local, state or federal regulatory authority.
3. Report Contents: A description and location of any alterations to Project implementation. Identification of any Project modifications that will interfere with the Enrollee's compliance with the NOA.

E. Report Type 9: Transfer of Property Ownership Report

1. Report Purpose: Notifies Water Board staff of change in ownership of the Project or Permittee-responsible mitigation area.
2. When to Submit: At least 10 business days prior to the transfer of ownership.
3. Report Contents:
 - a. A statement that the Enrollee has provided the purchaser with a copy of this Order and that the purchaser understands and accepts:
 - i. The Order's requirements and the obligation to implement them or be subject to administrative and/or civil liability for failure to do so; and
 - ii. Responsibility for compliance with any long-term BMP maintenance plan requirements in this Order. Best Management Practices (BMPs) is a term used to describe a type of water pollution or environmental control.
 - b. A statement that the Permittee has informed the purchaser to submit a written request to the Water Board to be named as the permittee in a revised order.

F. Report Type 10: Transfer of Long-Term BMP Maintenance Report

1. Report Purpose: Notifies Water Board staff of transfer of long-term BMP maintenance responsibility.
2. When to Submit: At least 10 business days prior to the transfer of BMP maintenance responsibility.
3. Report Contents: A copy of the legal document transferring maintenance responsibility of post-construction BMPs.

Report and Notification Cover Sheet

Regional General Permit 5: Emergency and Protection Activities
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Project:
Enrollee:
WDID/ File Number:
Reg Measure ID:
Place ID:

Report Type Submitted

A. Part A - Project Reporting

Report Type 1 Monthly Report
Report Type 2 Annual Report

B. Part B - Project Status Notifications

Report Type 3 Request for Notice of Completion of Discharges Letter
Report Type 4 Submittal of Notice of Completion Form (Submit this Cover Sheet with your Notice of Completion (NOC) Form)

C. Part C - Conditional Notifications and Reports

Report Type 5 Accidental Discharge of Hazardous Material Report
Report Type 6 Violation of Water Quality Standards Report
Report Type 7 In-Water Work/Diversions Water Quality Monitoring Report
Report Type 8 Modifications to Project Report
Report Type 9 Transfer of Property Ownership Report
Report Type 10 Transfer of Long-Term BMP Maintenance Report

