

**MONITORING AND REPORTING PROGRAM  
FOR  
WAIVER OF WASTE DISCHARGE REQUIREMENTS  
ORDER NUMBER R1-2015-0023**

The Monitoring and Reporting Program has two components (Monitoring and Reporting), reflected in the two sections below. The information collected through site monitoring and inspections, per Section I and reporting forms completed per Section II must be retained on site and made available upon request by Regional Water Board staff. As part of the initial enrollment, a filled copy of the Annual Reporting form in Section II must be submitted, in addition to the Notice of Intent and filing fee. Following enrollment, the Annual Reporting form shall be submitted annually by March 31.

Monitoring, including periodic site inspections and reviews of operational practices, helps to ensure that standard conditions are being met, that management measures and controls are effectively protecting water resources, and that any newly developing problems representing a water quality concern are identified and corrected quickly. Whether submitted directly to the Regional Water Board or through an approved third party program, the required reporting elements allow the Regional Water Board to assess general program implementation and compliance by tier category and by subwatershed. For example, reporting form information can allow staff to determine how many Tier 2 Dischargers are in the process of developing water resource protection plans, how many have developed and are implementing plans, how many are in compliance with standard conditions, how effectively BMPs are performing, and what changes or improvements are needed to improve program effectiveness or compliance rate.

On a sub-watershed-wide scale, this information enables the Regional Water Board staff to comprehensively track activity from Tier 3 cleanup and restoration sites and individual instream work proposed under Tier 2 water resource protection plans to help correlate cleanups and activities or restoration or remediation work in streams or wetlands that are proposed and underway in individual watersheds and subwatersheds. It may be necessary to limit the number of individual potential construction-related impacts occurring at any given time in any given subwatershed.

**I. Monitoring**

This information below is applicable to all sites and may also be part of or incorporated into the water resource protection plan for Tier 2 sites.

**A. Site Map:**

Please create a legible map identifying the features listed below where applicable. You may need to use a full-page satellite map (e.g. Bing, Google, or similar) and one or more additional maps at appropriate scales. The map(s) may be preliminary upon enrollment and refined upon completion of a thorough site inventory:

1. Property topography
2. Perimeter of land owned or leased
3. Watercourses and stream crossings
4. Roads, clearings, and developed areas
5. Perimeters of cultivation areas
6. Water source types and locations (surface water diversion, well, rainwater catchment) and water storage types and locations (storage tanks, ponds, bladders)<sup>1</sup>
7. Nutrient and chemical storage locations (i.e. fertilizers, pesticides, petroleum)
8. Buildings
9. Garbage/refuse storage facilities/locations
10. Human waste facilities (e.g. septic tanks and leach fields, privy, composting toilet)
11. Unstable earthen features
12. Soil or spoils storage/stockpile/disposal areas
13. Controllable sediment discharge sources identified for upgrade, cleanup, remediation, or restoration (as part of Tier 2 Water Resource Protection Plan or Tier 3 Cleanup and Restoration Plan)
14. Mark or highlight those locations where wastes or pollutants, whether spilled, placed, or stored could be transported into surface water or leached into groundwater
15. Management measures to control wastes and other water quality factors
16. Map legend

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<sup>1</sup> A basis of water right and relevant documentation shall be kept on site with the site map and monitoring records. Relevant documentation may include:

- A letter, or email from the State Water Board acknowledging that a statement has been filed with the State Water Board in support of a pre-1914 or riparian water right claim.
- A copy of an appropriative water permit, license, registration, or filed statement.
- A true and correct copy of an application, or other documentation verifying that an application has been submitted to the State Water Board to obtain such a right, permit, registration, or license.
- Explanation of why such documentation cannot be provided.

Note: Copies of documents may be downloaded from the State Water Board's Electronic Water Rights Information Management System (eWRIMS).

**B. Monitoring Inspections:**

Sites shall be inspected periodically to ensure conformance with standard conditions. Site inspections should include visual inspection of the site, including any management measures, to ensure they are being implemented and are functioning as expected. Inspections include photographic documentation of any controllable sediment discharge sites, as identified on the site map, and a visual inspection of those locations on the site where pollutants or wastes, if uncontained, could be transported into receiving waters, and those locations where runoff from roads or developed areas drains into or towards surface water. At a minimum, sites shall be inspected at the following times to ensure timely identification of changed site conditions and to determine whether implementation of additional management measures is necessary to prevent or minimize discharges of waste to surface water:

1. Before and after any significant alteration or upgrade to a given stream crossing, road segment, or other controllable sediment discharge site. Inspection should include photographic documentation, with photo records to be kept on site.
2. Prior to October 15 to evaluate site preparedness for storm events and stormwater runoff.
3. By December 15.
4. Following any rainfall event with an intensity of 3 inches precipitation in 24 hours  
Precipitation data can be obtained from the National Weather Service by entering the site zip code at <http://www.srh.noaa.gov/forecast>.

Note that Tier 2 Dischargers must include a monitoring element in their water resource protection plan that at a minimum provides for periodic inspection of the site, checklist to confirm placement and efficacy of management measures, and document progress on any plan elements subject to a time schedule. Tier 3 Dischargers must incorporate monitoring and reporting elements into their cleanup and restoration plans for approval by the Executive Officer.

**II. Annual Reporting**

The information in the following form must be submitted upon initial enrollment, and annually thereafter by March 31. The reported information shall be reflective of site conditions.

Enrollees shall submit this information either directly to the Regional Water Board or through an approved third party program.

The preferred method of submittal is electronically via e-mail to [NorthCoast@waterboards.ca.gov](mailto:NorthCoast@waterboards.ca.gov) or on disk (CD or DVD) in Portable Document Format (PDF) file in lieu of paper-sourced documents. The guidelines for electronic submittal of documents can be found on the Regional Water Board website at <http://www.waterboards.ca.gov/northcoast>.

If electronic submission is infeasible, hard copies may be submitted to: North Coast Regional Water Quality Control Board, 5550 Skylane Blvd. Suite A, Santa Rosa, CA 95403.

The Regional Water Board is developing a method for submittal of reporting information directly to the CIWQS Program Web site at <http://www.waterboards.ca.gov/ciwqs/index.html>.

Information about this alternative submittal process will be made available on the North Coast Regional Water Board website at:

[http://www.waterboards.ca.gov/northcoast/water\\_issues/programs/cannabis/](http://www.waterboards.ca.gov/northcoast/water_issues/programs/cannabis/). Once this method is established, direct submittal to CIWQS will be available for enrollees and approved third party programs, and will become the preferred reporting mechanism.



**REPORTING FORM BEGINS ON NEXT PAGE. PLEASE COMPLETE AND SUBMIT THE REPORTING FORM UPON ENROLLMENT AND ANNUALLY THEREAFTER**

**Order No. R1-2015-0023  
REPORTING FORM**

**A. Site WDID:** \_\_\_\_\_

**B. Subwatershed (HUC-12)<sup>2</sup>:** \_\_\_\_\_

**C. Enrollment date:** \_\_\_\_\_

**D. Reporting date:** \_\_\_\_\_

**E. Please check the box corresponding to the enrolled site's current tier (Tier 3 sites with cultivation must also check Tier 2).**

Tier 1     Tier 2     Tier 3

**Has the site's tier status changed since the last reporting period?** Y  / N

If YES, briefly explain: \_\_\_\_\_

**F. Check all fields that apply to the enrolled site:**

**i. Tier 1 sites:**

(see Order at page 6 for details on Tier 1 characteristics)

- Average slope of each individual cultivation area is no more than 35% slope.
- Total cultivation area is no more than 5,000 square feet.
- No cultivation areas or associated facilities are located within 200 feet of a surface water. (Surface waters include wetlands and Class I, II, and III watercourses.)
- No surface water diversion from May 15 through October 31.
- The site is in compliance with all Standard Conditions under Order R1-2015-0023, section I.A.

**ii. Tier 2 sites:**

**a. A Water Resource Protection Plan has been developed and is being implemented?**  
Y  / N

If NO, expected date when plan will be ready and implementation will begin:  
\_\_\_\_\_

If YES, have there been changes to the implementation schedule since the prior year of reporting? Y  / N

<sup>2</sup> 12-digit HUC-12 subwatershed codes are available online at [http://iaspub.epa.gov/apex/grts/f?p=110:95:::NO::APP\\_SHOW\\_HIDE](http://iaspub.epa.gov/apex/grts/f?p=110:95:::NO::APP_SHOW_HIDE):

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**ii. Tier 2 sites continued:**

**b.** Check below as to whether or not the site meets Standard Conditions under Order R1-2015-0023, section I.A. If a standard condition is not yet met, please indicate the expected date of compliance as identified in the Water Resource Protection Plan. Upon initial enrollment, provide an estimated expected date of compliance.

<u>Standard Condition Met</u>	<u>If NO, expected date of compliance</u>
1. Site maintenance, erosion control, and drainage features Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
2. Stream crossing maintenance Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
3. Riparian and wetland protection and management Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
4. Spoils management Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
5. Water storage and use Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
6. Irrigation runoff Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
7. Fertilizers and soil amendments Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
8. Pesticides and herbicides Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
9. Petroleum products and other chemicals Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
10. Cultivation-related wastes Y <input type="checkbox"/> /N <input type="checkbox"/>	_____
11. Refuse and human waste Y <input type="checkbox"/> /N <input type="checkbox"/>	_____

**c.** All management measures are being implemented as part of the Water Resource Protection Plan? Y/N

If YES, do management measures appear to be effective in preventing and minimizing discharges of waste to surface water? Y/N

If management measures do not appear to be effective, are additional measures being implemented iteratively to prevent and minimize discharges of waste to surface water? Y/N

If NO, describe management measures or practices that have not been effective in preventing and minimizing discharges of waste to surface water, if applicable. Describe plans for new or additional management measures to prevent and minimize discharges of waste, if applicable. Attach additional sheets as necessary.

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**d.** Will work to bring site into compliance with Standard Conditions require disturbance to a stream or wetland over the coming year? Y  /N

If YES, indicate status of work authorization by Regional Water Board. Specifically, check one or more of the following and provide the date if/as applicable.

I plan to submit my project plans to the Regional Water Board by the following date: \_\_\_\_\_

I submitted my project plans to the Regional Water Board on the following date: \_\_\_\_\_

The Regional Water Board Executive Officer authorized my project plans on the following date: \_\_\_\_\_

I have elected to receive authorization for instream work under a different Regional Water Board permitting mechanism as follows:  
\_\_\_\_\_

Instream work anticipated to occur between the following dates: \_\_\_\_\_

**iii. Tier 2\* sites:**

Total cultivation area is less than 10,000 square feet? Y  /N

Water resource protection plan developed and fully implemented? Y  /N

All Standard Conditions met? Y  /N

Site was inspected and verified as Tier 2\* by Regional Water Board staff (NAME) \_\_\_\_\_ or approved third party program (NAME): \_\_\_\_\_ on (DATE) \_\_\_\_\_.

**iv. Tier 3 Sites:**

A Cleanup and Restoration Plan has been submitted to the Regional Water Board for approval.

The Cleanup and Restoration Plan has been approved by the Regional Water Board.

The timeline for the approved Cleanup and Restoration plan is being followed.

Will restoration work require disturbance to a stream or wetland in the coming year? Y  /N

Instream work anticipated to occur between the following dates: \_\_\_\_\_

Cannabis cultivation is occurring or will occur on the site over the coming year. (If this box is checked, ensure that Tier 2 portions of the reporting form are completed as well).

**REPORTING FORM**

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**v. For All Sites:**

**Annual Reporting Period (Calendar Year), or CHECK HERE  if this is the report accompanying initial enrollment.**

0	1	0	1			TO	1	2	3	1		
Month/Day/Year							Month/Day/Year					

(See Order at page 6 for details regarding cultivation area and slope measurements, and watercourse definitions).

<b>Total cultivation area (square feet)</b>																											
<b>Distance to surface waters (feet) from nearest edge of each cultivation area or associated facility.</b> Provide distance measurement for each cultivated area separately, as appropriate.																											
<b>Average slope (percent slope) of each cultivated area</b> List each cultivated area separately, as appropriate.																											
<b>Total number of road crossings of surface waters</b> Surface waters include wetlands and Class I, II, or III watercourses.																											
<b>Annual soil amendment and chemical use (pounds or gallons).</b> Total mass and/or volume of soil amendment and/or chemical usage by type, product name, and nutrient content such as N-P-K ratio, if applicable.*																											
<b>Total water storage capacity (gallons or acre feet)</b>																											
<b>Total surface water diversion by month (gallons or acre feet)*</b>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 8.33%;">Jan</th> <th style="width: 8.33%;">Feb</th> <th style="width: 8.33%;">Mar</th> <th style="width: 8.33%;">April</th> <th style="width: 8.33%;">May</th> <th style="width: 8.33%;">June</th> <th style="width: 8.33%;">July</th> <th style="width: 8.33%;">Aug</th> <th style="width: 8.33%;">Sept</th> <th style="width: 8.33%;">Oct</th> <th style="width: 8.33%;">Nov</th> <th style="width: 8.33%;">Dec</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec															
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<b>Water input to storage by source and month (gallons or acre-feet)</b> Report water volume input to storage, listing each source separately. This may include inputs from rainfall catchment, surface water diversions, groundwater pumping, or water delivery. If water is delivered, list delivery date, delivery volume, and name and address of water purveyor.*																											
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<b>Water use by source and month (gallons or acre feet)</b> Report water volume used, listing each source separately. This may include use of stored water, immediate use of pumped groundwater, diverted surface water, or delivered water. If water is delivered, list delivery date, delivery volume, and name and address of water purveyor.*																											
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\* Upon initial enrollment only, a best estimate is acceptable for reporting annual soil amendment and chemical use, monthly water stored, and monthly water use. Attach additional sheets if more space is needed for your responses.



**REPORTING FORM**

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I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. The information contained in this document and all attachments is, to the best of my knowledge and belief, true, accurate, and complete.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Preparer: Complete if MRP was prepared by someone other than the discharger, including an approved third-party**

**Organization Name (if applicable):**

\_\_\_\_\_

**Prepared by:**

First Name, Middle Initial

\_\_\_\_\_

Last Name

\_\_\_\_\_

**Preparer Address:**

Street

\_\_\_\_\_

City

\_\_\_\_\_

State

ZIP

\_\_\_\_

Phone Number:

\_\_\_\_

Email:

\_\_\_\_\_