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## Reports and Notification Requirements

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### **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 (end of this document) with your report; please retain this document for your records. If you need to obtain a copy of the Cover Sheet, you may obtain a copy as follows:

- A. Download directly from the [State Water Board's General Orders webpage](#)<sup>1</sup>; 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](#)<sup>2</sup>.

### **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's 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 and attach all information required for the Report Type checked on the Cover Sheet.

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<sup>1</sup> [https://www.waterboards.ca.gov/water\\_issues/programs/cwa401/generalorders.html](https://www.waterboards.ca.gov/water_issues/programs/cwa401/generalorders.html)

<sup>2</sup> [https://www.waterboards.ca.gov/water\\_issues/programs/cwa401/docs/wqc\\_staffdir.pdf](https://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/wqc_staffdir.pdf)

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 the assigned Regional Board staff and copy the State Water Board at: stateboard401@waterboards.ca.gov.
- B. Include in the subject line of the email: "ATTN: [*staff name*], Statewide Emergency WDR, and Reg Measure ID 450812 Report."

### **III. Definition of Reporting Terms**

Active Discharge Period: The active discharge period begins on the effective date of the NOA (or the date the project commenced, whichever is earlier) and ends the date the Enrollee 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 construction-related elements of the Project, including site construction and restoration, and any Enrollee responsible compensatory mitigation construction.

Notice of Completion: Enrollee submittal of a Notice of Completion (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.

Effective Date: The effective date is the date of NOA issuance; refer to NOA "Effective Date" on the first page of your NOA, or if unavailable, the date the NOA was signed by the authorized Water Board representative.

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**

### **A. Map Format Information**

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

- 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.
- 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 and attributed with the extent/type of aquatic resources impacted.
- Other electronic format (CAD or illustration format) that provides a context for location (inclusion of landmarks, known structures, geographic coordinates, or USGS DRG or 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.
- Aquatic resource maps marked on paper USGS 7.5-minute topographic maps or Digital Orthophoto Quarter Quads (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: 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 an 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, cardinal directions, 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 incident of non-compliance in detail. List monitor name and organization, date, location, type of incident, maintenance performed, or 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 General Dredge or Fill WDR 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, as applicable. 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: Restoration of 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: Restoration of 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 Content: Include 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). 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.

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 of temporary impacts 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. Enrollee 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**

### **C. 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 Enrollee responsible compensatory mitigation, is complete.
2. When to Submit: Must be received by Water Board staff within thirty (30) days following completion of all Project construction activities.
3. Report Contents:
  - a. Status of Construction Stormwater General Permit Notice of Termination(s), if applicable.
  - b. Status of post-construction stormwater BMP installation.
  - c. Pre- and post-photo documentation of all Project activity sites where the discharge of dredge or fill/excavation was authorized.
  - d. Summary of discharge quantities compared to initial authorized impacts to waters of the state, if applicable.
  - e. Description of any project modifications and documentation of Water Board approval of such modifications.
  - f. An updated monitoring schedule for restoration of temporary impacts to waters of the state and Enrollee responsible compensatory mitigation during the post-discharge monitoring period, if applicable.

### **D. 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 thirty (30) days following completion of all Project activities.

3. Report Contents:

- a. Summary of project impacts, both temporary and permanent.
- b. Maps and photographs of the project.
- c. Restoration of Temporary Impacts:
  - i. A report establishing that the performance standards 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 performance standards 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.
- d. Compensatory Mitigation (if applicable):
  - i. If mitigation was provided via mitigation bank or in-lieu fee program:
    - o A summary of the credits purchased, including aquatic resource type and amount, and
    - o Contact information for the bank or in-lieu fee program.
  - ii. If mitigation was provided via permittee-responsible mitigation:
    - o A report establishing that the performance standards outlined in the compensatory mitigation plan have been met.
    - o Status on the implementation of the long-term maintenance and management plan and funding of endowment.
    - o Pre- and post-photo documentation of all compensatory mitigation sites.
    - o Final maps of all compensatory mitigation areas (including buffers).
- e. Post-construction Stormwater BMPs:
  - i. Date of Construction Stormwater General Permit Notice of Termination(s), if applicable.
  - ii. Status and functionality of all post-construction BMPs.

**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 five (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 Enrollee shall report any event that causes a violation of water quality standards within three (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 three (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 Enrollee-responsible mitigation area.
2. When to Submit: At least ten (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 General Dredge or Fill WDR and that the purchaser understands and accepts:
    - i. The General Dredge or Fill WDR'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 General Dredge or Fill WDR. Best Management Practices (BMPs) is a term used to describe a type of water pollution or environmental control.
  - b. A statement that the Enrollee has informed the purchaser to submit a written request to the Water Board to be named as the Enrollee 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 ten (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.

*Remainder of page intentionally left blank*

## **Report and Notification Cover Sheet**

*Statewide General Waste Discharge Requirements for  
Discharges of Dredged or Fill Material to Waters of the State from  
Emergency Repair and Protection Activities*

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 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

“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.”

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**Print Name <sup>3</sup>**

**Affiliation and Job Title**

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**Signature**

**Date**

I hereby authorize [insert name] 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.

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**Enrollee's Signature**

**Date**

**\*This Report and Notification Cover Sheet must be signed by the Enrollee (Legally Responsible Person) or a duly authorized representative and included with all written submittals.**

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<sup>3</sup> Include a STATEMENT OF AUTHORIZATION if authorization has changed since application was submitted.