

Attachment E – 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 by July 1 for the previous reporting period from May 1 through April 30 of each year unless an NOA specifies a different due date for this report. Annual reporting shall continue until the Water Boards issues a Notice of Project Complete Letter to the Discharger. If a project begins after May 1 and ends before April 30 of the next calendar year, the Notice of Project Complete Letter (Report Type 3) shall satisfy this requirement. Dischargers may consolidate Annual Report contents for multiple projects into a single Annual Report.
- 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: Project Activities Summary

Topic 2: Erosion and Sediment Control Plan Inspection Reporting

Topic 3: Mitigation for Temporary Impacts Status

Topic 4: Compensatory Mitigation for Permanent Impacts Status

Topic 5: Access Routes

A. Annual Report Topic 1 – Project Activities 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 project activities have not started, provide estimated start date and reasons for delay.

- i. Summary of Conditional Notification and Report Type 7 (Part C below), if applicable.
- ii. Updated project map showing locations where work has been completed or is ongoing.
- iii. Photos as required by Regional Board staff.

B. Annual Report Topic 2 – Erosion and Sediment Control Plan Inspection Reporting

- i. Summary of all Erosion and Sediment Control Plan Inspections performed during the reporting period, including both inspections where BMP failures were observed and inspections where no failures were observed. If one or more of the required inspections was not performed, Dischargers must specify one of the reasons listed below:
 - a. The site cannot be accessed without contributing to significant environmental effects;
 - b. The site cannot be accessed without risking the safety of the monitor;
or

- c. There was no storm that met the criteria occurred during the relevant time period;
- ii. Summary of all corrective action taken to correct BMP failures identified during the inspections.

C. Annual Report Topic 3 - 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 performance standards contained in the Restoration Plan.

D. Annual Report Topic 4 - 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:

- a. If mitigation has not been installed, the planned installation date(s).
- b. If installation is in progress, a map of what has been completed to date.
- c. If installation is complete, provide a final map and information concerning attainment of performance standards 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.

E. Annual Report Topic 5 – Access Routes and Watercourse Crossing Status

- i. Report the status of all access routes used or affected by project activities, including any construction or decommissioning completed during the reporting period. For access routes with watercourse crossings, identify whether crossings were removed, retained, or modified and describe measures implemented to minimize erosion, facilitate hydrologic disconnection of surface drainage from waters of the state, and restore natural drainage patterns, as applicable.

Part B – Project Status Notifications

Report Type 2 - Commencement of Construction

- 1. Report Purpose** - Notify Water Board staff prior to the start of project activities.
- 2. When to Submit** - Must be received at least seven business days prior to start of initial soil-disturbing 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. NPDES Construction Storm Water General Permit WDID No., if applicable.

Report Type 3 - Notice of Project Complete

- 1. Report Purpose** - Notify Water Board staff that project activities and/or any post-construction monitoring and inspections are complete, and no further project activities will occur. 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 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 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.

C. Topic 3: Permittee Responsible Compensatory Mitigation

- i. A report establishing that the performance standards 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-mitigation photo documentation of all compensatory mitigation sites.
- iv. Final maps of all compensatory mitigation areas (including buffers).

D. Topic 4: Access Routes and Watercourse Crossing Status

- i. Report the status of all access routes used or affected by project activities, including any construction or decommissioning completed during the reporting period. For access routes with watercourse crossings, identify whether crossings were removed, retained, or modified and describe measures implemented to minimize erosion, facilitate hydrologic disconnection of surface drainage from waters of the state, and restore natural drainage patterns, as applicable.

Report Type 4 – Erosion and Sediment Control Plan Inspections

- 1. Report Purpose** – Locate and resolve occurrences where there is evidence of BMP failure or erosion caused by project activities with the potential to transport sediment to receiving waters.
- 2. When to Submit** – If evidence of discharge, erosion that may result in a discharge, or other evidence of BMP failure is observed, the report must be submitted to the Water Boards within 30 days of the inspection. If no evidence of BMP failure or erosion is observed, the information requested on Attachment D may be submitted with the Annual Report. Monitoring and resolution of BMP failure will continue until the site is stabilized and approved by the Water Board.
- 3. Report Contents** – Listed in General Order Section IV.K and L, and Attachment D.

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 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 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 Control Plans 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 business days of identification of the noncompliance event 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 business days following the completion of in-water work. Continue reporting in accordance with the approved Water Quality Monitoring Plan. If a Water Quality Monitoring Plan is required, an In-Water Work and Diversions Water Quality Monitoring Report may also be provided to Water Board staff in the Annual Report, unless an exceedance is observed or remediation is required, in which case the report should be submitted within seven business days.
- 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: [#####]
NOA 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 ☐ Commencement of Construction

Report Type 3 ☐ Notice of Project Complete

Report Type 4 ☐ Erosion and Sediment Control Plan Inspections

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 Control Plans 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.

Utility Wildfire General Order
Attachment E - Report and Notification Requirements

"I certify under penalty of law that this application and all attachments were prepared under my direction or supervision in accordance with a process designed to assure that qualified personnel properly gather and evaluate the information submitted. 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 Name¹

Affiliation and Job Title

Signature

Date

¹STATEMENT 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.
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