

Report Submittal Instructions

1. Check the box on the Report and Notification Cover Sheet next to the report or notification you are submitting.
 - **Part A (Annual Report):** This report will be submitted annually from the anniversary of project effective date until a Notice of project Complete Letter is issued.
 - **Part B (Project Status Notifications):** Used to notify the Water Board of the status of the project schedule that may affect project billing.
 - **Part C (Conditional Notifications and Reports):** Required on a case by case basis for accidental discharges of hazardous materials, violation of compliance with water quality standards, notification of in-water work, or other reports.
2. Sign the Report and Notification Cover Sheet and attach all information requested for the Report Type.
3. **Electronic Report Submittal Instructions:**
 - Submit signed Report and Notification Cover Sheet and required information via email to the appropriate Water Board staff.
 - NWP 12: Submit NWP 12 Reports and Notifications to SWBNWP12@waterboards.ca.gov.

Terms

1. **Notice of Intent:** The application to enroll any project under this General. The NOI is located in attachment A.
2. **Notice of Applicability:** The authorization issued by the Water Board upon approval of the project.
3. **Effective Date:** The date the NOA is issued, or 45 days from the date the NOI is received by the Water Boards.
4. **Regulatory Measure ID:** The Water Board unique identifier for your project, provided in the NOA.
5. **Annual Reports:** A report required from dischargers with projects authorized under this General Order. Dischargers with projects authorized under NWP 5, 6, 22, 28, 32, 36 and 54 shall provide an annual report on the anniversary of the effective date. Dischargers with projects authorized under NWP 12 shall provide annual reports on January 15. If the project duration is less than one year a single annual report is required.

Map/Photo Documentation Information

When submitting maps or photos, please use the following formats.

1. **Map Format Information:**

Preferred map formats 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.
2. **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.

REPORT AND NOTIFICATION COVER SHEET

Project:

Permittee:

Reg. Meas. ID:

Effective Date:

Report Type Submitted

Part A – Project Reporting

Report Type 1 **Annual Report**

Part B - Project Status Notifications

Report Type 2 **Commencement of Construction**

Report Type 3 **Request for Notice of Project Complete Letter**

Part C - Conditional Notifications and Reports

Report Type 4 **Accidental Discharge of Hazardous Material Report**

Report Type 5 **Violation of Compliance with Water Quality Standards Report**

Report Type 6 **In-Water Work/Diversions Water Quality Monitoring Report**

Report Type 7 **Modifications to Project Report**

Report Type 8 **Transfer of Property Ownership Report**

Report Type 9 **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."

Print Name ¹

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.

Permittee's Signature

Date

***This Report and Notification Cover Sheet must be signed by the Permittee or a duly authorized representative and included with all written submittals.**

Part A – Project Reporting	
Report Type 1	Annual Report
Report Purpose	Notify the Water Boards staff of project status.
Report Contents	<p>For each project period, the annual report shall include applicable topics indicated below</p> <p><u>During the Construction Period</u></p> <ul style="list-style-type: none"> • Topic 1: Construction Summary • Topic 2: Mitigation for Temporary Impacts Status • Topic 3 NWP 12: Compensatory Mitigation for Permanent Impacts Status
Annual Report Topics (1-3)	
Annual Report Topic 1	Construction Summary
Report Contents	<ol style="list-style-type: none"> 1. 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. 2. Map showing general project progress. 3. If applicable: <ol style="list-style-type: none"> a. Summary of Conditional Notification and Report Types 6 and 7 (Part C below).
Annual Report Topic 2	Mitigation for Temporary Impacts Status
Report Contents	<ol style="list-style-type: none"> 1. 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. 2. If mitigation for temporary impacts has already commenced, provide a map and information concerning attainment of performance standards contained in the restoration plan.
Annual Report Topic 3	NWP 12 Proposed Compensatory Mitigation Plan and Summary
Report Contents	<p>Part A. Proposed Compensatory Mitigation Plan</p> <ol style="list-style-type: none"> 1. A report of each permanent impact amount and location for all permanent impacts incurred through December 31 of the previous year provided in a table and as an GIS map layer that indicates the location of each impact. 2. Proposed credit purchase for the previous year's permanent impacts from a Corps approved mitigation bank or in-lieu fee program; include the name and contact information for the bank or the ILF. <p>Part B. Summary of Permanent Impacts and Mitigation</p> <ol style="list-style-type: none"> 1. For all NWP 12 projects previously authorized list the following: Regulatory Measure ID, effective date; impacted waterbody type (lake, ocean/bay/estuary, stream channel, or wetland); permanent impact quantity (acres and linear feet),

	compensatory mitigation quantity required for impacts to waters of the state (acres and linear feet) and mitigation required by CDFW for riparian impacts.
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Part B – Project Status Notifications
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Report Type 2	Commencement of Construction
Report Purpose	Notify Water Boards staff prior to the start of construction.
When to Submit	Must be received at least seven (7) days prior to start of initial ground disturbance activities.
Report Contents	<ol style="list-style-type: none"> 1. Date of commencement of construction. 2. Anticipated date when discharges to waters of the state will occur.

Report Type 3	Request for Notice of Project Complete Letter
Report Purpose	Notify Water Boards staff that construction and/or any post-construction monitoring is complete, or is not required, and no further project activity is planned.
When to Submit	Must be received by Water Boards staff within thirty (30) days following completion of all project activities.
Report Contents	<p>Part A: Mitigation for Temporary Impacts</p> <ol style="list-style-type: none"> 1. A report establishing that the performance standards outlined in the restoration plan have been met for restored areas of temporary impacts to uplands and waters of the state. 2. Pre- and post-photo documentation of all restoration sites. <p>Part B: Post-Construction Storm Water BMPs</p> <ol style="list-style-type: none"> 3. Date of storm water Notice of Termination(s), if applicable. 4. Report status and functionality of all post-construction BMPs.

Part C – Conditional Notifications and Reports

Report Type 4	Accidental Discharge of Hazardous Material Report
Report Purpose	Notifies Water Boards staff that an accidental discharge of hazardous material has occurred.
When to Submit	Within five (5) working days following the date of an accidental discharge. Continue reporting as required by Water Boards staff.
Report Contents	<ol style="list-style-type: none"> 1. 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. 2. 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. 3. Locations and construction specifications of any barriers, including silt curtains or diverting structures, and any associated trenching or anchoring.

Report Type 5	Violation of Compliance with Water Quality Standards Report
Report Purpose	Notifies Water Boards staff that a violation of compliance with water quality standards has occurred.
When to Submit	The Permittee shall report any event that causes a violation of water quality standards within three (3) working days of the noncompliance event notification to Water Boards staff.
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 Boards staff.

Report Type 6	In-Water Work and Diversions Water Quality Monitoring Report
Report Purpose	Notifies Water Boards staff of the completion of in-water work.
When to Submit	Within three (3) working days following the completion of in-water work. Continue reporting in accordance with the approved water quality monitoring plan.
Report Contents	As required by the approved water quality monitoring plan.

Report Type 7	Modifications to Project Report
Report Purpose	Notifies Water Boards 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.
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.
Report Contents	A description and location of any alterations to project implementation. Identification of any project modifications that will interfere with the Permittee's compliance with the Order.

Report Type 8	Transfer of Property Ownership Report
Report Purpose	Notifies Water Boards staff of change in ownership of the project or Permittee-responsible mitigation area.
When to Submit	At least 10 working days prior to the transfer of ownership.
Report Contents	<ol style="list-style-type: none"> 1. A statement that the Permittee has provided the purchaser with a copy of the Order and that the purchaser understands and accepts: <ol style="list-style-type: none"> a. 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 b. responsibility for compliance with any long-term BMP¹ maintenance plan requirements in this Order. 2. A statement that the Permittee has informed the purchaser to submit a written request to the Water Boards to be named as the permittee in a revised order.

Report Type 9	Transfer of Long-Term BMP Maintenance Report
Report Purpose	Notifies Water Boards staff of transfer of long-term BMP maintenance responsibility.
When to Submit	At least 10 working days prior to the transfer of BMP maintenance responsibility.
Report Contents	A copy of the legal document transferring maintenance responsibility of post-construction BMPs.

¹ Best Management Practices (BMPs) is a term used to describe a type of water pollution or environmental control.