Attachment C
Reports and Notification Requirements

I. Reports and Notifications Requirements

Copies of this form: For staff to identify the Mojave National Preserve Road Repairs (Project), it is necessary to include a copy of the Project specific Report and Notification Cover Sheet (end of this document) with your report(s); please retain this document for your records. You may also obtain an electronic copy of the Cover Sheet, 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 State Water Resources Control Board (State Water Board) staff noted on the first page of your Order, 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 Order for specific required reports.

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 Order until the State Water Board issues a Notice of Project Complete Letter.

B. Part B: Project Status Notifications: Submit notifications to notify the State 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 State Water Board of accidental discharges of hazardous materials, violation of compliance with water quality standards, status of in-water work, or other reports as required by your Order.

Step 2: Sign the Report and Notification Cover Sheet and attach all information required for the Report Type checked on the Cover Sheet.

Step 3: Submit the completed report electronically to the State Water Board staff assigned to your Project (noted on the Order).

[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

A. Submit signed Report and Notification Cover Sheet and required information via email to: reed.hoshovsky@waterboards.ca.gov and cc: stateboard401@waterboards.ca.gov

B. Include in the subject line of the email: "ATTN: *Reed Hoshovsky* and Reg Measure ID [888500] Report."

III. Definition of Reporting Terms

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

Active Discharge Period: The active discharge period begins on the effective date of the Order 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.

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 State Water Board staff. The Post-Discharge Monitoring Period includes continued water quality monitoring or compensatory mitigation monitoring.

Request for Notice of Completion of Discharges Letter: This request by the Permittee to State Water Board staff pertains to projects that have completed Project discharges and are in the post-discharge monitoring period. Receipt of this letter from State Water Board staff marks the end of the active discharge period and starts the beginning of the post-discharge monitoring period.

Request for Notice of Project Complete Letter: This request by the Permittee to State 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. State Water Board staff will review the request and send a Project Complete Letter to the Permittee upon approval. Termination of annual invoicing fees will correspond with the date of the Project Complete Letter.

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 (listed in order of preference):

- **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.

- **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 Uniform Resource Locator(s) (URL(s)) of maps. If this format is used include a spreadsheet with the object identification (ID) and attributed with the extent/type of aquatic resources impacted.

- **Other electronic format** (Computer Aided Design (CAD) or illustration format) that provides a context for location (inclusion of landmarks, known structures, geographic coordinates, or U.S. Geological Survey (USGS) Digital Raster Graphic (DRG) or Digital Orthophoto Quarter Quads (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 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 State Water Board staff of the Project status and environmental compliance activities on a monthly basis.

2. **When to Submit**: By 5:00 pm on the final weekday of the month in the month following the reporting period (i.e., a monthly report for August 2023 would be submitted by 5:00 PM on Friday Sep 29th, 2023). Monthly reporting shall continue until the State Water Board issues a Notice of Project Complete Letter to the Permittee.

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, 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, compliance issues, minor problems, or occurrences.
        iv. Describe each observed incidence in detail. List monitor name and organization, date, location, type of incident, corrective action taken (if any), status, and resolution.

B. Report Type 2: Annual Report

1. **Report Purpose**: Notify State Water Board staff of Project status during both the active discharge and post-discharge monitoring periods.

2. **When to Submit**: Annual reports shall be submitted each year on the anniversary of the effective date of this Order. Annual Reporting shall continue until the State Water Board issues a Notice of Project Complete Letter to the Permittee.

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.

   During the Active Discharge Period include the following report topics:
   - *Topic 1: Construction Summary*
   - *Topic 2: Mitigation for Temporary Impacts Status*
   - *Topic 3: Compensatory Mitigation for Permanent Impacts Status*

   During the Post-Discharge Monitoring Period include the following report topics:
   - *Topic 2: Mitigation for Temporary Impacts Status*
   - *Topic 3: Compensatory Mitigation for Permanent Impacts Status*

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 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 for 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 (if applicable per Order Section XI.H.3)**

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:
- If authorized by separate permit(s), status of the permit(s),
- Planned date of initiation of compensatory mitigation site installation,
- If installation is in progress, a map of what has been completed to date, and
- If the compensatory mitigation site has been installed, provide a final map and information concerning attainment of performance standards contained in the compensatory mitigation plan.

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.

VI. Part B. Project Status Notifications

A. Report Type 3: Commencement of Construction

1. Report Purpose: Notify State Water Board staff prior to the start of construction.

2. When to Submit: Must be received at least 7 days prior to start of initial ground disturbance 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. Construction Stormwater General Permit WDID No.
    e. Proof of purchase of compensatory mitigation for permanent impacts from the mitigation bank or in-lieu fee program, if applicable.

B. Report Type 4: Request for Notice of Completion of Discharges Letter

1. Report Purpose: Notify State 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 State Water Board staff within 30 days following completion of all Project construction activities.

3. Report Contents:

    a. Status of stormwater 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 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 permittee responsible compensatory mitigation during the post-discharge monitoring period, if applicable.

C. Report Type 5: Request for Notice of Project Complete Letter

1. Report Purpose: Notify State Water Board staff that construction and/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 State Water Board staff within 30 days following completion of all Project activities.

3. Report Contents:

    a. Part A: 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.

b. Part B: 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-photo documentation of all compensatory mitigation sites.
   iv. Final maps of all compensatory mitigation areas (including buffers).

c. Part C: Post-Construction Stormwater BMPs:
   i. Date of stormwater Notice of Termination(s), if applicable.
   ii. Report status and functionality of all post-construction BMPs.

VII. Part C – Conditional Notifications and Reports

A. Report Type 6: Accidental Discharge of Hazardous Material Report

1. Report Purpose: Notifies State Water Board staff that an accidental discharge of hazardous material has occurred.

2. When to Submit: Within 5 working days following the date of an accidental discharge. Continue reporting as required by State 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.

B. Report Type 7: Violation of Compliance with Water Quality Standards Report

1. Report Purpose: Notifies State Water Board staff that a violation of compliance with 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 working days of the noncompliance event to State 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 State Water Board staff.

C. Report Type 8: Modifications to Project Report

1. Report Purpose: Notifies State 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 Permittee's compliance with the Order.

D. Report Type 9: Transfer of Long-Term BMP Maintenance Report

1. Report Purpose: Notifies State Water Board staff of transfer of long-term BMP maintenance responsibility.

2. When to Submit: At least 10 working 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 (including signature page)

Project	Mojave National Preserve Road Repairs
Permittee	Federal Highway Administration
WDID/ File Number	SB23032IN
Reg Measure ID	452786
Place ID	888500
Order Effective Date	Upon Deputy Director Signature

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 ☐ Commencement of Construction
Report Type 4 ☐ Request for Notice of Completion of Discharges Letter
Report Type 5 ☐ Request for Notice of Project Complete Letter

C. Part C - Conditional Notifications and Reports

Report Type 6 ☐ Accidental Discharge of Hazardous Material Report
Report Type 7 ☐ Violation of Compliance with Water Quality Standards Report
Report Type 8 ☐ Modifications to Project 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**

[1]STATEMENT 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.

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