

Final Attachment D
Reporting and Notification Requirements

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 (Project Reporting):** Annual reports will be submitted annually within one month of the anniversary of the effective date of the NOA until a Notice of Project Complete Letter is issued. Post-construction monitoring reports will be submitted in accordance with the Monitoring Plan schedule.
 - **Part B (Project Status Notifications):** Used to notify the approving 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, 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 approving Water Board contact provided in the NOA. If the contact name on the NOA is no longer valid, contact information can be obtained from the [Telephone and Address Directory for the 401 Certification and Wetlands Program](http://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/staffdirectory.pdf) (http://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/staffdirectory.pdf).

 - Include in the subject line of the email:
Subject: ATTN: [Name of Project]; Identification Number [Reg. Measure ID # or WDID # # or Place ID] Report

Terms

1. **Notice of Intent (NOI)**: The application to enroll a project under this Order. The NOI form is found in Attachment B, Notice of Intent Form.
2. **Notice of Applicability (NOA)**: The authorization for enrollment under this Order. The NOA is issued by the approving Water Board upon approval of the NOI.
3. **Request for Notice of Project Complete Letter**: This request by the project proponent to the approving Water Board pertains to projects that either have completed post-construction monitoring and achieved performance standards or have no post-construction monitoring requirements, and no further Project activities are planned. The project proponent submits a project completion report to the approving Water Board stating that the project is complete and permit requirements have been met. The approving Water Board reviews the permit requirements and issues correspondence (usually by email) that the project has met the requirements and will be un-enrolled from the Order. Annual fees will be terminated with receipt of project complete correspondence from the approving Water Board.

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 (NAD38) 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 (Includes Signature Page)

Project:

Project Proponent:

Reg. Meas. ID# / WDID #:

Place ID:

Order Effective Date:

Report Type Submitted

Part A – Project Reporting

Report Type 1 **Annual Report**

Report Type 2 **Post-Construction Monitoring Report**

Part B - Project Status Notifications

Report Type 3 **Commencement of Construction Notification**

Report Type 4 **Request for Notice of Project Complete Letter**

Part C - Conditional Notifications and Reports

Report Type 5 **Accidental Discharge of Hazardous Material Report**

Report Type 6 **Violation of Compliance with Water Quality Standards Report**

Report Type 7 **In-Water Work and Diversions Water Quality Monitoring Report**

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

Report Type 9 **Transfer of Long-Term GPM Maintenance Notification**

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CLEAN WATER ACT SECTION 401 WATER QUALITY CERTIFICATION AND WASTE
DISCHARGE REQUIREMENTS FOR RESTORATION PROJECTS STATEWIDE

“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 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.

Legally Responsible Person's 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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Part A – Project Reporting

Report Type 1	Annual Report
Report Purpose	Notify the approving Water Board staff of Project status during the active discharge monitoring period.
When to Submit	If required by the NOA, annual reports shall be submitted each year within one month of the anniversary of the effective date of the NOA. Annual reports shall continue until a Notice of Project Complete Letter is issued to the project proponent.
Report Contents	<p>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.</p> <p><u>During the Active Discharge Period</u></p> <ul style="list-style-type: none"> • Topic 1: Construction Summary

Annual Report Topics

Annual Report Topic 1	Construction Summary
When to Submit	With the annual report during the Active Discharge Period.
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 general protection measures (GPMs). If construction has not started, provide estimated start date and reasons for delay. 2. Map showing general Project progress. 3. Planned date or progress of any plant installations. If installation is in progress, provide a map of what has been completed to date. If installations are complete, provide a map of the locations of plant species installed along with photographs. 4. If applicable: Summary of Conditional Notification and Report Types 5, 6, and 7 (Part C below).

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Report Type 2	Post-Construction Monitoring Report
Report Purpose	Notify the approving Water Board staff of Project status during the post-discharge monitoring period.
When to Submit	Post-construction monitoring reports shall be submitted on the anniversary of the date that the project restoration activities were completed. Monitoring reports shall continue in accordance with the monitoring schedule provided in the Monitoring Plan.
Report Contents	<p>Post-construction monitoring reports shall document the status of achievement of performance standards and project goals. The monitoring reports shall include:</p> <ol style="list-style-type: none"> 1. Summary of monitoring results, including monitoring data and status of performance standards and goals as applicable. 2. Identification and discussion of issues achieving performance standards, as applicable. 3. Proposed corrective measures, as applicable (requires Water Board approval). 4. Photo documentation of restoration sites.

Part B – Project Status Notifications

Report Type 3	Commencement of Construction Notification
Report Purpose	Notify the approving Water Board staff of the date of commencement of Project construction.
When to Submit	Must be received by Water Board staff at least seven (7) days prior to commencement of initial ground-disturbing activities.
Report Contents	<ol style="list-style-type: none"> 1. Date of commencement of Project construction. 2. Overall Project construction schedule.

Report Type 4	Request for Notice of Project Complete Letter
Report Purpose	Notify the approving Water Board 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 Board staff within thirty (30) days following completion of all Project activities.
Report Contents	<p>Part A: Post-Construction Storm Water GPMs</p> <ol style="list-style-type: none"> 1. Date of storm water Notice of Termination(s), if applicable. 2. Report status and functionality of all post-construction GPMs. <p>Part B: Habitat Restoration Success</p> <ol style="list-style-type: none"> 1. A final monitoring report that summarizes the annual post-construction monitoring efforts and demonstrates the performance standards outlined in the Monitoring and Reporting Plan have been met for the Project site, including upland areas of temporary disturbance which could result in a discharge to waters of the state. 2. Pre- and post-photo documentation of habitat restoration sites.

Part C – Conditional Notifications and Reports

Report Type 5	Accidental Discharge of Hazardous Material Report
Report Purpose	Notifies the approving Water Board 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 Board 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 6	Violation of Compliance with Water Quality Standards Report
Report Purpose	Notifies the approving Water Board staff that a violation of compliance with water quality standards has occurred.
When to Submit	The project proponent shall report any event that causes a violation of water quality standards within three (3) working days of the noncompliance event notification to Water Board 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 Board staff.

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Report Type 7	In-Water Work and Diversions Water Quality Monitoring Report
Report Purpose	Notifies the approving Water Board staff of completion of work in water or stream diversions.
When to Submit	Within three (3) working days following completion of work in water or stream diversions.
Report Contents	<ol style="list-style-type: none"> 1. The report shall include a brief description of the in-water work activities and dates in-water work was performed. 2. If applicable, any required water quality sampling data, a full description of the sampling methods including frequency/dates and times of sampling, sampling equipment used, and locations of sampling sites.

Report Type 8	Transfer of Property Ownership Notification
Report Purpose	Notifies the approving Water Board staff of change in ownership of the Project or project proponent-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 project proponent has provided the purchaser with a copy of this 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 maintenance plan requirements in this Order. 2. A statement that the project proponent has informed the purchaser to submit a written request to the Water Board to be named as the project proponent in a revised order.

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