

---

**Attachment C**  
**Reports and Notification Requirements**

---

## **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 an electronic copy of the Cover Sheet, you may obtain a copy as follows:

- A. Download a [fillable form](#)<sup>1</sup> directly from the [State Water Board's Individual Orders webpage](#)<sup>2</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>3</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 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 the Order for the Middle-mile Broadband Network (MMBN) initiative 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 the NOA and Order for the MMBN initiative.

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

---

<sup>1</sup> [https://www.waterboards.ca.gov/water\\_issues/programs/cwa401/docs/2022/report-cover-sheet.docx](https://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/2022/report-cover-sheet.docx)

<sup>2</sup> [https://www.waterboards.ca.gov/water\\_issues/programs/cwa401/certifications.html](https://www.waterboards.ca.gov/water_issues/programs/cwa401/certifications.html)

<sup>3</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 general email noted below.

- A. Submit signed Report and Notification Cover Sheet and required information via email to: Water Board staff noted on the first page of the Notice of Applicability and cc: [stateboard401@waterboards.ca.gov](mailto:stateboard401@waterboards.ca.gov).
- B. Include in the subject line of the email: "MMBN Project Report."

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

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

Active Discharge Period: The active discharge period begins on the effective date of the NOA and ends the date onsite construction is complete. 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 when the active discharge period is complete 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 Project Complete Form: 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:** On the 15<sup>th</sup> of the following month after construction activities begin until a Notice of Project Complete Letter is issued 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 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 the 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 by the last day of February for the previous calendar year until a Notice of Project Complete Letter is issued to the Permittee.
3. **Report Contents:** The contents of the annual report shall include the topics indicated below for each 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 5 and 6 (Part C below), if applicable.

### 5. Annual Report Topic 2: Mitigation 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 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.

**6. Annual Report Topic 3: Compensatory Mitigation Status 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. 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 Storm Water 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 Project Complete Form**

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 5: 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 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 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 notification 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 7: In-Water Work and Diversions Water Quality Monitoring Report**

1. Report Purpose: Notifies State Water Board staff of the completion of in-water work.
2. When to Submit: Within 7 working 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 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.

**E. Report Type 9: Horizontal Directional Drilling (HDD) or Drilling Plan**

1. Report Purpose: Notifies State Water Board staff of planned HDD or drilling activities and frack-out response.
2. When to Submit: The HDD or drilling plan shall be submitted to the State Water Board for review at least 30 days prior to initiation of drilling activities.
3. Report Contents:
  - a. The HDD drilling plan shall include a frack-out response plan. The frack-out response plan shall specify all measures to be initiated if frack-outs should occur during HDD operations.
  - b. Describe a means of containment (e.g., damming, fluming) or screen capable of capturing all the potential discharge.
  - c. Describe all reasonable means and methods proposed to minimize the potential for frack-out.

- d. Describe how drilling muds or compounds will be contained and properly disposed of after drilling activities are completed.
- e. Include the planned location and containment methods related to spoils storage.

## Report and Notification Cover Sheet

Project Middle-mile Broadband Network Initiative  
Order Effective Date Effective date of Regional General Permit 23

### 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 Project Complete Form

#### C. 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  Modifications to Project Report  
Report Type 9  HDD or Drilling Plan

"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**

**Affiliation and Job Title**

---

**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.**