

PRO 431–a: Assessing “Waters” and Wetlands (NEPA)

See also: [EPM Chapter 431](#), [Task 431-b \(Wetland DR\)](#), and [Wetland Discipline Report checklist](#) **Effective June 2011**

Start procedure: At the beginning of the NEPA process, the Project Engineer’s Office (PEO) gives the project area to the wetland specialist.

End procedure: The [Wetland and Stream Assessment Report](#) is distributed to the wetland discipline report author, project engineer, and mitigation specialist.

Actor:	Action:
PEO	<p>1. Requests a wetland assessment from Region or HQ Environmental Office (or consultant).</p> <ul style="list-style-type: none"> a. Provides enough lead time so that field work can be conducted between March and October. b. Provides project plan sheets showing the project area or mitigation site boundaries. c. Provides written right of entry for access to non-DOT property, if within the project area. d. Provides a brief project description and project purpose e. Provides a survey crew on request f. Provides a point of contact familiar with the project design. g. May provide Generic Scope of Work for Delineation (doc 131 kb) to consultants.
Wetland Specialist	<p>2. Researches project area, schedules and conducts field work, writes Wetland and Stream Assessment Report. See Task 431-a below.</p>
PEO	<p>3. Schedules survey crew to collect wetland delineation data points at request of wetland specialist</p> <p>4. Assigns survey crew or other staff to produce map</p>

	<p>5. Sends map for review by wetland specialist</p> <p>6. Returns final delineation map to wetland specialist</p>
Discipline Report Author	<p>7. Uses Wetland and Stream Assessment Report and project footprint to determine wetland and buffer impacts.</p> <p>8. Writes Wetland Discipline Report (see Task 431-b)</p> <ul style="list-style-type: none"> a. Attaches Wetland and Stream Assessment Report to Wetland Discipline Report as appendix. b. Updates discipline report if impact area changes.
PEO	<p>9. Adds wetland boundary survey to project plan sheets</p> <ul style="list-style-type: none"> a. Requests additional field work if the project area changes or if additional areas are identified that may be used during construction (e.g., staging areas).
Mitigation Specialist	<p>10. Uses Impacts and Wetland and Stream Assessment Report to generate mitigation concept.</p>

TSK 431–a: Conducting “Waters” and Wetlands Assessments (NEPA)

See also: [EPM Chapter 431](#), PRO 431-a (see above) **Effective June 2011**

Start task: Wetland Specialist gets request from PEO for [Wetland and Stream Assessment Report](#) (WSAR)

End task: WSAR distributed to Wetland Discipline Report author, Project Engineer’s Office (PEO), Mitigation specialist.

1. **Receives request for WSAR.**
 - a. Can be for ROW for project or on a future mitigation site
2. **Researches** project area using GIS Workbench and other resources to determine:
 - a. Presence of NWI-mapped wetlands or local wetland inventories,
 - b. NRCS mapped hydric soil units and hydric soil inclusions,
 - c. Topography,
 - d. Prior wetland field work, and
 - e. Locate “[Traditionally Navigable Waters](#)” from Corps website.
3. **Schedules and conducts Field Work** during the growing season, typically March – October, if possible.
 - a. Uses current [delineation manual](#) and appropriate [regional supplement](#) to delineate wetland boundaries,
 - b. Follows guidance and uses [tools](#) available on WSDOT wetland web pages,
 - c. Conducts [Functions assessment](#),
 - d. Completes appropriate wetland [Rating](#) form,
 - e. Determines location of [OHWM](#), and edge of other “[waters](#)”, if any,
 - f. Transcribes data sheets from field forms to electronic forms for report, and
 - g. Takes representative photos of aquatic resources.
4. Coordinates with **Surveyors**
 - a. Provides sketch map to surveyors showing approximate location of delineation lines with start and end wetland delineation flag,

and data point locations identified on maps by their alphanumeric designation.

- b. **Requests** a digital map of the delineated wetland boundaries to be incorporated into Wetland and Stream Assessment Report. The map should display the wetlands and associated buffers at a minimum scale of 1"=300'. In most cases, the preferred scale is 1"=200' or 1"=100'. Map should conform to the WSDOT Standard Symbols and Conventions for Wetlands listed in the *Plans Preparation Manual* [M 22-31](#). Scroll to Division 5, Standards and Symbols (p 5-1 through 5-9); In the Index of Symbols and Conventions, Level 31: Wetlands are on pages 231 and 232.
5. **Writes report.** Uses [Wetland and Stream Assessment Report Template](#) (doc 457 kb). Includes a summary of wetland and buffer areas in square feet and acres. Wetland and buffer acreage should be rounded to no less than two decimal points. Recommends avoidance and minimization possibilities. If wetlands, other waters, or streams are not present, appropriate titles and sections can be changed to reflect which resources are addressed in the report.
6. **Distributes** WSAR to Wetland Discipline Report author, PEO, Mitigation specialist.