

Guidance for Writing Project Descriptions for Work Elements when Developing SOW in Pisces

This checklist is to be used as a guide when writing descriptions of work proposed in a SOW for fish and wildlife contracts. Include all information that is applicable to the work you propose to do in each work element. This will aid and accelerate the process of environmental compliance and permitting.

WE Title(s) - Write a unique and specific name for the activity (include any alternative names if applicable).

Work Element Description – In this field, consider describing the following:

For All Work Elements:

- Purpose for doing the proposed work.
- Land ownership type and owner (federal, state, private, tribal, private).
- Special land designation (such as: National Park, National Wildlife Refuge, Scenic Area).
- Specific location information, such as river mile; highway name and milepost; distance from a city, intersection, or other known location; etc.
- Start and stop date of activity on the ground work.
- Number of working days on the site.
- Type of equipment and tools being used (i.e. excavator, planting with auger, hoedad, bar, etc.).
- Identify staging areas including location and acreage.
- Identify site access including where and how, new access roads (temporary or permanent).
- Specific BMPs that will be used, i.e. BPA HIP 3 (include reference).
- Describe any structures (including bridges) in the project area – type, purpose and approximate age. Identify how they will be impacted.
- Describe any utility corridors that are present and show on maps.
- Provide accurate location on maps
 - Enter accurate location on Pisces map and fill out all the fields in Properties (county, Township and Range, Lat/Long, 6th field HUC, etc).
 - Attach additional maps in Pisces (such as site plans, aerial photos, topo, etc.) and cross reference them in the work element description.
 - Send GIS shape files of project footprint that includes project area, staging and access areas, locations of source materials, etc. to EC Lead.

For Stream Bank and In-Water Work:

- Location, acreage, and depth of soil disturbance anticipated (i.e. digging, scraping, augering, excavating).
- Amount of soil fill (volume in cy and area in sf) and location. Describe any known presence of riparian area and any expected impacts to riparian vegetation.
- For in-Water Work
 - Name of water body where work will take place
 - In-water work window for the water body
 - What work will take place in the water (waterward of OHW)?
 - What equipment will be in the water, if any?
 - Dates of in-water work
 - Type of flow bypass
 - Area that will be dewatered (sf)
 - Dates that bypass will be in place
 - Fish salvage methods
 - Amount of cut below OHW (volume in cy and area in sf)
 - Amount of fill (volume in cy and area in sf)
 - Identify activities that are likely to cause impacts to water quality, and estimate duration of those activities.

- BMPs that will be used to minimize effects to water quality and fish.

For Vegetation Management Projects:

- Number of trees felled or removed, size (diameter), and location. Include description of activities and equipment involved in removal.
- If herbicide application work element, include herbicides and adjuvants proposed (refer to HIP 3 guidance). Describe any known presence of wetlands and any expected impacts.
- Vegetation disturbance, either removal, damage, or herbicide application – location and area (acres).

Post-construction activities:

- Re-vegetation plan – method, species, type, location
- Will the project have net new impervious surface? Storm water treatment strategy (if applicable).

Endangered Species Act-Listed Species Presence

- Are there any ESA- listed species (aquatic or terrestrial species) or habitat known to occur in the action area? Relevant data sources could include: snorkel surveys, smolt trap data, capture of fish during previous salvage efforts, PIT-tag data, plant surveys, wildlife surveys, etc.