



ANNUAL MONITORING REPORT FORMAT REQUIREMENTS

REFERENCE: *Regulatory Guidance Letter No. 08-03, OCT 2008*

Annual monitoring reports are required for all compensatory mitigation projects. Large, bulky reports that provide general information are discouraged. Annual monitoring reports should follow this 10-page maximum report format; larger projects may require a more complex mitigation monitoring report and may be longer than 10-pages.

I. PROJECT OVERVIEW

1-page

- Corps of Engineers Permit Number, Mitigation Bank, or In-Lieu Fee Program
- Name and contact information of permittee, agent, and/or consultant
- Name of party responsible for conduction the monitoring and the date(s) the inspection was conducted
- A brief paragraph describing project purpose, acreage, type of aquatic resources impacted, mitigation acreage, and type of aquatic resources authorized to compensate for the aquatic impacts
- Written description of the location, any identifiable landmarks of the compensatory mitigation project, including information to located the site perimeter(s), and coordinates of the mitigation site
- Dates compensatory mitigation project commenced and/or was completed
- Short statement on whether the performance standards are being met
- Dates of any recent corrective or maintenance activities conducted since the previous report submission
- Specific recommendations for any additional corrective or remedial actions

II. REQUIREMENTS

2-pages

List the monitoring requirements and performance standards, as specified in the approved mitigation plan, mitigation banking instrument, or special conditions of the permit. Also include an evaluation as to whether the compensatory mitigation project site is successfully achieving the approved performance standards or trending towards success. A table is a recommended option for comparing the performance standards to the conditions and the status of the developing mitigation site.

III. SUMMARY DATA

4-pages maximum

Summary data must be provided to substantiate the success and/or potential challenges associated with the compensatory mitigation project. Photo documentation may be provided to support the finding and recommendations referenced in the monitoring report and to assist the Corps' project manager in assessing whether the compensatory mitigation project is meeting applicable performance standards for that monitoring period. Submitted photos must fit on standard 8-1/2" x 11" white sheets of paper, dated, and clearly labeled with the direction from which the photo was taken. Several photos per sheet are recommended. The photo location points should also be identified on the appropriate maps.

IV. MAPS and PLANS

3-pages maximum

Maps should be provided to show the location of the compensatory mitigation site relative to other landscape features, habitat types, locations of photographic reference points, transects, sampling data points, and/or other features pertinent to t he mitigation plan. In addition, the submitted maps and plans should clearly delineate the mitigation site perimeter(s), which will assist Corps' project managers in locating the mitigation area(s) during subsequent site inspections. Each map or diagram must fit on a standard 8-1/2" x 11" white sheet of paper and include a legend, north arrow, and the location of any photos submitted for review. As-built plans may be included.

V. CONCLUSIONS

1-page

A general statement must be included describing the conditions of the compensatory mitigation project. If performance standards are not being met, a brief explanation of the difficulties and potential remedial actions proposed by the permittee or sponsor, including a timetable, must be provided. The Corps of Engineers will ultimately determine if the mitigation site is successful for a given monitoring period.