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	Project Operations ENVIRONMENTAL STEWARDSHIP AND MAINTENANCE GUIDANCE AND PROCEDURES	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

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Change 1

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4 November 2002

Project Operations
ENVIRONMENTAL STEWARDSHIP OPERATIONS AND MAINTENANCE
GUIDANCE AND PROCEDURES

1. This change 1 to EP 1130-2-540, 15 Nov 96, adds Chapter 7 to current guidance. It provides the guidance and procedures for the Stewardship Support Program.

2. Substitute the attached pages as shown below:


Chapter
Table of Contents
7

Remove page(s)
ii and iii

Insert page(s)
ii and iii
7-1 through 7-7

3. File this change sheet in front of this publication for reference purposes.

FOR THE COMMANDER:


JOSEPH SCHROEDEL
Colonel, Corps of Engineers
Chief of Staff

CECW-CO

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

EP-1130-2-540
Change 2

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Project Operations
ENVIRONMENTAL STEWARDSHIP OPERATIONS AND
MAINTENANCE GUIDANCE AND PROCEDURES

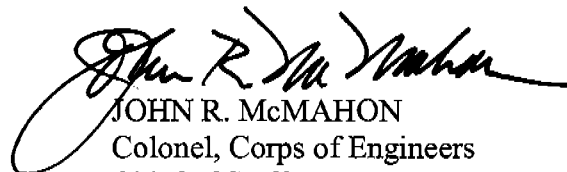
1. This change 2 to EP 1130-2-540, 15 November 1996, adds Chapter 8 to current guidance. It provides the guidance, framework, and policy for the development of a project Fire Management Program.

2. Substitute the attached pages as shown below:

Chapter	Remove page(s)	Insert page(s)
Table of Contents	ii/iii	ii/iii
8		8-1/3
Appendix Q		Q-1/2
Appendix R		R-1/3
Appendix S		S-1/2
Appendix T		T-1

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FOR THE COMMANDER:


JOHN R. McMAHON
Colonel, Corps of Engineers
Chief of Staff

CECW-CO DEPARTMENT OF THE ARMY EP-1130-2-540
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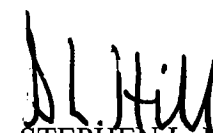
Project Operations
ENVIRONMENTAL STEWARDSHIP OPERATIONS AND
MAINTENANCE GUIDANCE AND PROCEDURES

1. This is change 3 to EP 1130-2-540, 15 November 1996 Revises Chapter 8. It provides the guidance, framework, and policy for the development of a project Fire Management Program and updates policy in accordance Section 2012 of the Water Resource Development Act of 2007.
2. Substitute the attached pages as shown below:

Chapter	Remove page(s)	Insert page(s)
8	8-1/3	8-1/3

3. File this reference sheet in front of this publication for reference purposes.

FOR THE COMMANDER:


STEPHEN L. MILL
Colonel, Corps of Engineers
Chief of Staff

Project Operations
ENVIRONMENTAL STEWARDSHIP OPERATIONS AND
MAINTENANCE GUIDANCE AND PROCEDURES

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CHAPTER 1 - INTRODUCTION

1-1. Purpose. This pamphlet establishes guidance for the management of environmental stewardship-related operations and maintenance activities at USACE civil works water resource projects and supplements ER 1130-2-540, Environmental Stewardship Operations and Maintenance Policies.

1-2. Applicability. This pamphlet applies to all USACE commands having responsibility for civil works functions.

1-3. References. See Appendix A.

1-4. Glossary.

a. Associated Records. Original records (or copies thereof) that are prepared or assembled and document efforts to locate, evaluate, record, study, preserve or recover materials from a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied for historical research. Classes of associated records (and illustrative examples) that may be in a collection include, but are not limited to:

(1) Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession catalog, and inventory records);

(2) Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometer, subbottom profilers, radar and fathometers);

(3) Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports);

(4) Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts); and

(5) Administrative records relating to the survey, excavation or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquity permits, reports, documents relating to compliance with Section 106 of the National Historic Preservation Act (16 USC 470f) and National Register of Historic Places nomination and associated forms.

b. Bug Bombs and Space Sprays and Other Premixed Sprays. This includes all general use insecticides which are packaged by the manufacturer in aerosol and pump containers of small

quantities (approximately 16 ounces or less per container), and are available for purchase over the counter by any person without regard to applicator certification status.

c. A Collection. Material remains and associated records. Specifically it refers to the composite of all material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, as well as the associated records that are prepared or assembled in connection with the study.

d. Collections Management and Curation. Those curatorial services such as processing, cataloging, and accessioning, as well as application of specialized techniques necessary for conserving and maintaining collections. This includes but may not be limited to:

- (1) inventorying, accessioning, labeling and cataloging a collection;
- (2) identifying, evaluating and documenting a collection;
- (3) handling, cleaning, stabilizing and conserving a collection in order to maintain and preserve its integrity;
- (4) storing and maintaining a collection using appropriate methods, containers, environmental conditions and physically secure controls;
- (5) routinely inspecting a collection and taking such actions as may be necessary to preserve it; and
- (6) providing access and facilities to study a collection.

e. Collections Management Center. Any facility approved by the Corps under provisions of this guidance where material remains and their associated records are curated, maintained and made accessible for educational, interpretive, scientific, and ceremonial purposes.

f. Collections Management Professional. A person who possesses knowledge, experience, and demonstrable competence in collections management methods and techniques appropriate to the nature and content of the collections under the person's management and care. (Also see 36 CFR Part 79)

g. Conservation of Endangered Species. As defined in the Endangered Species Act, the use of all methods and procedures which are necessary to bring any listed species to the point where protection provided pursuant to the Act are no longer necessary.

h. Ecosystem. A biological community together with the physical and chemical environment with which it interacts.

i. Endangered Species. Any species which is in danger of extinction throughout all or a significant portion of its range, and has been so listed by the FWS/NMFS at 50 CFR 17.11 and 17.12.

j. General Use Pesticide. Any pesticide that, when applied in accordance with its directions for use, warnings and cautions and for the uses for which it is registered, or for one or more of such uses, or in accordance with a widespread and commonly recognized practice, will

not generally cause unreasonable adverse effects on the environment; as determined and classified by the EPA.

k. Initial processing. Collections management functions and activities leading up to, and including the placement of a collection and its associated documentation into a management center. Such activities include, but are not limited to cleaning, sorting, stabilizing, packaging, cataloging, inventorying, accessioning, and the acquisition of all necessary supplies and materials.

l. Integrated Pest Management. A comprehensive approach to pest control or prevention in which a variety of pest control methods intended to prevent, destroy, or repel a pest are evaluated to determine their effectiveness, in combination with their degree of impact on the surrounding environment; and then selecting that management method, or combination of management methods, which causes the least amount of environmental impact while at the same time accomplishing the specific pest control goals. Examples of these methods include non-chemical habitat manipulation, mechanical control, biological control, and chemical control.

m. Historic Preservation. Refers to identification, evaluation, recordation, documentation, report preparation, curation, acquisition, protection, public interpretation, management, rehabilitation, restoration, stabilization, maintenance, and reconstruction, or any combination of the foregoing activities, in relation to historic properties.

n. Historic Properties. Refers to any prehistoric or historic district, site, building, structure or object included in, or eligible for inclusion in, the National Register of Historic Places (National Register). Such properties may be significant for their historic, architectural, engineering, archeological, or cultural values, and may be of national, regional, state, or local significance. The term includes artifacts, records, and remains which are related to such a district, site, building, structure, or object. It may also include sites, locations, or areas valued by American Indians (as well as Native Alaskans and Hawaiians) because of their association with traditional religious or ceremonial beliefs or activities. Some religious, ceremonial, or sacred sites may not exhibit physical remains or tangible evidence of such activities.

o. Inventory. Means a systematic process to identify all historic properties located on project lands. Inventories are accomplished by means of documentary and archival review, systematic field reconnaissance, and/or survey investigation.

p. Material remains. Artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples as listed in 36 CFR Part 79) include, but are not limited to:

- (1) Components of structures and features;
- (2) intact or fragmentary artifacts;
- (3) intact or fragmentary natural objects used by humans;
- (4) by-products, waste products or debris resulting from the manufacture or use of man-made or natural materials;

- (5) organic materials;
- (6) human remains;
- (7) components of petroglyphs, pictographs, intaglios, or other works of artistic or symbolic representation;
- (8) components of shipwrecks;
- (9) environmental and chronometric specimens; and
- (10) paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource.

q. Pest. The term "pest" means (1) any insect, rodent, nematode, fungus, weed, or (2) any other form of terrestrial or aquatic plant or animal life or virus, bacteria, or other microorganism (except viruses, bacteria, or other microorganisms on or in living man or other living animals) which the Environmental Protection Agency (EPA) declares to be a pest under section 25(c)(1) of PL 92-516, The Federal Insecticide, Fungicide, and Rodenticide Act. State and local agencies may exercise their own jurisdictional authority and declare additional pest.

r. Pesticide. The term 'pesticide' means (1) any substance or mixture of substances intended for preventing, destroying, repelling any pest, and (2) any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant. This includes fungicides, herbicides, insecticides, larvicides, and rodenticides, avicides, molluscicides, piscicides, etc.

s. Proposed Endangered or Threatened Species. Any species which has been proposed by the FWS/NMFS by rule in the Federal Register for listing as endangered or threatened.

t. Restricted Use Pesticide. Any pesticide that, when applied in accordance with its directions for use, warnings and cautions and for the uses for which it is registered, or for one or more of such uses, or in accordance with a widespread and commonly recognized practice, may generally cause, without additional regulatory restrictions, unreasonable adverse effects on the environment, including injury to the applicator; as determined and classified by the EPA.

u. Significant Historic Property. A property which has been professionally evaluated against National Register criteria and has been included in, or determined eligible for inclusion in, the National Register. The term "eligible" for inclusion in the National Register includes both properties formally determined as such by the Secretary of the Interior and all other properties that meet the listing criteria, regardless of whether a formal determination has yet been made. Historic properties which have been determined not eligible for the National Register need not be further considered in Civil Works activities, whereas those that are determined eligible must be considered when an undertaking is planned. All historic properties must be treated as "eligible" for the National Register until they have been professionally evaluated and determined to be "not eligible." All historic properties thus must be professionally evaluated, and their National Register status determined, before they may be affected by an undertaking.

v. Site Evaluation. The systematic, professional examination of a historic property in sufficient detail to evaluate it against National Register criteria. The criteria used to evaluate properties are found in 36 CFR Part 60.

w. Special Status Species. Any species which is listed or proposed for listing as threatened or endangered by the FWS/NMFS under the provisions of the Endangered Species Act; and any species which is listed and protected by state statute in a category implying potential endangerment or extinction.

x. Take. As defined in the Endangered Species Act, means to harass, harm, pursue, hunt, shoot, wound, capture, or collect animals; to destroy, cut, pick, remove, or transplant plants; or to attempt to engage in any such conduct.

y. Threatened Species. Any species which is likely to become an endangered species within the foreseeable future throughout all or a significant portion of its range, and has been so listed by the FWS/NMFS also at 50 CFR 17.11 and 17.12.

CHAPTER 2 - NATURAL RESOURCES STEWARDSHIP

2-1. Purpose. This chapter establishes guidance for the administration and management of environmental stewardship and natural resource management activities at USACE civil works water resource projects. The reader should also see EP 200-2-3 for additional guidance.

2-2. Background.

a. Program Mission.

" The Army Corps of Engineers is the steward of the lands and waters at Corps water resources projects. Its Natural Resources Management Mission is to manage and conserve those natural resources, consistent with eco-system management principles, while providing quality public outdoor recreation experiences to serve the needs of present and future generations.

In all aspects of natural and cultural resources management, the Corps promotes awareness of environmental values and adheres to sound environmental stewardship, protection, compliance and restoration practices.

The Corps manages for long-term public access to, and use of, the natural resources in cooperation with other Federal, State, and local agencies as well as the private sector.

The Corps integrates the management of diverse natural resource components such as fish, wildlife, forests, wetlands, grasslands, soil, air, and water with the provision of public recreation opportunities. The Corps conserves natural resources and provides public recreation opportunities that contribute to the quality of American life."

b. Program Objectives. The objectives of the Natural Resources Management Program are:

(1) To manage natural resources on Corps of Engineers administered land and water in accordance with ecosystem management principles, to insure their continued availability.

(2) To provide outdoor recreation opportunities on Corps of Engineers administered land and water on a sustained basis.

(3) To provide a safe and healthful environment for project visitors.

c. Implementation. The objectives stated in the preceding paragraph will be accomplished by maintaining qualified professionals at all levels of the resource management program, and by developing and fully implementing project operational management plans (OMP).

2-3. General Guidance.

a. Operational Management Plan.

(1) General. The operations element, with the coordination of the planning, real estate and safety elements will develop and implement an Operational Management Plan (OMP) for all operational projects in accordance with the approved Master Plan (MP). The OMP will include two parts: (1) Natural Resources Management and (2) Park Management. Objectives and

implementation plans will be established for each part. It is essential that the OMP be a utilitarian plan and that it be implemented fully.

(2) Preparation. The OMP should replace existing master plan appendices within one year of the date the appendices are due for revision. At projects without approved appendices, the OMP should be prepared as soon as possible. However, actual preparation time will be dictated by the availability of funds based on priorities outlined in the annual budget guidance. Guidance on the preparation of the OMP is contained in Appendix B. Requirements for detailed information within the general format specified in Appendix D is at the discretion of the MSC Commander. (For information on project master plans, see ER 1130-2-550, Chapter 3, Preparation of Master Plans.)

(3) Approval. The OMP will be approved by the district Commander. Two copies of the approved plan will be forwarded to CDR HQUSACE (CECW-ON) WASH, DC 20314-1000.

(4) Updating of Plans. The district element responsible for updating the master plan on existing projects will be determined by the District Commander. The MP and OMP will be updated as required and when funds are available through the budget priority process. The OMP will be updated by the operations element.

b. Boundary Surveys and Marking.

(1) Fee Lands. Permanent type survey markers shall be placed at all angle points of the project boundary. Fee boundary lines shall be delineated in a clear but unobtrusive manner approved by the District Commander and in accordance with the project master plan and operational management plan. Physical or natural features may obviate the need for delineating the boundary line itself; however, all corners should be monumented.

(a) New Projects. At new projects, boundary lines shall be monumented and delineated on the ground during land acquisition. Techniques for delineating the boundary line may include, but are not limited to, signs and posts, fencing, painting trees, vegetative plantings and/or plowing fire breaks. Both the monumentation and delineation of the boundary line will be completed as part of the initial project construction.

(b) Existing Project. District commanders shall assure an ongoing program at each project where the boundary monumentation is not complete. Early completion of boundary monumentation followed by a clear, positive delineation of the line on the ground is essential to protect the integrity of the project. On completed projects, funds required for surveys, monumentation and boundary marking will be programmed from maintenance funds based on budget priorities. These projects should be monumented as expeditiously as possible.

(c) Exceptions. District commanders should recognize that surveying and monumentation of certain projects, or portions of project boundaries, may not be practical or desirable. MSC commanders will exercise approval authority for requested exceptions and will provide information copies of such action to CDR USACE (CECW-ON) WASH, DC 20314-1000.

(2) Flowage Easement Lands. The policy concerning the monumenting of fee boundary lines shall be applicable also to perpetual flowage easements lands, where encroachments may

reasonably be expected from private development of adjoining lands. Landowner permission is necessary to monument.

(3) Surveillance and Prevention. Project personnel will check fee boundaries as often as is feasible to insure that the line is adequately marked and to check for unauthorized use or encroachments. The frequency of inspections and the amount of control attempted on flowage easement lands will depend upon whether the line is monumented and the individual deed restrictions. However, all boundary lines should be checked at least once every three years. The intent of this is to provide the field project manager with flexibility to determine what areas of the boundary require more frequent inspections because of potential encroachment or heavy vegetative growth that might obscure the boundary. Aerial recognizance may be a low cost per mile method to cover extensive boundaries where there is little or no activity. Records will be maintained of missing monuments. Annually, a report will be forwarded to the engineering element requesting replacement of missing monuments. The operations project manager will annually budget O&M funds to cover costs of remonumentation.

(4) Boundary Fencing. Fencing should be used as a management tool to delineate project boundaries where alternative management practices are not sufficient to ensure the safety of project employees and visitors. Fencing to meet management objectives other than such necessities as project employee and visitor safety will be done only when economically justified from an operation and maintenance standpoint. Where economically justified, fencing may be used to prevent unauthorized use and trespass, to protect against environmental degradation and to preserve desirable wildlife habitat. The extent and type of boundary fence to be used will be determined on a project by project basis. Where fencing is used to delineate project boundaries, adequate provision for pedestrian access from adjacent land must be provided except where such pedestrian access will create user conflicts in developed areas, user fee areas or where access is restricted by other management requirements.

(1) Resource Manager/Ranger Training Program.

(a) Each district will establish and maintain a formal resource manager/ranger training program. As a minimum, the training program will span 18 months and will include assignments to the district office and one lake project. A training manual outlining the program will be submitted to the division commander for approval.

(b) In establishing trainee positions, a sufficient total number of vacancies must be projected to exist (not necessarily specifically identified) within a reasonable time in a district to provide positions for trainees to progress to the GS-9 grade level. Positions at the GS-5 and GS-7 levels are to be established for developmental purposes only. After completion of the formal training period, trainees normally will be selected for a permanent GS-9 resource manager or ranger position.

(2) Conference and Seminars. Judicious management of attendance and participation in various professional conferences, seminars and training schools is necessary to obtain maximum benefits from minimum expenditures. The importance of staying abreast of current information and discussing issues of mutual interest with various local, state, and Federal government, and private sector representatives demands expenditure of some resources.

(3) Park Practice Program. Complete series of Park Practice publications ("Guidelines," "Trends," and "Grist") published by the National Recreation and Parks Association in

cooperation with the National Park Service, will be maintained in division, district and area offices. All projects should receive "Grist" on a regular basis for use by all employees. The publications should be made available for use by natural resources management personnel at all levels of responsibility and such personnel should be encouraged to utilize them fully. Contributions by all Corps personnel of material suitable for publication in these publications are encouraged. Contributions need not be in finished form for publication. The main objective is to get the complete idea of the submission across to the publishing staff. Drawings or photographs should accompany the contribution where practicable. All material for publication should be sent by the contributor directly to Park Practice, National Park Service, Department of the Interior WASH, DC 20240.

c. Outgranting of Lands. At the conclusion of the negotiations for an outgrant and prior to construction and/or operation, the Operations Project Manager and the district real estate representative who negotiated the outgrant shall meet with the grantee (preferably at the project) and go over the terms and conditions of the outgrant. There will be coordination with operations on the final draft of the instrument prior to execution.

(1) Compliance Inspections by Project Personnel. These inspections will be performed during the term of the outgrant at least once every five years and more often if circumstances dictate. On the outgrants to be inspected by project personnel, the district real estate element will forward through operations channels to the Operations Project Manager a list of properties to be inspected along with a schedule of when the inspections should be made. Reports of the inspection will be forwarded through operations channels to the real estate element. Instances of unsatisfactory outgrantee performance will be reported immediately. Also, project personnel should perform interim inspections on all outgrants in such a way as to not be onerous or burdensome to the outgrantee. Immediate corrective action will be taken at the project level if emergency health and safety is involved. All correspondence concerning inspection of outgrants will be coordinated with the operations and real estate elements of the district. Project personnel will charge to the real estate compliance inspection cost account only that time on site devoted specifically to assisting the real estate compliance inspection effort.

(2) Compliance Inspections by Real Estate. The Operations Project Manager will be notified in advance of an inspection and will be invited to accompany real estate personnel. The Operations Project Manager should evaluate each outgrant prior to renewal and if warranted, furnish a written recommendation for extending or terminating the outgrant through the operations channels to the real estate element. A copy of the inspection report will be furnished to the operations element. The Operations Project Manager will be furnished a copy of all outgrants and pertinent correspondence.

(3) Human Habitation. Actions to remove those trailers currently on concessions and club sites at Corps projects should be terminated unless the conditions set forth in Section 1134(d) of PL 99-662 are not being met. Existing leases may be modified as needed to provide for continuation of trailer uses as long as there is compliance with the conditions of Section 1134(d).

(4) Private Exclusive Use. Water and land areas at Corps projects are maintained for the benefit of the general public. Since the early 1960's, the permanent siting of floating cabins, cottages and non-transient mobile homes and trailers for private exclusive use at projects areas has been discouraged. Guidelines for implementing the policy on private exclusive use, as well

as for timeshare units, are contained in Appendix B to this chapter. These established procedures are applicable to all new, expanded or existing private exclusive use developments.

2-4. Natural Resource Management Activities.

a. The Corps of Engineers is the steward of nearly 12 million acres of land and water held in public trust at Corps civil works water resources projects. This acreage includes diverse natural resources such as fish, wildlife, forests, wetlands, rangelands, grasslands, soil, air and water, all of which are components of larger communities and encompassing ecosystems. Consistent with the Civil Works Natural Resources Management Program Mission, the Corps stewardship responsibility is to manage, conserve, and protect these natural resources for sustained use by future generations.

b. Natural resources inventories are to be conducted at Corps civil works projects, to provide quantitative and qualitative data for use in determining resource management needs. There are two types of inventories, Level One and Level Two.

(1) Level One inventories are of a general nature and will be conducted to provide baseline information for Master Plan purposes. Level One inventory data will be used to support the resource objectives and land use classifications for the Master Plan. In the absence of identified resource objectives and/or existing inventory data, the Level One inventory will be conducted. The Level One inventory will be conducted in sufficient detail to determine general plant and animal composition, acreage of dominant vegetative types (such as grasslands, woodlands, and wetlands among others), soil types, land use capabilities, and the presence of "special status species" and/or their critical habitat occurring on project lands and waters. "Special status species" include any species which is listed, or proposed for listing, as threatened or endangered by the U.S. Fish and Wildlife Service (FWS) or National Marine Fisheries Service (NMFS), under the provisions of the Endangered Species Act; any species covered by the Migratory Bird Treaty; any species designated by the FWS as "Candidate" species or "Sensitive" species; and any species which is listed and protected by state statute in a category implying potential endangerment or extinction. The Level One inventory will be, in most cases, accomplished using available existing information, which is readily available from a variety of sources (e.g., U.S. Geological Survey Maps, county soil surveys, aerial photography, U.S. Fish and Wildlife Service, Corps project feasibility documents, etc.). (A Level One wetlands map can be constructed based on Level One soils and vegetation inventory data to determine potential wetland areas.)

(2) Level Two inventories are prepared in support of the resource objectives and/or land use classifications identified in the project Master Plan and the Operational Management Plan. Level Two inventories are required for the effective development, execution and evaluation of specific natural resources management prescriptions. Detailed inventories for "special status species," for example, are Level Two, and these inventories will be conducted at frequencies necessary to determine the existence of any new populations of "special status species" occurring on project lands or to determine significant changes in the existing population levels of these species. (Level Two inventories for wetlands designations will be based not only on soils and vegetation inventory data, but also on other critical factor information such as hydrology and hydraulics, and will be determined by expert wetland professionals.)

c. Prepare and approve Master Plans in accordance with ER 1130-2-550, Chapter 3, Preparation of Master Plans. The Master Plan is the document that organizes Congressionally

authorized activities (i.e., established by project specific authorities as well as general authorities for stewardship responsibilities) which are to be conducted on the project. Master Plans will reference the legal authorities and responsibilities which guide the project's role within the region, watershed, and ecosystem. Natural resources related interpretive programs, such as Watchable Wildlife, will be identified in Master Plans by either a specific resource objective and/or land use classification.

d. Prepare and approve Operational Management Plans (OMP) in accordance with paragraph 2-4c above: a summary of natural resources inventories and evaluations; the inventory methodologies used; resource objectives; and site specific prescriptions for the management of the resources. Specific (Level Two) inventories are developed and conducted to support approved resource objectives and determine the existence of any "special status species" occurring on project lands. General (Level One) inventories should be described in the OMP and conducted in the absence of resource objectives and/or existing inventory information.

e. Prepare and approve General Plans for Fish and Wildlife Management (General Plans) pursuant to the Fish and Wildlife Coordination Act. General Plans are prepared when existing project lands and waters are to be used for fish and wildlife purposes under the administration of other agencies, and for lands acquired specifically for wildlife mitigation, whether managed by the Corps or other agency. General Plans are not necessary for other lands and waters managed by the Corps in the interest of good stewardship and where it has been determined that fish and wildlife would share the use of project lands with other uses such as general recreation or where interim use is contemplated. The U.S. Fish and Wildlife Service (FWS) and the Corps have mutually agreed upon procedures for developing General Plans and the formats for General Plans. These model formats are found in Appendix C of this EP.

(1) Procedures for Developing General Plans. The August 1954 agreement between the FWS and the Corps, provides that General Plans for Fish and Wildlife Management, as specified in Section 3 of the Coordination Act (PL 732, August 14, 1946) shall be developed jointly by the Corps and the FWS, and the appropriate State agency for all project lands and waters where management for fish and wildlife purposes is proposed. General Plans are prepared for the purpose of designating the type of use, as between the national migratory bird management programs of the Department of the Interior and the wildlife programs of the respective states, and therein to define lands and waters to be administered by each. Such General Plans should be only as detailed in those respects as may be necessary to indicate the agencies, the areas, and the general purpose to be accomplished under each assignment. The General Plan should not be burdened with operating details which are properly a part of the cooperative agreements understood to be necessary between the Corps and the FWS or the State in making areas available to the latter two agencies subsequent to the completion of the General Plans. In accordance with Section 8 of the August 1954 agreement, the following procedures for the development of General Plans for Fish and Wildlife Management have been developed jointly by the Corps and the FWS.

(a) Reports prepared by the Fish and Wildlife Service in cooperation with the appropriate State fish and game agency, in accordance with Section 2 of the Act of August 14, 1946, shall specify, when appropriate, the necessity for a General Plan for Fish and Wildlife Management in the recommendations of the reports. In accordance with previously established procedures, the reports will be transmitted to the District Commander.

(b) Whenever the use of project lands and waters for fish and wildlife management purposes is proposed, the Service or the appropriate state agency may request the preparation of a General Plan for Fish and Wildlife Management. The formulation of a General Plan shall be a joint cooperative endeavor by the District Commander, Regional Director of the FWS, and the head of the appropriate state agency, by mutual exchange of information pertaining thereto, discussions, and agreement. Normally, the Corps will initiate the preliminary draft of the General Plan after determining the views of the other agencies. Such draft of a General Plan will be submitted concurrently for comment to the other two agencies. Such draft of a General Plan will be subject to approval of the Assistant Secretary of the Army for Civil Works (ASA(CW)), the Assistant Secretary of the Interior for Fish, Wildlife and Parks (ASI(FWP)), and the head of the agency exercising administration over the wildlife resources of the State wherein the lands and waters lie.

(c) After the field offices of the Corps (with ASA(CW) concurrence), the state and the Regional FWS have reached agreement as to the form and context of the General Plan, signature in triplicate by the appropriate state official will be obtained thereto signifying concurrence, and the signed copies thereof will be forwarded by the Corps through channels to higher authority for approval and execution by the ASA(CW) and ASI(FWP).

(d) After completion, conformed copies of the General Plan shall be supplied by the ASA(CW) to each of the three respective parties.

(2) General Provisions for Preparation of General Plans.

(a) Every reasonable effort will be made to reach mutual agreement at an early date with respect to the provisions of General Plan for Fish and Wildlife Management for a project. Where a General Plan is to be prepared, wildlife agencies of the affected states and the FWS will be consulted by the Corps on wildlife matters with a view to reaching tentative agreement on lands and waters to be utilized for wildlife management purposes prior to published hearings on Master Plans.

(b) Project lands and waters of particular value for the conduct of the national migratory bird management program made available to the FWS may, subsequently through a cooperative agreement, be administered by a state in accordance with Section 4 of the Coordination Act, if such action appears to be in the public interest.

(c) Federal and state agencies managing the project lands for wildlife may utilize same for the production of food for the wildlife involved.

f. Natural Resources Management Concepts. Natural resources management activities shall be accomplished through the use of one or more of the following management concepts: stewardship, mitigation, or enhancement.

(1) Stewardship. Natural resources management through a stewardship concept ensures the conservation, preservation, or protection of those resources for present and future generations. Stewardship focuses on sustaining ecosystems. Stewardship shall be applied in a biological community context, thereby providing protection for the existing species populations, communities, habitat types and ecosystems. "Special status species" and their habitats shall be identified and accommodated in the Master Plan and OMP. The application of the stewardship concept within ecosystems and their component biological communities (such as forests and

woodlands, range and grasslands, and wetlands), including fish and wildlife and soils, is described in the following paragraphs.

(a) Ecosystem Management. An ecosystem is a dynamic community of biological organisms, including humans, and the physical environment in which they interact. Ecosystem management by the Corps is a proactive, goal-driven approach to sustaining ecosystems and their values. The Corps will manage communities to promote regional environmental values occurring on project lands toward sustaining ecosystems in which the project lands and waters occur. Such ecosystems and communities will be identified in resource objectives and/or land use classifications contained in the Master Plan and the OMP. Preferential treatment will be given to the management of ecosystems, communities, and habitats identified as having special status species.

(b) Forest and Woodland Management. The Forest Cover Act provides a statutory mandate for multiple use forest management, or other vegetative cover management, on project lands and waters. Forest and woodland management will be applied to develop, maintain, protect and/or improve vegetation conditions for timber, fish, soils, recreation, water quality and other beneficial uses. The Master Plan will provide for multiple use forest management wherever practicable and compatible with other uses of project land. Where applicable, OMPs will provide for the continued production and harvest of forest products through sustained yield programs, reforestation and accepted conservation practices. Where applicable, the OMP will provide site specific prescriptions for forest and woodland management.

(c) Fish and Wildlife Habitat Management. Section 2 of the Forest Cover Act provides authority for the Corps to manage project lands and waters for any or all conservation purposes, including fish and wildlife conservation. The Corps will conduct fish and wildlife management activities which seek to maintain populations of targeted wildlife species through the manipulation and management of habitat. These activities will normally be in conjunction with other Federal, state, and local agencies using a variety of techniques including the placement of artificial structures and other practices. Where not managed by other Federal, state or local agencies, the Corps will conduct fish and wildlife management programs on all project lands and waters which are identified by land classification and/or resource objective for fish and wildlife management. The Master Plan and OMP will identify and document the fish and wildlife species that inhabit project lands and waters. Those species that are to receive management emphasis will be special status species, and those species specified by laws and national focus plans and agreements such as the Endangered Species Act and the North American Waterfowl Management Plan. The OMP will include site-specific prescriptions for the management of fish and wildlife habitat, or for management of a specific species or species group.

(d) Grassland Management. Grassland (including rangeland) management is within the mandate of the Forest Cover Act. The Corps will provide for the protection and development of vegetative cover other than forests and woodlands as well as establish conservation measures for its maintenance. Grassland management techniques will be applied whenever the opportunity exists to protect native grasslands or prairie, and/or improve vegetative conditions as a soil conservation, watershed protection, fish and wildlife habitat, or range management practice. Livestock grazing, haying, crop production and other agricultural activities are tools that may be used in the manipulation of vegetation and should not be used, or should be discontinued, where they may be reasonably expected to destroy or significantly alter plant and animal communities occupying a project. The grassland management program will comply with the resource

objectives and/or land use classifications stated in the Master Plan and OMP. Where applicable, the OMP will provide site specific prescriptions for grassland management.

(e) Wetlands Management. The Forest Cover Act provides for the development of vegetative cover, such as wetlands, so as to yield maximum benefit and otherwise improve such areas. Wetlands are those areas inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas. Wetlands will be assigned a resource objective or wetlands land classification in the Master Plan and the OMP. Existing wetlands will be protected, conserved and maintained with one goal being "no net loss" of wetlands at any one project. On hydric soils (indicating previous wetland conditions) consideration and management emphasis should be given to returning, operating, and/or maintaining wetlands for wetland plant communities. Consideration should be given to buffering the wetland within an adequate amount of land to prevent abuse or loss from adjacent land uses. The development and maintenance of wetlands should integrate the needs of fish and wildlife and support national programs and efforts associated with the Endangered Species Act, Section 307 of PL 101-640, EO 11990, and the North American Waterfowl Management Plan. Wetlands management objectives and practices should be featured in the Master Plan and OMP.

(f) Soils Management. All land management prescriptions developed for use at water resources development projects will integrate the constraints and favorable characteristics associated with specific soil types and land use capabilities. Land uses and conservation practices recommended by the Natural Resources Conservation Service for each land use capability class should be carefully considered during the development of Master Plans and OMPs. Where available, an inventory of soil survey maps will be maintained at project offices and referenced in management prescriptions contained in the OMPs. Constraints associated with the soils and land use capabilities of a particular site will be identified and incorporated into Master Plans and OMPs. The OMP will provide site specific prescriptions for soils management including erosion control, sediment management and bank stabilization.

(2) Mitigation. Mitigation measures authorized by Congress or approved by Headquarters compensate for ecological resources unavoidably and adversely affected by a Corps project. Mitigation includes stand-alone projects; work undertaken concurrently with project construction; and operation, maintenance and management of mitigation measures. The species, habitat, and/or measures identified as mitigation are contained in feasibility reports and design memoranda submitted as supporting documentation for the project authorization and in other supporting documents identified as special reports to Congress. Mitigation measures that are cost shared with a local sponsor shall have the appropriate ratio of shared costs identified in the above reports and documents. Approved mitigation plans and associated measures shall be incorporated into the Master Plan and OMP.

(3) Enhancement. PL 89-72 provides for consideration of fish and wildlife enhancement opportunities at Corps water resources development projects. Enhancement measures/activities are those measures/activities taken above a stewardship level (i.e., level required to sustain fish and wildlife resources for the life of the project), and those measures/activities which produce an increase or concentration of animal numbers for the purpose of recreational benefits. Enhancement measures/activities are subject to cost-sharing or total funding by others, in accordance with administrative guidance provided by the Assistant Secretary of the Army for Civil Works.

g. Natural Resources Protection.

(1) Management activities designed to prevent destruction of, or to minimize the degradation of natural resources due to harmful effects of soil erosion and resultant sedimentation, wildfire, insects and disease shall be specified in the OMP. Remedial actions to correct over utilization will be identified in the Master Plan and OMP. Particular attention should be given to carrying capacities for domestic livestock and human use. Where economically justified, fencing may be used as a management tool to prevent unauthorized use and trespass, to protect against environmental degradation and to preserve desirable wildlife habitat.

(2) OMPs will stipulate wildfire control measures. The Corps may enter into reciprocal agreements with appropriate public organizations or agencies for the protection of property from fire. The agreement may provide for the reimbursement of any or all costs incurred in furnishing fire control on Corps lands. Such agreements will include a waiver from claims for compensation of any loss, damage, personal injury or death resulting in the performance of the agreement. Authority to approve fire control agreements is delegated to district commanders.

(3) OMPs will provide for monitoring project lands to determine unacceptable pest populations. OMPs will reference the requirements in ER 1130-2-540, Chapter 3, Pest Control Program for Civil Works Projects, for annual pest control plans and for documentation of pesticide use. See also EP 1130-2-540, Chapter 4.

h. Natural Resources Disposal and Removal.

(1) Forest Products. The operations element will prepare the determination of availability for forest products to be sold on project lands. The sale of forest products will be administered by the real estate element, in accordance with ER 405-1-12. Minor sales may be accomplished by the operations project manager on water resources development projects under the general guidance (ER 405-1-12) issued by the real estate element. Project-wide salvage contracts may be used to dispose of forest products resulting from insect and storm damage or recurring activities which require small-scale removal of forest products. Determinations of availability will contain as a minimum:

- (a) A statement of the purpose of the proposed sale.
- (b) An estimate of the volume of the various products made available and the basis for the estimate.
- (c) A statement on the accuracy of the estimate to serve as the basis for a lump sum sale (if forest products are intended to be sold on lump sum basis).
- (d) A listing of voluntary Best Management Practices (BMPS) published by state forestry agencies will be included in the sales contract. Examples of BMPS include seasonal harvesting requirements, riparian protection zones, maximum log lengths, and allowable equipment size.
- (e) Provisions for a final joint operations element-real estate element compliance inspection before release of the contractor at completion of the contract, as required.

(2) Agricultural Crops and Activities. A determination of availability will be prepared by the operations element for hay, grazing, crops and other agricultural activities to be disposed of by sale or removed from lease. All hay, grazing, crops and other agricultural sales or leases will be administered in accordance with applicable sections in ER 405-1-12.

(3) Minerals. ER 405-1-12 sets out policy and procedures on mineral exploration and leasing. Instruments authorizing mineral exploration or production activities shall include requirements to protect natural resources identified in the resource objectives and/or land use classifications presented in Master Plans and OMPs.

(4) Sand, Gravel and Embedded Stone. Sand, gravel, and embedded stone, which are generally referred to as common variety minerals are defined as real property (41 CFR Part 101-47.103-12 (c)). The Secretary of the Army has authority to dispose of these items without disposing of the underlying Government-owned lands under Department of the Army control. Determinations of availability prepared by the operations element will contain conditions to protect natural resources identified in the resources objectives and/or land use classifications presented in Master Plans and OMPs. Guidance for sale of such products is contained in ER 405-1-12.

i. Pollution Abatement.

(1) Solid Waste Disposal. Solid waste disposal will be by contract with off-project licensed sanitary collectors when such a method is economically and administratively feasible. Where practical, arrangements shall be made for disposal of solid wastes off the project. Where this is not feasible, disposal shall be accomplished on the project in accordance with Federal, state and local laws.

(2) Water Pollution Control. Continuous vigilance for sources of pollution in the reservoir, and in stream tributaries thereto, will be maintained. Periodic real estate compliance inspection reports of all outgrants require specific comments regarding the possibility of pollution as a result of activities of the grantee. Surveillance of industrial, agricultural, and other operations which are potentially harmful to reservoir waters shall also be maintained in cooperation with the Environmental Protection Agency (EPA) and other Federal, state or local interested agencies. The District Commander will assure control of all waste discharges originating on Federal property under his jurisdiction and will provide assistance to Federal, state and local agencies in controlling waste discharges originating outside Federal lands which are polluting federally owned areas. Any request for use of shoreline lands will include information concerning the sewage disposal facilities and health and safety measures to be provided by parties requesting the proposed outgrant.

(3) Air Pollution Control. The resource manager will maintain surveillance of activities near the project that the potential producers of air pollution which may affect the quality of the project with regard to aesthetics or public health and safety. Project activities, such as prescribed burning which might contribute to air pollution shall be coordinated with proper authorities.

(4) Visual Pollution Control. Unauthorized signs, abandoned watercraft and floating facilities, buildings, and other developments which have encroached on Corps property, or any obtrusive, unsightly item that presents an environmental intrusion, is a form of visual pollution. In order to preserve the natural characteristics of land, water and shorelines of Corps projects, steps will be taken to prevent or eliminate visual pollutants on land or water under Corps control.

(5) Noise Pollution Control. The making of continuance of excessive noises at any time or any place and by any means is prohibited when it interferes with an authorized use or project purpose.

(6) Pest Control. The MSC Commander is responsible for implementation of the pest control program, providing for training of pest control personnel, safe use of highly toxic materials and the proper application of restricted-use pesticides. District programs will include control agents, up-to-date and economical methods of control, and the proper use and maintenance of pest control equipment. Field operating activities will designate a single point of contract for pesticide matters. ER 1130-2-540, Chapter 3, Pest Control Programs for Civil Works Projects, assigns responsibilities and prescribes procedures concerning the use of chemicals in the Corps pest control program at all civil works projects. It also presents guidance for the preparation and submission of an annual pest control summary report.

2-5. Conservation of Federally-listed Endangered and Threatened Species on Existing Corps Project Lands.

a. This section provides guidance for the conservation of federally-listed endangered and threatened species as well as proposed to be listed endangered and threatened species, occurring on all project lands and waters including outgranted lands. An additional specific purpose is to provide guidance for participation in the US Fish and Wildlife Service/National Marine Fisheries Service (FWS/NMFS) endangered and threatened species recovery plan efforts.

b. The Endangered Species Act states that all Federal departments and agencies shall seek to conserve endangered species and threatened species and shall utilize their authorities in furtherance of the purposes of the Act. The purposes of the Endangered Species Act are to provide a means whereby the ecosystems upon which endangered species and threatened species depend may be conserved and to provide a program for the conservation of such federally-listed species.

c. Civil works project lands and waters will be managed in a manner which assists in the overall conservation of federally-listed endangered and threatened species, and the ecosystems upon which they depend. Species which are candidates for listing will also be given consideration. Conservation methods and procedures will be utilized which will enable the inventory and protection of these species of special concern and their habitat, as well as the participation in their recovery.

(1) Inventory. An inventory of all federally-listed endangered and threatened species and proposed species which are candidates for listing, known to occur on project lands and waters will be accomplished. These inventories will be kept current with the listing of species by the FWS/NMFS and the individual states.

(2) Protection. The protection of federally-listed endangered or threatened species that occupy lands and waters under the control of the Corps is mandated by the Endangered Species Act. It is the policy of the Corps to insure that any action it authorizes, funds, or carries out is not likely to jeopardize the continued existence of any federally-listed endangered and threatened species, "take" species, or result in the destruction or adverse modification of the habitat of such species which is determined by the FWS/NMFS to be critical. Species that are proposed for Federal listing as endangered or threatened species are not protected under the ESA. However, because proposed species may be listed in the future, the Corps will consider proposed species in

making decisions that may affect them, and will avoid taking actions that result in the need to list proposed species.

(3) The Endangered Species Act mandates Federal agencies to utilize their authorities to carry out programs for the conservation and survival of federally-listed endangered and threatened species. The Act also requires the FWS/NMFS to develop and implement recovery plans as a program for the conservation and survival of endangered and threatened species. Therefore, it is the policy of the Corps, in balance with other Corps priority missions, to participate in the implementation of FWS/NMFS recovery plan efforts involving civil works project lands and waters.

(4) Inventory Requirements and Procedures. A baseline inventory (see paragraph 2-4.b(1) above for Level 1 inventory for Master Planning purposes) of federally-listed endangered, threatened, and proposed species occurring on Corps project lands and waters will be completed, documented, and annually updated in the Operational Management Plan (OMP).

(a) Prepare Screening Lists. A screening list of federally-listed endangered, threatened, and proposed species that potentially could occur on project lands and waters shall be obtained from the appropriate FWS Ecological Services field office. Where appropriate, Federal lists of endangered, threatened, and proposed marine and anadromous species shall be obtained from the NMFS regional offices. Requests for these lists should be made in writing. Screening lists shall be updated on an annual basis.

(b) Map Species Distributions. The historic distribution and habitat requirements of each species on the screening lists will be obtained. This information should be readily available at FWS, NMFS, or State natural resource agency offices. Information can also be extracted from files where project construction or operational activities have recently undergone consultation under Section 7 of the Endangered Species Act. The information will then be summarized into the text and maps of Master Plans as an update in accordance with ER 1130-2-550, Chapter 3, Preparation of Master Plans. Only broad habitat types where a species is known to occur or its habitat requisites are readily known to be met are to be mapped. Any habitat occurring on project lands or waters and designated by the FWS/NMFS as critical habitat will be so mapped. Once personnel have a good working knowledge of the species of concern and their habitat requirements, observations made in the field during the course of a year will be documented in the annual OMP update.

(c) Determine Which Species Occur Regularly. Each species on the screening lists shall be carefully reviewed each year for its known occurrence on project lands and waters. The main objective of this effort is to determine which species on the screening lists occur on a regular seasonal basis. Presence and abundance of federally-listed endangered and threatened species will be determined by the procedure identified in the OMP. The FWS and NMFS can provide some information on each species current locations known to the agencies. Project Office field observations can supplement the provided information. State natural resource agencies and Natural Heritage offices, colleges and universities, organizations such as the Nature Conservancy, and other fish and wildlife oriented organizations should also be contacted for any available information. Based on the information received and past field observations, a determination shall be made, and the rationale documented, of each species type of occurrence (e.g., resident species, uncommon resident species, wintering species, common migrant, uncommon migrant).

(5) Consultation and Conference Requirements and Procedures. Conference and consultation are processes by which interagency (Corps and FWS/NMFS) cooperation is achieved pursuant to Section 7 of the Endangered Species Act. The Corps will confer with the FWS/NMFS on actions that may affect proposed species, or habitat proposed for designation as critical. The Corps will consult with FWS/NMFS on any natural resources management action that may affect a federally-listed species or its designated critical habitat. The procedures for carrying out this consultation or conferencing are contained in 50 CFR Part 402, and are required by Section 7 of the Endangered Species Act. A permit shall be obtained from the FWS/NMFS for any action taken for scientific purposes or to enhance the propagation or survival of the affected species.

(6) Recovery Requirements and Procedures. The development and implementation of progressive programs for the conservation and management of fish and wildlife resources on Corps project lands has long been a requirement. A component of this requirement is the Corps' participation in the development and implementation of effective recovery plans for federally-listed endangered and threatened species. The recovery of Federally-listed endangered and threatened species is necessary to reverse the decline of each listed species and ensure its long-term survival. When this goal is met, the FWS/NMFS can take steps to delist the species. The recovery effort requires a long-term commitment of the Corps.

(a) Identify Corps Projects Targeted for Recovery Efforts. Within the FWS, regional directors are responsible for implementing recovery plans for species that occur in their regions. The FWS designates a lead Region to coordinate recovery activities for species which occur in more than one Region. Within the NMFS, the Office of Protected Resources and the appropriate NMFS regional office(s) coordinate recovery plan implementation. FWS/NMFS regional offices will be contacted to determine which existing recovery plans, or recovery plans under development, target Corps project lands and waters in the recovery effort. Copies of applicable plans will be obtained for review.

(b) Review Applicable Recovery Plans. Recovery plans delineate site-specific actions which are believed by the FWS/NMFS to be required to recover and/or protect a species. Recovery plans do not necessarily represent the views nor the official positions or approvals of any agencies other than the FWS. Approved recovery plans are subject to modification as dictated by new findings, changes in species status, and the completion of recovery tasks. An assessment will be made of the needed Corps natural resource management actions identified in each applicable recovery plan. A determination will be made of the reasonableness of each action. Alternative designs will be developed and evaluated for major cost items prior to Corps acceptance of the item. Those actions found unreasonable will be brought to the attention of the FWS/NMFS for resolution.

(c) Determine Recovery Priorities. The FWS has a recovery activity priority system based upon the degree of threat confronting the species, recovery potential, genetic distinctiveness, and conflict with economic activities. The system ranks the tasks within each species' plan. A priority 1 task is an action that must be taken to prevent extinction or to prevent the species from declining irreversibly in the foreseeable future. A priority 2 task is an action that must be taken to prevent a significant decline in a species population/habitat quality, or some other significant negative impact short of extinction. A priority 3 task is any other action necessary to provide for full recovery of the species. The NMFS system is modeled after the FWS system and differs in only a few respects. The primary difference is that the NMFS system does not take taxonomy into account. An assessment will be made of the prioritization of natural

resource management tasks in each applicable recovery plan for implementation and budgeting purposes.

(d) **Implement Recovery Action Items.** Applicable recovery action will be incorporated into OMPs as an update in accordance with this pamphlet. Also, the Endangered Species Act requires that each Federal agency, prior to implementation of a new or revised recovery plan, consider all information presented during the public review of the recovery plan.

(e) **Participate on Recovery Teams and in the Development of Recovery Plans.** When invited by the FWS/NMFS to participate on recovery teams for the purpose of developing or revising recovery plans, Corps natural resource management experts will be encouraged to do so within manpower constraints. When any Corps project lands and waters are targeted for a significant role in the recovery of a species, a request will be made to the FWS/NMFS for the involvement of qualified Corps personnel in the development of the recovery plan. The objectives of this involvement will be to ensure the development of a well-coordinated plan, and to facilitate implementation of the plan.

(7) **Budgeting Requirements.** All conservation activities identified will be accomplished when funds are available through the budget priority process presented in the Annual O&M Budget Guidance.

CHAPTER 3 - PEST CONTROL PROGRAM FOR CIVIL WORKS PROJECTS

3-1. Purpose. This chapter establishes guidance for the management of pest control programs, including contracted services, at civil works projects.

3-2. Guidance.

a. The MSC Commander shall be responsible for providing guidance on Federal policies and regulations on pest control, including close coordination with the Environmental Protection Agency.

b. Where practicable pest control services should be accomplished through service contracts. All contracts for pest control services must receive technical review and approval from trained and/or certified applicator of general-use or restricted-use pesticide (commensurate with the work to be performed), prior to advertisement of the contract and procurement of services.

c. Corps of Engineers policy on vector control is to respond whenever a duly authorized public health agency declares an emergency health hazard involving Corps managed property. The commonly accepted condition for declaring an emergency health hazard is when a vector-borne disease organism is identified in a scientifically established percent of vectors or blood samples of animals that act as the natural reservoirs of such a disease. In addition, declarations of vector emergency health hazards are normally for a duration of one vector breeding season, based upon findings of monitoring activities in that season.

d. Information on pesticide spills (location, date, amount, type and cleanup action) shall be collected at the time of the spill. These records and reports as well as follow-up studies, maps, and inventories shall be maintained as part of the permanent project land record. (See ER 200-2-3, Chapter 5, Oil and Hazardous Substances Spill Incidents.)

(1) Immediate assistance for emergency-type pesticide spills which threaten life or gross contamination of the environment may be obtained by contacting Chemical Transportation Emergency Center (CHEMTREC) toll-free at 1-800-424-9300.

(2) Information on decontamination of non-emergency type pesticide spills also may be obtained by dialing the CHEMTREC number given above. The operator must be told immediately that no emergency exists and the call is a request only for decontamination information. Guidance for decontamination of minor spillage or leakage will be obtained from the appropriate district element.

e. Endangered Species Protection. The Endangered Species Act (ESA) requires that all Federal agencies ensure their actions will not jeopardize endangered or threatened species and associated habitat. Districts should review their pest control programs to ensure they do not impact endangered species and their designated critical habitat. An updated list of endangered species can be obtained from the U.S. Fish and Wildlife Regional Offices.

3-3. Personnel Actions.

a. Standards of Supervision. Personnel whose duties include supervision of pesticide applicators or administration of pesticide service contracts must have a practical knowledge of Federal and state supervisory requirements.

b. Personnel Requirements. Pest control duties shall be identified in applicable job descriptions, performance standards, and job hazard analyses whether they constitute a major duty or not. Such job descriptions will also note the employee's responsibility for using personal protective equipment and clothing provided, note the requirement for training and/or certification under PL 92-516 and 40 CFR 171; and for following established health and safety practices and procedures, including the requirement for periodic medical examinations, as per paragraph c below.

c. Medical Surveillance. Each district will provide a minimum medical surveillance program for (government) personnel applying pesticides other than bug bombs, space sprays, and no-pest strips. The minimum program will consist of a base-line, annual, and pre-termination physical exam. Major elements for a physical exam are outlined in Appendix F. Prescribed preplacement medical examinations will be provided as part of the personnel action process before anyone is permitted to handle pesticides.

d. Training and Certification. All personnel directly involved in pesticide (other than bug bombs and other pre-mixed sprays and no-pest strips) applications must be properly trained and/or certified prior to making any applications by satisfactory completion of training as listed below. Under the provisions of Section 4, PL 92-516 and 40 CFR 171, the Environmental Protection Agency is responsible for certification of Federal personnel applying restricted-use pesticides. To meet this requirement, the Department of Defense has developed an Agency Plan which satisfies the training and certification required by EPA. Records of such training and/or certification will be maintained in official personnel files. Retraining/recertification of personnel shall occur within three years or in accordance with requirements of state or Federal certification programs.

(1) General-Use Pesticide Training. Personnel involved in the application of general-use pesticides must be properly trained. The current plan for training of personnel, for general-use pesticides only, requires the satisfactory completion of applicable state, or state-approved, training in safe methods of application of general-use pesticides.

(2) Restricted-Use Pesticide Training. Personnel applying restricted-use pesticides are required to complete restricted-use pesticide training and certification as given at Navy facilities at Jacksonville, Florida; Alameda, California; or the Army Health Services Command, Fort Sam Houston, Texas.

(3) State Training. Training which results in state certification of pesticide applicators in either general-use or restricted-use pesticides may be used in lieu of the training described in paragraph 3-3d(1) or 3-3d(2), whichever is applicable. However, in order for state-restricted-use training to be substituted for the DoD training provided in paragraph 3-3d(2), the state training must meet minimum curriculum requirements of the DoD Certification and Recertification. (See DoD 4150.7-M, Plan for Certification of Pesticide Applicators of Restricted Use Pesticides.) State general-use certification may not be substituted for restricted-use certification.

3-4. Pesticide Use.

a. General. Pesticides will be handled in accordance with Federal regulations (40 CFR 165). Vehicles with lockable storage suitable for safe transportation of pesticides, personnel, and supplies, will be assigned for control operations. (See Appendix F for preventive safety measures.)

b. The availability and use of a certified applicator must be directly related to the hazard of the situation. During general-use pesticide applications, where a certified applicator is not required to be physically present, "supervision" shall include verifiable instruction to the competently trained applicator, as follows: (1) detailed guidance for applying pesticide properly, and (2) provisions for contacting the certified applicator in the event he/she is needed. Restricted-use pesticides will be applied only by, or under the direct supervision, of a certified restricted-use applicator. "Direct supervision" shall include the restricted-use applicator being at the specific location where the work is conducted and maintaining a line-of-sight view of the work performed.

c. Exposure To and Protection From Pesticide Hazards. Basic health and safety practices and procedures, including personal protective equipment and clothing, work area layouts, storage and application considerations, are identified in Appendix F of this guidance. Additional guidance is contained in Section II and Appendix A of the U.S. Army Environmental Hygiene Agency, "Guide for Medical Surveillance of Pest Controllers, Technical Information Manual (TIM) 21". Face shields, respirators, gloves, and protective clothing, as required (AR 385-32), will be obtained through normal supply channels. All outer clothing worn by government personnel during pesticide application will be furnished at government expense. Pesticide contaminated clothing will be disposed of in an appropriate manner (Army Technical Information Manual 21). The use of disposable protective clothing is encouraged (see Appendix F). In case of pesticide poisoning, follow the project accident management procedure, which may include calling the Chemical Transportation Emergency Center (CHEMTREC) toll-free at 1-800-424-9300 for immediate assistance if required and/or the regional poison control center. Material Safety Data Sheets (MSDS) shall be obtained from the manufacturer or distributor for each pesticide and adjuvant used and be readily available to employees at the work place.

d. Recordkeeping Requirements. Certified applicator personnel and safety and fire prevention officers will perform and record inspections in accordance with their criteria. Records shall be kept on each application, whether performed by hired labor or contract, and retained at the project office. Federal regulations (40 CFR 171) describe the type of data to be collected and require retention of this information for a minimum of two years. State regulations may require additional data and a longer retention time. In these cases the additional requirements will be complied with. Instructions for maintaining these records can be found in AR 25-400-2. The purpose of this record is to assure that there is adequate data available to document the facts surrounding each application. Records of employee exposure, personal monitoring, medical surveillance, and other occupational health records shall be maintained in accordance with requirements specified in 5 CFR Part 293. A sample data format detailing the minimum data to be collected is included in Appendix F. Districts may modify the sample format to fit their actual needs.

e. Annual Pest Control Plans. Field Offices will prepare and submit to their District Office, by 15 December of each year, their anticipated use of pesticides during the upcoming calendar year for review and approval by the designated District POC. Field Offices will prepare

and submit to the designated district POC, by 30 January of each year, an accounting of the actual pesticide usage during the previous calendar year. In areas where there is minimal winter pest control activity, both annual reports may be submitted by 15 December. Appendix G contains suggested format for these plans including the minimum information required. Districts may develop a list of certain chemical products which are widely and routinely available "over the counter" to the general public, and preapprove these products thus making them exempt from the requirement to secure preapplication approval prior to their use. Such chemical control agents may include products such as ant and roach sprays, bee sprays, bug bombs, no-pest strips, rodent poisons, weed and feeds, and all other general use premixed weed killers or insecticides sold in small, ready to use quantities. The requirement for end of the year accounting of actual pesticide usage to the district office and post-application documentation will be retained for these products with the exception of bug bombs, space sprays, and no-pest strips.

3-5. Pesticide Storage. Pesticides must be stored in a manner which is consistent with Federal regulations (40 CFR 165 Subpart C). Appendix F and Army Technical Information Manual 21 contain information on proper storage practices. Storage of pest control agents shall be in accordance with applicable Federal and state regulations. Inspection of stored pesticides will be made on at least a quarterly basis. Certified applicator personnel and safety and fire prevention officers shall perform and record inspections in accordance with their criteria.

3-6. Pesticide Disposal.

a. General. Consultation on proper disposal procedures should be accomplished with the appropriate State and Federal Agencies. Records shall be maintained permanently on any pesticide disposal. Refer to 40 CFR 165 Subpart C and Army Technical Information Manual 21 for information on proper disposal methods. Project facilities will not accept storage or disposal of pesticides collected by the civilian community.

b. Repacking. Pesticides in deteriorated containers will be transferred to approved clean containers which are lined to protect against chemical reaction. Different formulations of the same pesticide will not be placed in the same container. Replacement containers will be labeled to include the name and strength of the pesticide formulation, the registration number, and other pertinent manufacturing data (e.g., lot number, date of manufacture, and expiration date, and all hazard warning information including hazards, exposure symptoms, control measures, emergency medical procedures and the manufacturer's point of contact in case of an emergency, from the original label (See also 40 CFR 165.10 and Army Technical Information Manual 21).

c. Disposal. Permissible disposal methods for excess pesticides will vary from one location to another based on availability of approved pesticide incinerators and specially designated landfills.

3-7. Procedures for Obtaining Exemptions for Registered Use of Pesticide. Pesticides approved in the annual plan (paragraph 3-7e) must be applied according to the pesticide label. Pesticide uses which are different from the uses identified on the label must be approved by the Environmental Protection Agency. Appendix H details procedures for acquiring that approval. This procedure may be used for emergency and nonemergency conditions.

CHAPTER 4 - FOREST SERVICE PEST SUPPRESSION ASSISTANCE AT CIVIL WORKS WATER RESOURCES DEVELOPMENT PROJECTS

4-1. Purpose. This chapter establishes guidance for consistent U.S. Army Corps of Engineers (civil works) involvement under the Memorandum of Agreement (MOA) between the U.S. Department of Agriculture (USDA) and U.S. Department of Defense (DoD) for the conduct of forest insect and disease suppression on lands administered by the U.S. Department of Defense.

4-2. Guidance.

a. Memorandum of Agreement (MOA). Under the MOA signed in 1990 by the USDA Forest Service and the DoD, the signers agreed to cooperate fully to prevent and suppress damaging forest insect and disease outbreaks. The MOA is Appendix I to this guidance.

(1) Cooperation shall be in accordance with the MOA. The requirements are mandatory for those districts seeking pest suppression funding support from the USDA Forest Service. Program participation remains, however, voluntary.

(2) The Secretaries of the USDA and the DoD have authorized their respective agencies concerned with the suppression of forest insects and diseases to develop and execute coordinated work programs and projects.

(3) In order to accomplish the responsibilities assigned by this MOA, Corps MSCs and Districts are encouraged to seek technical assistance from the USDA Forest Service, Forest Pest Management (FPM) Office that services their particular area. See Appendix J for the appropriate FPM Office.

b. District Coordination.

(1) District Point of Contact (POC). Each participating district shall designate a POC to address all matters relating to forest pest surveillance and suppression on civil works projects. The POC shall coordinate with higher authority and with regional representatives of the USDA Forest Service on all forest pest problems which may require suppression of forest insect infestations and diseases, including gypsy moth, douglas fir, tussock moth, spruce budworm, hemlock wooly adelgid, dutch elm bark beetle, southern pine beetle, and others. All MOA reports associated with forest pest surveillance and suppression programs at civil works projects shall be prepared and submitted in accordance with the guidelines provided in the paragraph 4-3 below.

(2) The district POC shall request assistance in a timely manner from the nearest Forest Service Regional FPM Office, if the need for forest pest or disease suppression under this program is anticipated in the upcoming year. The criteria outlined in section 4.b.(4) of the MOA shall determine whether suppression activity is appropriate. Suppression may consist of biological, chemical, or mechanical treatments or techniques, or combinations of these. Procedures for developing a "Pest Management Project Plan," using Forest Service Form FS-3400-2 are presented in Appendix K.

c. Training.

Under the terms of the MOA, the USDA Forest Service is responsible for providing training opportunities for DoD personnel in techniques for the prevention, detection and suppression of destructive forest insects and diseases. The district POC is responsible for determining USACE personnel training needs on an annual basis. Personnel involved in managing forest resources at civil works projects should be selected for training. This training should be listed in the employee's Individual Development Plan. The district POC shall request such training from the Regional FPM Office of the Forest Service far enough in advance that it may be included in the District Annual Training Needs Survey. Guidance on requesting and funding of training is provided in Appendix I; general pest management program guidance is provided in ER 1130-2-540, Chapter 3, Pest Control Program for Civil Works Projects.

4-3. Reporting.

a. The district POC shall:

(1) Prepare a "Forest Pest Management Project Proposal" (FS-3400-2) for each civil works project where support for suppression activity under this program is requested. These forms are available from the FPM Office and a sample may be found at Appendix K to this guidance. Include in each proposal the results of USDA Forest Service field evaluations, if these are available. If not available, then Corps provided biological evaluations (see paragraph d. below) supporting the proposals for suppression should be attached to the FS-3400-2 forms, when the Corps has the expertise to conduct such evaluations.

(2) Submit District prioritized project proposals (on forms FS-3400-2) to MSC offices not later than 1 September of the year preceding the fiscal year in which suppression is planned. A courtesy copy of these proposals should be forwarded to the appropriate FPM Office.

(3) Provide the results of any forest pest suppression activities undertaken as part of this program during the current fiscal year using the "Forest Pest Suppression Accomplishment Form", Appendix L to this pamphlet. These forms should be submitted to MSCs concurrently with the project proposals forms and not later than 1 September.

b. MSCs shall review and consolidate District proposals, and submit proposals and prior year accomplishment results to HQUSACE (CECW-ON), not later than 15 October.

c. HQUSACE (CECW-ON) will submit a Corps-wide prioritized list of project proposals to the Armed Forces Pest Management Board (AFPMB) for funding consideration, by 1 November.

d. Biological Evaluation. This appraisal assesses current pest infestation significance, and projected significance with and without suppression activities. The Biological Evaluation also includes a discussion of alternative pest management tactics.

4-4. Funding. The Cooperative Forestry Assistance Act of 1978, PL 95-313, authorizes the USDA Forest Service to allocate funds to other Federal land management agencies for suppression of forest insect infestation and disease epidemics.

a. Corps suppression project proposals will be prioritized by the AFPMB along with other DoD components' requests. A single DoD funding request will then be presented to the Forest Service by 15 November each year.

b. Funds will be allocated to DoD agencies based on USDA Forest Service evaluation, DoD prioritization and available funding.

c. The USDA Forest Service will then transfer funds through the Treasury Department into "no year" accounts for administration by the participating DoD agencies. Funds will be transferred in January of each year.

d. When HQUSACE is notified that pest suppression funds have been placed in the Corps of Engineers Treasury account, the Corps Districts will be notified of their allotment with a "Work Allowance Letter." Appendix M to this guidance contains a sample letter. Actual receipt of funds by the District will be accomplished with a "Funding Authorization Document (FAD)" through Resource Management Office channels.

e. Districts may then accomplish the approved pest suppression activities either by contract, as part of a state administered program, or in some cases by transferring funds to a local USDA Forest Service organization.

f. Lack of USDA Forest Service funding for a particular Corps suppression project does not prohibit Corps funding of the project using Operation and Maintenance, General funds if good stewardship practices so dictate. An example would be a sudden forest insect infestation or outbreak of disease requiring immediate suppression. In such cases, Operation and Maintenance, General funds may be used in lieu of USDA Forest Service funds.

g. Appendix N lists the milestones for Forest Pest Suppression Projects as established by the Armed Forces Pest Management Board.

CHAPTER 5 - SHORELINE MANAGEMENT AT CIVIL WORKS PROJECTS

Reserved

CHAPTER 6 - CULTURAL RESOURCES MANAGEMENT

6-1. Purpose. This chapter establishes guidance for the management of collecting, preserving and curating archeological and historical materials at civil works water resource projects, as well as establishing a Historic Preservation Program for construction, operations, and maintenance activities at these locations. It unifies Corps historic preservation activities by the consistent and uniform application of policy administered for the public benefit.

6-2. Applicability.

a. This chapter applies to all USACE commands having responsibility for civil works functions, including construction.

b. USACE requirements for the protection of historic properties in the Regulatory Program are found at 33 CFR Part 325, Appendix C. This engineer pamphlet also applies to all elements and offices involved with the construction, operation, and maintenance of civil works projects under the jurisdiction and control of the Corps of Engineers. This guidance is not applicable to the Corps regulatory program.

6-3. Background.

a. The Congress and the President, as expressed through various statutes and administrative actions, have declared that the protection and preservation of significant archeological and historic resources is in the broad public interest. In carrying out the provisions of law and policy the Corps investigates, evaluates, and recovers data and material from historic properties that could be impacted as a result of civil works undertakings. The historic preservation process does not conclude with the recovery and interpretation of archeological and historical data, but includes long-term curation and management of collections and associated documentation. Unless collections are accessible for scientific research and other appropriate uses, the resources themselves have not been properly managed.

b. Historic preservation is an equal and integral component of resource management at operating civil works projects. As such, historic preservation should be given just and equal consideration along with other resource objectives in preparation and implementation of Master Plan and Operational Management Plan (OMP) documents. It is the responsibility of all Corps elements to coordinate the historic preservation activities outlined in this guidance and other regulations to ensure an integrated natural and historic resources management program. The Corps of Engineers will manage federally owned, administered, or controlled historic properties in a spirit of stewardship for the inspiration and benefit of present and future generations.

c. The recovery of archeological and historic data has generated vast amounts of material remains and associated records. These collections often comprise the only remaining evidence of past human lifeways and will become more valuable for future generations. Preservation of this cultural heritage requires that these recovered materials and their associated records be properly curated and managed. In past years, universities, museums, and other publicly and privately owned institutions have accepted storage and curatorial responsibilities for federally-owned collections at no explicit cost to the government. However, because of plant, personnel, and financial constraints, many institutions can no longer continue to accept these unfunded responsibilities.

6-4. Guidance - Collections Access and Use.

a. USACE collections are to be available for scientific and educational uses by qualified professionals, including access for study, loan and use for such purposes as in-house and traveling exhibits, teaching, public interpretation, scientific analysis and scholarly research. At the discretion of the MSC Commander, collections may also be loaned for religious uses by interested groups with a demonstrated affiliation to the materials in the collection.

b. Collections recovered under cost shared or multi-agency projects shall be managed in accordance with the standards and procedures in this guidance.

c. Collection use is subject to such terms as are necessary to protect and preserve the condition, integrity and research potential of the collection. Collections users granted access to a collection shall be required to adhere to all rules established by the collections management center to protect the collection.

d. To gain access to a collection, or to arrange for the loan of a collection, users shall be required to submit a written request. The request should give the user's qualifications, state user objectives, proposed methods of use, and identify those materials or portions of the collections to be requested. The USACE field commander having primary control of a collection will evaluate the request and determine whether access will be allowed.

e. No collection (or a part thereof) shall be loaned to any person, institution or religious group without a written agreement between the collections management center and the borrower that specifies the terms and conditions of the loan. The agreement shall be subject to approval by the USACE field commander having primary control of a collection. The loan agreement shall specify the material being loaned, the purpose of the loan, the length of the loan, the security and environmental provisions for materials during the period of the loan, and any restriction on scientific, educational or religious uses, including whether any object may be altered, damaged or destroyed.

f. Any exhibits or publications resulting from use of government controlled collections shall acknowledge the collections center as the repository of the collection and the U.S. Army Corps of Engineers as the collection owner or administrator, as appropriate.

g. In accordance with Section 9 of the Archaeological Resources Protection Act (16 USC 470 hh) and Section 304 of the National Historic Preservation Act (16 USC 470 w-3), the District Commander shall restrict access to associated records that contain information relating to the nature, location or character of a prehistoric or historic resource unless the commander determines that such disclosure would not create a risk of harm, theft or destruction to the resource or to the area or place where the resource is located.

6-5. Guidance - Collection Management.

a. To ensure the integrity of material remains and associated records, it is preferable to house collections from a given historic property at a single repository. However, due to such variables as research needs and limitations of space or funding, it may be appropriate to separate parts of collections and use multiple facilities. If a collection is separated, a complete collection catalog shall be maintained at each collections center.

b. Securing Collections Management Services. USACE Commanders may secure collections management services using a variety of methods, subject to Federal procurement and property management statutes. USACE Commanders are advised that contractual arrangements providing for one-time, lump sum payments for longterm collections management are prohibited by 31 USC 3324. Methods that may be used by USACE Commanders include, but are not limited to:

(1) Placing the collection in a collections management center that is owned, leased, or otherwise operated by the U.S. Army Corps of Engineers;

(2) Using a purchase order or entering into a contract with a collections management center which meets the standards of this guidance. Normally such contracts or purchase orders should be of relatively short duration and should apply to initial processing or accessioning.

(3) Entering into a Cooperative Agreement with a state, regional, local, or Native American tribal repository; a university, museum, or other scientific or educational institution that operates or manages a collections center meeting the standards of this guidance.

(a) Cooperative Agreements outline the conditions, duties and responsibilities of all parties for long-term curation and management of collections. These agreements should include preambles, appropriate articles, signature blocks for the USACE field Commander having primary control of a collection and Cooperator(s), and any attachments or appendices.

(b) Cooperative Agreements shall always contain an article entitled Obligations of the Cooperator. This shall detail the collections management services to be provided by the Cooperator.

(c) Cooperative Agreements shall always contain a subsequent article entitled Obligations of the Government. This article shall include the following statement:

"Subject to the availability of funds, the Corps agrees to pay the Cooperator for the total cost of collections management and curation services to be provided in accordance with the obligations agreed to be undertaken by the Cooperator in Article including the applicable costs of operation and maintenance of such facilities and equipment as are required for the provision of such Cooperator services. At the request of the Cooperator, partial payments may be made as the curation and collections management services are performed based on a billings schedule identified in this Agreement and approved by the Corps."

(4) Entering into an interagency agreement with another Federal agency or intra-agency agreement with another USACE Command for collections management services.

(5) Transferring collections to another Federal agency for management, in compliance with the management requirements of 36 CFR Part 79.

c. Procedures for the Assessment and Evaluation of Existing Collections.

(1) The USACE field commander having primary control of a collection shall conduct an assessment of existing collections that are owned or controlled by the Corps of Engineers.

Although the conduct of these investigations may vary between USACE Commands, the following procedures shall be initiated:

(a) All collections and records which were generated by a Corps undertaking and/or removed from Corps project lands shall be identified.

(b) The collections management center where each collection is housed shall be identified. If a collection has been divided, all collection centers, institutions, tribal groups, and/or individuals that retain any portion of the collection shall be identified. When appropriate, collections shall be coalesced.

(c) If a collection or portion of a collection is on loan from the collections management center, the borrowing institution or individuals, the specific loan items, and terms of the loans shall be identified.

(d) If a collection is determined to be missing in whole or in part, with no account of its whereabouts, the assessment and subsequent report shall estimate what materials are missing.

(2) A report containing the assessment findings and a description of the condition of each collection shall be made. Information categories should include, but are not limited to:

(a) The quantity, preservation condition, and cultural affiliation, of all material, including human skeletal remains;

(b) the condition of all associated records;

(c) the degree to which a collection has been prepared cataloged, treated, accessioned, and stored;

(d) the physical state of the collection

(e) a list of all reports and articles generated by the analysis of the collection and its associated records; and

(f) an estimate for each collection specifying the funding and time necessary to attain the collection standards contained in this guidance.

(3) The questionnaire in Appendix O of this guidance should be used to collect the information on existing collections.

d. Standards for Processing and Placing Collections Into Collections Management Centers. The following are standards for the processing, management, and curation of all collections recovered by the Corps of Engineers. The goal of these standards is to ensure that collections will be properly processed, documented, and managed. The standards have been divided into two major categories: material remains and associated records.

(1) When a collection is turned over to a collections management center, an inventory shall accompany the material remains and associated records. The form and content of the inventories may vary between the USACE Commands, however, Appendix P provides sample formats for various types of material remains and records inventories.

(2) Material Remains.

(a) Material remains should be cleaned, stabilized, or conserved as appropriate so as not to preclude specialized analysis.

(b) Material remains shall be cataloged and labeled with the state or Smithsonian-type site numbers and provenience. Items can be grouped by material type, placed in bags with the exterior permanently labeled, and a mylar strip or acid-free paper label with the appropriate provenience information placed within the bag.

(c) In most cases, material remains shall be stored in perforated polyethylene, zip-lock type plastic bags at least 2 millimeters in thickness. Non-acidic or curatorial quality cloth bags are an acceptable alternative, provided they can be securely closed and labeled with the appropriate information, including provenience. For those items requiring special packaging, archivally stable materials shall be used.

(d) All material remains shall be placed in appropriate storage specified by the collections management center. All artifacts shall be housed by material class, artifact type and provenience when possible.

(e) Each box shall contain an inventory listing of its contents keyed to a master inventory of the collection which shall be filed with the collection records.

(f) All artifact storage boxes shall have a label conforming to the specifications of the collections management center. It is required that each box have a clear invoice label holder which protects the box label. Each label or box shall be identified with "U.S. Army Corps of Engineers."

(g) Ancestral human skeletal remains and reasonably acknowledged sacred objects may be provided to affected Indian tribes for reinternment or the Federal government will provide proper treatment and reburial of ancestral skeletal remains and acknowledged sacred objects following consultation with affected Indian tribes and prompt archeological evaluation. Human skeletal remains and objects recognized by appropriate experts as sacred to an identified community shall not be placed on public display.

(3) Associated Records.

(a) Two copies of a project's final report shall accompany each collection. It is recommended that these copies be produced on acid-free paper.

(b) A duplicate set of all field documentation and laboratory analysis shall be produced. One set, on acid-free paper, shall be submitted to the collections management center. These two sets of documentation shall be stored at separate locations within the designated collections management centers.

(c) All pertinent maps used and generated by an archeological project shall accompany each collection. This includes, but may not be limited to, USGS maps, regional and project area maps, survey and excavation maps, collection grid maps, and excavation unit profiles. An inventory of all maps and profiles shall accompany the collection.

(d) Archival and working sets of slides and prints shall be produced for each collection. All photographic materials shall be stored in archivally stable containers or other appropriate method specified by the collections management center.

(e) When appropriate, the collection shall be accompanied by, and inventories shall include:

- A catalog of computer tapes, disks, diskettes, and any other automated data processing materials.

- A list of conserved material remains and associated records with a description of conservation treatments. The list shall also indicate which objects require future conservation treatment.

- A photograph catalog. Photographic materials should be organized by film type (e.g. roll film, sheet film, 35 mm slides, prints, video media) and in chronological sequence.

e. Standards for Collections Management Centers. To ensure that material remains and associated records are preserved in a manner facilitating their future use by the public and scientific researchers, the USACE field commander having primary control of a collection shall ensure that all collections and records are curated at collections management centers which conform to the standards outlined below:

(1) Accession, label, catalog, store, maintain, inventory and conserve collections on a long-term basis using professional archival practices and maintain complete and accurate records of the collection, including but not limited to:

- (a) records on acquisitions;
- (b) catalog and artifact inventory lists;
- (c) descriptive information, including field notes, site forms and reports;
- (d) photographs, negatives, slides, video tapes, audio tapes, computer tapes, disks, diskettes;
- (e) locational information, including maps;
- (f) information on the condition of the collection, including any conservation treatments;
- (g) approved loans and other uses;
- (h) inventory and inspection records, including any environmental monitoring records;
- (i) records on lost, deteriorated, damaged or destroyed property; and
- (j) records on any deaccessions and subsequent transfers, repatriations or discards, as approved by the government.

(2) Dedicate the requisite facilities, equipment and space in the physical plant to properly store, study and conserve the collection.

(3) Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:

(a) Having a physical plant meeting appropriate electrical, fire, building, health and safety codes;

(b) having an appropriate and operational fire detection and suppression system;

(c) having an appropriate and operational intrusion detection and deterrent system;

(d) having an appropriate emergency management plan;

(e) providing additional security for fragile or extremely valuable collections;

(f) limiting and controlling access to keys, the collection and the physical plant; and

(g) inspecting the physical plant for possible security weaknesses, environmental or pest control problems, and taking necessary actions to maintain the integrity of the collection.

(4) Require staff and any consultants who are responsible for managing and preserving the collection to be qualified collections professionals.

(5) Handle, store, clean, conserve and if exhibited, exhibit the collection in a manner that:

(a) Is appropriate to the nature of the material remains and associated records;

(b) Protects it from breakage and possible deterioration from adverse temperature and humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect; and

(c) Preserves data that may be studied in future laboratory analyses.

(6) Store site forms, field notes, artifact inventory lists, computer disks and tapes, catalog forms and a copy of the final report in a manner that will protect them from theft, fire or other damage such as:

(a) Storing the records in an appropriate insulated, fire resistant location;

(b) Storing a duplicate set of records in a separate location.

(7) Inspect the collection for possible deterioration and damage, and perform those actions as are necessary to stabilize the collection and rid it of any agents of deterioration.

(8) Conduct inventories to verify the location of the material remains, associated records and any other property that is furnished to the collections center by USACE Commanders.

(9) Provide access to the collection by qualified researchers whose proposals have been approved by USACE Commanders.

6-6. Reports and Inspections.

a. Annual reports shall be required of all collections management centers for updating the status of respective collections. Details required in the reports may vary at the discretion of USACE Commanders, depending upon the nature of the collections. The report should include:

- (1) Any changes made to the collections management center.
- (2) Any changes, additions, or alterations of the material remains or to associated records (including loans).
- (3) Problem areas.
- (4) Names and purposes of individuals or organizations having access to the collections in the previous year.
- (5) Citations of any reports, manuscripts, theses, or dissertations resulting from use of the collections.

b. Reports resulting from completion of the existing collections assessments required in paragraph 6-6 of this guidance shall be submitted by the District Commander through the MSC to CDR USACE ATTN: CECW-P no later than four (4) years from the publication date of this guidance. Those reports will be used by the appropriate USACE Command as the basis for determining cost estimates for subsequent budgetary preparations.

c. USACE Commanders shall conduct an on-site inspection of collections management centers at least once every three years. Inspections may be conducted more frequently if deemed necessary to assure maintenance of management standards.

d. Annual reports prepared by collections management centers and all inspection reports prepared by the District Commander shall be submitted for information purposes to the MSC.

6-7. Guidance - Historic Preservation.

a. General.

(1) District commanders should encourage the public use and enjoyment of historic properties under their jurisdiction through such means as restoration and public visitation to historic buildings and properties, archeological sites, educational displays, media shows, interpretive programs and brochures, or through similar means.

(2) Information relating to the location or character of historic properties on project fee or easement lands shall not be released to the public whenever it is determined that the disclosure of such information may create a substantial risk of harm, theft, or destruction to such properties or to the area or place where such properties are located. Commanders must ensure that documents and reports prepared pursuant to this and other Engineer Regulations, including Historic Property Management Plans (HPMP), Master Plans (MP), Operational Management Plans (OMP), and

others have such information excised or removed from them if they are to be released to the public. Exceptions to this policy are authorized by Section 9 of the Archeological Resources Protection Act (ARPA) of 1979 (PL 96-95) upon the written request of the Governor of any state and with specified conditions. This information is specifically exempt from release under the Freedom of Information Act, as specified in 5 USC, 552(b)(3) and 16 USC, 470hh.

(3) On lands held in fee by the Federal government under the administration and jurisdiction of the Corps of Engineers, district commanders shall ensure that historic properties are given full consideration in all management and construction activities. The District Commander has full responsibility within existing statutes, administrative guidelines and policy to protect, preserve, manage, and/or mitigate damage to historic properties on project lands. These responsibilities include but are not limited to the following actions: real estate grants and land disposals, recreational development, wildlife management, construction, and operation and maintenance.

(4) Master and Operational Management Plans. The Master Plan is the document that guides the use, development and management of the natural and manmade resources of a given project. The OMP describes in detail how resource use objectives and concepts prescribed in the Master Plan will be implemented and achieved. Information in the HPMP will be incorporated and implemented through the project OMP. However, pursuant to the requirements of the NHPA, exact location and disposition of historic properties on project fee and easement lands shall not be identified in the Master Plan and OMP if those documents are released to the public (see paragraph 6-7a(2) above).

(5) Paleontological Resources. Treatment and management of natural resources, such as paleontological, geological, scenic, and scientific resources, are not included within the scope of this pamphlet except where paleontologic resources are associated with human activity. When unusual paleontological remains such as fossilized bone-beds or unusual deposits of invertebrate fossils are found on Corps lands, authority to expend funds for recovery or preservation activities may be sought by special request from the District Commander through channels to CECW-ON. While neither vertebrate nor invertebrate fossils are protected under any historic properties legislation, they are protected under 36 CFR 327 and 43 CFR 3.

b. Historic Property Inventories/Site Evaluation. Historic property inventories and site evaluations, where not previously accomplished, should be conducted so that these resources are not inadvertently damaged or destroyed. Inventories are required in order that Corps controlled historic properties can be managed in a systematic and cost effective manner that meets Corps and public needs while ensuring compliance with the NHPA. In addition, completed inventories and evaluations of Corps controlled lands should:

(1) provide resource managers with a complete inventory of historic properties to be managed;

(2) reduce land use conflicts;

(3) eliminate the need to examine, on a case-by-case basis, each individual land parcel to be affected by a management activity or agency undertaking;

(4) provide data needed for preparation of Historic Properties Management Plans, Master and Operational Management Plans, and other management documents;

(5) provide basic data needed for evaluations of archeological and other research proposals;

(6) provide current data on culturally and historically related research topics in order to prevent redundancy in future project planning activities.

c. Construction at Civil Works Projects.

(1) Historic Properties Feature Design Memorandum. When the construction of new features, or major modification of existing features, at civil works projects will result in major impacts on significant historic properties, a Feature Design Memorandum (FDM) shall, at the discretion of the District Commander, be required. It is expected that a Historic Properties FDM may be required only in the event of one or more of the following:

(a) a Historic Property Management Plan has not been previously prepared;

(b) the project will require mitigation of an unusually large number, or a number of unusually complex, historic properties beyond that previously anticipated; or

(c) a significant Post-Authorization Change (PAC) in the project which dramatically alters the anticipated number or type of historic properties to be affected; or dramatically increases the estimated cost or scope of the anticipated historic properties mitigation plan; or increases mitigation costs above the one percent limitation such that specific congressional authorization or waiver of the one percent limitation is required.

(2) The FDM, if required, should address, but not be limited to, such topics as:

(a) rationale for preparation of the FDM;

(b) relevant background data and findings from earlier investigations;

(c) the basis for determining which cultural resources are significant and eligible for inclusion on the National Register of Historic Places;

(d) any proposed mitigation plan for historic properties, and cost estimates for preparation of budget documents (PB-3);

(e) investigations required to complete the historic properties mitigation plan;

(f) historic properties to be preserved;

(g) coordination with the SHPO, the Advisory Council on Historic Preservation (ACHP) and other appropriate groups, agencies, individuals, or affected Indian tribes;

(h) a schedule of preservation activities;

(i) curation of materials;

(j) relationship to the General Design Memorandum (GDM), Real Estate Design Memorandum (DM), Burial Relocation DM, etc;

(k) real estate interest needed to conduct the historic preservation activities.

(3) The Historic Properties FDM, if required, must be initiated as soon as the need for it is recognized. The FDM may form the basis for negotiation of the initial, or renegotiation of any prior, Memorandum of Agreement (MOA) with the SHPO and ACHP pursuant to 36 CFR Part 800. The FDM will be prepared and approved by the District Commander. When approved, it may be submitted to the SHPO, ACHP, or other interested persons for information purposes or compliance with 36 CFR Part 800. Upon approval of the FDM, the District Commander should implement its provisions so as to avoid conflicts between design, construction, real estate, historic preservation, and other project needs and commitments.

(4) If a FDM for historic properties is not required, upon the availability of Construction, General funding the District Commander should informally assess the status of and necessity for implementing, resuming, or altering previous coordination or agreements with the SHPO, ACHP, and other interested persons pursuant to the NHPA and the compliance process specified in 36 CFR Part 800. The District Commander should immediately initiate whatever remedial steps may be required by the vagaries of the particular project to ascertain full compliance with the NHPA and 36 CFR Part 800. When it is determined that full compliance has been effected, the District Commander should implement the mitigation plan.

(5) Responsibility for implementing mitigation plans for historic properties during the construction period in accordance with the FDM and MOA will rest primarily with the Planning element. However, it is the responsibility of Engineering, Construction, Real Estate, and other elements to coordinate with and inform the Planning element of changes in project design and construction, real estate requirements, etc., which may affect historic properties. There may be a need to develop within the district office a formal plan or operating procedure specifying the manner in which historic property mitigation and site preservation will interface with other construction period activities. If such a plan or protocol is determined to be necessary, the District Commander should determine the necessary mechanisms, participating organizational elements, specific element responsibilities, and other necessary details, and determine an appropriate form of documenting such agreements and responsibilities (e.g., formal plan, operating procedure, protocol, intra office memo, etc.).

(6) If individual historic properties require long term maintenance, restoration, or preservation of a specialized nature (i.e., historic buildings, interpretive facilities for historic properties, etc.) a supplemental FDM or letter report should be prepared for the district commander's approval which will include a schedule of necessary maintenance, restoration, or preservation activities.

d. Properties Discovered During an Undertaking.

(1) When a previously unrecorded cultural resource is discovered in the course of construction or while implementing other undertakings, including routine operation and maintenance, the contracting officer or other appropriate official shall, to the maximum extent practicable in the discretionary judgement of the contracting officer, require that any work in the immediate vicinity be halted until the situation is properly evaluated. Every reasonable and prudent effort should be made to avoid or minimize harm to the resource until it is professionally evaluated and the effects on it determined. If the property is determined to be significant, compliance with 36 CFR Part 800.11 must be initiated.

(2) District commanders are urged to include in Memoranda of Agreement and/or Programmatic Agreements with the ACHP provisions for the expedited coordination and disposition of properties discovered during the implementation of undertakings in accordance with 36 CFR Part 800.11.

e. Real Estate Grants. In the event that real estate grants are proposed for lands that have not been surveyed for historic properties, the responsibility for compliance with ER 405-1-12 rests with the Corps. However, the District Commander may allow or require the grantee to conduct necessary surveys at his own convenience and expense. Where the grantee assumes responsibility for conducting such surveys, the proposed plan of action and choice of investigator shall be approved by the District Commander.

6-8. Inventory/Site Evaluation Priorities at Operational Projects.

a. This and subsequent paragraphs guide district commanders in their treatment of historic properties at operational projects, most of which were completed prior to the passage of present day historic preservation legislation.

(1) Many projects contain cultural resources which have not been adequately and systematically inventoried and evaluated, or have been investigated on a haphazard or sporadic basis only. It is the intent of this pamphlet, where not already accomplished, to systematically and in orderly fashion accomplish inventory, evaluation, and any required mitigation studies to achieve full compliance with NHPA and related statutes.

(2) Budgetary and manpower constraints dictate that this undertaking may not be immediately accomplished. However, district commanders are to implement a program, upon availability of funds, to accomplish an inventory of cultural resources and site evaluation at each civil works water resource project under his jurisdiction and administration in order to comply with Congressional mandate, to prevent or reduce land use conflicts, and to ensure protection of historic properties. It is the responsibility of district commanders, in consultation with MSC commanders, to prioritize and schedule these investigations in accordance with the particular needs and requirements of each district and operational project.

(3) Volunteer Services. In some circumstances it may be mutually beneficial to the government and the public to utilize the services of volunteers pursuant to PL 98-63, implemented by ER 1130-2-500, Chapter 10. Volunteer services may be particularly useful in alleviating budgetary, time, or personnel constraints by conducting cultural resource investigations, including laboratory work. Volunteers should at all times be closely supervised by qualified Corps staff or contractors. In addition, guidelines and requirements should be developed for each volunteer project performed. Programmatic guidelines can be prepared for large scale or long term efforts. Corps staff preparing these volunteer guidelines should consult other agencies for assistance. The National Park Service's Volunteers in the Park (VIP) and the U. S. Forest Service's Passport in Time programs are excellent.

b. Establishing Priorities. The District Commander should establish a program to assess priorities and needs to complete historic properties inventories at each operational water resource project. Priority should be given to inventory and evaluate sites and areas that are being directly impacted or affected. The following criteria, listed in no particular order of importance, are suggested for use in determining project specific priorities. This listing is not all inclusive; district commanders should use these or other criteria as appropriate to the situation.

- (1) Imminence and degree of project related impacts.
 - (a) pool fluctuation
 - (b) outgrants and real estate requirements
 - (c) minor construction
 - (d) recreation development
 - (e) rate and nature of site erosion
 - (f) visitor and public use impacts
 - (g) fish and wildlife management activities
- (2) Adequacy of existing inventory and evaluation data.
- (3) Significance of known historic properties.
- (4) Public or institutional interest or concern.
- (5) Master Plan needs/update and schedules.
- (6) Redundancy of data collection.
- (7) Imminence of natural impacts.
- (8) Vandalism.
- (9) Views of the SHPO, ACHP and the affected Indian tribes.

c. District-wide Priority Plan. To accomplish inventories and site evaluations in an orderly and cost effective manner, district commanders should prepare for in-house use, a brief district wide plan for meeting historic preservation objectives at all operational projects under his jurisdiction. This plan should briefly assess and summarize problems and requirements, establish broad priorities, and identify gross estimated funding requirements by project(s) and year(s) to accomplish necessary inventory and site evaluations. This plan must consider such work already accomplished, and may benefit from input from the appropriate SHPO(s). This is to be a flexible and dynamic "working" document, intended to assist the district in organizing, planning, and structuring future efforts. As such, it should be changed and updated as required to aid the overall planning effort. Copies should be provided to the MSC Commander for review and comment. CENED and CEPOD shall submit plans to CECW-ON for review and comment.

d. Letter Reports. Not later than one year after final publication of this guidance, each District Commander should prepare an initial Letter Report on Historic Preservation objectives to include all operational projects within his jurisdiction. The purpose of this Letter Report is to provide a systematic and comprehensive long-term plan to complete historic property inventories and site evaluations required for each operational project in order to prepare the Historic Property Management Plan (HPMP) for each project. Smaller units or sub elements of a single, larger

project (such as a large navigation system) may be treated as a single project for this purpose, at the discretion of the District Commander. The Letter Report should build upon and expand the information included in the district wide priority plan, and present a clear and defensible plan of action for each project, including implementation schedules and gross estimated funding requirements by project and year. The Letter Report may be updated and revised, as required by the District Commander to reflect changing project activities and priorities, work accomplished, or other circumstances. Draft Letter Reports should be coordinated with appropriate SHPO(S) for review and comment. Final Letter Reports will be approved by the District Commander, RCS exempt: AR 335-15, paragraph 5-2i.

e. Corps projects with limited or no real estate interests. Previous paragraphs refer primarily to operational projects with large government landholdings, particularly reservoir projects that are managed and operated by the Corps or leased to and managed by other Federal, state or local agencies. Other Corps projects may require no or only limited post construction historic property activities, unless conditions change or new work is proposed such as under Section 1135.

(1) Navigation projects. No post construction investigations are required unless the Corps retains lands, easements, structures, or there are impacts to historic properties attributable to Corps operations. Where the Corps owns locks, dams, other structures and appurtenances, as well as adjacent lands, these properties should be subjected to cultural resources investigations. New disposal areas should be investigated in accordance with 33 CFR Part 336.

(2) Local Flood Protection Projects. When local sponsors furnish lands, easements, and rights-of-way, or disposal areas for construction, and retain land ownership and project maintenance after construction is completed, no post construction investigations are required.

(3) Beach Erosion Control, Beach Nourishment. These projects are subject to the provisions of ER 1105-2-100 during the planning and construction periods. The Corps has no responsibility or authority to conduct cultural resource investigations unless it retains a real estate interest or unless there exist project induced impacts to historic properties.

f. Historic Properties Management Plan.

(1) General. Each Corps District should develop a Historic Properties Management Plan (HPMP) for each operational project under its jurisdiction and control and incorporate it into the project OMP. The purpose of this document(s) is to provide a comprehensive program to direct the historic preservation activities and objectives at each project, and to effectively manage and protect each historic property. The HPM element will work in close coordination with other district elements, project and field managers, SHPOs, and the interested public to ensure an integrated approach to the management of all project resources. Periodically, it may be necessary to update the HPMP by integrating new data collected through subsequent investigations. This, too, is intended to be a dynamic, "working" document, which may go through several or many iterations as circumstances and Operational Management Plans (OMP) change and evolve.

(2) Required Elements. Minimally, each HPMP should include the following elements and/or activities:

(a) A list of identified historic properties, either in descriptive or tabular form, that includes data pertinent to the purposes of the HPMP. Detailed supporting documentation need not be included in the HPMP, but may be appended as necessary. Exact details are at the district's discretion.

(b) Maps showing site locations, as well as surveyed and unsurveyed portions of project lands. (Maps may be kept separate, or prepared as an overlay to the project OMP compartment maps. Site locations must generally not be released to the public).

(c) A description of field investigations conducted and methods used to identify and evaluate cultural resources.

(d) A discussion of existing or potential impacts on identified historic properties and unsurveyed portions of project land. This will include a description of past, present, and future land use, recognizing resource management capabilities and limitations.

(e) The National Register status of all identified historic properties.

(f) Identification of site ownership (fee or easement property) and site management (Corps managed, leased, or outgrant property).

(g) A ranking and scheduling of historic preservation priorities and activities for identified resources. Management decisions may require absolute exclusion of any activity on the site and/or specialized types of preservation techniques to prevent, reduce, or mitigate impacts due to natural or project related impacts. In circumstances where investigations result in data which may be of particular interest to the public, historic preservation activities should include the preparation, by staff and/or contract, of brief but informative brochures, slide shows, or other media documentation for public presentation.

(h) A preliminary cost estimate necessary to accomplish remaining activities.

(i) The views of the SHPO.

(j) Relationship between HPMP and the SHPOs Statewide Comprehensive Historic Preservation Plan, if available.

(k) Relationship to the Master Plan and OMP for the project.

(l) Discussion and prioritization of investigations yet to be completed.

(m) Evidence of consultation with affected Indian tribes.

(3) Implementation.

(a) As with other resources on Corps managed lands, the management, preservation, and protection of historic properties rests with the Operations element acting on behalf of the District Commander. The operations element is thus responsible for the budgeting of funds, preparation and coordination of all necessary reports and documentation, and all other required activities. However, it is expected that much or most technical guidance and support will be provided by planning element archaeologists or historic property specialists, Intergovernmental Personnel Act

(IPA) personnel, and/or contracting with qualified firms, institutions, or persons. Operations and Planning elements will closely coordinate and cooperate in these undertakings. If necessary, the District Commander will assign specific implementation responsibilities in accord with the needs and demands of their particular organization.

(b) Project and Resource managers are urged to designate one or more project staff members as a liaison between the District and field office regarding all historic preservation matters. Designees should become trained and knowledgeable of historic properties at their projects. District commanders are urged to provide opportunities for training of personnel in the areas of historic preservation laws, regulations, historic property identification, and/or evaluation.

(c) Emergency Activities. In the event of a major natural disaster or an imminent threat to the national security, the Chief of Engineers is empowered to waive, in accordance with 36 CFR Part 78, the requirements of Section 110 of the NHPA. Compliance with Section 106 of the NHPA may be obtained by district commanders in such Emergencies by notifying, within seven days, the ACHP and appropriate SHPO in accordance with 36 CFR Part 800.12(b). These waivers do not apply to undertakings that will not be implemented within 30 days after the disaster or emergency.

g. Excess Lands.

(1) When lands identified for potential excess have not been subjected to historic properties inventory or evaluation studies in accordance with the NHPA, such studies must be undertaken to determine whether such significant properties are present and would be adversely impacted by declaring those lands to be excess. These studies will be conducted under the authority of the NHPA using O&M funds. These costs will be included in determining whether the disposal action would provide a net return to the Treasury.

(2) All excessing actions must be in compliance with Section 106 of the NHPA and with 36 CFR Part 800.

6-9. Enforcement Actions.

a. District commanders may utilize Title 36, Part 327, 14(a), which provides protection for historic properties and public property or the Archeological Resources Protection Act of 1979 (ARPA), whichever is appropriate.

(1) Enforcement under 36 CFR Part 327. The maximum fine for the offense, if convicted under Title 36, is \$500.00 and/or six months imprisonment. Since the value of historic properties and associated costs resulting from unauthorized activities usually exceeds the maximum fine under Title 36, the enforcement actions necessary to investigate, prepare cases, and apprehend violators may be more appropriately handled by others under provisions of the Archeological Resources Protection Act.

(2) Archeological Resources Protection Act of 1979 (ARPA), ARPA provides for criminal penalties up to \$100,000 and/or five years imprisonment, and allows for forfeiture to the Federal government of equipment and vehicles used in unauthorized activities. In addition, civil penalties may be assessed to recover federal costs in repairing or restoring historic properties, accomplishing research and preparing reports. District commanders shall follow procedures

outlined in ER 190-1-50 to obtain services of the Criminal Investigation Command (CID) for such investigations.

b. District commanders shall follow procedures outlined in ER 190-1-50 to obtain services of the Criminal Investigation Command (CID) for such investigations. Commanders may also obtain services of the appropriate U.S. Marshal for immediate attention to suspected or known felony acts.

6-10 Funding.

a. Costs for collections management and curation associated with all Federal historic preservation activities at water resources development projects operated and maintained by the Corps of Engineers are full Federal costs. Funding requests shall be included as part of the Operation and Maintenance budget submittal for each fiscal year.

b. Costs for collections management and curation associated with existing collections recovered from non-Corps or previously owned Corps lands, but retained under Corps control, are a full Federal expense.

c. For completed Corps of Engineers projects the statutory one percent limit established by Section 7 of PL 93-291 has been categorically waived by the Secretary of the Interior. This waiver applies to all completed Corps projects, regardless of the date such project reaches the "completed" status.

d. Funds for historic preservation must be budgeted in accordance with the guidance set forth in the Annual Program and Budget Request for Civil Works Activities Engineer Circular.

FOR THE COMMANDER:

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OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

CHAPTER 7 – STEWARDSHIP SUPPORT PROGRAM

7-1. Purpose. This chapter establishes guidance for the administration and management of the U.S. Army Corps of Engineers Stewardship Support Program (SSP).

7-2. Background. The Stewardship Support Program was initiated in FY 2002. The SSP is funded by the Operations and Maintenance General appropriation and encompasses activities previously conducted by the Natural Resources Management Initiative Task Force, as well as other support activities as appropriate. The SSP consists of the following three elements: the Stewardship Advisory Team (SAT), the Headquarters, U.S. Army Corps of Engineers (HQUSACE), and the U.S. Army Engineer Research Development Center (ERDC). Temporary task forces, field working groups, or other elements may be created to assist in the development and/or implementation of policy as needed.

7-3. SSP Mission and Goal.

a. Implementation of the Stewardship Support Program will be consistent with the Natural Resources Stewardship Mission Statement as specified in Chapter 2 of ER 1130-2-540.

b. The SSP will support the goal of the Environment-Stewardship Business Program which is to manage, protect and restore the nation's water and related resources within ecosystem, watershed, regional, river basin, and coastal zone management frameworks and principles.

7-4. SSP Purpose. The purpose of the SSP is to provide broad support to the natural resources management function at operating projects by assisting in the identification of national program needs, the development of new national program activities, strategic program planning, the identification and prioritization of research needs, and the recommendation of national program funding priorities.

7-5. SSP Organizational Focus. The SSP will address natural resources stewardship issues or develop and support initiatives that have a broad applicability to multiple USACE Civil Works projects. This support is conducted through recommendation and development of management actions, policy and research that assist in accomplishing the Environment-Stewardship Business Program goals.

a. Management Actions. Management actions are any activities to implement a course of action or practice within field office activities, a region, or nationwide. Examples of management actions might include developing/ assembling an array of management practices for establishing riparian habitat, or creating a forum to share common experiences, build teams, and disseminate information.

b. Policy. Policy is any activity relating to development and/or implementation of guidance. Examples of policy actions might include recommending and formulating policy guidance to facilitate cooperative agreements with stewardship non-governmental organizations, or amending the annual Budget Engineer Circular to provide emphasis on conducting inventories of regionally or nationally significant resources.

c. Research. Research is any activity necessary to determine new information of regional or national significance. Examples of research might include the U.S. Fish and Wildlife Service Toxicology Lab research on Avian Vacuolar Myelinopathy, riparian corridors research conducted by ERDC, or assembling studies on the management of threatened and endangered species.

7-6. Stewardship Advisory Team (SAT).

a. A Stewardship Advisory Team (SAT) provides oversight of the Stewardship Support Program. The SAT evaluates all proposals within the SSP and recommends priorities to HQUSACE, Natural Resources Management Branch (CECW-ON). The SAT also supports the strategic planning for the USACE Environment-Stewardship Business Program and serves in an active advisory role to the Chief, CECW-ON. The ERDC member of the SAT provides support for execution of approved SSP activities.

b. The Stewardship Advisory Team will consist of eighteen members. Each Division Office will be represented on the SAT. In addition, four District Offices will be represented and four Project Offices will be represented. The SAT will have 16 voting members, two from each Division. Two additional non-voting members of the SAT will include an ERDC representative and a HQUSACE representative. (Exception: The HQUSACE representative will cast the deciding vote in the case of a tie vote among the voting SAT members.) Every two years, one member of the SAT will be selected to serve as Chairperson. The Chairperson will facilitate the SAT meetings, may participate in the annual HQUSACE briefings associated with the Stewardship Support Program, and oversee the voting associated with the SAT decision-making process.

c. Division Office members will serve indefinite terms on the SAT. Division Office members will be those individuals who have regional natural resources program management/ environmental stewardship job responsibilities. District and Project Office members of the SAT will normally serve four-year terms. Terms for the initial District/ Project Office members of the SAT will be staggered with some serving two, three, or four years respectively in order to establish a continuous rotational membership. Two new District/ Project Office members will rotate onto the SAT each year. Nominations for SAT membership will be submitted to CECW-ON, as needed.

d. SAT members are expected to attend and participate in all SAT meetings. Substitute representation will not be permitted on any actions requiring a vote by the SAT. Centralized funding for salary, travel and per diem will not normally be provided for SAT members.

e. On any and all issues requiring a vote by the SAT, a simple majority vote is necessary to carry a decision.

7-7. Responsibilities.

a. Stewardship Advisory Team. The SAT activities and functions include the following:

- (1) Serves as an ad-hoc advisory body to HQUSACE on issues of national significance.
- (2) Provides input and makes recommendations to the strategic planning vision for the USACE overall Environment-Stewardship Business Program.
- (3) Evaluates and provides recommendations on national priorities and needs (such as management actions, policy and research) for the USACE stewardship program.
- (4) Identifies management actions necessary to address national priorities.
- (5) Develops, reviews and recommends annual and long range work plans to include funding.
- (6) Establishes proponentcy for approved work.
- (7) Monitors on-going work.
- (8) Members serve as regional points-of-contact for the SSP.
- (9) SAT Chairperson participates in annual HQUSACE briefings on the SSP, as necessary.

b. The HQUSACE representative on the SAT is responsible for the following:

- (1) Serves as a non-voting member on the SAT (except in case of a tie vote).
- (2) Coordinates and schedules SAT meetings.
- (3) Facilitates communications between the SAT, ERDC, HQUSACE and other relevant organizations.
- (4) Transmits identified research needs to appropriate research program managers and provides feedback to the SAT from ongoing research activities.

(5) Prepares annual Environment-Stewardship Business Program report for presentation at the fall SAT meeting.

(6) Provides funds management and program approvals for HQUSACE.

(7) Participates in annual HQUSACE briefings, meetings, working groups, etc. having relevance to the goals of the SSP.

(8) Provides final approval for all activities to be initiated.

c. ERDC. The ERDC representative is responsible for providing support to the overall execution of SSP as approved by HQUSACE. Functions of the ERDC representative include the following:

(1) Serves as a non-voting member on the SAT.

(2) Prepares annual stewardship trends report.

(3) Develops proposed work plans in conjunction with a proponent.

(4) Presents work plans to the SAT.

(5) Prepares consolidation of annual and long-range work plans.

(6) Participates in annual HQUSACE briefings, meetings, working groups, etc. having relevance to the goals of the SSP.

(7) Provides general administrative support to the SSP.

d. Proponent. The proponent is responsible for working with the assigned staff to develop work efforts (e.g., management actions, policy or research) that are responsive to identified needs. The proponent will:

(1) Develop statements of need.

(2) Work with assigned staff during the development of the work plan.

(3) Present the statement of need to the SAT and support assigned staff in presenting the work plan.

(4) Interact with assigned staff throughout the implementation of the work plan.

7-8. Program Meetings. The SAT will meet semi-annually each fiscal year, preferably during the spring and fall. The SAT will meet separately and independently of the Recreation Management Support Program (RMSP)/ Recreation Leadership Advisory

Team. Meetings may include activities such as educational events and/or field trips designed to demonstrate the effectiveness of the Stewardship Support Program in supporting the mission and goals of the Environment-Stewardship Business Program.

a. Fall SAT Meeting. Fall meetings will serve as strategic planning sessions to identify high priority issues and establish SSP priorities. The following input will be provided to the SAT during the fall meeting:

(1) Annual Stewardship Trends Report prepared by ERDC. This report will present trends, as well as emerging issues, that may impact the USACE Environment-Stewardship Business Program.

(2) Annual Environment-Stewardship Business Program Report provided by HQUSACE. This report will present emerging natural resources stewardship issues from a national policy perspective to include a discussion of new legal requirements and initiatives.

(3) Topics from SAT Members. SAT members will be responsible for obtaining input from their division, districts and project offices, and stakeholders, as appropriate. SAT members will be responsible for presenting potential topics and leading discussions regarding issues that may be addressed through management actions, policy development, and research.

(4) Status of Ongoing SSP Activities. HQUSACE, ERDC, or others responsible for ongoing SSP activities, will provide a status report.

(5) Status of Overall SSP. The HQUSACE and ERDC members will provide an overview of the funding status for the previous and upcoming fiscal years.

b. The fall SAT meeting will produce the following outputs:

(1) The identification of high priority topics recommended to be addressed by HQUSACE.

(2) The identification of high priority topics to be further developed for consideration during the spring SAT meeting.

(3) The recommendation of a proponent for each high priority topic. The proponent will develop a statement of need for presentation at the spring SAT meeting.

(4) The tasking of appropriate staff (assigned staff), as recommended by the SAT, to work with each proponent in the development of a proposed work plan for consideration during the spring SAT meeting.

(5) Feedback to HQUSACE on adjustments to ongoing work plans.

c. Spring SAT Meeting. The primary purpose of the spring SAT meeting will be to review statements of need/ proposed work plans and to develop recommendations for new topics for the upcoming fiscal year. The following input will be provided to the SAT during the spring meeting:

(1) Statement of Need/ Proposed Work Plan Presentations. The proponent and assigned staff will jointly present topics.

(2) New High Priority Topics from SAT Members. Each SAT member will have the opportunity to submit new high priority topics that were not identified during the fall SAT meeting. Only those issues considered to be extremely urgent will be considered during the spring SAT meeting.

(3) Status of Overall SSP. The HQUSACE and ERDC members will provide an overview of the funding status for the current and upcoming fiscal years.

d. The spring SAT meeting will produce the following outputs:

(1) Recommendations to HQUSACE for activities to be initiated in the upcoming fiscal year.

(2) Feedback to HQUSACE for adjustments to ongoing work plans and statements of need.

7-9. Final Approval. HQUSACE will provide final approval for all activities to be initiated.

7-10. Definitions.

a. Statement of Need. A clearly defined statement of need is the first step in developing an approach to a problem or issue. A statement of need should be concise (three to five pages) and provide the following information:

(1) Current Situation.

(2) Problem Statement.

(3) Problem Extent, Frequency, and Impact.

(4) Proposed Solution (may include any one or a combination of management actions, policy and research).

(5) Desired End-State.

(6) Other Relevant Information.

b. Proponent. Normally a proponent will be recommended from among the SAT membership to develop each high priority topic into a statement of need. The assignment of a proponent not on the SAT will be coordinated with HQUSACE prior to asking such an individual to serve in this capacity. The proponent will then be assigned the responsibility for developing the statement of need and working with the assigned staff.

c. Proposed Work Plans. A proposed work plan will be developed by assigned staff working in conjunction with a proponent, and in response to a statement of need. The work plan is a critical document that provides the SAT with detailed information on the scope, approach, resources required, and return on investment. A work plan will usually be 20 pages or less in length and provide the following information:

- (1) Problem Statement Elaboration.
- (2) Review Activities, Programs and Studies.
- (3) Objectives.
- (4) Approach and Procedures.
- (5) Products and Target Audiences.
- (6) Technology Transfer.
- (7) Cost Estimate.
- (8) Deliverable Schedule.

CHAPTER 8 – FIRE MANAGEMENT PROGRAM

8-1. Purpose. This chapter establishes guidance for fire management activities, including contracted services, at USACE Civil Works projects.

8-2. Background. A primary component of fire management is the use of fire to accomplish resource objectives identified in the Operational Management Plan (OMP). Where applicable, the OMP will identify areas where prescribed fire can be employed to reduce hazards and/or manage habitats. The Forest Cover Act (74 Stat. 817, 16 U.S.C. 580m et seq.) provides the principles to utilize fire management for the protection and enhancement of forest and wildlife habitat. The authority of the Corps to enter into agreements with fire organizations depends on the type of service provided. OMPs will stipulate wildland fire management measures.

8-3. Guidance.

a. In accordance with The Water Resource Development Act of 2007, Section 2012 “Wildfire Fighting,” the Corps has the authority to contract and pay for wildfire suppression services on Corps project lands. The project on site manager can initiate an action for the Corps to enter into a contract for performance of these services subject to compliance with all applicable Federal procurement laws and regulations. The project on site manager can also use project personnel to suppress wildfires on Corps project lands provided these employees are appropriately trained and equipped as described in EP 1130-2-540, Section 8-4.

b. To accomplish wildland fire management for prescribed burns (to include debris piles) the on-site manager has two options. The project on site manager can use project personnel to implement prescribed burns provided these employees are appropriately trained and equipped as described in Section 8-4. The project on site manager can also initiate an action for the Corps to enter into a contract with a recognized (state, National Wildfire Coordinating Group (NWCG)) private firm to perform these services subject to compliance with all applicable Federal procurement laws and regulations.

c. The district commander shall be responsible for providing guidance on Federal policies and regulations on fire management and shall have the authority to approve fire management agreements.

d. Endangered Species Protection. The Endangered Species Act (ESA) requires that all Federal agencies ensure their actions will not jeopardize endangered or threatened species and associated habitat. Districts should review their fire management programs to ensure they do not impact endangered species and their designated critical habitat. An updated list of endangered species can be obtained from the U.S. Fish and Wildlife Service Regional Offices.

e. Cultural Resources Protection. Prior to any fire management activities, project personnel shall identify sensitive cultural resources that should be given consideration, and develop the fire management plan to minimize losses of important resources.

8-4. Personnel Actions.

a. General. OMPs will address all aspects of wildland fire management. Wildland fire management encompasses both wildfire control and prescribed burning. During the preparation of the OMP, a wildland fire management plan will be developed and included as an appendix to the OMP (See APPENDIX Q). The on-site manager may accomplish wildland fire management through contract, and/or a cadre of appropriately trained and equipped personnel. Fire management requires close and continuous coordination with other resource management agencies and fire organizations to ensure mutual understanding of respective levels of responsibility and reciprocity.

b. Initial Training Requirements. All personnel directly involved in wildland fire management (other than controlling incipient stage fires) shall receive training. As a minimum, training will include fire line safety, basic wildland fire behavior and tactics, communications procedures, first aid, use, limitations and care of protective and fire fighting equipment, and standards for survival. Personnel responsible for development and oversight of burn plan implementation will be properly trained in accordance with applicable state requirements or within standards established by the District Commander.

c. Refresher Training. Dependent on the level of duties, wildland fire management refresher training is available for all personnel participating in fire suppression or prescribed fire activities. A web site titled "Wildland Fire Safety Training Annual Refresher (WFSTAR)" is available to assist in this training. It can be reached through the National Interagency Fire Center's homepage "Safety" link at www.nifc.gov.

d. Physical Fitness. Any employee engaged in wildland fire management activities on Corps lands must have on file at the project office documentation signed by a medical physician to indicate their fitness to perform wildland fire management duties. This requirement can be satisfied through completion of an annual agency sponsored physical or written letter from a family physician documenting the fitness of the employee to engage in wildland firefighting duties. Additional standards concerning fitness requirements may be established at the discretion of the District Commander.

e. Personal Protective Equipment and Clothing. All personnel must wear protective equipment and clothing (PPE) when directly involved in wildland fire management (other than controlling incipient stage fires). PPE consists of but is not limited to, fire resistant clothing, leather boots, fire resistant gloves, hard hat and goggles (See Safety and Health Requirements Manual, EM 385-1-1, Section 05.A.03).

f. Prescribed Burn Plans. Qualified personnel for each planned burn will develop a site-specific prescription (SEE APPENDIX R). Prior to implementing a prescribed fire, which also includes debris burning, a prescribed burn plan shall be prepared. Personnel responsible for development and oversight of burn plan implementation will be properly trained in accordance with applicable state requirements or within standards established by the District Commander.

The OMP (Fire Management Plan) will identify the required components for prescribed burn plans. At a minimum, plans will include:

- i. Burn objectives
- ii. Acceptable weather and fuel moisture parameters
- iii. Required personnel and equipment resources
- iv. Burn area map
- v. Smoke management plan
- vi. Safety consideration
- vii. Pre-burn authorization/notification checklist

All plans must be coordinated with applicable local and state authorities and federal agencies (e.g., where Corps property borders a U.S. Fish and Wildlife Service refuge, National Park Service park or monument, Bureau of Land Management lands, U.S.D.A. Forest Service lands, Department of Defense military installation, etc). If required by law, the responsible state and/or local government authorities must also approve plans. Appendix R contains a sample prescribed burn plan format. Additional samples are included on the Gateway.

g. Position Hazard Analysis. All personnel engaged in fire management activities shall have a Position Hazard Analysis (PHA) completed for the type of work being performed. A sample PHA can be found in Appendix S.

h. Activity Hazard Analysis. An Activity Hazard Analysis (AHA) will be completed before beginning wildland fire activities involving a type of work presenting hazards not experienced in previous project operations or where a new group of project employees/contractor is scheduled to perform the work. A sample AHA can be found in Appendix T.

APPENDIX A
REFERENCES

- a. 16 USC 460d, Section 4, 1944 Flood Control Act, as amended.
- b. 16 USC 469 Reservoir Salvage Act of 1960, as amended (PL 86-523; 74 Stat. 220;).
- c. 16 USC 469 Archeological and Historical Preservation Act of 1973 (PL 93-291, 88 Stat. 174;).
- d. 16 USC 470 et seq., National Historic Preservation Act of 1966 (PL 89-665; 80 Stat. 915) as amended.
- e. 16 USC 470aa - 470mm, Archeological Resources Protection Act of 1979, as amended (PL 100-588; 102 Stat. 2983;).
- f. 33 USC 1, The Rivers and Harbors Act of 1894, as amended and supplemented.
- g. 33 USC 403, Section 10, River and Harbor Act of 1899.
- h. 33 USC 1344, et seq., The Clean Water Act.
- i. 43 USC 2101, Abandoned Shipwreck Act of 1987 (PL 100-298; 102 Stat. 432).
- j. PL 46-105, (69 Stat 66), Authority to Enter into Reciprocal Agreements; Waiver of Claims; Reimbursement; Ratification of Prior Agreements.
- k. PL 78-534, Flood Control Act of 1944 (58 Stat. 887).
- l. PL 85-624, Fish and Wildlife Coordination Act. (72 Stat. 563, 16 USC 661).
- m. PL 86-532, Reservoir Salvage Act of 1960, as amended.
- n. PL 86-717, Forest Conservation Act (74 Stat. 817, 16 USC 580m et seq.).
- o. PL 88-578, Land and Water Conservation Fund Act of 1965. (78 Stat. 897, 16 USC 4601-4)
- p. PL 89-72, Federal Water Project Recreation Act of 1965, as amended (79 Stat. 213, 16 USC 460-1-12).
- q. PL 89-665; 80 Stat. 915, National Historic Preservation Act of 1966 as amended (16 USC 470 et seq.).
- r. PL 91-190, National Environmental Policy Act of 1969 (42 USC 4321 et seq.), 1 January 1970.
- s. PL 91-596, Occupational Safety and Health Act of 1970, (84 Stat. 1609, 29 USC 668), 29 December 1970.

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- t. PL 91-611, Flood Control Act of 1970. (84 Stat. 1833).
- u. PL 92-500, Federal Water Pollution Control Act, as amended (86 Stat. 816).
- v. PL 92-516, Federal Insecticide, Fungicide and Rodenticide Act of 1972 (86 Stat. 973), as amended.
- w. PL 93-112, Rehabilitation Act of 1973 (87 Stat. 355).
- x. PL 93-205, Endangered Species Act of 1973, as amended (87 Stat. 884, 16 USC 1531 (b)).
- y. PL 93-303, Land and Water Conservation Fund Act (88, Stat. 192).
- z. PL 95-313, Cooperative Forestry Assistance Act of 1978 (92 Stat. 365, 16 USC 2101), as amended by PL 101-624, the Food, Agriculture, Conservation and Trade Act of 1990.
- aa. PL 95-341, American Indian Religious Freedom Act.
- ab. PL 98-63, Supplemental Appropriations Act of 1983.
- ac. PL 99-662; 100 Stat. 4082, Water Resources Development Act of 1986.
- ad. PL 101-601, Native American Graves Protection and Repatriation Act (NAGPRA).
- ae. PL 101-640, Water Resources Development Act of 1990, Section 307(a).
- af. EO 11990, Protection of Wetlands.
- ag. EO 12512, Federal Real Property Management.
- ah. 33 CFR 320-330, Regulatory Programs of the Corps of Engineers.
- ai. 36 CFR, Part 60x, National Register of Historic Places.
- aj. 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections.
- ak. 36 CFR, Chapter III, Part 327, Code of Federal Regulations, "Rules and Regulations Governing Public Use of Water Resource Development Projects Administered by the Chief of Engineers."
- al. 40 CFR, Parts 1500-1508. Council on Environmental Quality Procedures for Implementing the National Environmental Policy Act.
- am. 50 CFR 17. US Fish and Wildlife Service. 1991. Endangered and Threatened Wildlife and Plants; Animal Candidate Review for Listing as Endangered or Threatened Species, Proposed Rule.
- an. 50 CFR 402. US Fish and Wildlife Service. 1986. Interagency Cooperation--Endangered Species Act of 1973, as Amended.

ao. DOD 4150.7-M, Plan For Certification of Pesticide Applicators of Restricted Use Pesticides, Armed Forces Pest Management Board, Defense Pest Management Analysis Center, Forest Glen Section, WRAMC, Washington, D.C. 20307-5001, Tel. (202) 427-5365.

ap. DOD Hotline, U.S. Army Environmental Hygiene Agency, (Pest Management Bulletin) Aberdeen Proving Ground, MD 21010-5422, Tel. (301) 671-3773. (For information on pesticide labels, toxicology, poison control centers, and Suspended, Canceled, or Restricted Use Pesticide listings.)

aq. Technical Information Manuals (TIM), Armed Forces Pest Management Board (AFPMB), Aberdeen Proving Ground, MD 21010-5422, Tel. (301) 671-3773:

- (1) TIM 14 - Protective Equipment for Pest Control Personnel
- (2) TIM 15 - Pesticide Spill Prevention and Management
- (3) TIM 17 - Pest Control Facilities
- (4) TIM 18 - Installation Pest Management Program Guide
- (5) TIM 21 - Pesticide Disposal Guide for Pest Control Shops

ar. AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

as. AR 335-15, Management Information Control System.

at. AR 385-32, Protective Clothing and Equipment.

au. AR 420-76, Pest Management.

av. ER 70-1-5, Corps of Engineers Research and Development Program.

aw. ER 190-1-50, Law Enforcement Policy, U.S. Corps of Engineers.

ax. ER 200-2-2, Policy and Procedures for Implementing NEPA.

ay. ER 200-2-3, Environmental Compliance Operations and Maintenance Policies.

az. ER 385-1-90, Respiratory Prevention Program.

ba. ER 405-1-12, Real Estate Handbook.

bb. ER 1105-2-100, Planning: Guidance for Conducting Civil Works Planning Studies.

bc. ER 1110-2-400, Recreation Planning and Design Criteria.

bd. ER 1130-2-540, Environmental Stewardship Operations and Maintenance Policies.

be. ER 1130-2-550, Recreation Operations and Maintenance Policies.

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- bf. ER 1165-2-131, Local Cooperation Agreements for New Start Construction Projects.
- bg. ER 1165-2-400, Recreation Planning, Development and Management Policies.
- bh. EP 310-1-6, Graphic Standards Manual.
- bi. EM 385-1-1, Safety and Health Requirements Manual.
- bj. U.S. Army Engineers, Waterways Experiment Station, Aquatic Plant Control Program, P.O. Box 631, Vicksburg, MS 39180-0631, Tel. (601) 634-3494 (Manuals and Newsletters).
- bk. U.S. Army Engineers, Jacksonville District, Aquatic Plant Control Operations Support Center, P. O. Box 4974, Jacksonville, FL 32232-0019, Tel. (904) 791-2256 (Information and Newsletters).
- bl. U.S. Army Corps of Engineers. 1991. Threatened and Endangered Species on U.S. Army Installations.
- bm. U.S. Army Corps of Engineers. 1993. Partnering and Endangered Species Management. The 51st Meeting of the Chief of Engineers Environmental Advisory Board.
- bn. U.S. Fish and Wildlife Service. 1983. Endangered and Threatened Species Listing and Recovery Priority Guidelines.
- bo. U.S. General Accounting Office. 1988. Endangered Species - Management Improvements Could Enhance Recovery Program.
- bp. U.S. General Accounting Office. 1992. Endangered Species Act - Types and Number of Implementing Actions.
- bq. U.S. Environmental Protection Agency, Registration Division (TS-767C), 401 M Street SW, Washington, D.C. 20460, Tel. (202) 557-7760 (Current Listings of "Restricted Use" Pesticides).
- br. U.S. Fish and Wildlife Service. 1983. Endangered and Threatened Species Listing and Recovery Priority Guidelines.
- bs. US General Accounting Office. 1988. Endangered Species - Management Improvements Could Enhance Recovery Program.
- bt. US General Accounting Office. 1992. Endangered Species Act - Types and Number of Implementing Actions.
- bu. Guide For the Medical Surveillance of Pest Controllers, March 1976, as amended, U.S. Army Environmental Hygiene Agency, Aberdeen Proving Ground, MD 21010-5422, Tel. (301) 671-3773.
- bv. Policy Statement Regarding Treatment of Human Remains and Grave Goods, Advisory Council on Historic Preservation, 27 September 1988.

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bw. Multi-agency Memorandum of Understanding on Implementing the Endangered Species Act, dated 29 September 1994.

bx. National Pesticide Telecommunications Network, Texas Tech University, Tel. (800) 858-7378 (Medical Information on Pesticides).

APPENDIX B

OPERATIONAL MANAGEMENT PLAN

B-1. Operational Management Plan. Following approval of the master plan (MP), preparation of the operational management plan (OMP) for natural resources and park management will be initiated by the operations element. The OMP shall be prepared as a separate document, and will outline in detail the specific operation and administration requirements for natural resources and park management, consistent with the approved MP. If the MP is not scheduled for completion within one year, operations will proceed with development of the OMP.

B-2. Preparation.

- a. The following parts of the OMP will be prepared:

I - Natural Resource Management

II - Park Management

- b. Management Strategies consistent with authorized project purposes, approved resource use objectives and land use designations will be established for each part. The OMP will be used as a working tool and will include funds, manpower and time frame required to implement these strategies. As the OMP will be a working tool to be used in the overall management of the project, it should be in loose leaf format and if possible updated every five years. Approval of the OMP and its updates rests with the district commander. Portions of the plan (funding, manpower and equipment needs) will be updated and submitted for approval to the District Commander on a yearly basis. An OMP will be prepared and submitted for all projects. At projects with only small acreages managed by the Corps (i.e., a few hundred acres around the dam), the plan will be prepared in the same general format but on a limited basis commensurate with the degree of management possible. The OMP will show how the management of the outgranted lands supports the overall management objectives of the project. Operations and real estate elements will share these overall management objectives with the grantees so as to strengthen the support provided by their development and/or management of outgranted areas.

- c. Part I. Natural Resources Management will replace the former Master Plan Appendices B (Forest /Range Management), C (Fire Control), and D (Fish and Wildlife Management). This part will be based on a total ecosystem or compartment approach to management of natural resources. Part I will include (a) compartment descriptions, (b) management objectives, and (c) implementation plans. When determining management objectives, overall project management objectives (including outgranted areas) should be considered and addressed in the plan. A basic outline is to be used as follows:

I. Natural Resource Management

a. Long Term Objectives of Resource Management

b. Compartment Description

(1) Topography (slope, aspect, general soil type, etc.)

(2) Aquatic Resources (type, temperature, turbidity, etc.)

(3) Vegetation (species, size, density, etc.)

(4) Fish and Wildlife (species)

(5) Special Considerations or Problems (protected habitat, rare & endangered species, pollution, forest fire control)

c. Management Objectives (for each compartment)

d. Implementation Plan (for each compartment)

(1) Management Techniques (to meet objectives)

(2) Five Year Schedule (of management techniques to be applied)

(3) Annual Manpower and Equipment Needs

(4) Annual Costs

(5) Coordination (with other elements/agencies)

d. Part II. Park Management will replace the former Master Plan Appendices A (Project Resource Management Plan), E (Project Safety Plan), and F (Lakeshore Management Plan). It will be composed of descriptions, management objectives and implementation plans for at least the following:

II. Park Management

- a. Safety (employee, contractor and visitor)
 - b. Security
 - c. Visitor Assistance
 - d. Shoreline Management (existing approved plan may be inserted as is)
 - e. Private Exclusive Use (existing approved regional plan may be inserted as is)
 - f. Outgrants (availability of lands, compliance inspections, etc.)
 - g. Maintenance
 - h. Recreation Use Fee Program
 - i. Interpretative Services and Outreach Program
 - j. Cultural Resources
 - k. Special Programs
 - l. Cooperation (with other agencies and/or public involvement groups)
 - m. Five-Year Program (for park management)
 - n. Priority List (of annual programs with personnel funding requirements)
-

B-3. The above subjects must be included in all plans. Specific formats and detailed guidance may be dictated by the MSC Commander.

APPENDIX C

MODEL FORMATS FOR GENERAL PLANS

Type 1 - Land to be Managed by Department of Interior
U.S. Fish and Wildlife Service

GENERAL PLAN
FOR USE OF PROJECT LANDS AND WATERS
FOR WILDLIFE CONSERVATION AND MANAGEMENT
(Name of Project, State)

The Department of the Army, acting through the Corps of Engineers, under the authority of ____ (legislation) ____ has acquired certain lands in the State of ____ (name) ____ for the construction, operation and maintenance of ____ (project name) ____ for ____ and ____ purposes; and the Secretary of the Army has determined that approximately ____ (#) ____ acres of the project land and water areas, as shown on exhibit(s) ____, attached hereto, are available for fish and wildlife conservation and management purposes, consistent with the specifically authorized purposes of the project.

The Secretary of the Interior finds that the project land and water areas shown on the exhibit(s) attached hereto, have value in carrying out the National Migratory Bird Management Program.

THEREFORE, IN ACCORDANCE WITH THE PROVISIONS OF AND UNDER THE AUTHORITY OF THE FISH AND WILDLIFE COORDINATION ACT (48 Stat. 401, as amended; 16 USC 661 et seq.) THE SECRETARY OF THE ARMY, THE SECRETARY OF THE INTERIOR AND THE ____ (Head of state agency) ____ DO HEREBY APPROVE THIS DOCUMENT AS A GENERAL PLAN AND AGREE THAT:

1. The land areas shown on Exhibit(s) ____, dated ____, attached hereto and by this reference made a part hereof will be made available by the Secretary of the Army to the Department of the Interior for administration for the conservation and management of migratory birds and of other fish and wildlife.

2. Necessary details of agreement between the two agencies shall be covered in a cooperative agreement to be mutually agreed to and signed by the Director of the U.S. Fish and Wildlife Service and the Chief of Engineers.

3. Further, in order to facilitate proper management and use of the project lands and waters, adjustments may be made in the boundaries of the areas shown on the attached exhibits by addition or deletion of tracts as may be mutually agreed upon by the Director of the U.S. Fish and Wildlife Service and the Chief of Engineers without amendment to this General Plan. Such adjustments will be made by amendment of the aforementioned cooperative agreement.

IN WITNESS WHEREOF, the parties hereto have affixed their signature and date thereof on triplicate copies hereof, as follows:

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DATE_____

(Name)
(Title of Head of State Fish and Wildlife
Conservation Agency)

DATE_____

(Name)
Assistant Secretary of the Army Civil Works

DATE_____

(Name)
Assistant Secretary of the Interior for Fish, Wildlife
and Parks

Type II - Land to be Managed by State for Migratory Birds

GENERAL PLAN
FOR USE OF PROJECT LANDS AND WATERS
FOR WILDLIFE CONSERVATION AND MANAGEMENT
(Name of Project, State)

The Department of the Army, acting through the Corps of Engineers, under the authority of ____ (legislation) ____ has acquired certain lands in the State of ____ (name) ____ for the construction, operation and maintenance of ____ (project name) ____ for ____ and ____ purposes; and the Secretary of the Army has determined that approximately ____ (#) ____ acres of the project land and water areas, as shown on exhibit(s) ____, attached hereto, are available for fish and wildlife conservation and management purposes, consistent with the specifically authorized purposes of the project.

The Secretary of the Interior finds that the project land and water areas shown on the exhibit(s) attached hereto, have value in carrying out the National Migratory Bird Management Program. Further, the Secretary of the Army, the Secretary of the Interior, and the Director of the ____ (state agency) ____ find that it would be in the public interest for these lands to be managed by the ____ (state agency) ____.

THEREFORE, IN ACCORDANCE WITH THE PROVISIONS OF AND UNDER THE AUTHORITY OF THE FISH AND WILDLIFE COORDINATION ACT (48 Stat. 401, as amended; 16 USC 661 et seq.) THE SECRETARY OF THE ARMY, THE SECRETARY OF THE INTERIOR AND THE ____ (Head of state agency) ____ DO HEREBY APPROVE THIS DOCUMENT AS A GENERAL PLAN AND AGREE THAT:

1. The land areas shown on Exhibit(s) ____, dated ____, attached hereto and by this reference made a part hereof, will be made available by the Secretary of the Army to the ____ (state agency) ____ of the State of ____ (name) ____ for administration for the conservation and management of migratory birds and of other fish and wildlife.

2. Necessary details of agreement between the two agencies shall be mutually agreed to and covered in an instrument (e.g. license) issued by the Department of the Army.

3. Further, in order to facilitate proper management and use of the project lands and waters, adjustments may be made in the boundaries of the areas shown on the attached exhibits by addition or deletion of tracts as may be mutually agreed upon by the ____ (state agency) ____ and the ____ (Corps of Engineers) ____ without amendment to this General Plan. Such adjustments will be made by amendment of the aforementioned instrument.

IN WITNESS WHEREOF, the parties hereto have affixed their signature and date thereof on triplicate copies hereof, as follows:

EP 1130-2-540
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DATE_____

(Name)
(Title of Head of State Agency)

DATE_____

(Name)
Assistant Secretary of the Army Civil Works

DATE_____

(Name)
Assistant Secretary of the Interior for Fish, Wildlife
and Parks

Type III - Land to be Managed by State (resident wildlife)

GENERAL PLAN
FOR USE OF PROJECT LANDS AND WATERS
FOR WILDLIFE CONSERVATION AND MANAGEMENT
(Name of Project, State)

The Department of the Army, acting through the Corps of Engineers, under the authority of ____ (legislation) ____ has acquired certain lands in the State of ____ (name) ____ for the construction, operation and maintenance of ____ (project name) ____ for ____ and ____ purposes; and the Secretary of the Army has determined that approximately ____ (#) ____ acres of the project land and water areas, as shown on exhibit(s) ____, attached hereto, are available for fish and wildlife conservation and management purposes, consistent with the specifically authorized purposes of the project.

The Secretary of the Interior finds that the project land and water areas shown on the exhibit(s) attached hereto, would have value for the conservation of wildlife other than migratory birds and that the lands do not have value in carrying out the National Migratory Bird Management Program. Further, the Secretary of the Interior, the Secretary of the Army and the Director of the ____ (state agency) ____ find that it would be in the public interest for these lands to be managed for fish and wildlife purposes by the ____ (state agency) ____.

THEREFORE, IN ACCORDANCE WITH THE PROVISIONS OF AND UNDER THE AUTHORITY OF THE FISH AND WILDLIFE COORDINATION ACT (48 Stat. 401, as amended; 16 USC, 661 et seq.) THE SECRETARY OF THE ARMY, THE SECRETARY OF THE INTERIOR AND THE ____ (Head of state agency) ____ DO HEREBY APPROVE THIS DOCUMENT AS A GENERAL PLAN AND AGREE THAT:

1. The land areas shown on Exhibit(s) ____, dated ____, attached hereto and by this reference made a part hereof, will be made available by the Secretary of the Army to the ____ (state agency) ____ of the State of ____ (name) ____ for administration for the conservation and management of resident and other wildlife.
2. Necessary details of agreement between the two agencies shall be mutually agreed to and covered in an instrument (e.g. license) issued by the Department of the Army.
3. Further, in order to facilitate proper management and use of the project lands and waters adjustments may be made in the boundaries of the areas shown on the attached exhibits by addition or deletion of tracts as may be mutually agreed upon by the ____ (state agency) ____ and the, ____ (Corps of Engineers) ____ without amendment to this General Plan. Such adjustments will be made by amendment of the aforementioned instrument.

IN WITNESS WHEREOF, the parties hereto have affixed their signature and date thereof on triplicate copies hereof, as follows:

EP 1130-2-540
15 Nov 96

DATE_____

(Name)
(Title of Head of State Agency)

DATE_____

(Name)
Assistant Secretary of the Army Civil Works

DATE_____

(Name)
Assistant Secretary of the Interior for Fish, Wildlife
and Parks

APPENDIX D

GUIDELINES FOR IMPLEMENTING
CORPS POLICY FOR PRIVATE EXCLUSIVE USE
AT
CORPS OF ENGINEERS WATER RESOURCE PROJECT

D-1. Objective. The objective of these guidelines is to effect the Corps policy in the development of regional plans pertaining to private exclusive use at Corps of Engineers civil works projects.

D-2. Purpose. These guidelines establish a consistent base of definition, procedures and monitoring for use by MSC commanders in the development and implantation of regional plans for allowing or prohibiting private exclusive use at water resource projects within their jurisdiction. Guidance provided is intended to allow MSC commanders flexibility for establishing their program appropriate to each existing situation based on regional, project or site specific considerations.

D-3. Definitions. For the purpose of these guidelines, the following definitions apply:

a. Private Exclusive Use. The use or occupancy of individually owned permanent structures for human habitation cited on public land and water areas at Corps civil works projects. Any action which gives a special privilege to an individual or group of individuals on land or water at a Corps project that precludes use of the land and waters by the general public, is considered to be "private exclusive." Lesser forms of private use, such as individual houseboats, boat docks and piers, fencing, signing, landscaping, etc., are excluded from this definition, since they are the subject of concern under the shoreline management program.

b. Permanent Structures. Those constructed or manufactured structures on land or water being used for human habitation, on an intermittent or extended use basis. Permanent structures normally take the form of floating cabins, cottages and non-transient mobile homes and trailers. Such developments are essentially subdivisions located on public property and have been developed at private, quasi-public, and commercial concession areas. Other forms of structures providing a short duration human habitation need on a first-come, first-served basis, such as lodges, motels, dormitories, cabins, etc., are not included in the definition of private exclusive use. Similarly, custodial-type quarters may be authorized as outgranted areas when justified for management or security purposes.

c. Floating Cabins. A floating permanent structure utilized for intermittent or extended human occupancy at a fixed mooring point. Floating cabins are usually not self-powered, and in many cases have evolved from boathouses and do not possess the usual performance characteristics of a boat.

d. Houseboats. A self-powered vessel capable of supporting overnight occupancy. Houseboats have performance capabilities usually associated with boats and are not used for long term occupancy at a fixed mooring point.

e. Fair and Equitable. Conditions specifying the time of removal for individual or groups of private exclusive use structures which should be negotiated so that the financial and physical

impact to owners will have been mitigated adequately through advance notice and extension of time to adjust to the fact of their eventual termination.

f. Regional Factors. Those natural and social conditions (i.e., climate, access, visitation (present and future), land requirements, water depth, length of recreation season, remoteness, topography, population density, etc.) used in the development of rationale for defining regions and choosing appropriate management options pertaining to private exclusive use.

g. Management Options. Planned actions or strategies by commanders of each MSC or district to implement established policies pertaining to private exclusive use at Corps of Engineers water resource projects.

h. Phasing. Phasing is a "step by step" approach for the eventual removal of private exclusive use structures. This is a specific type of management option that may be considered appropriate. As an example, such an approach could be implemented over time through successive negotiations of appropriate terms and conditions of a series of outgrant renewals upon expiration of each subsequent term. The objective of this approach is to provide a fair and equitable means to both the government and the grantee for phasing out existing private exclusive uses.

i. Private Clubs. A group of individuals who associate for a common purpose, usually in an organization where benefits are limited to members of the group and not to the general public. With respect to private clubs on Corps of Engineers project lands, such groups have taken the form of large corporate developments serving company employees, power boat clubs, sailing clubs, fishing and hunting clubs, swimming clubs and other like organizations.

j. L/V Factor. $L/V = \text{Land/ Visitation} = \text{Fee acres Above Normal Pool/Total Annual Visitation}$. The most current information as contained in the Natural Resource Management System (NRMS) will be used for calculating the L/V factor.

k. Timesharing. Timesharing provides a possessory or use right of a specific facility or piece of personal property for a specified period of time each year for a number of years. Time share ownership of real property is not possible since legal title is held by the United States.

D-4. General Guidance.

a. Corps policy prohibits the expansion or the development of new private exclusive use except that permitted under the shoreline management program or authorized outgrant; however, in some cases, permitting private exclusive use as defined may maximize use of project lands consistent with the conservation of environmental values and the development of recreational resources for the public. Such use, however, will be considered a low priority and evaluated against existing resources and the future need for the higher priority purposes. In some regions, or at specific projects where public demand for use of available project resources is not anticipated in the foreseeable future, such use could serve as an interim means to optimize use of public lands. Leases issued to non-profit organizations under paragraph 8-158 of ER 405-1-12, do not constitute private exclusive use as defined in this guidance.

b. There is a set of definable regional factors which can be used to assist in screening projects which could afford interim opportunities for either new or expansion of existing private exclusive use. These regional factors include remoteness, experienced or projected visitation,

and availability of land resources. Application of these factors in combination with each other will serve as a common baseline for evaluating the general compatibility of regional factors to allow new or expansion of such developments. It is recognized that application of such baseline information must be flexible. There may be other overriding parameters or regional factors, such as length of recreation season (climate), topography and accessibility to project areas which may otherwise influence a determination regarding the suitability for private exclusive use to be allowed or precluded at a particular project or group of projects.

c. In terms of the set of criteria indicated in paragraph c, a project or site is considered remote if it is located in excess of 100 miles from a Standard Metropolitan Statistical Area (SMSA). Visitation becomes a factor when the ultimate visitation at a project has not been obtained or when it is not projected to be reached in the foreseeable future. Foreseeable future will be measured in increments of not less than five years or more than 25 years. The availability of land resources for interim use is a function of demonstrated or anticipated public use and the compatibility of the available resources to support such use based on good planning principles and the establishment of sound resource use objectives. Regional plans permitting interim development of private exclusive use must recognize that such use is subject to removal when a higher priority need becomes evident. In addition to the remoteness criteria, if a project's visitation exceeds 2,000,000 recreation days of use annually, or when the L/V factor is less than .010, MSC commanders will consider that project as no longer remote even though it otherwise meets the above distance criteria from SMSA. Since the visitation at a project is the only dynamic factor in this set of criteria, these changes in the definition of remoteness should alert MSC commanders on an annual basis to public use being experienced at projects under their jurisdiction. These indicators should be used to implement modifications to approved regional plans for private exclusive use as may be determined necessary by the MSC Commander.

d. When it is determined that available land resources are limited and will be needed for higher priority purposes in the reasonably foreseeable future, existing private exclusive use should be precluded. In this event, where commitments for private exclusive use have been made, a phase out program of existing private exclusive use developments will be implemented. Such a program should be established on a fair and equitable basis on a regional, individual project or site specific considerations.

e. Timesharing. The main point in considering time share proposals or private exclusive use requests is to determine whether the use violates either the time share policy or private exclusive use policy or both. Violation of one or both of the policies is reason for denial of the proposal or request.

(1) An example of prohibited timesharing would be the sale by a concessionaire of the use of a specific campsite or boat for every first week in August for a twenty-year period. This would also violate the definition of private exclusive use since the public would not be able to use that campsite or boat for that particular week.

(2) Examples of proposals not considered timesharing are:

(a) A sale by a concessionaire of memberships which entitle the member to a campsite or boat on a first-come, first-serve basis along with the general public. If the campsites or boats are only available to members, this would be private exclusive use and, therefore, would be prohibited.

(b) A sale by a concessionaire of a boat to several individuals. Since no title is retained by the concessionaire and the sale is not a use or possession only, it is not a violation of the private exclusive use policy or the time share policy.

f. Existing Trailers at Concessionaire and Club Sites. Section 320 of the Water Resources Development Act of 1990 was intended to prohibit the removal of trailers at concessions and club sites at Corps projects. Rental payments due the government under concession rules should reflect rental income received by concessionaire for trailer use. It is assumed that holders of club leases are making payments to the government based on fair market rents.

D-5. Procedures. The following procedures will be applied by MSC commanders for the development of regional plans for allowing or prohibiting private exclusive use at projects under their jurisdiction. Implementation of approved regional plans pertaining to private exclusive use, including the review and approval of annual inventory reports and program monitoring, rests with the MSC Commander. As an initial step, MSC commanders are charged with the preparation and issuance of detailed guidance to district commanders for implementing the objective and purpose of the guideline. Regional plans for either allowing or prohibiting private exclusive use will be based on informed judgement consistent with approved project master plans.

APPENDIX E

DETAILED GUIDANCE FOR REVIEWING LANDS UNDER EXECUTIVE ORDER 12512 AT CORPS OF ENGINEERS WATER RESOURCE PROJECTS

E-1. PURPOSE. To provide MSCs and districts guidance for reviewing lands under Executive Order (EO) 12512.

E-2. POLICY. It is the policy of the Corps to efficiently manage those lands at water resource projects which would be acquired in accordance with the 1971 implementation of the 1962 Army/Interior Joint Acquisition Policy.

E-3. GUIDANCE.

a. EO 12512 surveys will be conducted pursuant to provisions of the Federal Property Management Regulations (FPMR) (41 CFR part 101-47.8) and Chapter 8 of ER 405-1-12.

b. When establishing or confirming the 1971 implementation guide contour, use updated rainfall criteria and current methodology in predicting the maximum designed flood. At some projects, new meteorological data may indicate an increase in the design storm and a requirement for additional flood control storage capacity.

c. If land is identified as excess, rights-of-way easements should be retained to remaining Federal lands, if appropriate.

d. Lands not encompassed by the Joint Acquisition Policy will be retained if:

(1) They are leased for park and recreation purposes.

(2) They are licensed for fish and wildlife purposes.

(3) They are identified or nominated for consideration as critical habitat under the Endangered Species Act.

(4) They were acquired for, or are needed for, formally documented mitigation purposes.

(5) They are existing recreation areas operated by the Corps, or are designed as future recreation areas in the master plan.

(6) Excessing will not yield a net return to the Treasury. Such costs must be documented and made part of the survey report.

(7) Excessing will increase the costs of the government to manage remaining project lands. Such costs must be documented and made part of the survey report.

(8) Excessing will create significant management problems with regard to remaining project lands. Such management problems must be documented and made part of the survey report.

e. This guidance does not apply to lands withdrawn from the public domain.

E-4. ADDITIONAL CONSIDERATIONS.

a. The option exists to consider for excessing Corps lands which are leased, licensed, or permitted; this action must be fully justified. A long-term lease, license, or permit is not to be considered as the sole justification for excessing or retention, except for park and recreation and fish and wildlife leases and licenses.

b. When park and recreation and fish and wildlife leases and licenses expire or are terminated, the lands shall be reexamined for a determination of excess.

c. When conducting surveys, full consideration should be given to prior commitments as a result of public involvement in the project planning process.

d. The land excessing policy is modified so that land which is occasionally flooded and on which the government's interests can be fully protected through the use of easements, should not be automatically excluded from consideration for possible disposal.

APPENDIX F

PREVENTIVE SAFETY MEASURES IN HANDLING OF PESTICIDES

- F-1. Follow the label instructions on each container before using the contents. The manufacturers are required by law to list recommended precautions.
- F-2. Weather conditions are important. Winds would carry toxic sprays and dusts to areas not under your control, causing accidental poisoning to the public or domestic animals.
- F-3. Smoking, eating or drinking is not permitted while pesticides are being handled. It should also be noted that rules of good personal hygiene will be practiced as well.
- F-4. All pesticides must be handled in well-ventilated areas to minimize inhalation of toxic vapors.
- F-5. Shower and washing facilities must be near pesticide mixing areas; drains should be separate from the regular system.
- F-6. Any contamination of skin, particularly with liquid concentrations or solutions, must be immediately washed off with detergent and water.
- F-7. Protective clothing and equipment should be used as recommended by the pesticide label. Recommended articles of protective clothing are gloves, rubber aprons, coveralls, face shields, safety shoes, hard hats and respirators. A lightweight water and chemical resistant throwaway type protective clothing that is impervious to herbicides is now available.
- F-8. Clothing contaminated by spillage must be removed immediately and properly disposed of (TIM 21). Special care is required to prevent contamination of the insides of gloves. Gloves shall be selected based on their resistance to chemical permeation by the pesticide to be applied.
- F-9. Corps personnel handling, mixing, and applying pesticides requiring respiratory protection shall be fully indoctrinated in the district respiratory protection program, including proper selection, use, maintenance and storage of respiratory protective devices. Prior to use, they shall be fit tested by a qualified person using either the qualitative or quantitative method (ER 385-1-90). Respirators approved by MSHA/NIOSH for the use condition encountered must be worn as required by the label while pesticides are being mixed, and when dusts or liquids are being handled or sprayed. Filters or canisters must be changed after 8 hours use and more often if odor of the pesticide is detected. (Always have extra cartridges available.)
- F-10. Pesticide Storage, Mixing and Formulation Facilities.
- a. All pesticides must be stored in a dry, well ventilated, separate room, building or covered area not accessible to unauthorized personnel or the public and must be secured by lock and key.
 - b. Identification signs should be placed on rooms, buildings, and fences to advise of the contents and warn of their hazardous nature.
 - c. Where applicable, the outside of each storage area should be labeled with "Danger," "Poison," and "Pesticide Storage" signs.

d. Fire extinguishers must be installed near the door of material storage rooms. Diluted oil based pesticides are flammable and must be stored separate from other materials.

e. Enclosed mixing areas require the installation of local exhaust ventilation with a minimum face velocity of 100 linear feet per minute (air velocity at the ventilation hood to control toxic vapors. Storage areas should be provided general ventilation at a rate of 10 airchanges/hour.

f. Drainage systems for mixing and storage areas must be separated from the regular system; see TIM 17.

3-B-11. Empty pesticide containers must be disposed of properly as required by EPA guidance (40 CFR 165 Subpart C).

F-12. Safety programs, to include a job/activity hazard analysis, shall be developed for the safe handling, mixing and application of pesticides. This analysis shall be coordinated with the Safety Office prior to implementation.

F-13. Medical Surveillance: The period of examinations should be based on anticipated exposure. If pesticide/herbicide application is not performed in a given year, the examination may be waived. Subsequently, exams will be given prior to and following the spraying season. The requirements for a medical surveillance program are as follows:

a. Physical Exams. Major elements for a physical include:

- Routine physical examination with emphasis on renal, kidney, hepatic, skin, central nervous and respiratory systems
- occupational and medical history
- evaluation of ability to wear protective equipment, including specific types of respirators
- hearing
- vision screening
- complete blood count
- urinalysis
- liver function
- red blood cell cholinesterase (quarterly, during spraying season, if cholinesterase inhibiting materials are used)
- pulmonary function test
- EKG - over 40 years of age

- chest x-ray - every 2-3 years

b. Medical Records. Medical records will be maintained in official medical personnel files.

c. First Aid. If a spill or splash occurs to eyes or skin, the body part will be thoroughly flushed with clean water and the medical provider consulted.

d. Medical Emergencies. In the event of a medical emergency involving severe inhalation or skin exposure, procedures as outlined on the specific pesticide label will be followed and the emergency medical provider consulted as appropriate. Arrangements for emergency medical treatment shall be made in advance where possible with local medical facilities.

APPENDIX G

INSTRUCTIONS FOR DISTRICT PEST CONTROL PLAN

G-1. Paragraph 3-4.c. of ER 1130-2-540, Chapter 3, Pest Control Program for Civil Works Projects, directs that field offices will prepare and submit to District offices detailed descriptions of their anticipated and actual usage of pesticides for review and approval by the designated District point of contact. Enclosed is a sample format illustrating the type of information that should be included in the reports. (See page G-2 for a sample pest control plan format.) This format can be used for either the anticipated usage report or the actual usage report by checking the appropriate space. Districts may modify the sample format or develop a format to suit their needs.

G-2. The following is an explanation of information requested for each item on the pest control plan (information may be recorded on a format or stored in the automated database program):

- a. Field Office: Name of field office.
- b. District: Name of District.
- c. Calendar Year: Upcoming or previous calendar year, depending on which report is being submitted.
- d. Anticipated Usage Report: Check if report is for approval of upcoming year's pesticide usage.
- e. Actual Usage Report: Check if report is an accounting of the previous year's pesticide usage.
- f. Justification Enclosed: If application of restricted use pesticide is recommended, attach a justification statement with the following items of information:
 - (1) Provide specific reasons why a general-use pesticide cannot achieve an acceptable level of control.
 - (2) Document any technical guidance sought from other agencies in the selection process. Indicate specific contacts (names) and recommendations received.
 - (3) Indicate specific actions that will be taken to ensure that proper safe guards are employed in the application of the restricted-use pesticide.
- g. Date: Date the report is filled out.
- h. Pesticide: Provide full trade name that appears on label, such as "WEEDONE LV-41", and the common name, if different than the trade name, for the chemical(s) listed under "Active Ingredient(s)" on the pesticide label.
- i. EPA Registration No.: Provide the EPA registration number that appears on the pesticide label.

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j. EPA Classification: Indicate whether the recommended pesticide is classified by EPA as a general-use or restricted-use pesticide.

k. Amount: Provide the anticipated amount of pesticide that will be applied during the upcoming year, or the actual amount applied during the previous year, whichever is applicable to the report being prepared.

l. Acreage: Indicate the area to be treated or which was treated, depending on the report, in either acres or square feet, whichever is more practical. Fumigation or aerosol application will be reported in cubic feet of area treated. Where repeated applications are proposed for the same area, report only the unit area to be treated in one application.

m. Target Pest: Identify the pest to be controlled by common name. When necessary for clarity, include scientific names. The target pest(s) must be clearly identified in order to justify the use and choice of pesticides.

n. Locations: Indicate the type of area(s) to be treated. Example: parking lots, lawns, or maintenance yards.

SAMPLE FORMAT

ANNUAL PEST CONTROL PLAN

ANTICIPATED USAGE REPORT _____ ACTUAL USAGE REPORT _____

FIELD

OFFICE: _____ DISTRICT: _____

CALENDAR YEAR: _____ DATE: _____ PAGE: _____

=====

PESTICIDE TRADE NAME:	EPA CLASS:	EPA REGISTRATION #:
-----------------------	------------	---------------------

TARGET PEST: _____

LOCATION DESCRIPTION: _____

TOTAL ESTIMATED
QUANTITY: _____

TOTAL ESTIMATED
ACREAGE: _____

=====

PESTICIDE TRADE NAME:	EPA CLASS:	EPA REGISTRATION #:
-----------------------	------------	---------------------

TARGET PEST: _____

LOCATION DESCRIPTION: _____

TOTAL ESTIMATED
QUANTITY: _____

TOTAL ESTIMATED
ACREAGE: _____

APPENDIX H
PROCEDURES FOR OBTAINING EXEMPTIONS
FOR USE OF PESTICIDES

H-1. If an unexpected outbreak of a pest requires control measures which are not according to the registered use, such control effort is viewed as an emergency measure (PL 92-516 Sec 18). An emergency will be deemed to exist when:

- a. A pest outbreak has occurred and no pesticide registered for the particular use, or alternative method of control, is available to eradicate or control the pest.
- b. Significant economic or health problems will occur without the use of the pesticide.

H-2. Emergency conditions should be documented by a request for a specific exemption (FIFRA Sec 18, Exemption of Federal Agencies), prepared by the district and forwarded through channels to CDR USACE (CECW-ON) WASH DC 20314-1000 for transmittal to EPA. The following information should be included:

- a. The nature, scope and frequency of the emergency.
- b. A description of the pest known to occur, the places or times it may be likely to occur and the estimated time when treatment must be commenced to be effective.
- c. Whether a pesticide registered for the particular use, or other method of eradicating or controlling the pest, is available to meet the emergency, and the basis for such determination.
- d. A listing of the pesticide or pesticides the agency proposes to use in the event of an outbreak.
- e. Description of the nature of the program for eradication or control. Such description should include:
 - (1) Quantity of the pesticide expected to be applied.
 - (2) Specific area or place of application.
 - (3) Method of application.
 - (4) Duration of application.
 - (5) Qualifications of personnel involved in such application.
- f. Statement of economic benefits and losses with and without the exemption, and under other reasonable alternatives.
- g. Analysis of possible adverse effects on the quality of the human environment. In all cases the District Commander shall consider the probable environmental consequences in

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determining the appropriate measures under which the pesticide may be applied. Documentation as required by the National Environmental Policy Act of 1969 (NEPA) shall be accomplished prior to initiation of emergency work, if time permits. Such documentation should also be accomplished after the completion of emergency work if additional applications are necessary.

h. Such exemptions, if granted, are valid only for the specific situation involved and are subject to such restrictions as the administrator may prescribe in granting the exemption. Such restrictions may include, among others, limitations on the quantity of the pesticide to be used, the conditions under which the pesticide may be applied, restrictions as to the persons who may apply the pesticide and the type of monitoring activities which should be conducted.

APPENDIX I

MEMORANDUM OF AGREEMENT

between the

UNITED STATES DEPARTMENT OF AGRICULTURE

and the

UNITED STATES DEPARTMENT OF DEFENSE

for the

CONDUCT OF FOREST INSECT AND DISEASE SUPPRESSION
ON LANDS ADMINISTERED BY
THE U.S. DEPARTMENT OF DEFENSE

Suppression of damaging forest insect and disease outbreaks is essential for maintaining the health and productivity of the nation's forests. Annually, insects and diseases kill more trees and reduce forest growth more than all other destructive agents combined. This is a matter of great concern to the administrators responsible for managing and protecting forests on public and private lands.

Section 5 of the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. 2101) authorizes the Secretary of Agriculture to protect trees and forests, wood products, stored wood and wood in use from insects and diseases. This is done directly by the USDA on National Forest System lands and in cooperation with other Federal land managing agencies, the States and private land owners on other forest lands. The Secretary of Agriculture has delegated the responsibility for carrying out the provisions of the Cooperative Forestry Assistance Act to the Forest Service. Annual appropriations, based on estimated suppression costs developed by the Forest Service, the Department of Defense, other Federal agencies, States and other cooperating entities, are necessary to implement this responsibility.

It is Agreed:

1. That the two Departments will, under the legal, fiscal and other limitations governing each, cooperate fully in the planning, coordination and execution of field operations to prevent and suppress damaging forest insect and disease outbreaks whenever it is determined to be necessary.
2. That the guiding principles of this cooperation shall be those established by authorizing legislation, agency policy and other direction specified in the Cooperative Forestry Assistance Act of 1978, the National Environmental Policy Act and the Federal Insecticide, Fungicide, and Rodenticide Act as amended.
3. That the Secretaries of the Department of Agriculture and the Department of Defense shall authorize their respective agencies concerned with the suppression of forest insects and diseases to develop and execute coordinated work programs and projects.
4. That, for coordinating and funding forest insect and disease suppression programs and projects, the Departments will:

A. Responsibilities of the Department of Agriculture, Forest Service:

- (1) Designate an office which will be responsible for coordinating activities conducted under this MOA.

- (2) Provide overall leadership and coordination for insect and disease suppression activities on forest lands when the activities are financed wholly or in part with Federal funds appropriated under Section 5 of the Cooperative Forestry Assistance Act of 1978 (16 USC 2101).
- (3) To the extent possible, provide technical and financial assistance to agencies of the Department of Defense for forest insect and disease suppression programs and gypsy moth eradication projects on forest lands administered by the Department of Defense.
- (4) Conduct detection surveys and biological evaluations of insect and disease outbreaks on forest lands administered by the Department of Defense.
- (5) Subject to budgetary limitations, annually transfer from the USDA Forest Service, Forest Pest Management to Department of Defense Agencies such finances as are mutually determined as necessary for forest insect and disease suppression on forest lands administered by the Department of Defense. To the extent possible, jointly determine annual suppression funding needs by November 30.
- (6) Assist agencies of the Department of Defense in organizing and performing general forest insect and disease field surveillance on forest lands administered by the Department of Defense.
- (7) Inform local and national Department of Defense personnel of forest insect and disease conditions on other lands that may affect Department of Defense administered land.
- (8) Suppress forest insect and disease outbreaks on National Forest System lands and cooperate with other agencies to suppress forest insect and disease outbreaks which threaten forest lands administered by the Department of Defense.
- (9) Provide training opportunities for Department of Defense personnel in techniques for the prevention, detection and suppression of destructive forest insects and diseases in order to promote forest health.

b. Responsibilities of agencies of the Department of Defense:

- (1) Designate an office which will be responsible for coordinating activities conducted under this MOA.
- (2) Notify DoD Agencies that technical assistance is available from the Forest Service and that a biological evaluation or equivalent documentation is required before funds for a forest pest suppression project can be transferred from the Forest Service.
- (3) Facilitate conduct of detection surveys and forest insect and disease evaluations by Forest Service personnel on Department of Defense administered lands.
- (4) Base decisions on whether to implement suppression programs and projects on:
 - (a) An appraisal of current pest infestation significance and projected significance with and without suppression activities. This information, as well as a discussion of alternative pest management tactics, is provided by the Forest Service in a biological evaluation.

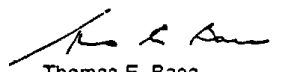
- (b) An evaluation of the resources threatened within the context of management objectives.
- (c) An analysis of possible adverse environmental effects of suppression alternatives.
- (d) An economic analysis of the proposed action.
- (5) Perform field surveillance and specialized detection surveys as necessary to supplement Forest Service activities.
- (6) Conduct suppression activities on Department of Defense administered land.
- (7) Cooperate with other agencies on adjacent or intermingled lands on forest insect and disease surveillance, prevention and suppression activities.
- (8) Report suppression project accomplishments to the Forest Service by November 1 each year covering all forest insect and disease management expenditures for the previous fiscal year.
- (9) Participate in an annual coordination meeting with the Forest Service to set priorities for funding proposed forest pest suppression projects.
- (10) Submit a formal request for forest insect and disease suppression funding to USDA Forest Service by November 15 of each year.

This agreement is effective upon the date of signature by both parties. It defines, in general terms, the basis on which the parties will cooperate and is not a financial obligating document.

This agreement shall continue indefinitely, but may be modified or discontinued at the request of either party. Requests for termination or any change shall be submitted to the other party for consideration not less than 30 days in advance of the effective date desired.



F. Dale Robertson
Chief
Forest Service

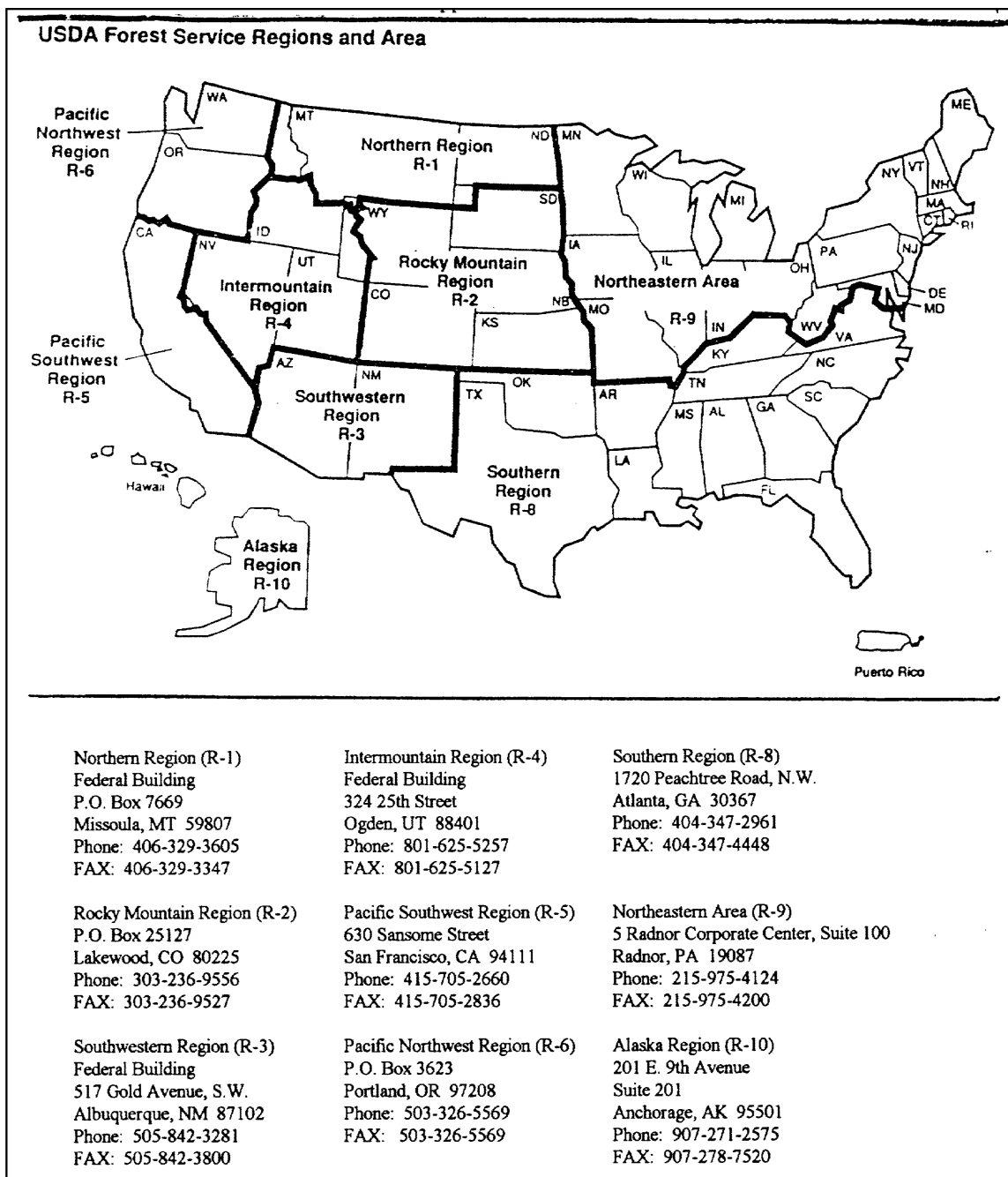


Thomas E. Baca
Deputy Assistant Secretary
of Defense for Environment

Date: November 15, 1990

Date: December 11, 1990

APPENDIX J



APPENDIX K

USDA - Forest Service					
FOREST PEST MANAGEMENT PROJECT PROPOSAL <i>(Ref: FSM 3400, Report FS-3400-E)</i>					
PART I - REQUESTING OFFICE USE ONLY					
1. Region/Area	2. State	3. Fiscal Year	4. Causal Agent	5. Group	6. Landownership <i>(x appropriate box)</i> <input type="checkbox"/> National Forest <input type="checkbox"/> Other Federal
7. Type of Project <i>(x appropriate box)</i> <input type="checkbox"/> Prevention <input type="checkbox"/> Suppression		8. Status of Project <i>(x appropriate box)</i> <input type="checkbox"/> New Project <input type="checkbox"/> Continuing Project		9. Host Protected	
10. Prevention/Suppression Method		11. Pesticide		12. Application Rate	
13.		First Year Targets and Costs			Funds Needed in Subsequent Years
Program Activities (a)	Units of Work (b)	Unit Cost (c)	Total Planned Cost (d)	FY: Estimated Cost (e)	FY: Estimated Cost (f)
(1) Pretreatment Survey (Acres)					
(2) Treatment (Acres)					
(3) Volume Treated (MBF)					
(4) Volume Removed (MBF)					
(5) Volume Protected (MBF)					
(6) Post-Treatment Evaluation (Acres)					
(7) Environmental Monitoring (Acres)					
(8) Other (Identify)					
(9) Subtotal					
(10) Indirect and service charges (Field) Percent of Subtotal (%)					
(11) Total Field Costs					
14. Proposed By <i>(Signature)</i>			15. Title		16. Date
PART II - REGION OR AREA USE ONLY					
17. Region/Area Indirect and Service Charges Percent of Total Field Costs (%)					
18. Total Project Costs					
19. Approved By <i>(Signature)</i>		20. Title		21. Project Number	22. Date
PART III - WASHINGTON OFFICE USE ONLY					
23. Project Action <i>(x appropriate box)</i> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		24. Total Funds Allocated			
25. Approved/Disapproved by <i>(Signature)</i>			26. Title		27. Date
28. Remarks					

Previous edition is obsolete.

(OVER)

FS-3400-2 (11/82)

INSTRUCTIONS: (Reference FSM (3400) Use this form only for projects on National Forest System and other Federal lands.

1. Region/Area
2. State
3. Fiscal Year
4. Causal Agent - Name the insect or disease involved.
5. Group - Indicate insect or disease group into which the causal agent falls. Groups are bark beetle (BB), defoliator (DEF), other insects (OI), dwarf mistletoe (DM), oak wilt (OW), other disease (OD).
6. Landownership
7. Type of Project
8. Status of Project
9. Host Protected - Name tree species affected.
10. Prevention/Suppression Method - Specify method to be used.
11. Pesticide - Include trade names of pesticides to be used.
12. Application Rate - If pesticide usage is involved, specify the dosage rate in pounds of active ingredient per unit treated.
13. Program Activities.
14. Proposed By - Signature of person initiating the proposal.
15. Title
16. Date
17. Region/Area Indirect and Service Charges - Enter percent of field total cost from block 13(a)(11) and enter the amount imposed against the project at the Regional or Area office level.
18. Total Project Costs - Enter the sum of blocks 13(a)(11) and 15.
19. Approved By - Project proposal must be approved and dated by the Regional Office or Area Office or by their designated representative prior to submission to the Washington Office.
20. Title
21. Project Number
22. Date
23. Project Action
24. Total Funds Allocated
25. Approved/Disapproved By
26. Title
27. Date
28. Remarks

APPENDIX L

(Sample Format)

Forest Pest Suppression Accomplishment Form For FY ____

DISTRICT _____

DATE OF REPORT _____

PROJECT SUPPRESSION ACCOMPLISHMENTS DURING PREVIOUS FISCAL YEAR:

<u>FIELD PROJECT</u>	<u>FOREST PESTS TREATED</u>	<u>TREATMENT USED</u>	<u>TOTAL ACRES</u>	<u>*FUNDS ALLOCATED</u>	<u>*FUNDS USED</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL ESTIMATED ACREAGE: _____

TOTAL EXPENDITURES: _____

*Funds allocated under the Corps/Forest Service MOA.

APPENDIX M
SAMPLE WORK ALLOWANCE LETTER

CERM-BE

1 February 19XX

MEMORANDUM FOR Commander, 1 District

SUBJECT: U.S. Department of Agriculture (USDA)- Forest Service, Forest Pest Suppression on Corps Projects

1. The USDA, Forest Service has transferred funds to the Corps of Engineers, in the amount of 2 to cover costs associated with the Forest Pest Suppression of 3 at 4 in your District. Accordingly, a work allowance in the above amount is established in the 5 District.
2. Funds in the amount of 6 under transfer appropriation 7, State and Private Forestry, Forest Service (transfer to Corps of Engineers, Civil) will be allotted to the 8 District through the Program Budget Accounting System.
3. Project Identification Number 9 is assigned.

BRONEL JERRELL
Chief, Budget and Program Division
Directorate of Resources Management

cf: 10 Division

Key:

1. District name
2. Total amount allocated to the District
3. Target pest
4. Project in District receiving funding
5. See 1.
6. See 2.
7. Example: 96-12X1105
8. See 1.
9. Example: 90117
10. MSC Name

APPENDIX N
FOREST PEST SUPPRESSION PROJECT MILESTONES

January-August - Districts coordinate with regional FPM Offices.

1 September - Project Suppression Proposals due at Division/FPM Offices.

15 October - Consolidated Division Proposals due at HQUSACE.

1 November - Prioritized list of Corps Proposals to AFPMB.

15 November - AFPMB submits prioritized list of DoD proposals to Forest Service.

31 January - Funding allocated to Districts.

Appendix O

ASSESSMENT QUESTIONNAIRE FOR EXISTING CORPS COLLECTIONS

O-1. General Repository Report

1. Does the repository have written minimum standards for the acceptance of archeological collections? (If yes, describe or attach copy.)
2. Does the repository have a comprehensive plan for curation and collections management? (If yes, describe or attach copy.)
3. Does the plan address:
Receipt of materials?
Processing of materials?
Use of materials?
Future preservation?
4. Is there a master catalog for collections?
5. Are the files cross-indexed?
6. Is the location of the collection within the repository identified in the accession file?
7. Has this information been kept up-to-date?
8. Are all collections accessioned upon receipt?
9. Does the repository maintain a file of documented property receipts?
10. Is there a registration record and/or copy of the initial inventory?
11. Are there established procedures for periodic inventory? (If yes, describe or attach a copy.)
12. When were the collections last inventoried?
13. Are collections from individual sites stored as a unit? (If no, describe procedure.)
14. Are collections from the same region stored together? (If no, describe procedure.)
15. Are collections and documentation readily accessible? (If no, explain.)
16. Is storage space adequate for housing the collections? (If no, describe storage conditions.)
17. How much space is devoted to storage?

18. What are the anticipated storage and handling requirements to adequately maintain collections for the next twenty years?
19. Is access to collections controlled by curatorial personnel?
20. Do others have access to the collections? (If yes, describe.)
21. Describe the repository's policy regarding access to collections by researchers.
22. Has the repository ever been the victim of a security failure? (If yes, describe.)
23. What are the loan procedures for collections?
24. Does the repository use automated data processing techniques to manage its collections? (If yes, describe.)
25. Does the repository publish a list of the collections it retains?
26. Does the repository publish field curation guidelines for researchers depositing collections? (If yes, describe or attach copy.)
27. Is there a deaccessioning policy? (If yes, please describe or attach copy.)
28. Does the catalog identify those artifacts or parts of artifacts that have been destroyed through analysis (e.g. C14 or neutron activation?)
29. Is there a system of site record administration? (If yes, how is it organized?)
30. Are there cooperative agreements with other institutions to standardize registration and cataloging procedures? (If yes, describe.)
31. Is there a full time professional curatorial staff?
32. How large is the staff?
33. Describe their formal collections management training.
34. What are their primary responsibilities?
35. Describe any definite plans for the upgrading of curation program.

O-2. Material Remains Collections: General Report

1. Are there written guidelines and standards for the curation of material remains? (If yes, describe or attach copy.)
2. Are any material remains systematically excluded from curation?
3. Environmental Conditions:

Light:

Temperature:

Humidity:

Dust:

Biological Infestation:

Infestation Control:

4. Are environmental conditions monitored?
5. What is the primary means of storage?
 - Boxes?
 - Drawers?
 - Other?
6. If drawer storage, are measures taken to prevent artifact contact?
7. Is storage space maximized by excessive stacking of objects and boxes?

O-3. Material Remains Collections: Human Skeletal Report

1. Are human skeletal remains included in this collection?
2. Have they been:
 - Cleaned?
 - Stabilized?
 - Permanently labeled?
 - Analyzed?
3. What type of containers are remains stored in?
4. Are containers labeled and readily identifiable?
5. Are all remains accounted for?
6. Are any materials in museum displays?
7. Are remains stored under stable temperature and humidity conditions?

8. Have all burial forms, photographs, and other documentary materials been preserved?
9. Is the documentary material readily available?

O-4. Material Remains Collections: Lithics, Ceramics, and Faunal Report

1. Are artifacts and/or faunal remains included in this collection?
2. Have they been:
 - Cleaned?
 - Permanently labeled?
 - Stabilized?
 - Analyzed?
3. Has an unwashed sample been preserved for future analysis of residues?
4. What type of containers are they stored in?
5. Are containers labeled and readily identifiable?
6. Are all items accounted for?
7. Are any materials in museum displays?
8. Have all associated records been preserved?
9. Are all associated records readily available?
10. Are all faunal remains stored under stable temperatures and humidity conditions?

O-5. Material Remains Collections: Other Material Report

1. Type of Material:
2. Has this material been:
 - Cleaned?
 - Stabilized?
 - Permanently labeled?
 - Analyzed?
3. What type of containers are materials stored in?

4. Are containers labeled and readily available?
5. Are all remains accounted for?
6. Are any materials in museum displays?
7. Are remains stored under stable temperature and humidity conditions?
8. Has all documentary material been preserved?
9. Is the documentary material readily available?

O-6. Associated Records Documentation: General Information Report

1. Are there written guidelines and standards for the curation of paper records, photographs, slides, video materials, computer generated documentation and maps? (If yes, describe or attach copy.)
2. Is there adequate space for document storage?
3. Are any documents systematically excluded from curation?
4. Are duplicates of the original documentation maintained separately? If so, where? Photocopy or microfilm?
5. Are documents secure from loss due to fire, water damage, theft?
6. Are documents legible and reproducible?
7. Describe all security deficiencies.
8. Who is responsible for record maintenance and security?
9. Who has access to the records?

O-7. Associated Records Documentation: Paper Records Report

1. Type: Contracts_____
- Proposals_____
- Field Notebooks_____
- Laboratory Records_____
- Fiscal Data_____
- Official Correspondence_____
- Reports_____
- Expert Analysis_____
- News Clippings_____
- Site Forms_____
- Feature Forms_____
- Artifact Forms_____

Photo Forms _____
Photo Log _____
Burial Forms _____
Other _____

2. How are these records managed?

3. Environmental Conditions:

Light:
Temperature:
Humidity:
Dust:
Biological Infestation:
Infestation Control:

4. Are environmental conditions monitored?

5. What is the present condition of this material?

6. Is there a check-out system for records?

7. Have any records been lost?

O-8. Associated Records Documentation: Photographs and Slides Report

1. Type: Black/White _____
Color _____
Aerial _____
Slide _____
Negatives _____
Log _____

2. Environmental Conditions:

Light:
Temperature:
Humidity:
Dust:
Biological Infestation:
Infestation Control:

3. How are photographs managed?

4. How are slides managed?

5. How are negatives managed?

6. Are environmental conditions monitored?

7. What is the present condition of this material?

Fading?

Damaged?

Lost Material?

8. Are they stored with other documentation?

O-9. Associated Records Documentation: Maps and Drawings Reports

1. Type: USGS _____
Field _____
Contour _____
Site Plot _____
Feature _____
Computer Symap _____
Floor Plans _____
Sketches _____
Drawings _____

2. Storage: Rolled _____ In tubes? _____
Folded _____
Flat _____

3. Environmental Conditions:

Light:

Temperature:

Humidity:

Dust:

Biological Infestation:

Infestation Control:

4. Are environmental conditions monitored?

APPENDIX P

SAMPLE FORMATS FOR CORPS COLLECTIONS INVENTORY

REND LAKE
1990 SURVEY COLLECTIONS PROGRAM
SPECIMEN INVENTORY - COLLECTION 12345

Lot #	Former Lot #	Site #	Investi- gation Phase	Main Horz Prov	Main Vert Prov	Secondary Vert Prov	Category	Box	Location
1	64	23SG5	Survey	N40E80	Level A	0-10	Lithics	1	E6B.4
2	6	23SG5	Survey				Lithics+ Ceramics	1	E6B.4
3	7	23SG5	Survey	N140E220	Level C	20-30	Lithics/ Historic	2	E6C.1
4	9	23SG6	Survey	Shovel Test		0-40	Ceramics	3	E6C.2
5	10	23SG9	Survey		Gen. Surface		Lithics	3	E6C.3
6	33	23SG10	Survey	N120E60	Surface		Lithics+ Ceramics	6	E5B.1
7	66	23SG11	Survey		Level A	10-13	Bone	7	E5B.2

REND LAKE
1987 PHASE III
TRANSPARENCY INDEX - COLLECTION 8916

Neg. # Location	Prior #	Format	Film Type	Site	First Subject Division	Second Subject Division	Date Taken	Storage
1	r1-f9	35	KOD-64	23SG144, Scatter	Broad View of Site	Looking SE	7/10/87	PD87.1
2	r5-f3	35	KOD-64	23SG66, House	19th Century House	Entrance, Looking NW	7/11/87	PD87.3
3	r5-f4	35	KOD-64	23SG67, Village	Test Pit 10	Yellow Mottled Zone	7/12/87	PD87.6
4	r6-f10	35	KOD-64	23SG15	Test Pit 6	Burial 3, Level 3	7/25/87	PD87.7
5	r6-f11	35	KOD-64	23SG88, Mound	X112-113.8Y094	Profile	8/2/87	PD87.11
6	r7-f12	35	KOD-64	23SG88	Norris	Screening	8/8/87	PD87.60
7	r7-f13	35	KOD-64	23SG88, Mound	Test Pit 7	Fea. 2, Burial 3	8/20/87	PD87.71

REND LAKE
BOOTSTRAP MOUND
RECORD INVENTORY - COLLECTION 6789

First Subject Division	Folder	Site #	Second Subject Division	Third Subject Division	Fourth Subject Division	Storage Location	Reel #
Adm. Records	1		Job Applications	1980-1982		ML6.24	MR37
Adm. Records	2		Radiocarbon Dating	Correspondence	1980	ML6.24	MR37
Background Records	3		Soil Survey Maps	Monroe Co.	1974-1979	ML6.25	MR38
Background Records	4		Procedure for Analysis	Chipped Stone	1975	ML6.26	MR39
Survey Records	5	23MN 225-259	Site Survey Forms	Prehistoric	1966-1977	ML6.29	MR42
Survey Records	6	23MN 339	Transit Records		1974	ML6.33	MR49
Excavation Records	7	23MN 340	Excavation Forms	Historic	1977	ML6.39	MR52
Excavation Records	8	23MN	Lot Control #'s	# 1-70	1977	ML6.88	MR57
Excavation Records	9	23MN 500	Mound Plans and Profiles	# 1-25	1980	ML6.89	MR59
Oversize Maps and Drawings	10		Bootstrap Mound Complex	Site Plan Map	1981	ML6.89	MR62
Oversize Maps and Drawings	11		Bootstrap Mound Complex	Mound Plans + Profiles	1972-1979	ML6.82	MR60

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REND LAKE
1986 SURVEY
NEGATIVE INDEX - COLLECTION 6789

Neg. #	Location	Prior #	Format	Film Type	Site	First Subject Division	Second Subject Division	Date Taken	Storage
1		r2-f3	35	Plus-x	23SG5, House	Builders Trench	Looking N	7/11/86	PA11.1
2		r2-f6	35	Plus-x	23SG6	Reference Shot		6/2/86	PA11.23
3		r2-f37	35	Plus-x	23SG6, Mound	Before Excavation	Looking SE	8/11/86	PA11.24
4		r6-f6	35	Plus-x	23SG7, Village	Test Pit 1	East Profile	6/6/86	PA11.25
5		r9-f2	35	Plus-x	23SG8	Before Excavation	Looking NNE	7/15/86	PA11.25
6		r9-f14	35	Plus-x	23SG8	Chester	Screening	7/15/86	PA11.25
7		r11-f1	35	Plus-x	23SG9	Recent Pothole	NW Profile	7/18/86	PA11.28

U.S. ARMY CORPS OF ENGINEERS
ST. LOUIS DISTRICT

COLLECTIONS INVENTORY - CONTROL SHEET

Slide Accession Inventory # Date	Register Status	Register Date	Specimen Inventory Status	Specimen Inventory Date	Record Inventory Status	Record Inventory Date	Negative Inventory Status	Negative Inventory Date	Slide Inventory Status
A981.1	Final	3/18/87	Compiled	3/31/87	Final	4/2/87	None	4/2/87	
A981.2 11/22/87	Final	4/2/87	Printed	4/1/87	Final	4/16/87			Final
A982.1 12/16/87	Final	5/9/87	Final	9/15/87	None	9/30/87			None
A982.2 8/8/86	Final	7/9/88	Final	6/10/86	Final	7/6/86	Final	8/8/86	None
A983.3 9/15/87	Final	10/11/89	Corrected	7/11/87	None	8/12/87	None	9/15/87	Compiled
A984.1	Final	12/6/89	None	3/30/87	None	4/17/87	Compiled	11/24/87	
A984.2	Final	1/14/90	Final	3/30/87	Final	5/5/87		11/26/87	

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APPENDIX "Q"

WILDLAND FIRE MANAGEMENT PLAN

Q-1. Wildland Fire Management Plan. During preparation of the operational management plan (OMP), a wildland fire management plan will be developed and included as an appendix to the OMP. The wildland fire management plan will outline in detail the specific operation and administration requirements for managing wildland fires.

Q-2. The District Commander may dictate specific formats and detailed guidance.

Q-3. Preparation.

a. The wildland fire management plan will address all aspects of wildland fire management, which includes wildfire control and prescribed and debris burning. The wildland fire management plan will be used as a tool for establishing specific wildland fire management strategies, such as training, prescribed burn plans, public education and involvement, and cooperative agreements and contracts.

b. A basic outline is to be used as follows:

1. Introduction
 - a. General
 - b. Purpose
 - c. Authority
2. Fire Protection
 - a. General
 - (1) Wildfire
 - (2) Prescribed Fire
 - (3) Wildland - should include a statement about the difference between wildfire and prescribed fire, which includes debris piles.
 - b. Objectives (e.g. reduce number of fires, keep number of acres burned to a minimum, reduce the economic loss, protect habitat for a specific threatened or endangered species)
 - c. Fire Seasons (times of year)
 - d. Access (roads, bridges, seasonal crossings, etc.)
 - e. Available Resources (water)
3. Prevention
 - a. General
 - b. Prevention Activities/Programs (public education, hazard reduction activities, etc.)

4. Preparedness
 - a. Training/Safety Plans
 - (1) Basic
 - (2) Advanced
 - (3) Annual Refresher
 - (4) Physical Fitness
 - (5) Certification (for individuals identified as the fire personnel for the project)
 - b. Maintenance of Equipment
 - c. Tool Cache
 - d. Agreements (cooperative, contracts, etc.)
 - e. Fuels Management
 5. Suppression
 - a. General
 - b. Jurisdictions/Incident Command
 - c. Suppression Operations
 - (1) Initial Attack Plan
 - (a) Command Structure
 - (b) Communication Plan
 - (2) Extended Attack Plan
 6. Record Keeping/Reporting Requirements
 7. Coordination
 - a. State
 - b. Local
 - c. Other Federal Government Entities
 8. Approval
 - a. U.S. Army Corps of Engineers
 - b. State (If Applicable By Law)
 - c. Local (If Applicable By Law)
 - d. Other Federal Government Entities (If Applicable)
-

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APPENDIX "R"

PRESCRIBED FIRE PLAN

R-1. Prescribed Fire Plan. As required, prior to implementing a prescribed fire, which includes debris burning, a prescribed burn plan shall be prepared. The prescribed burn plan will outline in detail those elements, objectives, and techniques necessary to insure that public and private resources are protected, while achieving predetermined project goals. The prescribed burn plan will adhere to guidance and policy previously established in the wildland fire management plan.

R-2. Preparation. A basic outline is provided below. The District Commander may dictate specific formats and detailed guidance. The subjects below are considerations that should be addressed and may be included in all plans.

-
1. Cover Page
 - a. Prepared By
 - b. Reviewed By
 - c. Approved By
 - (1) Corps of Engineers
 - (2) State (If Applicable)
 - (1) Local (If Applicable)
 - (2) Other Federal Government Entities (If Applicable)
 - d. Date Prepared
 - e. Fire Out Certification
 2. Project Objectives (fire plan objectives i.e., fuel reduction, wildlife habitat, etc)
 3. Prescribed Fire Objectives/Range of Acceptable Results
 4. Project Location (proposed fire location on the project)
 5. Project Area Description
 - a. Project Area Size
 - b. Fire Area Size
 - c. Elevation
 - d. Slope
 - e. Fuel Model System - National Fireland Fuel Model (NFFL)
 - f. Vegetation Type
 - g. Narrative
 - h. Test Fire Results
 - i. Sensitive/Protected Areas/Threatened and Endangered Species
 6. Prescribed Fire Description

- a. Desired Flame Length
 - b. Fixed Indicators
 - (1) Dead Fuel (%)
 - (2) Live Fuel Moisture (%)
 - (3) Average Slope
 - (4) Aspect
 - (5) Continuity of Fuels
 - (6) Season
 - c. Variable Indicators
 - (1) 1 Hour Timelag Fuel Moisture (%)
 - (2) 10 Hour Timelag Fuel Moisture (%)
 - (3) Relative Humidity
 - (4) Wind Speed/Direction
 - (5) Air Temperature/Stability
 - (6) Prescription Window – (Include fire behavior predictions and list the fuel models used for that prediction.)
7. Firing Techniques and Equipment
8. Pre-Burn Monitoring
 - a. Weather (existing/predicted conditions)
 - b. Vegetation (predominant vegetative communities present)
 - c. Soils (basic type present and are there any environmental/fire effect concerns)
9. Preparation for Burning (list what needs to be done and when--can serve as check list or as a Go No/Go procedure)
10. Smoke Management
 - a. Dispersal Direction/Mixing Height
 - b. Stability/Inversion Factors
 - c. Visibility Concerns
 - d. Other Conditions (proximity to residents, etc.)
 - e. Air Pollution Coordination and Control
11. Holding, Mop-Up, and Patrol Plan
12. Escape Contingency Plan (Includes what to do if control of the fire is lost)
13. Safety Plan and Activity Hazard Analysis
14. Public Information and Involvement
 - a. Pre-burn Involvement/Coordination (includes contacts, dates, and responsibility)
 - b. Burn Day Notification (includes agencies, phone numbers, and responsible person for making contact)
15. Communications Plan
16. Personnel Organization (Includes personnel involved and their assigned tasks)
17. Cost Summary (Include one to show cost/benefit of using fire versus other techniques)
18. Post Burn Evaluation
 - a. Date
 - b. Ignition Start Time
 - c. Ignition Stop Time
 - d. Prescribed Burn Results (accomplishments)

- e. Narrative (problems, concerns, complaints, positives, etc.)
 - f. Weather
 - 19. Maps
 - 20. Prescribe Fire Report
 - a. Name of Burn
 - b. Ignition Time Date
 - c. State
 - d. County
 - e. Project
 - f. District
 - g. Longitude/Latitude
 - h. Township, Range, & Section
 - i. Elevation
 - j. Fuel Moisture
 - k. NFFL Fuel Model
 - l. Acres Planned
 - m. Type of Burn
 - (1) Planned Ignition (timber type)
 - (2) Planned Ignition (range type)
 - (3) Pile Burning
 - (4) Unplanned Ignition
 - (5) Other
 - n. Purpose of Burn
 - (1) Hazard Reduction
 - (2) Site Preparation
 - (3) Wildlife Habitat Improvement
 - (4) Range Improvement
 - (5) Ecosystem Maintenance
 - (6) Other
 - o. Land Classification
 - (1) Wilderness
 - (2) Non-wilderness
 - p. Fuel Loading (pre-existing in tons/acre)
 - q. Post Burn Information
 - (1) Actual Acres Burned
 - (2) Date Project Completed
 - 21. Complexity Elements Worksheet
 - 22. Prescribed Fire Summary Complexity Rating Sheet
 - 23. Fire Weather Forecast
 - 24. Maps
 - 25. Coordination
 - a. State
 - b. Local
 - c. Other Federal Government Entities
-

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NAME (Print, Last, First, MI)

JOB SERIES

JOB TITLE

JOB NUMBER (SF 52)

**POSITION HAZARD
ANALYSIS (PHA) FOR
USACE EMPLOYEES**
(EM 385-1-1)

PREPARED BY (Print Name, Last, First, MI)

ANALYZED BY (Supervisor/SOHO)

DATE (Mo) (Day) (Year)

COMMAND NAME & ORGANIZATION CODE

PRIMARY DUTY LOCATION

Clearances/Certificates Required (check all that apply)

- ☐ Driver's License ☐ First Aid/CPR ☐ Respirator ☐ EM Ops PRT Training ☐ HTRW ☐ Confined Space Entry
☐ Boat Operator ☐ CDL ☐ Crane Operator ☐ Diver ☐ Other (List) _____

POSITION TASKS	SAFETY AND/OR OCCUPATIONAL HEALTH HAZARDS	CONTROLS
1.	1.	1.

**Note: Examples of potential hazards are as follows: Safety: trenching, electrical, slips, trips, fall hazards, etc.; Physical Agent: Exposure to heat/cold, noise, stress, vibration, radiation; Chemical: Exposure to solvents, cadmium, paints, welding fumes, pesticides, etc; Biological: Exposure to bloodborne pathogens, poison ivy, insects, fungi, etc.*

ENG FORM 6017-R, May 2004

(Proponent: CESO)

POSITION HAZARD ANALYSIS

APPENDIX "S"

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APPENDIX "S"
POSITION HAZARD ANALYSIS

**POSITION HAZARD
 ANALYSIS (PHA) FOR
 USACE EMPLOYEES**

NAME (Print, Last, First, MI)

JOB SERIES

JOB TITLE

JOB NUMBER (SF 52)

POSITION TASKS CONTINUED	SAFETY AND/OR OCCUPATIONAL HEALTH HAZARDS CONTINUED	CONTROLS CONTINUED

(Reverse of ENG FORM 6017-R)

APPENDIX T**ACTIVITY HAZARD ANALYSIS**

ACTIVITY HAZARD ANALYSIS		
ACTIVITY _____		ANALYZED BY/DATE _____
PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
<i>Identify the principal steps involved and the sequence of work activities</i>	<i>Analyze each principal step for potential hazards</i>	<i>Develop specific controls for potential hazard</i>
EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
<i>List equipment to be used in the work activity</i>	<i>List inspection requirements for the work activity</i>	<i>List training requirements, including hazard communication</i>