

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

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

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

### *General Information:*

- Purpose of the proposed work
- Land ownership type and owner (federal, state, private, tribal, private)
- Beginning and end date for work
- Type of equipment and tools being used
- Staging areas including location and acreage
- Locations for site access, new access roads, temporary bridges, or stream crossings
- ESA-listed species (aquatic or terrestrial species) or habitat known to occur in the action area
- Specific BMPs that will be used, such as measures from the BPA HIP III (include reference)
- Historic structures (>50 years old) in the project area – type, purpose, and approximate age
- Public utilities (natural gas, petroleum, fiber optic) within the action area
- Mapping:
  - Enter accurate location on Pisces map and fill out all the fields in Properties (county, Township and Range, Lat/Long, 6<sup>th</sup> field HUC, etc)
  - Attach additional maps in Pisces (such as site plans, aerial photos, topo, etc.) and cross reference them in the work element description
  - Send Georeferenced shape files (GIS or Google Earth) of project footprint that includes project area, staging and access areas, locations of source materials, etc. to EC Lead

### *For Stream Bank and In-Water Work:*

- For in-Water Work (work within Bankfull width).
  - Name of water body where work will take place
  - In-water work window, as applicable
  - Any work to take place in the water (waterward of OHW)
  - Any equipment to be in the water
  - Will a Pollution and Erosion control plan be required?
  - Will fish passage be provided? How?
  - Any areas to be dewatered (sf)
  - Will fish salvage be required?
  - Activities that are likely to cause increases in sediment and erosion, and duration and severity of those activities

### *For Vegetation Management Projects:*

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

### *Post-construction activities:*

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