



US Army Corps  
of Engineers ®  
Seattle District

# Mitigation Monitoring Report Format

October 10, 2008



On April 10, 2008, the U.S. Army Corps of Engineers (Corps) and U.S. Environmental Protection Agency published the *Compensatory Mitigation for Losses of Aquatic Resources; Final Rule* (Mitigation Rule) which governs compensatory mitigation for activities authorized by Department of the Army (DA) permits (33 CFR 325 and 332). The Mitigation Rule requires the submittal of monitoring reports.

Monitoring reports are documents intended to provide the Corps with information to determine if a compensatory mitigation project site is successfully meeting its performance standards. Standardized monitoring report requirements aid the Corps when reviewing compensatory mitigation sites, thereby allowing the Corps to effectively assess the status and success of a compensatory mitigation project.

Mitigation monitoring reports must be concise and effectively provide the information necessary to assess and document the status of the compensatory mitigation project. The level of detail of the monitoring reports must be commensurate with the scale and scope of the compensatory mitigation project. Monitoring reports should generally follow a 10-page maximum format, but may be longer for compensatory mitigation projects with complex monitoring requirements.

Monitoring reports must include the following:

## A. Project Overview (1 page)

- (1) Corps Permit Reference Number and Name or Corps Reference Number and Name of the Mitigation Bank or In-Lieu fee Project, as applicable.
- (2) Name of the party responsible for conducting the monitoring and the date(s) the inspection was conducted.
- (3) A brief paragraph describing the purpose of the approved project, acreage and type of aquatic resources impacted, and mitigation acreage and type of aquatic resources authorized to compensate for the aquatic impacts.
- (4) Written description of the location, any identifiable landmarks of the compensatory mitigation project including information to locate the site perimeter(s), and coordinates of the mitigation site (expressed as latitude and longitude).
- (5) Dates the compensatory mitigation project commenced and/or was completed.
- (6) Short statement on whether the performance standards are being met.
- (7) Dates of any recent corrective or maintenance activities conducted and a description of those activities since the previous report submission.
- (8) Specific recommendations for any additional corrective or remedial actions.

## **B. Requirements (1 page)**

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

## **C. Summary Data (maximum of 4 pages)**

Summary data must be provided to substantiate the success and/or potential challenges associated with the compensatory mitigation project. Monitoring data must be provided to assess the measurable criteria of each mitigation performance standard. Data collection efforts, as summarized in the monitoring report, must focus on determining whether performance standards are being met.

Photo documentation must be provided to support the findings and recommendations referenced in the monitoring report and to assist the Corps in assessing whether the compensatory mitigation project is meeting applicable performance standards for that monitoring period. In addition to photos at designated points or transects, photo documentation must include a panoramic view(s) of the entire mitigation site. Submitted photos must be formatted on standard 8 ½" x 11" paper, dated with the date the photo was taken, and clearly labeled with the direction from which the photo was taken. The photo location points must also be identified on the appropriate maps.

## **D. Maps (maximum of 3 pages)**

Maps must be provided to show the location of the compensatory mitigation site relative to other landscape features, habitat types, locations of photographic reference points, transects, sampling data points, and/or other features pertinent to the mitigation plan. In addition, the submitted maps and plans must clearly delineate the mitigation site perimeter(s), which will assist the Corps in locating the mitigation area(s) during subsequent site inspections. Each map or diagram must be on standard 8 ½" x 11" paper. As-built plans may be included.

## **E. Conclusions (1 page)**

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