

## Appendix A: FPRP Programmatic Email Guidelines and Implementation Forms

Use the FPRP Programmatic email box (fprp-wa.wcr@noaa.gov) to transmit the following information to NMFS regarding use of this Programmatic Biological Opinion (opinion):

Send only one project per email submittal, attach all related documents preferably in *pdf* format; and ensure the final project is being submitted to avoid multiple submittals and withdrawals. Please send:

1. Action Implementation Form, containing Action Notification and Action Completion and Fish Salvage reports (if fish salvage is conducted).
2. Map(s) and project design drawings (if applicable)
3. Final project plan.

If a withdrawal is necessary, please specify in the email subject line that the project is being withdrawn. Simply state the reason for the withdrawal and submit to the email box, following the email titling conventions. If a previously-withdrawn notification is resubmitted later, this resubmittal will be regarded as a new action notification.

An automatic reply will be sent upon receipt, but no other communication will be sent from the programmatic email box; this box is used for **Incoming Only**. All other pre-decisional communication should be conducted **outside** the use of the fprp-wa.wcr@noaa.gov email boxes.

In the subject line of the email (see below for requirements), clearly identify the specific submittal category (action notification, project completion, withdrawal, or salvage report), and Corps number. The submitted documents will contain identifying information, including the Applicant Name, County, Waterway, and State.

### Email Titling Conventions

Use caution when entering the necessary information in the subject line. **If these titling conventions are not used, the email will not be accepted.** Ensure that you clearly identify:

1. The specific submittal category: (a) Action Notification; (b) Action Completion Report; (c) Fish Salvage Report; or (d) Annual Report
2. Corps number
3. Applicant Name
4. County
5. Waterway
6. State

## **FPRP Implementation Forms**

**NMFS Review and Certification** Corps project managers shall submit this form with the Action Notification portion completed to NMFS at [fprp-wa.wcr@noaa.gov](mailto:fprp-wa.wcr@noaa.gov) for notification or approval.

**The Following Actions Require Certification from NMFS** as consistent with FPRP before that action is authorized by the Corps:

- Hydraulic design of culverts
- Stream simulation culverts
- No-slope culverts
- Tidally influenced road crossings
- Tidegates with fish passage
- Screens for diversions over 20 cfs
- Structures to provide fish passage over dams
- Starter channels
- Fishway Designs that Exceed 3 feet
- Removal of dams larger than 10 feet high
- Use of steel piles larger than 12 inches to anchor ELJs
- Channel reconstruction with significant grade control

NMFS will notify the Corps within 30 calendar days if the action is certified or disqualified. When requested, NMFS will provide an estimate of the time necessary to complete the review based on the complexity of the proposed action and work load considerations at the time of the request. Certification may be delayed if a substandard design is submitted for review during the post-design or action implementation stage and significant revision is necessary. These reviews are best initiated in the context of technical assistance during the preliminary development project phase, when project team members are developing goals and objectives with stakeholders.

Attach information to e-mail message if required or relevant to NMFS' review, such as:

- Erosion and pollution control plan
- Engineering designs

**Project Reporting.** The project manager shall submit the following reports as necessary:

**Action Completion Reporting.** Submit this form to NMFS within 60 days of completing all work below ordinary high water (OHW).

**Fish Salvage Reporting.** Submit this form to NMFS within 60 days of completing a capture and release as part of an action completed under FPRP.

The [fprp-wa.wcr@noaa.gov](mailto:fprp-wa.wcr@noaa.gov) email is to be used for **incoming only**.

## FPRP Project Information Form

<b>DATE OF REQUEST:</b>		<b>NMFS TRACKING #: WCR-2014-1857</b>	
<b>TYPE OF REQUEST:</b>	<input type="checkbox"/> ACTION NOTIFICATION <input type="checkbox"/> ACTION NOTIFICATION (NMFS REVIEW AND CERTIFICATION REQUIRED)		
<b>Statutory Authority:</b>	<input type="checkbox"/> ESA-ONLY	<input type="checkbox"/> EFH-ONLY	<input type="checkbox"/> ESA & EFH COMBINED
<b>Action Agency Contact:</b>	Corps Permit#:		
<b>Project Name:</b>			
<b>6<sup>th</sup> Field HUC &amp; Name:</b>			
<b>Latitude &amp; Longitude</b> <b>Longitude</b> (in signed degrees format: DDD.dddd)			
<b>Proposed Construction Period:</b>	<i>Start Date:</i>	<i>End Date:</i>	
<b>Proposed Length of Channel and/or Riparian Modification in linear feet:</b>			
<b>Proposed Area of Herbicide Application in acres:</b>			

**Project Description:**

**Type of Action:** *Identify the type of action proposed.*

<input type="checkbox"/>	Actions Consistent with Limit 8
<input type="checkbox"/>	Fish Passage
<input type="checkbox"/>	Installation of In-Water Habitat and Streambank Stabilization Features
<input type="checkbox"/>	Levee Removal, Modification, and Public Access
<input type="checkbox"/>	Channel Restoration and Reconnection
<input type="checkbox"/>	Salmonid Spawning Gravel Restoration
<input type="checkbox"/>	Beach Nourishment, Bioengineering or Living Shoreline, and Beneficial Use of Landslide Material
<input type="checkbox"/>	Livestock Crossings
<input type="checkbox"/>	Irrigation Screen Installation and Replacement
<input type="checkbox"/>	Debris and Structure Removal
<input type="checkbox"/>	Mitigation and Conservation Bank Construction
<input type="checkbox"/>	Invasive Plant Treatment

**NMFS Species/Critical Habitat Present in Action Area:** *Identify the species and critical habitats present in the action area (N/A means not applicable):*

<i>Species</i>	<i>Critical Habitat</i>		<i>EFH Species</i>
<input type="checkbox"/>	<input type="checkbox"/>	LCR Chinook salmon	<input type="checkbox"/> Salmon, Chinook
<input type="checkbox"/>	<input type="checkbox"/>	UCR spring-run Chinook salmon	<input type="checkbox"/> Salmon, coho
<input type="checkbox"/>	<input type="checkbox"/>	SR spring/summer-run Chinook salmon	<input type="checkbox"/> Salmon, pink
<input type="checkbox"/>	<input type="checkbox"/>	SR fall-run Chinook salmon	<input type="checkbox"/> Coastal Pelagics
<input type="checkbox"/>	<input type="checkbox"/>	PS Chinook salmon	<input type="checkbox"/> Groundfish
<input type="checkbox"/>	<input type="checkbox"/>	CR chum salmon	
<input type="checkbox"/>	<input type="checkbox"/>	HC summer-run chum salmon	
<input type="checkbox"/>	<input type="checkbox"/>	LCR coho salmon	
<input type="checkbox"/>	<input type="checkbox"/>	SR sockeye salmon	
<input type="checkbox"/>	<input type="checkbox"/>	Lake Ozette sockeye salmon	
<input type="checkbox"/>	<input type="checkbox"/>	LCR steelhead	
<input type="checkbox"/>	<input type="checkbox"/>	MCR steelhead	
<input type="checkbox"/>	<input type="checkbox"/>	UCR steelhead	
<input type="checkbox"/>	<input type="checkbox"/>	SRB steelhead	
<input type="checkbox"/>	<input type="checkbox"/>	PS steelhead	
<input type="checkbox"/>	<input type="checkbox"/>	Southern DPS eulachon	

**Project Modifications:** *Check any applicable project modifications. Each modifications must be certified by NMFS.*

<input type="checkbox"/>	Variance to the timing of inwater work	<input type="checkbox"/>	Location of staging/refueling area where applicant cannot meet the required distance due to site constraints
<input type="checkbox"/>	Use of substances other than vegetable oil in hydraulic lines		

**Activities Requiring NMFS Certification:**

<input type="checkbox"/>	Hydraulic design of culverts	<input type="checkbox"/>	Stream simulation culverts
<input type="checkbox"/>	No-slope culverts	<input type="checkbox"/>	Tidally influenced road crossings
<input type="checkbox"/>	Tidegates with fish passage	<input type="checkbox"/>	Screens for diversions over 20 cfs
<input type="checkbox"/>	Structures to provide fish passage over dams	<input type="checkbox"/>	Starter channels
<input type="checkbox"/>	Fishway Designs that Exceed 3 feet	<input type="checkbox"/>	Removal of dams larger than 10 feet high
<input type="checkbox"/>	Use of steel piles larger than 12 inches to anchor ELJs	<input type="checkbox"/>	Channel reconstruction with significant grade control

## FPRP Action Completion Reporting Form

Within 60 days of completing all work below ordinary high water (OHW) as part of an action completed under FPRP, submit the completed Action Completion Form with the following information to NMFS at [fprp-wa.wcr@noaa.gov](mailto:fprp-wa.wcr@noaa.gov)

<b>Actual Start and End Dates for the Completion of In-water Work:</b>	<i>Start:</i>	<i>End:</i>
<b>Actual Linear-feet of Riparian and/or Channel Modification:</b>		
<b>Actual Acreage of Herbicide Treatment</b>		
<b>Turbidity Monitoring/Sampling Completed</b>	<input type="checkbox"/> Yes (include details below)	<input type="checkbox"/> No

**Please include the following:**

1. Photos of habitat conditions before, during, and after action completion.
2. A summary of the results of pollution and erosion control inspections, including any erosion control failure, contaminant release, and correction effort.
3. Records of turbidity monitoring (visual or by turbidimeter) including dates, times and location of monitoring. Include any exceedances and steps taken to reduce turbidity observed.

## FPRP Fish Salvage Reporting Form

**If applicable:** Within 60 days of completing a capture and release as part of an action completed under FPRP, submit a complete Salvage Reporting Form, with the following information to NMFS at fprp-wa.wcr@noaa.gov.

**Date(s) of Fish Salvage  
Operation(s):**

**Supervisory Fish Biologist:**

**Address**

**Telephone Number**

Describe methods that were used to isolate the work area and remove fish

## **Fish Salvage Data**

Water Temperature:

Air Temperature:

Time of Day:

ESA-Listed Species <sup>10</sup>	Number Handled		Number Injured		Number Killed	
	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult
Lower Columbia River Chinook salmon						
Upper Columbia River spring-run Chinook salmon						
Snake River spring/summer run Chinook salmon						
Snake River fall-run Chinook salmon						
Puget Sound Chinook salmon						
Hood Canal chum salmon						
Columbia River chum salmon						
Lower Columbia River coho salmon						
Lower Columbia River steelhead						
Middle Columbia River steelhead						
Upper Columbia River steelhead						
Snake River Basin steelhead						
Puget Sound steelhead						
Lake Ozette Sockeye salmon						

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<sup>10</sup> Fish should be identified to the degree possible. When species is in doubt, use best professional judgement when filling out table.