

Waters of the US (WOTUS) Report Checklist

INDOT Ecology, Waterway Permitting, and Stormwater Office (EWPSO)

Revised 4/11/2024

1. TITLE			
YES	NO	N/A	
			Road Type, Road Number, and County
			Project Type
			Des. Number(s)
			Asset ID #
			Prepared by
			Contact Information (email, phone number)
			Preparer - Company, INDOT CO or INDOT District
			Completed Date (make sure this reflects date of most current revision)
Notes			

2. PROJECT INFORMATION			
YES	NO	N/A	
			Date(s) of Field Reconnaissance
			Section, Township, Range
			Quadrangle Name
			Latitude/Longitude - decimal degrees
			12-digit HUC and name
Notes			

3. PROJECT DESCRIPTION			
YES	NO	N/A	
			Proposed work (type, activities that may require permits), justification of investigated area, discrepancies between naming conventions (i.e., GIS resources and SPMS)
Notes			

4. DESKTOP INVESTIGATION (PRE-FIELD)			
YES	NO	N/A	
			Soils - table consisting of soil name(s), map abbreviation(s), hydric rating, and category
			NWI Information - within investigated area that has potential to impact project or closest feature
			NHD feature(s) - within investigated area that has potential to impact project, do they correlate with field identified features
			Summary description is appropriate
Notes			

5. DISCUSSION OF FIELD INVESTIGATION			
YES	NO	N/A	
			Identifies the number of Waters of the U.S. features and describes each one in the narrative
Notes			

6. STREAM NARRATIVE			
YES	NO	N/A	
			OHWM (largest width and corresponding depth in feet, taken outside of the influence of the structure, should not be the bank full width)
			Flow direction is indicated
			Quality (poor, average, or excellent) and justification which can include substrate, riffles, pools, overhead cover, meanders, etc.
			Upstream drainage area
			Type of stream (perennial, intermittent, or ephemeral)
			Connectivity to TNW
			Jurisdictional status
Notes			

7. STREAM SUMMARY TABLE (includes the following)			
YES	NO	N/A	
			Water feature name or ID is consistent
			Photo numbers reference all identified features
			Latitude and longitude of features are accurate and in decimal degrees
			OHWM width and depth (outside of influence of structure, largest width with corresponding depth, in feet)
			USGS blue-line and flow regime
			Upstream drainage area
			Riffles or pools
			Substrate type
			Quality (poor, average or excellent)
			Waters of the U.S. status
Notes			

8. WETLAND NARRATIVE			
YES	NO	N/A	
			General description for each delineated wetland is provided. Includes type of wetland and acreage. Both wetland and upland data points are taken
			Wetland features are described by type (PEM, PSS, PFO), size, and quality
			If wetlands are not present, the report discusses why there are no wetlands (including why NWI wetlands within the project limits were not wetlands, topography, vegetation, etc. do not support)
			Wetlands bisected by a stream, road, or other defining feature have separate data points and are reported as different wetlands
			Connectivity to TNW
			Jurisdictional status (if isolated, provide evaluation of exemption status)
Notes			

9. WETLAND SUMMARY TABLE (includes the following)			
YES	NO	N/A	
			Wetland name or ID is consistent
			Photo numbers reference all identified features
			Latitude and longitude of features are accurate and in decimal degrees
			Wetland type (PEM, PSS, PFO, or open water)
			Wetland acreage is consistent
			The quality (poor, average, or excellent) is listed
			Waters of the U.S. status is indicated
			Isolated status (additional column for class and exemption status, if applicable)
			Dominant vegetation, hydric soil indicators, and hydrology indicators are listed and consistent
			“Within wetland” marked yes or no
			All data points are included and match the data sheets
Notes			

10. OTHER FEATURES			
YES	NO	N/A	
			Mentions absence or presence of side ditches; ditch is not jurisdictional
			Unusual circumstances are identified (sewer, drainage tiles, describe abnormalities in photos, etc.)
			If NHD lines are present, describe the area and why it is not a jurisdictional feature
Notes			

11. WILDLIFE EVIDENCE AND CONCERNS			
YES	NO	N/A	
			Describe absence or presence of nesting birds, bats, and wildlife crossings
Notes			

12. CONCLUSION			
YES	NO	N/A	
			List the streams and wetlands present and the designation as a waters of the U.S. (stream and wetlands) or isolated wetlands
			Includes standard statements about mitigation and Corps jurisdiction
			Includes an acknowledgement section that is signed and dated by preparer *If revision make sure date is updated
Notes			

13. MAP REQUIREMENTS

YES	NO	N/A	
			Required types - location (one map to locate project, include major intersection), aerial, NWI, NHD, soils, topographic maps (1:24,000 and zoomed in), floodplain (DNR), stream stats, delineated features, and photo orientation. Maps can support more than one type
			If useful, include LiDAR, karst, or HUC 12 maps
			Investigated area demarcated, not project area. Investigated area includes all photo locations
			Features that extend outside of the investigated area have the boundaries marked with a dashed line or arrow
			Resource map includes a line or mark to show OHWM location with lat/long
			Maps are clear and in focus, have titles, a north arrow, scale bar and appropriate legend
			Sources/citations are provided, including author and date of the maps
			Project location/review area is shown correctly and features (waters, ditches, datapoints, photo points) are labeled
			Direction of stream flow is noted
Notes			

14. PHOTO REQUIREMENTS

YES	NO	N/A	
			Photos are clear and properly labeled with date taken, direction, subject matter, and notes. Examples include directional information, facing upstream/downstream, existing riprap, evidence of bird nests, bats, or wildlife crossings
			Cardinal directions mentioned in the photos match those on the orientation map
			Quality and quantity (typically 4 per structure/waterway, 2 per wetland/datapoint, and 2 per non-jurisdictional feature) of photos sufficiently portray the water resources and their juxtaposition to the structure. The area is effectively documented as to not necessitate an additional field visit; not excessive or redundant
			Photos show all aspects of the investigated area (including pictures of the ROW, vegetation, landscape, etc.)
			A photo shows location (line) where OHWM taken, includes lat/long, width, and depth in callout
			Tape measure is photographed next to soil profile; shovel is photographed in the soil pit, showing the surrounding area
Notes			

15. WETLAND DATA FORM REQUIREMENTS (if applicable)			
YES	NO	N/A	
			The most current data forms of the correct region are used
			The project data at top is filled in correctly and is complete
			The Summary of Findings matches the data in the form and the conclusions stated in the report
			Plant information is correct per current guidance and vegetation data results have been checked
			Soils information is provided, and indicator(s) are noted if hydric soils are present
			Soil pits were dug at least 16-20 inches deep unless there was a restrictive layer type, e.g. hardpan or bedrock (riprap and road fill are not appropriate restrictive layers and rather indicate an inappropriate soil pit location)
			Hydrology indicators and/or observations are provided
			Field investigation dates are consistent with the rest of the report
			Road embankment and fill locations should not be selected for data points
			Remarks – should contain comments regarding unusual circumstances of that particular data point
Notes			

16. PRE-JD REQUIREMENTS			
YES	NO	N/A	
			Background Information and Sections A, B, & D are filled in correctly and the data matches the report
			The DES and a short project description are included in section D
			At least four blank lines in Section C for USACE to add their information
			Office and field determination is blank in Section E
			Supporting data boxes are checked for all supplemental information submitted with the report
			In the final version, the Pre-JD is signed and dated by the preparer. If revision, date is updated.
			The Pre-JD Summary Table information matches the data in the Wetland and/or Stream Summary Table(s) in the report and in Section D of the Pre-JD. Only waters of the U.S. should be included on the Pre-JD. DO NOT include waters of the state/isolated wetlands.
Notes			

NOTES			

Database/Filing			
YES	NO	N/A	
			Email notification to author, PM, team lead
			Milestones
			PSCS Performance Evaluation
			ProjectWise