

TIPS FOR COMPLETING THE WETLAND IMPACT TRACKING FORM

Wetland Impact Tracking Forms (WITFs) must be filled out whenever wetland or waterway impacts (requiring compensatory mitigation) occur from a project. Projects may also utilize the Wetland Impact Tracking Form when there are temporary impacts such as those due to a causeway, or no wetland impacts, which provides a way to document the temporary impact or lack of wetland impacts. Below are tips and guidelines for proper completion of a WITF.

1. The WITF shouldn't be completed until impact areas in wetlands have been finalized; having multiple versions of the WITF causes unnecessary work and potential confusion for DOT and agency staff.
2. Green highlighted portions need to be completed by a Regional Environmental Coordinator (REC).
3. The Wetland Impact/Replacement Summary table in page 1 is automatically populated based on information entered on page 2.
4. There are certain items to double-check on all tracking forms:
 - a) The most recent version of the form is being used. A lot of changes have been made to the form over the years; some older versions of the form are still being used. The most recent WITF template is dated 12/2018.
 - b) Correct date is entered (use the date the form is completed or updated).
 - c) Qualifications of delineator are entered.
 - d) Methods used to avoid/minimize impacts must be described and shown on plans.
 - e) When entering wetland impacts, total wetland impact areas by type should be rounded to the nearest 0.001-acre. Any impacts less than 0.001-acre acre should be rounded up to 0.001 acre. The summary table on the first page of the form automatically rounds total impacts by type to up the nearest 0.01 acre.
 - f) Correct wetland types are used:
 - i. Type Impacted: Check the plan sheets, photos or delineation report submitted with the WITF to be sure that the impact acres match and that the impacted wetland type is correct. If plan sheets, photos or a delineation report are not submitted with the WITF, it is appropriate to ask whoever e-mailed the WITF (Project Manager or consultant) to provide plan sheets, photos or a delineation report for further documentation. One of the most common errors on the WITF is identifying a RPF wetland as WS or SS, a RPE wetland as M, SM, DM, or vice versa. Another common error on the WITF is not identifying a degraded wetland impact (signified by (D) after the wetland type). Degraded wetland types need to be identified to be sure we are mitigating appropriately.
 - ii. Each wetland type impacted should be identified separately or broken out by percentage, NOT combined as in "SS/M", but rather SS – 60%; M – 40%.
5. The final approved WITF should be submitted with DNR 401 and USACE 404 permit applications.
6. After receiving the USACE 404 permit and DNR 401 final concurrence, the final approved WITF should be submitted to the REC along with a copy of the USACE 404 permit, DNR 401 final concurrence letter and plan sheet showing wetland impact areas.