

APPENDIX D: SAMPLE CHECKLISTS



ACTIVITY AND BMP Planning and Selection Sample Checklist #1

ACTIVITY INFORMATION		
Location:	Maintenance Activity:	
Lead:	Date:	
Description of Activity:		
CHECKLIST		
Steps	Completed	Comments
1. Make site visit before starting work.		
2. Define activity, scope and limits.		
3. Identify sensitive areas and drainage features.		
4. Is environmental staff required to review plans or provide crew support?		
5. Are fish present (or likely to be present) in work area or activity impact area. (If yes, contact environmental support staff or WDFW.)		
6. Will fish exclusion be required? (If yes, coordinate with designated staff or agency.)		
7. Review Maintenance Category BMP options related to site-specific conditions.		
8. Select applicable BMPs from Part 1 and 2 of the <i>Guidelines</i> .		
9. Secure permits.		
10. Read and understand all permit conditions. Resolve permit conditions before moving forward.		
11. Prepare construction/maintenance schedule, and/or sequence (including installing, monitoring, maintaining, and removing BMP(s).)		
12. Schedule a pre-maintenance or pre-construction meeting as necessary.		
13. Review activity as possible model for training and/or adaptive management discussions.		



ACTIVITY AND BMP
Pre-construction and Pre-maintenance Meeting
Sample Checklist #2

ACTIVITY INFORMATION		
Location:	Maintenance Activity:	
Lead:	Date:	
Description of Activity:		
CHECKLIST		
Steps	Completed	Comments
1. Invite appropriate personnel and/or agencies.		
2. Prepare agenda and attendance/sign-in form.		
3. Outline construction/maintenance, schedule, and/or sequence (Including installation, monitoring, maintaining, & removing BMP(s)).		
4. Identify sensitive areas and drainage features.		
5. If fish exclusion required, follow Fish Exclusion Protocol in Appendix E.		
6. Clarify roles & responsibilities of all personnel & agencies related to all aspects of the activity.		
7. Discuss permits, approvals and their conditions.		
8. If environmental staff is required to be onsite during work activities: introduce personnel and their role(s).		



**ACTIVITY AND BMP
Installation, Monitoring, Maintianing
and Removal Sample Checklist #3**

ACTIVITY INFORMATION		
Location:	Maintenance Activity:	
Lead:	Date:	
Description of Activity:		
CHECKLIST		
Steps	Completed	Comments
1. Identify/mark work area and location of BMP(s).		
2. Arrange for delivery of BMP(s) products.		
3. Environmental staff support as appropriate.		
4. Make sure BMP(s) are installed in accordance with the <i>Guidelines</i> , permit conditions and/or specifications.		
5. Monitor/check BMP(s) routinely to make sure BMP outcomes are achieved, and make repairs, adjustments, and/or additions as necessary.		
6. Remove BMP(s) and re-vegetate in accordance with the <i>Guidelines</i> .		



ACTIVITY AND BMP

Routine Part 1

Sample Checklist #4

Task	Yes	No
1. Make site visit before starting work		
2. Define activity, scope, and limits		
3. Review Part 1 BMPs		
• Permit needed		
• Scheduling considerations		
• Equipment maintenance		
• Disturbed soil		
• Waste material removed		
• Spill kit		
• Part 2 BMPs needed		
• Evaluate using detailed checklist 1, 2, and/or 3		
4. Is environmental staff required? NO – continue maintenance YES – contact environmental staff for review		
5. In water work		
• Stop work		
• Contact environmental staff for review		
• Evaluate using detailed checklist 1, 2, and/or 3		