

# PRO 431–c: Assessing Jurisdictional Ditches

**See also:** EPM Chapter 431, TSK 431-c

**Effective June 2011**

**Start procedure:** Project Engineer’s Office (PEO) gives the project area to the wetland specialist.

**End procedure:** The Ditch Memo is submitted in the JARPA.

Actor:	Action:
PEO	<p><b>1. Requests a jurisdictional ditch assessment from Region or HQ Environmental Office (or consultant).</b></p> <ul style="list-style-type: none"> <li>a. Provides enough lead time so that field work can be conducted between March and October.</li> <li>b. Provides a point of contact familiar with the project design.</li> <li>c. Provides project plan sheets showing the project area, ditch areas planned to be impacted, and impact type (e.g., fill, culvert etc.) or mitigation site boundaries.</li> <li>d. Provides written right of entry for access to non-DOT property, if within the project area.</li> <li>e. Provides a brief project description and project purpose.</li> <li>f. Provides plan sheets with markings or aerial photograph with lines in GIS that show the approximate beginning and end of each potential jurisdictional ditch location.</li> </ul>
Wetland Specialist	<p><b>2. Conducts a jurisdictional ditch assessment, writes and distributes report.</b> See Task 431-c.</p> <p><b>3. If jurisdictional ditch is present</b></p> <ul style="list-style-type: none"> <li>a. Sketches ditch locations on plan sheets,</li> <li>b. Reviews plan sheets showing potential jurisdictional ditches.</li> <li>c. The memo includes measurements of average depth and width so approximate volume of fill could be calculated if needed.</li> </ul>

	<p><b>4. If jurisdictional ditch is not present</b></p> <p>a. Writes a note to the file documenting the lack of jurisdictional ditches.</p>
<p><b>Environmental Coordinator</b></p>	<p><b>5. Submits Jurisdictional Ditch Memo with JARPA</b></p> <p><b>6. If there is no JARPA</b> for the project and the project meets all of the conditions under <a href="#">NWP 18</a> to be less than the notification threshold, the memo does not get sent to the Corps, but is only distributed within WSDOT and remains in the project file.</p>

# TSK 431–c: Writing Jurisdictional Ditch Memos

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**See also:** [EPM Chapter 431](#), [PRO 431-c](#)

**Effective June 2011**

**Start task:** Wetland Specialist gets request from PEO to evaluate project ditches that will be impacted.

**End task:** **Jurisdictional Ditch Memo** distributed to PEO and Environmental Coordinator.

1. **Receive** request from PEO to evaluate project ditches that will be impacted. This request comes after Wetland and Stream Assessment Report is written and ditches that will be impacted have been identified by the project.
  - a. Plan sheets showing ditches to be impacted and impact type (e.g., fill, culvert etc.).
  - b. Project description, project purpose and written right of entry for access to non-DOT property, if within the project area.
2. **Research** project area using GIS Workbench and other resources to determine:
  - a. Presence of NWI-mapped wetlands or local wetland inventories,
  - b. NRCS mapped hydric soil units and hydric soil inclusions, and
  - c. Topography.
3. **Schedules and conducts Field Work** during the growing season, typically March-October, if possible.
  - a. Uses [Rapanos/Carabell](#), or subsequent rules or guidance.
  - b. Determines if jurisdictional ditch characteristics are present and documents the characteristics on the field ditch form.
  - c. Sketches jurisdictional ditch locations on plan sheets and provides to PEO.
  - d. Reviews plan sheets showing jurisdictional ditch locations.
4. **Writes Memo**
  - a. Includes plan sheets showing potential jurisdictional ditch impacts.
5. **Distribute** Jurisdictional Ditch Memo to PEO and Environmental Coordinator.