

Watershed Agricultural Program SOP

4.2.05.01

COMPLETED BMP REPAIR / MODIFICATION REQUEST FOR ASSISTANCE

An organizational procedure for identifying a BMP in need of repair or modification and the assignment of WAP staff to assist with repair/modification work and will be completed post construction and final payment.

General: This procedure is for Best Management Practices (BMPs) reported to the WAP that are **not identified** in the WFP for repair/replacement and are potentially in need of immediate repair / modification.

The WAP staff shall proceed as follows:

1. The WAP representative that receives the report from the outside source (landowner/producer/regulatory) shall:
 - A. Initiate the attached Request for Assistance Form. (The Form)
 - B. The Form shall be submitted immediately to the WAP Manager or his designee. The WAP Manager in coordination with the Planner and other WAP management (as applicable) will determine the urgency and proceed appropriately.
2. WAP management, (Ag Program Mgr., WAP CO, WAP Large Farm Coordinator, WAP Small Farms Coordinator, SWCD Tech Coordinator, NRCS Mgr., CCE Mgr.) will assign staff to gather all available background materials as outlined in the Form, engineer consultation, design, and cost estimate.

WAP Staff will verify whether the repair is located on an eased property and document on the BMP Repair/Modification Request for Assistance form as applicable.

3. Upon completion of the job investigation, the assigned staff shall send a copy of the completed Form to all WAP Management to update the progress of the repair/modification.
4. At that time, WAP Management shall determine the priority level of the BMP for repair/modification and/or other next steps.
5. If WAP Management deems the project urgent for implementation, the project details and staff assignment shall be entered into the workload files.