

EEP PPPM Section 8.3.2.2.2		Document No.: IMP PRO 02.02.02	
Procedure Title: Restoration Plan Review		Rev. No. 1	Page: 1 of 5
		Date: September 28, 2005	

1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to understand how to review restoration project plans.
- 1.2 Scope. This procedure applies to restoration plan review of EEP Restoration Projects.
- 1.3 Participants. This procedure applies to the following personnel:
- Design and Construction Supervisor (DCS)
 - EEP Implementation Project Manager (PM)
 - EEP Implementation Supervisor
 - EEP Review Coordinator (RC) (as assigned by DCS)
 - EEP Monitoring Specialist (as assigned by Monitoring Supervisor)
 - Design Firm
 - Operations Director

2.0 PROCEDURE STEPS

- 2.1 Draft Restoration Plan Submitted: The Design Firm submits three copies of the draft Restoration Plan to the Design Construction Supervisor (DCS).
- 2.2 Assign Review Coordinator: Design Construction Supervisor assigns a Design Construction Staff person as Review Coordinator (RC) and gives copy of draft Restoration Plan to RC.
- 2.3 Initiate Review Team: Design Construction Supervisor determines if a Review Team is assigned. If no, DCS sends an email to Implementation and Monitoring Supervisors to initiate review.
- 2.4 Distribute Draft Restoration Plan for Review: RC provides draft Restoration Plan to Review Team members via email.
- 2.5 Review Draft Restoration Plan: RC and Review Team members review the draft Restoration Plan within the designated review period:
2 weeks: Rural and Stormwater BMP
3 weeks: Urban, Riverine Wetland, and Stream/Wetland system
- 2.6 Submit Comments: Reviewers submit written comments to the RC on or before review period end date.

EEP PPPM Section 8.3.2.2.2		Document No.: IMP PRO 02.02.02	
Procedure Title: Restoration Plan Review		Rev. No. 1	Page: 2 of 5
		Date: September 28, 2005	

- 2.7 Determine Next Steps: RC reviews comments and determines whether to continue review. If no, RC notifies Design Firm and Review Team members to discontinued review based on comments.
- 2.8 Compile and Distribute Comments: RC compiles comments and distributes to Review Team within 1 week.
- 2.9 Determine Next Steps: RC determines if consensus on comments has been reached. Is meeting needed to discuss comments? If meeting is needed, go to next step. If no, go to Step 2.10.
 - 2.9.1 Review Team Meets: Review Team meets to discuss comments within 1 week. If Review Team reaches consensus, go to Step 2.10. If consensus cannot be reached, go to next step.
 - 2.9.2 Escalate Comments to Supervisor. RC brings comments/concerns to Supervisor for their input. If consensus reached, go to Step 2.10. If consensus cannot be reached, go to next step.
 - 2.9.3 Submit Comments to Operations Director. Supervisor brings comments/concerns to Operations Director for decision. Decision is made, go to next step.
- 2.10 Send Comments to Design Firm: RC compiles final comments in letter (pdf format) to Design Firm with copy to Review Team.
- 2.11 Design Firm Addresses Comments: Design Firm addresses comments to RC by telephone, followed by letter.
- 2.12 Determine Next Steps: RC determines if additional review is needed. If yes, go to Step 2.9.1. If no, go to next step.
- 2.13 Request Restoration Plan: RC notifies Design Firm via email that there are no additional comments and requests 10 copies of the Restoration Plan.
- 2.14 Restoration Plan Submitted: Design Firm submits 10 copies of Restoration Plan to RC.
- 2.15 Distribute Restoration Plan: Review Coordinator sends 1 copy of Restoration Plan to each Review Team member.

Go to Preparing and Submitting Applications for USACE 404 Permits, IMP.PRO 02.02.04.

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

Table 1. Responsibilities and Authorities

Step #	Procedure Step	Design and Construction Supv.	EEP Implementation Supervisor	EEP Implementation Project Manager	Review Coordinator	Review Team Members	Operations Director	Design Firm			
1	Draft Restoration Plan Submitted							P			
2	Assign Review Coordinator	P									
3	Initiate Review Team	P									
4	Distribute Draft Restoration Plan for Review				P						
5	Review Draft Restoration Plan				A	P					
6	Submit Comments					P					
7	Determine Next Steps				P						
8	Compile and Distribute Comments				P						
9	Determine Next Steps				P						
9.1	Review Team Meets, as needed				P	A					
9.2	Escalate Comments to Supervisor, as needed	A	A	A	P						
9.3	Submit Comments to Operations Director, as needed				P	A					
10	Send Comments to Design Firm				P						
11	Design Firm Address Comments							P			
12	Determine Next Steps				P						
13	Request Restoration Plan				P						
14	Restoration Plan Submitted							P			
15	Distribute Restoration Plan				P						

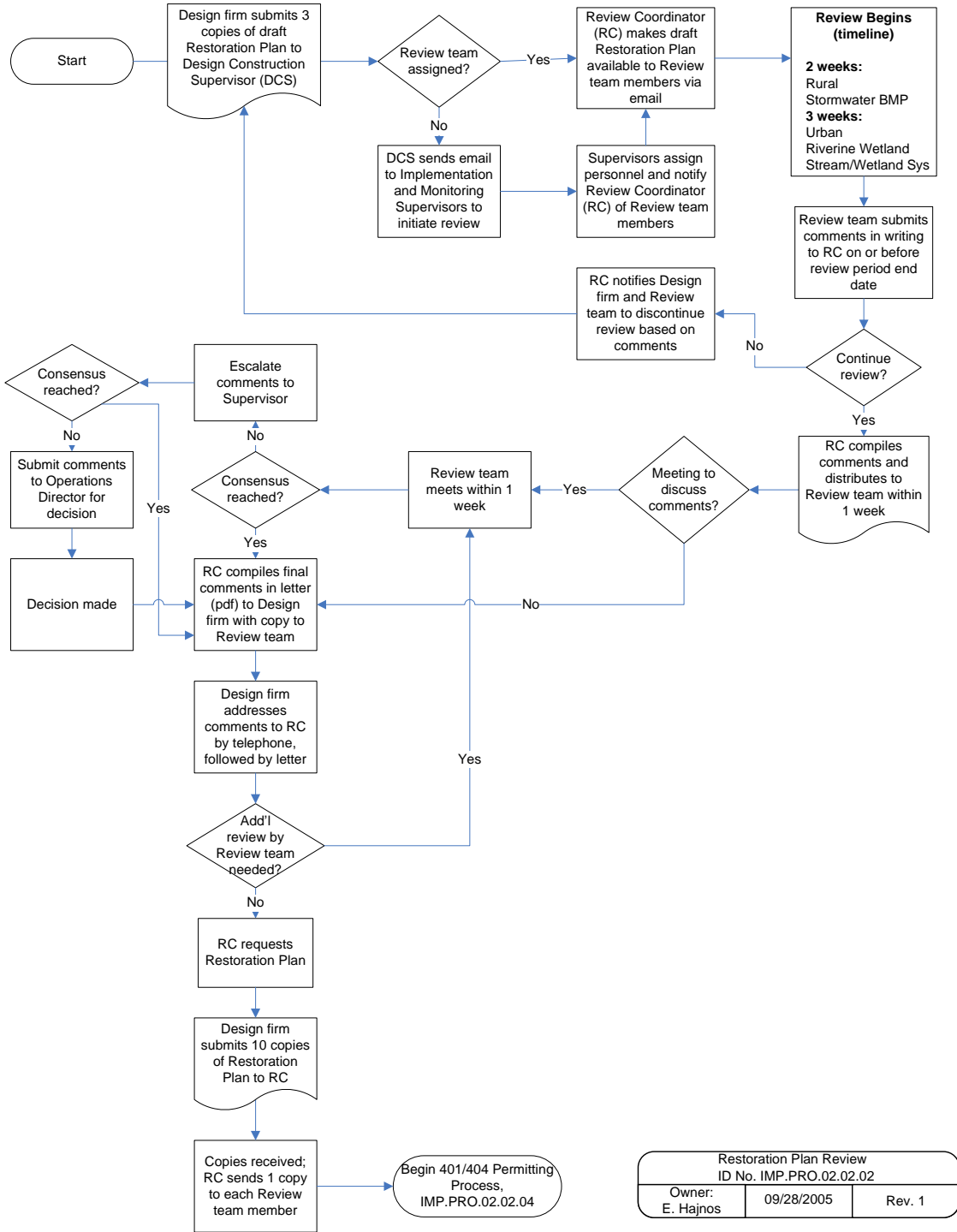
Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person



4.0 PROCEDURE FLOW DIAGRAM

Inputs:
 Approved Conceptual Plan



Restoration Plan Review ID No. IMP.PRO.02.02.02		
Owner: E. Hajnos	09/28/2005	Rev. 1

EEP PPM Section 8.3.2.2.2		Document No.: IMP PRO 02.02.02	
Procedure Title: Restoration Plan Review		Rev. No. 1	Page: 5 of 5
		Date: September 28, 2005	

5.0 REFERENCES

None

6.0 FORMS

None