

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF MITIGATION SERVICES**



**Annual Monitoring Report
Format, Data, and Content Requirements
October 2020**

Monitoring Document Content and Format

1.0 General Guidelines

- Use standard footers to include document type (e.g. MY0, MY1) project name/number, pagination and document version (draft, final).
- Include data units for all figures, tables and text. The number of data points (n) must be specified where ranges or means are provided.
- Include data collection date(s) in figures or tables.
- Printed reports should be double sided on 8.5” x 11”. Maps can be printed 11” x 17” if needed for legibility.
- Use standard fonts at sizes that maximize legibility/readability Footnotes can go as low as a 9-font size.
- All photos need to be in color, of adequate quality, and arranged in sequence. Please set cameras for geotag and date stamping of photos.

All maps must include:

- Figure number and title
- Scale and North Arrow
- Footer info minimally including:
 - DMS logo
 - Project name/number
 - NC County
- Labeled stream layer with the project extent overlain or bolded.
- Typical project access point
- Easement
- Reference site(s) if proximity and scale permit.
- The current condition plan view PDF must be georeferenced.

Guidance Specific to Baseline MY0 Only

Profile A geomorphologically relevant survey of the project’s entire channel length is required for the baseline MY0 report. The survey **MUST** be conducted at a resolution that will capture meaningful distributions of the variables included in the morphology tables that are contained in Appendix C. The thalweg, TOB, bankfull, and water surface need to be surveyed at head of riffles, pools, pool max depth, glide, run, and structures.

Submit Record Drawing documents and MY0 as separate documents (however, these can be submitted at the same time).

2.0 Title Page

(MY0 – MYX) DRAFT OR FINAL MONITORING REPORT

Project Name
County
River Basin
Cataloging Unit

DMS Project #
DMS Contract #
DMS RFP #

USACE Action ID # DWR Project #
Calendar Year of Data Collection:

OVERVIEW MAP or PHOTO THAT CLEARLY DEPICTS EASEMENT BOUNDARY

Prepared for
North Carolina Department of Environmental Quality
Division of Mitigation Service
1652 Mail Service Center
Raleigh, NC 27699-1652



3.0 Table of Contents – Provide a Table of Contents to include Appendices.

4.0 Project Summary – Include the following: All tables, exhibits, and data templates referenced in this section can be found in the Excel file at the following link. [DMS Monitoring Data templates](#)

- Brief description of the project setting, background and pre-construction conditions.
- Project Quantities and Credits - Table 1
- Current Condition Plan View - Figure 1
- Goals, Performance Criteria and Functional improvements - Table 2
- Project Attributes – Table 3
- A summary of project performance, condition and trends observed during the monitoring period. The narrative must address, and quantify when applicable, the temporal and spatial trends observed or measured during the monitoring period. Summary must be consistent with all data presented in the report. Information in a tabular form is acceptable.
- Cite methodological references and make note of any deviations from industry standards.

5.0 Appendices

In general, please include as many figures and tables on a given page to minimize report size while maintaining legibility. Text in *blue italics* below represents data that is to be submitted digitally as part of the annual digital submission. All tables, exhibits, and data templates referenced in the Appendices below can be found in the Excel file at the following link.

Appendix A: Visual Assessment Data

	Visual Stream Morphology Stability Assessment Table
	Vegetation Condition Assessment Table
Photos	XS photos

Appendix B: Vegetation Plot Data

Vegetation Plot Counts and Densities (This table is simply a tally of vegetation plots meeting success criteria differentiated by area or tract if applicable)
Digital Submission Item: [Vegetation Data Entry Tool and Vegetation Plot Data Table \(see excel spreadsheet link\)](#)

Appendix C: Stream Geomorphology Data

****Stack figures to minimize the number of pages while maintaining legibility****

Exhibit Figure:	Cross-Sections with Annual Overlays
<i>Digital submission item:</i>	Raw cross-section data templates with XS overlays
Exhibit Figure:	Longitudinal Profile (If applicable)
<i>Digital submission item:</i>	Raw longitudinal profile data
Exhibit Figure:	Particle size distribution with Annual Overlays (If applicable)

Digital submission item: Particle size data template

Baseline Stream Data Summary Tables
Cross-Section Morphology Monitoring Summary
Surface water gage data and plot

Appendix D: Hydrologic Data

Exhibit Figure: Verification of Bankfull Events
Monthly Rainfall Summary Data (compared to 30th and 70th percentiles for region/county – cite data source for percentiles) for entire calendar year

Digital submission item: *Raw Groundwater and precipitation data spreadsheet used for hydrograph plots (must conform to template format in accompanying DMS monitoring data template spreadsheet)*

Exhibit Figure: Precipitation and Water Level Hydrographs (each surface or groundwater gauge)
Wetland Hydrology Criteria Attainment (provides gauge history in relation to meeting success criteria)

Digital submission item: *Raw data spreadsheet used for continuous stage recorder output files*

Appendix E: Project Timeline and Contact Info

Appendix F: Other Data (Other data such as water quality or biological data if collected)

7.0 Report and Digital Data Submission Formats

Please refer to the RFP for the contractual requirements for report submission.

Digital Submission: Create a master folder to house all e-files using the following naming convention: ProjectName_DMSProjectNumber_MYX_200X (**without spaces**)

JumpingRun(UT)_187_MY1_2009 (The calendar year should be for the calendar year of primary data collection, **not the report submission year**.)

Under a subfolder named “Report” please include a full PDF of the entire document formatted in keeping with the naming convention of the master folder.

Under a second subfolder named “Support Files” create 6 subfolders (for projects that apply) and structure as follows:

Report (pdf, ProjectName_DMSProjectNumber_MYX_YEAR)

1. Tables

Tables 1-5, 11-12 (excel)

2. CCPV

GIS and digital per guidance (shp, etc.)

3. Veg

Data (excel)

4. Geomorph

Data (excel)

5. Hydro

Data (excel)

6. Photos (jpeg)