NORTH CAROLINA
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Riparian Buffer and Nutrient Offset Buffer Annual Monitoring Report Template (ver. 1.0)

Applicability

This Annual Monitoring Report Template is intended for use on all projects that utilize reforestation as the primary means of generating riparian buffer or nutrient offset mitigation credits for the NCDENR Ecosystem Enhancement Program. Other mitigation credit generating activities (e.g. stormwater BMPs) may require substantially more documentation. This template is intended to provide the structure for a very concise document but should not be interpreted as preventing the inclusion of additional information considered appropriate by the mitigation services provider.

General Formatting

- The report should be printed double sided on 8.5" x 11" paper, stapled.
- Maps may be single sided, Z-folded, on 11" x 17" paper.
- Reports should have standard footers including the project name, EEP project number, monitoring report year, submittal date and page number.
- All data must show units of measurement throughout the report.
- Generally, an 11 pt font size is preferred for narratives; font sizes for tables, graphs and other figures should be no smaller than 9 pt.
- Electronic files in Adobe PDF format or equivalent should be submitted on compact disc or uploaded through the EEP portal.

Outline of Contents

1.0 MITIGATION PROJECT SUMMARY: A paragraph should describe the river basin, hydrologic unit code, number and type(s) of credits in production, monitoring year and general condition of the project. A timeline of completed and future project activities should be described.

2.0 ANNUAL MONITORING

2.1 Methods: describe field methods, sample locations (or quasi-random sampling strategy), timing and density of data collection that have been applied to document project success.

2.2 Results and Discussion: all monitoring data should be described, analyzed and presented in the context of the project success criteria set forth in the approved Mitigation Plan. Tables and/or graphs are preferred to reduce narrative. Maps may be used as needed to describe spatial variability of results. Photos should be included as needed to describe site conditions.

2.3 Maintenance and Management: a brief statement should describe any maintenance activities planned for the coming year, as well as any remedial activities needed to address performance deficiencies.

3.0 REGULATORY CONSIDERATIONS

3.1 Table from approved mitigation plan that shows acreage, activity (restoration, enhancement), mitigation credit ratios, and total expected credits to be generated from each part of the project. If appropriate, additional column(s) may be added to the table to describe changes in credits based on monitoring data and project management decisions. Such credit changes should not be presented unless they are expected to be permanent.

3.2 Summary statement regarding overall project success and the continuing viability of all credits described in the monitoring report.