

# APPENDIX E

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## *Instructions*

Step 1. Delineate the wetland assessment unit and gather all pertinent documentation

- *NWI, HGM, Imagery, wetland determination, conservation plan*
- *Soils, field notes, pictures*
- *Landowner needs, assistance notes*

Step 2. Identify HGM class(s), NWI “Cowardin” vegetation class within assessment unit

- *Utilize keys and record NWI class name and code if applicable*
- *Record Alaska Vegetation Classification if known (not required)*

Step 3. Identify Special Characteristics, AEW, and other.

- *Circle if applicable*
- *If other explain*

Step 4. Identify principle and other (secondary) functions for each wetland HGM class (recorded in step 2 above).

- *Utilize the description and criteria for each wetland function in Appendix A.*
- *Record the criteria # on the field form.*
- *Document other information that is useful in determining the principle and other/secondary functions under Notes.*
- *Check the principle Function/Service(value) on the field form for each Function Category (e.g. Hydrological, Biogeochemical, Habitat)*

Step 6. Identify and record in the Notes section on the Wetland Function-Service Evaluation Form if the wetland(s) in the assessment unit is/are a CATEGORY BASED ON SPECIAL CHARACTERISTICS (Appendix B).

Step 7. Select the Score Sheet for the HGM Class (e.g. E, L, R, S and A) and Function Category (B, H and HAB) for the wetland. Circle, score and record the PRINCIPLE FUNCTION for each of the Biogeochemical, Hydrology, and Habitat function for the EXISTING condition

- *Utilize the description for the indicators by Class and Function found in Appendix C. Circle the principle function at the top of the score sheet.*
- *Information from the description and criteria for each wetland function in Appendix A may also be useful here.*
- *Record the TOTAL scores for each function at the bottom of the score sheet. Transfer this score to the Wetland Function Service Evaluation Form under “Existing” scores*

Step 8. Repeat step 7 for the PLANNED condition. This is the “potential” or “predicted” condition of the wetland after the practice, activity, or impact to the wetland.

- *This requires knowledge about the particular practice, activity, or impact that is planned for the wetland.*
- *Record the TOTAL scores for each function at the bottom of the score sheet. Transfer this score to the Wetland Function Service Evaluation Form under “Planned” scores.*

Step 9. Transfer the Total scores for each function to the SUMMARY OF SCORES form.

Step 10. Record if the wetland assessment meets a minimal effects decision.

- *Document any information that supports the decision*
- *Document if a Category I or a Category II wetland are candidates for a wetland mitigation project.*
- *For creation, enhancement or restoration, the planned activity should result in a gain of wetland functions and services.*

Step 11. Summarize, record, and document all information. Include imagery, maps, photo(s), supporting information.

- *Attach the functional assessment in the restoration plan*

Appendix E is available on the Ecological Sciences Share Point Site: [Ecological Sciences > Wetlands > Wetland Function Assessment > Appendix E Instructions](#)

Or:

[Appendix E Instructions](#)