

Notes for the Wetland Determination Worksheet for Probable Upland Sites

This worksheet is intended to facilitate the wetland determination process, specifically when tree removal is proposed on probable upland sites. Listed below are some things to keep in mind when completing this worksheet:

- Complete this worksheet in the field. The field visit can be made by any Management Unit personnel (DC, SC, SCT) who feel comfortable documenting observations of plant communities, evidence of hydrology and landscape position. This worksheet can be filled out in conjunction with an HEL determination (if a field visit for HEL is required).
- Include a map with clearly marked boundaries showing the investigation area. If no GPS information is collected, be sure to mark on the map where the observation occurred.
- For large areas, or areas with multiple landforms/plant communities, more than one worksheet may be necessary. Be sure to evaluate the “wettest” portions of the determination area.
- Fill out all applicable boxes. If photos were taken, attach them to the worksheet.
- Record the common names of plants observed in the investigation area; be as specific as possible. If scientific names are known, include them, but scientific names are not required. Focus on the dominant plants as these play a larger role in the wetland determination process.
 - Record absolute % cover separately for each vegetation layer (Tree, Shrub, Herbaceous).
 - Some plants may be recorded in more than one layer (i.e., plants like Hackberry might be found in all three layers: trees, saplings and seedlings in the herbaceous layer).
 - Absolute percent cover does not need to add up to 100% for each layer. For example:
 - In many cases the shrub layer might be completely absent or might only total 10% or 15% if only a few saplings/shrubs are present.
 - If bare ground is present, the herbaceous layer will not sum to 100%.
 - In some cases, percent cover for a particular layer might actually exceed 100%. An example of this would be a densely vegetated native grassland site where taller plants overlap smaller plants in the herbaceous layer.
- The Soils portion can be completed in the office. Hydric Soil Lists can be printed from the Soil Data Mart (<http://soildatamart.nrcs.usda.gov/>). For questions, contact a Resource Soil Scientist.
- Include comments that will help the Area Office Staff make the determination. For example, if the site is an old farmstead, or a hedge row along an old fence line, document this information.

Example Wetland Determination Process for Probable Upland Sites:

1. A customer intends to remove trees, signs a 1026 and marks Box 10 (A) or (B): “Yes.”
2. MU staff completes the Wetland Determination Worksheet for Probable Upland Sites.
3. Submits the worksheet, along with a map and pictures to the Area Office Soils Staff.
4. A Resource Soil Scientist (RSS) evaluates the worksheet to determine if there is enough information to certify the area as non-wetland (NW).
 - a. If potential wetlands could be present, then a field visit by the RSS is required.
 - b. If the documentation quantifies the area as obvious upland, the RSS will certify the area as NW. The rest of the certified wetland determination process will then be followed.