



Location Guidance by Work Element

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This report lists work elements by ID, grouped first by those requiring location, then by those not requiring location.

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
5	Land Purchase and/or Conservation Easement	BPA Internal Operations	This is a BPA Internal-use only work element. BPA uses this work element to describe directly wiring money to escrow associated with real estate transactions. This work element only covers the purchase price or option of the land or easement (it may include escrow, title, and/or closing costs). Any work performed by BPA's Transmission Business Line (TBL) in support of the real estate transactions shall be covered by WE#6, TBL Work (also a BPA Internal-use only work element).	Identify point at approximate center of land to be acquired. The location point must be the same for all associated WE#6, TBL Work, WE#172, Conduct Pre-Acquisition Activities, and WE#87, Prepare HEP Report work elements. If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations.	1	1
6	TBL Work	Land Acquisition / Conservation Easement	This is a BPA Internal-use only work element. BPA uses this work element for any work the Transmission Business Line (TBL) provides in support of a fish and wildlife project. May include appraisal review, appraisals, help in development of an MOA, real estate negotiations, survey/photogrammetry, and GIS work. Additionally, relocation costs associated with a land purchase are captured here.	Identify points at approximate center of parcels where Land Purchase took place. The location points must be the same for all associated TBL Work, Conduct Pre-Acquisition Activities, and Prepare HEP Report work elements. If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations. You may enter or link more than one point for this work element.	1	100
26	Investigate Trespass	Habitat/Passage O&M	Efforts involved with establishing whether trespass is occurring (human or livestock). For fence maintenance use WE#186, Operate and Maintain Habitat/Passage/Structure.	Identify point at approximate center of each parcel where investigation will take place. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
27	Remove Debris	Habitat/Passage O&M	Removal of items such as trash, old buildings, and abandoned equipment from water or land. Does not include removal of a diversion or instream structure. For removal of organic matter when cleaning screens, use WE#186, Operate and Maintain Habitat/Passage/Structure.	Identify point at each location where debris removal will take place. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
28	Trap and Haul	Habitat/Passage O&M	Work to capture and transport fish, including kelts, usually by means of trucking or barging for the purpose of assisting upstream and/or downstream migration, fish salvage operations, or re-establishing a population in different tributaries. If trapping and hauling for predator control, use WE#190, Remove, Exclude and/or Relocate Animals. If installing a fish trap, use WE#70, Install Fish Monitoring Equipment.	Identify point(s) where trapping and release will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100



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29	Increase Aquatic and/or Floodplain Complexity	Habitat Improvement	Work that adds natural materials instream to create habitat features or to improve channel morphology. Includes J-hooks, barbs, vortex weirs, and large woody debris (LWD), and in some instances the use of angular rock as ballast for LWD structures. Or improve complexity by creation of pools or fish spawning habitat by addition of gravel. If structures are being added primarily to overcome a fish passage barrier, use 184. Install Fish Passage Structure. If replacing or maintaining an existing structure, use 186. Operate and Maintain Habitat/Passage/Structure. If planting is used for bank stabilization, use 47. Plant Vegetation. If other methods are used to control erosion in the riparian and upland zones, use 55. Erosion and Sedimentation Control.	Identify point where work will take place or approximate mid-point of stream section treated. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
30	Realign, Connect, and/or Create Channel	Habitat Improvement	Active attempts to directly add sinuosity, meanders, side channels, and/or off-channel habitats (e.g., sloughs or oxbows). May include reconnection of historical channels (either via excavation or diversion of existing streamflow), excavation of new channels, and/or significantly improving the functionality of existing channels (e.g., creating a "natural" spawning channel for chum). If work is solely to add structures/features that change hydraulic conditions and that may eventually cause channel realignment, create a pool, or promote spawning then use WE#29, Increase Aquatic and/or Floodplain Complexity. If the work includes removal of a barrier for fish passage into upstream reaches of the existing channel, then use WE#84, Remove/Install Diversion, WE#85, Remove/Breach Fish Passage Barrier, or WE#184, Install Fish Passage Structure, since the miles of opened habitat must be recorded as a metric. If work is to create, restore, or enhance wetland function then use WE#181, Create, Restore, and/or Enhance Wetland.	Identify point where work will take place or approximate mid-point of stream section treated. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
33	Decommission Road/Relocate Road	Habitat Improvement	Any activity that makes a road or trail unusable including adding berms, pits, boulders or logs, and/or ripping, scarifying, recontouring, or obliterating the road or trail with heavy equipment that may involve re-contouring the slope. Also use for building a road or trail in a more appropriate location to replace a decommissioned road or trail. If decommissioning by planting vegetation or seeding use WE#47, Plant Vegetation. If removal of fish barrier (e.g., culvert) is included, also use WE#84, Remove/Install Diversion, WE#85, Remove/Breach Fish Passage Barrier, or WE#184, Install Fish Passage Structure. If work also involves channel realignment, use WE#30, Realign, Connect, and/or Create Channel in addition to this work element.	Identify point where work will take place or approximate mid-point of the decommissioned road. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
34	Develop Alternative Water Source	Habitat Improvement	Provision of water supply for livestock that is out of the water zone and at a distance beyond that which may affect the conditions of the water body. Includes, but not limited to, watering troughs, spring and well development, and guzzler installation.	Identify point at location of installation. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100



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35	Develop Pond	Habitat Improvement	Develop a pond and its surrounding habitat for resident fish and/or waterfowl. May involve the installation of a water control structure or excavation. Does not apply to sediment control ponds (WE#55, Erosion and Sedimentation Control), acclimation ponds (WE#171, Build, Modify, and/or Refurbish Artificial Production Facility), or wetlands (WE#181, Create, Restore, and/or Enhance Wetland).	Identify point at location of installation. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
36	Develop Terrestrial Habitat Features	Habitat Improvement	Includes the installation and/or creation of structures for the benefit of wildlife species, including, but not limited to, nest boxes/platforms, avian perches, snags, guzzlers, and artificial roosting sites.	Identify point at each structure or group of structures. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
38	Improve Road	Habitat Improvement	Work designed to eliminate or reduce erosion, sediment, and/or toxic run-off from reaching streams, rivers, or wetlands from roads or trails currently in use. This includes road projects that reduce or eliminate inter-basin transfer of water, placement of structures to contain/control run-off from roads or trails, road or trail reconstruction or reinforcement, surface and peak-flow drainage improvements, and roadside vegetation. These roads may be in or extend into the riparian zone.	Identify point where work will take place or approximate mid-point of road or trail section to be improved. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
40	Install Fence	Habitat Improvement	<p>Work to install various types of fence and/or gates for habitat improvement. If applicable, include cattle guards or water gaps for livestock as part of the deliverable. For riparian fencing, BPA recommends project sponsors include 50+ foot riparian buffers, or wider, based on the stream type, site specific dynamics, and current research. This work is not generally intended to be used for upland fencing for pasture rotation purposes. Upland fencing for fish will be considered on a case by case basis. Upland fencing is authorized for parcels managed for wildlife if this is part of a management plan to exclude livestock. WE#40, Install Fence should not be used for non-habitat purposes such as securing equipment or property; instead, use a milestone under the work element for which the property or equipment is used. WE#40, Install Fence should not be used for protection of new plantings; instead, use a milestone under WE#47, Plant Vegetation or WE#198, Maintain Vegetation.</p> <p>If work is to repair a fence or exclusion device, use WE#186, Operate and Maintain Habitat/Passage/Structure. If a lease or other land use agreement of greater than 15 years is completed as part of the fence installation, you must also use WE#92, Lease Land in addition to WE#40, Install Fence (i.e., if you have an agreement for less than 15 years, only use WE#40, Install Fence). For a renewal of a lease or land use agreement that extends the period of protection, you must use WE#92, Lease Land instead of WE#40, Install Fence.</p>	Identify point at approximate mid-point of fence. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1



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44	Enhance Nutrients in Water Bodies	Habitat Improvement	Addition of fish carcasses, or direct nutrient introduction methods to improve biological diversity in streams, rivers, or lakes.	Identify point at each enhancement site. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
47	Plant Vegetation	Habitat Improvement	<p>Use during the first year (and only first year) of planting terrestrial or aquatic vegetation and/or applying seed (aerially, mechanically, and/or by hand) for purposes such as: wildlife cover and forage enhancement, erosion control and soil stabilization (run-off reduction and other soil destabilizing processes and activities not related to restoration after construction of facilities such as passage structures, buildings, or fish hatcheries), roughness recruitment, shading, restoration of native habitat, restoration after wildfires, and rehabilitation of removed roads/trails.</p> <p>All maintenance activities (irrigation, site prep, survival survey) which occur during the same contract period as planting/seeding should be included in this WE as milestones. See associated work elements and notes for this WE#47, Plant Vegetation for more guidance.</p>	Identify point at approximate center of area to be planted. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
48	Practice No-till and Conservation Tillage Systems	Habitat Improvement	Includes establishing conservation tillage systems that focus on increased crop residue during subsequent crop seeding, and/or the reduction or elimination of traditional tilling practices. Work may also include the purchase of chaff chopper/spreaders and other equipment (generally co-operatively purchased) designed to aid in no- or reduced- till operations and crop residue enhancement.	Identify approximate centerpoint(s) of area(s) to be treated. Points MUST all be within the same subbasin. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
52	Remove Mine Tailings	Habitat Improvement	<p>Work to remove or re-contour remnant landscape effects from old mining operations. Could be terrestrial or aquatic in nature.</p> <p>If work also creates wetland or modifies channel use WE#181, Create, Restore, and/or Enhance Wetland and WE#30, Realign, Connect, and/or Create Channel.</p>	Identify point at approximate center of area where mine tailings will be removed. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
55	Erosion and Sedimentation Control	Habitat Improvement	This is work that occurs in the riparian and upland zones, which may include the installation of water bars, gully plugs and culvert outlets, grassed waterways, grade stabilization structures, sediment catchment ponds/basins, regrading or terracing, and removal of drainage pipes and other blockages specifically to prevent erosion, sediment slumps, or landslides. This WE does not include improvements to roads or the planting of vegetation in applications other than surface soils stabilization. For that work, use WE#38, Improve Road or WE#47, Plant Vegetation, respectively.	Identify point(s) where work will take place or approximate mid-point of all erosion control locations within a subbasin. If a location already exists in Pisces, click the "Link" button to synchronize locations. Note that separate work elements must be used for each subbasin if working in multiple subbasins.	1	100



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60	Maintain Fish Health	Hatchery O&M	Includes the work performed under contracts solely for fish health maintenance, such as fish health monitoring, pathology sampling, laboratory processing of samples, and consultation with fish health professionals. If the full range of hatchery fish culture activities is performed under a contract, use WE#176, Produce Hatchery Fish instead.	Identify location(s) of hatchery, acclimation, and/or lab sites where work will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
61	Maintain Artificial Production Facility/Infrastructure	Hatchery O&M	<p>Includes all minor maintenance and repair activities associated with fish production facilities, including maintenance of buildings, grounds, raceways, acclimation ponds, net pens, water treatment facilities, equipment, vehicles, etc.</p> <p>Do NOT use WE#61, Maintain Artificial Production Facility/Infrastructure if you are hiring a subcontractor to replace existing infrastructure (e.g., re-grade a road, replace house windows, remove and rebuild a raceway wall), instead, please use WE#171, Build, Modify, and/or Refurbish Artificial Production Facility. 61. Maintain Hatchery is intended to include activities related to care of physical structures and grounds and not the care of fish. Work to produce fish would be under WE#176, Produce Hatchery Fish.</p> <p>All significant actions in response to emergencies must be reported to the CO and COTR by email and phone call as soon as is practical (i.e., after life and property are secured).</p>	Identify hatchery location and location of any satellite facilities also maintained under the contract. However, if work is done in separate subbasins, use a separate work element for each subbasin. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
66	Trap/Collect/Hold/Transport Fish - Hatchery	Hatchery O&M	Includes work performed under contracts solely for trapping, collecting, transporting, and/or holding fish (all life history stages) for inclusion in a fish culture program. If the full range of fish culture activities is performed under a contract, use WE#176, Produce Hatchery Fish, with milestones for trapping, collecting, transporting, and/or holding fish, as appropriate.	You may enter more than one point for this work element to describe multiple collection, holding, and release sites. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
69	Install Fish Screen	Instream Passage Improvement	Work to install or replace a fish screen associated with a diversion or pump. Typical screen types include rotary drum, flat plate or traveling. The design of complex or large-scale screens is typically a separate work element. See WE#175, Produce Design and/or Specifications.	Identify point where installation or replacement will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1



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70	Install Fish Monitoring Equipment	RM & E and Data Management	<p>This work element should be used as little as possible and has been reserved almost exclusively for the PTAGIS project, which installs fish monitoring equipment for use by NOAA Fisheries and the Army Corps of Engineers. Please contact your COTR before adding this work element into your SOW.</p> <p>In most instances, rotary screw trap installation (and removal) should be a milestone under the WE for which the equipment will be used, typically 157. Collect/Generate/Validate Field and Lab Data, or 158. Mark/Tag Animals.</p> <p>This work element should be used as little as possible, since BPA needs to track the true cost and effort needed to collect data or mark animals. The PTAGIS project is the exception to this, which installs fish monitoring equipment for use by NOAA Fisheries and the Army Corps of Engineers.</p>	Identify point at each location where fish monitoring equipment will be installed. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
80	Install Siphon	Instream Passage Improvement	Covers work that installs a siphon, flume, or other structure to separate canal flow from stream flow where the two have been intermingled as part of past water diversion development, resulting in fish using the natural stream course for passage and rearing. If additional fish barriers are needed, include these as a milestone. This WE is specific to modifying existing structures; the design of these structures is typically a separate work element and should use WE#175, Produce Design and/or Specifications.	Identify point at each location where installation will take place. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
82	Install Well	Water Conservation and Irrigation Practices	Install well to enable groundwater to be used for irrigation as an alternative to instream flow. Wells installed to provide water for livestock should be covered under WE#34, Develop Alternative Water Source. Wells installed to provide hatchery or acclimation water supplies should be covered under WE#171, Build, Modify, and/or Refurbish Artificial Production Facility. If a well is being installed to provide water instream, also use WE#154, Develop and Negotiate Water Right Transaction and WE#164, Acquire Water Instream.	Identify point at each location where a well will be installed. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
84	Remove/Install Diversion	Instream Passage Improvement	Work that removes, replaces, or avoids creating a fish passage barrier associated with a stream diversion, including push-up dams. May be part of a diversion consolidation effort that reduces the number of diversion sites. Includes installation of alternative ways to divert stream flow without creating passage barriers caused by traditional diversion structures. Examples include, but are not limited to, infiltration galleries, instream diversion pumps, and lay-flat stanchions.	Identify point where removal or installation will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1



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85	Remove/Breach Fish Passage Barrier	Instream Passage Improvement	Work that facilitates fish passage over a natural (e.g., beaver) or human-made barrier by breaching or removal without replacement. This includes dams, weirs, fish ladders, tidegates, culverts, bridges, and road crossings. If the dam is part of a diversion, use WE#84, Remove/Install Diversion. If installing a fish passage structure at the same location, use WE#184, Install Fish Passage Structure, and have removal of the passage barrier as a milestone under that work element.	Identify point where removal or modification will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
87	Prepare HEP Report	Land Acquisition / Conservation Easement	Efforts leading to a report to present the findings of the Habitat Evaluation Procedure (HEP) survey conducted by the Regional HEP team.	Identify point(s) at approximate center of parcel (s) where activities will take place. The location point must be the same for all associated TBL Work, Conduct Pre-Acquisition Activities, and Land Purchase work elements. If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations. You may enter or link more than one point for this work element.	1	100
92	Lease Land	Land Acquisition / Conservation Easement	Includes riparian, grazing, and multiple-use leases, typically for multiple years.	Identify point at approximate center of parcel to be leased. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
98	Other	Other	In rare instances, a contractor may be performing a type of work that is fundamentally different than anything described by existing work elements. In such a case, the contractor should consult with his or her BPA project manager to determine if using the "Other" work element is appropriate. Do NOT use "Other" to account for costs that will help you achieve other planned work. For example, equipment rental that will help with data collection should be included in WE#157, Collect/Generate/Validate Field and Lab Data, and purchasing large wood for future habitat work, even if it's in a subsequent contract, should be captured under WE#29, Increase Aquatic and/or Floodplain Complexity. This allows BPA to more accurately track spending on different types of work.	Identify point at location where action will take place. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
99	Outreach and Education	Planning and Coordination	Covers work to educate or communicate with the public. Includes conducting classes, seminars, workshops, training, symposia, and conferences. Excludes work to coordinate with landowners or other direct participants in on-the-ground conservation (include this type of coordination as part of the associated implementation WE), or work to identify and select new projects (WE#114, Identify and Select Projects).	Identify point in each county where outreach and/or education activities will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations. You may enter more than one point for this work element.	1	100



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115	Produce Inventory or Assessment	Planning and Coordination	Covers inventories and assessments specifically designed to support future implementation actions. Can include passage inventories, habitat condition inventories, or watershed assessments. Does not cover ongoing passage and habitat monitoring.	Identify specific site where inventory or assessment will take place. Alternatively, identify approximate center of area (e.g. watershed, land parcel, subbasin) where inventory or assessment will place. For example, if surveying an area for passage barriers, you could either enter each passage barrier's location, or enter a single point to represent the area surveyed. If a location already exists in Pisces, click the "Link" button to synchronize locations. You may enter more than one point for this work element.	1	1000
148	Install Flow Measuring Device	Water Conservation and Irrigation Practices	Includes activities for installing and/or moving electrical flow gauges or other complex flow measuring devices, such as flow gauges using telemetry to transmit data. Devices may be fixed or portable, and tend to be left in place for a full season or longer. Actual measurement would occur under WE#157, Collect/Generate/Validate Field and Lab Data.	Identify points at each location where flow measuring devices will be installed. If a location already exists in Pisces, click the "Link" button to synchronize locations. You may enter more than one point for this work element.	1	100



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157	Collect/Generate/Validate Field and Lab Data	RM & E and Data Management	<p>Collect, generate, or capture source or empirical data; enter data into a computer spreadsheet/database; use automated data capture programs/routines and related hardware/software (e.g., PDAs, data loggers, thermographs); prepare or compile metadata; implement quality assurance/quality control (QA/QC) processes.</p> <p>Includes the collection of field samples/specimens (e.g., tissue, macroinvertebrate, or water quality samples), remote sensing data, and the subsequent laboratory processing of field samples/specimens and generation of data summaries.</p> <p>May include the installation of a weir, trap, electronic portal, or other equipment or facility used to monitor fish passage or to collect juvenile or adult fish.</p> <p>Do NOT use this work element for the following types of work:</p> <ul style="list-style-type: none"> • if you are marking or tagging animals, you must use WE#158, Mark/Tag Animals, • data analysis or interpretation requires WE#162, Analyze/Interpret Data, • validation of completion and intended performance of implemented actions, or verification of Pisces metrics should be captured under the appropriate implementation work element (e.g., fence or culvert installation, habitat improvement, construction), • visual surveys, photo points, and inspection of physical parameters to assure habitat structures are functioning as intended should be captured under WE#186, Operate and Maintain Habitat/Passage/Structure. 	<p>Identify point at each discrete location where field and/or lab data will be collected, generated, validated, etc. Alternatively, identify point at approximate midpoint of continuous stream reach that will be surveyed. Use the Notes section to describe what each point represents. If a location already exists in Pisces, click the "Link" button to synchronize locations. You may enter more than one point for this work element.</p>	1	1000



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158	Mark/Tag Animals	RM & E and Data Management	<p>Covers activities integral to placing marks/tags on animals. Recognizing that this is a subset of data collection/generation, it has been separated to facilitate tracking the sometimes-significant costs associated with animal marking/tagging.</p> <p>This also covers Installation of a weir, trap, electronic portal, or other equipment or facility used to monitor fish passage or to collect juvenile or adult fish. This describes the installation of relatively permanent fixed facilities as well as more mobile equipment, like rotary screw traps for smolts.</p> <p>This work element includes capture and bio-sampling activities when they support a primary purpose of placing the mark/tag. It also includes monitoring the effects of the mark/tag on the animals (e.g., tagging mortality), the mark/tag retention/detectability, other QA/QC for the mark/tag data, and creation of associated metadata. It does not include capture activities when the primary purpose is to collect biological data, and does not include subsequent mark/tag observations and analysis.</p> <p>When tagging fish, a separate instance of WE#158, Mark/Tag Animals must be used for different species. Also, if the marks are different by life stage (juveniles vs. adults), you should use a separate instance of WE#158, Mark/Tag Animals for each life stage. Insertion of a CWT in fry, followed by insertion of a PIT tag in the same fish as a parr, would be considered as both occurring under the "juvenile" life stage, and thus could be covered under the same WE#158, Mark/Tag Animals.</p> <p>If the marks will be applied to fish in a closed system, and fish will not be released, simply include your marking/tagging technique as a milestone under WE#157, Collect/Generate/Validate Field and Lab Data.</p> <p>For the use of this WE, a tag/mark is defined as something that is applied or done to the animal. "Genetic tags" do not fit this definition. Genetic sampling should be addressed under WE#157, Collect/Generate/Validate Field and Lab Data.</p>	<p>Identify point at each discrete location where animals will be marked/tagged and/or where animals will be captured and bio-sampled as part of a marking/tagging effort. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.</p> <p>NOTE: Only one species or single "group" of fish for a single brood year can be tagged under each instance of this work element.</p>	1	100



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162	Analyze/Interpret Data	RM & E and Data Management	Data analysis that goes beyond generation of data summaries from data collected or generated in the field or through remote sensing. These activities apply analytical tools to derive variables, or indicators to inform management decisions. Often involving tests of statistical significance, this work element also may include modeling, indices, and synthesis. Typically culminates in resource management recommendations presented in a report of research/evaluation findings or analyses presented as formal publications. For the effort to publish your study, also use WE#183, Produce Journal Article.	<p>What area or population will be analyzed? Will you extrapolate data to a 3rd field HUC, specific reach on a stream, or a population from points along a reach? Generally, you will only make one geographical selection. If you will draw no inference, just specify the Latitude and Longitude where analyzed data points are collected.</p> <p>Click the blue Area of Inference icon below the map then click a point to see the data layers. Select the appropriate area and/or populations defining your area of inference or study from the pop-up box. If you will analyze more than one area of inference (e.g., 2 fish populations in HUC5), you will make multiple selections. Zoom the map and use the Layers tab to display data to improve the accuracy of your selection.</p> <p>Describe any caveats in the Notes tab. For example, if a river study reach is shorter than the code provided, you could describe the upper and lower bounds based on other spatial attributes. Or, enter the discrete population under study.</p>	1	100



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ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
164	Acquire Water Instream	Water Transactions	<p>Covers final aspects to complete implementation of water transactions through the Columbia Basin Water Transactions Program process to maintain and/or increase the flow of water to provide needed habitat conditions. Work includes steps for payment of funds to water right holder and/or completion of agreement for securing protected water instream. The work element involves the purchase or transfer of water rights for instream purposes, and these water allocations are not withdrawn from the stream. This work element is generally linked with WE#154, Develop and Negotiate Water Right Transaction.</p> <p>This work element may be linked with WE#82, Install Well, WE#149, Install Pipeline, WE#150, Install Sprinkler, and WE#151, Line Diversion Ditch for purposes of legally transferring conserved water instream. Entities using these irrigation efficiency work elements and putting water instream should coordinate with the CBWTP to complete a CBWTP water transaction checklist to ensure conserved flow is put instream and this work element is used to collect metrics for the amount of flow secured instream. See www.cbwtp.org for more information regarding the Columbia Basin Water Transactions Program. This work element may often be used in a separate contract, such as a contract under the CBWTP, instead of the contract with irrigation efficiency work elements due to the time involved for the conserved water application to be processed through the state water agency. This work element may also be used to transfer water rights instream that were secured from an earlier land transaction if the water rights were not dedicated to instream purposes at the time of acquiring the land and putting the water rights instream is consistent with the fish and wildlife purposes.</p>	Identify point of diversion for the water transaction. If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations.	1	1
171	Build, Modify, and/or Refurbish Artificial Production Facility	Hatchery / Major Construction	<p>This work element covers all work associated with the planning and construction of a new hatchery, or modification, major maintenance, or addition to an existing facility. This includes construction of any structural component of an artificial production facility, and real property alterations associated with the site or satellite facilities. For example: incubation rooms, rearing tanks/ponds, raceways, acclimation ponds, holding ponds, pumps, wells or other water supply, hatchery offices, staff housing, roads, asphalt, etc.</p>	Identify point where facility will be constructed. The location point must be the same for the associated Maintain Hatchery work element. If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations.	1	1



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
172	Conduct Pre-Acquisition Activities	Land Acquisition / Conservation Easement	This work element includes the majority of the steps that are required before fee title or a conservation easement can be acquired for a tract of land. The steps include: perform appraisal, title searches, hazardous waste assessment, and land boundary surveys; provide legal descriptions; and identify minimum habitat units. For easements, this work element would also define the easement terms and conditions.	<p>Identify point at approximate center of parcel where Pre-Acquisition Activities will take place. The location point must be the same for all associated TBL Work, Land Audit, Land Purchase, and Prepare HEP Report work elements.</p> <p>If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations. If not, enter a location and location description for this work element to enable future linking.</p> <p>You may enter or link more than one point for this work element.</p>	1	100
175	Produce Design and/or Specifications	Planning and Coordination	Covers all work associated with the preparation of engineering or technical drawings, specifications and/or budgets required for the construction/installation of any structure or facility. May include ancillary work such as land surveying, photogrammetric surveys, field surveys, etc. For construction work not requiring a formal design (e.g., installation of a barbed-wire fence), this work may be included as a milestone under the corresponding work element.	<p>Identify point at each location where construction and/or installation of the structure itself will take place (design being a component of that construction/installation).</p> <p>If the structure or its location are already in Pisces, click the "Link" button to synchronize locations. You may enter or link more than one point for this work element.</p>	1	1
176	Produce Hatchery Fish	Hatchery O&M	This work element includes the fish culture activities associated with a "typical" hatchery O&M contract: obtaining broodstock, spawning broodstock, incubating fertilized eggs, maintaining fish health, rearing juveniles, acclimating juveniles prior to release, releasing juveniles into a stream or lake (either onsite or from a separate acclimation facility), and transportation of fish or eggs between various locations. O&M contractors should use this work element, "Produce Hatchery Fish," along with WE#61, Maintain Artificial Production Facility/Infrastructure, in their SOWs. Use WE#60, Maintain Fish Health, if you are ONLY performing fish health activities under your contract. Unless there are unusual circumstances, use only one work element per species and brood year.	<p>You may enter more than one point for this work element to describe multiple facilities (collection, rearing, and release sites) used to produce a specific population, ESU, or species as part of the same hatchery program. However, if work is done in separate subbasins, use a separate work element for each subbasin. If a location already exists in Pisces, click the "Link" button to synchronize locations.</p>	1	100
180	Enhance Floodplain/Remove, Modify, Breach Dike	Habitat Improvement	Refers to the removal, breaching, or alteration/set-back of a dike to restore riparian/floodplain or wetland habitat. This may also involve the installation of a tidegate or culvert. Also includes re-contouring of habitat to restore or enhance wetland or floodplain functionality and connectivity.	<p>Identify point where installation, removal or enhancement will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations.</p>	1	1



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
181	Create, Restore, and/or Enhance Wetland	Habitat Improvement	Refers to the creation, restoration, or enhancement of a wetland area or function. This may be from the installation of a water control structure, re-contouring, and excavation to improve habitat connectivity. If the wetland was created from dike removal, breaching or modification, or the installation of a tidegate or culvert to improve fish passage, also use WE#180, Enhance Floodplain/Remove, Modify, Breach Dike, or WE#184, Install Fish Passage Structure. If additional actions or techniques are implemented, make sure you properly document associated work elements, e.g., WE#35, Develop Pond, or WE#36, Develop Terrestrial Habitat Features. Habitat creation (establishment) is defined as the manipulation of the physical, chemical, or biological characteristics present to develop a wetland on a site, where a wetland did not previously exist. Creation results in a gain in wetland acres. Habitat restoration (re-establishment) is defined as the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural/historic functions to former wetlands that may have been filled or subsided. Re-establishment results in rebuilding a former wetland and results in a gain in wetland acres. Restoration results in rebuilding a former wetland and results in a gain in wetland acres by re-gradation of the elevation to support wetland vegetation and function. Habitat enhancement is defined as the manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural/historic functions of degraded wetland. Habitat enhancement is the manipulation of a site to heighten, intensify, or improve specific function(s), to change the growth stage or composition of the vegetation present, or is undertaken for a purpose such as water quality improvement, flood water retention, or wildlife habitat.	Identify point at approximate center of area to be created or restored, or point at location of installation. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
184	Install Fish Passage Structure	Instream Passage Improvement	<p>Install, replace, or modify structures when the intent is to improve fish passage and/or flow, typically by removing or modifying a full or partial instream barrier. "Structures" include: fish ladders, bridges, culverts, jump pools, roughened channels, and weirs. "Barriers" include such obstacles to fish passage as man-made dams (including push-up diversion dams), tidegates, weirs, culverts, rock fords and road crossings, as well as natural barriers such as logjams and natural streambeds. When using this work element, if work includes removing a fish passage barrier, include that work as a milestone under this WE instead of using WE#85, Remove/Breach Fish Passage Barrier.</p> <p>Where anadromous fish are present, structures installed must meet current NOAA specifications and USFWS specifications for bull trout and lamprey. Use WE#180, Enhance Floodplain/Remove, Modify, Breach Dike if the installation of a passage structure is associated with a dike removal, breaching, and modification, and may create additional acres of habitat as well as providing access to instream habitat. Use WE#70, Install Fish Monitoring Equipment, for weirs installed primarily to restrict fish passage for the purpose of monitoring or collecting fish (e.g., picket weirs). Design of complex or large-scale fish passage structures is often a separate work element (see WE#175, Produce Design and/or Specifications).</p>	Identify point where installation, modification or replacement will take place. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
186	Operate and Maintain Habitat/Passage/Structure	Habitat/Passage O&M	The inspection, operation, and maintenance of habitat features including, but not limited to, fences, instream structures, passage facilities, sediment control structures, and off-site water developments. Inspection includes visual surveys, photo points, and physical parameters to assure habitat structure is functioning as intended. Also includes the maintenance of residences, sheds, barns, and other buildings associated with habitat/passage projects. Use WE#188, Provide Access and Public Information for maintenance of access roads, parking areas, signs, and kiosks. Use WE#61, Maintain Artificial Production Facility/Infrastructure, for operation and maintenance of facilities and structures associated with hatcheries. Use WE#198, Maintain Vegetation for vegetation maintenance.	<p>Identify point at each location where O&M activities will place. The location point must be the same for the O&M activities and the structure itself (e.g., fence, fish screen).</p> <p>If the structure and its location are already in Pisces, click the "Link" button to synchronize locations. You may enter or link more than one point for this work element.</p>	1	100
187	Put and Take Fisheries	Hatchery O&M	The stocking of a pond, lake or reservoir with hatchery reared fish for recreational fishing purposes. This includes the transport and stocking of the fish, and the operation and maintenance of the recreational facilities, e.g., bathrooms and access roads. Use a separate work element for each species.	Identify point where fish will be stocked. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
188	Provide Access and Public Information	Habitat/Passage O&M	Installation and/or maintenance of signs, kiosks, information boards, access roads, trails, road closures, and parking areas. You should use this WE for trespass signing rather than WE#26, Investigate Trespass. Also, WE#61, Maintain Artificial Production Facility/Infrastructure, should be used for this kind of work pertaining to hatchery operations and WE#38, Improve Road, should be used for road work associated with habitat improvement by reducing erosion.	Identify point at each location where installation and/or maintenance action will take place. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
190	Remove, Exclude and/or Relocate Animals	Habitat Improvement	<p>Removal or relocation of fish and wildlife species and/or any actions employed to exclude non-native or undesirable fish and wildlife species from a particular area.</p> <p>Roundup and exclusion of animals protected by the Wild Free-Roaming Horses and Burros Protection Act of 1971 is not approved under the BPA Fish and Wildlife Mitigation Program.</p> <p>For California sea lions, "removal" and "exclusion" only includes non-lethal hazing. For trapping California sea lions for the sole purpose of tagging, use WE#158, Mark/Tag Animals. Examples of "removal" of fish and wildlife species include the removal of bullfrog egg masses and adults or removal of northern pikeminnows. Examples of "exclusion" activities include the installation of a fish passage barrier to exclude non-native fish from high mountain lakes. Fencing activities designed to "exclude" livestock should use WE#40, Install Fence. An example of a "relocation" activity includes the relocation of beavers.</p>	Identify point at each discrete location where animals will be removed and/or relocated. Alternatively, identify point at approximate midpoint of continuous stream reach or waterbody where animals will be removed and/or relocated. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100
192	Law Enforcement	Habitat/Passage O&M	Provide enforcement activities on mainstems and tributaries, including two primary components: (1) reduce illegal take of Columbia Basin fish & wildlife, and (2) enforce habitat rules and regulations. Enforcement officers will enforce fisheries and habitat regulations, providing protection against illegal takes on resident fish, anadromous fish, and Columbia River salmon species throughout their life cycle, i.e., "gravel to gravel," with an emphasis on weak stocks passing through the hydro-power corridor into tributary streams and critical habitats. This WE should also be used when purchasing enforcement support equipment, e.g., boats, vehicles, radios, etc.	Identify point at approximate center of area to be patrolled. You may enter more than one point for this work element. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	100



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
194	Income-Producing Activities	Other	<p>Includes all benefits and income-producing activity taking place on, or associated with property purchased with BPA funds. Benefits are actions that take place (such as grazing contractor-owned cattle) which have value to the recipient, but for which income is not received by the contractor. Income (including interest) must be placed in a separate account for this project, and not intermingled with other funds. Benefits, Income and a Spending Plan must be documented in a stand-alone report.</p> <p>The Work Element Budget for this WE should reflect all costs, including indirect, required to administer all benefits, income-producing actions and completion of a Spending Plan for which the contractor requests BPA reimbursement as part of this contract.</p>	<p>Identify point at each location where actions (e.g., grazing) will occur (regardless of whether income is received or not). If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations. You may enter more than one, and up to ten points for this work element.</p>	1	100
198	Maintain Vegetation	Habitat/Passage O&M	<p>Maintain planted or pre-existing vegetation through physical, chemical, mechanical, and/or biological activities such as scalping, installing mats or mulch, mowing, irrigating, fertilizing, applying herbicide(s), burning, using Integrated Pest Management (IPM), preventing or reducing animal damage (browse repellents, tree tubes). This includes using different, or the same, treatment techniques in previously treated areas the second year, or later, of planting.</p> <p>Vegetation maintenance activities which occur during the first (initial) year of planting (such as installing tree tubes, fertilizing, animal repellents, etc.) should be a milestone under WE#47, Plant Vegetation.</p>	<p>To identify the location point, choose the approximate center of the area to be planted. If a location already exists in Pisces, click the "Link" button to synchronize locations.</p> <p>Since this WE is only to be used for locations that were planted in a previous contract, you may lump the maintenance locations into a single work element but you need to identify all locations on map for EC compliance needs.</p>	1	100
199	Remove Vegetation	Habitat Improvement	<p>Use during the initial year of treating a site if removing one or more plant species, or a number of individuals of a plant species, by mechanical, biological, and/or chemical means, or by controlled burn.</p> <p>Target species are often exotic or non-native plants, naturalized plants, or undesirable native plants, all of which may be considered to be noxious, invasive or "weeds". Includes the removal of both aquatic and terrestrial plants as well as tree stand manipulation due to encroachment or to create forage openings.</p>	<p>Choose the approximate center of the area of implementation. If the location already exists in Pisces, click the "Link" button to synchronize locations.</p> <p>In order to identify the more specific areas of potential effect (APE) for environmental compliance, upload map(s) that depict APE polygon(s) in the Attachments tab, document type "Map", into Pisces.</p>	1	1



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
200	Stewardship Funding	BPA Internal Operations	This is a BPA Internal-use only work element. For some acquisitions, BPA will provide stewardship funding (a one-time, lump-sum payment for O&M) at the time of closing or closely thereafter. Typically, BPA and the party receiving the stewardship funding will develop a letter agreement or contract to stipulate how the funding will be provided and how the funding will be used. The stewardship funding is typically wired to escrow.	<p>Identify point at approximate center of parcel for which Stewardship Funding is being provided. The location point must be the same for all associated TBL Work and Land Purchase work elements.</p> <p>If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations. If not, enter a location and location description for this work element to enable future linking.</p> <p>You may enter or link more than one point for this work element.</p>	1	100
201	Construction - Non-Hatchery	Other	This work element should be used only on a limited basis. This work element covers all work associated with the planning and construction, or modification, major maintenance, or addition to an existing building or facility that is not part of a hatchery. This includes construction of any structural component of the building, and associated with the site. For example: office buildings, shop, equipment storage sheds, maintenance buildings, etc. This work element is meant to be used only for construction that cannot fit into another work element. For example: nursery construction should use WE#47, Plant Vegetation, bridge construction should use WE#184, Install Fish Passage Structure. Instream work should use the work element that best describes it, such as WE#29, Increase Aquatic and/or Floodplain Complexity or WE#30, Realign, Connect, and/or Create Channel.	Identify point where facility is to be constructed. If an associated work element and its location are already in Pisces, click the "Link" button to synchronize locations	1	10



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
203	Install Water Conservation Measure	Water Conservation and Irrigation Practices	<p>This work element is for work designed to provide irrigation efficiencies which result in increased instream flow, such as installing a pipeline, sprinkler, and/or lining a diversion ditch. Other options should have already been considered to accomplish this purpose, such as water transactions or obtaining cost-share for this work element and subsequently transferring conserved water instream.</p> <p>To cover initial work to put conserved water instream, including coordinating with the Columbia Basin Water Transactions Program, also use WE#154, Develop and Negotiate Water Right Transaction and WE#164, Acquire Water Instream.</p> <p>If the conservation measure is part of a larger irrigation consolidation project that involves eliminating a diversion, then you must also use WE#84, Remove/Install Diversion. If installing a pipeline to provide water to livestock, use WE#34, Develop Alternative Water Source instead.</p>	Identify point where water conservation measure is or will be located, or the centerpoint of a pipeline and/or ditch to be lined. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
204	Electricity (BPA Direct Pay)	BPA Internal Operations	This is a BPA Internal-use only work element. BPA uses this work element to directly pay the utility bill for existing structures.	Identify point at approximate center of project. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	10
205	Aquifer Recharge	Water Conservation and Irrigation Practices	This work element should be used for any aquifer recharge work in support of a fish and wildlife project	Identify point at approximate center of project. If a location already exists in Pisces, click the "Link" button to synchronize locations.	1	1
ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
100	Construction Management	Hatchery / Major Construction	<p>Oversight of construction, including activities ranging from conducting daily construction observation, to providing professional on-site inspection services, to construction management support, including contractor daily-log review; RFI review and responses; submittal review and responses; and key site observations, such as reinforcement inspection, concrete pour observation, and facility start-up. Usually this WE is used only on larger construction activities (\$250,000 or greater value) and/or where construction management is deemed to be important or complex enough to warrant splitting it out in a separate contract from the actual construction work.</p> <p>ALSO USE THIS WE IF THE ON-THE-GROUND WORK IS BEING DONE WITH NON-BPA FUNDS, AND THE BPA CONTRIBUTION IS OVERSIGHT ONLY.</p>	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
114	Identify and Select Projects	Planning and Coordination	Covers work by the contractor to identify, prioritize, assess, and ultimately select projects. Often associated with Model Watersheds, or habitat restoration programs that coordinate multiple projects within a larger umbrella project. Coordination work that helps identify and select projects or sites should be covered under this work element.	<i>No location needed for this work element</i>		
119	Manage and Administer Projects	Planning and Coordination	<p>Covers the administrative and technical work by the contractor to fulfill BPA's programmatic and contractual requirements such as financial reporting (accruals), and development of a contract renewal package (includes SOW, budget, property inventory).</p> <p>Excel Budget - Documentation of subcontract estimates in the line-item (Excel) budget must conform to BPA's requirements for budget detail (i.e., the same as the contractor). BPA highly recommends that solicitations for bids/estimates require subcontractors to conform to BPA standards for detail (rates and units - hours/quantities/volumes, etc.). BPA recommends subcontractor bids be submitted to the contractor electronically in spreadsheet format, and already include actual calculations (e.g., rates * hours, not just textual numbers in cells), so that the contractor can cut and paste subcontract estimates directly into their budget spreadsheet. For more information, see https://www.bpa.gov/efw/FishWildlife/InformationforContractors/IFCDocuments/Guidance_on_subcontracts.doc.</p>	<i>No location needed for this work element</i>		
122	Provide Technical Review	Planning and Coordination	The review of technical details, including but not limited to engineering plans, restoration plans, project selection, RM&E methods, and deliverable approval.	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
132	Produce (Annual) Progress Report	Reporting	<p>This work element covers written reports of results that are submitted to BPA for dissemination to the public. These progress reports may cover less than a year or multiple years. Progress reports come in three types, RM&E Technical Progress Report, Non-technical Progress Report, and Hybrid Progress Report</p> <p>RM&E Technical Progress Reports are used for contracts that have RM&E work elements (WE#156, Develop RM&E Methods and Designs, WE#157, Collect/Generate/Validate Field and Lab Data, WE#162, Analyze/Interpret Data).</p> <p>Non-technical Progress Reports are used for contracts that have no RM&E work elements.</p> <p>Hybrid Progress Reports are used for contracts that have RM&E work elements (WE#156, Develop RM&E Methods and Designs, WE#157, Collect/Generate/Validate Field and Lab Data, WE#162, Analyze/Interpret Data), as well as other work elements. Work with your COTR and the RME Support team to determine appropriate due dates and format for Hybrid reports. For example you may have separate chapters for RM&E, habitat restoration, and O&M activities.</p> <p>Work with your COTR and the RME support team if you have a question regarding which report type is most suitable for your project.</p> <p>Reports should be submitted using the most recent BPA reporting guidance & templates available at https://www.cbfish.org/Help.mvc/GuidanceDocuments</p> <p>Once uploaded in Pisces, a progress report will be finalized by BPA with an identification number, and then made publicly available via https://www.cbfish.org.</p>	<i>No location needed for this work element</i>		
141	Produce Other Report	Reporting	<p>This work element covers any report required or produced for a contract, except those specifically covered under other work elements (e.g., WE#132, Produce (Annual) Progress Report, WE#183, Produce Journal Article, WE#185, Produce Pisces Status Report, or WE#202, Produce BiOp RPA Report). If this work element is used for multiple reports in the same contract, then each report should be listed as a separate milestone.</p>	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
154	Develop and Negotiate Water Right Transaction	Water Transactions	Covers initial aspects of completing water right transactions from preliminary evaluation of the viability of a specific transaction opportunity to preparing the water transaction. May include: negotiating, proposing, and review of water deals through the Columbia Basin Water Transactions Program (www.CBWTP.org) process. Entities seeking to do a water transaction or conserve water should contact the CBWTP to acquire or transfer water instream. Work element does not include general landowner coordination before any transaction opportunity is identified. Includes development of transactions to put more water instream such as split season leases, long-term leases, diversion reduction agreements, permanent water transfers, stored water agreements to increase stream flows, conserved water, and water exchanges.	<i>No location needed for this work element</i>		
156	Develop RM&E Methods and Designs	RM & E and Data Management	Work to identify and/or develop monitoring methods, designs, or associated tools. This includes statistical and sampling designs; protocols for field or remote sampling, data analysis, lab procedure, reporting standards, and quality assurance/quality control; development of data definitions and metadata; conceptual or simulation models; software development; tagging and other monitoring equipment; and generally any other work that prepares for the implementation of actual data collection/generation. Protocols, including temporal and spatial designs, data collection and analysis methods, and related metrics or indicators, will be "Published" in monitoringmethods.org . Does not apply to producing an RM&E plan itself (see WE#174, Produce Plan). Does not apply to models that are developed in the course of analyzing and interpreting existing data, such as multivariate models (see WE#162, Analyze/Interpret Data). Do not use this WE to describe field training activities. Instead, use the WE that applies to the activity to be conducted. Eg. Electrofishing should be in WE #157	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
159	Transfer/Consolidate Regionally Standardized Data	RM & E and Data Management	<p>This work is for transferring or reformatting data from one spreadsheet/database to another, typically primary data from a field or lab site to a higher-level, secondary regional or national database. This may also include derived data if such data are calculated by entities other than the secondary database. It includes both the act of sending and receiving, hardware/software needs for automated uploads/downloads (e.g., transmission and relay links for regular nightly uploads from remote telemonitoring sites), the development and application of data exchange protocols (including QA/QC), and any formatting and documentation required to make the transfer. It does not include initial data entry but it does include manipulating (e.g., reformatting and, if appropriate, georeferencing) data at the receiving end.</p> <p>This work element explicitly reinforces the importance of transferring data to databases where they will be maintained and accessible. Capturing data above the field or lab level includes acquisition in electronic formats, entering data into a computer from historical records, digitizing images, and other methods for converting information to digital format for later dissemination or analysis. This work element may include generating secondary/derived data when those data are stored in regional databases for access and use by other parties.</p>	<i>No location needed for this work element</i>		
160	Create/Manage/Maintain Database	RM & E and Data Management	<p>Any work that maintains or improves the security, quality, accessibility, or utility of data. Includes creation of relational databases; creation of computer applications to manage data, creation of standardized data formats, management of the data within the database, database hardware/software maintenance and improvement, QA/QC, building and maintaining connectivity with interrelated applications (e.g., GIS), integrating with distributed information management systems using industry standards for discovery (i.e., web portals) and creation of metadata/documentation and user-support materials for the consolidated data, etc. This applies both to larger regional, secondary databases and to local primary databases (can include spreadsheets) maintained on desktops for individual projects. Does not include generation of data queries or reports, except for internal data management and QA.</p>	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
161	Disseminate Raw/Summary Data and Results	RM & E and Data Management	All work that makes data and information available to others, except for written products covered specifically by other work elements. Includes maps, data query systems, internet data distribution (including online data query systems and web services), development and use of online data display tools, library and archival services, integration with distributed information management systems using industry standards for data display and analysis, and oral and abstract presentations of results to professional audiences. For regional data management projects this can include dissemination of information about the purpose, functions and tools of the data management projects themselves. For outreach and education to students, the general public, and other non-professional audiences, see WE#99, Outreach and Education.	<i>No location needed for this work element</i>		
165	Produce Environmental Compliance Documentation	Environmental Compliance	Covers any work by the contractor to investigate, gather, acquire, or prepare data and documents in support of obtaining environmental clearances for BPA. Work may include providing maps, drafting a biological assessment, obtaining permits, monitoring and reporting required by permits, conducting public involvement activities, completing a cultural resource survey and report, inspecting water craft, vehicles, and heavy equipment for invasive species, implementing best management practices for lamprey, etc. Contractors are required to comply with all applicable federal, state, and local laws, including those that restrict the transport of invasive species. In all cases, environmental compliance work done by the contractor must be separated from all other work. It is not permitted to combine environmental compliance activities with any other work element.	<i>No location needed for this work element</i>		
174	Produce Plan	Planning and Coordination	Covers a wide range of planning activities including but not limited to operation plans, management plans, maintenance plans, implementation plans, restoration plans, research, monitoring, and evaluation (RM&E) plans, Hatchery Genetic Management Plans (HGMPs), hatchery master plans, hatchery fish production plans, feasibility studies, and surveys (does not include land management plans; see WE#193, Produce Land Management Plan). Covers both strategic plans that will influence multiple projects and site-specific plans. Use WE#196, Council Step Process to cover labor and materials for the submission of documents required by the NPCC's 3-step process. Where WE#174, Produce Plan is used in a contract SOW for production of a Hatchery Master Plan, the contractor should review the NPCC's requirements under their 2001 Step Document, Section V., Elements A & B (http://www.nwcouncil.org/media/27877/2001_29.pdf) to be sure this content is covered in the plan.	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
182	PIT Tags	RM & E and Data Management	This is a BPA Internal-use only work element. BPA uses this work element to capture the cost of PIT tags purchased by BPA on behalf of the contractor(s). While this work element is not included in the contractor's statement of work, it is a project expense. Use WE#158, Mark/Tag Animals, for contractor expenses associated with ordering and/or implanting the tags in fish or wildlife.	<i>No location needed for this work element</i>		
183	Produce Journal Article	RM & E and Data Management	The "general title/subject" of an individual manuscript should be named in the WE title. This work element should only be used when either the study is complete, or when a very significant stage of the data collection and analyses are done, and the subject matter is well defined. Separate work elements should be used for each document. If you do not have a proposed title (or subject), you may not be far enough along in the data analysis to be using this work element. This work element applies only to manuscripts being submitted for possible peer-reviewed publication. Other technical analyses should be included as part of a project progress report WE#132, Produce (Annual) Progress Report.	<i>No location needed for this work element</i>		
185	Produce Pisces Status Report	Reporting	This work element covers the reporting of status of milestones and deliverables in each contract. These milestone status reports shall be completed either monthly or quarterly as negotiated between the contractor and COTR. For any other type of status report required or produced for a contract, use WE#141, Produce Other Report - except those specifically covered under other work elements (e.g., WE#132, Produce (Annual) Progress Report, or WE#183, Produce Journal Article).	<i>No location needed for this work element</i>		
189	Coordination-Columbia Basinwide	Planning and Coordination	Refers to coordination work that covers a large portion of the Columbia River Basin. Coordination which directly supports other project work should be covered in the details of the associated work element. Coordination work which helps identify or select projects and/or sites should be covered under WE#114, Identify and Select Projects. Coordination work related to a subbasin or other small region should be covered under WE#191, Watershed Coordination.	<i>No location needed for this work element</i>		
191	Watershed Coordination	Planning and Coordination	Refers to coordination work focused on a local watershed or subbasin. Coordination which directly supports other project work should be covered in the details of the associated work element. Coordination work which helps identify or select projects and/or sites should be covered under WE#114, Identify and Select Projects.	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
193	Produce Land Management Plan	Planning and Coordination	<p>The Land management plans (LMP) will guide management of any real property interest that BPA funds to ensure compliance with the underlying mitigation agreement, if one exists, and any conservation easement granted over that property. BPA typically expects a management plan be prepared for real property interests secured with ratepayer funds. Where properties are near or similar to each other, BPA will support a programmatic planning approach. DURING CREATION OF THE DRAFT LMP USE THE MOST RECENT TEMPLATE LOCATED: https://www.cbfish.org/Help.mvc/GuidanceDocuments. Using the template will ensure smoother acceptance by BPA of the Final plan.</p> <p>Land Management Plans will serve several purposes. First, they become the blueprint for how, when, and where a new property will be enhanced or improved, if necessary. Project proposals, MOAs, and easements provide broad parameters for how a sponsor will manage a site, but in most instances they don't provide much detail--the management plan does.</p> <p>Land management plans should identify each species or habitat of interest on the property, each prohibition in the easement, each reserved right or allowed action in the easement, and any restrictions or reservations from applicable MOAs. The management plan should then discuss each of those elements and explain how the sponsor will manage for that element. For a sensitive species, for example, the plan should state where and when the manager will take specific actions to protect and enhance that species. For specific prohibitions in an easement—for example, no livestock grazing—the plan will discuss any limited and approved exceptions to the prohibition; e.g., the manager might plan to try using goats to control Himalayan blackberries.</p>	<i>No location needed for this work element</i>		



Location Guidance by Work Element

ID	Work Element Name	Category	Work Element Definition	Location Guidance	Minimum Location Pts	Maximum Location Pts
196	Council Step Process	Hatchery / Major Construction	<p>Projects that fall under the Council's 3-Step Review Process include artificial production programs/facilities, other major or complex construction programs, programs that address an entire watershed, or actions that substantially deviate from a subbasin plan.</p> <p>Step 1 - conceptual planning, represented under the Program primarily by master plan development and approval. Step 2 - preliminary design and cost estimation, and environmental (NEPA and ESA) review. Step 3 - final design review and detailed cost estimation prior to construction and operation.</p> <p>Activities necessary to coordinate through the review process include submitting required documents, responding to Council/ISRP questions, developing and providing additional materials, attending meetings with Council/ISRP, and making appropriate revisions to receive acceptance and approvals to proceed to next steps.</p>	<i>No location needed for this work element</i>		
202	Produce BiOp RPA Report	Reporting	<p>For projects associated with reasonable and prudent alternatives (RPAs) supporting research, monitoring, and evaluation (i.e., RPAs 50-73), submit an online report through cbfish.org describing how your project helps BPA demonstrate ESA Biological Opinion (BiOp) compliance for your associated RPAs. For projects with multiple contractors, all contracts will need to contribute, but only one report for each project is needed.</p>	<i>No location needed for this work element</i>		
206	TERO Reimbursement	BPA Internal Operations	<p>Reimburse Tribal Employment Rights Ordinance (TERO) fees. In instances where TERO fees are charged, this work element will track the following: All Spreadsheet Budgets must clearly identify the work (type of work), amount, and location(s) of the subcontract work, along with the TERO rate (%) and amount for each subcontract, and cumulative projected TERO fee; Invoices must clearly indicate any amount that is being charged for each subcontract (to which TERO is being applied), the percentage being applied and the amount for that specific subcontract, consistent with the Budget (so as to allow adequate Invoice review).</p>	<i>No location needed for this work element</i>		

This report summarizes 79 data records available for independent analysis in [structured text \(.TXT\)](#) and in [Excel 2003 \(.XLS\)](#) format.