

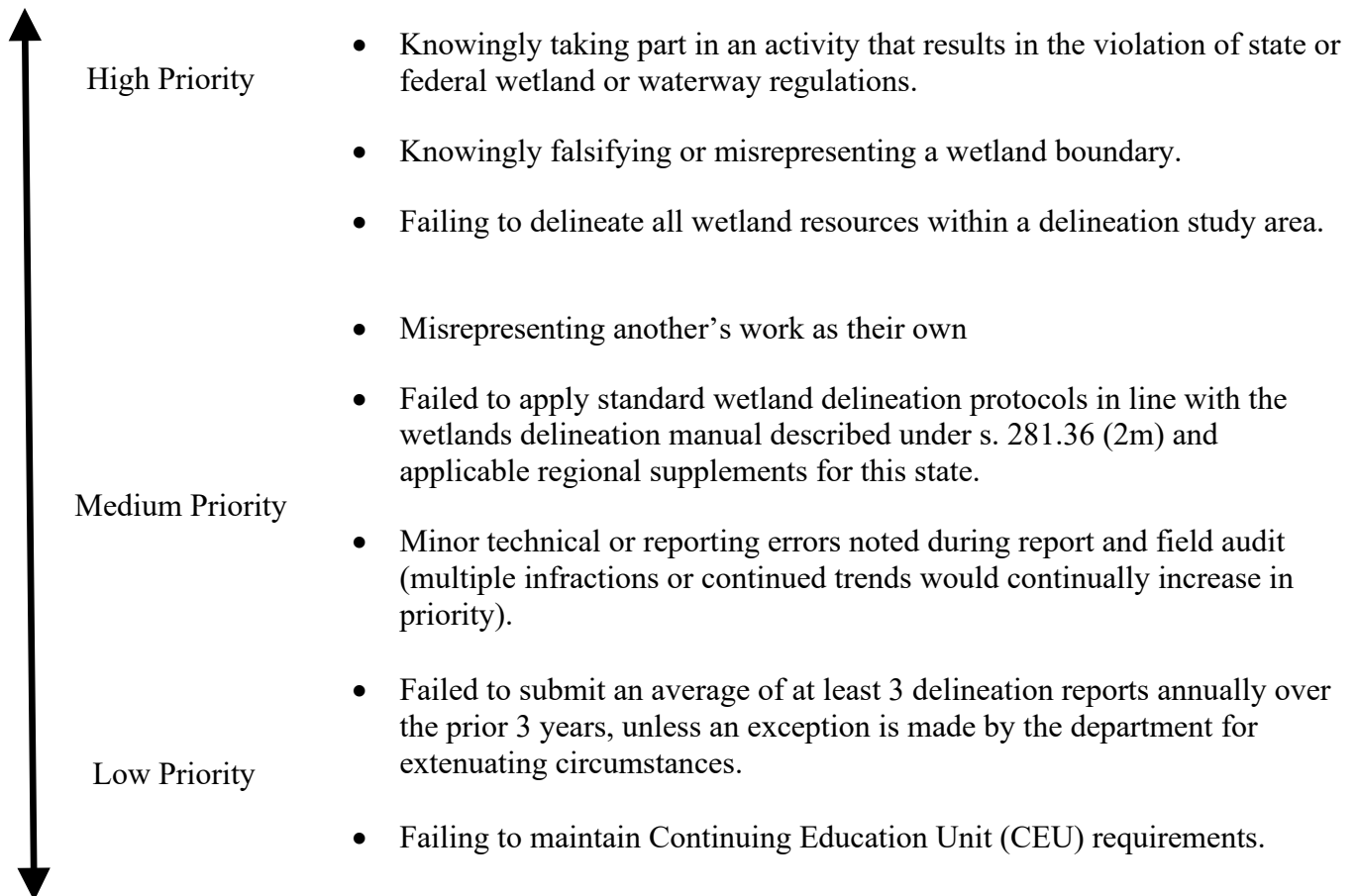
# Assured Delineator Infraction Prioritization and Procedures

## Introduction

The purpose of this document is to support consistent prioritization and responsiveness to program infractions associated with the Wisconsin DNR wetland assured delineator program. This document is intended to facilitate the discussion in differentiating the level of potential severity of an infraction as related to the “Wisconsin Department of Natural Resources- Wetland Assured Delineator Program Participation Agreement” and probable outcomes from said infraction(s).

## Background

The Wetland Identification Team created an example priority spectrum that outlines high, medium and low priority wetland assured delineator program infractions depending on severity and frequency of the infraction(s).



**High priority infractions** have a significant impact on the integrity of the wetland assured delineator program and/or natural resource impacts. High priority infractions are those that impact life, sensitive natural resources, health, and/or property, as a result of the delineation infractions.

High priority infractions will involve coordination between Waterways policy section supervisor, the wetland identification team coordinator (and support staff), and the assured wetland delineator. High priority infractions will result in notification to the delineator with the opportunity to discuss the delineation report and noted infractions. These kinds of infractions could result in revocation of DNR assurance status of the wetland delineator.

**STRATEGIES:**

1. Initial complaint or concern is received by DNR from external source and/or DNR annual audit.
2. Wetland delineation report review/audit is conducted by wetland ID specialist(s). Specific concerns, errors, and/or infractions in the delineation report are documented in a standard audit letter.
3. Contact assured delineator to discuss delineation reporting concerns and set up a meeting to discuss the report itself, or to complete an onsite review if necessary.

**POSSIBLE OUTCOMES:**

1. Written notice/communication about infractions, errors, or reporting documentation that shall be immediately improved upon or implemented moving forward.
2. Written notice/communication about infraction, errors, or reporting documentation for which immediate revocation of assurance status is warranted.

**Medium priority infractions** have an impact on the integrity of the wetland assured delineator program and/or natural resource impacts. They often do not have a direct life, sensitive natural resource, health, and/or property risk associated with the assured delineators work. These are generally wetland reporting errors and a wetland boundary/figure that is not supported by the delineation report.

Medium priority infractions may involve the wetland identification team coordinator or Waterways policy section supervisor. The wetland identification team coordinator and/or support staff and the assured wetland delineator will discuss the delineation audit. Medium priority infractions will result in notification to the assured delineator and the opportunity to discuss the delineation report and noted infractions.

**STRATEGIES:**

1. Initial complaint or concern is received by DNR from external sources and/or DNR annual audit.

2. Wetland delineation report review by wetland ID specialist(s) per review process for assured wetland delineation reports. Document specific concerns or errors in the delineation report and report to the wetland identification coordinator.
3. Contact assured delineator to discuss delineation reporting concerns and set up a meeting to discuss the report itself, or to complete an onsite review if necessary.

**POSSIBLE OUTCOMES:**

1. Written notice/communication about infractions, errors, or reporting documentation that will be immediately improved upon or implemented moving forward.
2. When repeat infractions continue to be noted and recorded by wetland identification staff, revocation of the individual's certification may be necessary.

**Low priority infractions** have lesser an impact on the integrity of the wetland assured delineator program and/or natural resource impacts. Low priority infractions are followed up on by wetland identification staff as time allows. Low priority infractions can generally be tracked by wetland identification staff. These infractions are often small reporting errors in report reviews, administrative, and/or procedural infractions.

**STRATEGIES:**

1. Initial complaint or concern is received by DNR from external sources and/or DNR annual audit.
2. Wetland delineation report review by wetland ID specialist. Specific concerns or errors in the delineation report are documented on a standard audit letter.
3. Contact assured delineator to discuss delineation reporting concerns and set up a meeting to discuss the report itself, or to complete an onsite review if necessary.

**POSSIBLE OUTCOMES:**

1. Written notice/communication about infractions, errors, or reporting documentation that will be immediately improved upon or implemented moving forward.
2. When repeat infractions continue to be noted and recorded by wetland identification staff, revocation of the individuals' certification may be necessary.