

<u>State of Wisconsin</u> <u>Department of Natural Resources</u> <u>Bureau of Waterways</u> <u>PO Box 7921, Madison, WI 53707-7921</u> <u>dnr.wi.gov</u>	<u>Assured Delineator Program Participation Agreement</u>
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Pursuant to s. 23.321(2d), Wis. Stats., the Wisconsin Department of Natural Resources provides the following requirements for the Wetland Assured Delineation Program.

Assured Delineator Contact Information:

<i>Assured Delineator Full Name (Printed)</i>	<i>Employer/Agency</i>
<i>Email Address:</i>	<i>Phone Number:</i>

Certification:

The assured delineator program is a voluntary program that seeks to provide accurate wetland boundary information to stakeholders. As a voluntary program, there is no requirement to participate in this program. Program standards are in place in order to maintain the quality and efficacy of the program. This certification provides your acknowledgement that you are able and willing to comply with these standards.

- By checking this box, I certify that I would like to participate in the assured delineator program.
- By checking this box, I certify that I am able and willing to meet the performance standards listed below.
- By checking this box, I acknowledge that the Department is responsible for maintaining the standards of the assured delineator program and that I may be subject to auditing to confirm my compliance with these standards.
- By checking this box, I acknowledge that the Department may revoke my status within the assured delineator program if I fail to meet the standards listed below.
- I certify that the information provided is true, accurate and complete.

NOTE: If submitting this request electronically, please type your name on the signature line. Your typed name, along with the email message generated from electronic submittal of this form, will be used as an electronic signature which is the equivalent to an actual signature.

<i>Participant signature</i>	<i>Date</i>
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Program Standards:

1. **LEAD INVESTIGATOR:** The assured delineator listed above is the lead author of the wetland delineation report, and lead field investigator. The lead investigator is solely responsible for the collection of field data and the accuracy of wetland delineation report.

2. **CODE OF CONDUCT:** All data and information within the wetland delineation report is accurate, honest, and up to date using best available resources. This includes documenting potential wetland fill or other unpermitted resource impacts.

3. **PROGRAM INFRACTIONS:** Assured delineation reports will be completed with a high level of professional integrity and technical expertise. The assured delineator will not knowingly or willingly participate in activities or reporting that do not comply with wetland delineation protocols or wetland permitting requirements. The following are examples of activities that are in violation of the Assured Delineator Program's standards:

- Knowingly took part in an activity that results in the violation of state or federal wetland or waterway laws or regulations.
- Knowingly falsified or misrepresented a wetland boundary.
- Failed to delineate all wetland resources within a wetland delineation study area.
- Misrepresented another's work as his or her own.
- Failed to apply standard wetland delineation protocols in line with the wetlands delineation manual and applicable regional supplements for this state.
- Failed to meet continuing education expectations.

4. **SUBMITTAL OF REPORTS:** All assured wetland delineation reports must be submitted to the Department. Please submit Assured Wetland Delineation Reports via the electronic submittal process available [here](#). Delineation reports should generally be submitted to the Department within 60 days of completion but shall be submitted no later than March 15. Assured Delineators must submit an average of at least 3 delineation reports annually over the prior 3 years, unless an exception is made by the Department. Report submittals have a \$20 fee per submittal.

5. **PARTICIPANT AUDITING:** Assured wetland delineation reports are subject to open record laws, and reports are subject to review and auditing by the Department. The Department shall review the performance of assured delineators on a recurring basis to ensure the program standards and expectations are being met. As part of this review

process, the Department may perform report or field audits of specific wetland delineations that assured delineators have submitted in the 12 months preceding the beginning of the audit. Upon a complaint submitted by any person to the Department that an assured delineator may have failed to accurately identify wetlands on a property, the Department may investigate and gather information to determine if the report fails to accurately identify the presence and boundaries of a wetland on the property. If data gathered indicates substantial evidence that a wetland delineation was conducted in a manner that is not supported by the wetlands delineation manual and applicable regional supplements for this state in effect at the time the fieldwork was completed, the Department shall so notify the assured delineator and require the assured delineator to correct the report. Any deadline for Department action with respect to a wetland general or individual permit or exemption is tolled on the date of that notification until the assured delineator corrects and resubmits the report.

6. PROGRAM INFRACTIONS: The Department may investigate complaints or concerns about delineations that are completed as part of the assured delineator program. The assured delineator will be notified if a report audit takes place. If infractions are noted during the audit process, the Department will take appropriate actions to update the wetland boundary and/or follow up on program infractions. These actions may include removal from the assured delineator program. Written notice of the revocation and the reason for the revocation will be provided. If a program participant is removed, they may continue to perform delineations in Wisconsin as a non-assured delineator. An assured Delineator who receives notice that his or her certification as an assured delineator has been revoked is entitled to a contested case hearing under ch. 227, Wis. Stats., if the individual requests the hearing within 30 days after receiving the notice.

7. CONTINUING EDUCATION CREDITS: The assured delineator will continue to accumulate and maintain three (3.0) continuing education credits over the prior rolling three-year period. These credits need to be gained from educational/training opportunities related to wetland science. Credits can be obtained for taking college courses, completing professional workshops, presenting or teaching a wetland science topic, or attending a professional meeting. The assured delineator is responsible for providing documentation of continuing education credits when requested.

Continuing education units (CEU's) shall be awarded at the following rate, for the following activities:

- College Courses: 1 College Credit = 1 CEU
- Workshops: 0.1 CEU's per hour (e.g. 16 hours = 1.6 CEU's)
 - This includes hydric soil, plant identification, wetland delineation, and other similar workshops.
- Presenting or Teaching: 0.2 CEU's per item (leading a group workshop or presenting at a professional meeting = 0.2 CEU's)
- Attending Professional Meetings: 8-hour meeting = 0.25 CEU's.

- Total accumulation from this category shall not exceed 1 CEU over the past three-year period. Examples of relevant meetings include, but are not limited to, annual conferences such as those held by the Society of Wetland Scientists or the Wisconsin Wetlands Association.