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2016 NWW  
Access Guide for  
Fish Researchers



US Army Corps  
of Engineers®  
Walla Walla District



U. S. Army Corps of Engineers  
Walla Walla District  
201 North Third Avenue  
Walla Walla, Washington 99362

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## Introduction

The purpose of this guide is to summarize the requirements for performing research at Walla Walla District Corps of Engineers Projects, which includes McNary, Ice Harbor, Lower Monumental, Little Goose, and Lower Granite Lock and Dams. There are many activities which must be coordinated with Projects including: facilities operations and maintenance, construction, fish related research, and public visitation. Many research activities involve personnel who are not familiar with USACE requirements, or with the unique requirements of each individual Project. In addition, requirements may change over time, particularly with regard to safety and security issues. It is the responsibility of the researcher to review District and Project specific guidelines and follow appropriate procedures.

## Coordination

To initiate any fish related activity at a Project, the first step is to submit a written Request for Access Letter to the District Chief of Operations. The request letter should summarize the work planned and should indicate the extent of coordination completed (see sample letter). When this request is approved, further District level coordination will typically occur through NWW District Coordinators. At the Project level, coordination must be performed with the Project OPM and Project Fishery Biologist. The coordination process must be done annually for ongoing research programs. Coordination with Projects typically begins early in the research planning process, such as during Study Review Work Group (SRWG) development meetings.

The following list of items should be considering prior to submitting your Request for Access Letter, and if already complete, can be included in the letter:

1. Project work plan, including a detailed schedule of planned activities.
2. Project impact statement.
3. Activity hazard analysis and job hazard analyses.
4. Material Safety Data Sheets (MSDS).
- 5. Appropriate ESA documents, when applicable.**
- 6. State collector's permit, when applicable.**
7. Funding arrangements for project support.
8. Lists of boats, personnel and vehicles.

**Work at a Project may not start until USACE provides a written affirmative response to the Request for Access Letter.** Coordination may take two weeks or longer, so plan accordingly.

**Removing fish or wildlife from the Project requires a State collector's or transport permit,** a copy of which must be provided to the Project before research or removal may commence.

For work requiring physical project support, funding arrangements must be made before assistance can be provided. If your work requires project support, submit your requests as early as possible to the Project Biologists who will facilitate work requests for researchers.

## **Points of Contact**

Submit a **paper copy** of your Request for Access Letter to:

U.S. Army Corps of Engineers  
Walla Walla District Headquarters  
201 N. 3<sup>rd</sup> Avenue  
Walla Walla WA, 99362

**Attention: Richard Werner**  
**Chief, Operations Division**

After your Request for Access letter is submitted, further coordination will typically occur through an Operations Division Coordinator. Contact information for NWW District Coordinators:

**Adult Fish Coordinator:** Greg Moody  
NWW Operations Division, Fisheries Biologist  
[Gregory.P.Moody@usace.army.mil](mailto:Gregory.P.Moody@usace.army.mil)  
(509)-527-7124

**Juvenile Fish Coordinator:** John Bailey  
NWW Operations Division, Fisheries Biologist  
[John.C.Bailey@usace.army.mil](mailto:John.C.Bailey@usace.army.mil)  
(509)-527-7123

All research activities must also be coordinated with specific Project personnel. Project specific points of contact for each NWW Project are listed below:

David Coleman  
Operations Project Manager  
U.S. Army Corps of Engineers  
McNary Lock and Dam  
82790 Devore Road, P.O. Box 1230  
Umatilla, OR 97782

Bobby Johnson  
McNary Fishery Biologist  
Bobby.Johnson@usace.army.mil  
541-922-2263

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Glen Smith  
Operations Project Manager  
U.S. Army Corps of Engineers  
Ice Harbor Lock and Dam  
2763 Monument Drive  
Burbank, WA 99323

Ken Fone  
Ice Harbor Fishery Biologist  
Kenneth.R.Fone@usace.army.mil  
509-543-3208

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Kimberley Oldham  
Operations Project Manager  
U.S. Army Corps of Engineers  
Lower Monumental Lock and Dam  
5520 Devils Canyon Road  
Kahlotus, WA 99335

Bill Spurgeon  
Lower Monumental Fishery Biologist  
William.F.Spurgeon@usace.army.mil  
509-282-7211

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Roger Golladay  
Operations Project Manager  
U.S. Army Corps of Engineers  
Little Goose Lock and Dam  
1001 Little Goose Dam Road  
Dayton, WA 99328

Towns Burgess  
Little Goose Fishery Biologist  
Oliver.T.Burgess@usace.army.mil  
509-399-2233 (ext 263)

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Marty Mendiola  
Operations Project Manager  
U.S. Army Corps of Engineers  
Lower Granite Lock and Dam  
885 Almota Ferry Road  
Pomeroy, WA 99347

Elizabeth Holdren  
Lower Granite Fishery Biologist  
Elizabeth.A.Holdren@usace.army.mil  
509-843-1493 (ext 263)

## General Safety Considerations

An important requirement of the Corps' Safety Manual is an Activity Hazard Analysis. A new hazard analysis must be provided for review and approval at the beginning of each year of research activity. In addition, we require copies of the OSHA-mandated Personnel Job Hazard Analyses for each position description involved in the activity.

Each research group must conduct their own weekly safety meetings. Notes, or at least a list of topics from each of these meetings, must be provided to the Project Biologist monthly.

As defined in the Corps' Safety Manual, a specified number of employees at each job site must have First Aid and CPR training. Generally, two people on each crew must be currently certified in first aid and CPR. Provide a list of all personnel's First Aid and CPR certification expiration dates to the Project Biologist.

**All safety incidents should be reported immediately.** Refer to project specific guidelines for reporting. Generally, all of the following will be reported: a) location of incident, b) personnel involved - if applicable, c) severity of situation, d) resources required to combat situation - if known.

### *Safety Equipment and Clothing*

Each research unit is responsible for providing their employees with appropriate safety equipment and training. Safety equipment includes steel-toed footwear, hard hats, earplugs, eye protection, safety harnesses, shock absorbing fall protection, and personal flotation devices, as required by the activities being performed. **Contact the Project Fishery Biologist for information on what safety equipment will be required for your research activities.**

Research personnel must also conform to the dress requirements while at USACE Projects. The dress code applies to **all non-visitor areas**, and is **in effect all hours** (including night shifts). Failure to meet the minimum dress requirements may be grounds for dismissal from the project. Dress requirements include:

- Long pants
- Sleeved shirt (no sleeveless, tank top, or midriff shirts)
- Hard hat
- Steel-toed footwear.

## **Boat Operations**

All NWW Projects have an established Boat Restricted Zone (BRZ) around the major structures of the Project. Signs designate this area. No boats may enter the BRZ without first receiving approval from the Control Room, and completing the requirements described in the Coordination Section.

A request, including the work schedule and work plan, must be received by the Project at least two weeks prior to the start of requested access to the BRZ. A pre-work safety meeting will be held at the project and administered by a Project representative prior to commencing work.

### *Requirements*

- All personnel must wear flotation devices while in the BRZ. All vessels entering the BRZ will meet Coast Guard safety standards for day and night operations, including fire extinguishing capabilities, running and anchor lights, and audible warning devices capable of being heard anywhere in the BRZ.
- Each boat vessel entering the BRZ will have either current Coast Guard Certification or State Inspection stickers on the boat demonstrating standards are met.
- A marine band radio capable of communicating with the Project Control Room on channel 14 must be available to the boat operator. Failure to maintain communication with the Control Room during deployment within the BRZ may be cause for removal and denial of future access.
- A rescue line shall be available in an approved device. The rescue line length shall be sufficient in length to reach personnel that have gone overboard. A line, minimum of 50' and constructed of buoyant material, is recommended.

**No vessel may enter the BRZ without proper coordination with the Operations Project Manager. Entrants must obtain permission to enter from the Control Room Operator in charge prior to entry into the BRZ.**

## **Chemical Storage, Disposal, and MSDS Requirements**

A list of all chemicals that the research unit anticipates using at the Project must be presented to the Project Fishery Biologist prior to bringing any chemicals on site. Material Safety Data Sheets (MSDS) must be obtained for all approved hazardous materials, and copies must be provided to the Project Fishery Biologist. Each research group is responsible for providing their own general first aid supplies, including any supplies specified in the MSDS. Research groups are also responsible for the proper storage and disposal of chemicals and hazardous wastes. If a research

group spills any chemical or hazardous material, they are responsible for clean up. **All spills must be reported to the Control Room.**

All chemicals must be stored and labeled in manners appropriate to their MSDS. (MS-222 is generally stored in lockers by the State Biologists).

## **Construction Activities**

All plans for fish related construction at a Project must be coordinated through the Project Fishery Biologist. Construction may not begin until the Project engineering staff has approved the proposal. All crane operations must be approved by the Chief of Operations (or designee). Cranes must meet all Corps safety requirements and must be tested. Crane operators must also be approved. Activities that may impact fish passage are not allowed near fishways without prior coordination and approval. Activities which can potentially cause material or pollutants to fall into fishways, or generate noise that may result in fish delay, must be coordinated prior to starting.

In some cases, construction or installation of equipment at a Project or on an adjacent shoreline may require an additional permit from Corps Real Estate. Such coordination is on a Project by Project and case by case basis. It is the researcher's responsibility to ensure any necessary coordination occurs prior to planning any installation or construction on Project lands or structures. Check with the Project Fisheries Biologist early in the planning process to determine if a Real Estate permit will be necessary to allow work to proceed.

## **Security Considerations**

Project security regulations require that every person working at USACE Projects wear an identification badge while on site. Family members and guests are not authorized to be in non-visitor areas without prior Project approval. In addition, all non-government vehicles must be identified. Researchers are asked to restrict the number of visitors they invite to the Project. All persons visiting non-public areas must be accompanied by a USACE project employee. Notify the Project Fishery Biologist of all visitors being brought to the Project as early as possible, prior to the visitor coming on site.

Foreign nationals requesting access to a project must apply for clearance from Army Headquarters. It can take several weeks for approval requests to be approved by Army Headquarters. Project Fishery Biologist can help to facilitate foreign national access requests.

## Researcher's Access Checklist

- Complete a Request for Access Letter
- Submit hard copy of letter to Chief of Operations
- Submit electronic copies to Project as necessary
- Review and comply with all Project specific guidelines
  - Project Specific Access Request Form
- Statement of Impacts
- Funding arrangements
- Coordination with Real Estate (if applicable)
- Job Hazard Analysis
- Activity Hazard Analysis
- MSDS (if applicable)
- ESA documents (if applicable)
- State collection permit (if applicable)
- List of personnel and vehicles on site
- First aid and CPR certifications
- Hazardous energy safety training
- Gate and door access keys
- Photo ID Badge