

FPP Change Request Form

Change Form# & Title: 15OVE001 – FPOM Coordination
Date Submitted: February 5, 2015
Project: Overview
Requester Name, Agency: Gary Fredricks, NOAA Fisheries
Final Action: APPROVED – [February 12, 2015](#)

FPP Section: OVE Section 2.5. FPOM Coordination.

Justification for Change: Adds new language to Section 2.5 (FPOM Coordination) regarding MFRs, with a defined review period for FPOM comments, particularly on actions taken to remedy incidents of fish injuries or mortalities. Also, Planning and Operations Division activities should be required to develop an MOC. Currently, the FPP just mentions “coordination effort” but doesn’t specify process.

Proposed Change:

See following pages for edits in track changes.

Comments from others:

Record of Final Action:

12-Feb-2015 FPOM: APPROVED.

2.5. FPOM Coordination

Pursuant to the 2008 RPA Action 32, project O&M activities included in the annual FPP are regionally coordinated through FPOM, which includes representatives from the Corps, NOAA Fisheries, USFWS, BPA, state fish agencies (OR, WA, ID), tribes, and other interested parties. The printed FPP is published annually on or about March 1 and is effective year-round, though revisions may be approved through FPOM at any time. Proposed revisions are presented to the relevant project's District Operations biologist for consideration by the Corps in an FPP Change Form¹ that includes a description and justification for the change. The Corps will submit Change Forms to FPOM for a minimum of two weeks to review and provide feedback to the Corps POC. Approved Change Forms will be finalized with comments received and a record of the final action, then amended to the current year's online FPP (if finalized after mid-February) or published in the next printed FPP (if finalized before mid-February). The Corps will provide FPP changes to TMT as necessary for use as part of the overall river operation plan. Sections dealing with special operational requirements will also be included in the Action Agencies' annual *Water Management Plan*.

Project-specific activities under the purview of FPOM that may require deviations from FPP criteria will be fully coordinated in a timely manner. Issues discussed and resolved at FPOM meetings will be considered regionally coordinated upon documentation in the final meeting minutes. Outside of the FPOM meeting forum, the coordination procedures below ~~should~~ shall be followed.

2.5.1. Memorandum of Coordination (MOC)

For O&M activities within the District's Operations Division, project personnel will communicate their needs to a District biologist (or other appropriate personnel) who will compile relevant information into a *Memorandum of Coordination* (MOC) that includes a summary of the activity, location, date, time, analyses of potential impacts to ESA-listed species, and potential alternative actions ([see MOC template at the end of this Overview chapter](#)). The District biologist will submit the MOC to FPOM at the next monthly meeting and/or via email, and then if necessary, follow up with appropriate FPOM members via phone or email.

- i. For planned O&M, the MOC ~~should~~ shall be provided to FPOM for review at least two weeks in advance.
- ii. For unplanned O&M that is not considered an emergency (e.g., equipment failure), the MOC ~~should~~ shall be provided to FPOM at least three workdays in advance.
- iii. Emergency O&M may be performed immediately and the MOC submitted to FPOM as soon as possible, either prior to or subsequent to the required activity (see **section 1.2** above).

FPOM members may submit responses to an MOC by the requested due date via email, phone or in person, and all responses will be documented in the final MOC for distribution to FPOM and posting to the FPOM website. The District biologist will forward the final coordinated operation to project personnel, and if necessary, RCC will issue a teletype.

For research and construction activities involving ~~both~~ the Planning ~~and Operations~~ ~~d~~ivisions ~~within a District~~, the Planning Division biologists will ~~typically lead the coordination~~ ~~the~~ effort ~~while keeping with~~ Operations Division biologists ~~informed and apprised of the proceedings in~~ ~~order to develop an MOC~~. ~~The development of R~~research ~~and study designs~~ ~~coordination~~ is largely carried out and documented through the Corps' Anadromous Fish Evaluation Program (AFEP) ~~in the regional forum~~ ~~Studies Review Work Group (SRWG)~~. ~~Coordination of a~~New construction or modification of fish facilities is typically carried out and documented through the Fish Facility Design Review Work Group (FFDRWG).

If implementation requires assistance from Project personnel, temporary equipment installation, temporary facility modification, and/or operational changes, then both Planning and Operations biologists will work closely together and with Project personnel and any others necessary to ensure all personnel are continually informed and updated throughout the process.

2.5.2. Memorandum for the Record (MFR)

Incidents that result in adverse or negative impacts to fish or fishways shall be documented by the Project biologists in a Memorandum for the Record (MFR), as outlined in the template at the end of this Overview chapter. The MFR will be sent to FPOM by the next working day and added to the next FPOM meeting agenda for review. FPOM members may submit responses to an MFR by the requested due date via email, phone or in person, and all responses will be documented in the final MFR for posting to the FPOM website.

2.5.3. FPOM Representatives & Participants (*Chair, **Co-chair):

- Corps Portland District, Operations – Bernard Klatte*, Tammy Mackey, Bob ~~Stansell~~Wertheimer
- Corps Portland District, Planning – ~~Mike Langeslay~~Brad Eppard
- Corps Walla Walla District, Operations – Ann Setter**, Greg Moody, ~~Ken Fone~~, John Bailey
- Corps Walla Walla District, Planning – Marvin Shutters
- Corps Northwestern Division, Reservoir Control Center – Doug Baus, Lisa Wright
- Bonneville Power Administration (BPA) – Scott Bettin, Agnes Lut, ~~Christine Peterson~~
- NOAA Fisheries – Gary Fredricks, Trevor Conder, Bill Hevlin, Ed Meyer
- US Fish & Wildlife Service (USFWS) – ~~David Wills~~Joe Skalicky
- Columbia River Inter-Tribal Fish Commission (CRITFC) – Tom Lorz
- ~~Colville Confederated Tribes (CCT)~~ – Sheri Sears
- ~~Nez Perce Tribe~~ – Dave Statler
- Oregon Dept. of Fish & Wildlife (ODFW) – Erick Van Dyke, Kathryn Kostow
- Washington Dept. of Fish & Wildlife (WDFW) – ~~Charles Morrill~~vacaant
- Idaho Dept. of Fish & Game (IDFG) – Russ Kiefer
- Fish Passage Center (FPC) – Dave Benner

Added MFR template to end of OVERVIEW section.

CENWP-OD-Project code

Date of report

MEMORANDUM FOR THE RECORD (*include title i.e. 12BON01*)

SUBJECT: *Include species and location.*

Insert explanatory verbiage in this section.

- A. Species –
- B. Origin –
- C. Length –
- D. Marks and tags –
- E. Marks and injuries found on carcass –
- F. Cause and time of death –
- G. Future and preventative measures –
- H. Regional coordination and responses/comments –
- G-I. Next FPOM meeting (add to agenda for review) –

Include photos if available.

Sincerely,

Project Fisheries