State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

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To: District Directors
Deputy District Directors for Design
Deputy District Directors for Environmental
Deputy District Directors for Project Management
Deputy District Directors for Maintenance

Date: May 6, 2010

From: RICHARD D. LAND
Chief Engineer

Subject: Fish Passage Program Requirements, Plan Updates, Annual Reporting Requirements and Schedules

This memo revises and updates Requirements for assessing and remediating barriers to fish passage at stream crossings (Norvell, July 7, 2006) and outlines actions needed to comply with Streets and Highways Code section 156 as clarified by correspondence between Director Kempton and Assembly Member Eng (Kempton, May 26, 2009). These documents may be found on the Division of Environmental Analysis (DEA) intranet web page under fisheries: http://pd.dot.ca.gov/env/bio/html/annual_report.htm.

As required by SB 857 and Director Kempton's agreement with Assembly Member Eng, Caltrans is required to submit an annual report of Caltrans' progress towards remediating structures that impede the migration of anadromous fish and an annual list of priority fish passage barrier sites that need remediation. Headquarters staff receives the necessary information from the districts, formats and analyzes that information and prepares the reports.

Prior to June 1st of each year, the District Director will submit the following required information to the Division of Environmental Analysis, Biological Studies and Technical Assistance Fish Passage Coordinator, for the Annual Report to the Legislature on fish passage:

1. Edits (additions, subtractions or corrections) to the previous annual report to the Legislature, with explanations for edits, to provide current information for the new annual report (see website above). The amended report will cover the reporting period of January 1st through December 31st of the prior year. Each district will be responsible for the information related to its programs, projects, and facilities in the compiled report.

2. A current and correct copy of the District's fish passage spreadsheet in the standard form (see website above). Corrections and deletions must be footnoted.

3. An updated District Fish Passage Plan, incorporating current agreements and requirements including:

    - The District's list of the top ten priority fish passage barriers with a schedule for remediating each. Priorities should consider both transportation and fisheries needs.
    - The name of the District's fish passage coordinator. That individual will be responsible for providing information (spreadsheets, edits etc.), will assist in the annual report preparation, and will respond to legislative inquiries.

4. Copies of fish passage assessments using the standard database format (see website above) for the reporting year including the date the assessment was submitted to the California Department of Fish and Game for inclusion in the Passage Assessment Database (PAD), and the PAD record number.

If you have any questions, please contact Gregg Erickson, Chief, Office of Biology and Technical Assistance at (916) 654-6296, or Richard Hill, Senior Environmental Planner at (916) 653-8417.