

Guide for Researchers Intending to Request Permission to Conduct Activities at USACE NWP Projects

The purpose of this guide is to aid researchers when submitting a Request for Access Letter for permission to access Corps of Engineers (USACE) NWP Hydroelectric Projects (Project). There are many activities which must be coordinated at the Projects including: facilities operation & maintenance, construction, fish related research, and public visitation. It is your responsibility to contact Project Fisheries and to review the [Project Guides](#), which will assist you in preparing additional documentation and requesting Project support.

Fish related activities at any Project must be coordinated with the NWP Columbia River Coordinator and with Project Fisheries Biologists to ensure compliance with all requirements and to identify any special situations that might be unique to the individual activities. The Project Fisheries Biologists coordinate all fish activities with other Project personnel.

To initiate a fish related activity at the Project, researchers must submit a written request to the Project OPM and the NWP Columbia River Coordinator for access (see addresses below). This must be done annually for ongoing research programs. The letter should summarize the work planned and should indicate the extent of coordination completed (see sample letter below).

Send **electronic** copies of all documents (request letter, permits, etc) to:

Erin Kovalchuk

NWP Operations Division, Fisheries Biologist - Columbia River Coordinator

Erin.H.Kovalchuk@usace.army.mil

541-705-5310 or 541-506-8279

and to the Research Coordinator (listed below) at the Project(s) you would like to access. Send a **paper** copy of your letter requesting access to a Project to the OPM at the Project(s) you would like to access.

Operations Project Manager
U. S. Army Corps of Engineers
Bonneville Lock and Dam
P. O. Box 150
Cascade Locks, OR 97014

Andrew Derugin
Bonneville Fisheries Research Coordinator
Ida.M.Royer@usace.army.mil
541-374-4020

Operations Project Manager
U.S. Army Corps of Engineers
The Dalles Lock and Dam
PO Box 564
The Dalles, OR 97058-0564

Jeff Randall
The Dalles Fisheries Research Coordinator
Jeffrey.W.Randall@usace.army.mil
541-506-8276

Operations Project Manager
John Day Dam
U.S. Army Corps of Engineers
P.O. Box 823
Rufus, OR 97050

Michael Lotspeich
John Day Fisheries Research Coordinator
Eric.Grosvenor@usace.army.mil
541-506-7861

Work may not start until USACE provides a written affirmative response. Responses may take up to **one month for AFEP supported research** and **up to two months for non-AFEP supported research**; plan accordingly.

The following items are required to be sent to the Columbia River Coordinator and to the Project Fisheries Research Coordinators **at least one month prior to the start of any work**:

1. A project work plan, including a detailed schedule of planned activities.
2. A project impact statement.
3. An 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.

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 for support to the Project Biologists who will facilitate work requests for researchers.

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.

Please familiarize yourself with the annual [Fish Passage Plan \(FPP\)](#). This will guide you in reporting mortalities and help you understand how the Projects operate throughout the year.

SAMPLE REQUEST LETTER

Northwest Fisheries Science Center
Fish Ecology Division
Bonneville Field Station
P.O. Box 67
North Bonneville, Washington 98639

January 23, 2009

[OPM name]
Operations Project Manager,
[Project Name]
[Project mailing address]
[Project city, state, zip]

RE: NMFS Access to Bonneville Project

Dear [OPM name]:

The purpose of this letter is to request continued access to the Bonneville Project in 2009, specifically the Juvenile Fish Monitoring Facility (JFMF), the Second Powerhouse intake deck, and the Second Powerhouse bypass system collection channel gallery. Project access is necessary to carry out COE-funded research for the study "Condition and gateway retention time evaluation for subyearling Chinook (Spring Creek Hatchery origin & run-of-the-river) through FGE modified units at the Bonneville Dam Second Powerhouse". This study is funded by Portland District. The NMFS project leader for the study is Mr. Lyle Gilbreath (509-427-8611). Portland District COTRs are Mr. Dennis Schwartz (503-808-4779). The Bonneville Project POC for the study is expected to be Mr. Jonathan Rerecich (541-374-7984).

Access to the Second Powerhouse intake deck and collection system gallery is needed to conduct releases of test fish into turbine intakes and into the bypass system collection channel. Activities at the JFMF in support of the 2009 study would include holding, tagging, recapture, and examination of test fish released at the Second Powerhouse. Also at the JMF, we would continue maintenance of the seawater recirculation system. Although this system is not expected to be used in 2009, it would be maintained in anticipation of future use.

We are aware of the pre-project documentation required of researchers working at Bonneville Project. This documentation will be provided to Ms. Tammy Mackey prior to March 1, 2009. Thank you for considering our request for project access.

Sincerely,

Lyle G. Gilbreath
Research Fisheries Biologist