

<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 Self Certification</u>
	<u>Form 3500-128</u>

Notice: Pursuant to s. 23.321, Wis. Stat., the Wisconsin Department of Natural Resources shall complete wetland confirmations. The DNR's wetland delineation professional assurance initiative is a method the DNR uses to provide these services to stakeholders.

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 modify or revoke my status within the assured delineator program if I fail to meet the performance 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 legal equivalent to an actual signature.

<i>Participant signature</i>	<i>Date</i>
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Professional 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 professional judgement and best available resources. This includes documenting potential wetland fill compliance issues.

3. **CODE OF ETHICS:** 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 does not comply. The following are examples of activities that are in violation of the Assured Delineator Program’s professional and ethical standards:

- Knowingly taking part in an activity that results in the violation of state or federal wetland or waterway regulations.
- Knowingly falsifying or misrepresenting a wetland boundary.
- Misrepresenting another’s work as my own, especially that of non-assured delineators.
- Injuring the reputation of another professional through biased or undocumented claims.
- Failing to submit all delineation reports to the wetland assurance program in a timely manner.
- Failing to apply standard wetland delineation protocols. All items required in the 2015 joint guidance from the USACE and WDNR are to be included in every report.
- The assured delineator will not conduct wetland delineations as a non-assured delineator.
- Failing to implement the current state of the science, including techniques, methods, and reporting protocols.

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: <http://dnr.wi.gov/permits/water/>. Delineation reports should generally be submitted to the Department within 60 days of completion but shall be submitted no later than March 15. You must complete and submit at least three delineation reports each year to maintain your assured status.

5. DEPARTMENT AUDITING: I understand that Assured wetland delineation reports are subject to open record laws, and that my reports are subject to review and auditing by the Department. The outcomes of these audits may be used for compliance determinations and to assure compliance with assured delineator program expectations.

6. POSSIBLE COMPLAINTS OR VIOLATIONS: The Department may investigate complaints or concerns about delineations that are completed as part of the assured delineator program. If there is a concern about a possible violation of these standards, the assured delineator will be notified and allowed a chance to discuss the issue. If a violation is confirmed, the Department will take appropriate actions given the severity of the violation. These actions may include removal from the assured delineator program. If a program participant is removed, they may continue to perform delineations in Wisconsin as a non-assured delineator.

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 = 1CEU
- 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.