The Wetland Monitoring Report should be in an 8½” X 11” format and should have the following format and content:

1. **Introduction**
   
   Provide project description and identification information (e.g., project activities, PIN and BIN numbers), site location map(s) and aerial photos (when available). Briefly describe the pre-project and current site conditions.

2. **Wetland Mitigation Goals and Objectives**
   
   Discuss primary and secondary goals and objectives developed during project design. Identify the Department and regulatory/resource agency personnel that were involved in developing and approving the goals, objectives, and mitigation plan.

   Briefly describe the permit conditions and performance standards as they apply to the monitoring effort.

3. **Wetland Mitigation Site(s) Description**
   
   Describe the current conditions of the created, restored or enhanced compensatory mitigation wetland(s) in terms of hydrology, soils and vegetation. Include supporting plans and details from the contract documents.

4. **Monitoring Methodology**
   
   Briefly describe the frequency, duration and dates of field monitoring efforts. Identify the personnel who conducted the field observations. Briefly describe the monitoring and sampling techniques used.

5. **Documentation of Field Observations**
   
   Describe observed changes in hydrology, vegetation, soils, use by fauna, etc., from the end of mitigation wetland construction, since the last field visit, or over the reporting year. Provide supporting photographs and indicate the photo locations and directions on an appropriate site map.
6. **Analysis and Recommendations**

Analyze and discuss whether or not each of the created mitigation wetlands is meeting the associated mitigation goals and objectives. Identify observed successes and problems. Recommend any necessary on-site remedial actions and identify who will perform those actions. Document coordination and consultation with the resource and regulatory agencies.