Waters Report Checklist

INDOT Ecology, Waterway Permitting, and Stormwater Office (EWPSO)
Revised 3/27/2026

TITLE AND HEADER			(pg 8)*
YES	**NO**	**N/A**	
			Road Name, Project Type
			INDOT Des Number(s); lead identified if multiple
			Asset/Structure ID # (if many, listing elsewhere is acceptable).
			County Name(s)
			Date(s) of field investigation
			Preparer information provided (firm name, name, title, email and phone contact information, and lead preparer identified)
		Notes:	

PROJECT INFORMATION			(pg 9)
YES	**NO**	**N/A**	
			Date(s) of Field Reconnaissance
			Description of project location in relation to nearby intersection(s), town(s), etc.
			Latitude/Longitude of approximate center - decimal degrees
			DNR INSWMP Service Area
		Notes	

PROJECT DESCRIPTION			(pg 9)
YES	**NO**	**N/A**	
			Appropriate project description provided.
		Notes	

DESKTOP INVESTIGATION			(pg 10-11)
YES	**NO**	**N/A**	
			Soils - table consisting of soil unit abbreviation, soil name, hydric rating %, and hydric classification
			NWI – table consisting of NWI type, location description, present in the field (yes/no), field observations, photo numbers
			NHD - table consisting of NHD feature type, location description, present in the field (yes/no), field observations, photo numbers
			Floodplain – indicate if the IA is within a floodway, provide floodway name
		Notes	

*Page numbers refer to location in Waters Resource Manual

5. FIELD INVESTIGATION DISCUSSION			(pg 11)
YES	**NO**	**N/A**	
			Identifies the number of water resources and describes each one in the narrative
			If appropriate, discusses any abnormal circumstance, such as recent precipitation or prolonged drought
		Notes	

6. STREAM NARRATIVE			(pgs 11-12)
YES	**NO**	**N/A**	
			Stream name is consistent and follows EWPSO guidance
			Field verified flow regime (perennial, intermittent, or ephemeral), including basis for determination
			OHWM (largest width and deepest depth in feet, taken outside of the influence of the structure, should not be the bank full width)
			Flow direction is indicated
			Justification of quality and justification which can include substrate, riffles, pools, overhead cover, meanders, etc.
			Connectivity to first downstream TNW
			Presumed jurisdictional status including legal drain information, if applicable
		Notes	

7. STREAM SUMMARY TABLE			(pgs 13-14)
YES	**NO**	**N/A**	
			Stream name is consistent and follows EWPSO guidance
			Photo numbers reference all photos depicting each stream
			Latitude and longitude of features are accurate and in decimal degrees
			Associated Structure ID provided if the stream is carried through the structure
			OHWM width and depth (outside of influence of structure, largest width and deepest depth, in feet)
			Linear feet within the IA
			Field-verified flow regime (PER, INT, or EPH)
			Upstream drainage area in square miles as provided in StreamStats
			Riffles and Pools (yes or no for each separated by a comma)
			Predominant substrate type(s) identified
			Quality (poor, average, or excellent)
			Presumed Waters of the U.S. jurisdictional status and if applicable, includes the standard statement footnote concerning USACE jurisdiction request
		Notes	

8. WETLAND NARRATIVE (pg 14)			
YES	**NO**	**N/A**	
			Wetland name is consistent and follows EWPSO guidance
			General description for each delineated wetland provided. Includes location, topography, and justification of quality which can include plant community, landscape position, water quality
			Description of the wetland boundary determination
			Assessment of presumed jurisdictional status including discussion of RPW abutment
			If wetlands are not present or no data points were taken, the report discusses vegetation and why the area is not conducive to wetland development (including discussion of topography and hydric soil classification)
		Notes	

9. WETLAND SUMMARY TABLE (pgs 15-16)			
YES	**NO**	**N/A**	
			Wetland names are consistent and follow EWPSO guidance
			Wetland type (EM, SS, or FO)
			Acreage within the IA
			Quality (poor, average, or excellent)
			Photo numbers reference all photos depicting each feature and/or data point
			Associated Structure ID provided if wetland is at a structure's inlet or outlet
			Wholly contained within the IA (yes or no)
			Directly abutting an RPW (yes or no). Likely WOTUS (yes or no). Includes accurate use of the standard statement footnote concerning USACE jurisdiction request
			Data point names labeled according to EWPSO Guidance
			Latitude and longitude (in decimal degrees separated by a comma) of data points are accurate and consistent throughout report and datasheets
			Hydric vegetation, soil, and hydrology indicators match the datasheets
			Within wetland (yes or no) for each data point
			All data points are included and match the datasheets
		Notes	

10. OPEN WATER AND OTHER FEATURES (pgs 16-17)			
YES	**NO**	**N/A**	
			If open waters are present, includes discussion as described in EWPSO guidance
			If open waters are present, assessment of presumed jurisdictional status
			Mentions presence or absence of roadside ditches, swales, erosional features and discusses how they were determined to be non-water resources
			Unusual circumstances are identified (sewer, drainage tiles, describe abnormalities in photos, karst features, etc.)
		Notes	

11. WILDLIFE EVIDENCE AND OBSERVATIONS (pg 17)			
YES	**NO**	**N/A**	
			Describe absence or presence including location of nesting birds, bats, and wildlife use/crossings, etc
			Document evidence with photos and reference these photo numbers
		Notes	

12. CONCLUSION (pg 18)			
YES	**NO**	**N/A**	
			Identify number and types of field-identified water resources, including resource name, type (for wetlands), and flow regime (for streams)
			Includes standard statements about mitigation and USACE jurisdiction
			Includes an acknowledgement section that is signed and dated by lead preparer. If revision make sure date is updated.
		Notes	

13. MAP REQUIREMENTS (pgs 18-21)			
YES	**NO**	**N/A**	
			For all maps, IA demarcated, not project area/construction limits. IA is consistent and logical.
			Maps are clear and in focus, are oriented with North facing the top of the page, and have a north arrow, scale bar, and appropriate legends and resource labels
			Map titles prominently display the map type(s) and include Des Number, route, project type, and county
			Sources/citations are provided, including date and map author name
			Direction of stream flow is displayed for all streams
			Project location map includes nearest major intersection with street labels and is sufficiently detailed to guide someone to the site without the aid of electronic devices
			Aerial map uses recently available aerial imagery
			USGS Topographic map shows connectivity from the IA to the nearest named blue line feature
			Hillshade Map shows area within the IA and any relief (if present)
			NWI features within IA mapped, or if none, map zooms out far enough to display the nearest NWI feature
			NHD features within IA mapped, or if none, map zooms out far enough to display the nearest NHD feature
			Soil map includes soil unit labels and hydric rating for all soils within IA
			Floodplain map provided using the DNR FARA report, with IA boundaries drawn in. If FARA system is down, GIS-generated map may be used.

13. MAP REQUIREMENTS CONTINUED			(pgs 18-21)
			StreamStats report with drainage area provided for all delineated streams, if available, including stream name in the map's title
			Water Resources Map includes all water resources. Features that extend outside of the IA have the boundaries marked with a dashed line or arrow. No non water resources are depicted (e.g. RSDs or erosional features).
			Water Resources Map includes labels for streams identifying the name, field-identified flow regime, and length within IA. Labels for Wetlands identifying the wetland name, type, and acreage within the IA should be included. No data points should be depicted for either wetlands or streams.
			Photo orientation map includes all photo locations following a logical order with orientation arrows, data points, water resource features, and non-water resource features. Include a line or mark to show OHWM location with lat/long. No photos should be taken outside of the IA unless they provide useful information and are justified.
			If insets are used, they are oriented and easy to understand
		Notes	

14. PHOTO REQUIREMENTS			(pg 21-23)
YES	**NO**	**N/A**	
			Photos are clear and properly labeled with date taken, direction, subject matter, and applicable notes
			Cardinal directions mentioned in the photos match those on the orientation map
			Quality and quantity (minimum of 4 per structure/waterway, 2 per wetland and data point, and 2 per non-jurisdictional feature) of photos sufficiently portray the water resources and their juxtaposition to the structure. The area is effectively documented as to not necessitate an additional field visit; not excessive or redundant.
			Photos show all aspects of the IA (including pictures of the ROW, vegetation, landscape, etc.)
			Photos are provided for any evidence of wildlife use
			A photo shows location (line) where OHWM taken, includes lat/long, width, and depth in callout or caption
			Tape measure is photographed next to soil profile; shovel is photographed in the soil pit, showing the surrounding area
		Notes	

15. WETLAND DATA SHEET REQUIREMENTS (if applicable) (pg 23)			
YES	**NO**	**N/A**	
			The most current data sheets of the correct region are used
			The project data at top is filled in correctly (matches rest of the report) and is complete. Where appropriate, include N/A rather than leaving portions blank.
			The Summary of Findings matches the data in the sheet and the conclusions stated in the report
			Plant information is correct per current guidance from USACE, and vegetation data results have been checked
			Soils information is provided, and appropriate indicator(s) are noted if hydric soils are present
			Road embankments and fill locations are not selected as data points
			Soil pits were dug to the depth needed to document an indicator or to confirm the absence of indicators (typically 20 inches) unless there was a restrictive layer type, e.g. hardpan or bedrock (riprap and road fill are not appropriate restrictive layers and rather indicate shovel refusal or an inappropriate soil pit location). If shovel refusal, indicate multiple attempts.
			Hydrology indicators and/or observations are provided
			Field investigation dates are consistent with the rest of the report
			Remarks (if necessary) contain comments regarding unusual circumstances of that particular data point
		Notes	

16. PRE-JD REQUIREMENTS (pg 23)			
YES	**NO**	**N/A**	
			Sections A, B, & D are filled in correctly and the data matches the report
			Sections C & E are left blank
			In Section F, supporting data boxes are checked for all supplemental information submitted with the report and additional descriptions are accurate, including providing the Des number for the project in “Other information”
			In the final version, the Pre-JD is signed and dated by the preparer. If revised, date is updated.
			The Pre-JD Summary Table information matches the data in the Wetland and/or Stream Summary Table(s) in the report.
		Notes	

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