

LOGISTICS CHECKLIST, AOP DESIGN WORKSHOP

Workshop Advertising, Attendance, Registration Priority Filter, Registration, Meeting Approval, and Meeting Management

- 1) The region is responsible for notifying people in the region about the workshop. We recommend that the regional program leaders in engineering, hydrology, and fisheries send the announcement to their respective resource specialists on forests in the region and key partners that work closely with the region and forest. The first announcement for the workshop should be sent out 5-6 months prior to the workshop along with follow-up reminders about the workshop. The announcement for the workshop is attached.
- 2) This is a technical design workshop. We prefer/want folks who are active in design and/or review of road infrastructure and stream restoration projects to attend the workshop. The stream simulation approach for designing road-stream crossings is interdisciplinary. Ideally, we like to have an equal mix of engineers, hydrologists, and fish biologists to attend the workshop.
- 3) Suggested list of criteria we have used at past workshops to prioritize for determining who can register/attend the workshop:
 - a. FS personnel in the region.
 - b. Key FS partners in the region. These partners can include other Federal agencies (NOAA, NRCS, BLM, NPS, etc.), state agencies (DOT, Fish and Wildlife, etc.), Tribal Nations, NGOs.
 - c. FS personnel not based in the region.
 - d. Non-FS partners in the region or outside the region.
- 4) The region is responsible for compiling the registration list for the workshop.
- 5) The region is responsible for getting approval for the workshop.
- 6) The region is responsible for getting meeting management approval for the workshop.

Conference Room

- 1) The size of the conference room depends on the number of people attending the workshop, but in general the size of the room should be between 2000 ft² and 2500 ft² with ceiling heights greater than 10 ft. For more rectangular conference rooms (e.g., 70 ft by 30 ft), the ceiling height needs to be higher. The minimum class size is 40 people and maximum class size is 60 people.
- 2) The conference room needs to be setup with tables that have space for individuals to spread out a bit so they can work comfortably. The type and dimensions of tables preferred are A) rectangular tables (6 ft x 2.5 ft) that can seat 2 people per table or B) round tables (minimum 6 ft diameter) that can seat 6 or 7 people. Rectangular tables are preferred. Folks are assigned to groups of 6-8 people to work on exercises throughout the workshop. Rectangular tables are typically combined (four 2.5 ft x 6.0 ft tables) so that up to seven or eight people can work comfortably. Depending on the final class size, we will have 6-8 groups.
- 3) We need a projector and screen for the workshop. Depending on the layout of the conference room, a long extension cord(s) may be needed for the projector and computer.
- 4) We need one flip chart and markers.
- 5) ~~We need name tags with a lanyard or clip.~~ We will provide.

Workshop Agenda

- 1) Attached is a draft agenda for the workshop. A line or staff officer from the Forest Service usually welcomes and gives opening remarks to the participants attending the workshop on Monday morning.
- 2) A fish biologist or aquatic ecologist from the region needs give a 30-minute presentation on the importance of having ecological continuity at road-stream crossings. The presentation should provide an overview of the biological/ecological context of this issue for the region.

Workshop Notebook

- 1) The instructors will take care of getting the notebook made for the workshop.

Travel Logistics and What to Bring

- 1) See attached document for travel logistics to and from the workshop along with what material and equipment folks attending the field trip need to bring.
- 2) Three to four weeks prior to the workshop an email should be sent out to those attending the workshop about travel and lodging logistics, what to bring, and the workshop agenda.

Field Trip Logistics and Site Criteria

- 1) For the field trip we prefer to visit between 1 to 3 sites that reinforce the concepts presented in the classroom as the participants will be identifying, assessing, and discussing various ecological, geomorphic/hydrologic, and engineering issues at those sites. Because of the large class size (40-60 people), we need to make sure the sites can accommodate such a large group of people. Ideally we want the field trip sites to:
 - be less than a 1-hour drive from the meeting location.
 - be in close proximity to one another in order to minimize the drive time between the sites.
 - have easy access to the channel from the road.
 - not have property access issues or land ownership concerns upstream and downstream of the crossing.
 - have limited traffic.
 - have parking for vehicles.
- 2) We will spend most of the time for the field trip at the first site we visit (4-6 hours). We like this site to be a complete or partial barrier to the movement of fish and other aquatic organisms. The type of channel doesn't matter, but we prefer the channels to be typical for the region (i.e., pool-riffle channel, step-pool channel, etc.) and have a bankfull width between 15 and 30 feet. At this site, each group will:
 - perform a rapid site reconnaissance to qualitatively identify and assess key channel and road features, interpret fluvial processes and channel responses, evaluate site risks at the site, and develop possible road-stream crossing design solutions to eliminate the barrier and restore ecological continuity through the crossing.
 - review channel measurement and evaluation techniques for collecting site assessment data.
 - review the layout and collection of channel data in a reference reach.
- 3) We don't spend as much time at the other sites on the field trip, but simply use those sites to discuss various aspects of the road-stream crossing as it pertains to stream simulation. In general, those sites can be:
 - a recently replaced structure.
 - another road-stream crossing barrier that has different channel characteristics or transportation concerns from the first site (e.g., different gradients, substrate sizes, sinuosity, channel/structure alignments, channel confinement, right-of-way issues, limitations for closing the road during construction, presence of bedrock, etc.).
 - a crossing that has a unique assessment/design challenge (e.g., impounded wetland, downstream incised channel, etc.).
- 4) Any specific information about the sites being considered for the field trip would be helpful (longitudinal profile, cross sections, pebble counts, site survey data, pebble counts, culvert barrier assessment, photographs, type of barrier, type of structure, maintenance history, fish and other aquatic organisms affected by the crossing, etc.). Although not necessary, having some of that information available on the field trip can really help with meeting the learning objectives of the field trip. At a minimum we need photographs of the road-stream crossing sites being considered (inlet and outlet, and the upstream and downstream channel) so that we can best decide which sites to visit. We normally don't visit the sites prior to the workshop, but organize the field trip around the information provided and input from local personnel.

Field Trip Transportation

- 1) The region is responsible for arranging transportation for the field trip.
 - We would prefer to use a large bus or rental vans for the field trip.
 - If local transportation at a reasonable cost cannot be found we can always have people carpool to the field trip sites.

Field Trip Equipment

- 1) We need the local forest and/or nearby forest to provide fiberglass tapes (100 ft length minimum) for measuring channel, floodplain, culvert, and road dimensions and measuring tapes for measuring channel particles during the field trip. We need 6-8 of each (one per group).