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| https://connect.ncdot.gov/_layouts/images/blank.gif | [Protocol for Receiving and Processing Onsite Debit Ledger Mitigation Requests](https://connect.ncdot.gov/resources/Environmental/_Layouts/listform.aspx?PageType=4&ListId=%7b849063FC-63DB-47E1-AFD1-D9C5A8A20B8A%7d&ID=73) |
| The Indirect and Cumulative Impact/Onsite Mitigation (ICI) Group maintains an Onsite Debit Ledger (ODL) of NCDOT stream, wetland, and buffer mitigation assets. These assets are available for the compensatory mitigation needs of NCDOT projects. It is the responsibility of the Project Management (PM) Group to make the ODL mitigation request to the ICI group prior to submitting a mitigation request to the Ecosystem Enhancement Program (EEP). The PM Group will send the draft EEP request letter to the ICI staff member in charge of maintaining the ODL and the ICI group leader. The following procedure dictates the necessary steps to follow for the ICI staff member that maintains the ODL upon receiving a completed EEP request form from the PM Group. Process:* Review the draft EEP request letter and the associated project for accuracy, consistency, and any current mitigation threshold limits.
* Check the status of the project in the Natural Environment Unit (NEU) Data Warehouse and confirm that information is consistent with the ICI Onsite Project List.
* Check the ICI Onsite Project List to confirm the project has been reviewed for onsite mitigation.
* If the project has not been reviewed for onsite mitigation, discuss with PM staff and report to ICI group leader.
* Review the ODL for appropriate mitigation assets.
* If appropriate mitigation is not available, report to PM that mitigation is not currently available and the EEP request letter should be submitted to EEP.
* If appropriate mitigation is available, report to PM what type and portion of mitigation is available and that information pertaining to this debit will be produced and distributed to them for insertion into the permit.
* Produce a debit document with a brief description of the mitigation site being debited (ie. location, size, mitigation type, monitoring status…) and the excerpt from the ODL that shows the debit information.
* Review this debit document with the ICI group leader.
* Upon approval send this document to PM.
* Document and file any pertinent information pertaining to the debit.
* PM will provide a copy of the final permit to ICI staff in order to verify that permit conditions correspond to the ODL.

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