

Onsite Debit Ledger and Private Mitigation Spreadsheet Reviews

The Environmental Analysis Unit (EAU) Mitigation & Modeling (M&M) Group maintains two ledgers: the Onsite Debit Ledger (ODL) and the Private Mitigation Bank Ledger (PMBL). These ledgers track NCDOT stream, wetland, and buffer mitigation assets available to meet the compensatory mitigation requirements of NCDOT projects.

Project Managers (PMs) and Permit Specialists (PSs) are responsible for initiating an ODL/PMBL mitigation review with the M&M Group before submitting—or requesting the M&M Group to submit—a mitigation request to the Department of Environmental Quality's (DEQ) Division of Mitigation Services (DMS).

To begin an ODL/PMBL asset review, the PM or PS must send a draft DMS In-Lieu Fee Request Form (Revised December 2022) to the M&M Group leader and/or the staff member responsible for maintaining the ODL/PMBL.

This procedure outlines the steps M&M staff follow to maintain the ODL/PMBL after receiving a complete DMS In-Lieu Fee Request Form from Project Managers and/or Permit Specialists.

M&M Review Process:

- Review draft DMS In-Lieu Fee Request Form for accuracy and consistency.
- If the project has not been reviewed for onsite mitigation, discuss with the Project Manager/Permit Specialist and report to the M&M Group leader.
- Review the ODL/PMBL for required mitigation assets.
- If required mitigation is not available, notify the PM/PS to submit the DMS In-Lieu Fee Request Form to DMS. The M&M Group can submit this form at the PM/PS's request.
- If required mitigation is available, notify the PM/PS's the type and amount of available mitigation and provide a written debit document for insertion into the permit application.
- To create debit documents, include a brief description of the debited mitigation site (e.g., site location, size, mitigation amount, mitigation type, Project TIP, etc.) and a table excerpt from the ODL/PMBL showing debit information.
- Send the debit document to M&M Group leader to review accuracy.
- Forward the approved debit document to PM/PS.
- Document and file ALL debit information.
- Request PM/PS to provide the M&M Group with final permit copy to verify that permit conditions correspond to the ODL/PMBL.