

# REGULATORY Projects with Proposed Dredging: DQM Project Workflow – Roles & Responsibilities



USACE POC/  
Local District



DQM Center



Contractor/  
Permittee

## 1 Pre-App Meet

- Permittee & USACE POC** Conduct a pre-app meeting, as necessary.
- USACE POC** Note/mention to permit applicant that if dredging is included in the permit application, DQM is required, and costs/work should be accounted for within the project to meet this reporting requirement.

## 2 Permit Evaluation

- USACE POC & DQM Center** Work with the DQM Center to determine the applicability of the DQM Program and special conditions. DQM can assist in determining which monitoring profile is appropriate for the project, including for small businesses.
- USACE POC** Include RGL 23-01 language for DQM (and ODESS, if applicable), and CC DQMCenter@usace.army.mil in email to Permittee that gives final permit with instructions.

## 3 Project Setup and Start

- Contractor/Permittee** Notify the DQM Center of the projected startup by submitting a DQM Project Setup Form (available on the DQM website) & include plans for map layers specific to the project.
- USACE POC** Verify that DQM has received the DQM Project Setup Form.
- USACE POC** Forward any dredging-related project information to the DQM Center at project commencement (e.g. forward contractor emails about dredging plans).

## 4 Certification Verification

- Contractor & DQM Center** Schedule QA checks for the plant if it is not currently certified – if possible, in advance of work starting.
- USACE POC & DQM Center** Verify DQM certification status for the plant to be used on project (See the DQM website for DQM Certification status of your dredge plant(s)).

## 5 Quality Control (QC)

- Permittee/Contractor & DQM Center** Monitor and review the incoming data daily and weekly. DQM Center to provide weekly QA.

## 5 Quality Assurance (QA)

- USACE POC** Verify permit compliance.
- Permittee/Contractor & USACE POC** Forward any dredging related project information to the DQM Center (e.g. contractor emails about delays and/or changes in dredging plans).

## 6 Project Closeout

- Contractor/Permittee** Notify the DQM Center when the project is complete.
- USACE POC** Forward any dredging related project information to the DQM Center (e.g. project completion/dredge is moving offsite).
- Contractor/Permittee & DQM Center** Verify that all data have been received by the DQM Center and explanations have been submitted for any missing data.
- USACE POC** Verify compliance and data receipt.

Contact the DQM Center: [DQMCenter@usace.army.mil](mailto:DQMCenter@usace.army.mil)

<https://dqm.usace.army.mil/Default.aspx>