

Appendix C. Avoidance, Minimization and/or Mitigation Summary

In order to be sure that all of the environmental measures identified in this document are executed at the appropriate times, the following mitigation program (as articulated on the proposed Environmental Commitments Record [ECR] which follows) would be implemented. During project design, avoidance, minimization, and /or mitigation measures will be incorporated into the Project's final plans, specifications, and cost estimates, as appropriate. All permits will be obtained prior to implementation of the Project. During construction, environmental and construction/engineering staff will ensure that the commitments contained in this ECR are fulfilled. Following construction and appropriate phases of project delivery, long-term mitigation maintenance and monitoring will take place, as applicable. The following ECR will be updated with the requirements of all environmental permits, once obtained, and as the Project moves through the PS&E, ROW, RTL, Pre-Construction, Construction, and Post-Construction phases. As such, some fields have not been completed, and will be filled out as each of the measures is implemented. Note: Some measures may apply to more than one resource area. Duplicative or redundant measures have not been included in this ECR.



Environmental Commitments Record (ECR)

DIST-CO-RTE: DISTRICT 8 – SBD – 66/NTH
Project Description: Replace 10 bridges along National Trails Highway in and near the unincorporated communities of Amboy and Essex in San Bernardino County.
Date (Last modification): 2024-03-01
Environmental Planner:
Construction Liaison:
Resident Engineer:

PM/PM: N/A
EA/ Federal-Aid Project Number/Project ID: BRLS-5954(142, 147, 149-156)

Phone No.:
Phone No.:
Phone No.:

Instructions / Notes (remove prior to finalizing):

- Enter the EA/Project ID and Federal-Aid Project Number (if applicable) in the footer and the project title in the header beginning on page 2.
- Enter information in the following tables as appropriate for the project. If additional rows are needed, copy and paste in new rows.
- In the "Task and Brief Description" column, it is recommended to list the resource and number the task (e.g., BIO-1, CUL-3, HAZ-5, Visual-4, etc.).
- In the Source column, identify the page number(s) from the environmental document, or resource agency decision document, permit, or mitigation plan, where the commitment is most thoroughly described and identified. Update as the commitment definition is refined.
- In the "Included in the PS&E package" column, select "yes" if the task should be (or has been) included in the PS&E package. Identify the appropriate SSP or NSSP in the Action to Comply Column.
- In the "Action to Comply" column, describe the action that must be taken by the responsible party in order to comply with the commitment (e.g. establish an ESA, include delineation on the Plans).
- If an MND or EIR was prepared, select "yes" in the "Mitigation for Significant Impacts Under CEQA?" column for those measures that were proposed specifically to address a significant impact under CEQA.
- Upon completion of the PA&ED phase, the ECR will be used by the Project Team as a detailed reference throughout all project phases (Final Design and Construction), both to identify and track commitments and to locate the most current, detailed source of information. This is a living document that should be updated as commitments are made and completed through each key milestone (and potential phases of a project).

PERMITS

Permit	Agency	Application Submitted	Permit Received	Permit Expiration	Permit Requirement Completed by:	Permit Requirement Completed on:	Comments
Enter permit	Enter agency	Enter date	Enter date	Enter date	Enter Name	Enter date	Enter comments
Enter permit	Enter agency	Enter date	Enter date	Enter date	Enter Name	Enter date	Enter comments
Enter permit	Enter agency	Enter date	Enter date	Enter date	Enter Name	Enter date	Enter comments
Enter permit	Enter agency	Enter date	Enter date	Enter date	Enter Name	Enter date	Enter comments
Enter permit	Enter agency	Enter date	Enter date	Enter date	Enter Name	Enter date	Enter comments

ENVIRONMENTAL COMMITMENTS

PA&ED

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Cultural Resources	TCR-2: Any and all archaeological/cultural documents created as a part of the Project (isolate records, site records, survey reports, testing reports, etc.) shall be supplied to the County for dissemination to San Manuel Band of Mission Indians. The County shall, in good faith, consult with San Manuel Band of Mission Indians throughout the life of the Project.	EIR/EA pg 120	Select a response	County	Send documentation.	Enter date	Enter Name	Enter date	Enter remarks	No

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

PS&E/BEFORE RTL

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Biology	BIO-29: Placement and construction of rock slope protection will require the interstitial spaces within the rock slope protection to be filled with substrate to prevent trapping of desert tortoise.	EIR/EA pg 83	Select a response	County	Include in PS&E	Enter date	Enter Name	Enter date	Enter remarks	No
Cultural Resources	CUL-3a: Architectural Treatment of Bridge Railings on 10 New Bridges. County shall direct the contractor to apply treatments for historical railing design considerations as depicted in MOA Attachment 3 to the replaced bridge railings on all 10 NTH/Route 66 replacement bridges. Attachment 3 depicts railings designs for replacement bridge projects on the NTH/Route 66 which were previously approved by Caltrans. Consistency of treatments with this measure, and any future revisions to the treatments, will be determined through review of project plans by Caltrans. County shall submit the design plans and specifications for the Undertaking to District 8 Cultural Studies prior to the commencement of construction and request review by a Caltrans Professionally Qualified Staff Principal Architectural Historian. Following Caltrans approval, the SHPO shall also be afforded the opportunity to review the design plans and specifications for a 30-day review period.	EIR/EA pg 44	Select a response	County	Include in PS&E	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3b: SOIS Action Plan. An Action Plan for compliance with the Secretary of the Interior's Standards for Rehabilitation (36 CFR 67) (SOIS Action Plan) was approved by Caltrans to avoid adverse effects to the late 1950s Paddleboards (metal postmile markers) located at four of the 10 bridges (Bristol Ditch Bridge, Cerulla Ditch Bridge, Terra Ditch Bridge, and Leith Ditch Bridge) and 9 C-Markers located at six bridges (Larissa Ditch Bridge, Cerulla Ditch Bridge, Terra Ditch Bridge, Cerro Ditch Bridge, Adena Ditch Bridge, and Gordo Ditch Bridge) pursuant to the FHWA/Caltrans Section 106 PA Stipulation X.B.1.b. Caltrans shall ensure the SOIS Action Plan, included as MOA Attachment 4, is implemented by the Responsible Parties identified in the plan at the milestones specified therein. In general, the SOIS Action Plan involves temporarily removing the C-Markers and Late 1950s Paddleboards prior to construction, storing them in protective materials during construction, and reinstalling them following construction. The Late 1950s Paddleboards will be rehabilitated in accordance with the SOIS standards through paint refurbishment to better match the original coloration.	EIR/EA pg 44	Select a response	County	Include in PS&E	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Cultural Resources	CUL-3c: Construction Monitoring. County shall prepare a construction monitoring plan and conduct periodic monitoring of construction activities to ensure the project is conducted in a manner that meets the stipulations outlined in the MOA. The monitoring plan and its ongoing status will be included in the annual reports submitted pursuant to MOA Stipulation IV.F. Caltrans shall ensure that the construction monitoring plan is implemented. Within three months following the completion of construction and prior to the expiration of the MOA, a monitoring report shall be prepared and submitted to the SHPO to document project completion and compliance with the treatment of Historic Properties outlined in the MOA. The monitoring report may be combined with the final annual report prepared for the Undertaking pursuant to MOA Stipulation IV.F. The monitor shall meet the appropriate professional qualifications standards in accordance with MOA Stipulation IV.A.3.	EIR/EA pg 45	Select a response	County	Include in PS&E	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3d: National Register of Historic Places (NRHP) Nomination. Caltrans shall ensure that the County has prepared an NRHP Nomination form for the entire 111-mile long NTH/Route 66 segment between Daggett and the Mountain Springs Road exit for submittal to the California SHPO for review by the State Historical Resources Commission, prior to the 2024 Annual Report prepared for the MOA.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3e: Interpretive Website. The County will develop a website to share historic and other Route 66 road-related information for the benefit of the general public. Information to be included on the website is detailed in the website outline, included as Attachment 5 to the MOA. The final content of the website to be created as part of the MOA will be determined through consultation with the Caltrans District 8 cultural staff and the interested consulting parties and will be focused on the segment of the NTH/Route 66 between Daggett and the Mountain Springs Road exit, with an emphasis on information specific to parts of the NTH/Route 66 within the Project's APE, if available. The website shall be maintained by the County and accessible to the public for their use, information, and enjoyment. The County shall commence development of the website prior to the 2024 Annual Report prepared for the MOA and shall publish the website prior to the 2027 Annual Report.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Hazardous Waste	HAZ-1: It is anticipated that yellow pavement striping will be removed since it is present over each bridge along NTH. Removal of yellow striping and pavement marking materials would be performed in accordance with latest Caltrans Standard Special	EIR/EA pg 56	Select a response	County	Include in PS&E.	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
	Provision for REMOVE TRAFFIC STRIPE AND PAVEMENT MARKINGS. If yellow striping is removed in conjunction with the existing pavement, the paint striping can be considered non-hazardous material and a provision for handling the paint is not required.									
Hazardous Waste	HAZ-2: Lead-based paint is presumed to be present within the bridge barriers. The contractor shall ensure lead-based paint is properly managed and removed from the Project site in accordance with the latest Caltrans Standard Special Provision for DISTURBANCE OF EXISTING PAINT SYSTEMS ON BRIDGES.	EIR/EA pg 57	Select a response	County	Include in PS&E.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Hazardous Waste	HAZ-3: Treated wood along bridge deck barriers and supports underneath each bridge contain chemicals, e.g., creosote, which pose a risk to human health and the environment and must be handled in accordance with CCR, Title 22, Division 4.5 implemented by the Department of Toxic Substances Control (DTSC). Section 14-11.14 provides guidelines on handling, storing, transporting, and disposing of Treated Wood Waste (TWW). Caltrans follows the regulations adopted by DTSC regarding TWW, which may be handled as a regulated solid waste and disposed of in a State Water Resources Control Board certified solid waste landfill.	EIR/EA pg 57	Select a response	County	Include in PS&E.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Other	The contractor shall ensure that removal of TWW/ would be performed in accordance with the latest Caltrans Standard Special Provision for TREATED WOOD WASTE.									
	TRA-1: A Traffic Management Plan would be prepared prior to construction and be implemented during construction of the Project to reduce disruption of traffic patterns. Public information and awareness campaigns, motorist information strategies, and incident management strategies would alert the public of the temporary construction shoo-fly detours and the Project.	EIR/EA pg 19	Select a response	County	Include in PS&E.	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

ROW/PURCHASING

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Cultural Resources	CUL-3d: National Register of Historic Places (NRHP) Nomination. Caltrans shall ensure that the County has prepared an NRHP Nomination form for the entire 111-mile long NTH/Route 66 segment between Daggett and the Mountain Springs Road exit for submittal to the California SHPO for review by the State Historical Resources Commission, prior to the 2024 Annual Report prepared for the MOA.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3e: Interpretive Website. The County will develop a website to share historic and other Route 66 road-related information for the benefit of the general public. Information to be included on the website is detailed in the website outline, included as Attachment 5 to the MOA. The final content of the website to be created as part of the MOA will be determined through consultation with the Caltrans District 8 cultural staff and the interested consulting parties and will be focused on the segment of the NTH/Route 66 between Daggett and the Mountain Springs Road exit, with an emphasis on information specific to parts of the NTH/Route 66 within the Project's APE, if available. The website shall be maintained by the County and accessible to the public for their use, information, and enjoyment. The County shall commence development of the website prior to the 2024 Annual Report prepared for the MOA and shall publish the website prior to the 2027 Annual Report.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes

PRE-CONSTRUCTION

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Biology	BIO-9: Environmental awareness training shall be conducted prior to the onset of project work for all construction personnel discussing the special status plant and wildlife species with the potential to occur in the BSA. The training will also discuss how to proceed if there are any encounters of special status species within the work area, as well as measures and BMPs that will be implemented to avoid impacts to such species.	EIR/EA pg 70	Select a response	Biologist	Provide biological training.	Enter date	Enter Name	Enter date	Enter remarks	No
Biology	BIO-10: During the ideal blooming period prior to the beginning of construction activities, a rare plant survey will be conducted by an authorized biologist. If individuals or populations of rare plants are observed within the BSA during this survey, the area around the rare plant will be marked with high-visibility Environmentally Sensitive Area (ESA) fencing. project activities will not	EIR/EA pg 70	Select a response	Biologist and Contractor	Conduct rare plant surveys and if ESA is required, contractor installs fencing and does not enter ESA.	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Biological	be permitted to encroach upon the fencing and vegetation removal will not be authorized within the boundaries of said fencing. BIO-14: Approximately 2-4 weeks in advance of construction activities, a focused survey for desert tortoises and their burrows within the Project area shall occur by the authorized biologist. Survey methodology shall assure 100% visual coverage of the survey area. Additionally, within 24 hours of the start of soil disturbance, another focused preconstruction clearance survey for desert tortoise will be conducted by the authorized biologist. The focused desert tortoise survey shall not be combined with other surveys conducted for other species while using the same personnel. If a tortoise or tortoise sign is found in the impact areas or within the immediate vicinity during either preconstruction survey, USFWS and CDFW shall be contacted immediately and the tortoise shall be allowed to move outside the construction area/exclusionary area on their own before the Project can commence installation of exclusionary fencing, on-site construction preparation activities, or any construction activities. BIO-24: The construction contractor shall avoid removing any vegetation or performing structure demolition during the nesting bird season (February 15-August 31). If either of these activities must occur within the nesting season, a pre-construction nesting bird survey, which includes the burrowing owl, must be conducted no more than 3 days prior to the activity commencing. Survey methodology shall assure 100% visual coverage of the survey area and will follow current accepted species survey methodology. Structure demolition or vegetation removal must occur within 3 days from the nesting bird survey. A no-disturbance buffer will be established around any active nest of migratory birds and raptor species. Standard no-disturbance buffers of 100 feet for migratory birds and 300 feet for raptor species may be altered at the discretion of the Project biologist, based on species, location of the nest, and the biologist's expertise. The contractor must immediately stop work in the nesting area until the appropriate buffer is established and is prohibited from conducting work that could disturb the birds (as determined by the Project biologist and in coordination with the County) in the buffer area until a qualified biologist determines the young have fledged. Should burrowing owl, active burrowing owl burrows, or sign thereof be identified within the survey, the County and Project biologist will notify and coordinate with CDFW to determine if a plan is required to avoid.	EIR/EA pg 82	Select a response	Biologist	Conduct desert tortoise surveys.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biological	BIO-24: The construction contractor shall avoid removing any vegetation or performing structure demolition during the nesting bird season (February 15-August 31). If either of these activities must occur within the nesting season, a pre-construction nesting bird survey, which includes the burrowing owl, must be conducted no more than 3 days prior to the activity commencing. Survey methodology shall assure 100% visual coverage of the survey area and will follow current accepted species survey methodology. Structure demolition or vegetation removal must occur within 3 days from the nesting bird survey. A no-disturbance buffer will be established around any active nest of migratory birds and raptor species. Standard no-disturbance buffers of 100 feet for migratory birds and 300 feet for raptor species may be altered at the discretion of the Project biologist, based on species, location of the nest, and the biologist's expertise. The contractor must immediately stop work in the nesting area until the appropriate buffer is established and is prohibited from conducting work that could disturb the birds (as determined by the Project biologist and in coordination with the County) in the buffer area until a qualified biologist determines the young have fledged. Should burrowing owl, active burrowing owl burrows, or sign thereof be identified within the survey, the County and Project biologist will notify and coordinate with CDFW to determine if a plan is required to avoid.	EIR/EA pg 76	Select a response	Biologist	Conduct nesting bird survey.	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Biology	minimize, and/or mitigate any potential impacts. The contractor shall not commence activities until approved by the qualified biologist. BIO-25: Prior to construction, a qualified biologist must conduct a focused bat survey on the existing bridge structures. If a maternity colony is found within the Project area, a qualified bat biologist shall prepare a bat eviction plan in order to evict bats during the appropriate non-pupping season, from September 1 to October 15 or March 15 to April 15. If no maternity colony or potential maternity colony is identified, work may proceed as scheduled and no additional considerations for bat species are required.	EIR/EA pg 77	Select a response	Biologist	Conduct bat survey.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-30: A qualified biologist must conduct a desert kit fox survey no more than 14 days and no less than 3 days prior to the initiation of construction ground disturbing activities. Survey methodology shall follow current species survey protocol to attain complete visual coverage within the Project area and a 200-foot-wide buffer. If potential dens are located, they shall be monitored by an authorized project biologist. Trail cameras may be used to assist with observation but shall not be the sole basis upon which the status is determined. The Project biologist shall notify CDFW of the survey results and provide a determination on whether active dens can be avoided and buffered from Project activities to prevent disturbance of the den. Should active dens be present within the Project area that cannot be avoided with an adequate buffer, and construction cannot be rescheduled at that location, the project biologist shall contact CDFW to determine if monitoring or relocation is required. If required, a monitoring and relocation plan will be submitted for CDFW's review and approval. No disturbance or relocation of active dens may take place when juveniles may be present and dependent on parental care. The project biologist shall block off inactive dens within the buffer zone with rocks and sticks to discourage use during Project activities and remove when construction is complete. The Project biologist shall periodically check the inactive burrows remain blocked and are not reoccupied.	EIR/EA pg 77	Select a response	Biologist	Conduct Desert Kit Fox survey.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3a: Architectural Treatment of Bridge Railings on 10 New Bridges. County shall direct the contractor to apply treatments for historical railing design considerations as depicted in MOA Attachment 3 to the replaced bridge railings on all 10 NTH/Route 66 replacement bridges. Attachment 3 depicts railings designs for replacement bridge projects on the NTH/Route 66 which were previously approved by Caltrans. Consistency of treatments with this measure, and any future revisions to the treatments.	EIR/EA pg 44	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
	will be determined through review of project plans by Caltrans. County shall submit the design plans and specifications for the Undertaking to District 8 Cultural Studies prior to the commencement of construction and request review by a Caltrans Professionally Qualified Staff Principal Architectural Historian. Following Caltrans approval, the SHPO shall also be afforded the opportunity to review the design plans and specifications for a 30-day review period.									
Cultural Resources	CUL-3b: SOIS Action Plan. An Action Plan for compliance with the Secretary of the Interior's Standards for Rehabilitation (36 CFR 67) (SOIS Action Plan) was approved by Caltrans to avoid adverse effects to the late 1950s Paddleboards (metal postmile markers) located at four of the 10 bridges (Bristol Ditch Bridge, Cerulia Ditch Bridge, Terra Ditch Bridge, and Leith Ditch Bridge) and 9 C-Markers located at six bridges (Larissa Ditch Bridge, Cerulia Ditch Bridge, Terra Ditch Bridge, Cerro Ditch Bridge, Adena Ditch Bridge, and Gordo Ditch Bridge) pursuant to the FHWA/Caltrans Section 106 PA Stipulation X.B.1.b. Caltrans shall ensure the SOIS Action Plan, included as MOA Attachment 4, is implemented by the Responsible Parties identified in the plan at the milestones specified therein. In general, the SOIS Action Plan involves temporarily removing the C-Markers and Late 1950s Paddleboards prior to construction, storing them in protective materials during construction, and reinstalling them following construction. The Late 1950s Paddleboards will be rehabilitated in accordance with the SOIS standards through paint refurbishment to better match the original coloration.	EIR/EA pg 44	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3c: Construction Monitoring. County shall prepare a construction monitoring plan and conduct periodic monitoring of construction activities to ensure the project is conducted in a manner that meets the stipulations outlined in the MOA. The monitoring plan and its ongoing status will be included in the annual reports submitted pursuant to MOA Stipulation IV.F. Caltrans shall ensure that the construction monitoring plan is implemented. Within three months following the completion of construction and prior to the expiration of the MOA, a monitoring report shall be prepared and submitted to the SHPO to document project completion and compliance with the treatment of Historic Properties outlined in the MOA. The monitoring report may be combined with the final annual report prepared for the Undertaking pursuant to MOA Stipulation IV.F. The monitor shall meet the appropriate professional qualifications standards in accordance with MOA Stipulation IV.A.3.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Cultural Resources	CUL-3d: National Register of Historic Places (NRHP) Nomination. Caltrans shall ensure that the County has prepared an NRHP Nomination form for the entire 11.1-mile long NTH/Route 66 segment between Daggett and the Mountain Springs Road exit for submittal to the California SHPO for review by the State Historical Resources Commission, prior to the 2024 Annual Report prepared for the MOA.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3e: Interpretive Website. The County will develop a website to share historic and other Route 66 road-related information for the benefit of the general public. Information to be included on the website is detailed in the website outline, included as Attachment 5 to the MOA. The final content of the website to be created as part of the MOA will be determined through consultation with the Caltrans District 8 cultural staff and the interested consulting parties and will be focused on the segment of the NTH/Route 66 between Daggett and the Mountain Springs Road exit, with an emphasis on information specific to parts of the NTH/Route 66 within the Project's APE, if available. The website shall be maintained by the County and accessible to the public for their use, information, and enjoyment. The County shall commence development of the website prior to the 2024 Annual Report prepared for the MOA and shall publish the website prior to the 2027 Annual Report.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Other	TRA-1: A Traffic Management Plan would be prepared prior to construction and be implemented during construction of the Project to reduce disruption of traffic patterns. Public information and awareness campaigns, motorist information strategies, and incident management strategies would alert the public of the temporary construction shoo-fly detours and the Project.	EIR/EA pg 19	Select a response	Contractor	Draft Traffic Management Plan	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

CONSTRUCTION

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Biology	BIO-1: Best Management Practices (BMPs): - Disturbed soils would be covered by loose bulk materials or other materials to reduce erosion and runoff during rainfall events. - Disturbed soils would be stabilized, through watering or other measures, to prevent the movement of dust at the Project site caused by wind and construction activities such as traffic and grading activities. - All concrete curing activities would be conducted to minimize spray drift and prevent curing compounds from entering the waterway directly or indirectly. - All construction materials, vehicles, stockpiles, and staging areas would be situated outside of ephemeral ditches as feasible. All stockpiles would be covered, as feasible. - All erosion control measures and storm water control measures would be properly maintained until final grading has been completed and permanent erosion control measures have been implemented. - All disturbed areas would be restored to pre-construction contours so that hydrologic function of the ephemeral ditches is not permanently impacted. - All construction materials would be hauled off-site after completion of construction.	EIR/EA pg 59	Select a response	Contractor	Implement BMPs	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-2: Refueling or maintenance of equipment shall not be permitted to occur within the ephemeral ditches at the Project site. Refueling and maintenance shall occur on the existing paved roadways rather than within natural communities when feasible. When refueling and maintenance activities occurs in natural communities, plastic sheeting or other secondary containment measures will be used to capture accidental spills before they can contaminate the soil. Secondary containment must have a raised edge (e.g., sheeting wrapped around wattles).	EIR/EA pg 60	Select a response	Contractor	No refueling/maintenance in ditches. Utilize secondary containment.	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
Biology	BIO-3: Equipment will be checked daily for leaks and will be well maintained to prevent lubricants and any other deleterious materials from entering natural environments.	EIR/EA pg 60	Select a response	Contractor	Check equipment daily.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-4: A chemical spill kit must be kept onsite and available for use in the event of a spill.	EIR/EA pg 60	Select a response	Contractor	Keep chemical spill kit onsite and use on spills.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-5: Secondary containment consisting of plastic sheeting or other impermeable sheeting shall be installed underneath all equipment/materials located in a natural area (ephemeral ditch or creosote bush scrub habitat) as needed to prevent petroleum products or other chemicals from contaminating the soil or from spilling directly into ephemeral ditches. Secondary containment must have a raised edge (e.g., sheeting wrapped around wattles).	EIR/EA pg 60	Select a response	Contractor	Implement secondary containment system to prevent contaminating soils and ephemeral ditches.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-6: Project activities will not occur during any periods of precipitation or surface water flow in the ephemeral ditches within the BSA. In the Mojave Desert, this is most likely to occur between November and April, and during the summer monsoon season from July to September. When precipitation is occurring or surface water is flowing, Project work within the ephemeral ditch channels will be halted in order to minimize disturbance to aquatic resources and desert wildlife, which is most active during this critical time when water is available.	EIR/EA pg 60	Select a response	Contractor	Restrict activities during precipitation or surface water flow.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-7: Following the completion of project activities, areas that have been disturbed by project activities within the BSA will be re-graded to pre-construction conditions. Specifically, the sandy ephemeral ditches that flow under the existing bridges will be re-graded so that natural water flow would be allowed to return through the Project area following the next precipitation event.	EIR/EA pg 84	Select a response	Contractor	Return temporarily disturbed areas to preconstruction conditions.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-8: Following construction, soil within impact areas will be decompacted and a seed mix of locally native desert shrubs will be applied to natural areas disturbed by construction activities in order to kick start the site's natural cycle of plant recruitment.	EIR/EA pg 60	Select a response	Contractor	Decompact soils and apply a seed mix of locally native desert shrubs to natural areas disturbed by construction activities	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-10: During the ideal blooming period prior to the beginning of construction activities, a rare plant survey will be conducted by an authorized biologist. If individuals or populations of rare plants are observed within the BSA during this survey, the area around the rare plant will be marked with high-visibility Environmentally	EIR/EA pg 70	Select a response	Biologist and Contractor	Conduct Biological survey and if ESA is required, contractor installs fencing and does not enter ESA.	Enter date	Enter Name	Enter date	Enter remarks	Yes

Environmental Commitment Record for the National Trails Highway at 10 Bridges Project

Category	Task and Brief Description	Source	Included in PS&E package	Responsible Branch/Staff	Action to Comply	Due Date	Task Completed by	Task Completed on	Remarks	Mitigation for significant impacts under CEQA?
	Sensitive Area (ESA) fencing, project activities will not be permitted to encroach upon the fencing and vegetation removal will not be authorized within the boundaries of said fencing.									
Biology	BIO-11: All vegetation removal will be minimized to the greatest extent feasible. When possible, vegetation removal will be accomplished with the use of hand tools. Trees and shrubs shall be trimmed rather than removed unless absolutely necessary for project activities.	EIR/EA pg 70	Select a response	Contractor	Minimize vegetation removal.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-12: If desert bighorn sheep are observed within the Project area, work will be halted until the individual(s) have left the Project area. Construction personnel is not authorized to come into direct contact with desert bighorn sheep. The species must be allowed to move throughout the Project area undisturbed by humans, vehicles, or construction machinery.	EIR/EA pg 76	Select a response	Contractor	Halt work until bighorn sheep leave Project area.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-13: An authorized project biologist, approved by CDFW and USFWS, will monitor all ground disturbing activities at the Project site which may cause take of the desert tortoise. The authorized biologist will also oversee the implementation of all avoidance and minimization measures put in place to protect the desert tortoise.	EIR/EA pg 82	Select a response	Biologist	Monitor initial ground disturbing activities.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-15: Construction impact areas shall be staked in order to contain construction activities within the Project boundaries. These areas shall be marked with temporary desert tortoise exclusion fencing marked with high visibility flagging. The desert tortoise fencing must be in compliance with the standards outlined in the 2009 USFWS <i>Desert Tortoise (Mojave Population) Field Manual</i> . The desert tortoise exclusion fencing ESAs shall be delineated in coordination with the authorized project biologist.	EIR/EA pg 82	Select a response	Contractor	Stake limits of construction and desert tortoise exclusion fencing.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-16: Desert tortoise exclusion fencing will be inspected twice daily (once before construction activities begin and once after construction activities have ceased for the day during ground disturbing activities at the project site which may cause take of desert tortoise) and immediately after precipitation events during project activities by the authorized project biologist or trained personnel and repaired as needed. Repairs must occur within two days. Any debris that accumulates along the fence should be removed as the fence is inspected.	EIR/EA pg 82	Select a response	Biologist	Inspect desert tortoise exclusion fencing.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-17: The Project biologist shall monitor all ground disturbing activities which may cause take of the desert tortoise. Should a desert tortoise be found within the Project limits, construction activities shall	EIR/EA pg 83	Select a response	Biologist	Monitor all ground disturbing activities which may cause take of the desert tortoise.	Enter date	Enter Name	Enter date	Enter remarks	Yes

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	cease and the USFWS and CDFW shall be contacted within 12 hours. The tortoise shall be allowed to leave the Project area limits on its own volition. Construction may only recommence at the Project biologist's authority and once the desert tortoise is outside of project limits.									
Biology	BIO-18: Project personnel shall carefully check under parked vehicles or equipment for desert tortoises before moving said vehicles or equipment. Should a desert tortoise be found, the protocol outlined in measure BIO-17 shall be followed.	EIR/EA pg 83	Select a response	Contractor	Inspect vehicles/equipment.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-19: Construction and maintenance vehicles shall not exceed 15 mph in tortoise habitat, which includes all natural communities within the BSA, during periods of higher tortoise activity, March 1 through November 1.	EIR/EA pg 83	Select a response	Contractor	Follow 15 mph between March 1 and November 1.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-20: Open trenches, auger holes, or other excavations that may act as pitfall traps shall be inspected prior to working in or around the excavation and prior to backfilling. Other excavations that remain open overnight shall be covered to prevent them from becoming pitfall traps. Any animals found within the excavations shall be relocated by the Project biologist. Should any listed or sensitive species be found within these excavations, the appropriate wildlife agency shall be contacted immediately, and subsequent action shall be performed under the direction of the lead wildlife agencies.	EIR/EA pg 83	Select a response	Biologist and Contractor	Inspect trenches, holes, and other excavations.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-21: Should a desert tortoise be injured as a result of project related activities; it shall be immediately taken to a CDFW approved rehabilitation facility by the authorized biologist. The CDFW approved rehabilitation facility in the vicinity of the Project area is the Big Bear Alpine Zoo (909) 584-1299. Any veterinarian bills for such injured tortoises shall be paid by San Bernardino County. The CDFW and USFWS shall be notified within 12 hours of the incident. Notification shall include the date, time, location, and circumstances of the incident.	EIR/EA pg 83	Select a response	Biologist	Take injured tortoise to rehabilitation facility.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-22: Should a desert tortoise be killed by project related activities or found dead within the construction area, remains shall be collected by the Project biologist and frozen as soon as possible. CDFW and USFWS shall be notified and a written report shall be sent within 12 hours of the incident. Notification shall include the date, time, location, and circumstances of the finding. The Project biologist will coordinate with both CDFW and the USFWS regarding direction on where to bring the frozen specimen.	EIR/EA pg 83	Select a response	Biologist	Report tortoise finding and freeze tortoise.	Enter date	Enter Name	Enter date	Enter remarks	Yes

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Biology	BIO-23: Prior to the initial arrival at the first bridge of the Project site and prior to leaving, at the completion of construction, equipment that may contain invasive plants and/or seeds will be cleaned to reduce the spreading of noxious weeds.	EIR/EA pg 70	Select a response	Contractor	Prevent spread of invasives.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-24: The construction contractor shall avoid removing any vegetation or performing structure demolition during the nesting bird season (February 15-August 31). If either of these activities must occur within the nesting season, a pre-construction nesting bird survey, which includes the burrowing owl, must be conducted no more than 3 days prior to the activity commencing. Survey methodology shall assure 100% visual coverage of the survey area and will follow current accepted species survey methodology. Structure demolition or vegetation removal must occur within 3 days from the nesting bird survey. A no-disturbance buffer will be established around any active nest of migratory birds and raptor species. Standard no-disturbance buffers of 100 feet for migratory birds and 300 feet for raptor species may be altered at the discretion of the Project biologist, based on species, location of the nest, and the biologist's expertise. The contractor must immediately stop work in the nesting area until the appropriate buffer is established and is prohibited from conducting work that could disturb the birds (as determined by the Project biologist and in coordination with the County) in the buffer area until a qualified biologist determines the young have fledged. Should burrowing owl, active burrowing owl burrows, or sign thereof be identified within the survey, the County and Project biologist will notify and coordinate with CDFW to determine if a plan is required to avoid, minimize, and/or mitigate any potential impacts. The contractor shall not commence activities until approved by the qualified biologist.	EIR/EA pg 76	Select a response	Contractor and Biologist	If constructing between February 15 and August 31, conduct nesting bird survey prior to construction activities.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-26: All construction crew members will allow wildlife enough time to escape initial clearing and grubbing activities. Where determined appropriate by the Project biologist, initial clearing and grubbing must be accomplished through the use of hand tools. If initial clearing and grubbing through the use of hand tools is not feasible, then heavy equipment may be used if operated at speeds less than 3 miles per hour.	EIR/EA pg 76	Select a response	Contractor and Biologist	Allow wildlife to leave Project area on its own. Biologist to determine where hand tools or equipment can be used.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Biology	BIO-27: The contractor must dispose of all food-related trash in closed containers and must remove it from the Project area each day during construction.	EIR/EA pg 77	Select a response	Contractor	Dispose of food trash in closed container and remove from Project each day.	Enter date	Enter Name	Enter date	Enter remarks	No

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	Construction personnel must not feed or attract wildlife to the Project area.									
Biology	BIO-28: The contractor must not apply rodenticide or herbicide within the BSA during construction.	EIR/EA pg 77	Select a response	Contractor	No rodenticide or herbicide.	Enter date	Enter Name	Enter date	Enter remarks	No
Biology	BIO-29: Placement and construction of rock slope protection will require the interstitial spaces within the rock slope protection to be filled with substrate to prevent trapping of desert tortoise.	EIR/EA pg 83	Select a response	Contractor	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-1: If cultural materials are discovered during construction, all earth-moving activity within and around the immediate discovery area will be diverted until a qualified archaeologist can assess the nature and significance of the find.	EIR/EA pg 44	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-2: If human remains are discovered, California Health and Safety Code (H&SC) Section 7050.5 states that further disturbances and activities shall stop in any area or nearby area suspected to overlie remains, and the County Coroner contacted. If the remains are thought by the coroner to be Native American, the coroner will notify the NAHC, who, pursuant to PRC Section 5097.98, will then notify the Most Likely Descendant (MLD). At this time, the person who discovered the remains will contact District 8 Division of Environmental Planning; Andrew Walters, DEBC; (909)383-2647 so that they may work with the MLD on the respectful treatment and disposition of the remains. Further provisions of PRC 5097.98 are to be followed as applicable.	EIR/EA pg 44	Select a response	Archaeologist and Caltrans	Halt work and assess discovery.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	CUL-3b: SOIS Action Plan. An Action Plan for compliance with the Secretary of the Interior's Standards for Rehabilitation (36 CFR 67) (SOIS Action Plan) was approved by Caltrans to avoid adverse effects to the late 1950s Paddleboards (metal postmile markers) located at four of the 10 bridges (Bristol Ditch Bridge, Cerulla Ditch Bridge, Terra Ditch Bridge, and Leith Ditch Bridge) and 9 C-Markers located at six bridges (Larissa Ditch Bridge, Cerulla Ditch Bridge, Terra Ditch Bridge, Cerro Ditch Bridge, Adena Ditch Bridge, and Gordo Ditch Bridge) pursuant to the FHWA/Caltrans Section 106 PA Stipulation X.B.1.b. Caltrans shall ensure the SOIS Action Plan, included as MOA Attachment 4, is implemented by the Responsible Parties identified in the plan at the milestones specified therein. In general, the SOIS Action Plan involves temporarily removing the C-Markers and Late 1950s Paddleboards prior to construction, storing them in protective materials during construction, and reinstalling them following construction. The Late 1950s Paddleboards will be rehabilitated in accordance with the SOIS standards	EIR/EA pg 44	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes

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	through paint refurbishment to better match the original coloration.									
Cultural Resources	CUL-3c: Construction Monitoring. County shall prepare a construction monitoring plan and conduct periodic monitoring of construction activities to ensure the project is conducted in a manner that meets the stipulations outlined in the MOA. The monitoring plan and its ongoing status will be included in the annual reports submitted pursuant to MOA Stipulation IV.F. Caltrans shall ensure that the construction monitoring plan is implemented. Within three months following the completion of construction and prior to the expiration of the MOA, a monitoring report shall be prepared and submitted to the SHPO to document project completion and compliance with the treatment of Historic Properties outlined in the MOA. The monitoring report may be combined with the final annual report prepared for the Undertaking pursuant to MOA Stipulation IV.F. The monitor shall meet the appropriate professional qualifications standards in accordance with MOA Stipulation IV.A.3.	EIR/EA pg 45	Select a response	County	Implement	Enter date	Enter Name	Enter date	Enter remarks	Yes
Cultural Resources	TCR-1: The San Manuel Band of Mission Indians Cultural Resources Department shall be contacted should any indigenous cultural resources be discovered during Project implementation and be provided information regarding the nature of the discovery, so that the San Manuel Band of Mission Indians can provide input with regards to significance and treatment. If cultural resources are discovered which are considered historical resources and/or tribal cultural resources as defined under the California Environmental Quality Act, and avoidance cannot be ensured, a qualified archaeologist meeting the Secretary of Interior Professional Qualification Standards shall develop an Archaeological Monitoring and Treatment Plan in coordination with the County and Caltrans, as specified in CUL-3d. If the discovery involves indigenous resources, the Archaeological Monitoring and Treatment Plan shall allow for a monitor to be present that represents the San Manuel Band of Mission Indians for the remainder of the Project's ground disturbing activities in the area of the indigenous resource discovery, should the San Manuel Band of Mission Indians elect to place a monitor on-site. The drafts of the Archaeological Monitoring and Treatment Plan shall also be provided to San Manuel Band of Mission Indians Cultural Resources Department for review and comment. An archaeological monitor shall implement the Archaeological Monitoring and Treatment Plan	EIR/EA pg 120	Select a response	Archaeologist and Caltrans	Halt work and consult.	Enter date	Enter Name	Enter date	Enter remarks	Yes

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	accordingly and shall apply the plan to all subsequent cultural resource discoveries.									
Cultural Resources	TCR-2: Any and all archaeological/cultural documents created as a part of the Project (isolate records, site records, survey reports, testing reports, etc.) shall be supplied to the County for dissemination to San Manuel Band of Mission Indians. The County shall, in good faith, consult with San Manuel Band of Mission Indians throughout the life of the Project.	EIR/EA pg 120	Select a response	County	Send documentation.	Enter date	Enter Name	Enter date	Enter remarks	No
Paleontology	PAL-1: If unanticipated discoveries of paleontological resources occur during construction, all work within 50 feet of the discovery should be halted until the find has been evaluated by a qualified paleontologist.	EIR/EA pg 123	Select a response	Contractor and Paleontologist	Halt work and assess discovery.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Hazardous Waste	HAZ-1: It is anticipated that yellow pavement striping will be removed since it is present over each bridge along NTH. Removal of yellow striping and pavement marking materials would be performed in accordance with latest Caltrans Standard Special Provision for REMOVE TRAFFIC STRIPE AND PAVEMENT MARKINGS. If yellow striping is removed in conjunction with the existing pavement, the paint striping can be considered non-hazardous material and a provision for handling the paint is not required.	EIR/EA pg 56	Select a response	Contractor	Follow Caltrans Standard Special Provision for REMOVE TRAFFIC STRIPE AND PAVEMENT MARKINGS.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Hazardous Waste	HAZ-2: Lead-based paint is presumed to be present within the bridge barriers. The contractor shall ensure lead-based paint is properly managed and removed from the Project site in accordance with the latest Caltrans Standard Special Provision for DISTURBANCE OF EXISTING PAINT SYSTEMS ON BRIDGES.	EIR/EA pg 57	Select a response	Contractor	Follow Caltrans Standard Special Provision for DISTURBANCE OF EXISTING PAINT SYSTEMS ON BRIDGES.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Hazardous Waste	HAZ-3: Treated wood along bridge deck barriers and supports underneath each bridge contain chemicals, e.g., creosote, which pose a risk to human health and the environment and must be handled in accordance with CCR, Title 22, Division 4.5 implemented by the Department of Toxic Substances Control (DTSC). Section 14-11.14 provides guidelines on handling, storing, transporting, and disposing of Treated Wood Waste (TWW). Caltrans follows the regulations adopted by DTSC regarding TWW, which may be handled as a regulated solid waste and disposed of in a State Water Resources Control Board certified solid waste landfill.	EIR/EA pg 57	Select a response	Contractor	Follow Caltrans Standard Special Provision for TREATED WOOD WASTE.	Enter date	Enter Name	Enter date	Enter remarks	Yes

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	Caltrans Standard Special Provision for TREATED WOOD WASTE.									
Hazardous Waste	HAZ-4: As is the case for any project that proposes excavation, the potential exists for unknown hazardous contamination to be revealed during project construction (such as previously undetected petroleum hydrocarbon contamination from former underground storage tanks). If known or previously unknown hazardous waste/material is encountered during construction, the procedures outlined in the Caltrans Hazards Procedures for Construction shall be followed.	EIR/EA pg 57	Select a response	Contractor	Follow Caltrans Hazards Procedures for Construction shall be followed.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Other	TRA-1: A Traffic Management Plan would be prepared prior to construction and be implemented during construction of the Project to reduce disruption of traffic patterns. Public information and awareness campaigns, motorist information strategies, and incident management strategies would alert the public of the temporary construction shoo-fly detours and the Project.	EIR/EA pg 19	Select a response	Contractor	Implement Traffic Management Plan	Enter date	Enter Name	Enter date	Enter remarks	Yes

POST-CONSTRUCTION

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Cultural Resources	CUL-3c: Construction Monitoring. County shall prepare a construction monitoring plan and conduct periodic monitoring of construction activities to ensure the project is conducted in a manner that meets the stipulations outlined in the MOA. The monitoring plan and its ongoing status will be included in the annual reports submitted pursuant to MOA Stipulation IV.F. Caltrans shall ensure that the construction monitoring plan is implemented. Within three months following the completion of construction and prior to the expiration of the MOA, a monitoring report shall be prepared and submitted to the SHPO to document project completion and compliance with the treatment of Historic Properties outlined in the MOA. The monitoring report may be combined with the final annual report prepared for the Undertaking pursuant to MOA Stipulation IV.F. The monitor shall meet the appropriate professional qualifications standards in accordance with MOA Stipulation IV.A.3.	EIR/EA pg 45	Select a response	County	Prepare and submit monitoring report.	Enter date	Enter Name	Enter date	Enter remarks	Yes
Select a category	Enter task and brief description	Enter source	Select a response	Enter name	Enter action	Enter date	Enter Name	Enter date	Enter remarks	Select a response
Select a category	Enter task and brief description	Enter source	Select a response	Enter name	Enter action	Enter date	Enter Name	Enter date	Enter remarks	Select a response
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