

SECTION 1.5

HOW TO USE THIS HANDBOOK

The Handbook can be used in several different ways. It may be used purely as an **administrative guide** or reference to look up regulatory requirements of different agencies and establish an understanding of authorizations, processing methods, and mitigation measures required for specific activities and practices. Similarly, the Handbook may be utilized as a **technical guide** assisting the user with the planning process, selection of appropriate practices for various activities, and a detailed description of each practice for planning, design, and implementation purposes. Finally, the Handbook may be utilized as a **comprehensive administrative and technical guide** to enable the user to select appropriate best management practices with a clear understanding of the regulatory requirements and environmental impacts associated with them.

Most users will find it helpful to sequence their review and utilization of the Handbook according to the following steps:

1. **Section 2** of the Handbook should be reviewed to gain a basic understanding or to further clarify the user's understanding of various regulatory programs affecting drainage improvement activities in Indiana.
2. **Sub-section 3.1** may be reviewed to familiarize the user with the Handbook's definition of various drainage improvement activities and practices.
3. **Sub-sections 3.2 and 3.3** may be reviewed to enable the user to determine what types of authorizations, processing methods, and potential mitigation measures may be involved with specific key practices of a project, as initially planned.
4. **Sub-sections 4.1 and 4.2** may be reviewed to gain more insight on the planning process and factors to be considered in selecting practices appropriate for a specific situation. **Sub-section 4.3** may then be consulted to assist in selection of both complementary and alternative practices for a drainage improvement activity. For the selection process to be successful, the user may have to review a detailed description of alternative practices involved (Section 5) and also refer back to Sub-section 3.2 so that the differences in processing methods for alternative practices may be considered as a factor in the selection process.
5. **Section 5** should be referenced to gain an insight on the detailed description of pertinent practices being considered, to ensure the appropriateness of the practice for specific circumstances of the project.
6. Following the initial planning stage and final selection of appropriate practices, **Sub-section 3.2** should be consulted again to determine the required permits and then appropriate permit packages may be put together according to guidelines provided in **Section 2** and appropriate **appendices**.