

## **STATEMENT OF WORK**

### **Surface Drainage, Field Ditch (607)**

### **Pennsylvania**

The following deliverables are required for the complete implementation and documentation of this conservation practice. Section 4 of the Pennsylvania Technical Guide (PA eFOTG) should also be reviewed for additional practice-specific requirements and Design and Check Data Requirements where those have been developed. For other planned practice deliverables refer to those specific Statements of Work.

#### **DESIGN**

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##### **Deliverables:**

1. Design documents that demonstrate criteria in practice standard have been met and are compatible with planned and applied practices:
  - a. Practice purpose(s) as identified in the conservation plan.
  - b. List of required permits to be obtained by the client
  - c. Compliance with NRCS national and state utility safety policy (NEM part 503-Safety, Section 503.00 through 503.22)
  - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
    - i. Hydrology/Hydraulics
    - ii. Location
    - iii. Outlet Capacity and Stability
    - iv. Vegetation
2. Design Report and Inspection Plan, as appropriate (NEM Part 511, Subpart B Documentation, 511.11 and Part 512, Subpart D Quality Assurance Activities, 512.30 through 512.32). Written plans and specifications, including sketches and drawings, shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. Operation and Maintenance Plan
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03(b)(2))
5. Design modifications during installation, as required

#### **INSTALLATION**

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##### **Deliverables**

1. Pre-installation conference with client and contractor
2. Verification that client has obtained required permits
3. Staking and layout according to plans and specifications including applicable layout notes
4. Installation inspection (according to inspection plan as appropriate)
  - a. Actual materials used
  - b. Inspection records
5. Facilitate and implement required design modifications with client and original designer
6. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations, and NRCS policies during installation
7. Certification that the installation process and materials meets design and permit requirements

#### **CHECK OUT**

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##### **Deliverables**

1. As-built documentation
  - a. Extent of practice units applied
  - b. Drawings
  - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.03(c)(1))
3. Progress reporting

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**REFERENCES**

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Surface Drainage, Field Ditch, 607
- National Engineering Manual, Utility Safety Policy
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook