

**STATEMENT OF WORK**  
**Tree/Shrub Pruning (660)**  
**Kansas**  
**May 2007**

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**These deliverables apply to this individual practice. For other planned practice deliverables, refer to those specific statements of work.**

## **DESIGN**

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### **Deliverables**

1. Pre-design conference with client
2. Contact district forester for planning assistance
3. Planned practice as identified in the conservation plan will address the identified resource concern.
4. If enrolled in a conservation program, this practice must meet all conditions and requirements of program enrollment that may exceed the practice standard.
5. Design documentation that will demonstrate that the criteria in Natural Resources Conservation Service (NRCS) practice standard has been met and is compatible with planned and applied practices. (Form KS-ECS-23, Vegetative Management)
  - a. Practice purpose(s) as identified in the conservation plan
  - b. List of required permits to be obtained by the client
  - c. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to the following:
    - i. Determination of woody plants to be treated to achieve intended purpose(s)
    - ii. Minimum and maximum crown/branch removals by individual plant types and species
    - iii. Mitigation measures (e.g., slash and debris disposal) to minimize wildfire hazard and attraction of pests
6. 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.
7. Documentation of needed operation and maintenance
8. Certification that the design meets practice standard criteria and complies with applicable laws and regulations and documented on Form KS-ECS-23
9. Certification that the client has reviewed the design and agrees to carry out the practice as planned will be documented on Form KS-ECS-23
10. Compliance with NRCS national and state utility safety requirements (National Engineering Manual [NEM] Part 503-Safety, Sections 503.00 through 503.22) Form KS-ENG-62, Letter to Land User Regarding Responsibility for Underground Utilities During Construction
11. Report progress

## **INSTALLATION**

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### **Deliverables**

1. Pre-application conference with client
2. Verification that client has obtained required permits
3. Staking and layout according to plans and specifications including applicable layout notes
4. Application guidance as needed
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 application process and materials meet design and permit requirements (Form KS-ECS-23)

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**CHECKOUT**

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**Deliverables**

1. Records of application
  - a. Extent of practice units applied
  - b. Mitigation measures used and applied
2. Certification that the application meets NRCS standards and specifications and is in compliance with permits (Form KS-ECS-23).
3. Progress reporting

**REFERENCES**

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- NRCS electronic Field Office Technical Guide (eFOTG), Section IV, Conservation Practices 660, Tree/Shrub Pruning; 380, Windbreak/Shelterbelt Establishment; 612, Tree/Shrub Establishment; and 650, Windbreak/Shelterbelt Renovation
- NRCS National Forestry Handbook, Part 636.4
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- Kansas NRCS Web site, Technical Resources/Technical Notes/Ecological Sciences/Forestry Technical Note 9, Tree/Shrub Establishment and Maintenance Guidelines
- NRCS eFOTG, Section II, Soils Information/County/County Soil Data Mart/Map Unit Name/Windbreaks and Environmental Plantings
- NEM, Part 503-Safety, Sections 503.00 through 503.22, National Utility Safety (Form KS-ENG-62, 1-800-DIG-SAFE)