

**STATEMENT OF WORK**  
**Mulching (484)**  
**Kansas**  
**September 2004**

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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. Design documentation that will demonstrate that the criteria in the Natural Resources Conservation Service (NRCS) practice standard and specification has been met and is 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
2. Compliance with NRCS national and state utility safety policy (National Engineering Manual [NEM] Parts 503.00 through 503.06)

Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to the following:

  - a. Type of material, thickness/depth, durability
  - b. Preparatory surface treatment including vegetation measures
  - c. Application technique by material type
  - d. Additional requirements to conserve soil moisture, moderate soil temperature, control erosion, suppress weeds, establish vegetative cover, improve soil condition, and increase soil fertility
3. 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. Plans and specifications shall be developed in accordance with the requirements of Conservation Practice Standard and Specification 484, Mulching.
4. Documentation of needed operation and maintenance
5. Certification that the design meets practice standard criteria and complies with applicable laws and regulations
6. Design modifications during installation as required
7. Planning documentation completed on the Form KS-ECS-23, Vegetative Management
8. If enrolled in a conservation program, this practice must meet all conditions and requirements of program enrollment that may exceed the practice standard.

## **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
8. Installation may be documented on 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. Actual kinds of surface treatments used and applied
2. Certification that the application meets NRCS standards and specifications and is in compliance with permits
3. Certification documentation completed on Form KS-ECS-23
4. Progress reporting

**REFERENCES**

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- NRCS electronic Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Mulching (484)
- NRCS National Agronomy Manual
- NRCS Kansas Forestry Technical Note KS-9
- National Engineering Manual (NEM)