



GUIDANCE FOR USE OF TSP “STATEMENTS OF WORK” NATIONAL TEMPLATES and STATE-MODIFIED STATEMENTS OF WORK

Technical Service Providers (TSPs), NRCS personnel, producers, and partners have requested clear guidance on the specific products and deliverables required for each category of technical assistance performed by TSPs. To respond to these requests, NRCS leadership assembled a team to develop national “Statements of Work” templates for each technical service category contained in TechReg. These Statements of Work outline deliverables for all 157 Conservation Practice Standards contained in the National Handbook of Conservation Practices (NHCP), as well as for Comprehensive Nutrient Management Plan development, Conservation Planning, and Cultural Resources Compliance activities.

The national Statements of Work templates are intentionally broad in scope and serve as generic models. They are designed to be modified or tailored at the State or local level. NRCS State Conservationists may elect to adopt or modify the national templates or develop their own to meet the specific needs within their intended use area.

In all cases, NRCS State Offices are to ensure that their own State name, contact information, and date of posting in the eFOTG are entered as the heading for each individual Statement of Work document. The Statements of Work, as adopted, modified, or created by the State will be posted, along with this guidance document in the eFOTG in Section IV in a new folder titled Statements of Work.

The Statements of Work will contain specific products or deliverables for technical services provided by TSPs or other authorized personnel. Others who may find these statements to be useful include agricultural organizations, producers, state agricultural agencies, etc. The Statements of Work are intended to organize and reinforce existing technical resources and references, not to rewrite or replace them. When completed by the States, each Statement of Work could also be used, with minor changes as needed, as a technical service completion checklist.

State-tailored Statements of Work may serve as guidance for documentation and progress reporting and may be used in conjunction with quality assurance and for training new employees.

All questions regarding the TSP Statements of Work documents should be directed to the State TSP Coordinator.

**STATEMENT OF WORK (SOW)
RESIDUE MANAGEMENT – RIDGE TILL (329C)
SOUTH DAKOTA
CONTACT: JEFF HEMENWAY (605) 352-1239
ISSUED OCTOBER 29, 2004**

These deliverables apply to this individual practice. For other planned practice deliverables, please refer to those specific SOW's.

DESIGN

Deliverables

1. Design documents that demonstrate criteria in NRCS 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. Practice standard criteria-related computations and analyses to develop plans, specifications, and Operation and Maintenance Plan, including but not limited to:
 - i. Results of NRCS erosion prediction tools or equivalent and other applicable technical tools to address targeted criteria.
 - ii. Planned residue amount.
 - iii. Orientation of residue.
 - iv. Distribution of residue.
 - v. Timing of soil disturbance.
2. Certification that the design meets practice standard criteria and comply with applicable laws and regulations.
3. Design modifications during application as required.
4. 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.

INSTALLATION

Deliverables

1. Pre-application conference with client.
2. Verification that client has obtained required permits.
3. Application guidance as needed.
4. Facilitate and implement required design modifications with client and original designer.
5. Advise client/NRCS on compliance issues with all federal, state, Tribal, and local laws, regulations, and NRCS policies during installation.
6. Certification that the application process meets design and permit requirements.

CHECK OUT

Deliverables

1. Records of application:
 - a. Extent of practice units applied.
 - b. Actual amount of residue present during critical period to meet targeted standard criteria.
2. Certification that the application meets NRCS standards and specifications and is in compliance with permits.
3. Progress reporting.

REFERENCES

- NRCS South Dakota Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Residue Management, Ridge Till (329C)
- NRCS National Agronomy Manual, Parts 501, 502, and 506
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook